

SPREAD SHEET (EXCEL) PART (1)



UQBA BN NAFAA MOHAMMED
ASSISTANT LECTURER



Excel

Microsoft Excel is a spreadsheet program. A spreadsheet is a grid of rows and columns that is used to manage, analyze, and present data.

► Starting Microsoft Excel

From the Start Menu

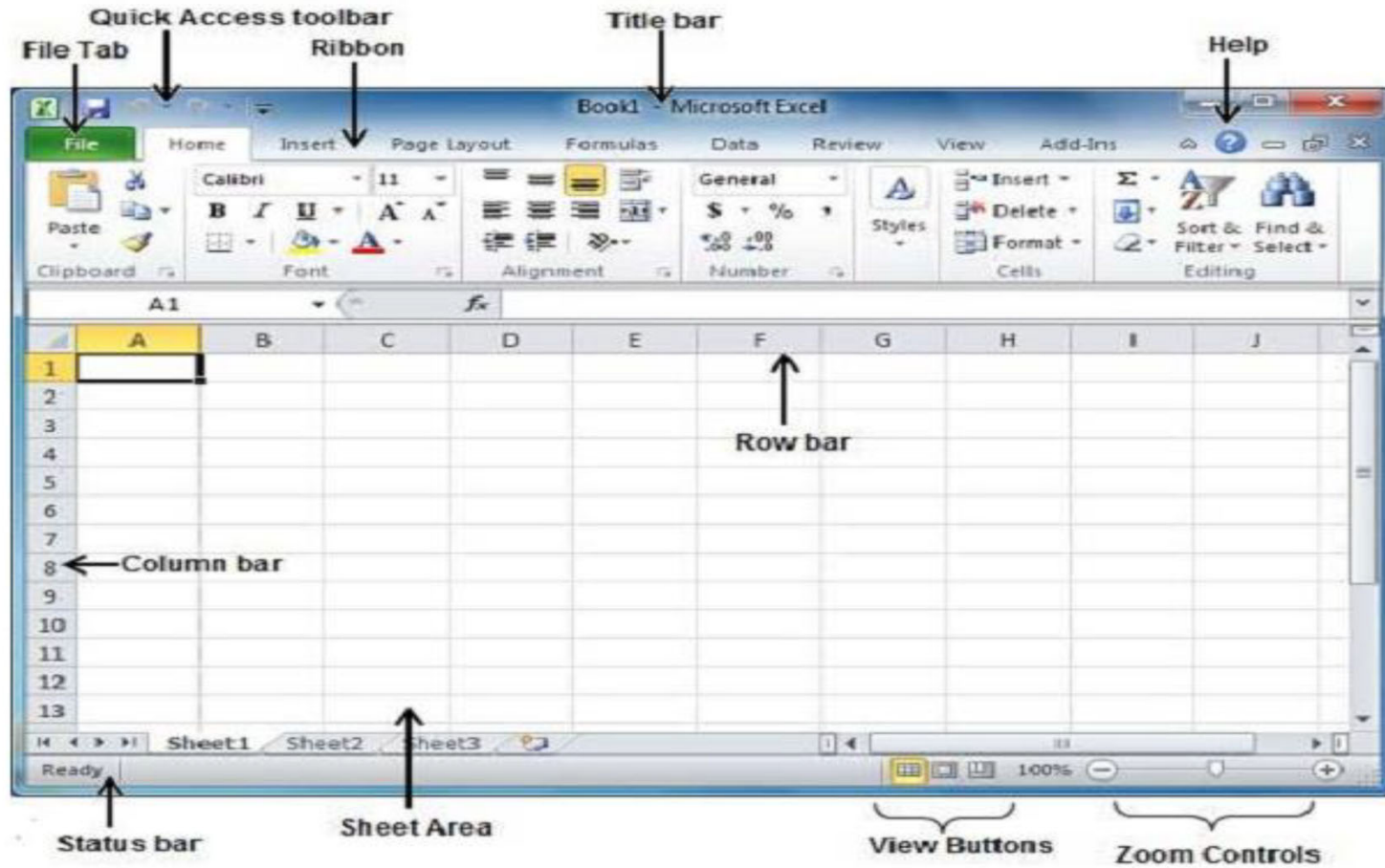
1. Click the Start Menu.
2. Click All Programs.
3. Search for Microsoft Office, and click it.
4. Search for Microsoft Excel , and click it.

Or double-click on the Excel desktop icon.

Or From the Search Window by typing Excel and click it.

This will launch the Microsoft Excel application and you will see the following window.

MS Excel Window



Excel

► How to Create a New Workbook

1. Click the **File** tab.
2. Click **New**.
3. Select **Blank Workbook**.

Or click **Ctrl+N** keys from keyboard.

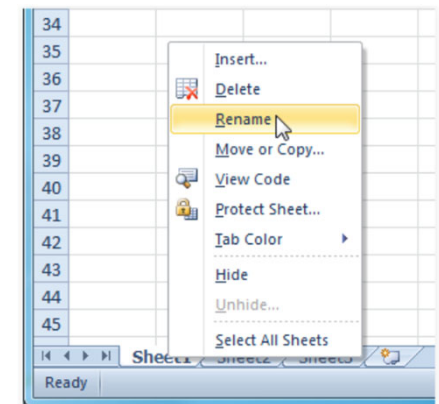
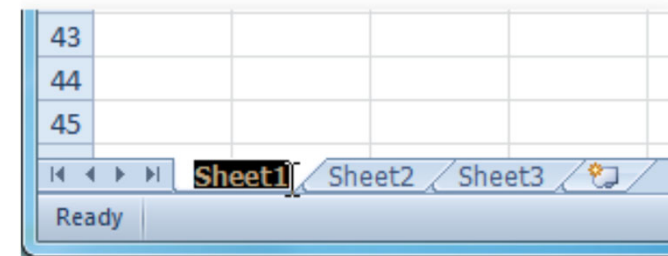
When Excel is opened, a workbook by default, contains three worksheets. Three tabs displaying Sheet 1, Sheet 2, and Sheet 3. Each worksheet contains columns and rows.

► To Rename worksheets:

1. Right-click the worksheet tab you want to rename.

The worksheet menu appears.

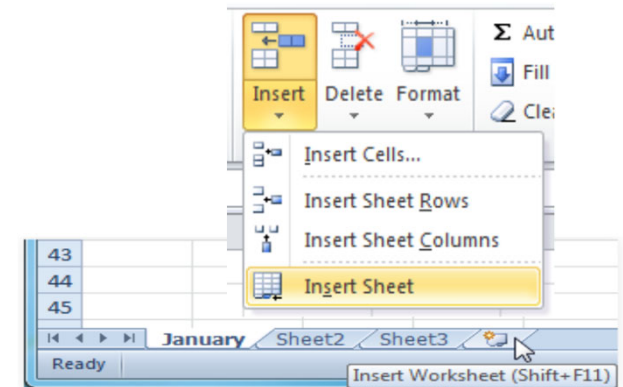
2. Select Rename.
3. Type the name of your worksheet.



Excel

► To insert New worksheets

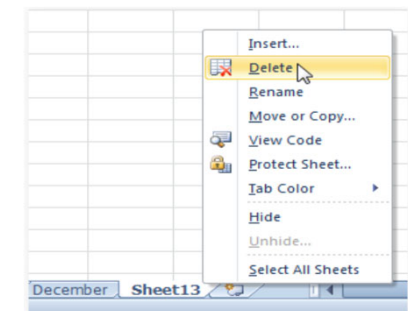
1. From **Home tab**, click **Insert** command.
2. Select **Insert Sheet**.



Or Click the Insert Worksheet icon. A new worksheet will appear.

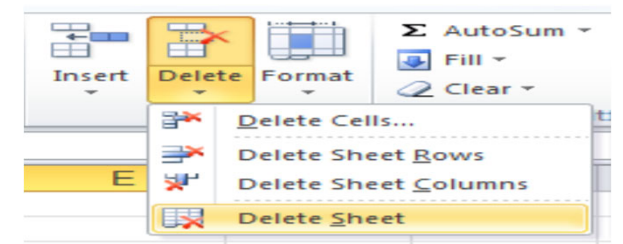
► To delete worksheets

1. Select the worksheets you want to delete.
2. Right-click the selected worksheets, the worksheet menu appears.
3. Select **Delete**, the selected worksheets will be deleted from your workbook.



Or 1. Select the worksheets you want to delete.

2. From **Home tab**, click **Delete** command.
3. Select **Delete Sheet**.





Excel

➤ Sheet Area

The area where you enter data. The flashing vertical bar is called the **insertion point** and it represents the location where text will appear when you type.

➤ Row Bar

Rows are numbered from 1 onwards and keeps on increasing as you keep entering data. Maximum limit is 1,048,576 rows.

➤ Column Bar

Columns are numbered from A onwards and keeps on increasing as you keep entering data. After Z, it will start the series of AA, AB and so on. Maximum limit is 16,384 columns.

➤ There are following two important points, which would help you while typing
Press **Tab** to go to next column.

Press **Enter** to go to next row.

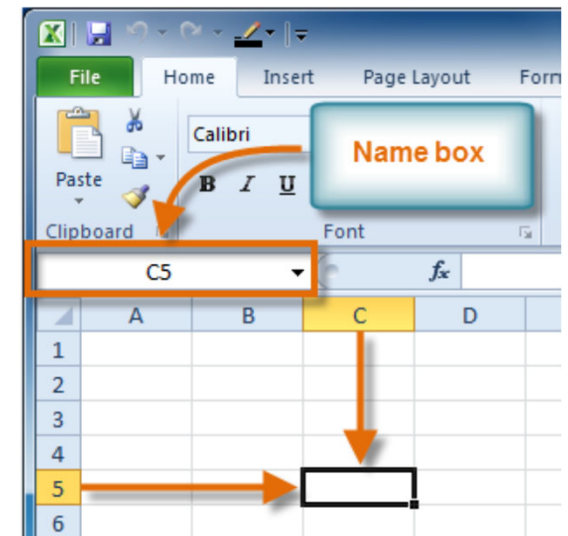
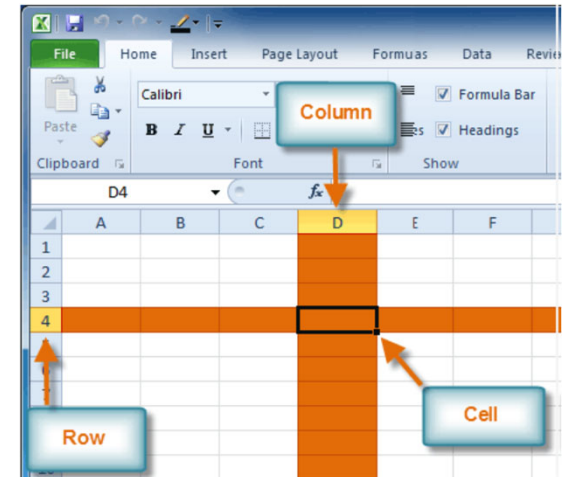
Excel

► The Cell

Each rectangle in a worksheet is called a cell.
A **cell** is the intersection of a row and a column.

Each cell has a name (cell address) based on which column and row it intersects.

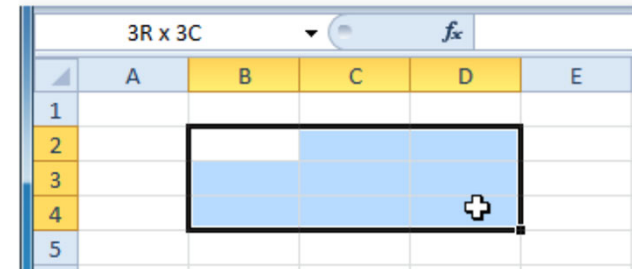
The cell address of a selected cell appears in the **name box**.



Excel

► To select multiple cells

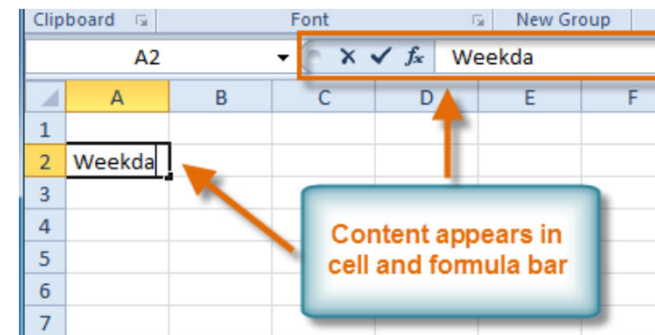
Click and drag your mouse until all of the adjoining cells you want are highlighted.



► To insert content

1. Click a cell to select it.

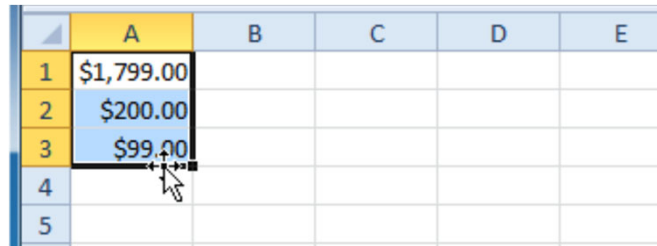
2. Enter content into the selected cell using your keyboard. The content appears in the cell and in the formula bar. You can also enter or edit cell content from the formula bar.



Excel

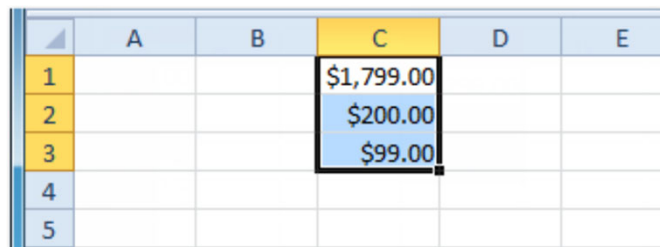
► To drag and drop cells

1. Select the cells you want to move.
2. Position your mouse on one of the outside edges of the selected cells. The mouse changes from a white cross to a black cross with 4 arrows.



	A	B	C	D	E
1	\$1,799.00				
2	\$200.00				
3	\$99.00				
4					
5					

3. Click and drag the cells to the new location.
4. Release your mouse, and the cells will be dropped there.

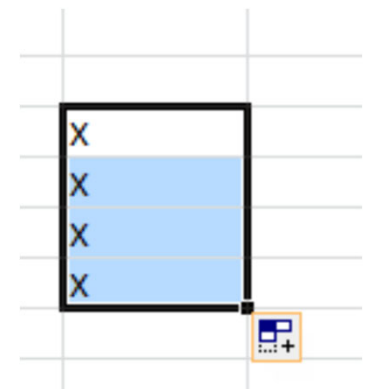
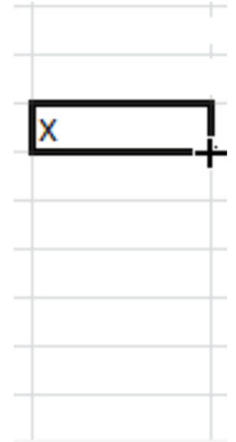


	A	B	C	D	E
1			\$1,799.00		
2			\$200.00		
3			\$99.00		
4					
5					

Excel

► To use the fill handle to fill cells:

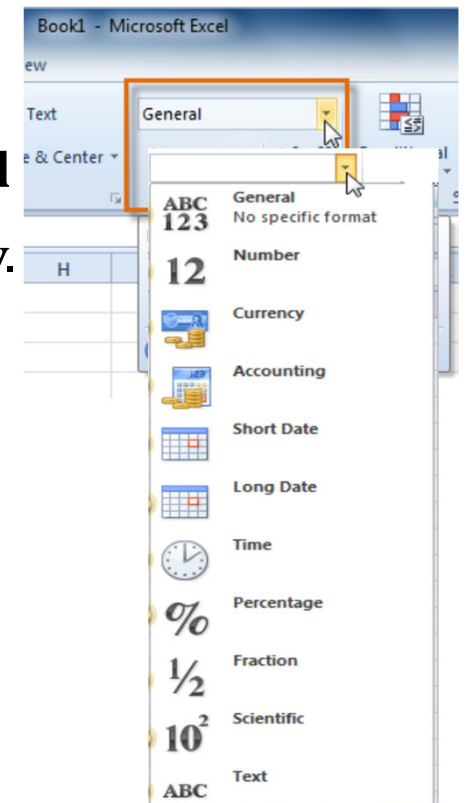
1. Select the cell or cells containing the content you want to use. You can fill cell content either vertically or horizontally.
2. Position your mouse over the fill handle so the white cross becomes a black cross.
3. Click and drag the fill handle until all of the cells you want to fill are highlighted.
4. Release the mouse, and your cells will be filled



Excel

► To format numbers and dates:

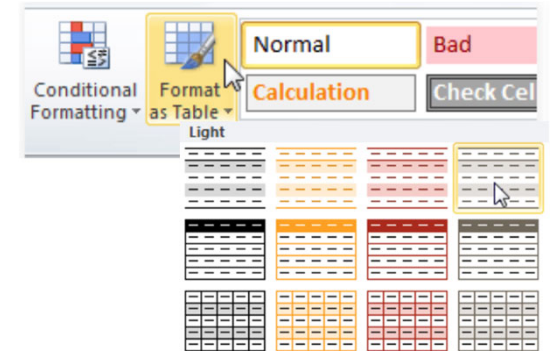
1. Select the cells you want to modify.
2. From the **Home tab**, click the **Number Format**.
3. Select the number format you want, you can then use the **Increase Decimal** and **Decrease Decimal** to change the number of decimal places that are display.



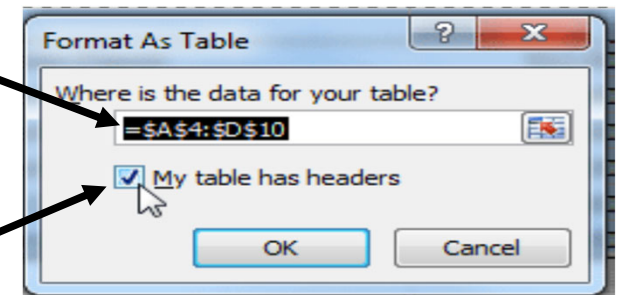
Excel

► To Format information as a table

1. Select the cells you want to format as a table.
2. Click **Home tab, Styles group, Format as Table.**



3. Click a table style to select it.
4. dialog box will appear, confirming the range of cells you have selected for your table.



5. If your table **has headers**, check the box next to My table has headers, click OK.

Excel

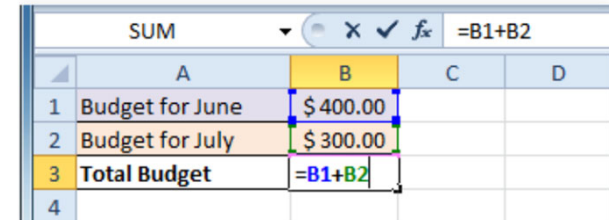
▶ Creating Simple Formulas

A formula is an equation that performs a calculation. Like a calculator, Excel can execute formulas that add(+), subtract(-), multiply(*), divide(/) and exponents(^).

❖ All formulas must begin with an equals sign (=).

▶ Enter a formula with an operator

1. Select the cell where the answer will appear.
2. Type =.
3. Type the cell address that contains the first number.
4. Type the operator you need for your formula.
5. Type the cell address that contains the second number.
6. Press Enter. The formula will be calculated, and the value will be displayed in the cell.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	Budget for June	\$ 400.00		
2	Budget for July	\$ 300.00		
3	Total Budget	=B1+B2		
4				

The formula bar at the top shows the formula =B1+B2. The spreadsheet is currently in edit mode for cell B3.



Thank
You

FOR
LISTENING