

Computer Skills II

Microsoft Excel



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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

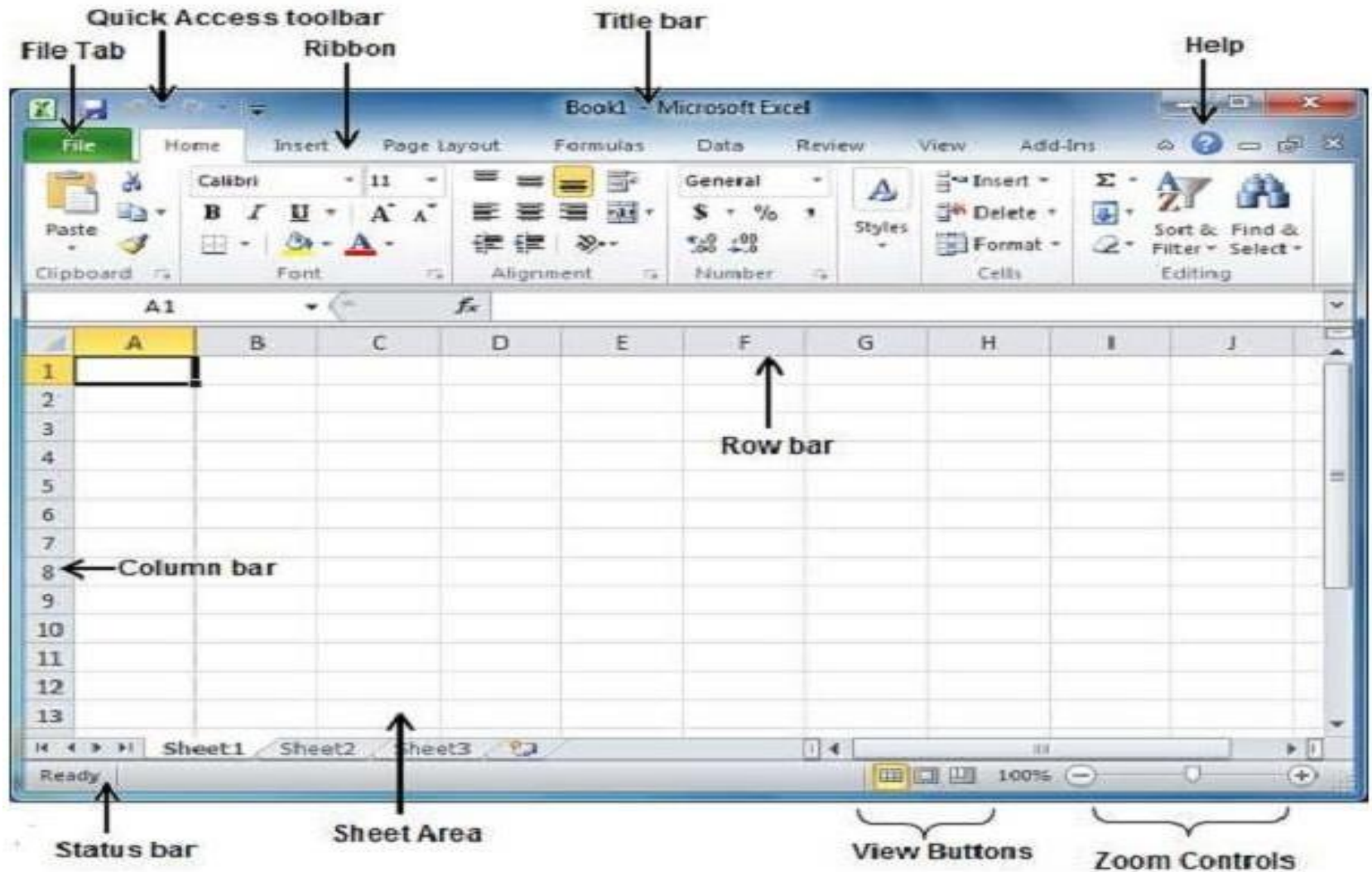
□ Starting Microsoft Excel

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 Excel2010** , and click it.
- ✓ Or double-click on the Excel desktop icon.
- ✓ Or From the Search Window by typing Excel and click it.

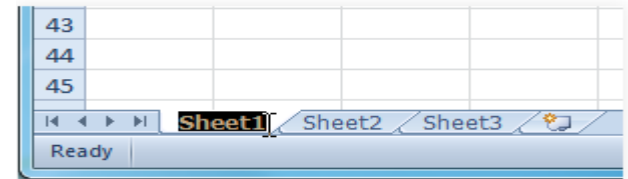
This will launch the Microsoft Excel2010 application and you will see the following window.

MS Excel Window



❑ How to Create a New Workbook

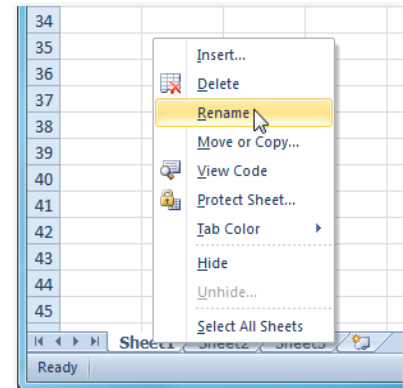
1. Click the **File** tab.
 2. Click **New**.
 3. Select **Blank Workbook**.
 4. Click **Create**.
- Or** click Ctrl+N keys from keyboard.



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.



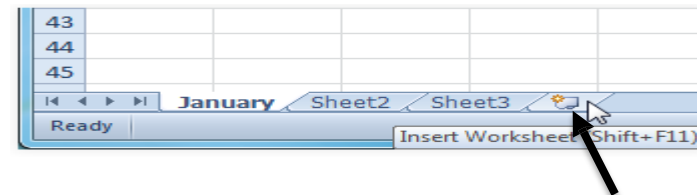
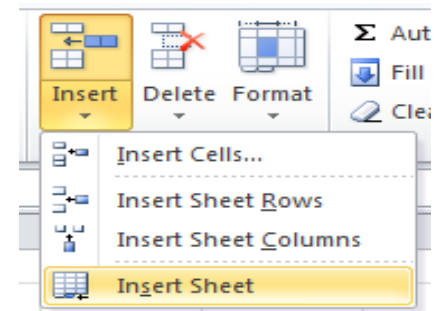
❑ To insert New worksheets

2.From **Home tab**, click **Insert** command.

3.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.

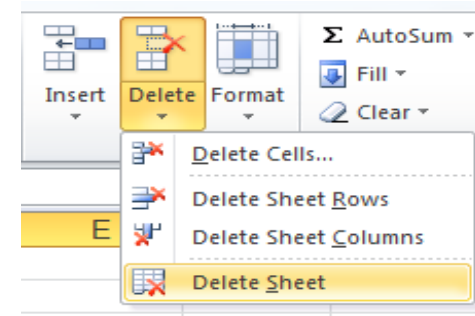
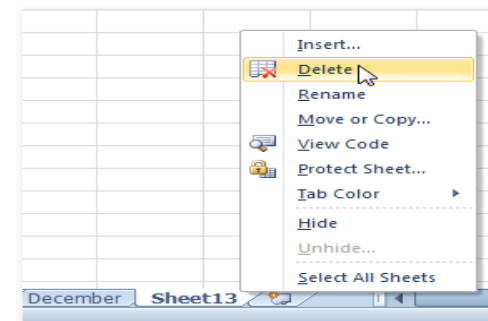
3.Select **Delete**, the selected worksheets will be deleted from your workbook.

Or

1.Select the worksheets you want to delete.

2.From **Home tab**, click **Delete** command.

3.Select **Delete Sheet**.



- **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.

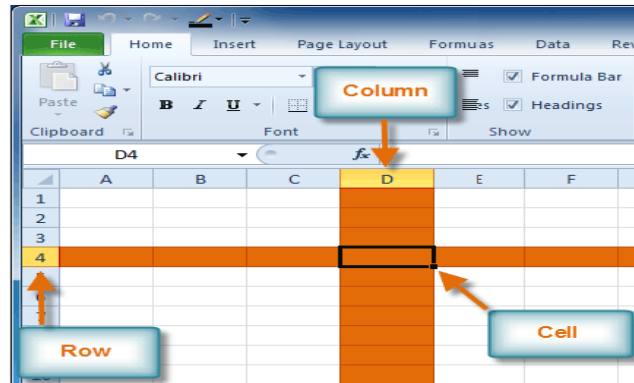
There are following three important points, which would help you while typing –

- ✓ Press **Tab** to go to next column.
- ✓ Press **Enter** to go to next row.
- ✓ Press **Alt + Enter** to enter a new line in the same column.

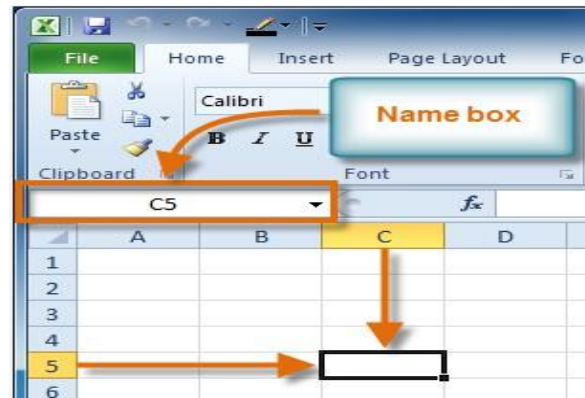
- **The cell**

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.



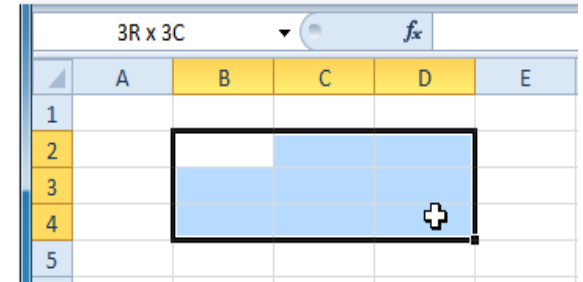
- **Pointer Shapes**

Each pointer shape indicates a different mode of operation.

Shape	Context	Action
	The default pointer shape; appears in most Excel workspace contexts	Moves cell pointer or selects a range of cells
 	Appears when the pointer is on the border of a window	Adjusts window size
 	Appears when the pointer is between a row or column divider	Adjusts height and width of rows and columns
	Appears when you are editing cell contents	Provides a text insertion point
	Appears when the pointer is on a column or row heading	Selects columns or rows
	Appears when the pointer is placed over a cell border, graphic, or other object	Moves cells, graphics, or objects
	Appears when the pointer is on the "fill corner" of a cell or cell range	AutoFills other cells with similar information
	Appears when mouse is placed over the <i>Ribbon</i>	The standard Microsoft Windows pointer; selects <i>Ribbon</i> and menu options

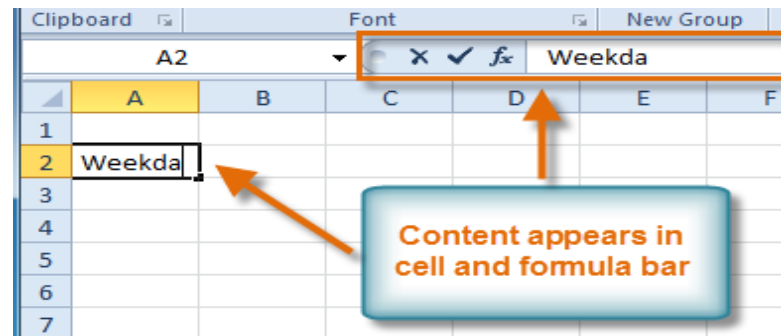
❑ To select multiple cells

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



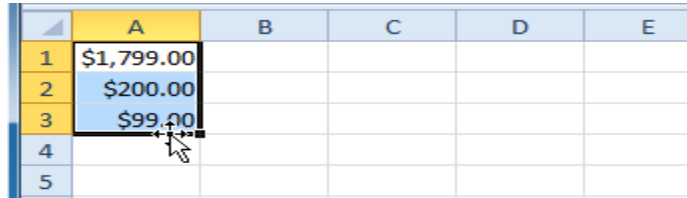
❑ To insert content

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.



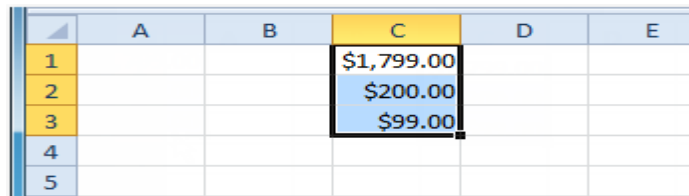
❑ To drag and drop cells

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.

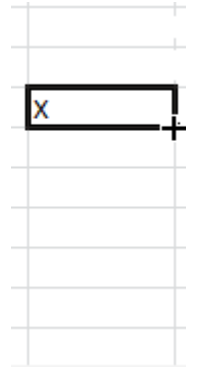


	A	B	C	D	E
1			\$1,799.00		
2			\$200.00		
3			\$99.00		
4					
5					

❑ To use the fill handle to fill cells:

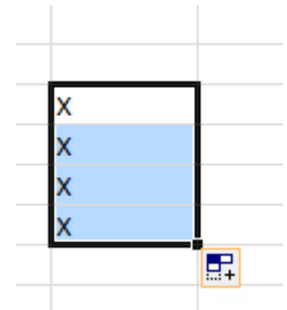
1. Select the cell or cells containing the content you want to use. You can fill cell content either vertically or horizontally.

2. Position your mouse over the fill handle so the white cross becomes a black cross.



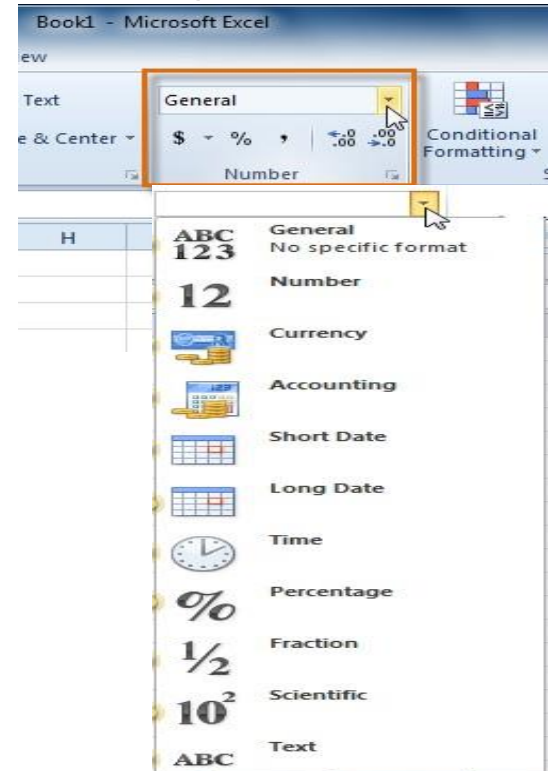
3. Click and drag the fill handle until all of the cells you want to fill are highlighted.

4. Release the mouse, and your cells will be filled

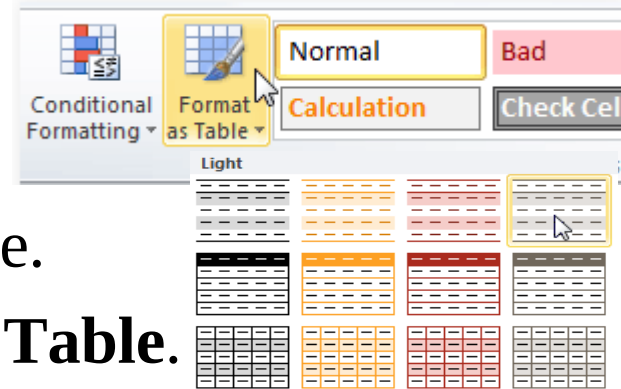


❑ To format numbers and dates:

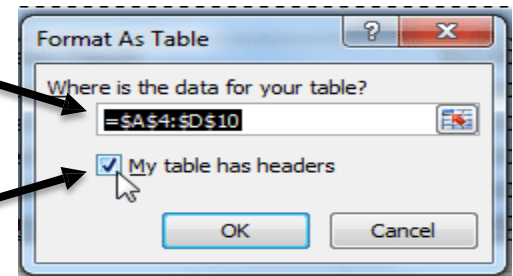
1. Select the cells you want to modify.
2. From the **Home tab**, click the **Number Format**.
3. Select the number format you want, you can then use the Increase Decimal and Decrease Decimal to change the number of decimal places that are display.



❑ 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.

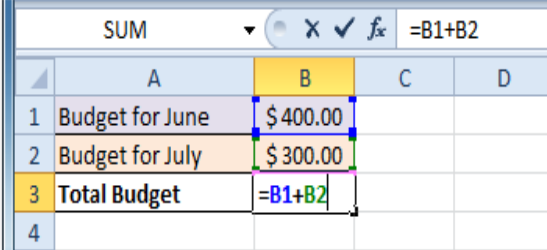
❑ Creating Simple Formulas

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 (=).

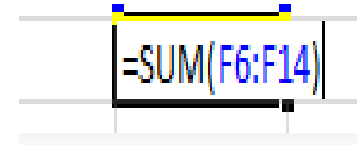
➤ Enter a formula with an operator

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.



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

➤ Enter a formula with a function



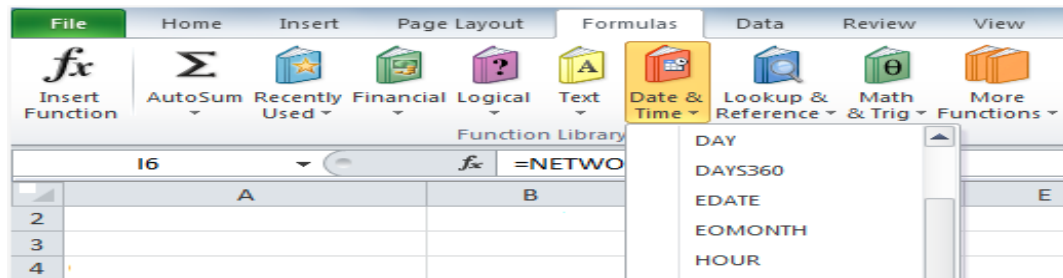
1. Select the cell where the answer will appear.
2. Type the equals sign (=), then enter the function name (SUM, for example).
3. Enter the cells for the argument inside the parentheses.
4. Press Enter, and the result will appear.

Or

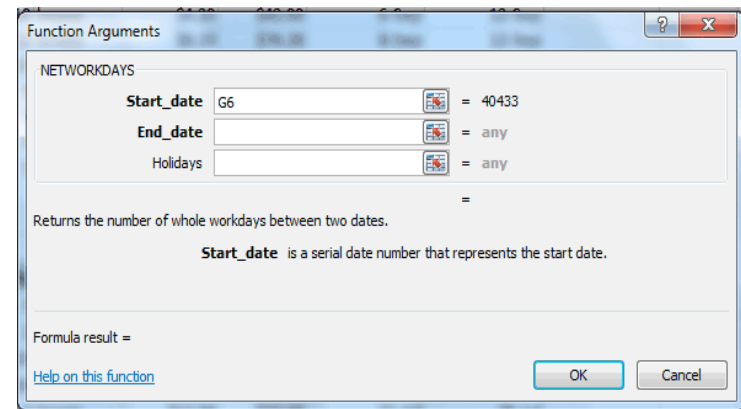
1. From the **Formulas tab**, Click the **Insert Function**.
2. Select the function you want to use and click OK. The Function Arguments dialog box appears.
3. Enter the function arguments and click OK. The result of the formula appears in the cell.

➤ To insert a function from the Function Library

1. Select the cell where the answer will appear.
2. Click the **Formulas** tab.
3. From the **Function Library** group, select the **function** category you want (choose Date & Time, for example).

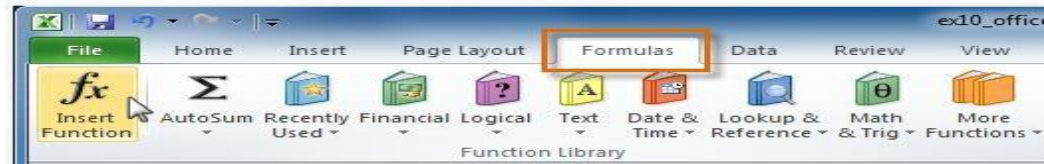


4. The Function Arguments dialog box will appear. enter or select the cell(s) you want.
5. Click OK, and the result will appear.

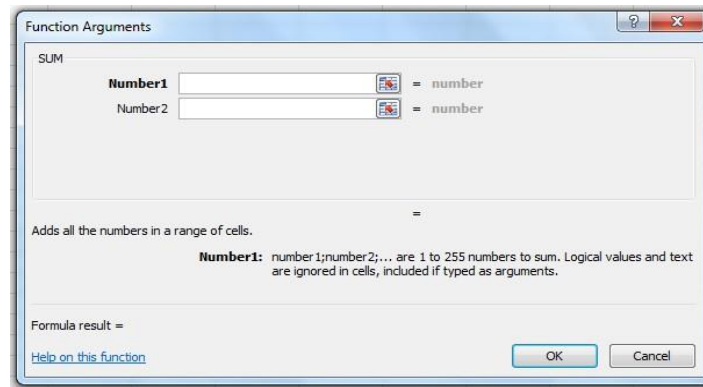
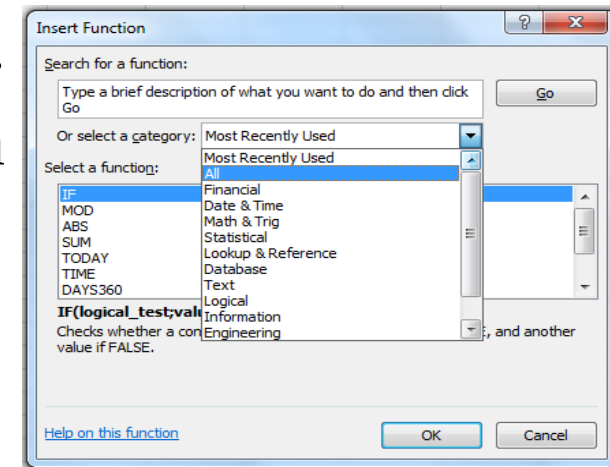


➤ Using the Insert Function command

1. Select the cell where the answer will appear.
2. From the **Formulas** tab, select the **Insert Function** command.



3. The Insert Function dialog box will appear. Type a description of the function or select a category, select function, then click **OK**.
4. The Function Arguments dialog box will appear. then enter or select the cell(s) you want.

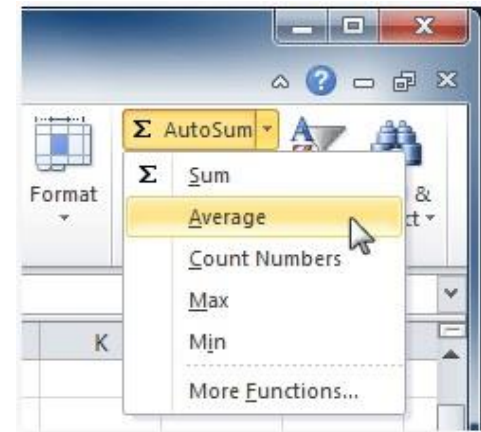


➤ Using AutoSum to select common functions

1. Select the cell where the answer will appear.
2. Click the **Home tab, Editing group**.
3. Click the **AutoSum** and select the function you want.

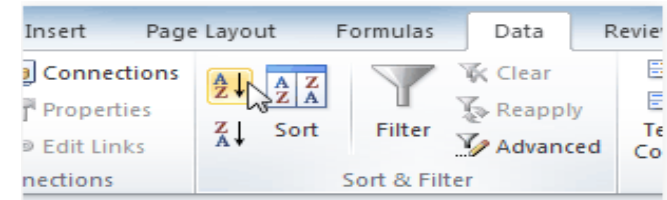
Or from the **Formulas tab, Function Library** group, click the **AutoSum**.

4. A formula will appear in the selected cell.
5. Press Enter, and the result will appear.



❑ To Sort in alphabetical or numerical order

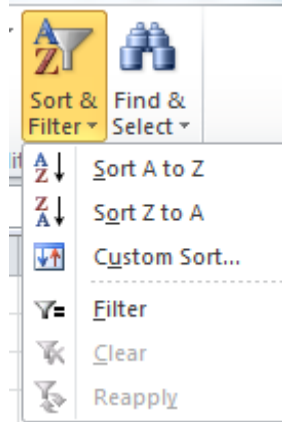
1. Select a cell in the column you want to sort by.
2. From the **Data tab**, select the **Sort and Filter group**.



Or select the **Home tab**, **Editing group**, **Sort and Filter**.

3. Select the ascending command to **Sort A to Z**
or the descending command to **Sort Z to A** (to sort in alphabetical order).

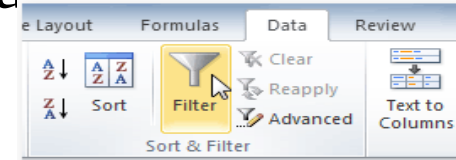
Sort **Smallest to Largest** or the **Largest to Smallest**
(to sort in numerical order).



❑ To Filter Data

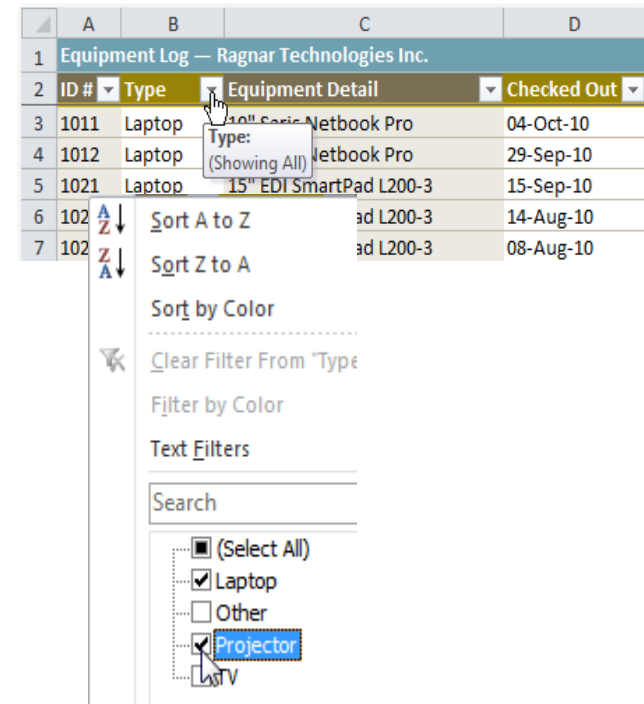
1. Place a cursor on the Header Row.
2. From the **Data** tab, select the **Sort & Filter** group
3. Click the **Filter** command.

	A	B	C	D
1	Equipment Log — Ragnar Technologies Inc.			
2	ID #	Type	Equipment Detail	Checked Out
3	1011	Laptop	10" Saris Netbook Pro	04-Oct-10
4	1012	Laptop	10" Saris Netbook Pro	29-Sep-10
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-10
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-10
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-10



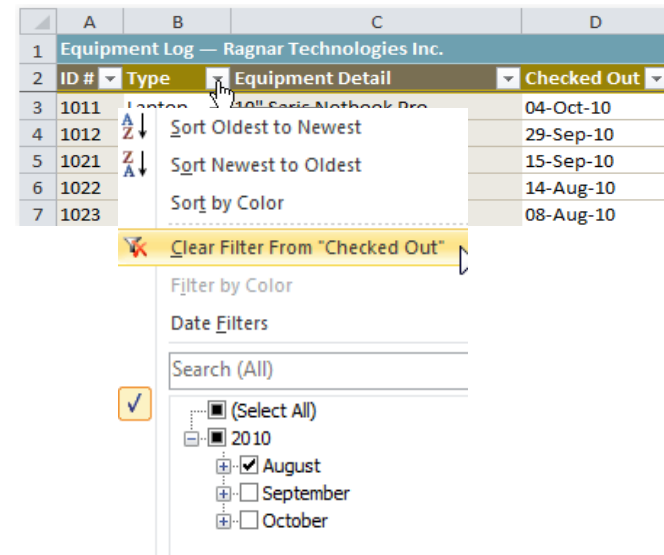
Or select the **Home** tab, **Editing**, **Sort and Filter**, **Filter**.

4. Click the drop-down arrow for the column you want to filter.
6. the Filter menu appears.
7. Uncheck the boxes next to the data you don't want to view, or uncheck the box next to Select All to quickly uncheck all, click OK.



❑ To clear a filter

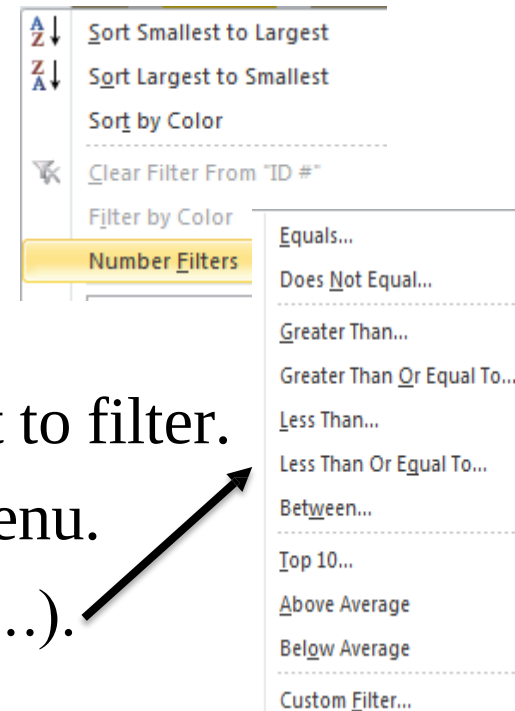
1. Click the drop-down arrow in the column from which you want to clear the filter.
2. Choose **Clear Filter From**.



❑ To Filter numbered data

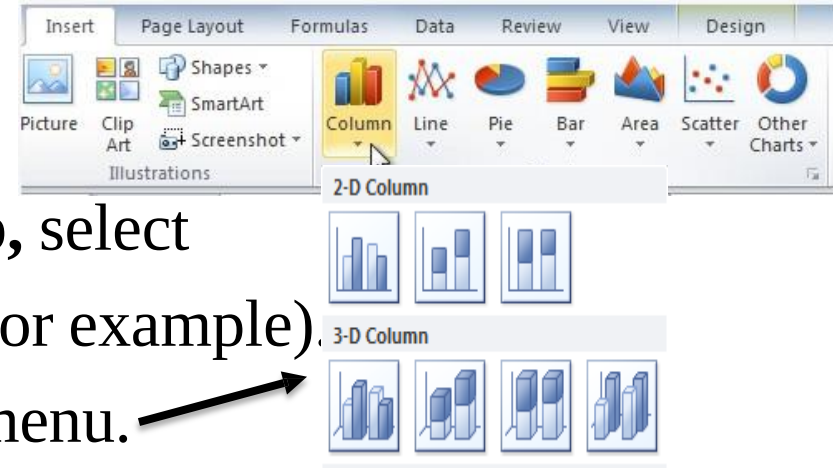
1. Place a cursor on the Header Row.
 2. From the **Data** tab, select the **Sort & Filter**.
 3. Click the **Filter** command.
- Or** select the **Home** tab, **Sort and Filter**, **Filter**.

4. Click the drop-down arrow for the column want to filter.
5. Choose **Number Filters** to open the filtering menu.
6. Choose a filter (equals, greater than, less than,...).



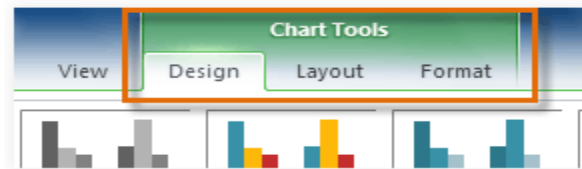
❑ To create a chart

1. Select the cells you want to chart.
2. Click the **Insert** tab, **Charts group**, select the desired chart category (Column, for example).
3. Select the desired chart type from menu. →
4. The chart will appear in the worksheet.



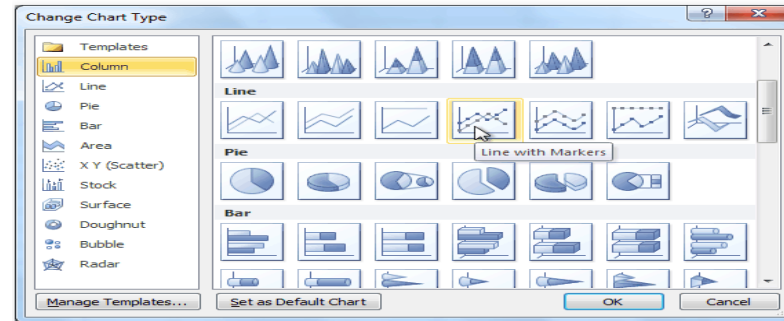
➤ Chart tools

When insert a chart, a set of chart tools arranged into three tabs will appear on the Ribbon. These are only visible when the chart is selected. You can use these three tabs to modify your chart.



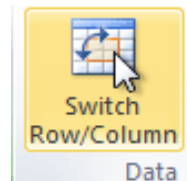
❑ To change chart type

1. From the **Design tab**, click the **Change Chart Type** command.
A dialog box appears.
2. Select the desired chart type, then click **OK**



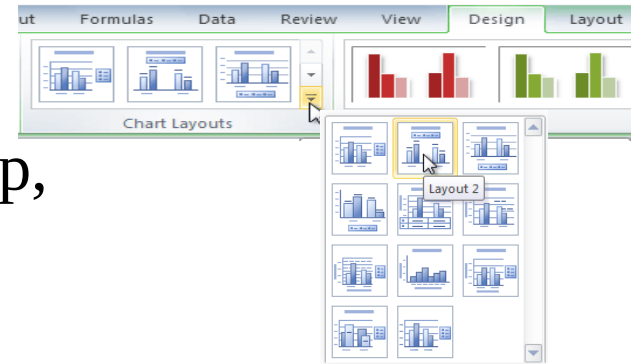
❑ To switch row and column data:

1. Select the chart.
2. From the **Design tab**, select the **Switch Row/Column** command.



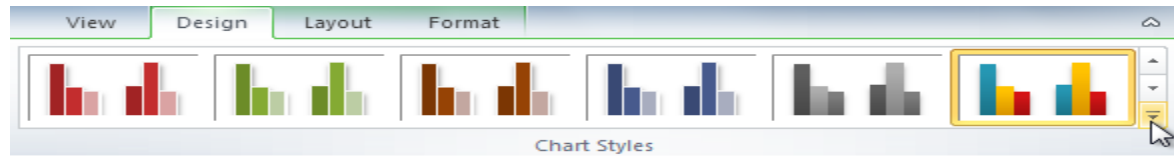
❑ To change chart layout

Select the **Design** tab, **Chart Layouts** group, select the desired layout.

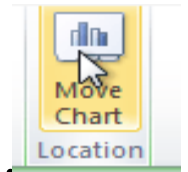


❑ To change chart style

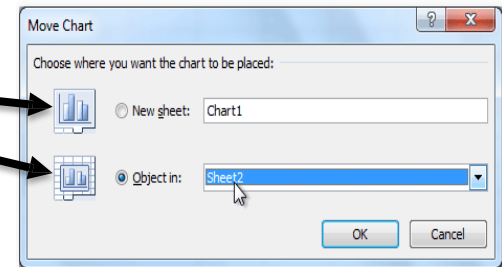
Select the **Design** tab, **Chart Styles** group, select the desired style.



❑ To move the chart to a different worksheet:



1. From **the Design tab**, Click the **Move Chart** command.
2. A dialog box appears. Select the desired location for the chart
 - Select New Sheet and name it,
 - Or selecting Object in for different worksheet).



3. Click **OK**, The chart will appear in the new location.