

Microsoft Excel

Lec.-1-

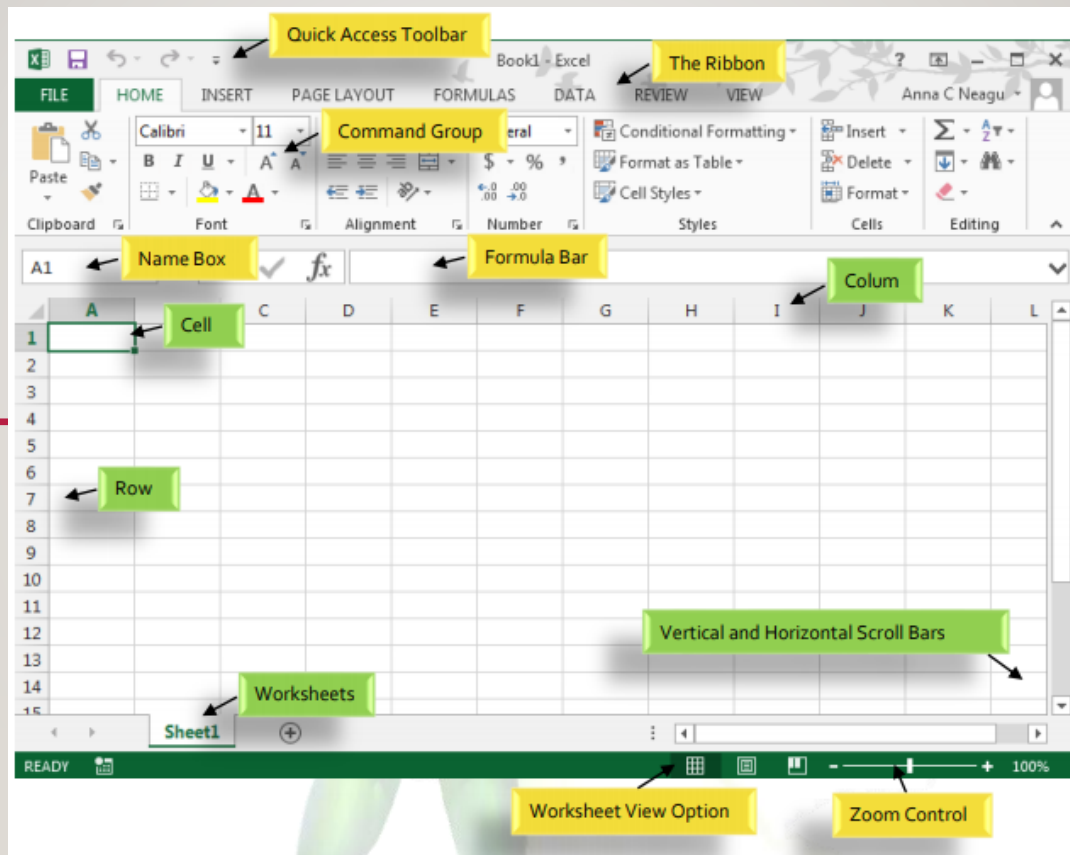


Dr. Ashty O. Khorsheed

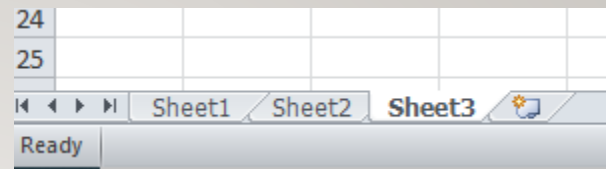
Define of Microsoft Excel:

- ❑ Excel is a spreadsheet application developed and published by Microsoft. It is part of the Microsoft Office suite of productivity software.
- ❑ Unlike a word processor, such as Microsoft Word, Excel organizes data in columns and rows. Rows and columns intersect at a space called a cell. Each cell can contain a single of data, such as text, a numerical value, or a formula.
- ❑ Excel was originally code-named Odyssey during development. It was first released on September 30, 1985.

Windows of Microsoft Excel



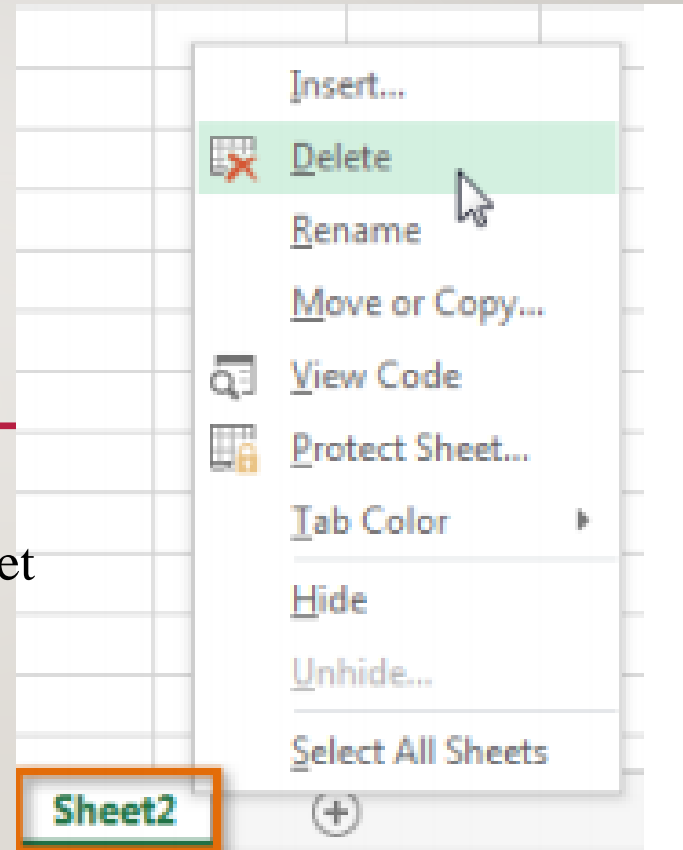
Worksheet



- Excel files are called workbooks. Each workbook holds one or more worksheets (also known as "spreadsheets").
- Whenever you create a new Excel workbook, it will contain one worksheet named Sheet1. A worksheet is a grid of columns and rows where columns are designated by letters running across the top of the worksheet and rows are designated by numbers running down the left side of the worksheet.
- When you start Microsoft Excel 2010, the program presents a blank workbook that contains three worksheets. You can add or delete worksheets, hide worksheets within the
- workbook without deleting them, and change the order of your worksheets within
- the workbook. You can also copy a worksheet to another workbook or move the worksheet without leaving a copy of the worksheet in the first workbook.

Windows of Sheets

- Insert new Sheet.
- Delete Sheet
- Rename the Sheet
- Move and Copy
- Color of Sheet
- Hide of Sheet
- Number in 1 Book 256 Sheet

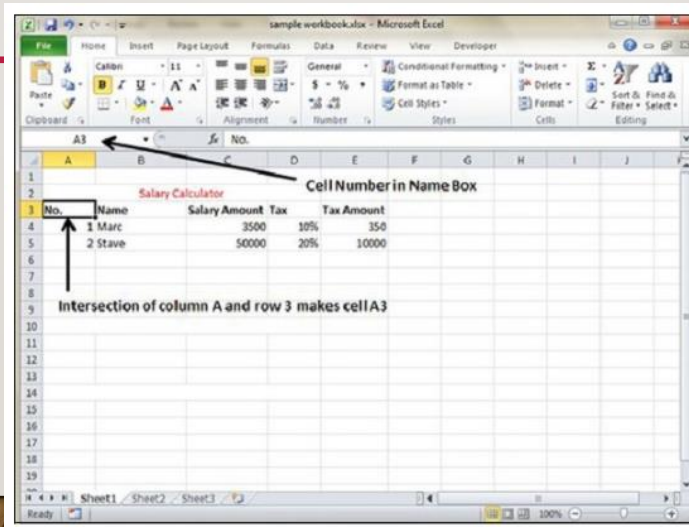


Row and Column Basics

MS Excel is in tabular format consisting of rows and columns.

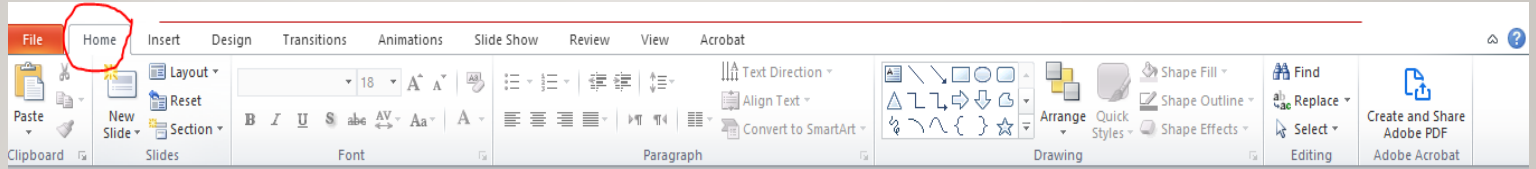
- ❑ Row runs horizontally while Column runs vertically.
- ❑ Each row is identified by row number, which runs vertically at the left side of the sheet.
- ❑ Each column is identified by column header, which runs horizontally at the top of the sheet.

For **MS Excel 2010**, Row numbers ranges from **1 to 1048576**; in total **1048576** rows, and Columns ranges from **A to XFD**; in total **16384** columns.

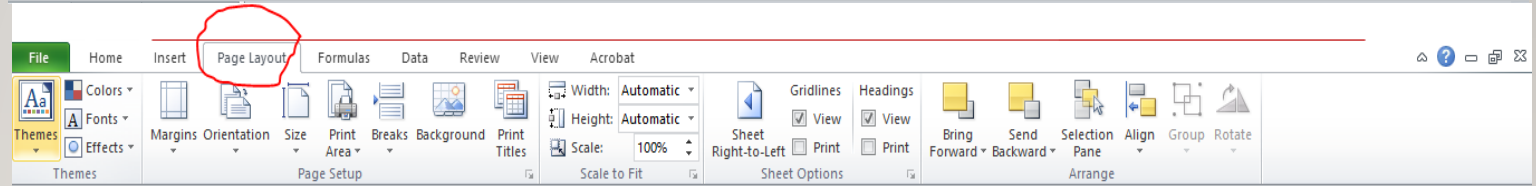


Content of Excel

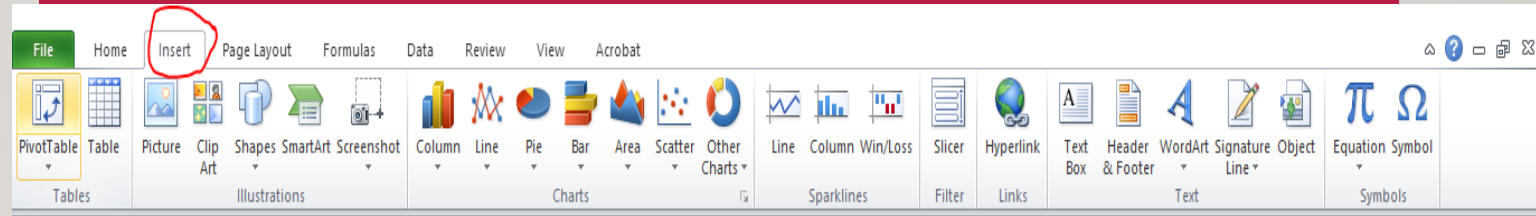
- File
- Home
- Insert
- Save
- Save As
- Save as Adobe PDF
- Open
- Close
- Info
- Recent
- New
- Print
- Save & Send
- Help
- Options
- Exit



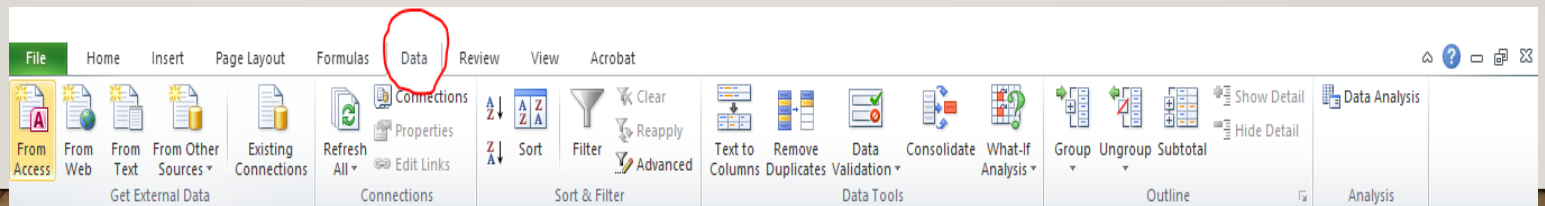
The Home tab ribbon is shown with the 'Home' tab name circled in red. The ribbon includes the following groups: Clipboard (Paste, New Slide), Slides (Layout, Reset, Section), Font (Font Face, Size, Bold, Italic, Underline, Text Color, Background Color, Text Direction, Align Text, Convert to SmartArt), Paragraph (Text Direction, Align Text, Convert to SmartArt), Drawing (Shapes, Arrange, Quick Styles, Shape Fill, Shape Outline, Shape Effects), and Editing (Find, Replace, Select). The 'Create and Share Adobe PDF' button is also visible.



The Page Layout tab ribbon is shown with the 'Page Layout' tab name circled in red. The ribbon includes the following groups: Themes (Themes), Page Setup (Margins, Orientation, Size, Print Area), Scale to Fit (Width, Height, Scale), Sheet Options (Gridlines, View, Print), and Arrange (Bring Forward, Send Backward, Selection Pane, Align, Group, Rotate).



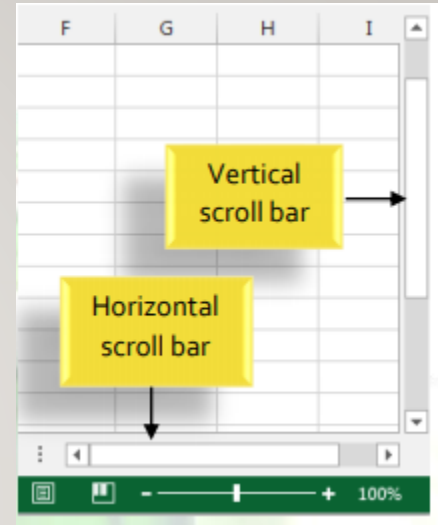
The Insert tab ribbon is shown with the 'Insert' tab name circled in red. The ribbon includes the following groups: Tables (PivotTable, Table), Illustrations (Picture, Clip Art, Shapes, SmartArt, Screenshot), Charts (Column, Line, Pie, Bar, Area, Scatter, Other Charts), Sparklines (Line, Column, Win/Loss), Filter (Slicer), Links (Hyperlink), Text (Text Box & Footer, WordArt, Signature, Object Line), and Symbols (Equation, Symbol).



The Data tab ribbon is shown with the 'Data' tab name circled in red. The ribbon includes the following groups: Get External Data (From Access, From Web, From Text, From Other Sources, Existing Connections), Connections (Refresh All, Properties, Edit Links), Sort & Filter (Sort, Filter, Clear, Reapply, Advanced), Data Tools (Text to Columns, Remove Duplicates, Data Validation, Consolidate, What-If Analysis), Outline (Group, Ungroup, Subtotal, Show Detail, Hide Detail), and Analysis (Data Analysis).

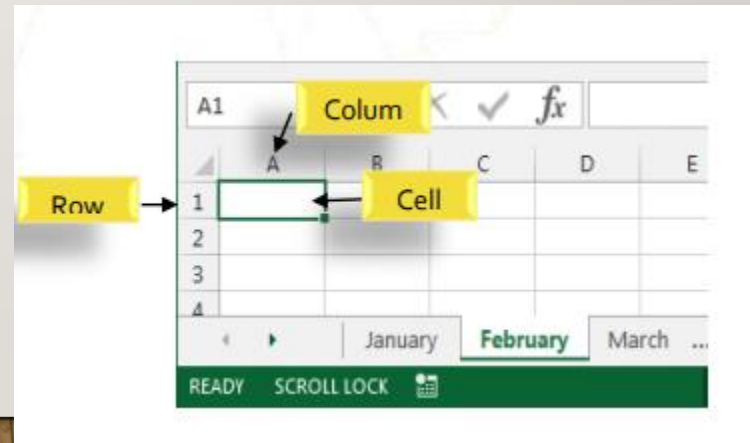
The Scroll Bars

Your spreadsheet may frequently have more data than you can see on the screen at once. Click, hold and drag the vertical or horizontal scroll bar depending on what part of the page you want to see.



Cell Basics

Whenever you work with Excel, you'll enter information, or content, into cells. Cells are the basic building blocks of a worksheet. You'll need to learn the basics of cells and cell content to calculate, analyze, and organize data in Excel.



Saving:

There may be a situation when you open an existing sheet and edit it partially or completely, or even you would like to save the changes in between editing of the sheet. If you want to save this sheet with the same name, then you can use either of the following simple options:-

- ❖ Just press **Ctrl + S** keys to save the changes.
- ❖ Optionally, you can click on the floppy icon available at the top left corner and just above the **File tab**. This option will also save the changes.
- ❖ You can also use third method to save the changes, which is the **Save** option available just above the **Save As** option as shown in the above screen capture.

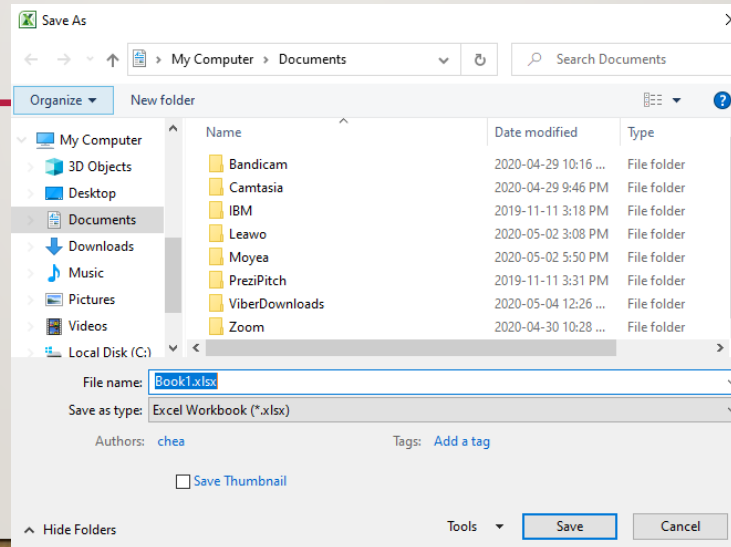
If your sheet is new and it was never saved so far, then with either of the three options, word would display you a dialogue box to let you select a folder, and enter sheet name as explained in case of saving new sheet.



Save

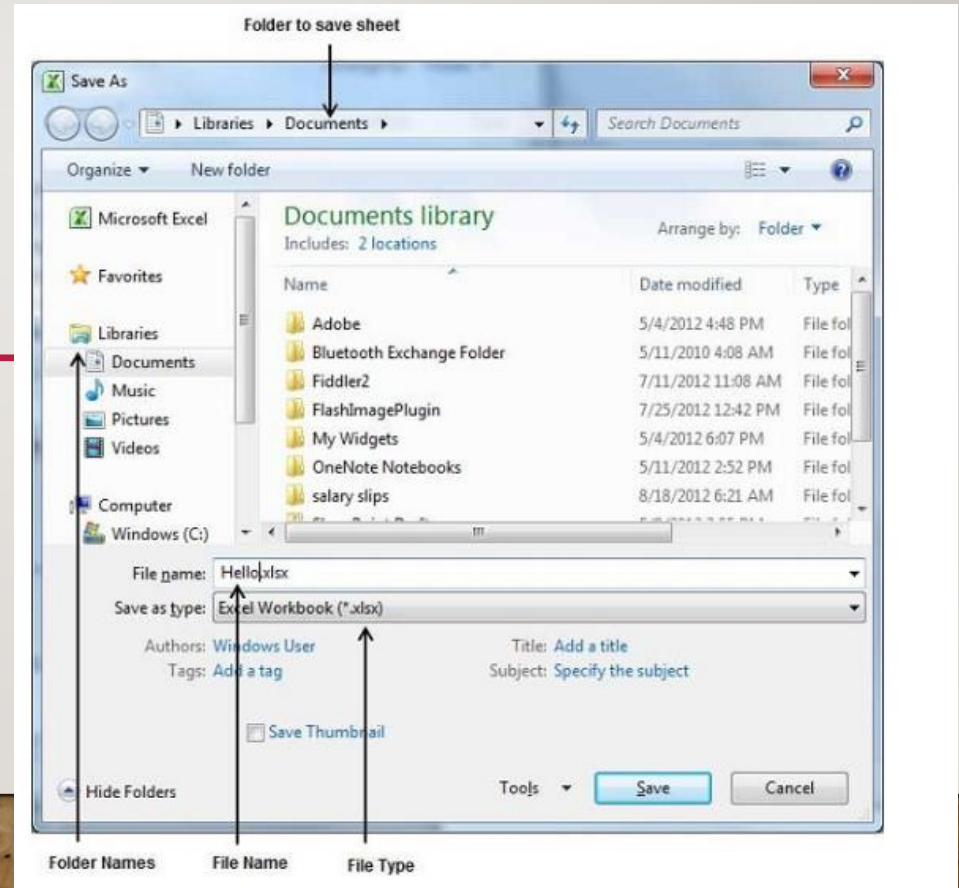
Once you are done with typing in your new excel sheet, it is time to save your sheet/workbook to avoid losing work you have done on an Excel sheet. Following are the steps to save an edited excel sheet :-

Step 1 – Click the **File tab** and select **Save** option.



Step 2 – Select a folder where you would like to save the sheet, Enter file name, which you want to give to your sheet and Select a Save as type, by default it is **.xlsx** format.

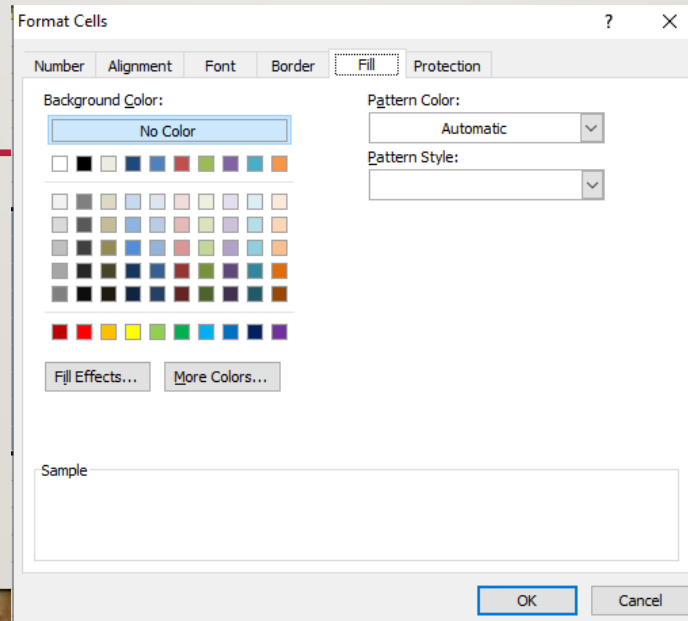
Step 3 – Finally, click on **Save** button and your sheet will be saved with the entered name in the selected folder.



Formatting Cell

MS Excel Cell can hold different types of data like Numbers, Currency, Dates, etc. You can set the cell type in various ways as shown below –

- ❑ Right Click on the cell » Format cells » Number.
- ❑ Click on the Ribbon from the ribbon.



Various Cell Formats

Below are the various cell formats.

General – This is the default cell format of Cell.

Number – This displays cell as number with separator.

Currency – This displays cell as currency i.e. with currency sign.

Accounting – Similar to Currency, used for accounting purpose.

Date – Various date formats are available under this like 17-09-2013, 17th-Sep-2013, etc.

Time – Various Time formats are available under this, like 1.30PM, 13.30, etc.

Percentage – This displays cell as percentage with decimal places like 50.00%.

Fraction – This displays cell as fraction like 1/4, 1/2 etc.

Scientific – This displays cell as exponential like 5.6E+01.

Text – This displays cell as normal text.

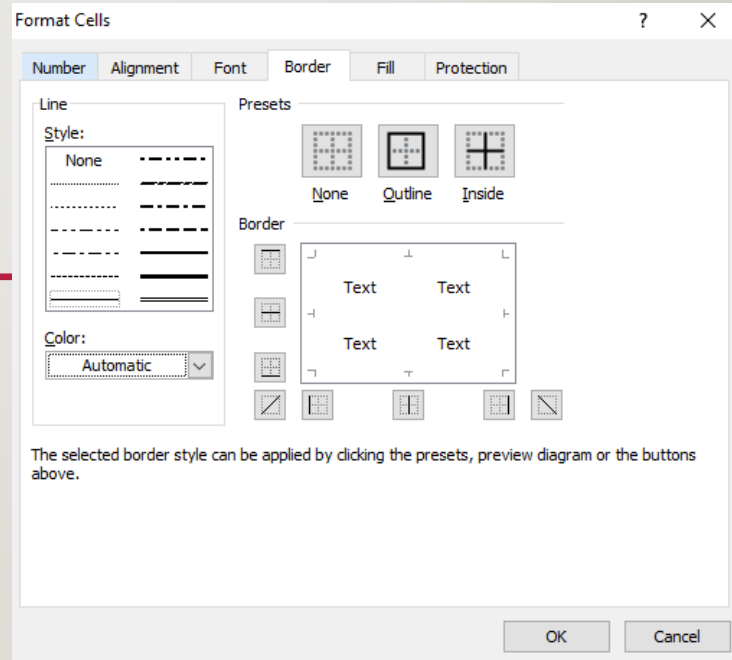
Special – Special formats of cell like Zip code, Phone Number.

Custom – You can use custom format by using this.

Borders

MS Excel enables you to apply borders to the cells. For applying border, select the range of cells:

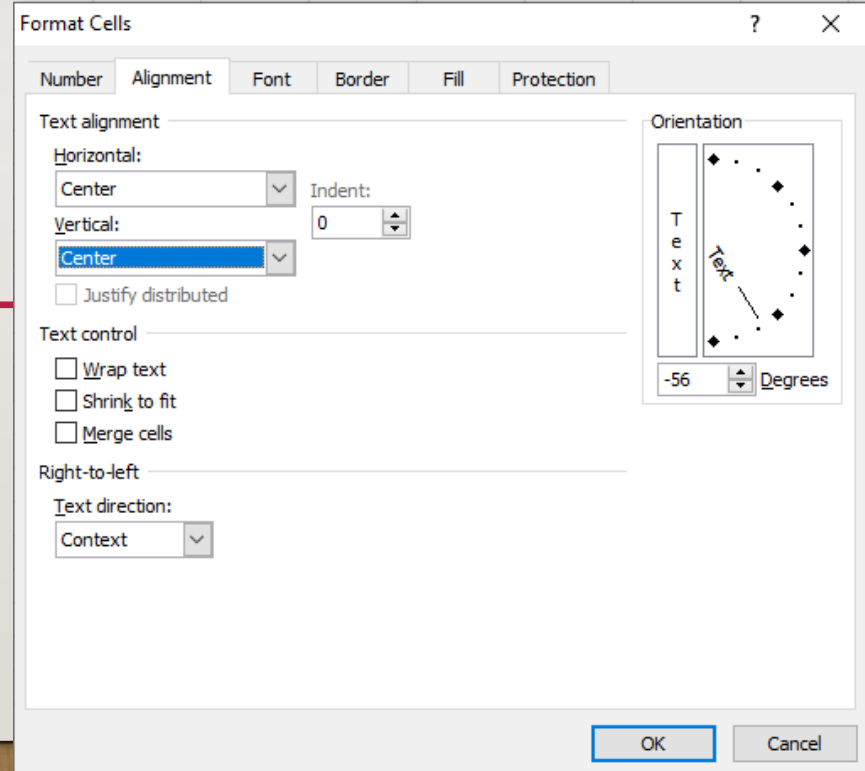
- Right Click »**
- Format cells »**
- Border Tab »**
- Select the Border Style.**



Rotating Cell from Formatting Cell

Right Click on the cell.

- ❖ Choose Format cells
- ❖ Alignment
- ❖ Set the degree for rotation.



Number:

MS Excel enables you to apply borders to the cells. For applying border, select the range of cells:

- Right Click »
 - Format cells »
 - Number »
 - Select type of number in Category.
-

