Microsoft Excel

- MS Excel is a powerful spreadsheet program that lets you work with numerical data.

- You can do the following with excel:

  1. Perform calculations

  2. Analyze information

  3. Manage lists of data…etc

- Excel uses worksheet as its working area.You enter information, such as numbers, text, or a formula, in to a cell. Excel can build charts and graphs based on your numerical data.

- You can use Excel to organize, filter, or sort large amounts of data. A workbook is a file that contains a group of related worksheets and chart sheets.
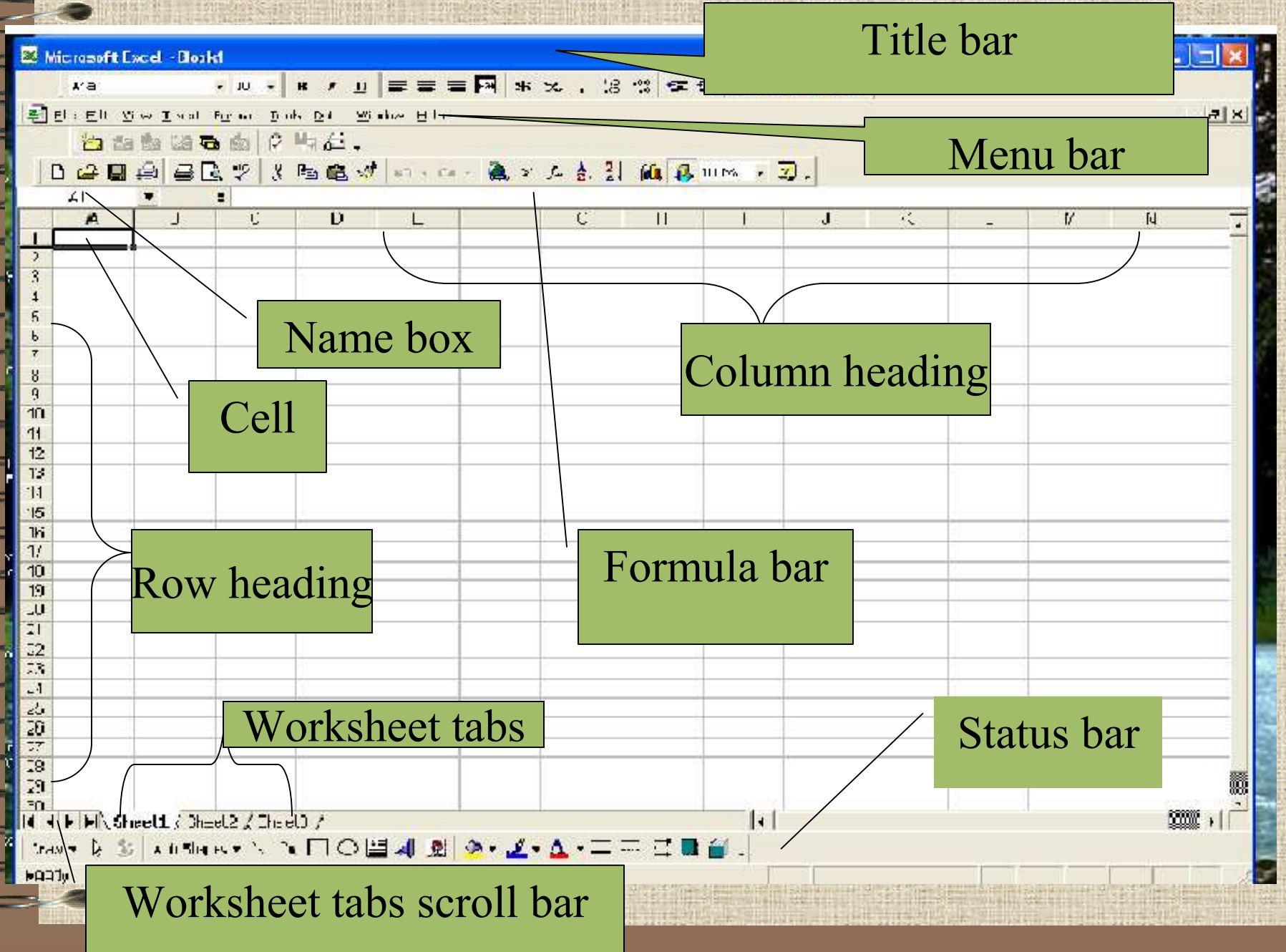
Microsoft Excel screen elements

•The Name Box—indicates the location of the active cell.

•The Formula Bar—displays the contents or the formula of the active cell.

•The active cell is the cell into which you can currently enter data.

•The Worksheet area is below the formula bar and occupies most of the screen.

Continue…

- Column headings are the letters that identify the columns running down the worksheet.

- Row headings are the numbers that identify the rows running across the worksheet.

- The gray rectangle in the upper left corner of the worksheet where the row and column headings meet is the Select All button.

- Cell can hold a single value or a text entry. A cell is identified by its cell reference (sometimes called cell address), which is made up of the column letter and row number.

Microsoft Excel Window Layout

Title bar

Menu bar

Name box

Column heading

Cell

Formula bar

Row heading

Worksheet tabs

Status bar

Worksheet tabs scroll bar

Navigating within a worksheet.

Move Action	Key Strokes
move up one screen	press PgUp/ use vertical scroll bar
down one screen	press PgDn/ use vertical scroll bar
move left one screen	press Alt +PgUp/ use horizontal scroll bar
move right one screen	press Alt +PgDn / use horizontal scroll bar
The first worksheet cell (A1)	press Ctrl + Home/ Click cell A1
specific cell	use GO TO command/ click the cell
last worksheet cell that contains data	press Ctrl + End

Adding and renaming worksheets

- By default three worksheets are included in each workbook.
- To add a sheet, select *inset* →*worksheet* from the menu bar.
- To rename the worksheet
  - Right click on the tab with the mouse
  - Select rename from the shortcut menu
  - Type the new name and press the Enter key.