



Introduction to IT

SECTION1 – MICROSOFT EXCEL

Data

Data: Raw facts of things

Information: is a set of data which is processed in a meaningful way according to the given requirement

Knowledge: Information that has been retained with an understanding about the significance of that information.

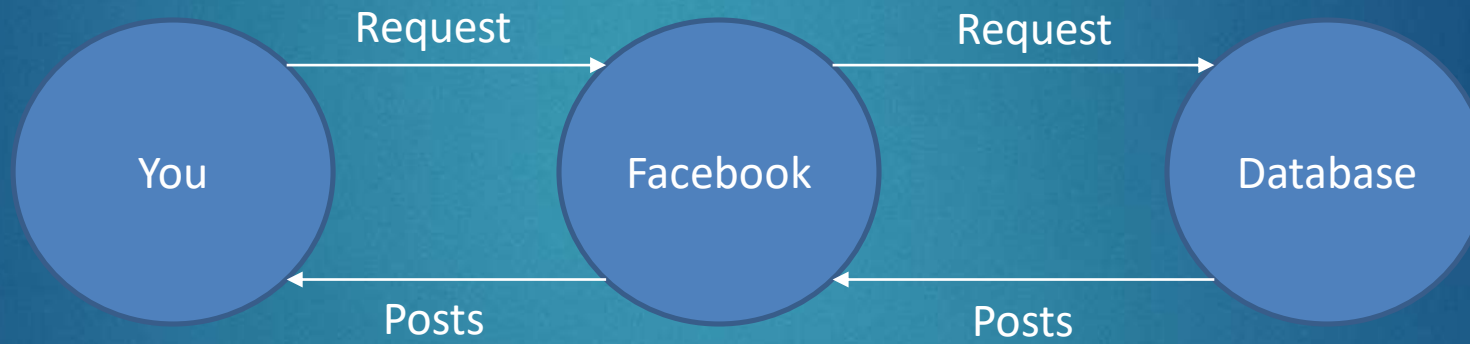
Database

Database: A database is a collection of information that is organized so that it can be easily accessed, managed and updated.

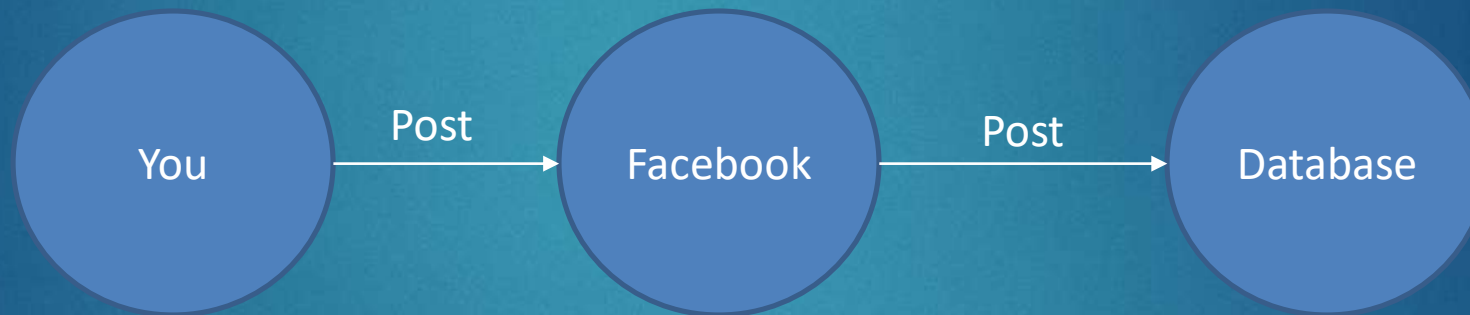
Database

Name	Phone	Email
John	111111111111	john@gmail.com
Jane	343242341231	jane@gmail.com
Patrick	089090098080	Patrick@gmail.com

Database



Database



Objective

Learning *HOW TO*:

- 1.Managing the Worksheet Environment
- 2.Creating Cell Data
- 3.Formatting Cells and Worksheets
- 4.Managing Worksheets and Workbooks
- 5.Applying Formulas and Functions
- 6.Presenting Data Visually
- 7.Sharing Worksheet Data with Other User
- 8.Analyzing and Organizing Data

To be able to create, populate, format, and manage the types of workbooks most commonly used in a business environment.

Prerequisites

Make sure you are familiar with:

- 1.Managing Worksheets
- 2.Managing Worksheets Content
- 3.Managing Data Entries

1-Managing Worksheets

To insert a new worksheet

Click the Insert Worksheet button at the right end of the worksheet tab section.

OR

1. Right-click the worksheet tab before which you want to insert a new worksheet, and then click Insert.
2. On the General page of the Insert dialog box, click Worksheet , and then click Ok.

1-Managing Worksheets

To Delete a worksheet

Right-click the worksheet tab, and then click Delete.

To Rename a worksheet

1. Right-click the worksheet tab, and then click Rename.
2. Type the new worksheet name, and then press Enter.

2-Managing Worksheets Content

To select all the content in a worksheet

At the junction of the row and column headings (above row 1 and to the left of column A), click the Select All button.

OR

Press Ctrl+A

2-Managing Worksheets Content

To select an individual column or row

Click the column heading (labeled with the column letter) or the row heading (labeled with the row number).

To size a column or row to fit its contents

Select the column or row, and then double-click its right or bottom edge.

3-Managing Data Entries

Excel displays long numbers in their simplest form, as follows:

- 1.If you enter a number with fewer than 12 digits in a standard-width cell, Excel adjusts the width of the column to accommodate the entry.
- 2.If you enter a number with 12 or more digits, Excel displays it in scientific notation.

For example, if you enter 12345678912345 in a standard-width cell, Excel displays 1.23457E+13 (1.23457 times 10 to the 13th power).

3-Managing Data Entries

To complete a data entry

- Enter or the Down Arrow key : move to the next cell in the same column.
- Tab key or the Right Arrow key : move to the next cell in the same row.
 - Shift + Enter or the Up Arrow key : move to the previous cell in the same column.
- Shift + Tab or the Left Arrow : move to the previous cell in the same row.

Chapter 1

Managing The Worksheet Environment

1.1 Office Button



1.1 Navigate through the Worksheet

You can move around in a worksheet in many ways, including the following:

- Pressing directional keyboard keys and key combinations
- Specifying a named cell or range of cells

To move by one screen

- Press Page Up or Page Down to move up or down.
- Press Alt+Page Up or Alt+Page Down to move to the left or right.

1.1 Navigate through the Worksheet

To move to the edge of the current data region

Press Ctrl+Up Arrow, Ctrl+Down Arrow, Ctrl+Left Arrow, Ctrl+Right Arrow.

To move to the beginning of a worksheet

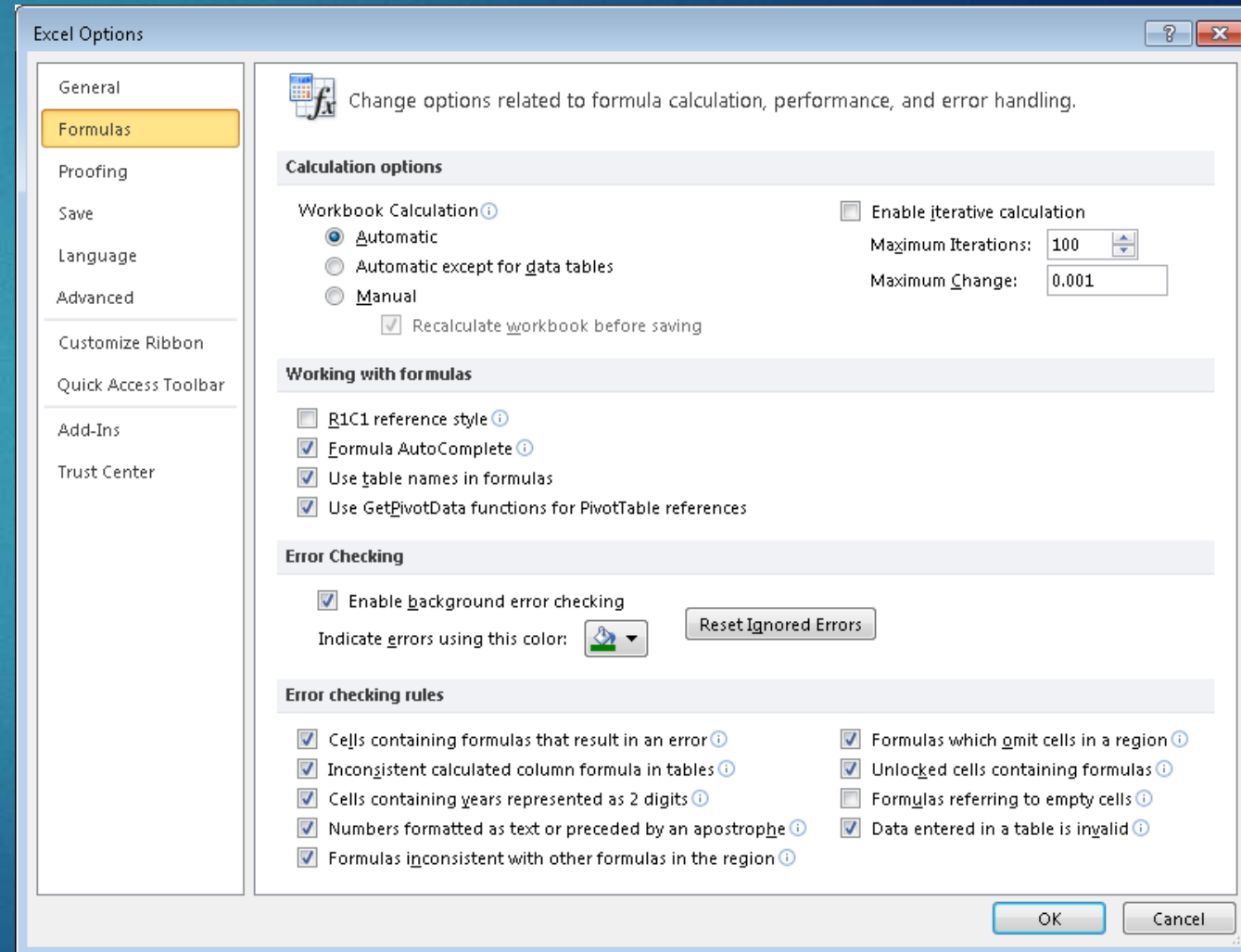
Press Ctrl+Home

1.3 Personalize the Excel Environment

Managing Program Functionality

- You can control the settings and appearance of many Excel features from the Excel Options dialog box.

1- Click office button 2-
Select Excel options



Popular Tab

Excel Options [?] [X]

Popular

Formulas

Proofing

Save

Advanced

Customize

Add-Ins

Trust Center

Resources

Change the most popular options in Excel.

Top options for working with Excel

☒ Show Mini Toolbar on selection ⓘ

☒ Enable Live Preview ⓘ

☐ Show Developer tab in the Ribbon ⓘ

☒ Always use ClearType

Color scheme: Blue ▼

ScreenTip style: Show feature descriptions in ScreenTips ▼

Create lists for use in sorts and fill sequences: [Edit Custom Lists...](#)

When creating new workbooks

Use this font: Body Font ▼

Font size: 11 ▼

Default view for new sheets: Normal View ▼

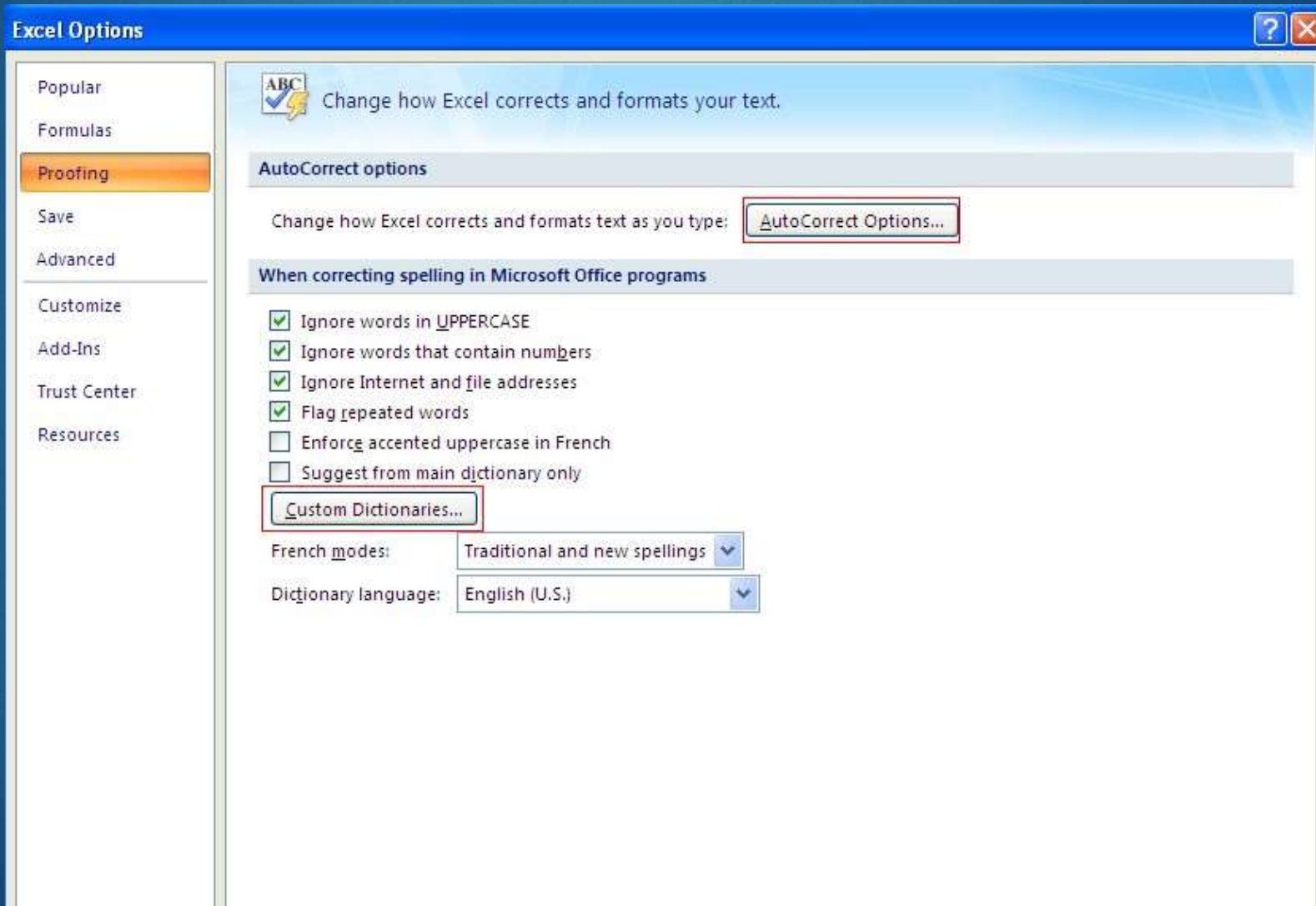
Include this many sheets: 3

Personalize your copy of Microsoft Office

User name: 2B

Choose the languages you want to use with Microsoft Office: [Language Settings...](#)


Proofing Tab



Save Tab

Excel Options

Popular
Formulas
Proofing
Save
Advanced
Customize
Add-Ins
Trust Center
Resources

 Customize how workbooks are saved.


Save workbooks

Save files in this format: Excel Workbook (*.xlsx) ▼

☒ Save AutoRecover information every 10 minutes

AutoRecover file location: C:\Documents and Settings\2B\Application Data\Microsoft\Excel\

Default file location: C:\Documents and Settings\2B\My Documents

AutoRecover exceptions for:  Book1 ▼

☐ Disable AutoRecover for this workbook only

Offline editing options for document management server files

Save checked-out files to: ⓘ

☒ The server drafts location on this computer

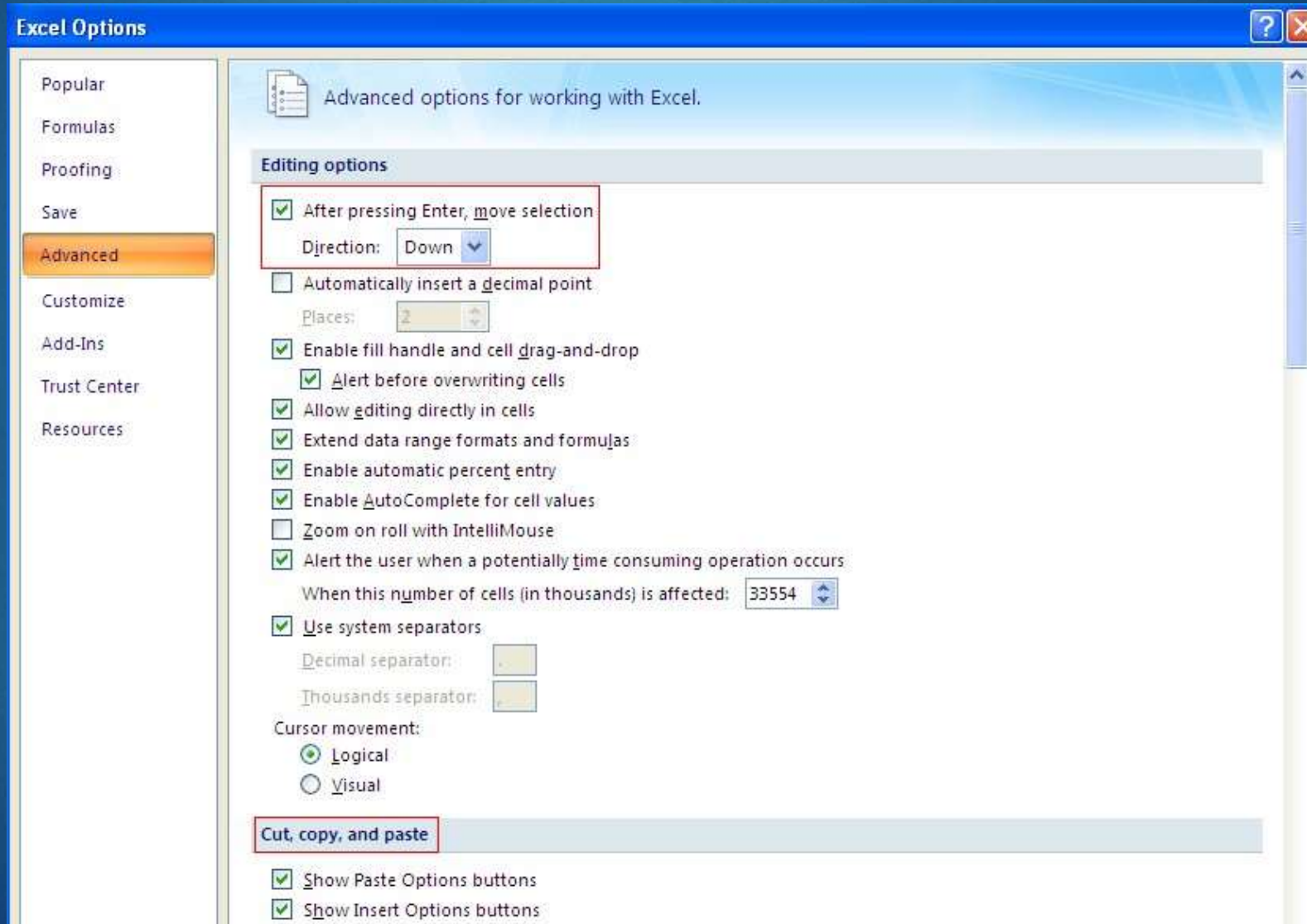
☐ The web server

Server drafts location: C:\Documents and Settings\2B\My Documents\SharePoint Drafts\ Browse...

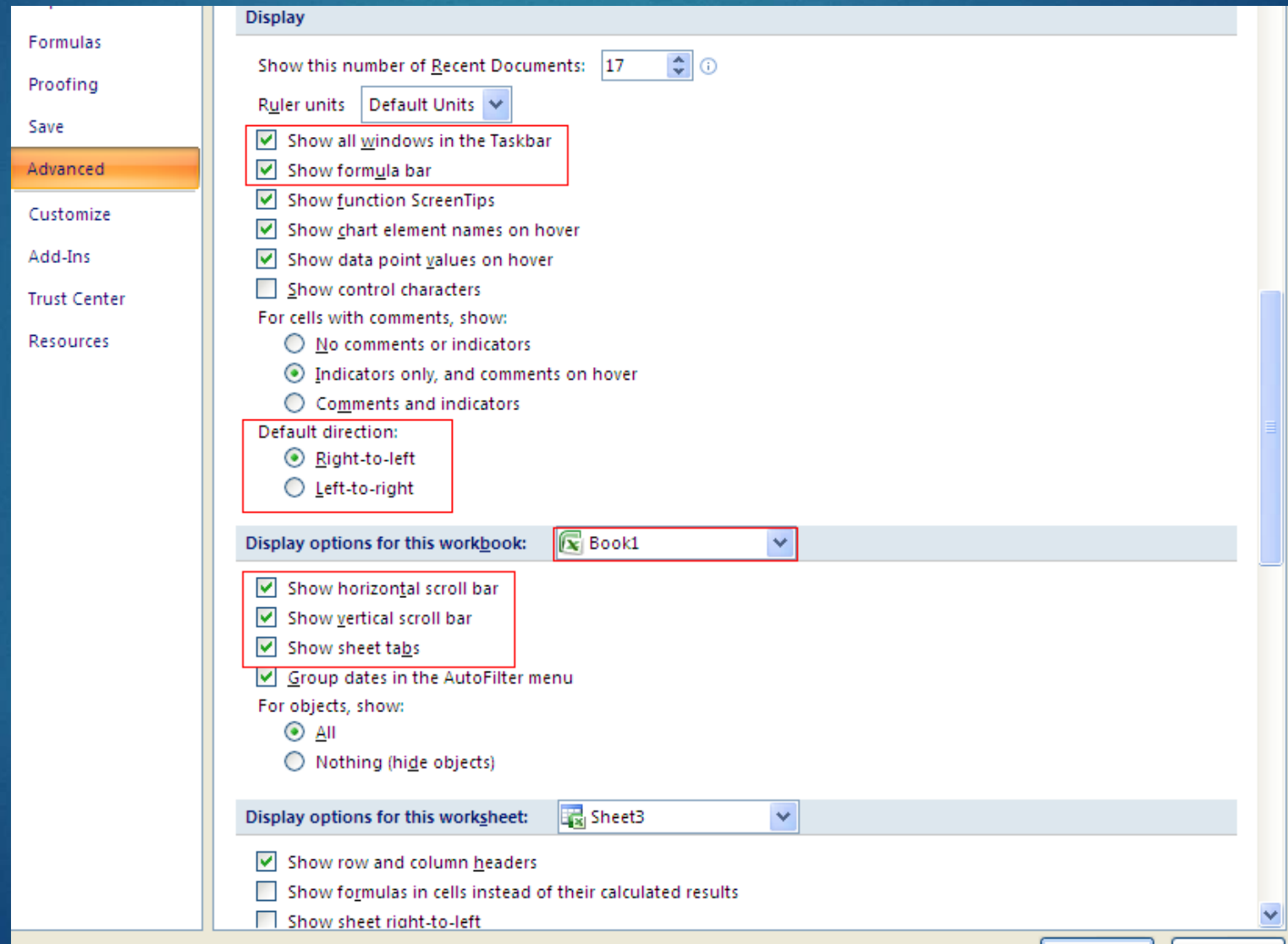
Preserve visual appearance of the workbook

Choose what colors will be seen in previous versions of Excel: ⓘ Colors...

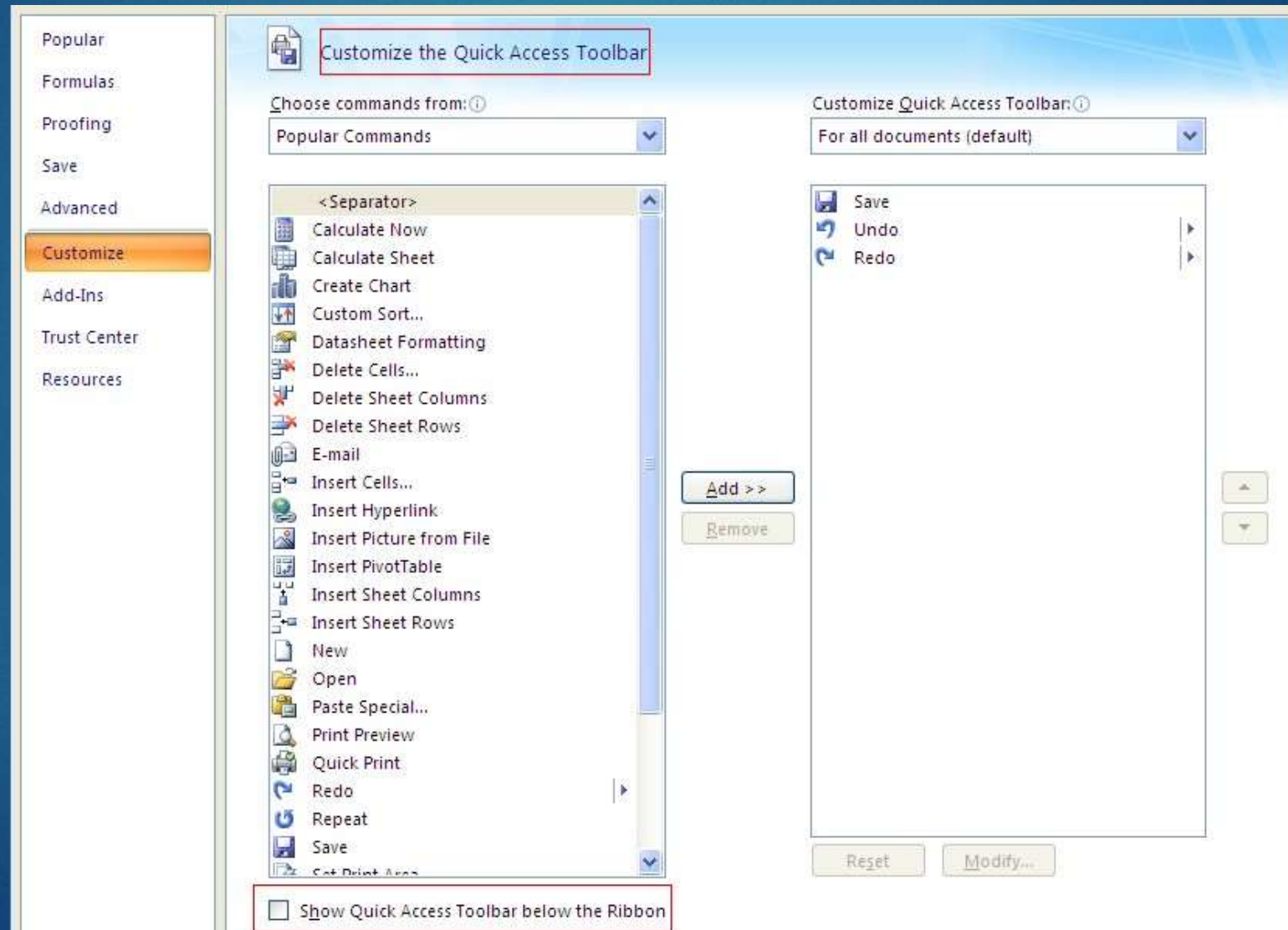
Advanced Tab (1)



Advanced Tab (2)



Customize Tab



Thank You!

Any Questions?