

WHAT IS A SPREADSHEET?

A spreadsheet is a tool for managing numbers and calculations. It is made up of columns and rows in which you record data or write formulas to perform calculations on it.

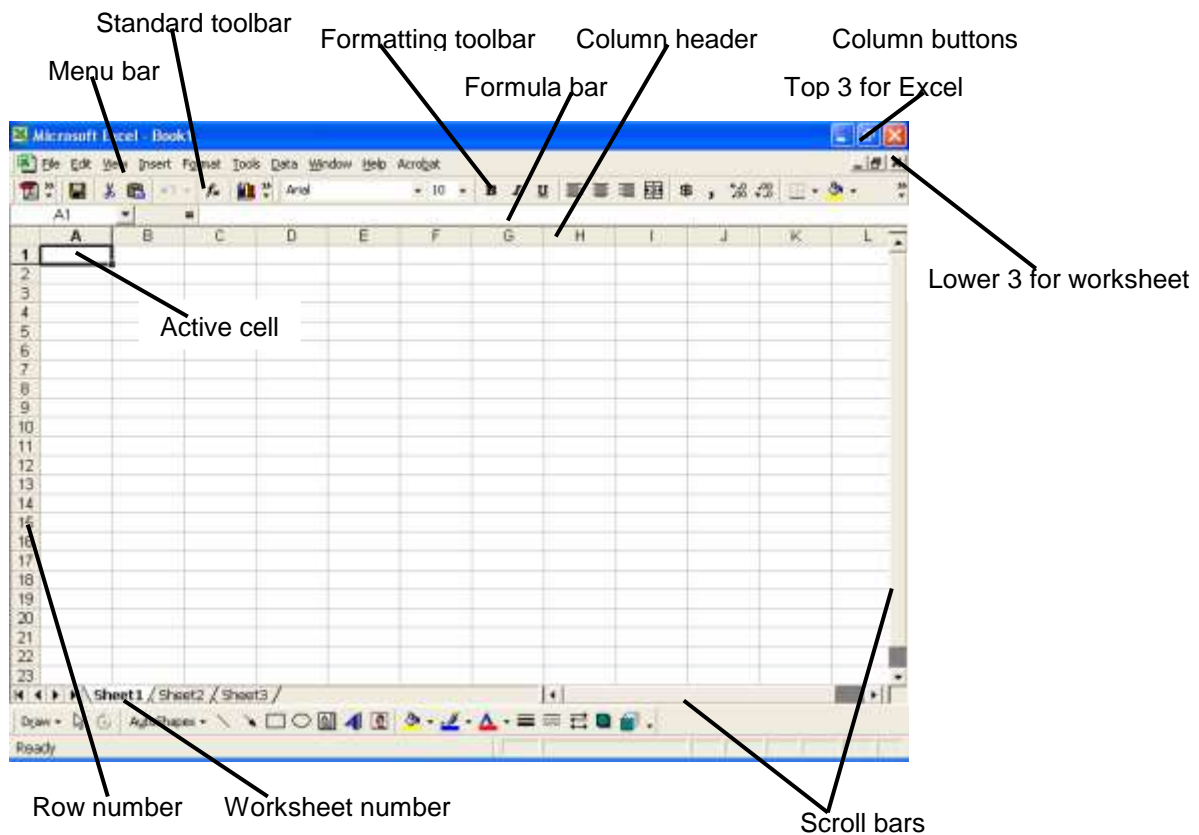
Excel enables you to perform a wide variety of functions including sorting and selecting from lists. Excel includes a feature that will produce charts from numeric data.

Starting Excel

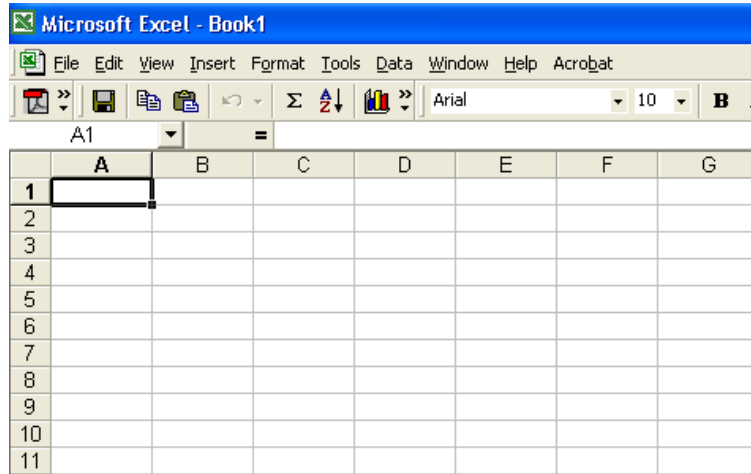
To start Excel:

- Click on the **Start** button to open its pop-up menu
- Point to **Programs**. Click on **Microsoft Excel**

Excel will open, and display a screen similar to that shown below.



Load Excel. A blank spreadsheet will be displayed on your screen.



1. Inserting Numbers and Text

Task

Create a table showing the sales figures for two companies over a three-year period

	A	B	C	D	E	F
1	Year		Company X		Company Y	
2						
3	1994		540		620	
4	1995		630		600	
5	1996		700		570	
6						
7						

Basic steps

Start by entering the years in the first column

- Move the highlight to the required cell by moving the pointer to the cell using the mouse and then clicking on the left mouse button or by using the arrow keys on the keyboard to move up, down, left or right in the spreadsheet.
- Move the highlight to cell A1
- Type **Year**. Text will appear near the top of your screen as well as in the cell A1.
- Press **<Enter>**: The text will be placed in cell A1 and the highlight moves down the next cell.
- Move the highlight to cell A3. Type **1994**
- Press **<Enter>**
- Move to cell A4 and type **1995** and press **<Enter>**. Similarly, in cell A5 type **1996** and press **<Enter>**
- Now enter the company sales figures. Move the highlight to cell C1. Type **Company X** and press **<Enter>**. Move to cell C3. Type **540** and press **<Enter>**
- Continue to insert the Company X and Company Y figures.

Notes:

If you make a mistake while typing, use the, **<Backspace>** key to delete characters you have already typed in. Alternatively, if you have already entered the data into a cell it can be overwritten with anything. Move the highlight to the cell you wish to change and type in the correct data. When you press **<Enter>** the previous contents of the cell will be overwritten.

2. Using formulae

You can insert formulae into any cell in order to add, subtract, multiply and divide the contents of other cells in the spreadsheet. For example, to add the contents of cells A1 and A2 you would enter the formula **=A1+A2**. In excel you must start any formula with an arithmetic symbol (for example **=**).

Task

Insert formulae into the spreadsheet to calculate the total sales figures over the three-year period for Company X and Company Y.

Basic steps

Move the highlight to cell C7. You want to add up the sales figures for Company X. These are contained in cells C3, C4, and C5.

Type **=C3+C4+C5** and press **<Enter>**. The total figure of 1870 is now displayed in cell C7

Move the highlight to E7

Type **=E3+E4+E5** and press **<Enter>**. The total figure of 1790 is now displayed in cell E7

Insert an appropriate label for these totals. Move the highlight to A7.

Type **Total Sales** and press **<Enter>**.

The resulting spreadsheet will appear as shown below:

	A	B	C	D	E	F
1	Year		Company X		Company Y	
2						
3	1994		540		620	
4	1995		630		600	
5	1996		700		570	
6						
7	Total Sales		1870		1790	
8						

Notes:

Throughout the following examples you will use formulae for various calculations. The symbols used for the four arithmetic operations are:

Add +
Subtract -
Multiply *
Divide /

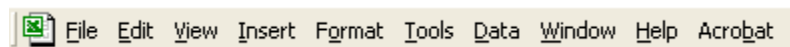
3. Saving Spreadsheets

Task

Save the spreadsheet created in the first two examples.

Basic steps

The spreadsheet created in the previous examples is displayed on your screen. The menu displayed near the top of the screen shows a range of options, as shown below:



- Select the **File** option by either using the mouse or the keyboard.

Using the mouse:

Move the pointer to the **File** option and click on the Left Mouse button

Using the keyboard

Press the **<Alt>** key to activate the menu. The highlight should be on the File option. Now press **<Enter>**

- Select the **Save** option
- The **Save As** window is displayed on your screen
- Type in an appropriate name for this spreadsheet as follows: Type **SALES** and press **<Enter>**.

- The spreadsheet has now been saved on the Default Directory and is called **SALES.XLS**. This filename will be displayed at the top of the spreadsheet. All spreadsheets saved using Excel will have **.XLS** inserted automatically by the computer after the filename you type in.

Notes:

You can use any combination of letters and numbers for a filename. A, 2A1, TEST300 are all valid filenames. Do not use spaces in filenames, for example SALES 1 or TEXT 300 are not valid filenames.

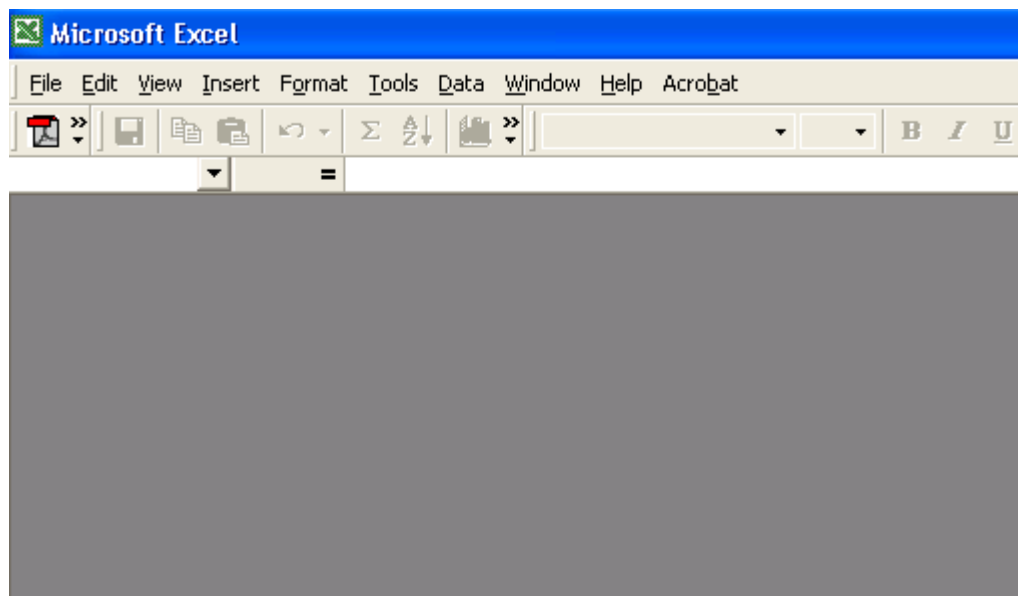
4. Closing a spreadsheet

Task

Remove the current spreadsheet from your screen

Basic steps

- Select **File**
- Select **Close** from the menu displayed
- A blank screen is displayed



Notes:

At this stage if you need to create a new spreadsheet, select **File** and **New** to display a blank table, and enter data as required.

5. Retrieving a spreadsheet

Task

Retrieve a spreadsheet already saved on disk.

Basic steps

- Excel should still be loaded. Select **File** and choose **Open**
- The **Open** window is now displayed in this screen.
- To retrieve the SALES spreadsheet, click on the file **SALES** or click on

Notes:

You may need to use the arrow keys or the scroll bar to move through the list of files in order to display the file you need to work on.

6. Editing a spreadsheet

Task

Insert extra data into your table, giving the sales figures for Company Z over a three-year period and change the sales figures for Company Y.

Company Z has the following sales figures:

1994	490
1995	510
1996	480

The sales figures for Company Y will be changed to:

1995	650
1996	750

Basic steps

The sales spreadsheet is displayed on your screen. First enter the new details for Company Z using the following method:

- Move the highlight to cell G1
- Type **Company Z** and press <Enter>
- Move the highlight to cell G3.
- Type **490** and press <Enter>. Using the same method, enter the other sales figures for Company Z in cells G4 and G5.
- Move to G7 to enter a formula for the total sales for Company Z.
- Type **=G3+G4+G5** and press <Enter>
- Your spreadsheet will now look like the one shown below:

	A	B	C	D	E	F	G
1	Year		Company X		Company Y		Company Z
2							
3	1994		540		620		490
4	1995		630		600		510
5	1996		700		570		480
6							
7	Total Sales		1870		1790		1480
8							

- Now edit the Company Y figures given at the beginning of this example
 - Move the highlight to cell E4
 - Type **650** and press **<Enter>**.
 - In cell E5 type **750**

When you change the data the formula will be re-calculated and new values are re-calculated
- Your spreadsheet will now look like the one shown below:

	A	B	C	D	E	F	G
1	Year		Company X		Company Y		Company Z
2							
3	1994		540		620		490
4	1995		630		650		510
5	1996		700		750		480
6							
7	Total Sales		1870		2020		1480
8							

- To re-save the spreadsheet using the same filename:
 Select **File** from the menu
 Choose **Save**
 The edited spreadsheet will be re-saved as SALES.XLS.

Using the icons

Task

Use the icons to perform the functions introduced in this lesson.

Using the icons displayed at the top of your screen will enable you to perform a variety of procedures more quickly than the standard menu approach.

Basic steps

Some of the icons available in Excel are displayed at the top of your screen.

- To perform the action simply click on the left mouse button while pointing at the relevant icon.

Try to save and retrieve the SALES file using these icons.

Exiting Excel

Task

Exit from Excel

Basic steps

- Select **File** from the menu
- Select **Exit**

Notes:

If you have amended a spreadsheet since the last time you saved your work you will now be asked to confirm whether you want to exit Excel without saving. In this case, select **Yes** to exit, or **No** to return to the spreadsheet. You have now exited from Excel and the Desktop window is displayed on your screen.