Chapter 1

Word Watch

- Microsoft Office Button
- Quick Access Toolbar
- Title Bar
- Window Frame
- Formula Bar
- Super Tooltip

- Program Window Controls
- Scroll Bars
- MiniBar
- Galleries
- Contextual Tools

THE BASICS OF MICROSOFT EXCEL

Learning Objectives

After completing this chapter, you should be able to:

- acquire knowledge basis on the concepts of Microsoft Excel;
- start MS Excel application;
- navigate the Excel Program window;
- generate understanding about Excel's Ribbon, Galleries and Contextual Tools;
- change the views of your worksheets; and
- close Excel.

An Introduction to Excel

Microsoft Excel (MS Excel) is the most popular spreadsheet program on the market today designed to work, organize and analyze data. With Excel, you can manipulate numeric data with ease. You can use the program to track and manage large quantities of data, such as inventories, price lists, expenses and expenditures, and much more. You can also use Excel as a database, entering and sorting records.

CRUNCHING NUMBERS

Microsoft Excel is best known for its number-crunching features. For example, you can use Excel to quickly tally sales figures, figure averages, and summarize performance numbers for your entire department. You can also use Excel to track your finances, set up budgets, and forecast future spending. Using Excel's built-in functions, you can perform any kind of mathematical calculation, from the simplest equation to the most complex formula.

ORGANIZING DATA

Microsoft Excel is also a great tool for organizing data, whether it is a large inventory list for a warehouse items or simply a small collection of valuables in your home. The row and column format of an Excel spreadsheet is perfect for entering many types of data you need to track. After entering the data, you can perform various sorting operations to control how the data are listed.

Excel Basics

STORING DATA IN WORKSHEETS AND WORKBOOKS. The data you enter into Excel are stored in a file called a workbook. It is in workbook where you work and store your data. Excel workbooks are stored using the .xlsx file extension. Within each workbook are a number of individual worksheets. Worksheets are where all the actions take place in Excel. You use worksheets to enter and edit data, perform calculations, and more.

PRESENTING DATA

You can use Excel's formatting tools to make your spreadsheet data easier to read and interpret. For example, you can add shading to cells, change the number format, or change the font and size of your data. You can present your worksheet data to others using charts and graphs. Excel's graphing and charting tools make it easy to turn your data into meaningful visuals, such as pie charts, bar charts, and more.

SHARING DATA

You can share your Excel data with other users, add comments, track changes, e-mail workbooks, and more. You can import data from other sources into your Excel worksheets, or export your data into other file formats.
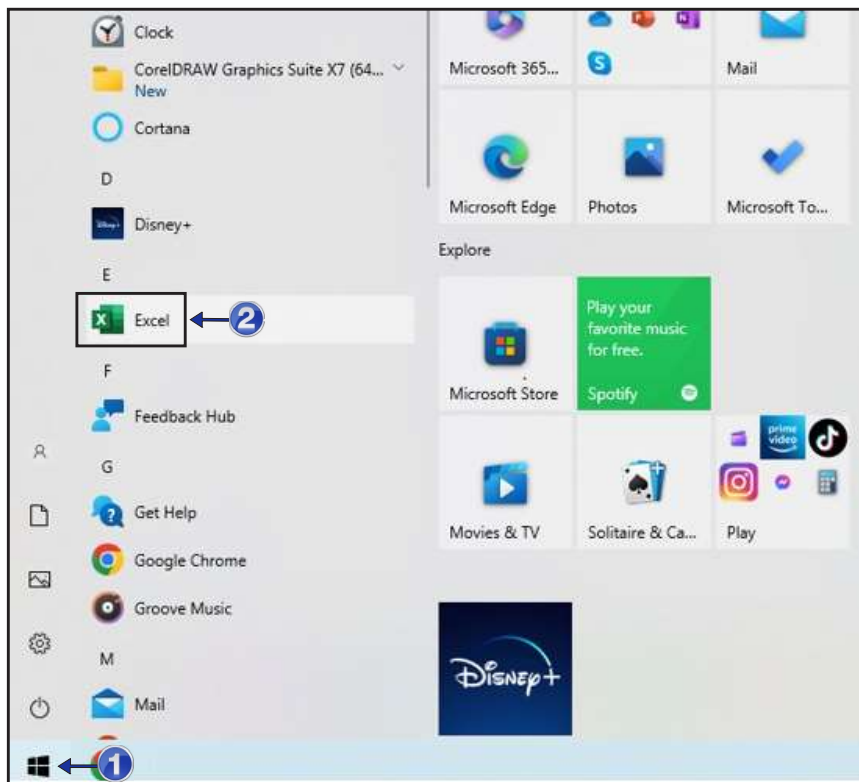
Starting Excel

Before you begin working with Excel, you must open the program window. Once you're done with your work, you can close the window. If you want to save your work, do it before leaving Excel completely.

Start Excel

① Click the Start button.

② Click Excel

Closing Excel

Normally, what gets started should be closed. The same goes true with Excel. When you finish working on Excel, most probably, you will close it.

Close Excel

① Click the Close icon ![x]

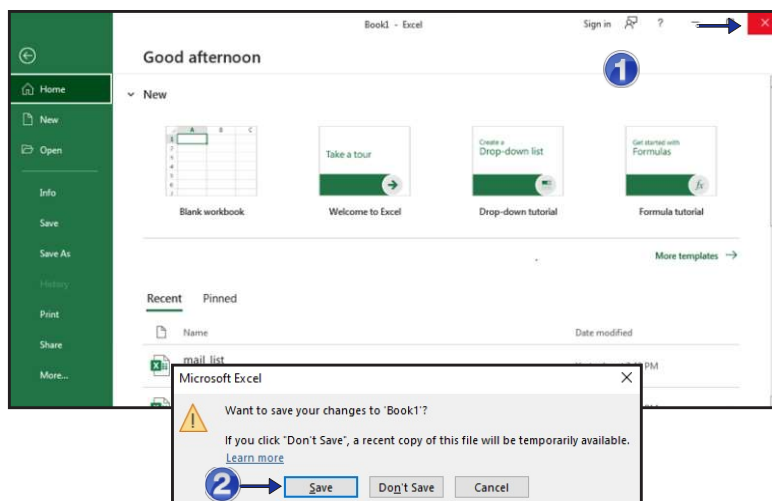If it is the only open workbook, both the workbook and Excel will close.

You can also click the File Tab and then click Exit Excel.

- If you have not yet saved your work, Excel prompts you to do it before exiting.

② Click Yes to save.

The Excel program window closes.
- If you click No, the program closes without saving your data.
- If you click Cancel, the program window remains open.

Navigating the Excel Program Window

The Excel program window displays several common elements found in most Office programs, including Office button, the Ribbon, the Quick Access toolbar, and scroll bars. In addition, the Excel window features a Formula bar for entering mathematical formulas. If you are new to Excel, take a moment and familiarize yourself with the on-screen elements.

The Excel program window is made up of the following components:

Microsoft File Button

When clicked, it displays the File menu where you find commands to open, save, print, send, and publish files. In addition you can use commands here to close a file or exit Excel, and set Excel options.

Quick Access Toolbar

It displays the frequently used features such as Save.

Title Bar

It displays the name of the open workbook file.

Worksheet

The worksheet consists of rows and columns that intersect to form cells. Cells hold your worksheet data.

Window Frame

It displays the status information for the current worksheet or file, as well as the view buttons and zoom controls.

Formula Bar

Use this bar to enter and edit formulas and perform calculations on your worksheet data.

Super Tooltip
It appears when you place your mouse over a choice on the Ribbon, explaining what a feature does and providing a link to related help information.

Program Window Controls
Use these three buttons to minimize, maximize, or close the worksheet window.
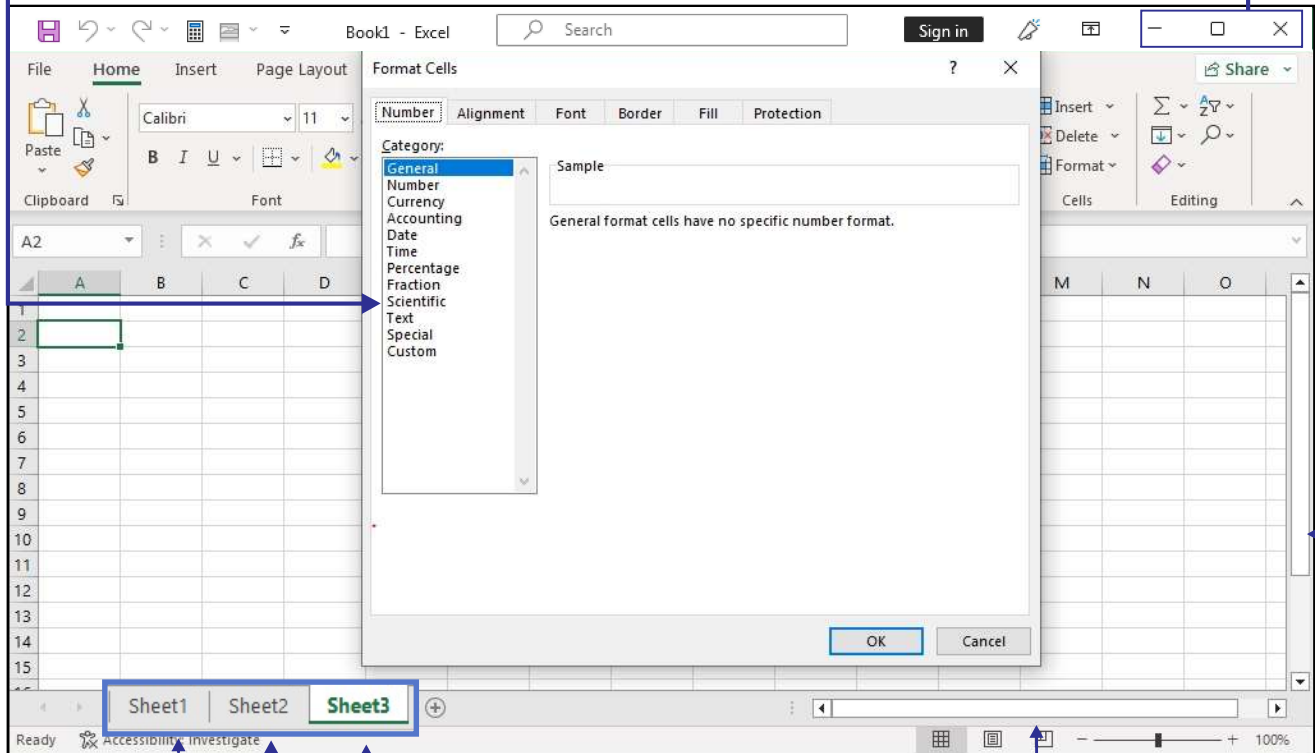
Active Worksheet
The active worksheet appears in the Excel work area, and its tab appears highlighted.

Worksheet Tabs
You can use worksheet tabs to view different worksheets in your workbook file.

Vertical and Horizontal Scroll Bars
The scroll bars let you scroll through the worksheet vertically or horizontally.

Understanding the Ribbon, Galleries and Contextual Tools

The Excel program window has many new tools that will help you accomplish your work. The Ribbon replaces toolbars and menus in previous editions of Excel. It is designed to help you find the commands you need to complete a task quickly. Galleries of options allow you to preview results of choices before you apply them. Contextual Tools appear when and where you need them. They make it much easier for you to find and use the command needed for the operation at hand.

A Ribbon Group
Tools on the Ribbon are organized into groups by their type of function.

Drop-Down Menus
Some tools offer drop-down menus to further refine your choice.

The Ribbon
It displays tabs that provide access to many tools which used to be embedded in dialog boxes.
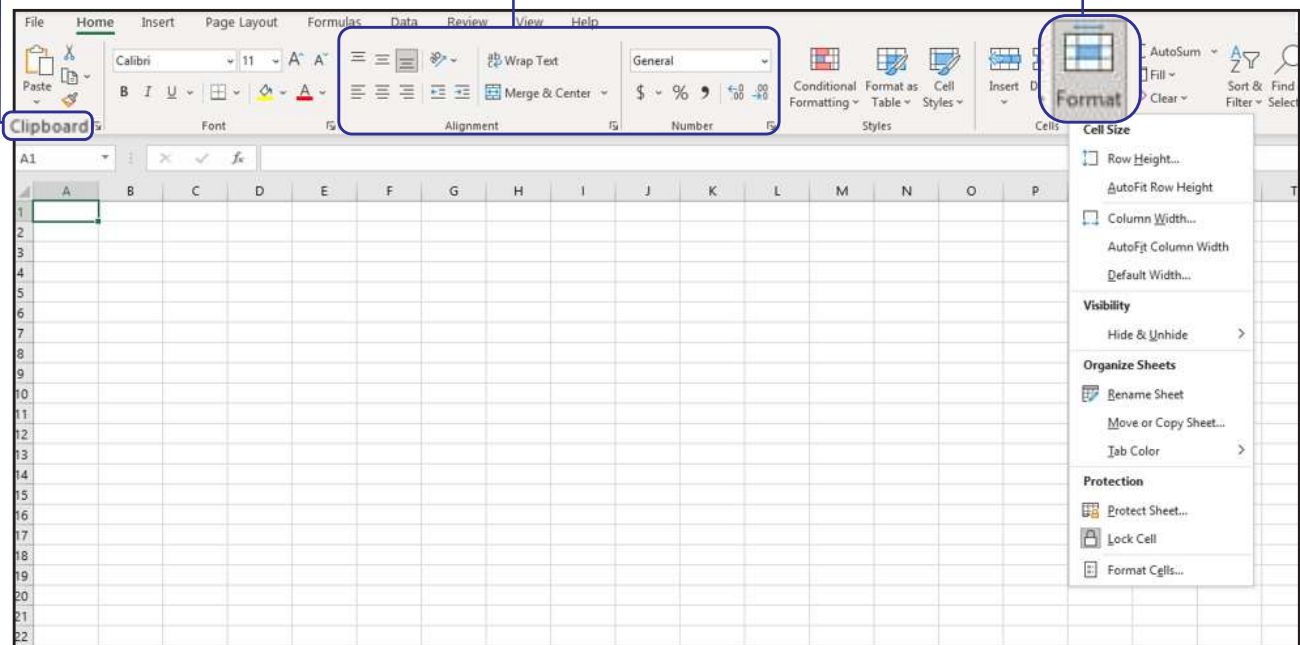
MiniBar

When you select text, this floating set of formatting tools appears that lets you format text on the fly.

Galleries

Other tools offer preview galleries of effects you can apply, such as Themes or Color Schemes. Galleries provide users with a set of clear results to choose from when working a particular task.

Contextual Tools

When you insert and select an object such as a table or diagram, the appropriate tools for that object appear in the Ribbon.
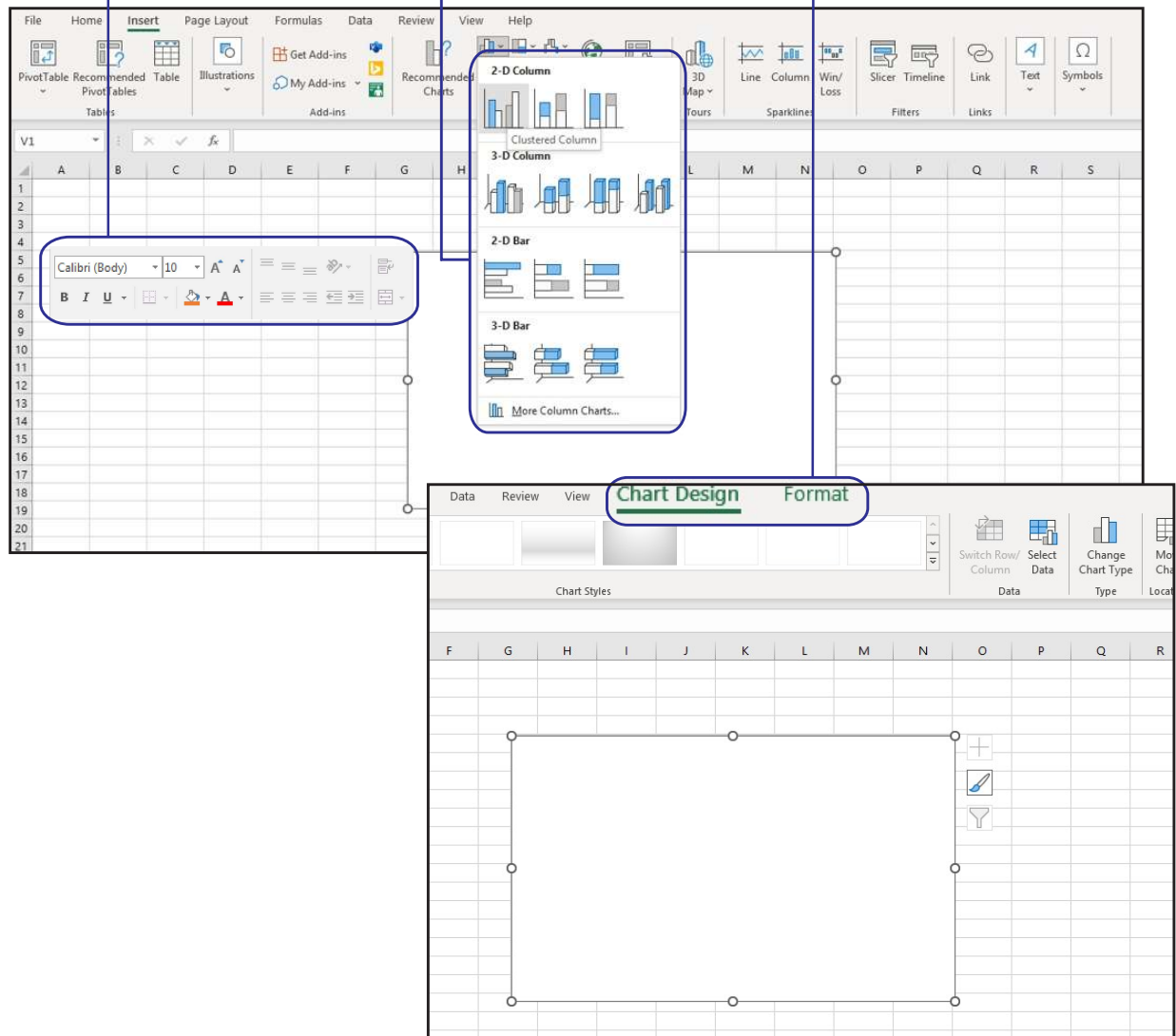
Changing Views

Excel offers different views of your worksheets, depending on what you are currently doing. The Normal view shows one continuous page of columns and rows. The Page Layout view displays your worksheets on individual pages that correspond to printed pages. The Page Break Preview indicates page breaks with lines; you can click and drag these lines to modify where pages break.

Change Views

1 Click the Page Layout View icon 🔲.

The Page Layout view appears.

2 Click the Page Break Preview icon 🔲.

3 Click the Normal icon 🔳 to return to Normal view.

The Normal view is displayed.