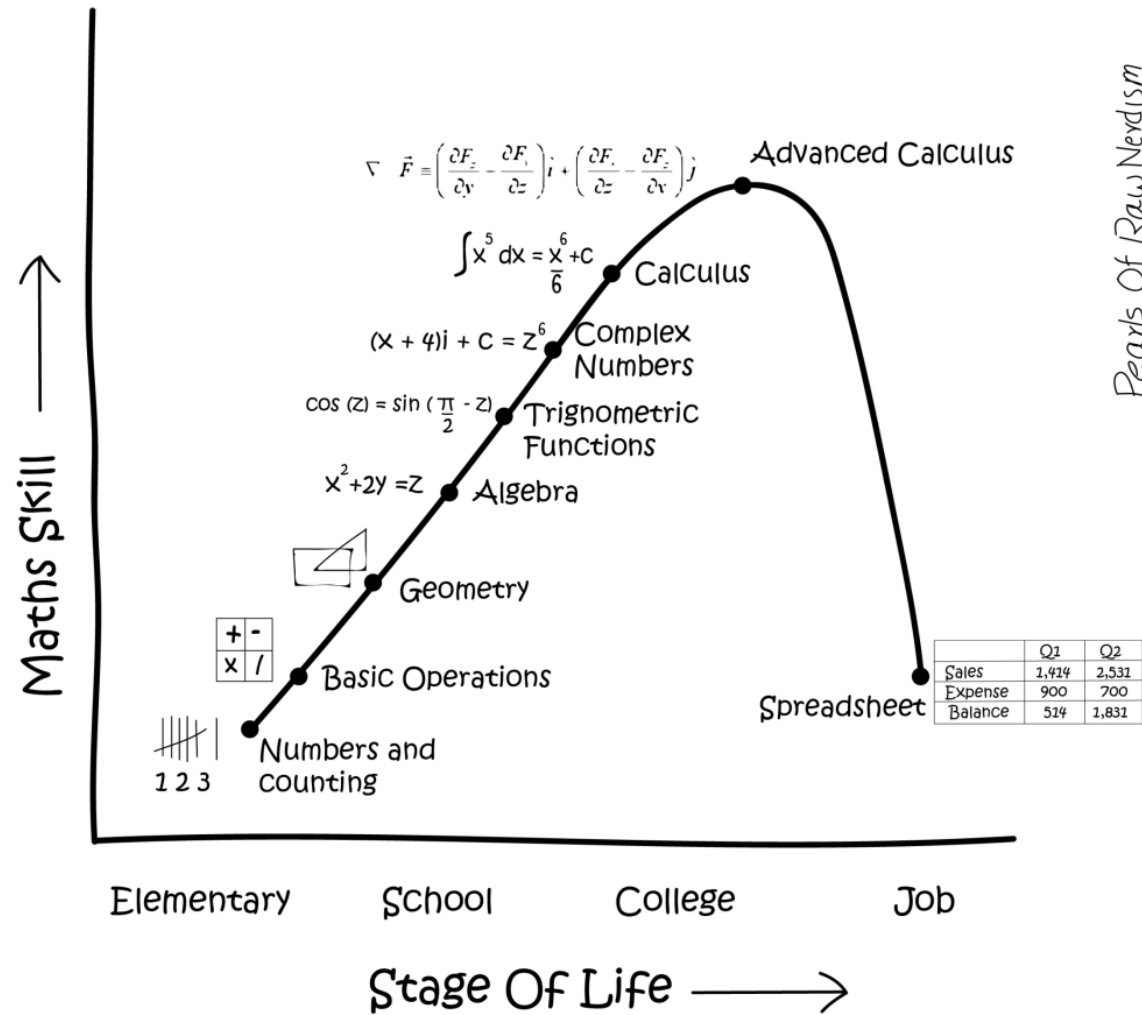




Consumer Computer Applications

MODULE 1

Why Excel is important



Some Excel facts

Fact #1

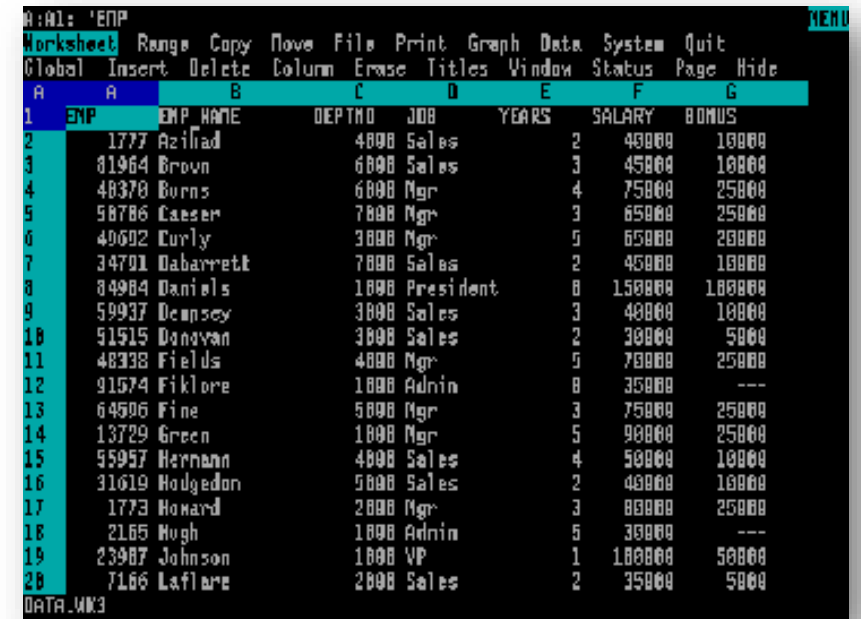
Before it came out in 1985, Mr. Spreadsheet and Master Plan were amongst the contemplated names for Excel. The internal codename for the project was Odyssey. The application was initially launched on Apple Macintosh, with a 2-year exclusivity before it was available anywhere else.



Some Excel facts

Fact #2

Until 1993, Lotus 1-2-3 was the spreadsheet software of choice for most enterprises. Excel ended this by replacing Lotus as the number one choice.



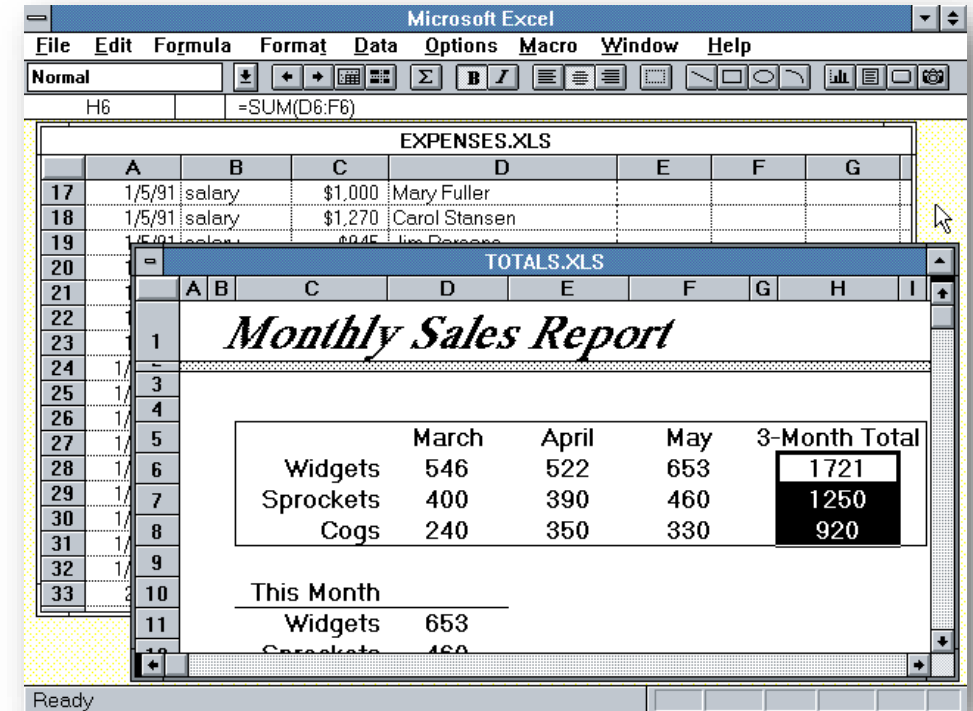
A screenshot of the Lotus 1-2-3 spreadsheet interface. The window title is 'A:01: 'EMP''. The menu bar includes Worksheet, Range, Copy, Move, File, Print, Graph, Data, System, and Quit. The Global menu includes Insert, Delete, Column, Erase, Titles, Window, Status, Page, and Hide. The spreadsheet grid shows columns A through G and rows 1 through 20. Row 1 contains headers: EMP, EMP NAME, DEPTNO, JOB, YEARS, SALARY, and BONUS. Rows 2 through 20 contain employee data. The status bar at the bottom left shows 'DATA.WK3'.

	A	B	C	D	E	F	G
1	EMP	EMP NAME	DEPTNO	JOB	YEARS	SALARY	BONUS
2		1777 Azilad	4000	Sales	2	40000	10000
3		01964 Brown	6000	Sales	3	45000	10000
4		40370 Burns	6000	Mgr	4	75000	25000
5		50706 Caesar	7000	Mgr	3	65000	25000
6		40602 Curly	3000	Mgr	5	65000	20000
7		34701 Dabbarrett	7000	Sales	2	45000	10000
8		04904 Daniels	1000	President	8	150000	100000
9		59937 Dempsey	3000	Sales	3	40000	10000
10		51915 Donovan	3000	Sales	2	30000	5000
11		40338 Fields	4000	Mgr	5	70000	25000
12		91574 Fiklore	1000	Admin	8	35000	---
13		64506 Fine	5000	Mgr	3	75000	25000
14		13729 Green	1000	Mgr	5	90000	25000
15		55957 Hermann	4000	Sales	4	50000	10000
16		31019 Hougdon	5000	Sales	2	40000	10000
17		1773 Howard	2000	Mgr	3	80000	25000
18		2165 Mugh	1000	Admin	5	30000	---
19		23907 Johnson	1000	VP	1	100000	50000
20		7106 Laflure	2000	Sales	2	35000	5000

Some Excel facts

Fact #3

You know that almost every app nowadays has a toolbar at the top or side. Well, Excel 3.0 was the first ever desktop application to implement a toolbar in 1990.



Why Excel **is important**

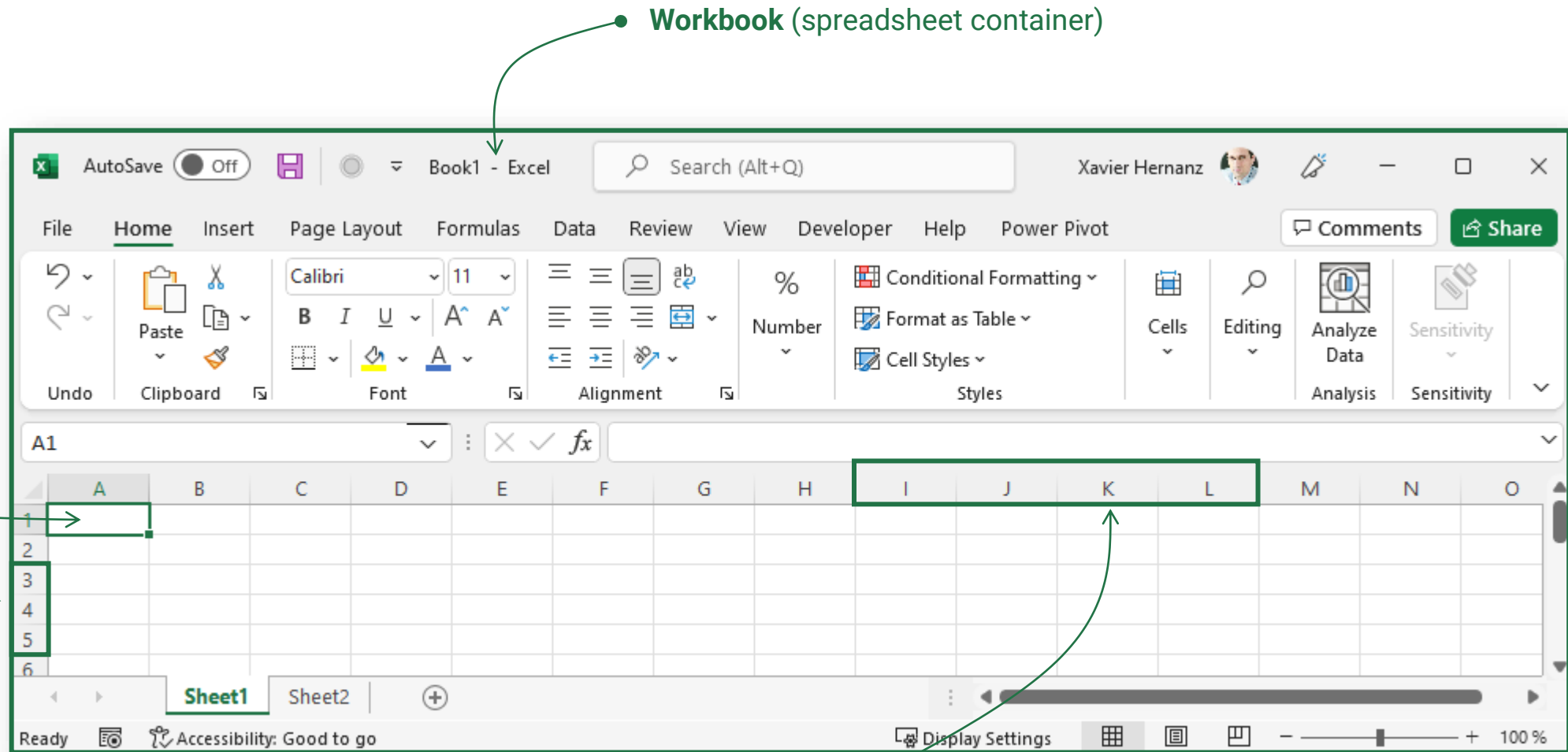
Actions

Structured calculations
Data Entry/Data Collection
Data Processing
Data Analysis
Dashboarding (charts)

Goals

Monitoring
Decision Making
Reporting
Calculations

Structure of a spreadsheet



Cells
(Data or
formula –with
format-
container)

Rows
(Cell vertical
coordinate)

Workbook (spreadsheet container)

Columns
(Cell horizontal
coordinate)

Some Spreadsheet **Limits**

# max columns:	16K
# max rows:	1M
# max sheets:	Limited by available memory

[See More Excel Specifications and Limits](#)

Windows **versus** MacOS

Difference 1: No true pivot charts

Difference 2: Missing PowerPivot

Difference 3: Lesser VBA integration

Wrapping things up...

*In short, better use **Excel for Windows** if you plan on using Excel for **big data tasks and macros**.*

*Excel is natively designed for Windows so all of its **crowning features can only be found on its Windows version**.*

*If you're only using Excel for its **spreadsheet function and formatting interoperability**, you should be fine with **Excel for Mac**.*

*Otherwise, you will have to use **Windows emulators** (Boot Camp, Parallels Desktop, ...) that will enable you to use Excel for Windows using a Mac device.*

Windows versus MacOS Hotkeys

Windows logo: Press Command (⌘).



Backspace or Delete: Press Delete.



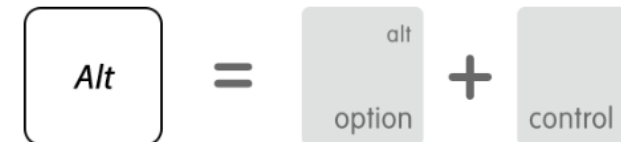
Enter or ↵: Press Return.



Alt (left): Press Option (⌥).



Alt GR (right): Press Option + Control.



[See More Keyboard Shortcuts](#)

THANK YOU!

