**BASICS OF MS-EXCEL**

**INTRODUCTION**

MS-Excel 2000 is a Windows based application package. It is quite useful in entering, editing, analysis and storing of data. Arithmetic operations with numerical data such as addition, subtraction, multiplication and division can also be done with Excel. You can sort the numbers/characters according to some given criteria (like ascending, descending etc.) and solve simple financial, mathematical and statistical formulas.

**OBJECTIVES**

After going through this lesson you would be in a position to 1 explain the basic features of MS Excel 1 set pages and their printing 1modify a worksheet 1 enter and edit data in a worksheet 1 work on keyboard shortcuts

**EXCEL FEATURES**

There are a number of feature that are available in Excel to make your task easier. Some of the main features are:

1. **AutoFormat** lets you to choose many pre-set table formatting option.
2. **AutoSum** helps you to add the contents of a cluster of adjacent cells.
3. **List AutoFill** automatically extend cell formatting when a new item is added to the end of a list.
4. **AutoFill feature** allows you to quickly fill cells with repetitive or sequential data such as chronological dates or numbers, and repeated text. AutoFill can also be used to copy functions. You can also alter text and numbers with this feature.
5. **AutoShapes** toolbar will allow you to draw a number of geometrical shapes, arrow, flowchart elements, stars and more. With these shapes you can draw your own graphs.
6. **Wizard** guides you to work effectively while you work by displaying various helpful tips and techniques based on what you are doing.
7. **Drag and Drop** feature will help you to reposition the data and text by simply dragging the data with the help of mouse.
8. **Charts feature** will help you in presenting a graphical representation of your data in the form of Pie, Bar, Line charts and more.
9. **PivotTabel** flips and sums data in second and allows you to perform data analysis and generating reports like periodic financial statements, statistical reports, etc. You can also analyse complex data relationships graphically.
10. **Shortcut** Menus commands that are appropriate to the task that you are doing appear by clicking the right mouse button.

**STARTING EXCEL**

1. Click on (with the help of mouse) the Start button on the Windows 98 Taskbar at the bottom of the Screen

2. Highlight the Programs item. The program menu will open. Basic Computing Skills

3. Select Microsoft Excel form the list of programs. (These steps are shown Figure 12.1)

4. Click on Microsoft Excel Symbolically these actions are shown below.

Select Start**®** Programs® Microsoft Excel commands from your menu bar. Throughout the text of your lessons on MS Excel we will be showing the symbol ® to indicate the direction (steps) you have to follow. You can also use the Microsoft Office Shortcut Bar (MSOB) as shown in figure 12.1 to start your work on Excel.

**EXCEL WORKSHEET**

Excel allows you to create worksheets much like paper ledgers that can perform automatic calculation. Each Excel file is a workbook that can hold many worksheets. The worksheet is a grid of columns (designated by letters) and rows (designated by Microsoft Excel MSOB numbers). The letters and numbers of the columns and rows (called labels) are displayed in gray buttons across the top and left side of the worksheets. The intersection of a columns and a rows is called a cell. Each cell on the spread sheet has a cell address that is the column letter and the row number. Cells can contain either text, numbers, or mathematical formulas.

Selecting, Adding and Renaming Worksheets the worksheets in a workbook are assessable by clicking the worksheets tabs just above the status bar. By default, three worksheets are include in each workbook. To add a sheet, select insert ® Worksheet from the menu bar. To rename from the worksheet tab, move the cursor to sheet tab, right-click on the tab with the mouse and select Rename from the shortcut menu. Type the new name and press the ENTER key.

Sheet Tab Status bar Menu Bar Bar

Cell Number Box Formatting Column Heading

Active cell Tool Bar Worksheet

Standard Tool Bar Formula Tab Scrolls