



University of Information Technology and Communications

*Businesses Informatics College / Department
of Informatics Systems Management*

Principles of Accounting

LECTURE 1

Lecturer

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1- Open Excel

Start -> All Programs -> Microsoft Office -> Microsoft Excel

Show figure below.

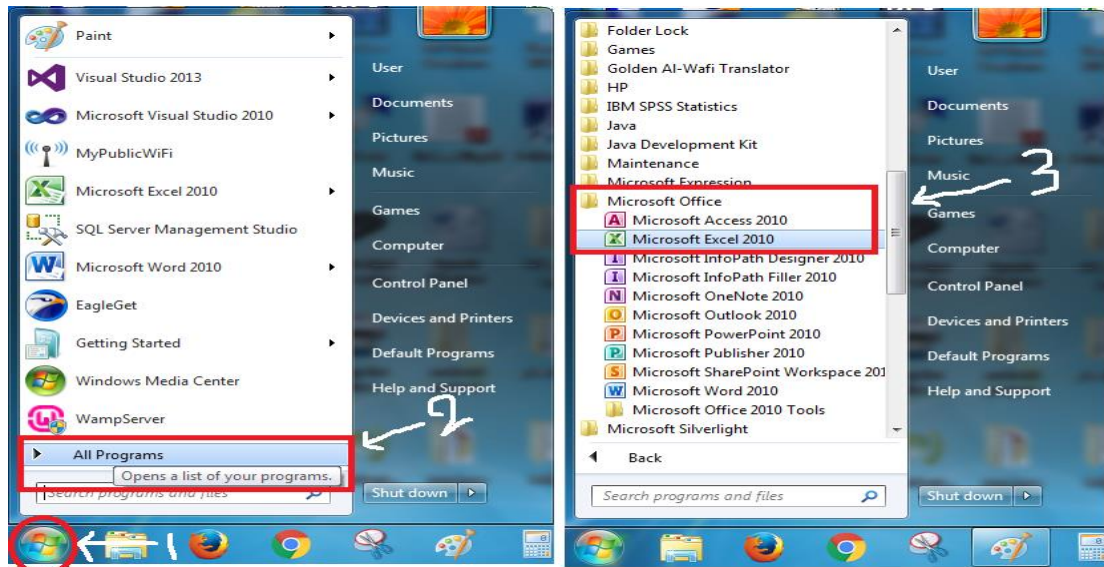


Figure (1)

2- Direction

Figure (2) explain how to change direction from Right-to-Left or Left-to-Right.

Page Layout -> Sheet Right-to-Left

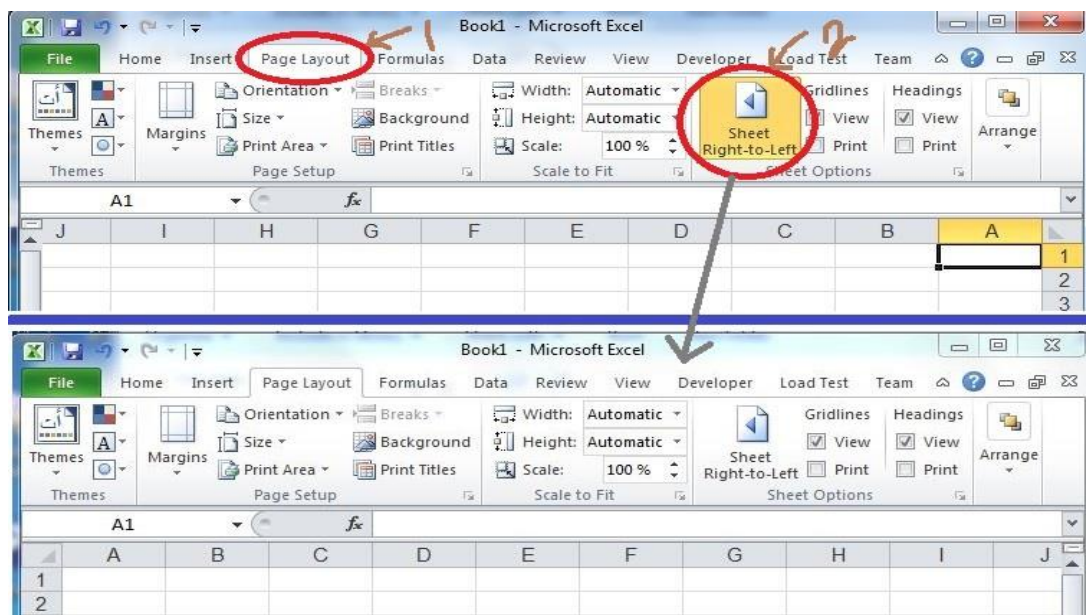


Figure (2)

3- Cells Name

Each cell in the sheet of Microsoft Excel has a name consisting of the confluence of the column with the row, such as Figure (3).

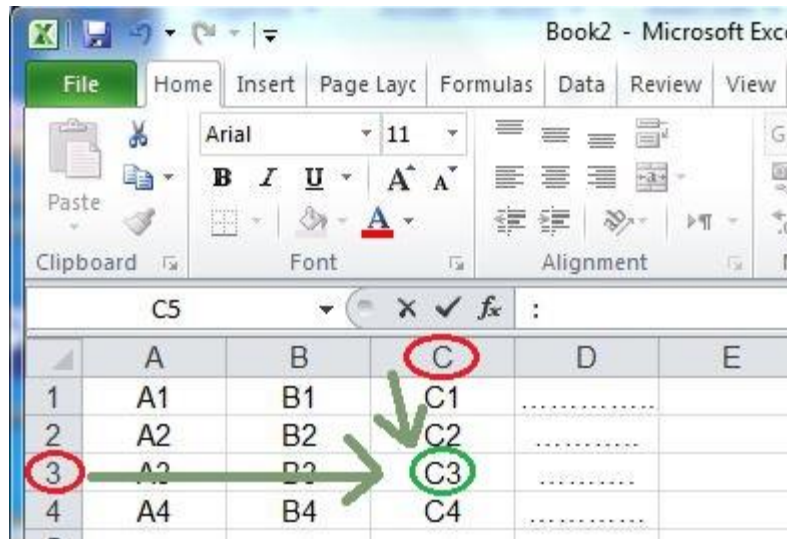


Figure (3)

4- Formulas

Formulas are equations that perform calculations on values in your worksheet. A formula starts with an equal sign (=), Show figure below.

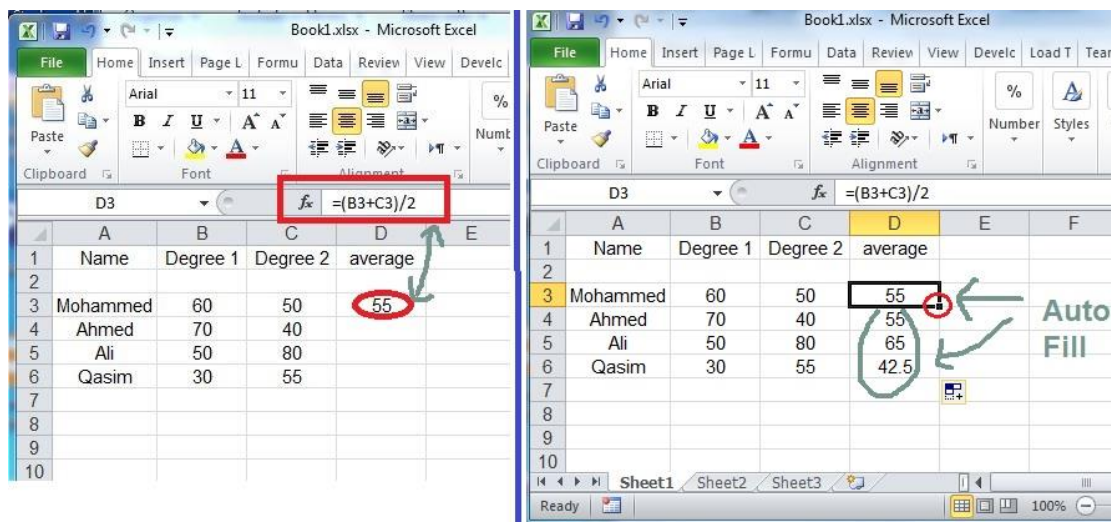


Figure (4)

A figure (5) explain the difference between the number and the equation

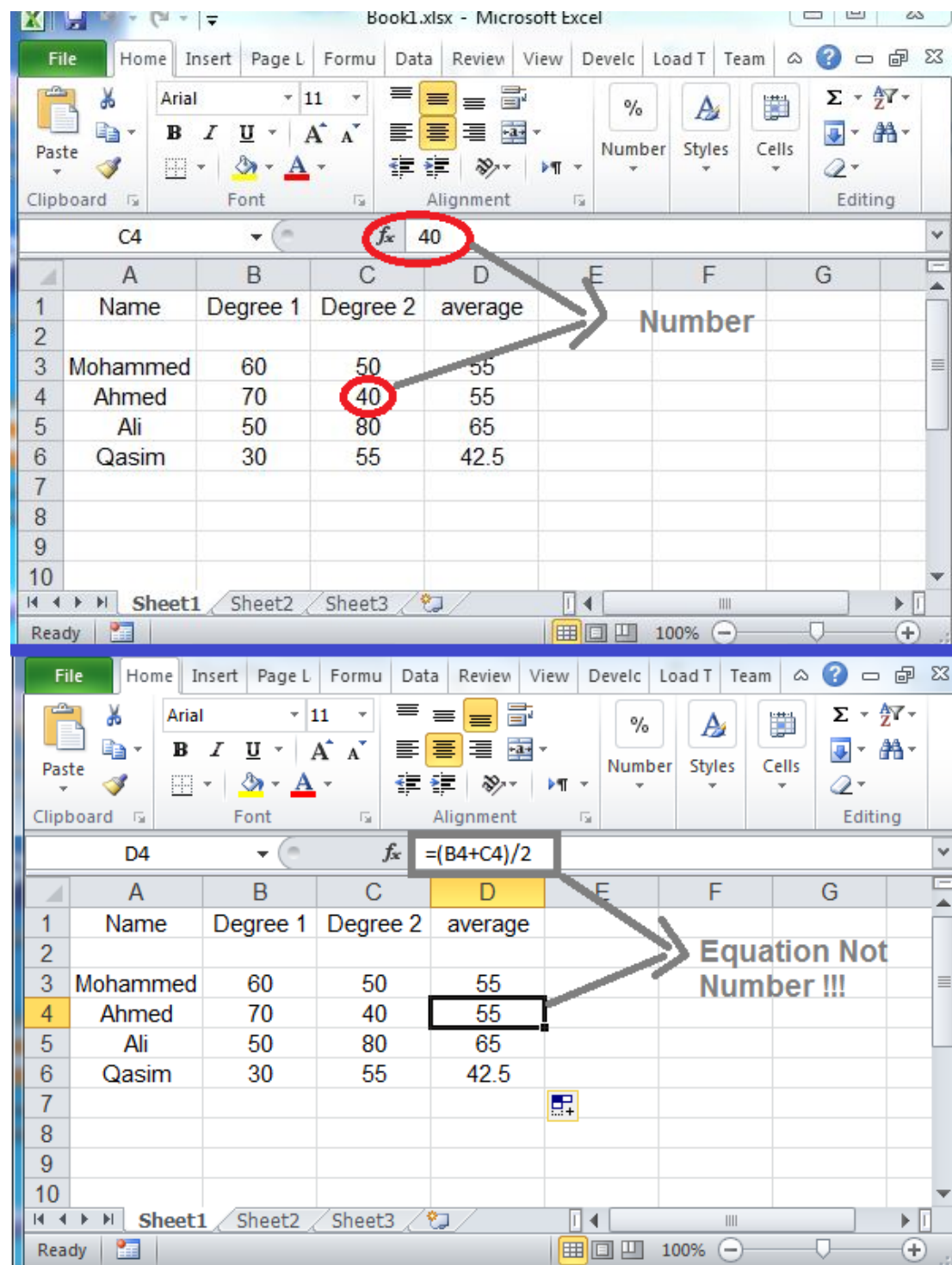


Figure (5)

5- the absolute reference

The dollar sign (\$) used to lock the column, row or both of the cell name, such as \$A\$1. If you copy or fill the formula across rows or down columns, the absolute reference does not adjust. As show Figures (6),(7).

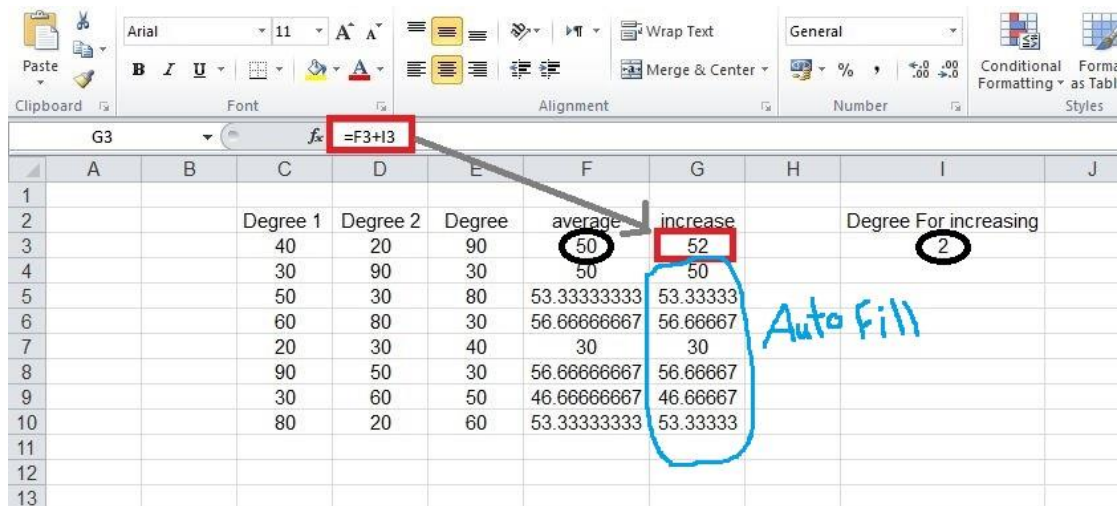


Figure (6)

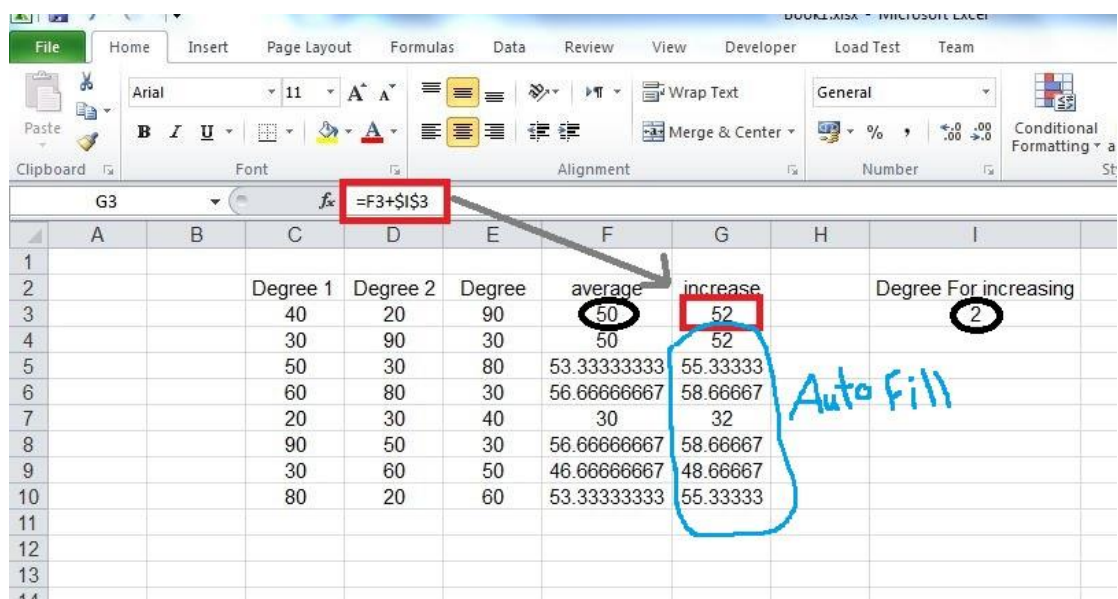


Figure (7)

6- Functions

Many mathematical and statistical functions built-in within Microsoft excel, These functions (such as average, sum, if, ...etc) can be used by clicking on fx icon in the program. Figure (8) show how to call function. And figure (9) show example on if statement.

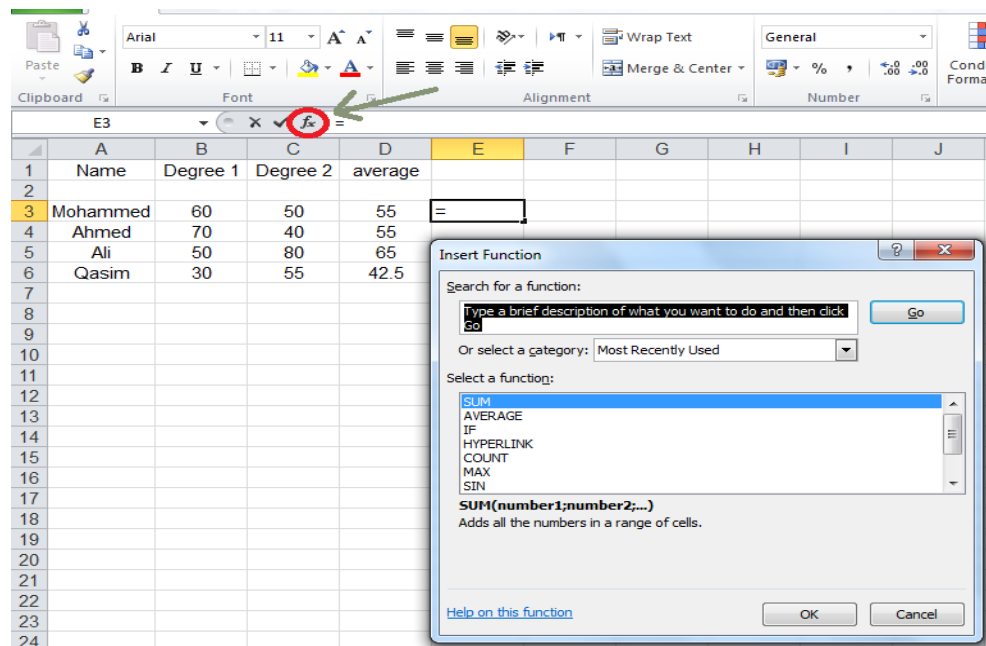


Figure (8)

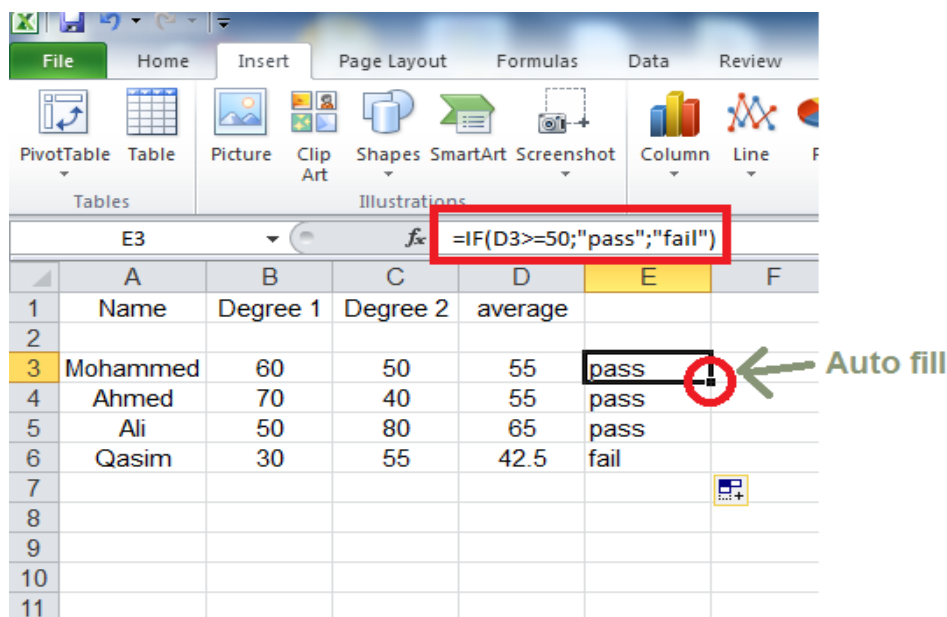


Figure (9)

Frequency Function

To implement frequency statement we must following these steps :-

- 1- Determine output area.
- 2- Click on (fx) icon.
- 3- Select a category (All).
- 4- Select a function (FREQUENCY) and click on (OK) button.
- 5- Select the range of Data-array and Bins-array and click on (OK) button.

Show figures (10),(11) that explain above steps.

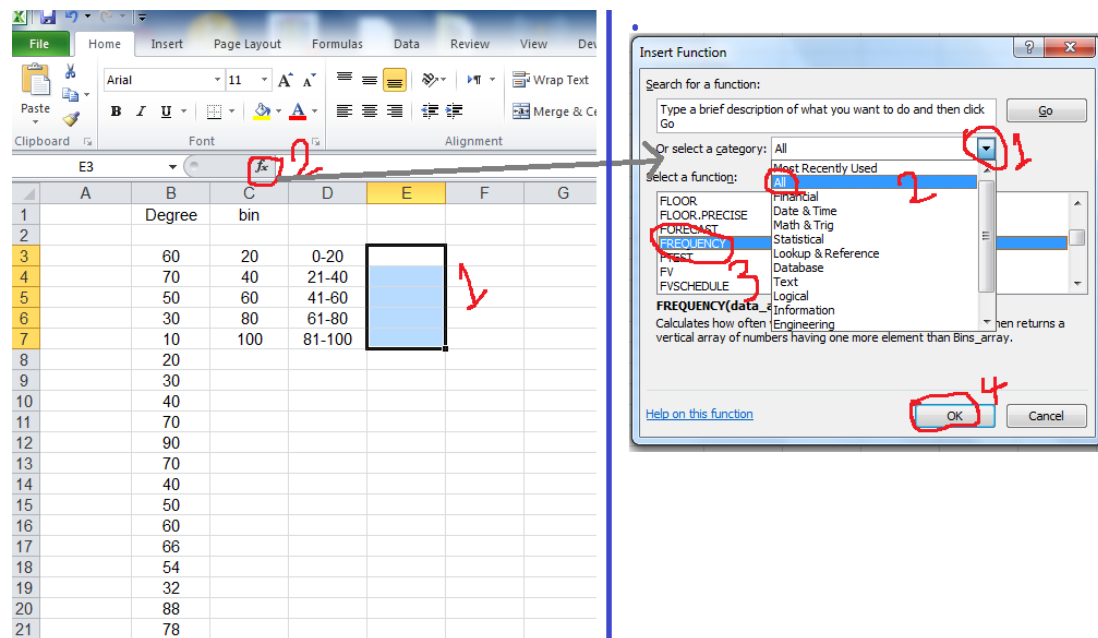


Figure (10)

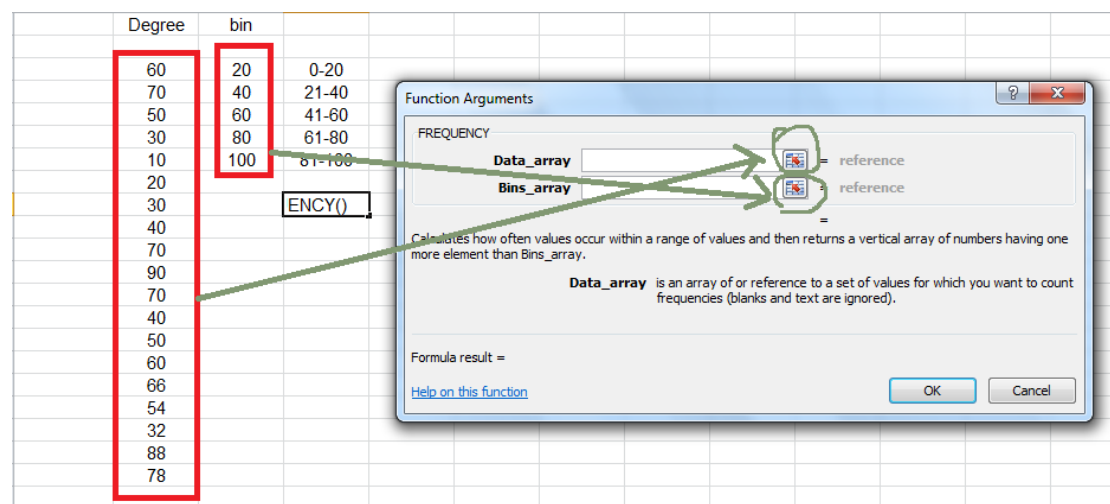


Figure (11)

7 – Charts

The following stages must be followed to draw chart for any data :-

- 1- Click on insert menu.
- 2- Select chart icon and specify the preferred form (2D, 3D, Cylinder,etc).
- 3- Right-Click on chart and click on select data.
- 4- Select chart data range.
- 5- Click on (ok) button and show the output chart.

Show figures (12),(13) that explain above steps.

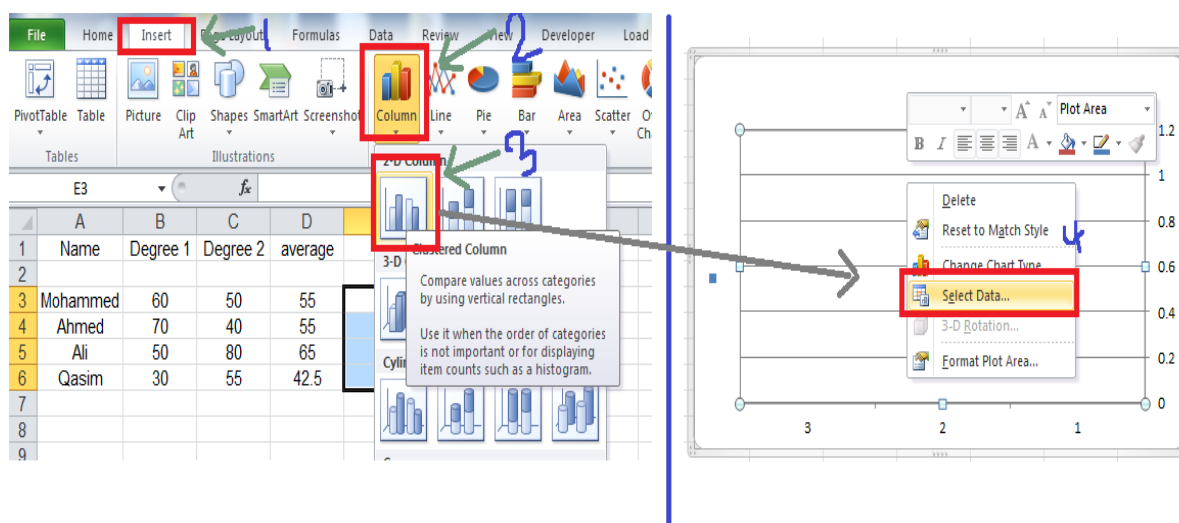


Figure (12)

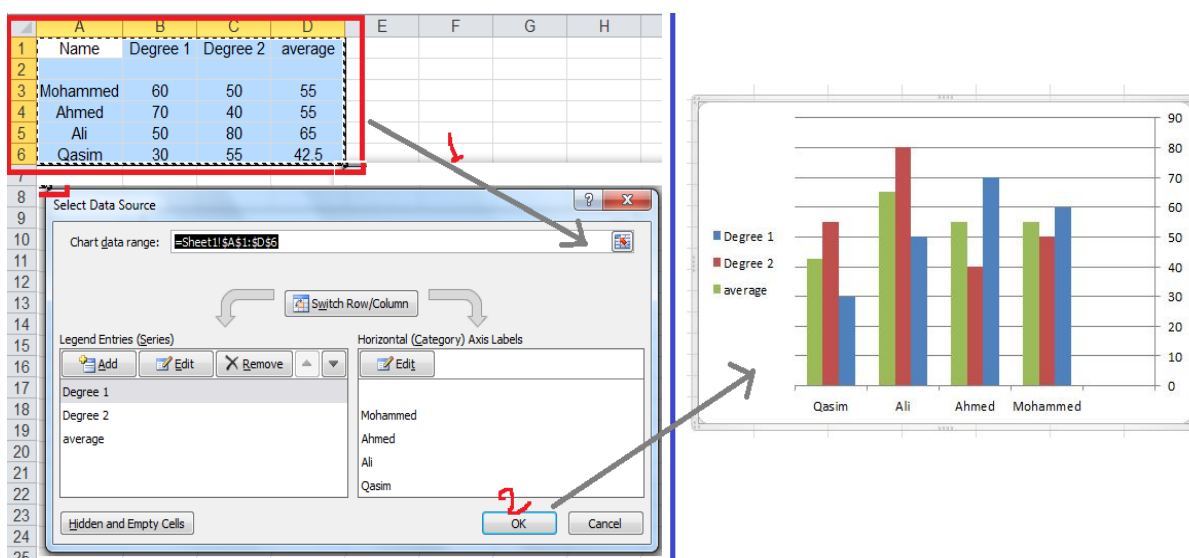


Figure (13)