



5.2 Microsoft Excel



Microsoft Excel...

...Microsoft Excel is the spreadsheet component of the Microsoft Office Suite. It is used primarily to enter, edit, format, sort, perform mathematical computations, save, retrieve and print numeric data.





- Identify the main parts of the Excel window.
- Identify the purpose of the commands on the menu bar.
- Work with the buttons on the toolbar.





- Explain the purpose of options available for printing a spreadsheet.
- Enter and format text and numbers into cells.





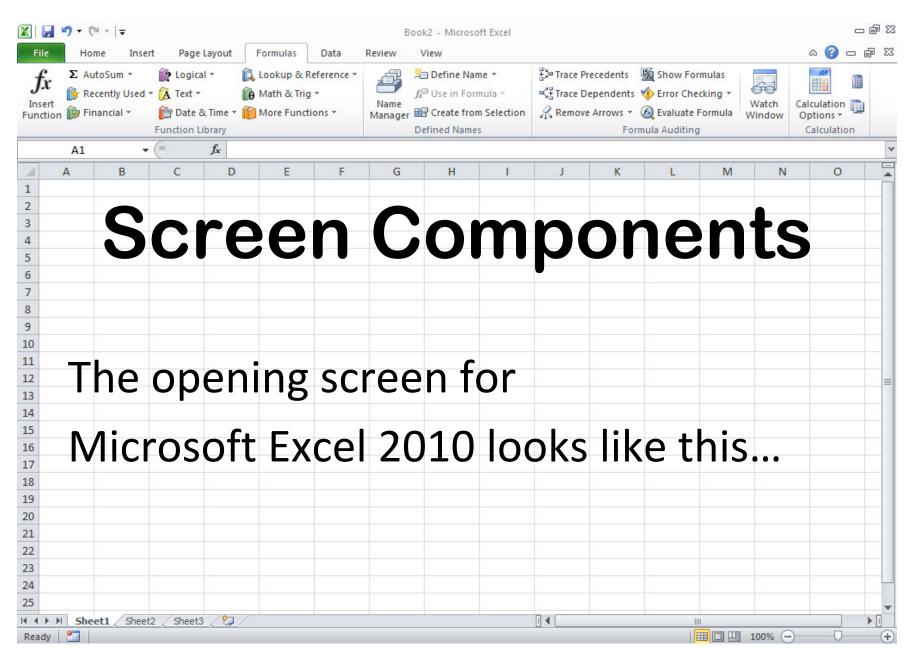
- Successfully move from one cell to another containing formulas and text.
- Copy, Cut and Paste text and formulas.
- Understand cell references.



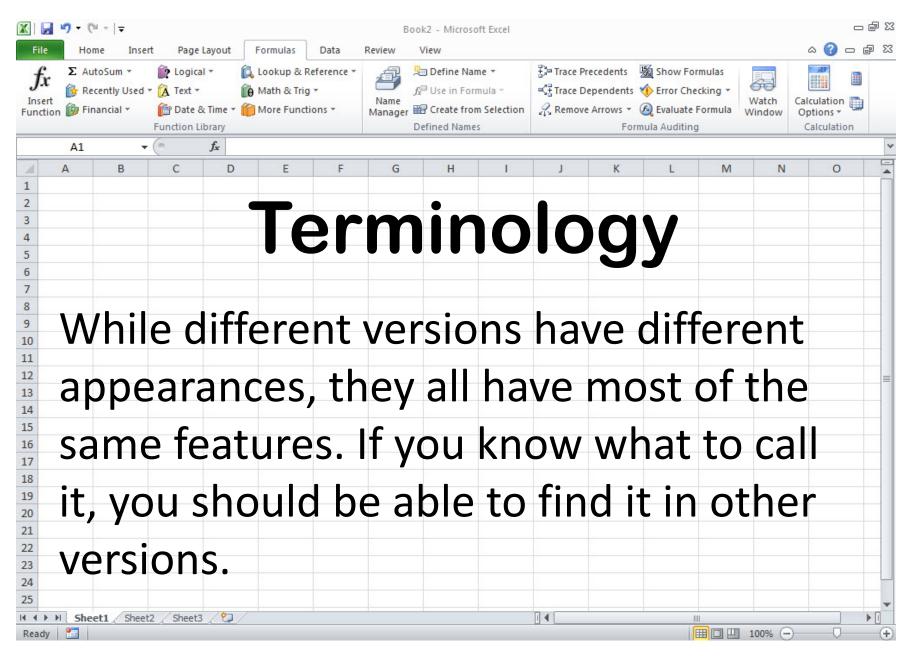


- Understand cell references.
- Perform basic mathematical operations in a spreadsheet.

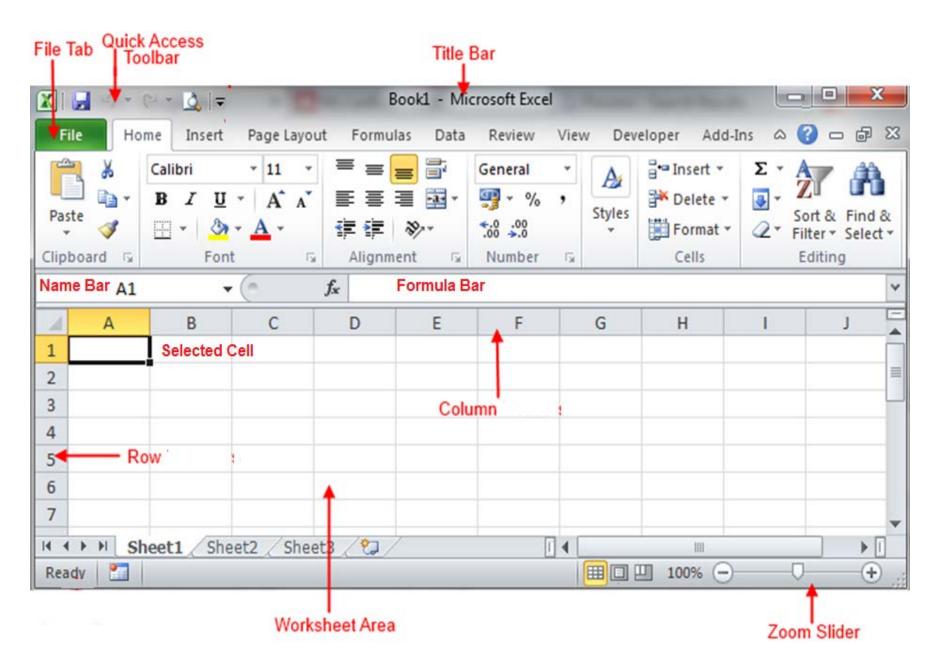




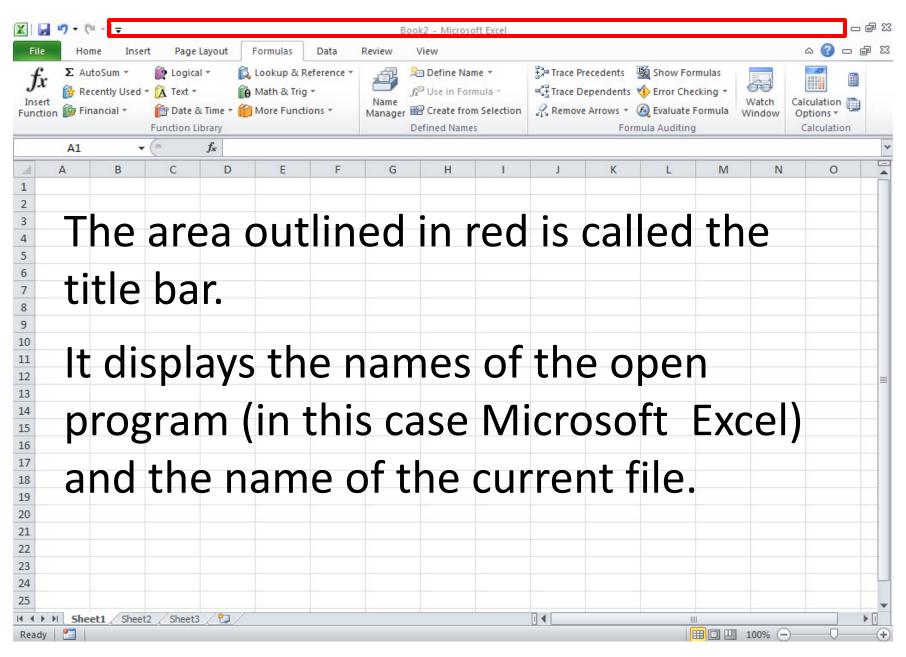




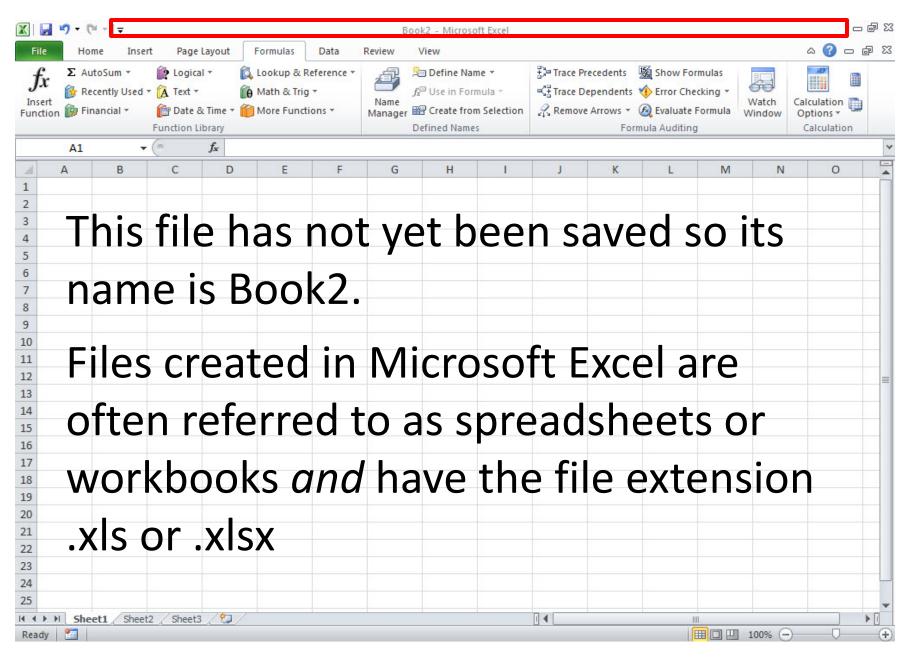




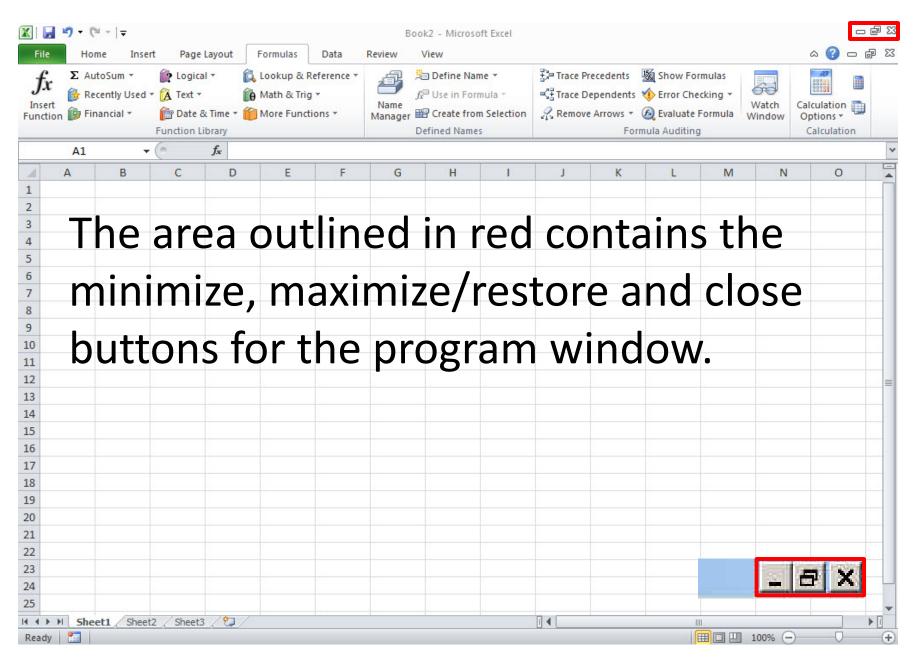




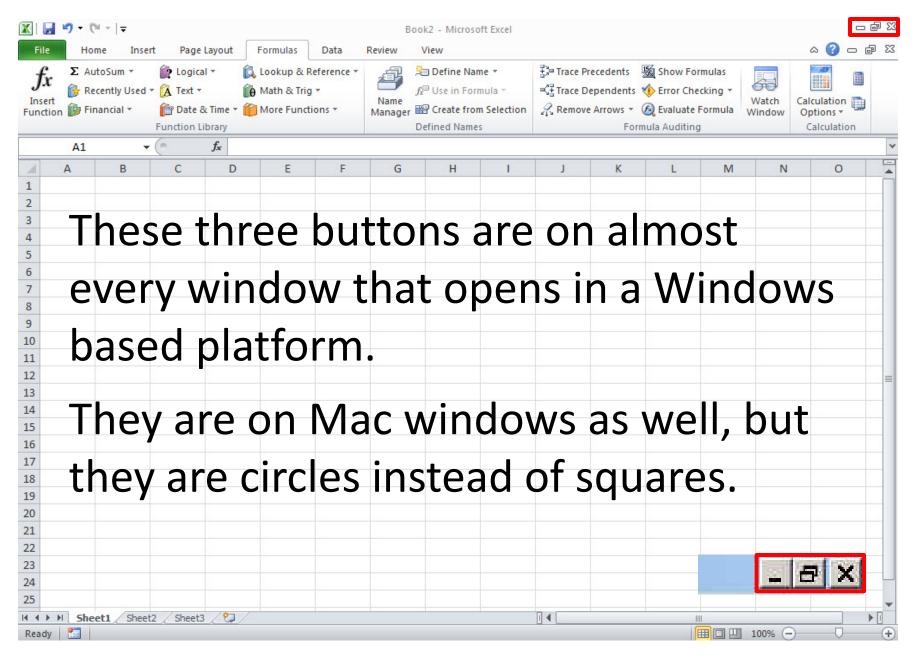




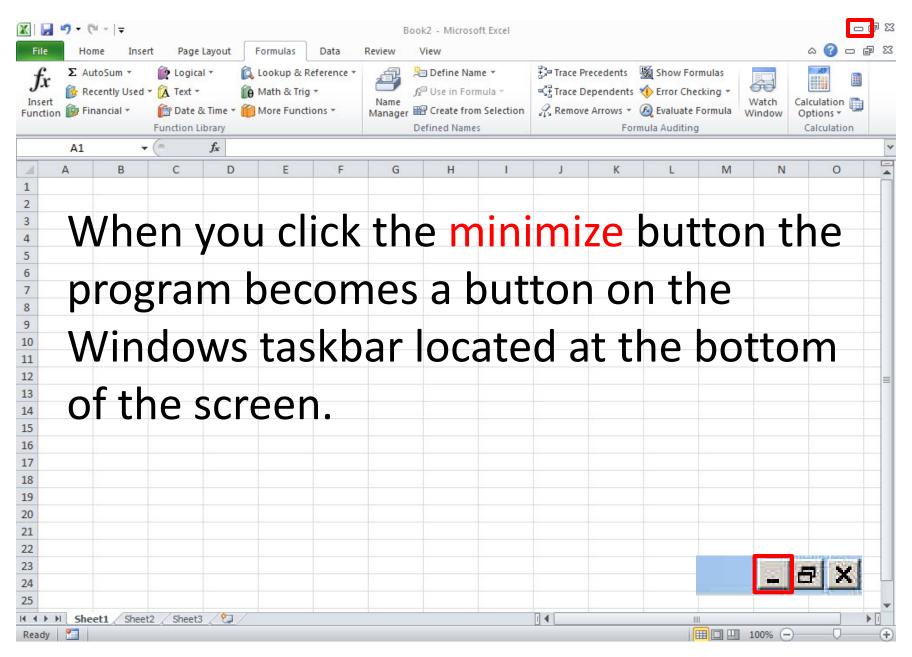




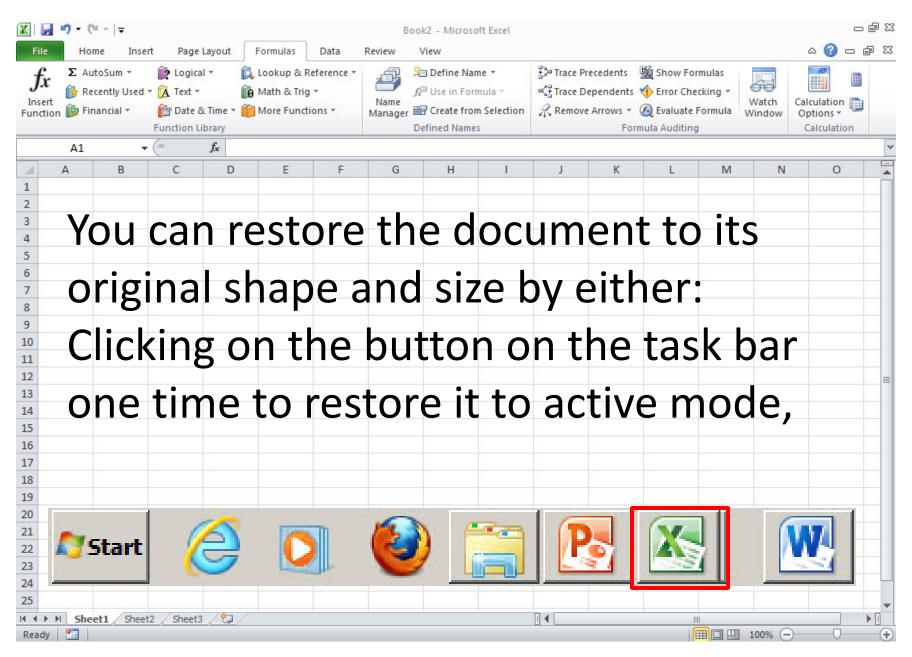




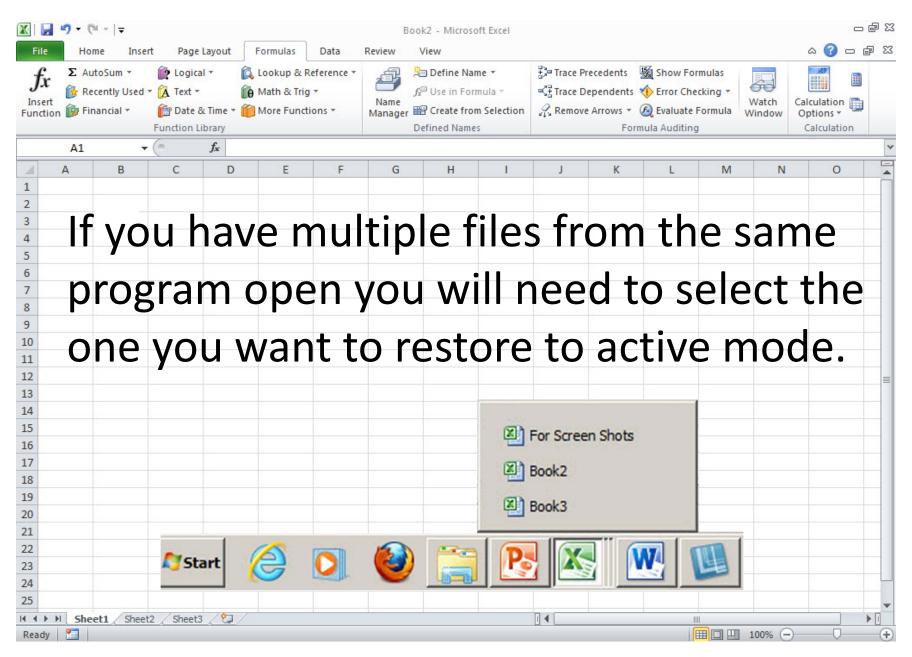




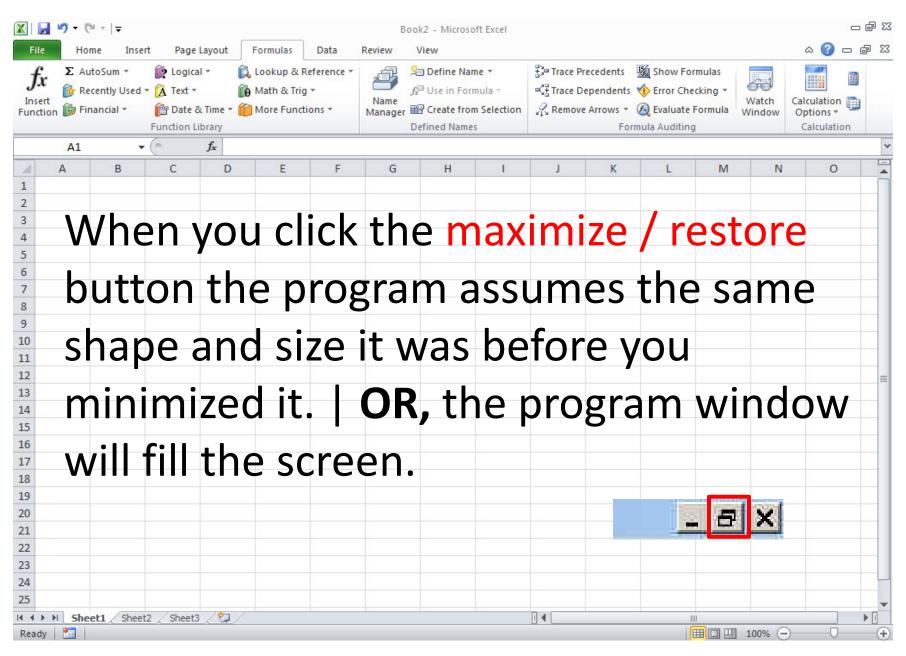




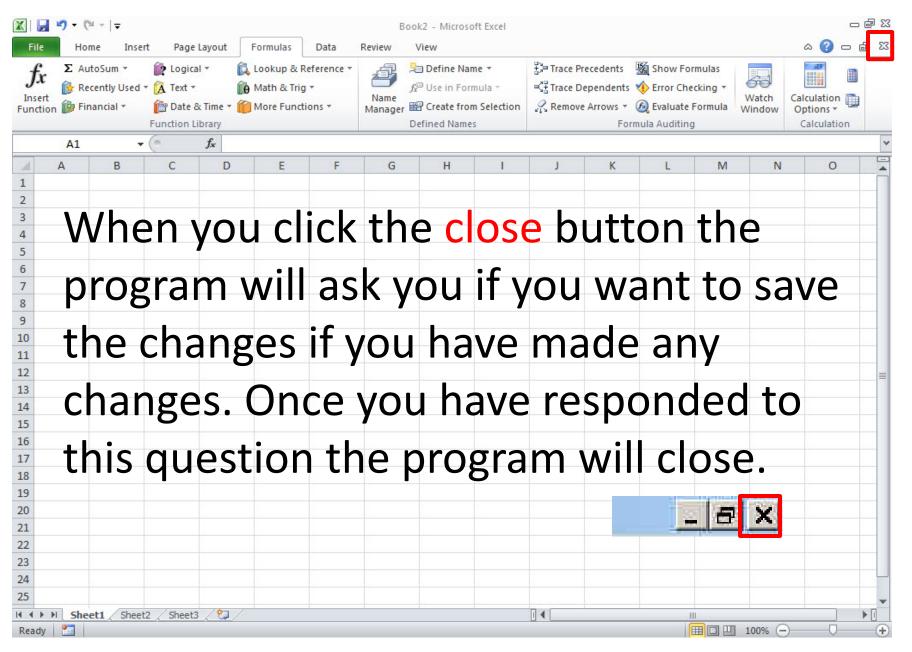




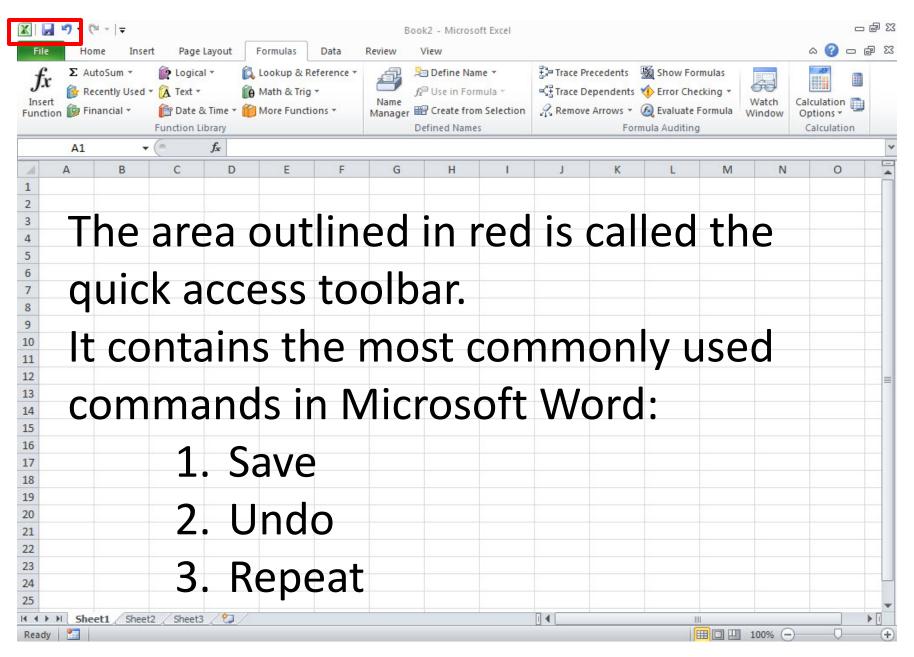




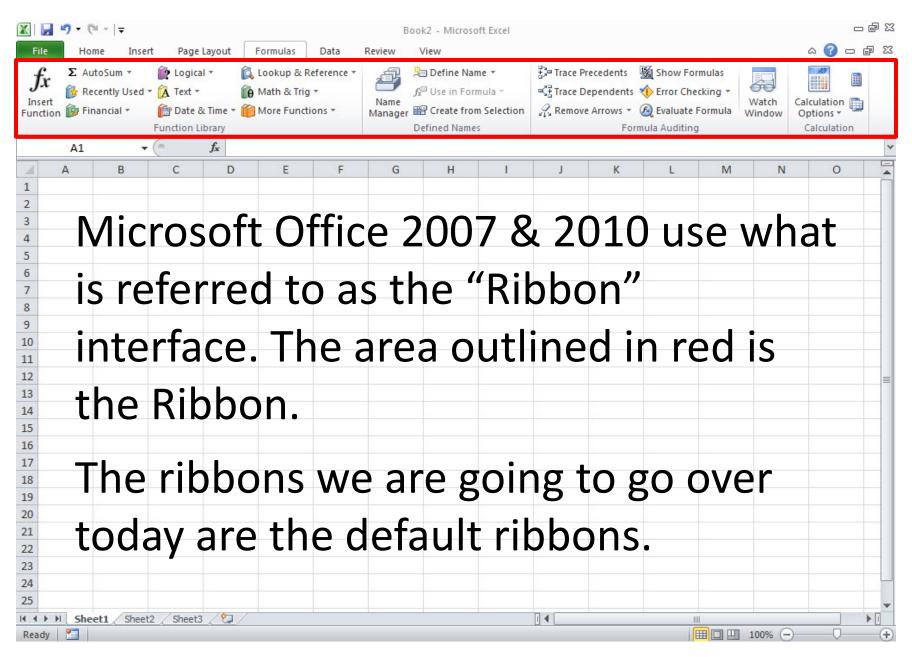




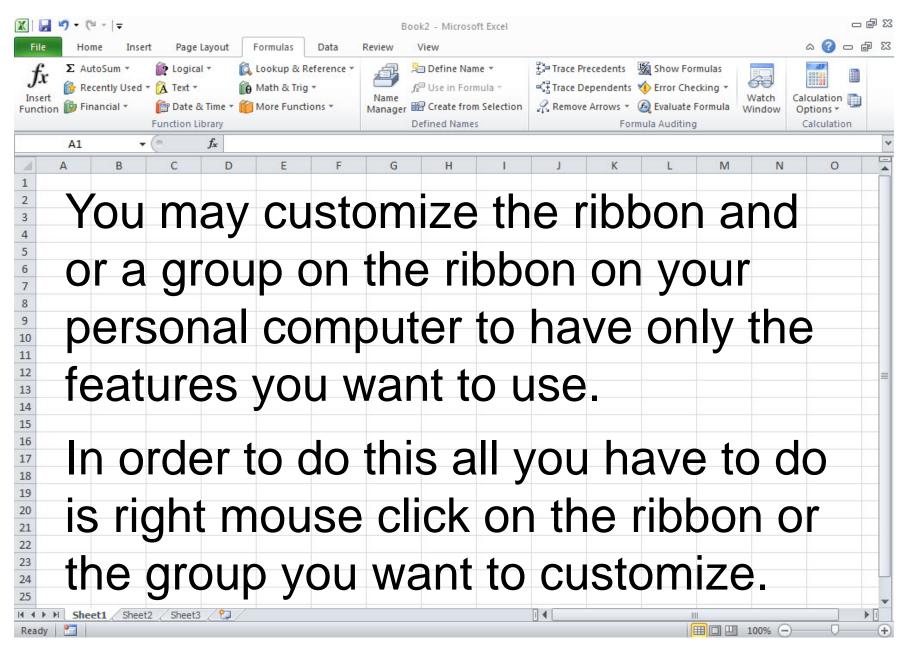




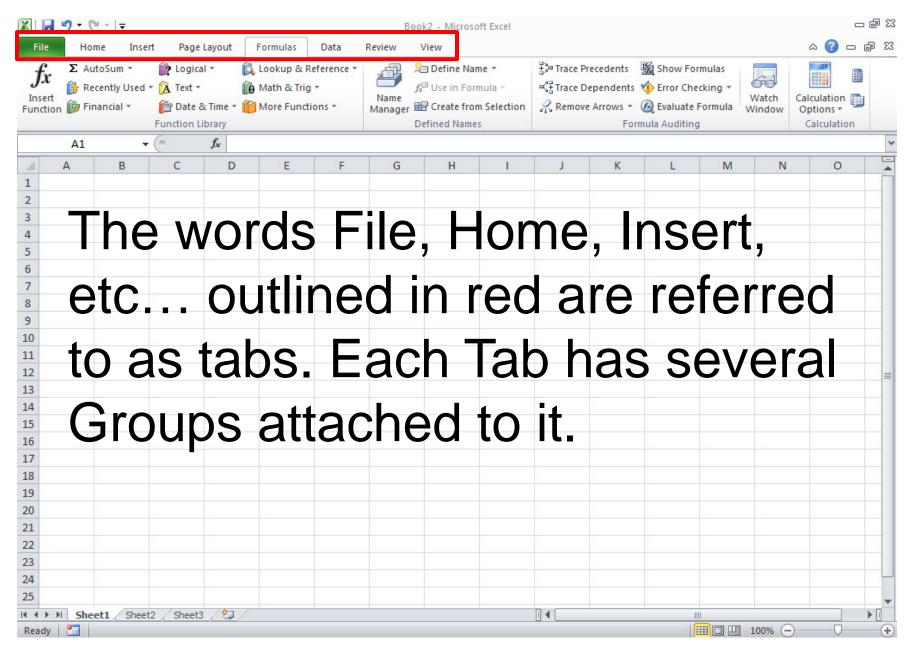




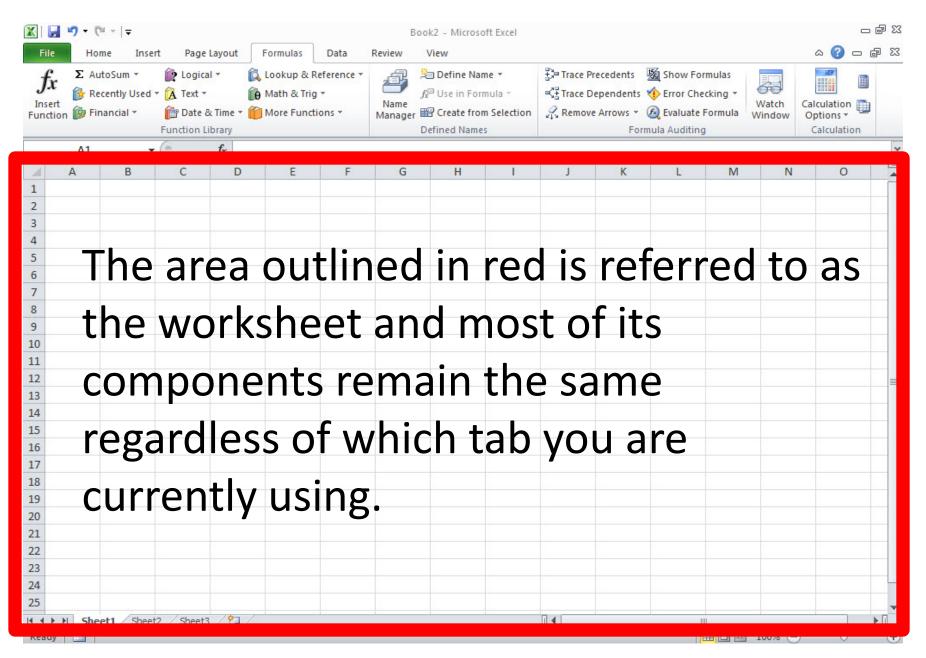




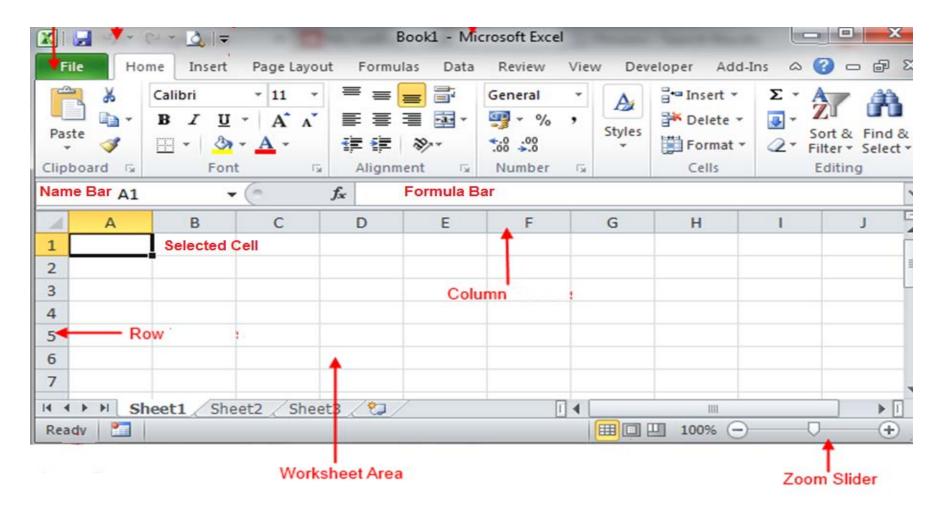






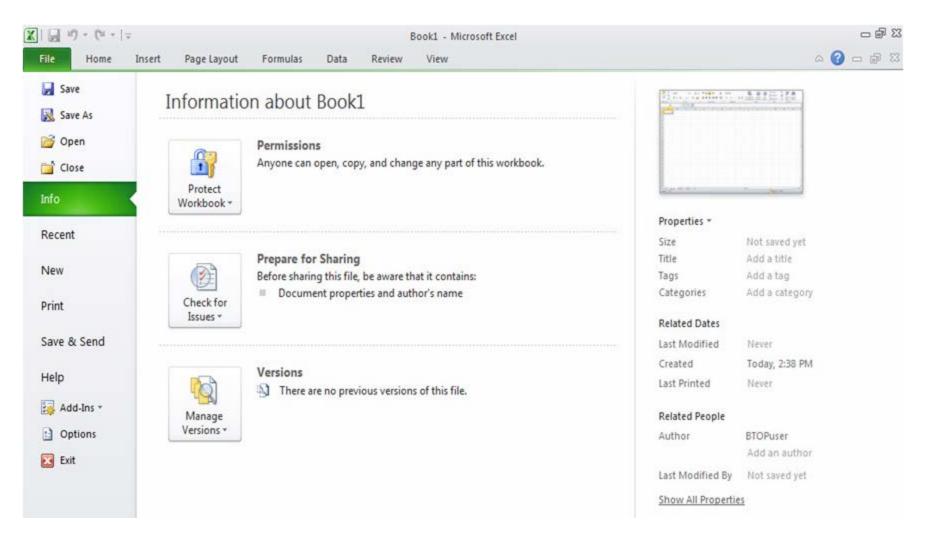






The name bar tells you the column and row of the cell that is selected.





The File Tab menu contains the commands most commonly associated with the file.



