Inside Microsoft Office

▶ Session 06

Introduction to
Microsoft Excel 2019

# Objectives

▶ Explain the process to create, find, and share Excel files

▶ Explain how to format Excel sheets

Getting Started with MS Excel [1-3]

▶ Microsoft Excel is a part of Microsoft Office suite, which includes other programs, such as Word, PowerPoint, Outlook, OneNote, and so on.

▶ Excel can help to organize, calculate, analyze, revise, update, and present data in ways that will help to take forecasting decisions.
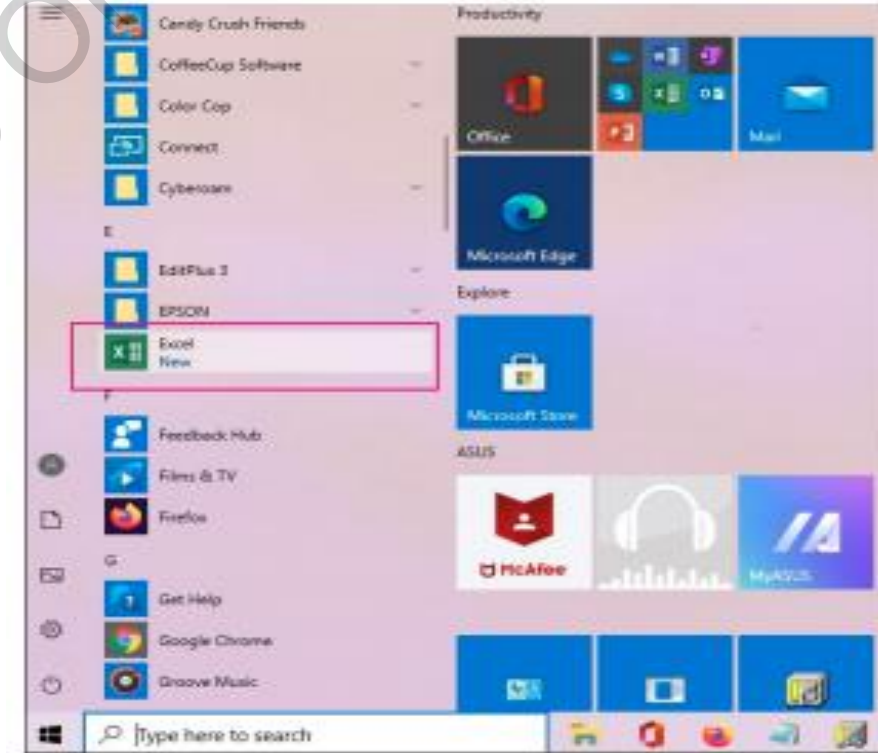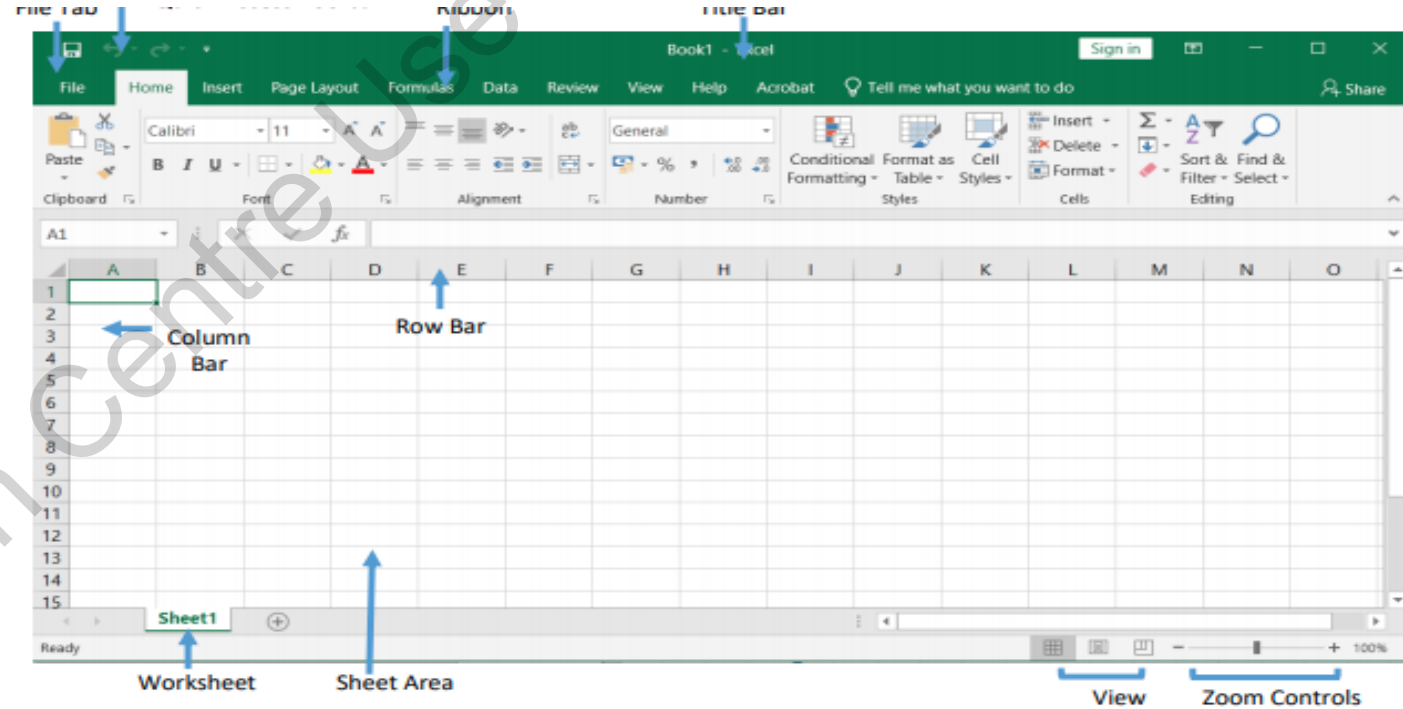

Windows 10 Startup Menu with Microsoft Excel

Getting Started with MS Excel [2-3]

▶ Main components of MS Excel spreadsheet include:

- File Tab

- Quick Access Toolbar

- Ribbon

- Title Bar

- Row Bar

- Column Bar

- Worksheet

- Sheet Area

- Zoom Controls

- View Buttons

- Backstage View

Microsoft Excel Spreadsheet

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Getting Started with MS Excel [3-3]

Ribbon:

▶ It contains commands organized under three components:

Tabs	They appear across the top of the Ribbon and contain groups of related commands. The **Home**, **Insert**, and **Page Layout** tabs are examples of Ribbon.
Groups	They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment and so on.
Commands	Commands perform various actions, such as formatting text and adding Tables, appear within each group.

Create, Find, and Share Excel Files

▶ Following are basic operations to get started with MS Excel:

Create File

Find an Excel File

Share File

Formatting Excel Sheets [1-2]

▶ When an Excel workbook is saved, it automatically gets saved in .xlsx format.

▶ Excel 2019 supports saving in other formats, but whenever user saves a workbook in another file format, some of its formatting, data, and features might not be saved.
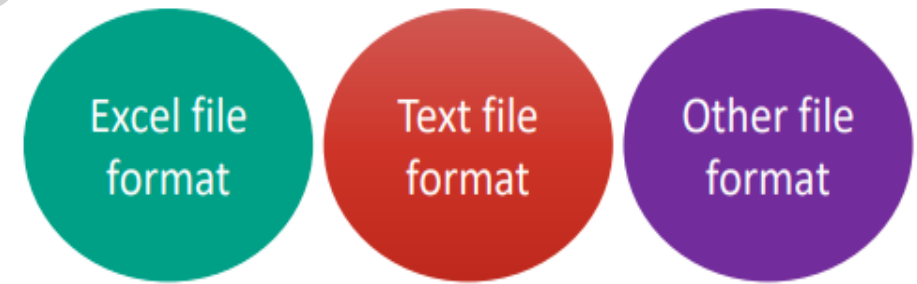

Categorization of File formats

Formatting Excel Sheets [2-2]

| Format	Extension	Description
Excel Workbook	.xlsx	The default XML-based file format for Excel 2007-2013. Cannot store Microsoft Visual Basic for Applications (VBA) macro code or Microsoft Office Excel 4.0 macro sheets (.xlm).
Excel Workbook (code)	.xlsm	The XML-based and macro-enabled file format for Excel 2007-2013. Stores VBA macro code or Excel 4.0 macro sheets (.xlm).
Strict Open XML Spreadsheet	.xlsx	An ISO strict version of the Excel Workbook file format (.xlsx).
Excel Binary Workbook	.xlsb	The binary file format (BIFF12) for Excel 2007-2013.
Excel Add-in	.xlam	The XML-based and macro-enabled Add-In format for Excel 2007-2013. An Add-In is a supplemental program that is designed to run additional code. Supports the use of VBA projects and Excel 4.0 macro sheets (.xlm).
CSV (comma delimited)	.csv	Saves a workbook as a comma-delimited text file for use on another Windows operating system and ensures that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
DIF	.dif	Data Interchange Format. Saves only the active sheet.

Excel File Formats

Page Formatting

▶ Formatting a worksheet includes changing display and representation of data.

▶ One can apply fonts, change alignments, apply borders, use colors, and much more.

▶ MS Excel holds data in a box called cell, which can hold different data types, such as Numbers, Currency, Dates, Text, and so on.

▶ Cells in a page can be formatted using any of the options, based on requirements.
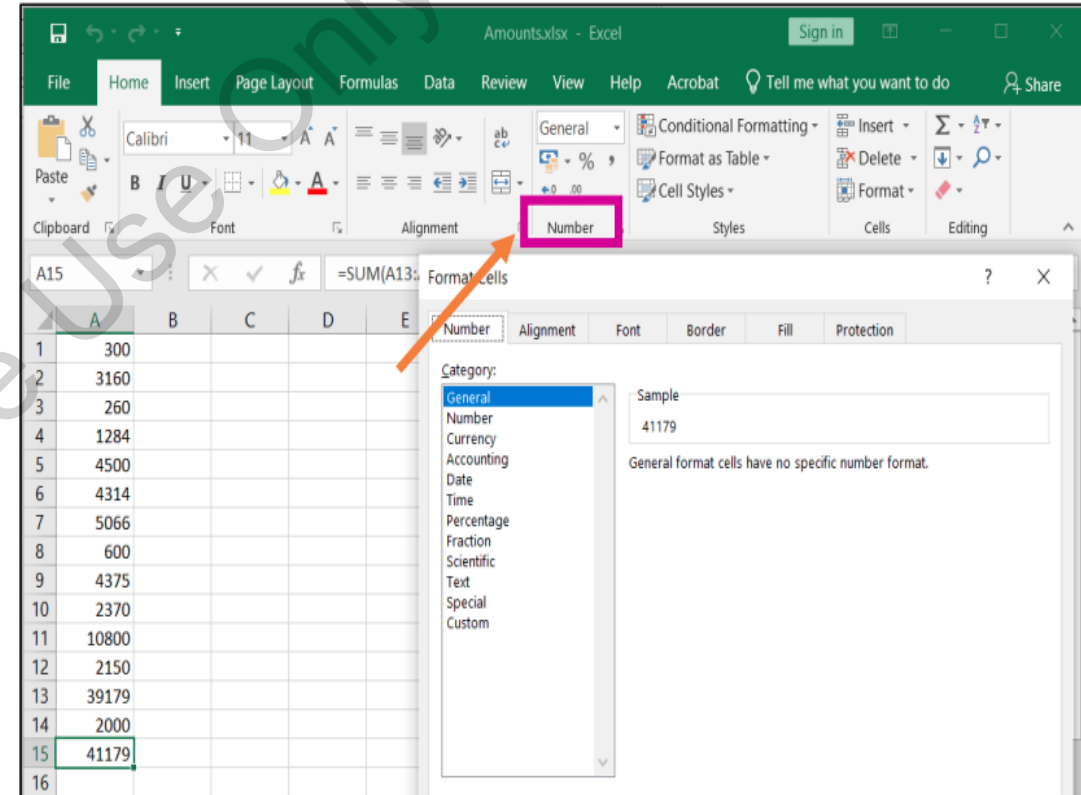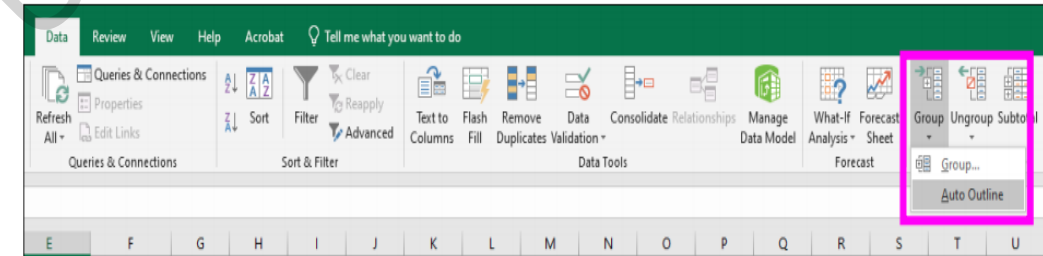

Number Tab on Dialog box

Print Formatting

▶ An entire worksheet or a part of worksheet can be printed.

▶ Following are steps for printing:

- Print one or several worksheets

- Print one or part of a worksheet
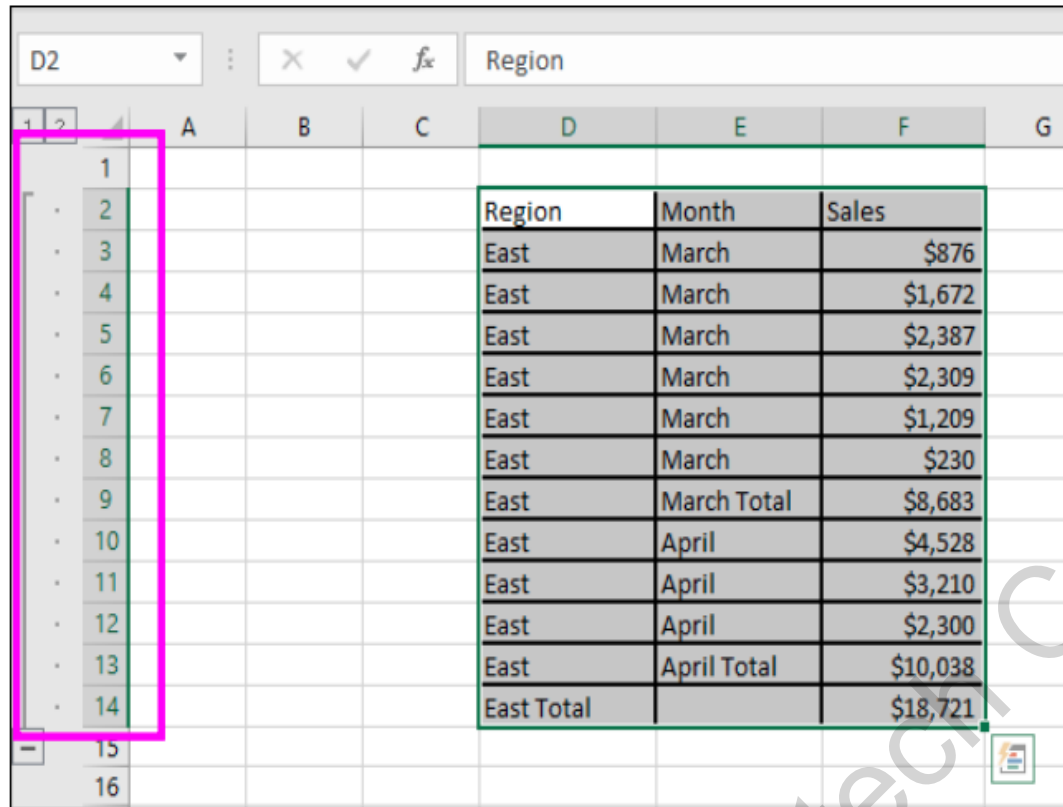
- Print an Excel Table
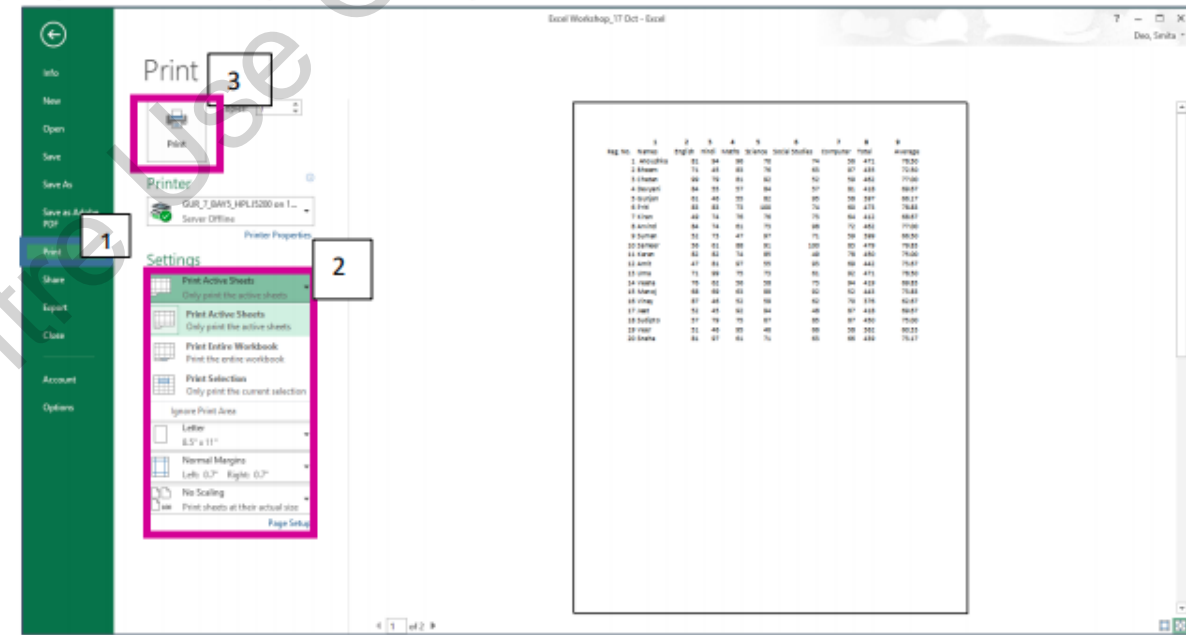
Print Window in MS Excel

Name Groups of Data [1-2]

▶ Excel can help to organize data into Groups, allowing to easily show or hide different sections of a worksheet.

▶ If there is a list of data that needs to be grouped or summarized, an outline of up to eight levels can be created, one under each group.

Auto online Group

▶ An outline is used to quickly display the summary rows or columns or to reveal the detail data for each group.

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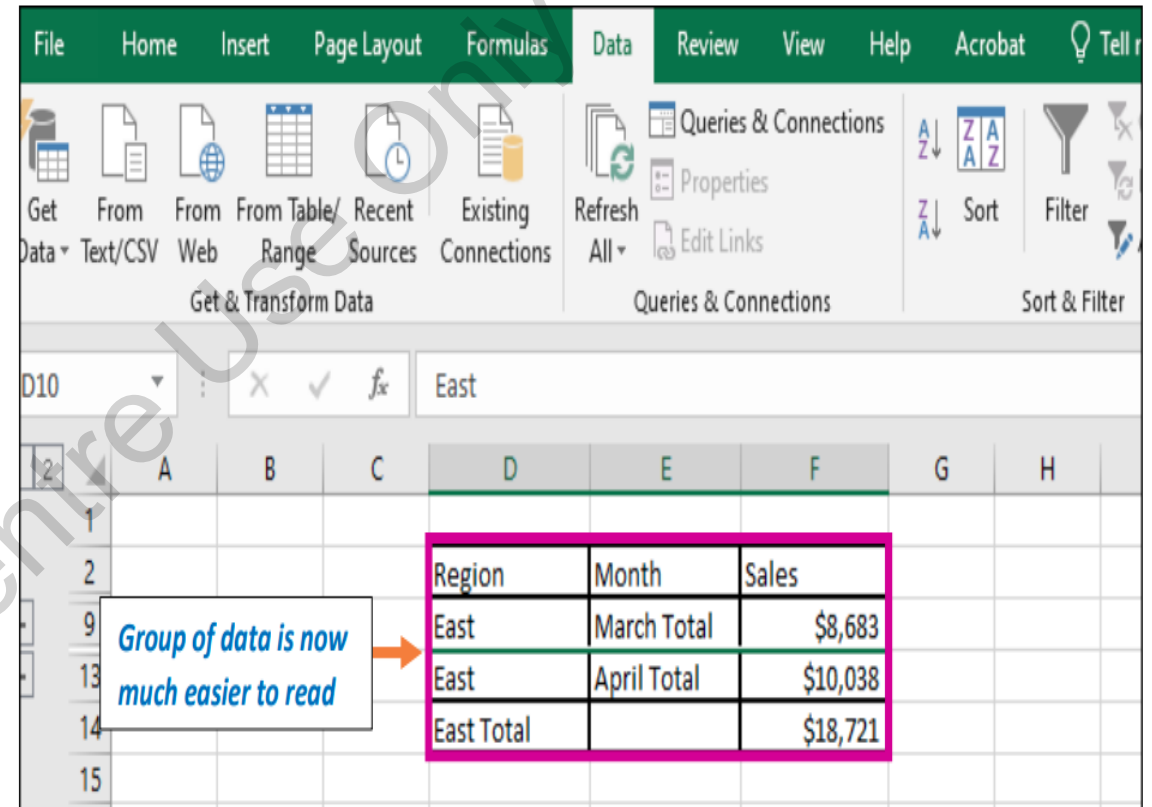
Name Groups of Data [2-2]

Formation of Group

Group of Data

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Summary

- A file created and saved in Excel is called a Workbook. It contains a collection of worksheets and might look similar to a ledger and helps perform multiple calculations and other tasks automatically.

- A new file created for the first time in Excel is named by default as Book1.xlsx. Subsequent files have default names as Book2.xlsx, Book3.xlsx, and so on.

- Ribbon contains commands organized in three components: Tabs, Groups, and Commands.

- Excel holds data in a box called a cell, which can hold different data types, such as Numbers, Dates, Text, and so on.

- The Backstage view in Excel helps in creating new sheets, saving and opening sheets, printing and sharing sheets, and so on.

- Templates in Excel can help users in saving time and improving productivity.

- Data in cells can be formatted based on the content type and their font and alignment can be changed using various options in Excel.

- You can print an entire worksheet or even a part of your worksheet by selecting the print area.