

Microsoft Excel

Lesson 3

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| *For Busy People Learn Computer Skills Fast* |
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Microsoft Excel

**1.1 Start Microsoft Excel**

* Click on the **Start** button in the bottom left hand corner of your computer screen.
* The Start button should be clicked once with the left mouse button.
* When the menu pops up, move your mouse up to **Programs** or **All Programs**.
* A sub menu will appear showing you all the software you have on your machine. Locate Microsoft Excel
* Then click once with your left hand mouse button. Microsoft Excel will start up

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| ex03_excelws | The first thing to notice is the big white cell area dominating the screen. This is your page. Think of it as a grid of paper just waiting to be Calculation.  The Microsoft Excel Most Probably use for Financial Calculation & Accounting part. If we add Formulas & more it will work. Also this is fully different from Microsoft Word  Also called a spreadsheet, the Workbook is a unique file created by Excel. |

**1.2 Component of Excel Window**

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| untitled | | * Here Title Bar & Menu bar Of the Excel Sheet |
| The Excel 2003 Toolbar | * Some commands in the menus have pictures or icons associated with them. These pictures may also appear as shortcuts in the Toolbar. | |
| The Excel 2003 Column HeadingsColumn Heading | * Each Excel spreadsheet contains 256 columns. Each column is named by a letter or combination of letters. | |
| The Excel 2003 Row HeadingsRow Heading:  Each spreadsheet contains 65,536 rows. Each row is named by a number | **Name Box**  The Excel 2003 Name Box  Shows the address of the current selection or active cell. | |
| **Formula Bar**  The Excel 2003 Formula Bar  Displays information entered-or being entered as you type-in the current or active cell. The contents of a cell can also be edited in the Formula bar. | **Navigation Buttons and Sheet Tabs**  The Excel 2003 Navigation Buttons  Navigation buttons allow you to move to another worksheet in an Excel workbook. Used to display the first, previous, next or last worksheets in the workbook. | |
| The Excel 2003 Cell | A cell is an intersection of a column and row. Each cell has a unique cell address. In the picture above, the cell address of the selected cell is B3. The heavy border around the selected cell is called the cell pointer. | |

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**Above things are arrange in following order:**

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| Excel 2003 Worksheet Components | An Excel worksheet is made up of columns and rows. Where these columns and rows intersect, they form little boxes called **cells**. The active cell, or the cell that can be acted upon, reveals a dark border. All other cells reveal a light gray border. Each cell has a name. Its name is comprised of two parts: the column letter and the row number.  In the following picture the cell C3, formed by the intersection of column C and row 3, contains the dark border. It is the active cell. |

**Working with the Excel Document**

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| File New Menu Selection | Select File 🡪 New from the tool bar then then new excel Window will Popup  Like the following |

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| Select Blank Workbook | Choose **Blank Workbook** under the **New** category heading.  A blank workbook opens in the Excel window. The **New Workbook** task pane is closed. |

**ADD the Data**

You can enter three types of data in a cell: **text, numbers**, and **formulas**. Text is any entry that is not a number or formula. Numbers are values used when making calculations. Formulas are mathematical calculations.

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| The Insertion PointClick the cell where you want to type information.  Type the data. An insertion point appears in the cell as the data is typed. | Click the **Enter button** Enter buttonto end the entry and turn off the formula bar buttons.The Excel 2003 Formula Bar |
| Text is Entered in Cell or Formula Bar | The data can be typed in either the cell or the Formula bar. |
| Text Appears in Cell and Formula Bar When Typed | Data being typed appears in the both **active cell** and in the **formula bar**. |
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**Edit the Data**

You can enter three types of data in a cell: **text, numbers**, and **formulas**. Text is any entry that is not a number or formula. Numbers are values used when making calculations. Formulas are mathematical calculations.

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| Direct Cell Editing | * Click the cell that contains the information to be changed. * Type the new entry. The old entry is **replaced** by the new entry.   If the original entry is long and requires only a minor adjustment (in spelling, for example), then you can directly edit the information in the cell. | |
| Edit Information in the Formula Bar | | * Click the cell that contains the information to be changed. * Edit the entry in the **formula bar**. |
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| Clear Contents selection on the Shortcut Menu | **Deleting Information in a Cell**  To Delete Data that Already Appears in a Cell:  Click the cell that contains the information to be deleted.  Press the Delete key, or  Right-click and choose Clear Contents from the shortcut menu. |
| **SELECTING CELLS**  Cell Range | * Move to the **first cell** in the range. * The mouse pointer becomes a **large cross**. * Click-and-hold the left mouse button and **drag** left or right, up or down to the last cell you want to select. * Release the mouse button. * The cells you selected are shaded. |
| Select All Cells in a Column | Click the gray **Column** heading to select the entire column. (Click and drag the cursor across other column headings to select those columns). |
| Select All Cells in a Row | Click the gray **Row** heading to select the entire row. (Click and drag the cursor down through the row headings select those rows). |

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### 1.3 Using functions

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| About Formulas In school, you learned formulas used to calculate math problems. Microsoft Excel uses these same **formulas** to perform calculations in a spreadsheet.  A formula can be a combination of values (numbers or cell references) and math operators (+, -, /, \*, =) into an algebraic expression. Excel requires every formula to begin with an equal sign (=).  The following table illustrates the mathematical operators learned in school and those represented in Excel 2003.   |  |  |  | | --- | --- | --- | |  | School | Excel 2003 | | Addition | + | + | | Subtraction | - | - | | Multiplication | X | \* | | Division | / | / | | Equals | = | = |   The result of a formula-the answer to 2+3, for example-displays in the cell on the Excel worksheet. The formula is visible only in the formula bar. A formula's result will change as different numbers are entered into the cells included in the formula's definition.  Now we will see the step by step for add formula | | | |
| We want to add 2 & 3 the result will appear like this.sum | | Here we want to display results at A1 cell select that cellThen go to the function window and type “=2+3”Then results 5 will appear at the cell A1Other functions(+,-,\*,/ ) we can use like this. | |
| 2CEADD TWO CELL DATA’S | | | Here we assignA1=5A2=7We want to add this two data & display at A3Select A3 cell & in the function window you type ”=(A1+A2)”The results will appear at A3 .Other functions(+,-,\*,/ ) we can use like this. |
| MANYADD MANY CELL’S DATA’S | Here we assignA1=5A2=7A3=12We want to add this two data & display at A5Select A5 cell & in the function window you type ”=SUM(A1:A2)”The results will appear at A5.Other functions(SUM,AVERAGE,COUNT,MAX,MIN,etc) we can use like this. | | |

### 1.3 Drawing Charts

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| chrt | * Locate your menu bar, and click with your left mouse button on the word "Insert". This menu will drop down * Move your mouse pointer to “Chart” and then click once with the left mouse button. You'll get the chart wizard popping up. | |

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| chrtw | From these window you select the chart type that you want..  There are many charts  Column chart  Bar chart  Line chart  Pie Chart  And more…  Select appropriate chart type & press next |
| ex03_rangess_chart | Select data range that you want & press next |
| ch4 | Select the place that legend should appear and press next |

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| ch5 | Select the place the chart will display whether a same window or new window?  Then press finish chart will create |

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| chf |  |