

Introduction to Excel Interface

- Ribbon: Tabbed interface containing commands grouped by task
- Quick Access Toolbar: Customizable toolbar for frequently used commands
- Formula Bar: Displays the content of the active cell or the formula being entered
- Worksheet Tabs: Navigate between multiple worksheets within a workbook
- Example: The ribbon contains tabs like Home, Insert, Data, etc. The Quick Access Toolbar can have buttons for Save, Undo, etc.

Basics of Excel

- Workbook: A file containing one or more worksheets
- Worksheet: A grid of rows and columns for organizing data
- Cell: The intersection of a row and column, identified by a cell reference (e.g., A1)
- Example: In a new workbook, you start with one worksheet named Sheet1. You can add data to cells like A1, B2, etc.

Spreadsheet Basics

- Data Entry: Typing values or text into cells
- Formatting: Changing the appearance of data (font, size, color, alignment, etc.)
- Formulas: Calculations using values in cells and operators (e.g., =A1+A2)
- Example: In cell A1, type "Sales", and in A2, type "100". In A3, enter the formula "=A2*1.1" to calculate 110% of the sales value.

Data Entry Fundamentals

- Autofill: Drag the fill handle to automatically fill adjacent cells with a pattern
- Copy/Paste: Duplicate data from one area to another
- Example: Type "January" in A1, then drag the fill handle to automatically fill months in cells below. Or, copy the value in A1 and paste it into multiple cells.

Insertion and Deletion

- Insert Cells/Rows/Columns: Add new cells, rows, or columns to a worksheet
- Delete Cells/Rows/Columns: Remove unwanted cells, rows, or columns
- Example: Right-click on a row and select "Insert" to add a new row above. Select a range of cells and press the "Delete" key to remove them.

Importing Data

- Copy and Paste: Copy data from another source and paste it into Excel
- Text File Import: Import data from a text file (e.g., CSV, TXT)
- Example: Copy a table from a website and paste it into Excel using Ctrl+V. Or, open a CSV file containing data to import it into a new worksheet.

Table Creation

- Create a Table: Convert a range of data into an Excel Table for easier sorting, filtering, and formatting
- Table Styles: Apply a predefined style to the table
- Example: Select a range of data, then go to the "Insert" tab and click "Table". Choose a table style from the options provided.