Microsoft Excel 2007
Introduction to Spreadsheet Programs
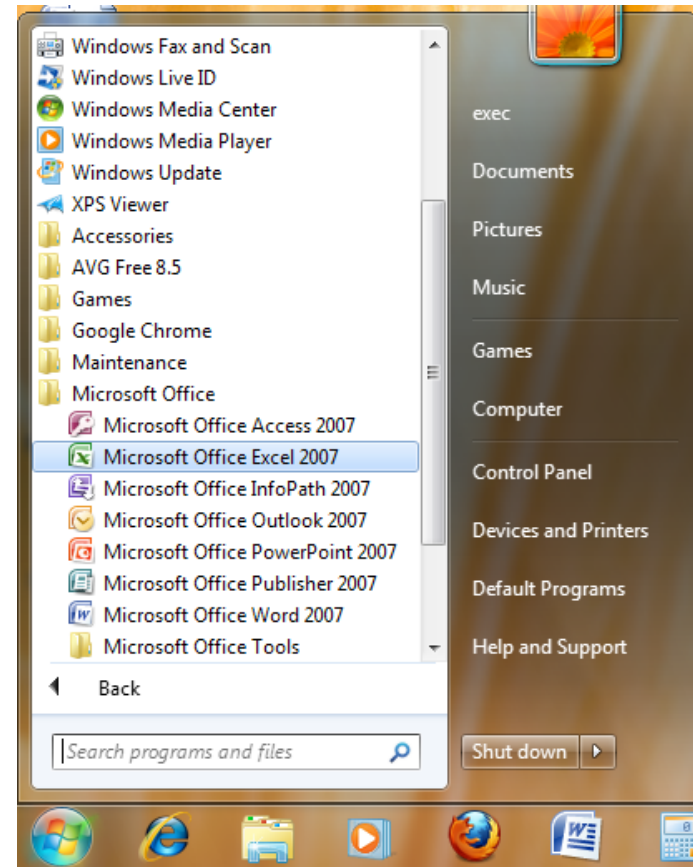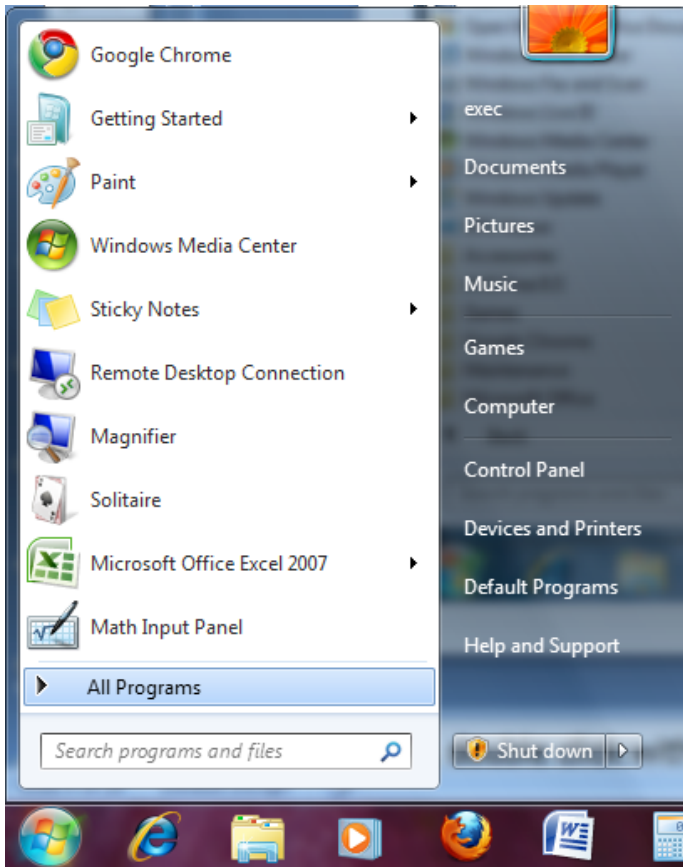

Workshop: Spreadsheet
Nov. 06, 2016

Presentation 1

Introduction to Excel Objectives

- After completing this lesson, you will be able to:

- Identify the components of a spreadsheet.

- Enter data into a spreadsheet.

- Perform basic mathematical tasks in a spreadsheet.

- Insert charts in a spreadsheet.

- Printing a spreadsheet.

GETTING STARTED

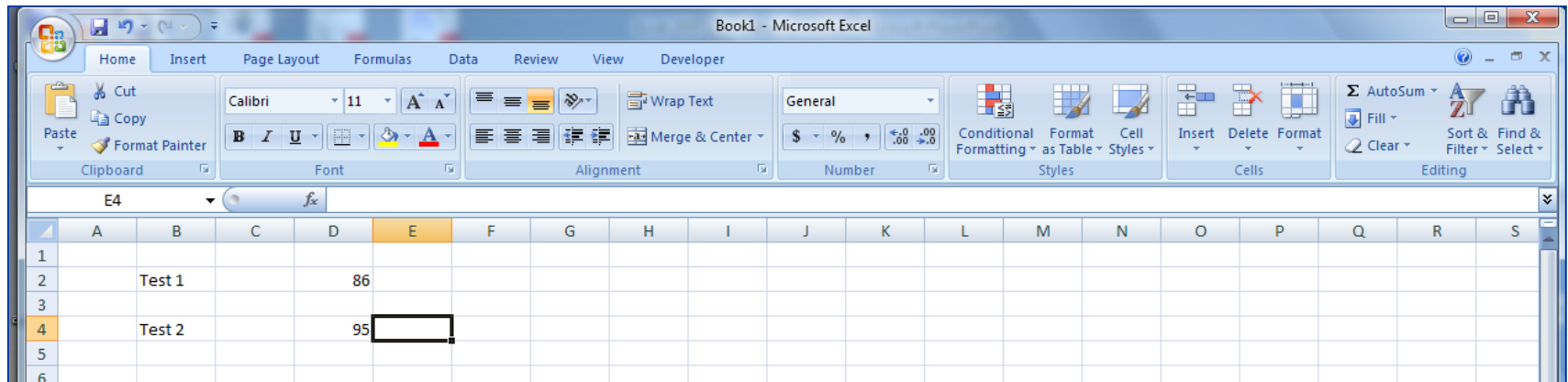To open Excel, click the **Start button**, point to **All Programs**, point to **Microsoft Office**, and then click **Microsoft Office Excel 2007**.

sheet Programs
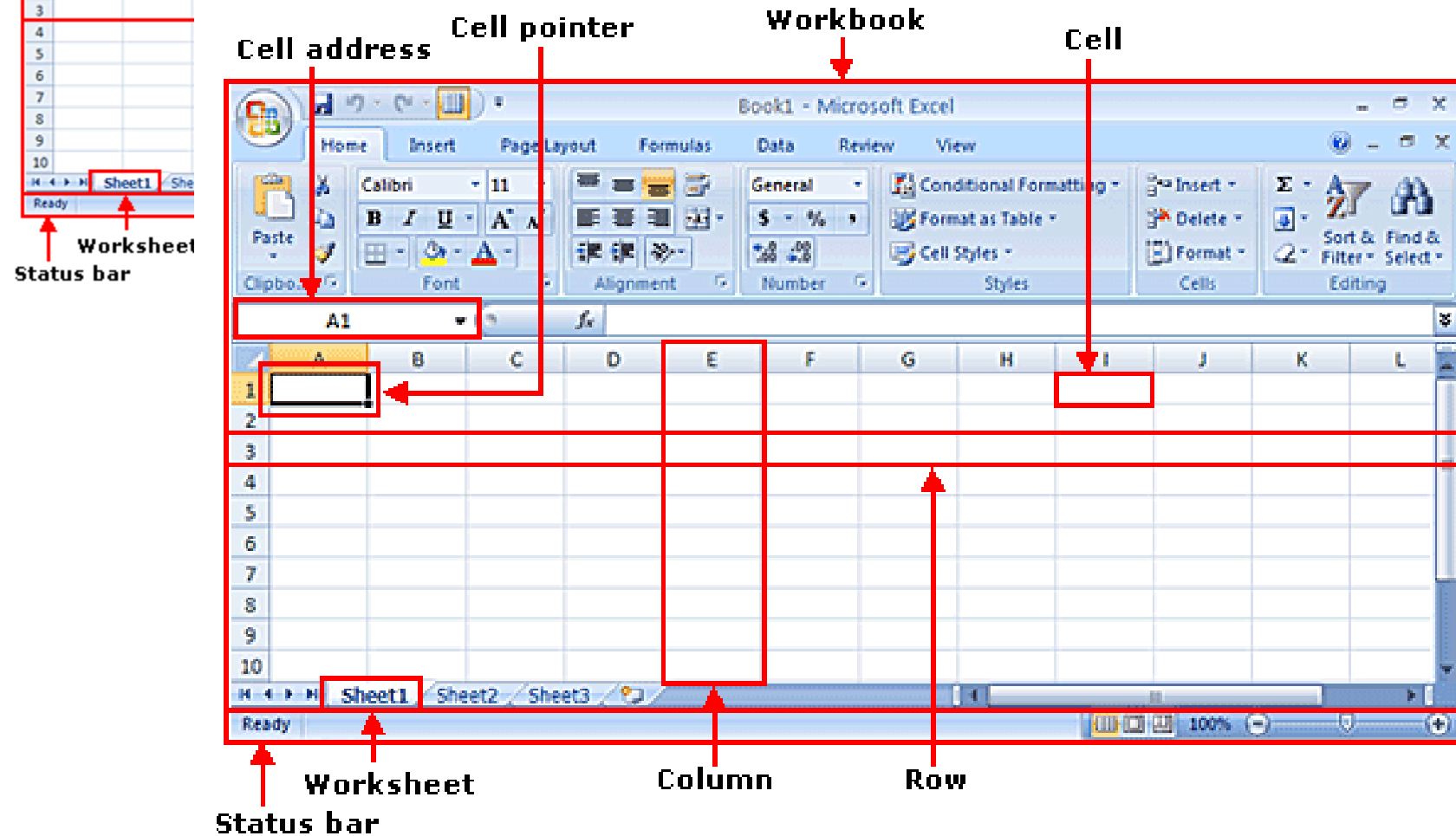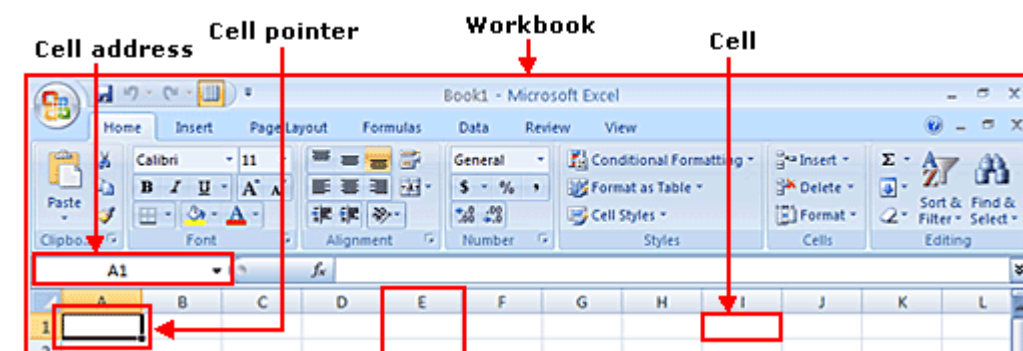
Working in a Spreadsheet

To work with a spreadsheet, you enter data in the cells of the spreadsheet.

- You enter data by clicking a cell and typing the data.

- To replace data in a cell, you click the specific cell and type the new data.

- To edit data in a cell, you double click in the cell and type additional data.

Note: when editing data, a blinking cursor appears.

Working in a spreadsheet (cont.)

You can enter three types of data in a spreadsheet:

- **<u>Text</u>**: Text data has no numeric value associated with it.

- **<u>Numbers</u>**: A number has a constant numeric value, such as the test scores attained by a student.

- **<u>Formulas and functions</u>**: Formulas and functions are mathematical equations.
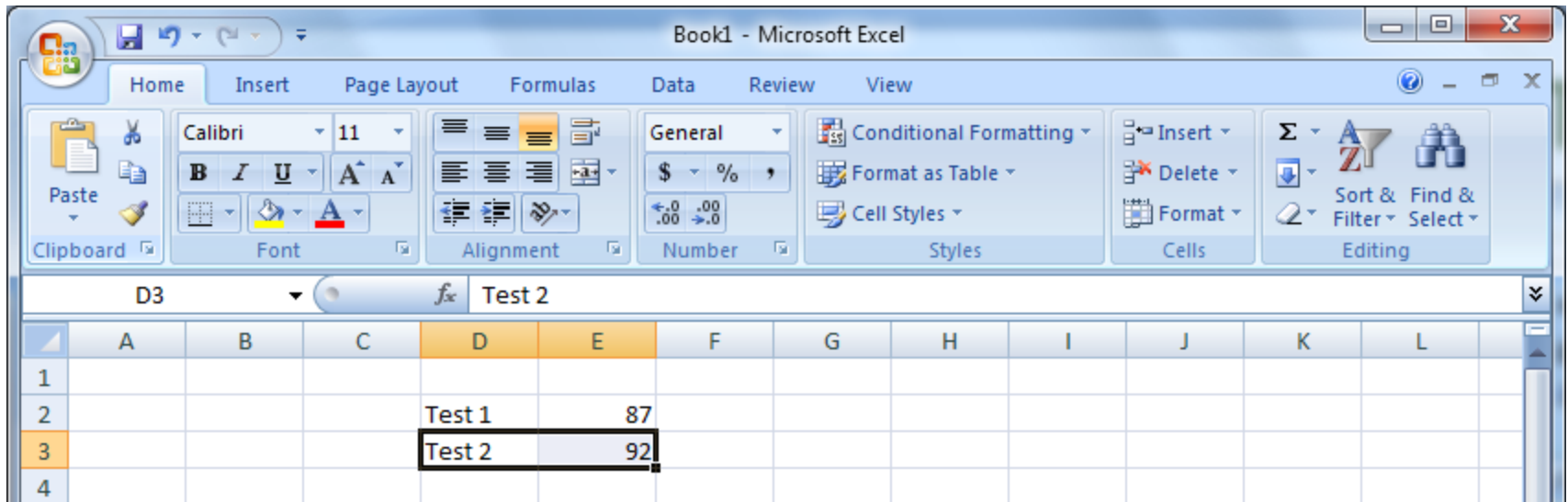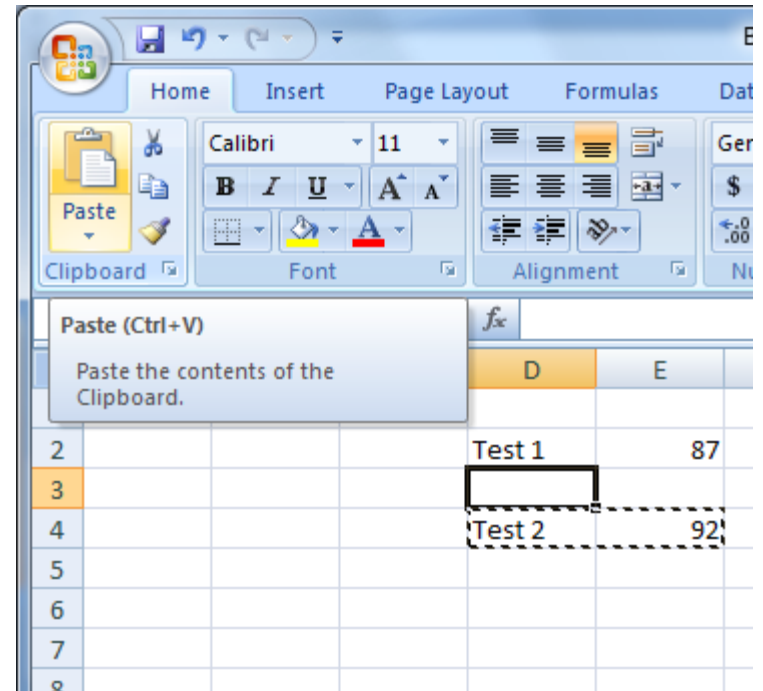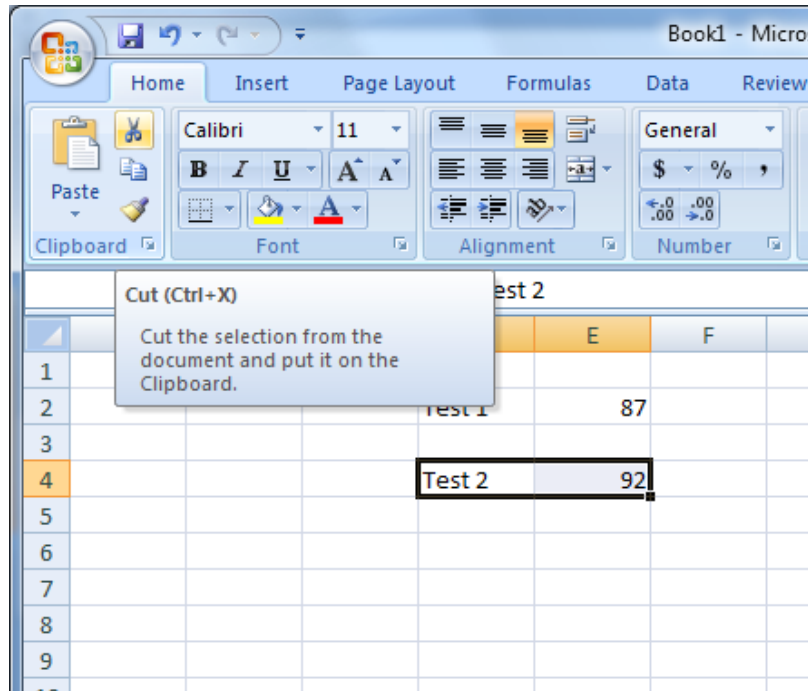
Enter Data

To **ENTER** data:
- click on the cell
- type information
- press ENTER.
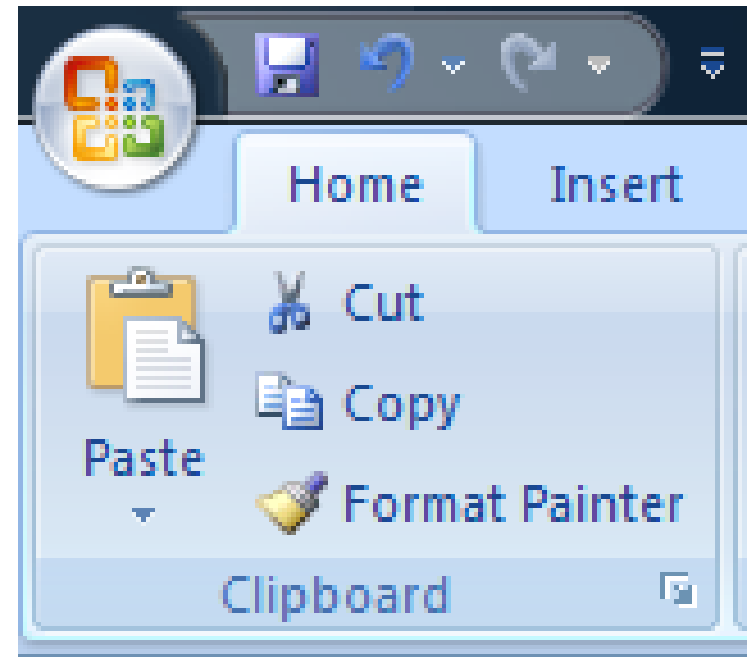
The data can be both number and text.
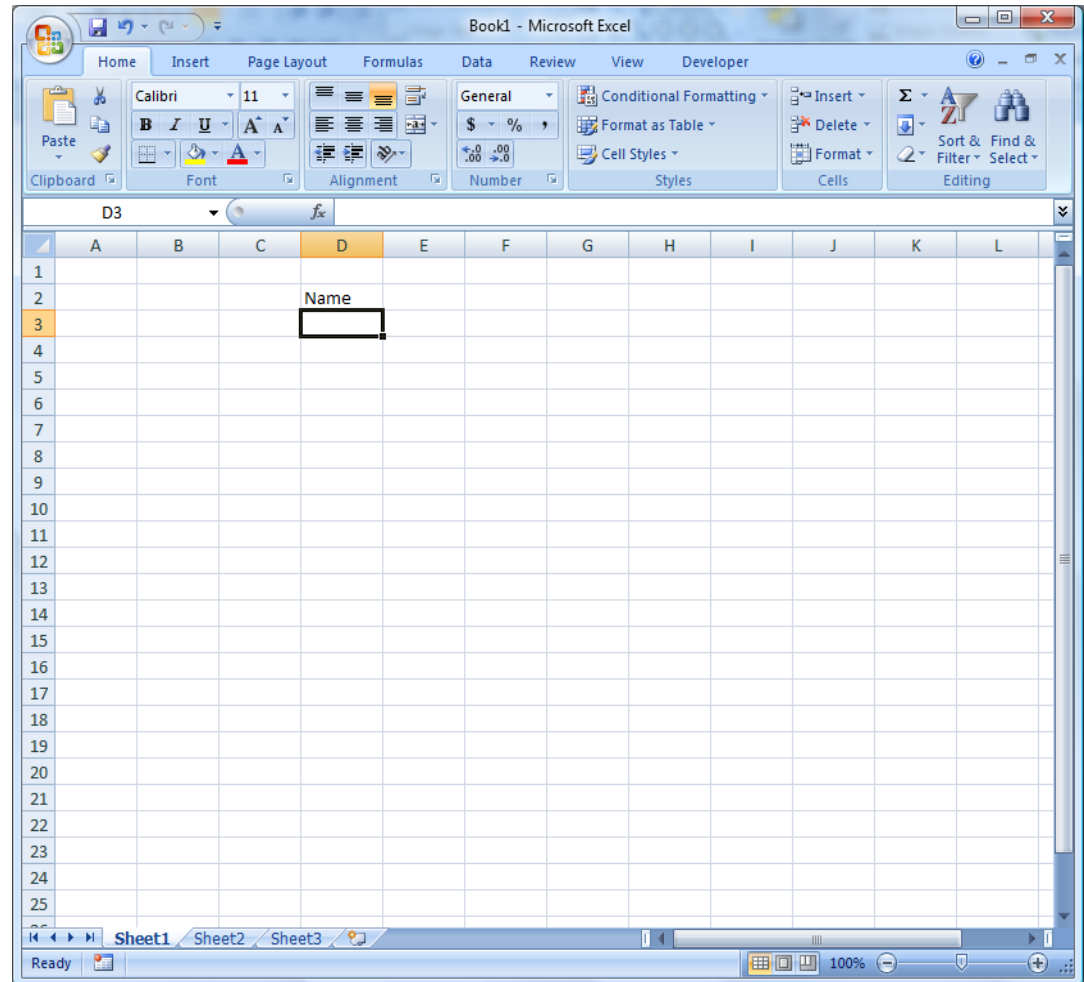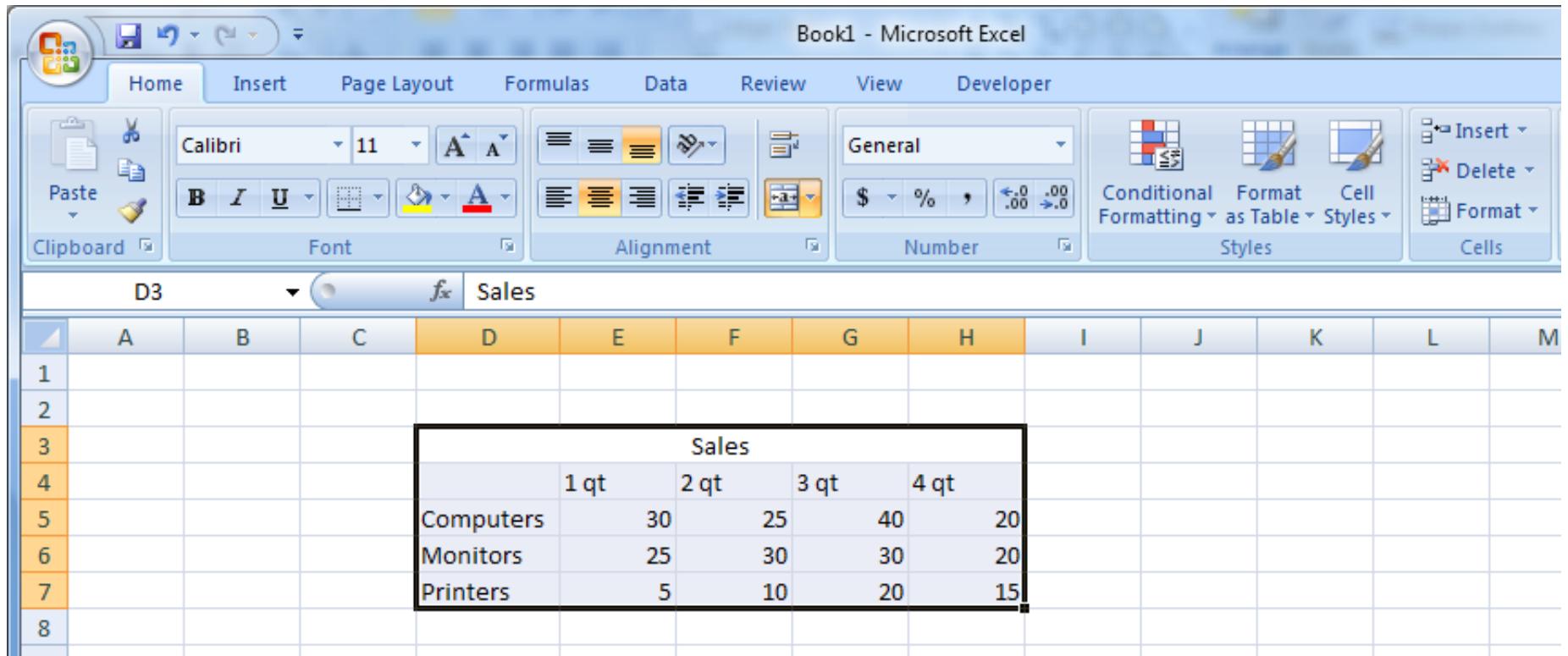
Cutting & Pasting data

Cutting & Pasting data (cont.)

- To COPY contents of a cell:
  - Click on the cell,
  - Select the Home tab,
  - Click Copy from the Clipboard Group.

- To PASTE contents of a cell:
  - click on the cell,
  - Select the Home tab,
  - click Paste from the Clipboard Group.
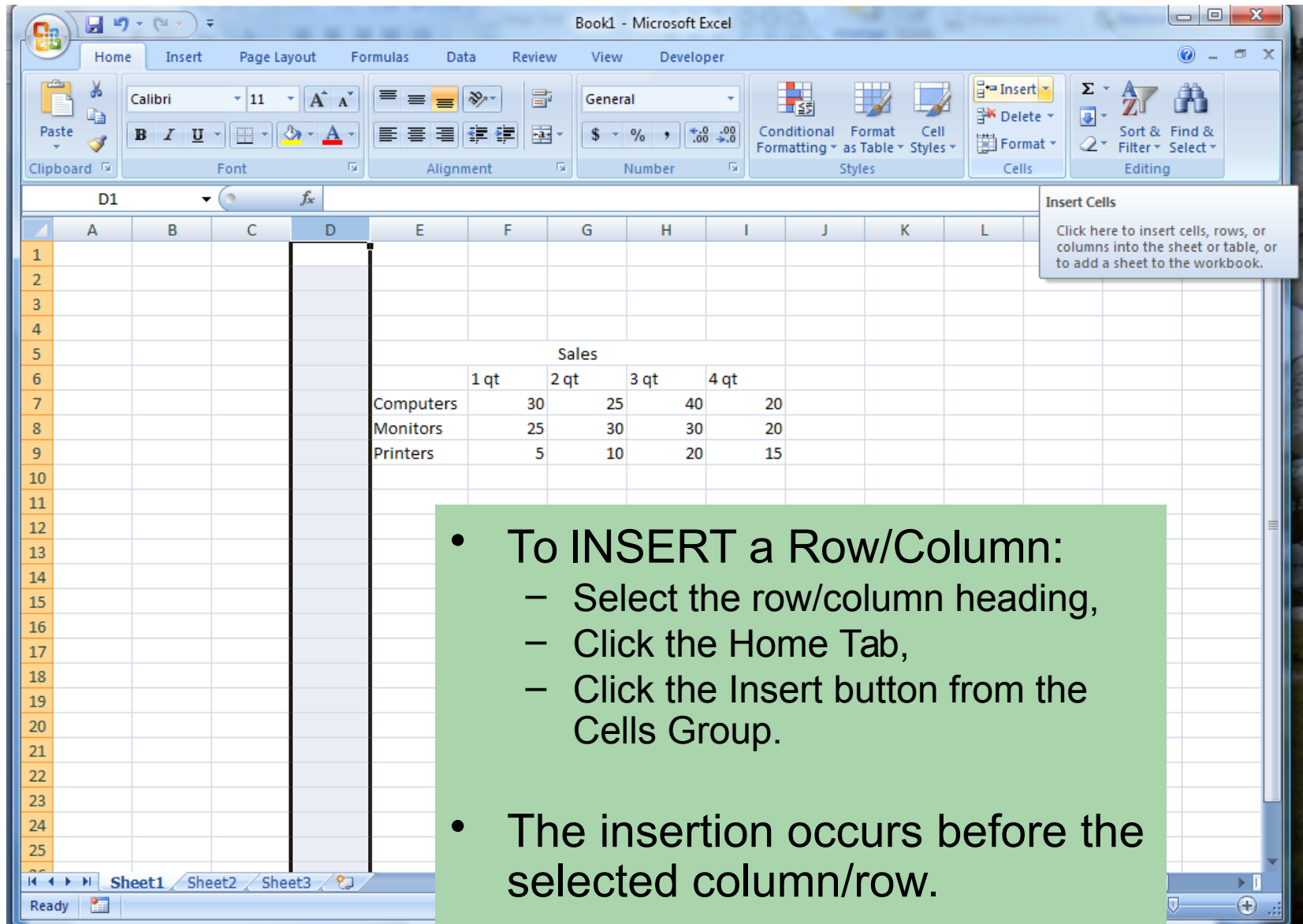
Selecting cells

– To select a range of cells in a column/row, click the left mouse button in a cell & drag the mouse pointer to highlight the cells of your choice.
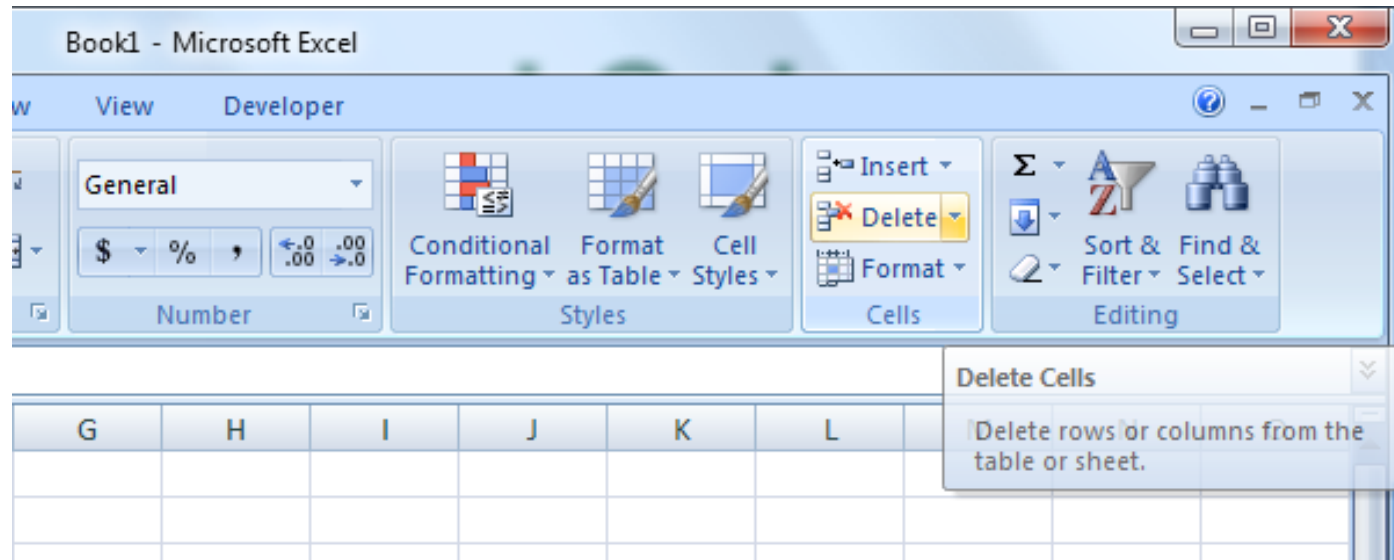
Adding rows & columns

- To INSERT a Row/Column:
  - Select the row/column heading,
  - Click the Home Tab,
  - Click the Insert button from the Cells Group.

- The insertion occurs before the selected column/row.

Deleting Rows and Columns

- To delete a column/row:
  - click the column/row heading
  - click the Delete button on the Cells Group of the Home Ribbon.
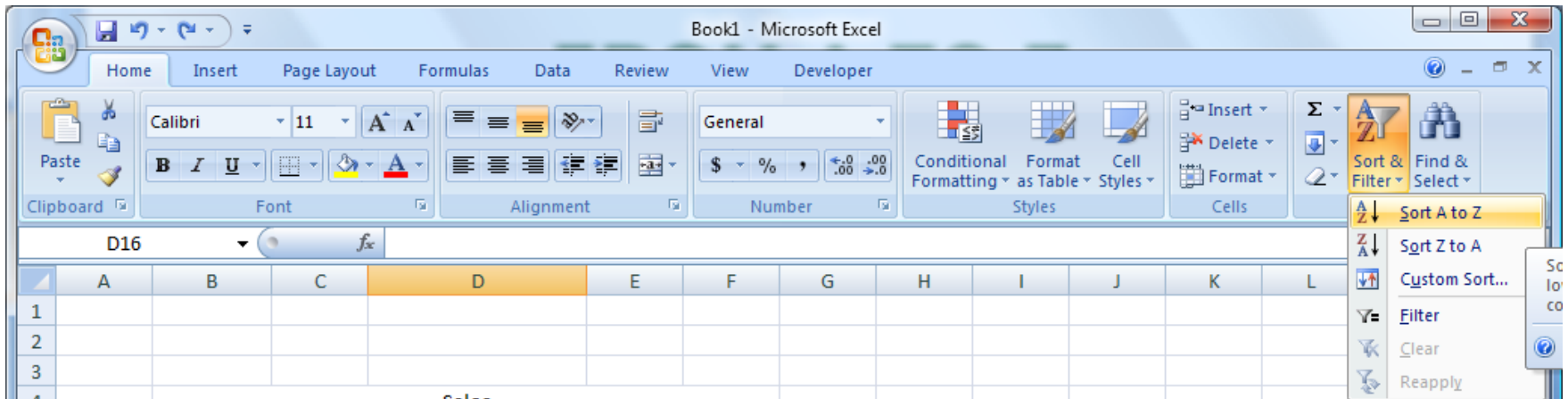
Finding the right size

- You can expand the width of a column or the height of the row to increase the visible space in each cell.

- To begin changing the width of the column , move the mouse pointer over the right edge of column heading until the mouse pointer changes to a double-headed arrow.
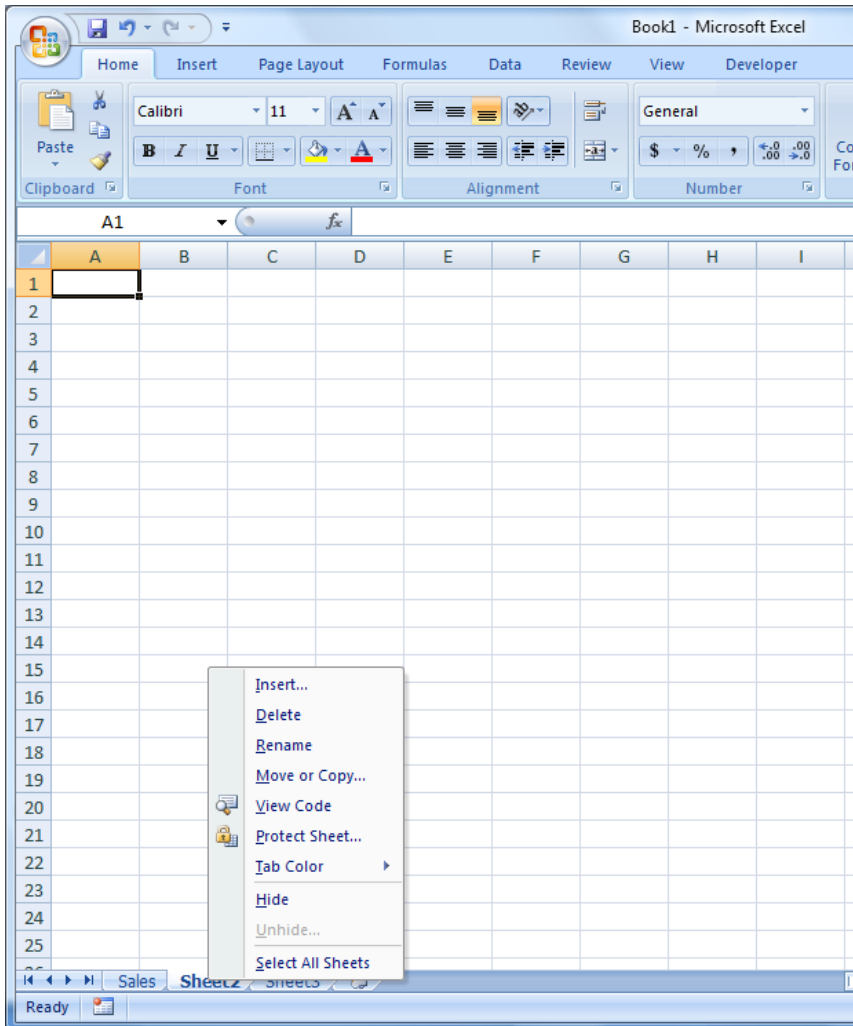
From a to z

- You may want to organize or rearrange data in your worksheet. To sort data in the worksheet, click the column heading and then click **Sort & Filter** in the Editing Group on the Home Tab.
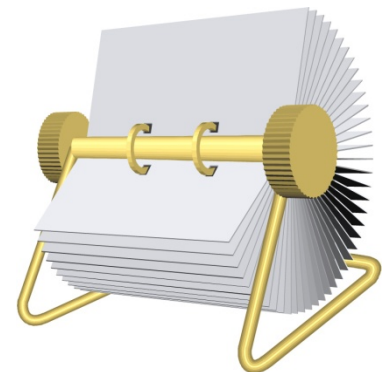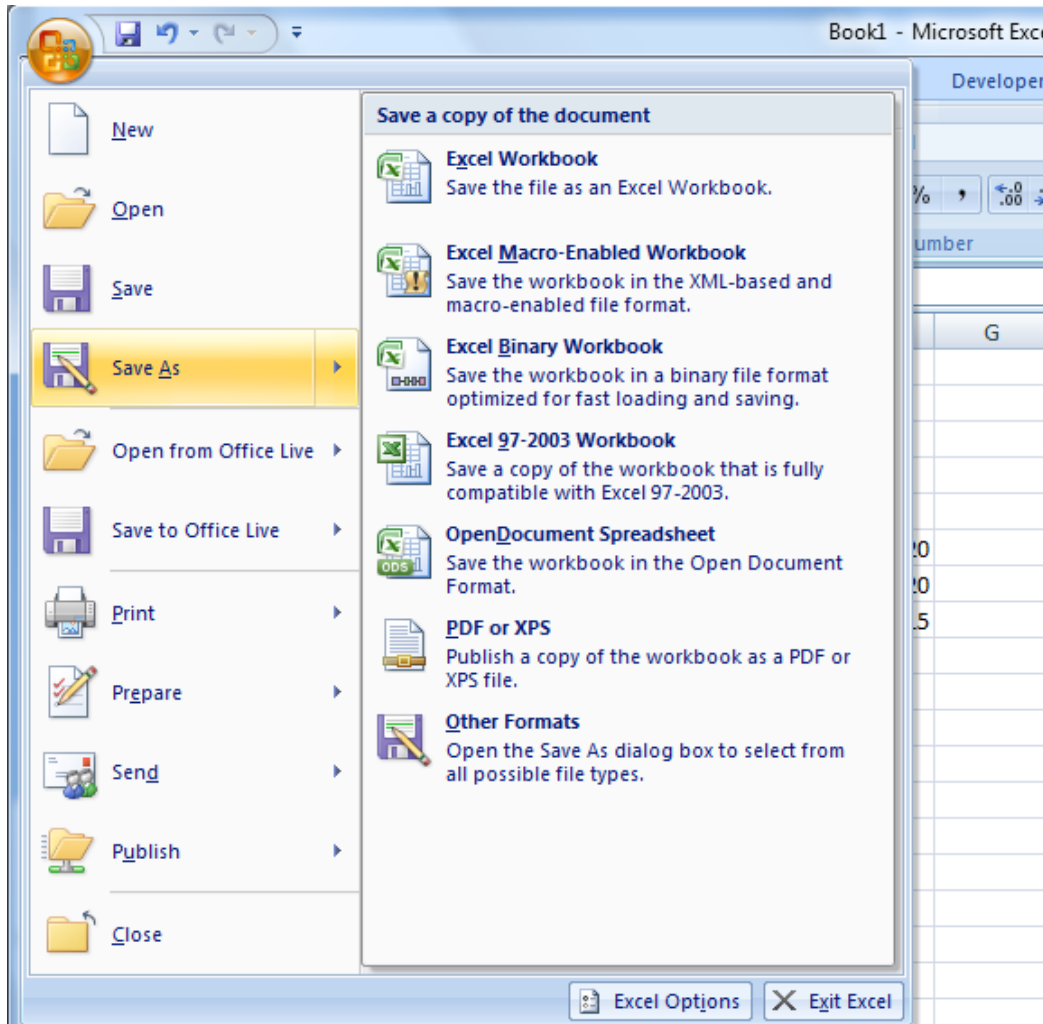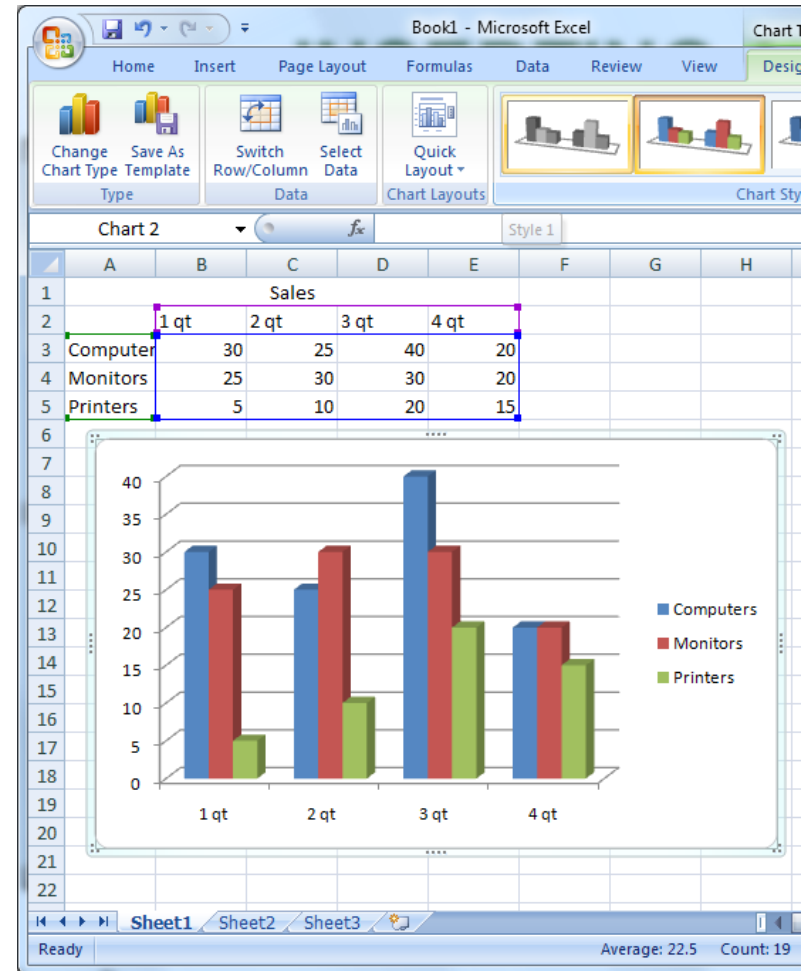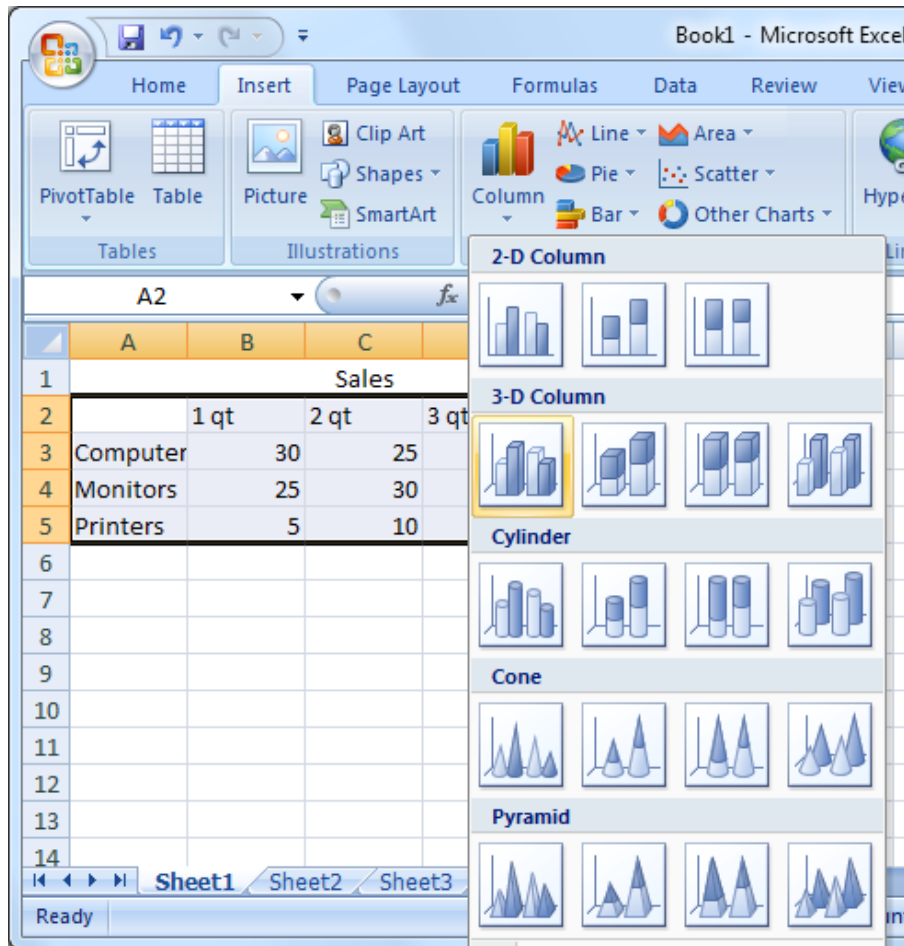
Editing spreadsheets

- To rename a worksheet:
  - double-click the sheet tab
  - type the new name
  - press ENTER

- You can also Delete & Insert a Worksheet as well.

Save your work

To save a workbook, click the **Office button**, click **Save As** and choose how do you want to save.
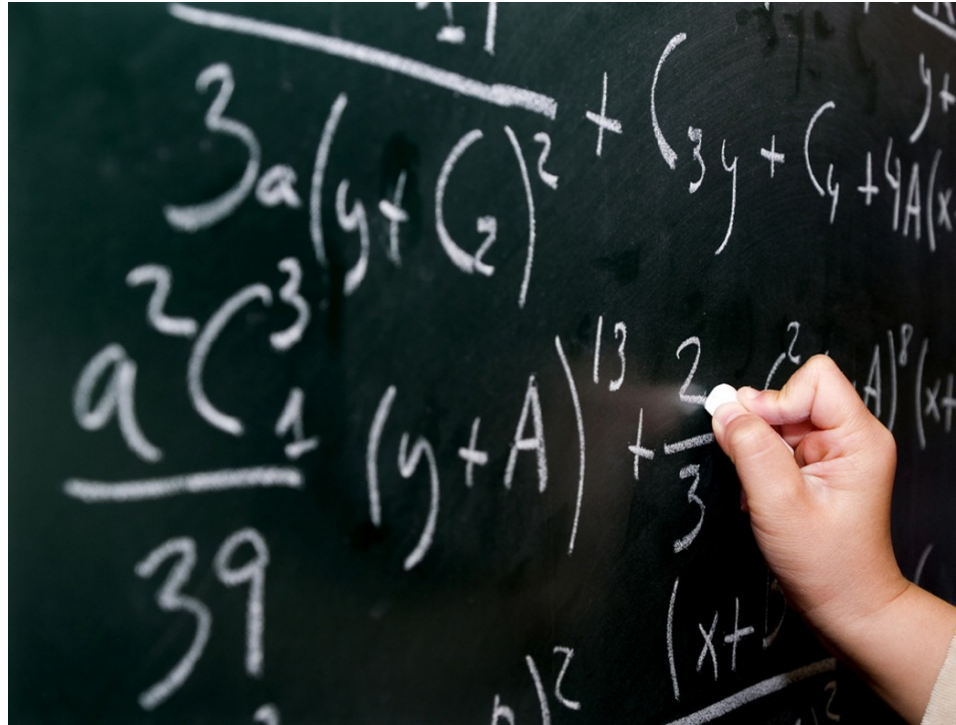
Inserting a chart

Performing mathematical tasks

Formulas & functions

Excel reads any expression that begins with an equal sign as a calculation. All functions and formulas begin with an equal sign.

- The function =SUM(B1:B6)
- The formula =B1+B2+B3+B4+B5+B6

Formulas & Functions

Copy & Paste formulas

Inserting a function

How to Print Spreadsheet Data

To print a spreadsheet, click the **Microsoft Office Button**, point to **Print**, and then click **Print.**

How to Print Spreadsheet Data (cont.)
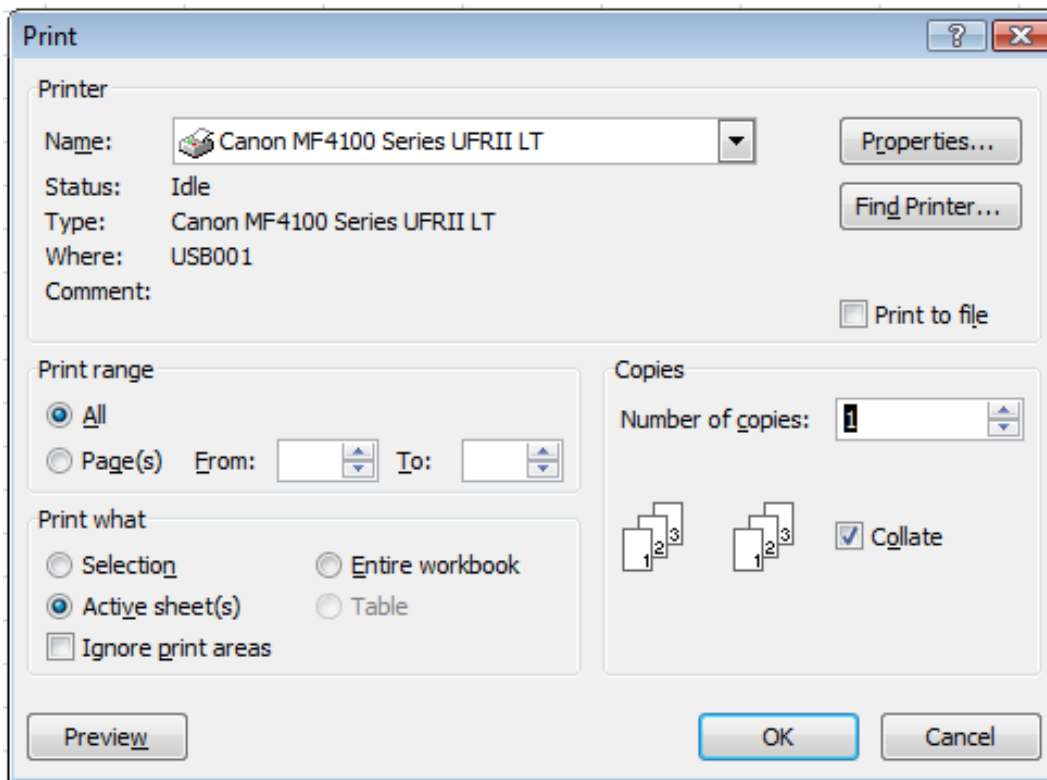
To specify the pages that you want to print, in the **Print** dialog box, under **Print range**, in the **From** and **To** boxes, type the pages that you want to print.

Questions