

Microsoft Excel 2007

Introduction to Spreadsheet Programs



Workshop: Spreadsheet
Nov. 06, 2016

 P. K. Yadav & C. Gupta

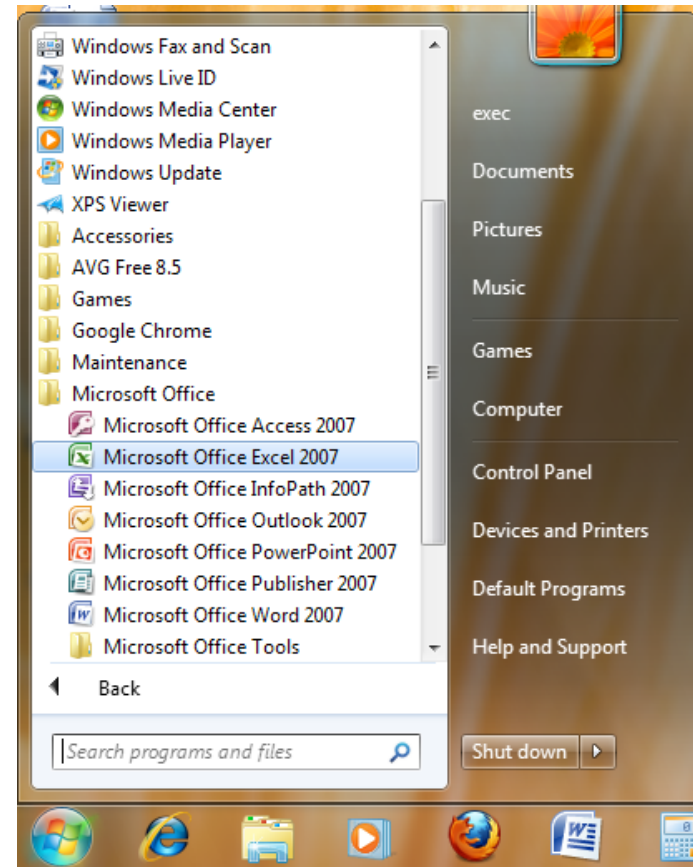
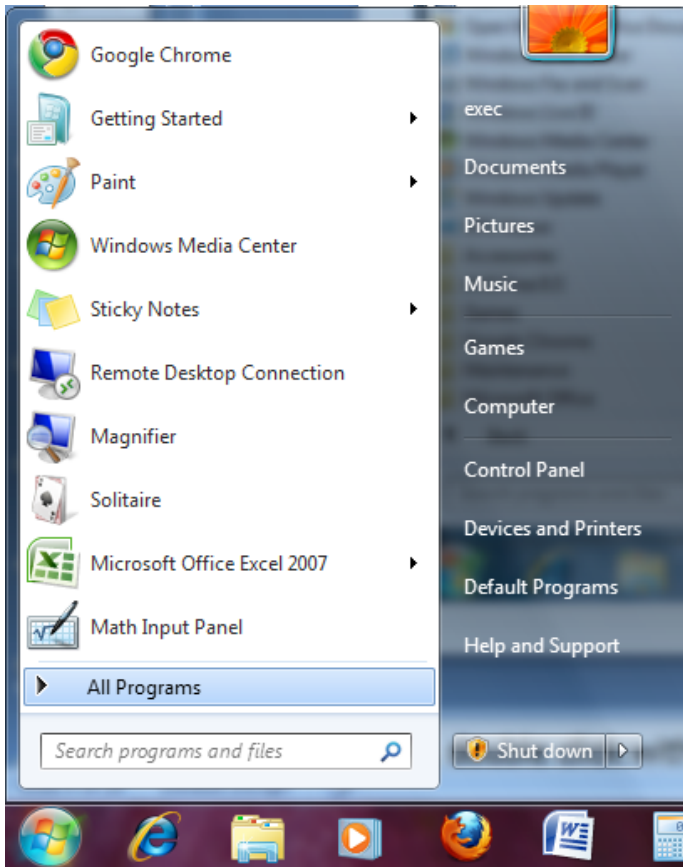
Presentation 1

Introduction to Excel

Objectives

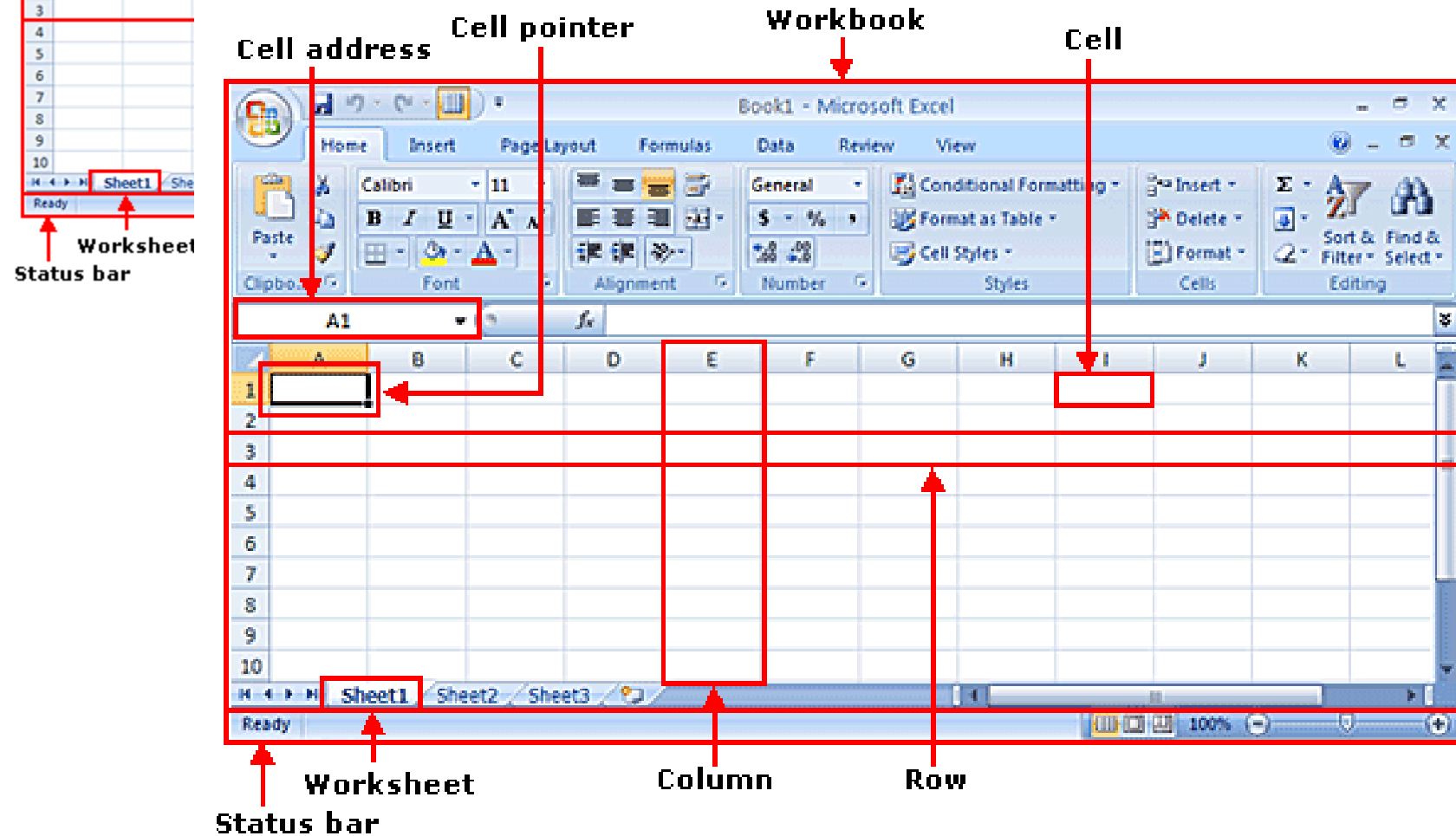
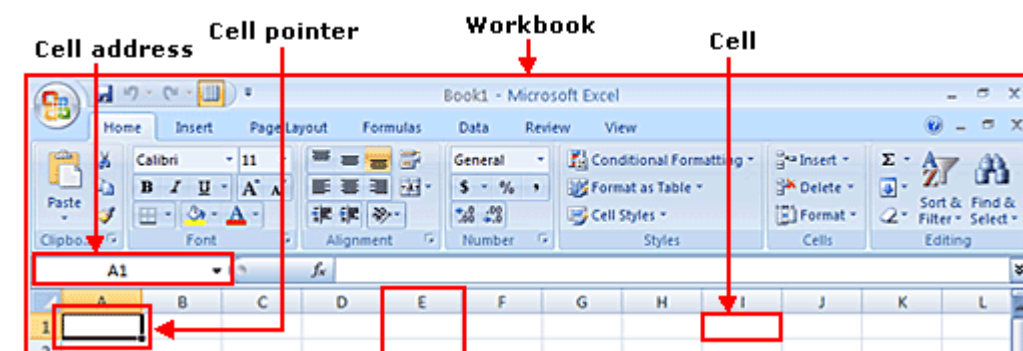
- After completing this lesson, you will be able to:
- Identify the components of a spreadsheet.
- Enter data into a spreadsheet.
- Perform basic mathematical tasks in a spreadsheet.
- Insert charts in a spreadsheet.
- Printing a spreadsheet.

GETTING STARTED

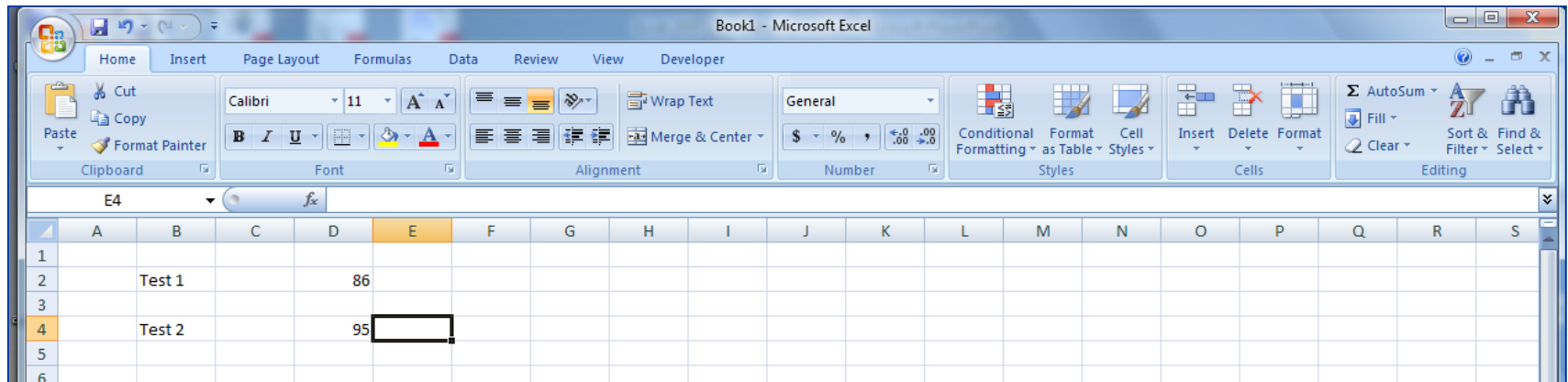


To open Excel, click the **Start button**, point to **All Programs**, point to **Microsoft Office**, and then click **Microsoft Office Excel 2007**.

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:

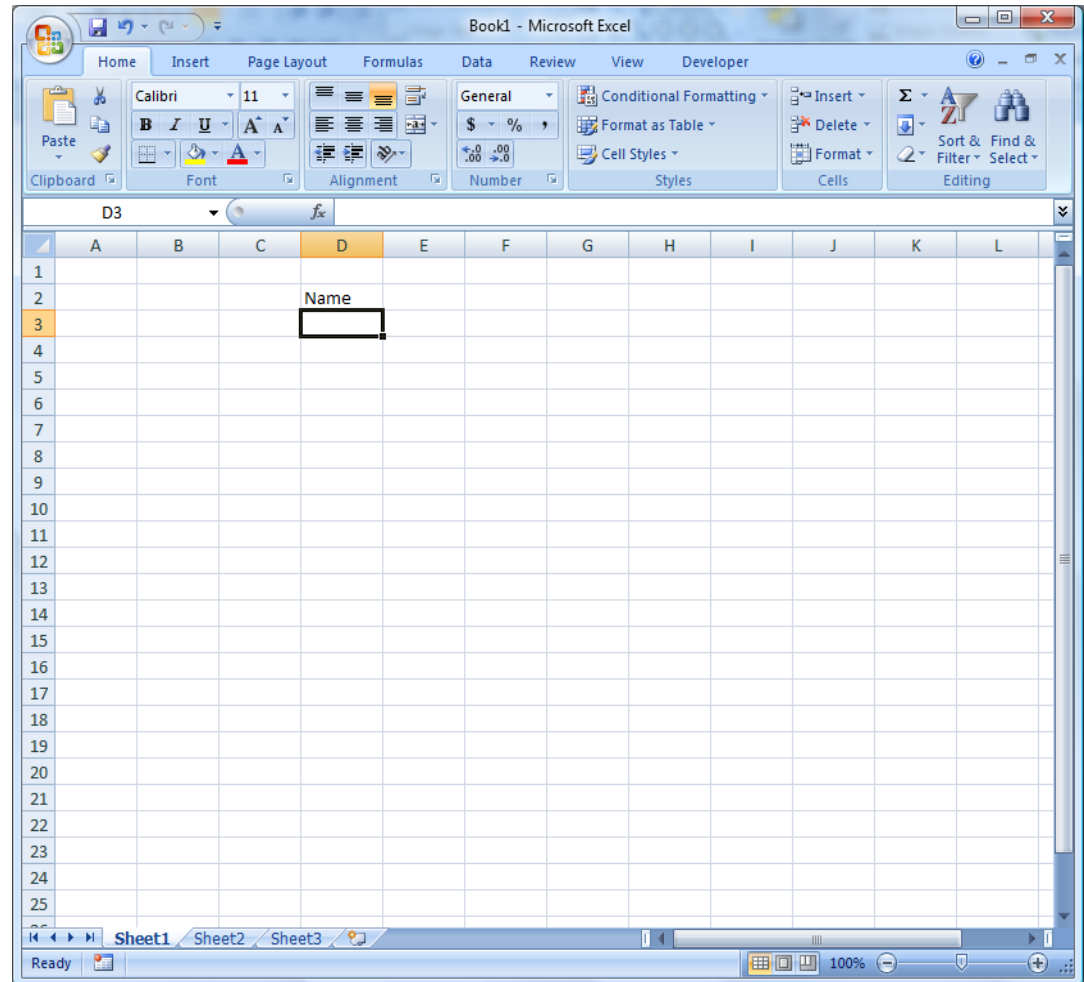
- **Text**: Text data has no numeric value associated with it.
- **Numbers**: A number has a constant numeric value, such as the test scores attained by a student.
- **Formulas and functions**: Formulas and functions are mathematical equations.

Enter Data

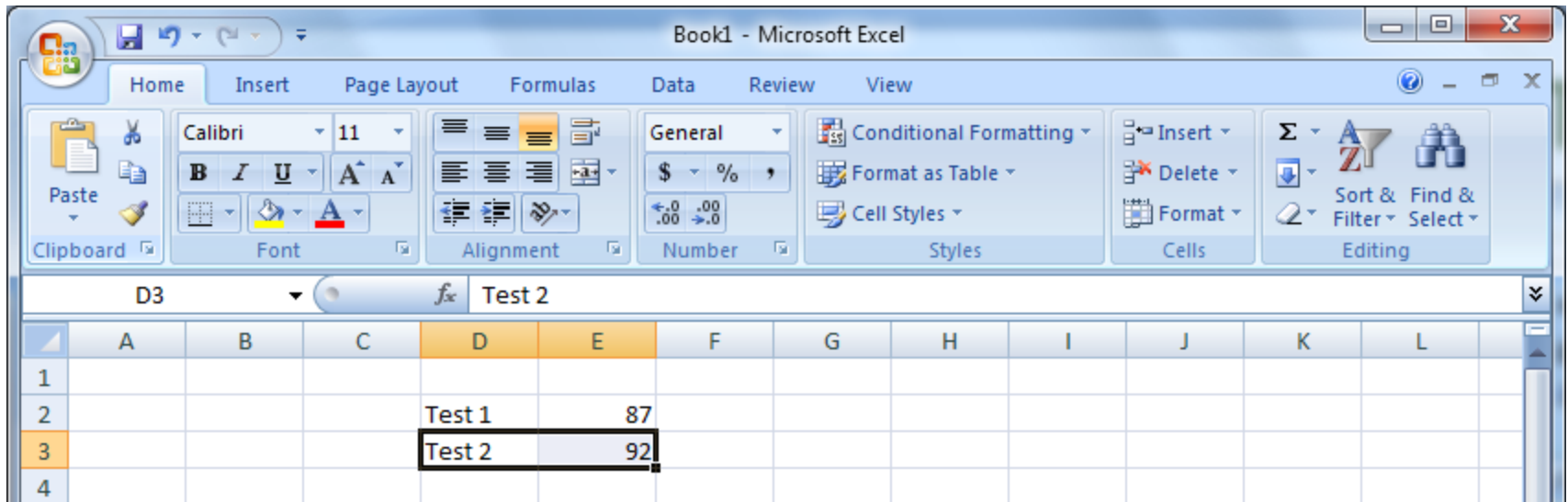
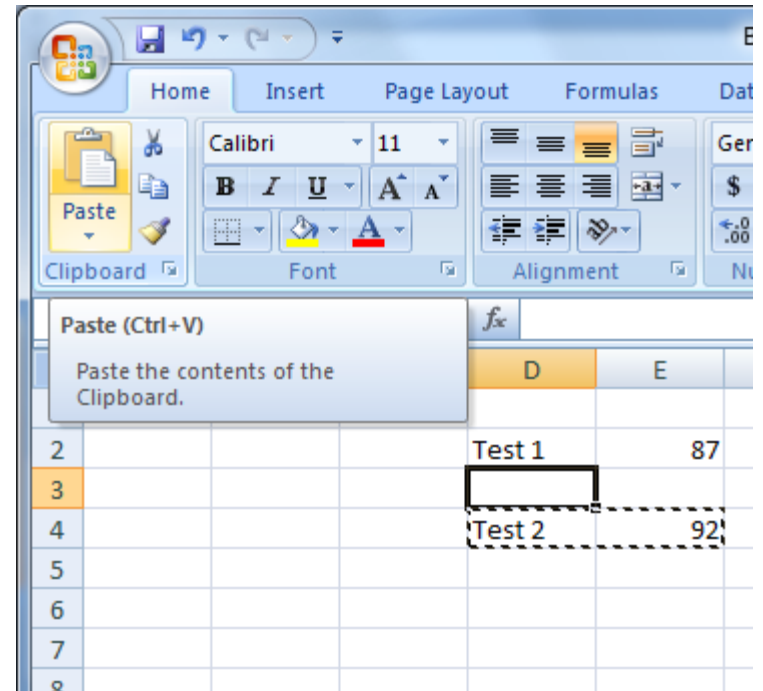
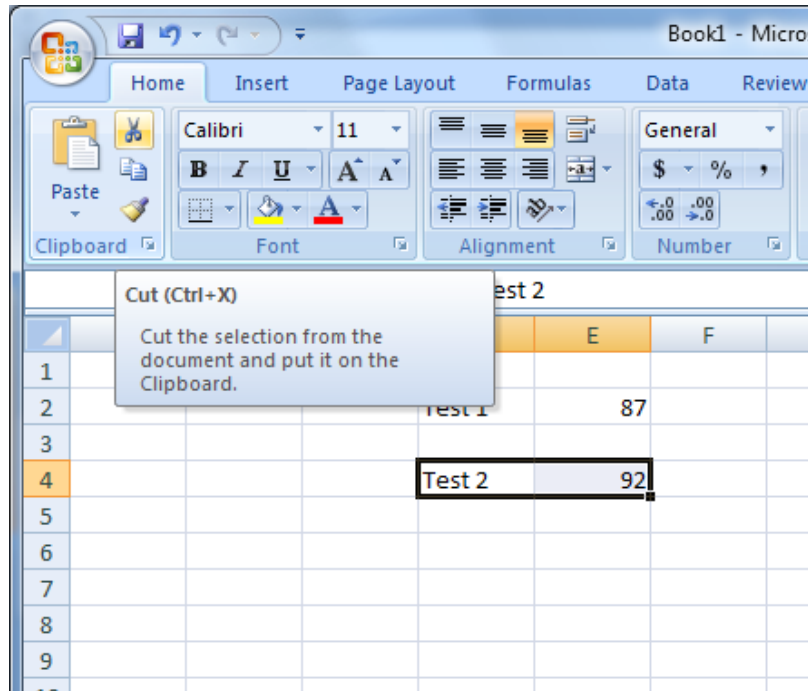
To **ENTER** data:

- click on the cell
- type information
- press ENTER.

The data can be both number and text.

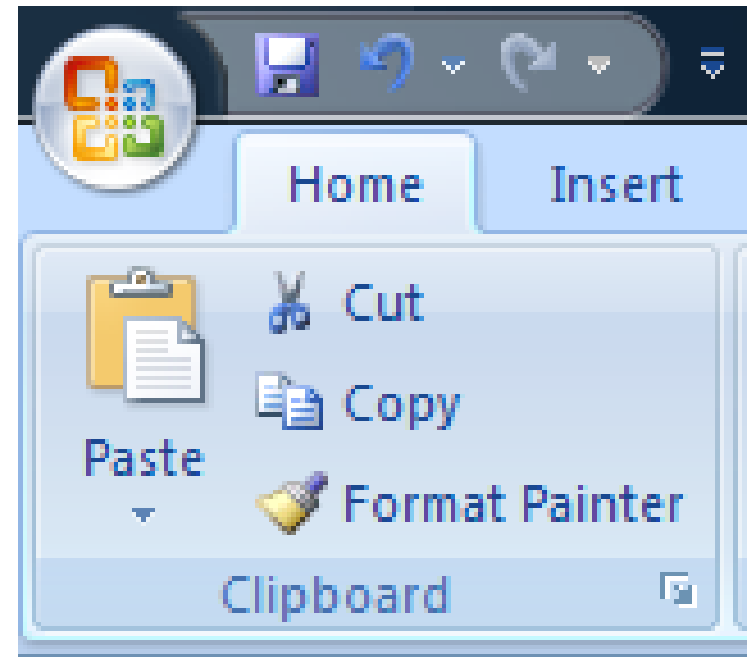


Cutting & Pasting data

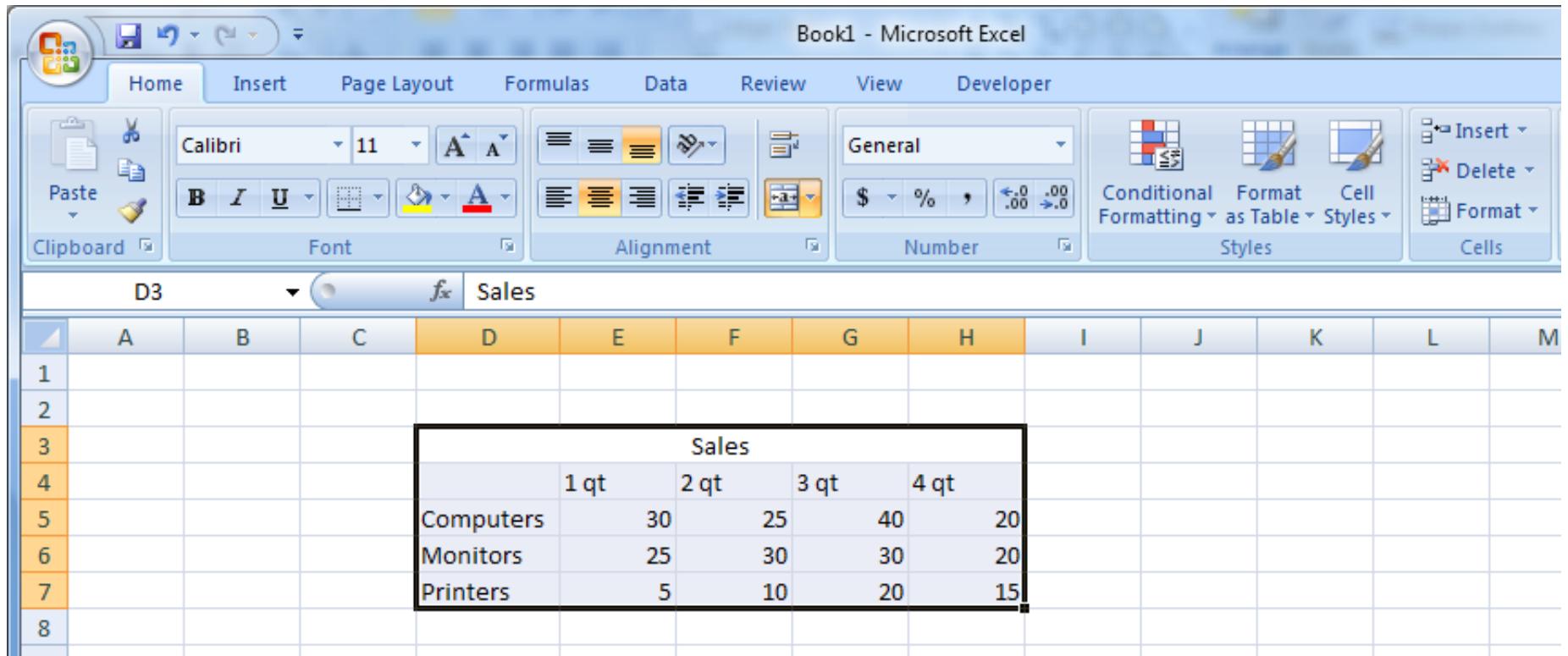


Cutting & Pasting data (cont.)

- 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

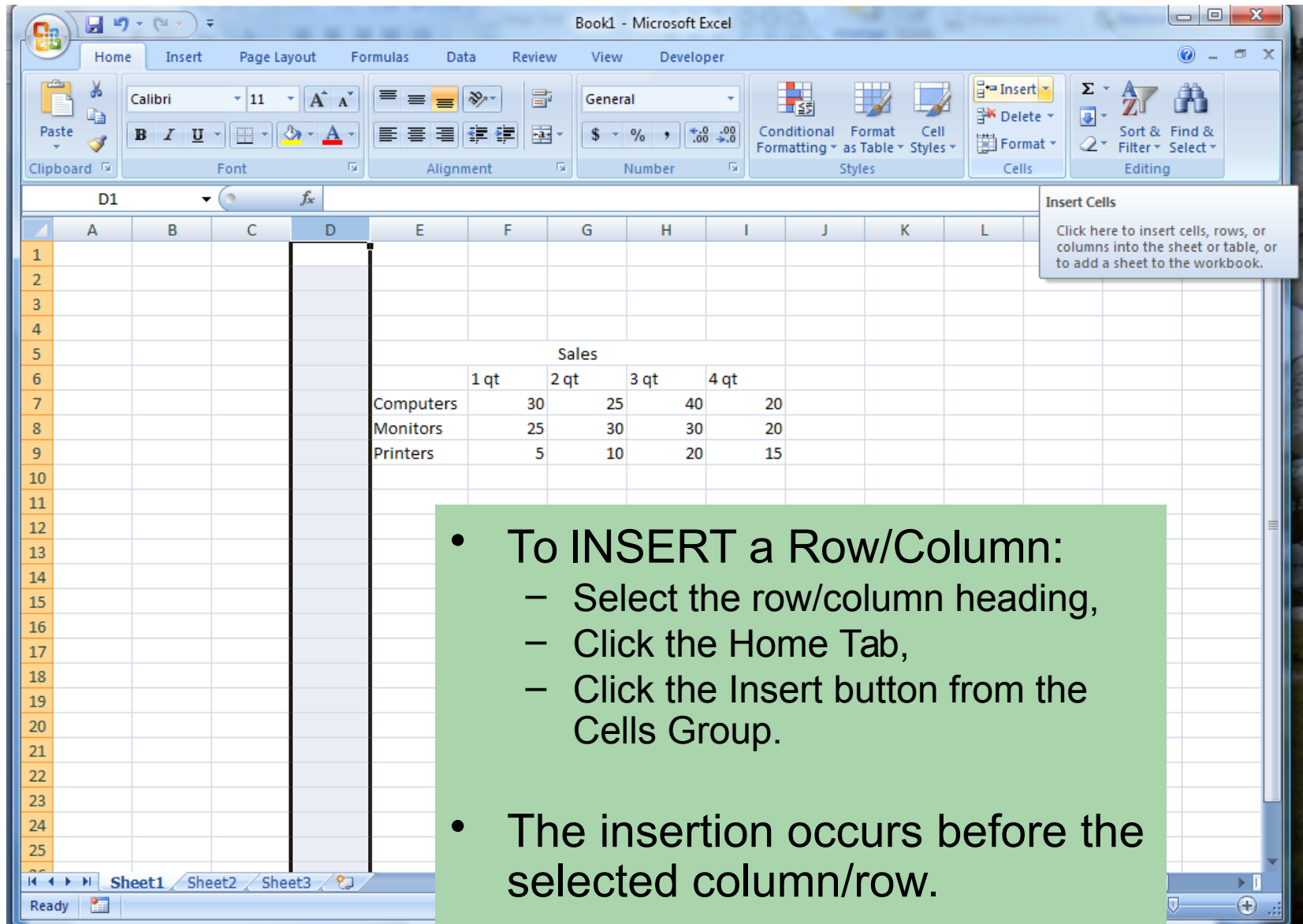


The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes groups for Clipboard, Font, Alignment, Number, Styles, and Cells. The active cell is D3, and the formula bar shows 'Sales'. A range of cells from D3 to H7 is selected, containing a table with the following data:

	Sales			
	1 qt	2 qt	3 qt	4 qt
Computers	30	25	40	20
Monitors	25	30	30	20
Printers	5	10	20	15

- 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



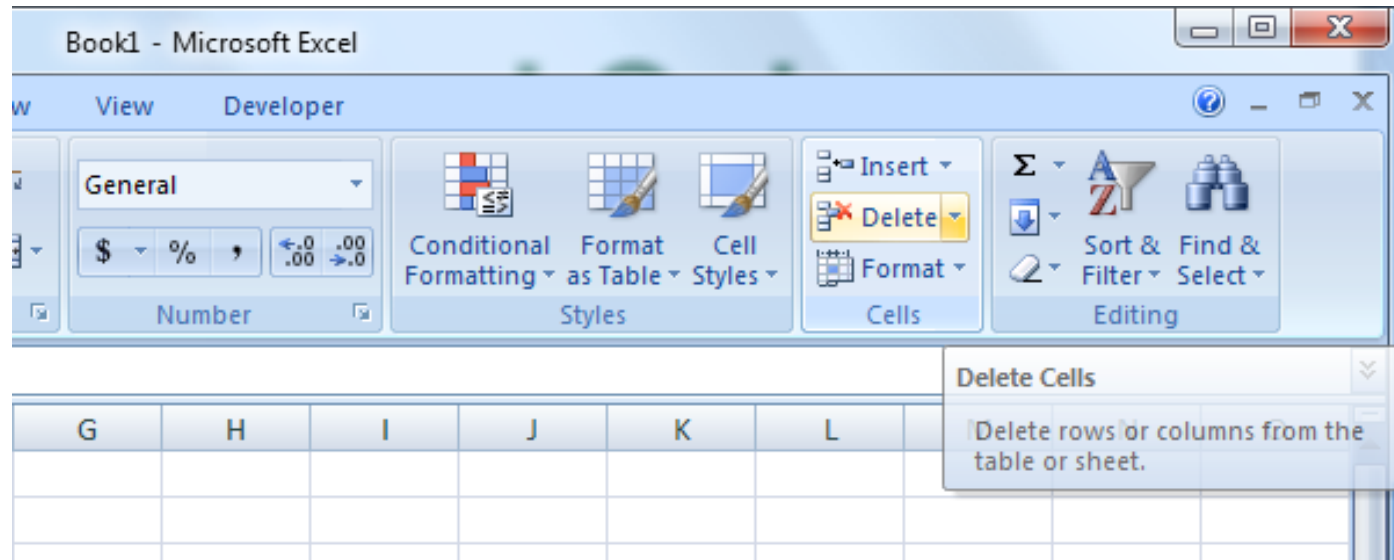
The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Cells' group in the ribbon is active, and the 'Insert' button is highlighted. An 'Insert Cells' dialog box is open, showing options to 'Shift cells down', 'Shift cells to the right', or 'Delete shift the contents of the cells'. The worksheet contains a table of sales data starting from row 6, column E. The table has columns for product types (Computers, Monitors, Printers) and quantities (1 qt, 2 qt, 3 qt, 4 qt). The data is as follows:

	1 qt	2 qt	3 qt	4 qt
Computers	30	25	40	20
Monitors	25	30	30	20
Printers	5	10	20	15

In the bottom right corner, there is a green box with the following instructions:

- 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.

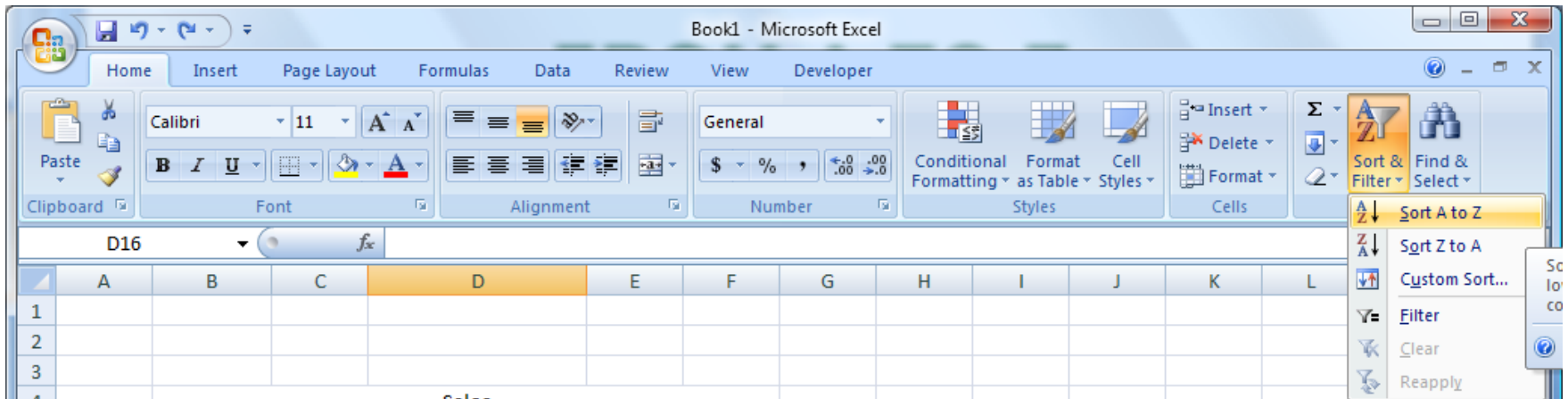
Finding the right size



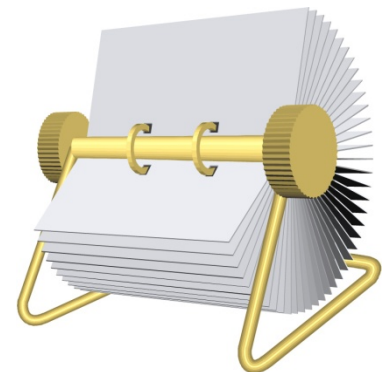
- You can expand the width of a column or the height of the row to increase the visible space in each cell.
- To begin changing the width of the column , move the mouse pointer over the right edge of column heading until the mouse pointer changes to a double-headed arrow.



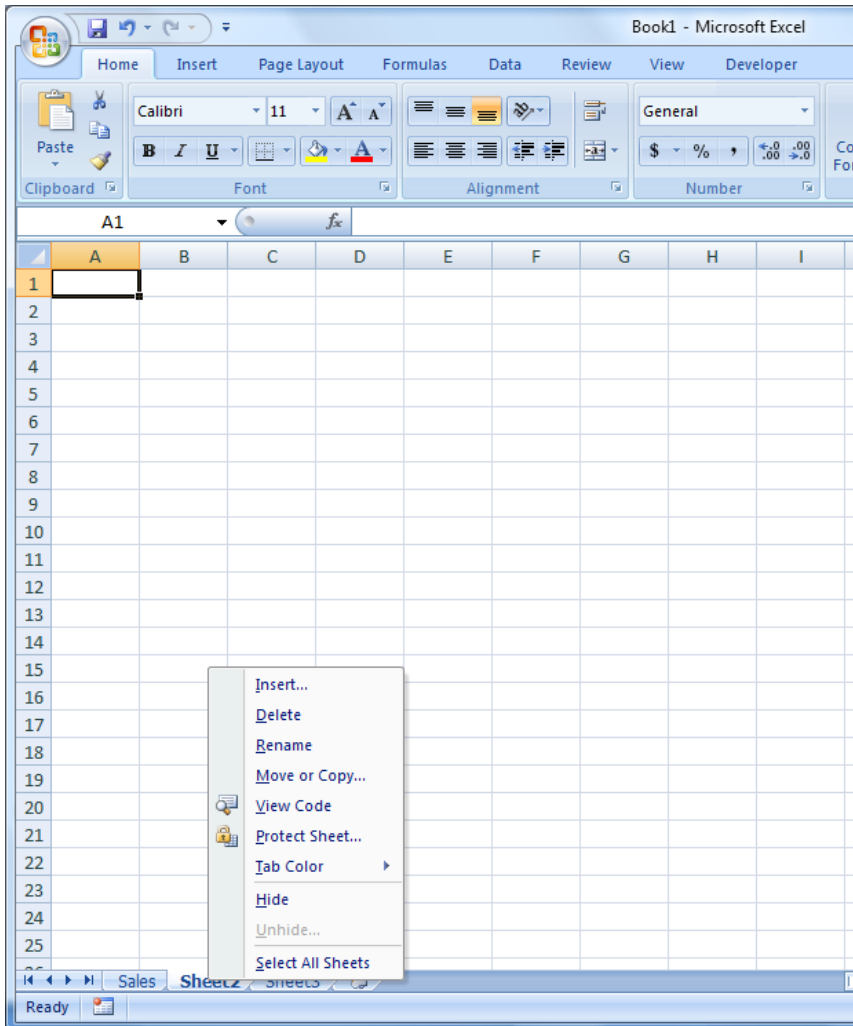
From a to z



- 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.

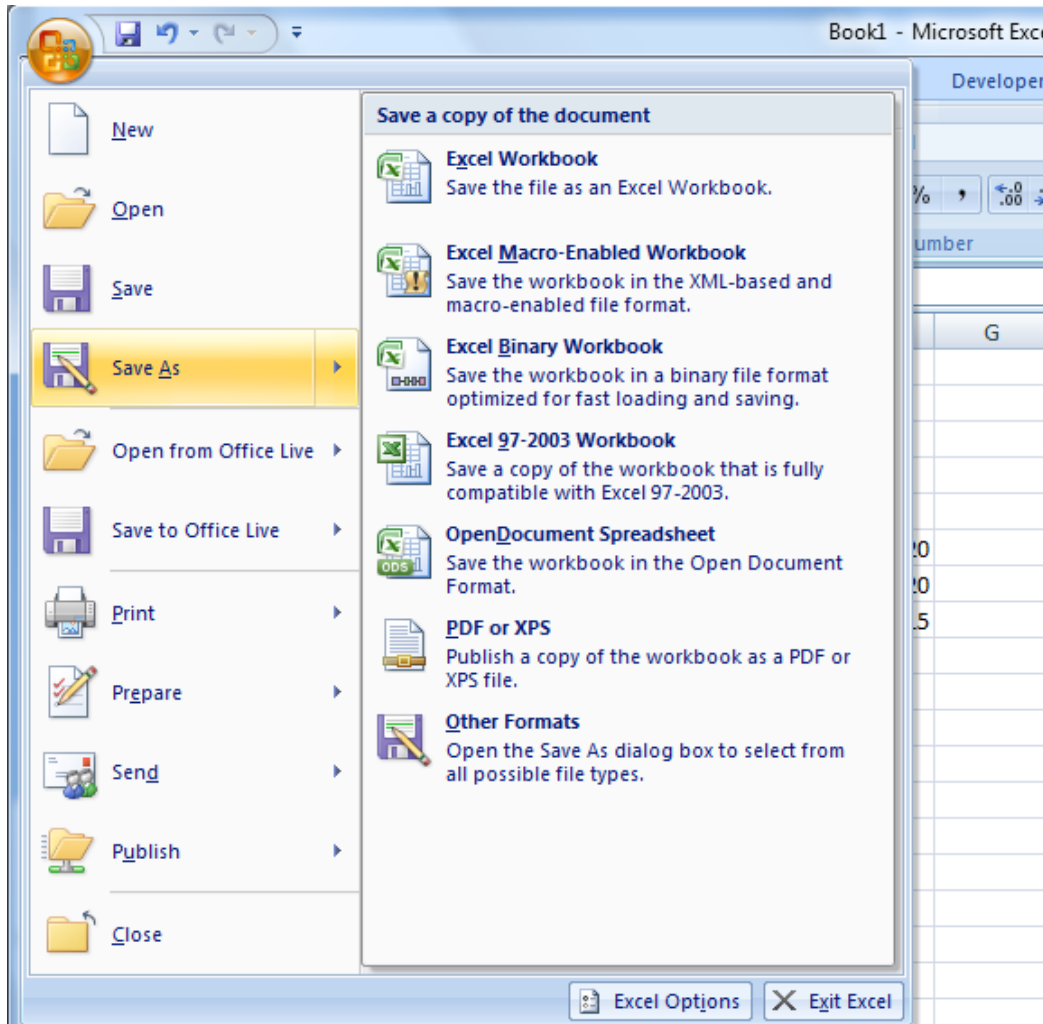


Editing spreadsheets



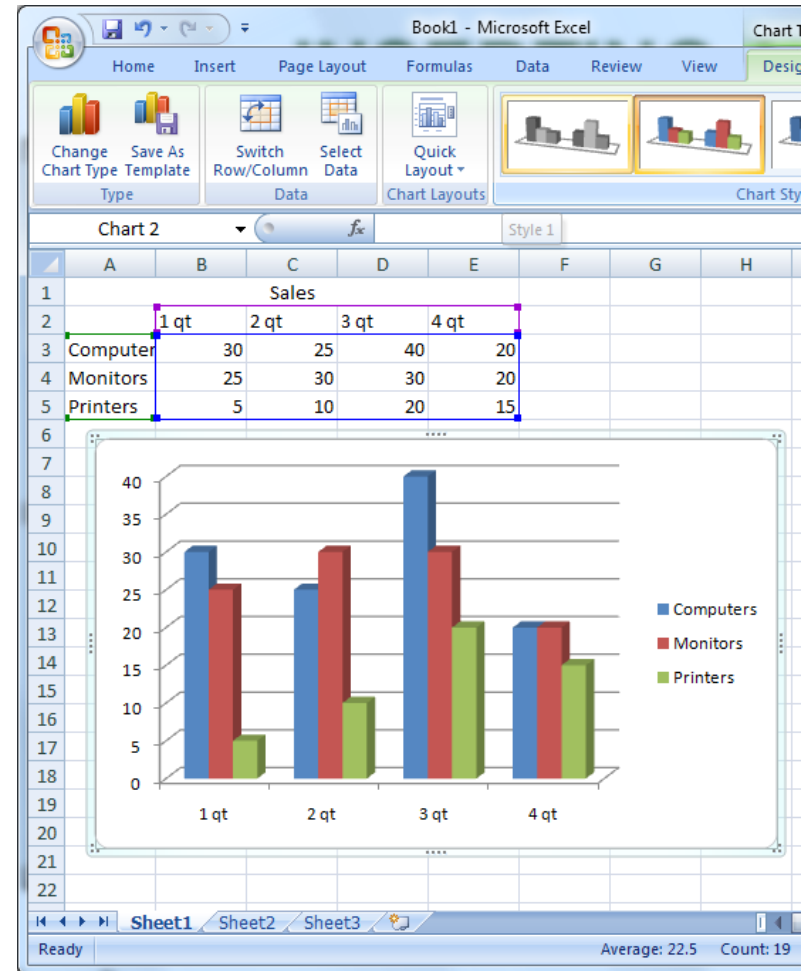
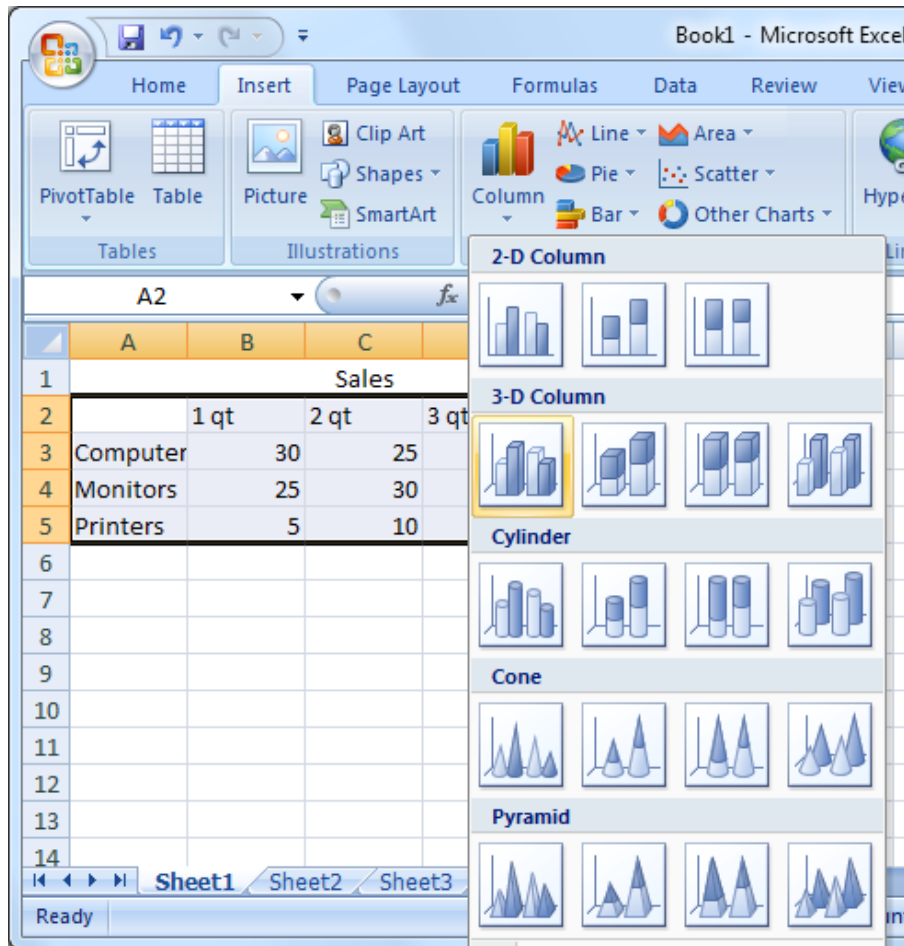
- To rename a worksheet:
 - double-click the sheet tab
 - type the new name
 - press ENTER
- You can also Delete & Insert a Worksheet as well.

Save your work



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

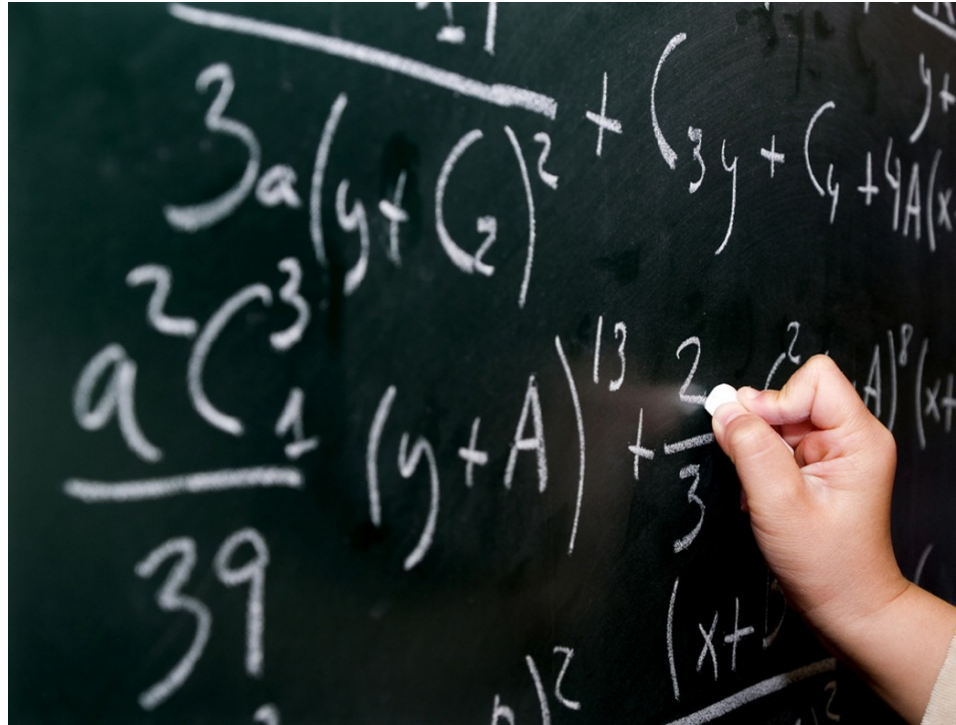
Inserting a chart



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

Copy & Paste formulas

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Paste

Paste Formulas

Paste Values

No Borders

Transpose

Paste Link

Paste Special...

Paste as Hyperlink

As Picture

	C	D	E	F	G
1	Sales				
2	1 qt	3 qt	4 qt		Total
3	25	40	20		115
4	30	30	20		
5	10	20	15		

Sheet1 Sheet2 Sheet3

Select destination and press ENTER or choose Paste

Book1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Paste

Clipboard

Font

Alignment

Number

G4

Name Box

=SUM(B4:F4)

	B	C	D	E	F	G
1	Sales					
2	1 qt	2 qt	3 qt	4 qt		Total
3	Computer	30	25	40	20	115
4	Monitors	25	30	30	20	105
5	Printers	5	10	20	15	50

Sheet1 Sheet2 Sheet3

Select destination and press ENTER or choose Paste

Average: 77.5

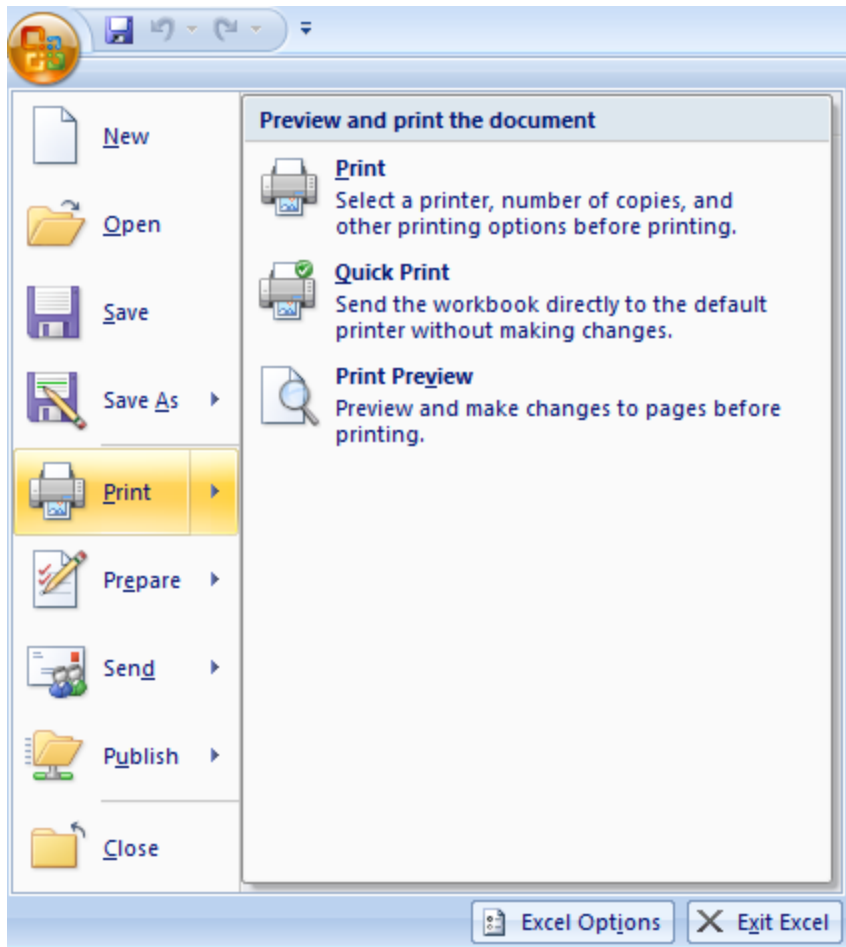
Inserting a function

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The 'Insert Function' button (fx) is active, and a dropdown menu is open, showing the 'Average' function selected. The formula bar displays '=AVERAGE(B3:E3)'. The spreadsheet data is as follows:

	D	E	F	G	H	I	J	K	L	M
1										
2	1 qt	2 qt	3 qt	4 qt	Total	Average				
3	Computer	30	25	40	20	115	=AVERAGE(B3:E3)			
4	Monitors	25	30	30	20	105				
5	Printers	5	10	20	15	50				
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										

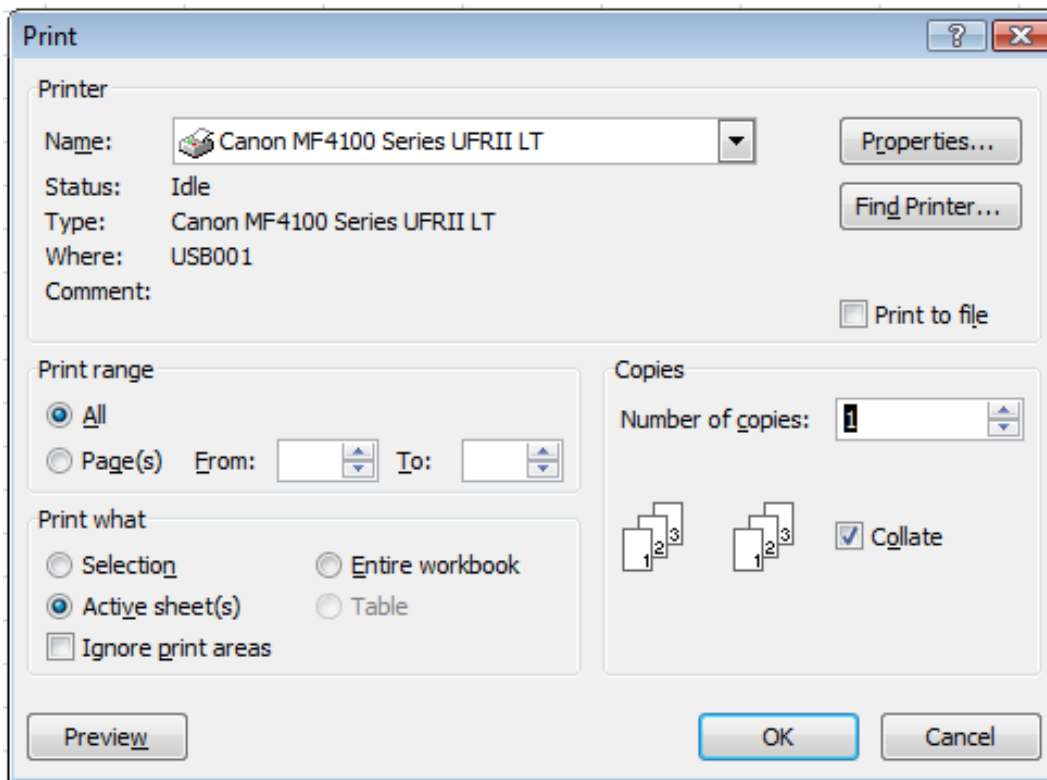
The 'Average' function is being inserted into cell I3, and the formula bar shows the formula '=AVERAGE(B3:E3)'. A tooltip for the AVERAGE function is also visible, showing the syntax: AVERAGE(number1, [number2], ...).

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

