WELCOME TO THE NEW SESSION OF EXCEL

TOPIC MS EXCEL

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INTRODUCTION TO MS_EXCEL

❑ Excel is a computer program used to create electronic spreadsheets.

❑ Within excel user can organize data ,create chart and perform calculations.

❑ Excel is a convenient program because it allow user to create large spreadsheets, reference information, and it allows for better storage of information.

❑ Excels operates like other Microsoft(MS) office programs and has many of the same functions and shortcuts of other MS programs.

Features of Excel

➢ It allows organization, tabulation, search, and exploration of data of large sizes.

➢ It allows the design of professionally looking charts 3-D effects, shadowing , transparency.

➢ Data can be filtered and sorted.

➢ Formatting of spreadsheet allows changing the font color, and font style.

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- A function library consists of various function groups like financial, logical, math & trigonometry etc.

- Based on the values entered in different cells in the spreadsheet, formulas can be defined, which automatically perform calculation.

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Applications of Excel

1. To mange name list of data records.
2. To perform mathematical calculation easily in daily business.
3. Inventory management
4. Create forms and consolidate results
5. Analytical tools
6. Corporate budgeting.
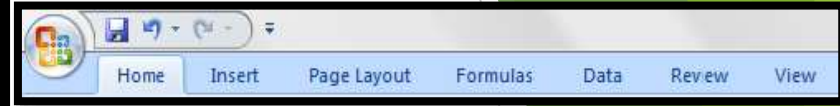
Office Button
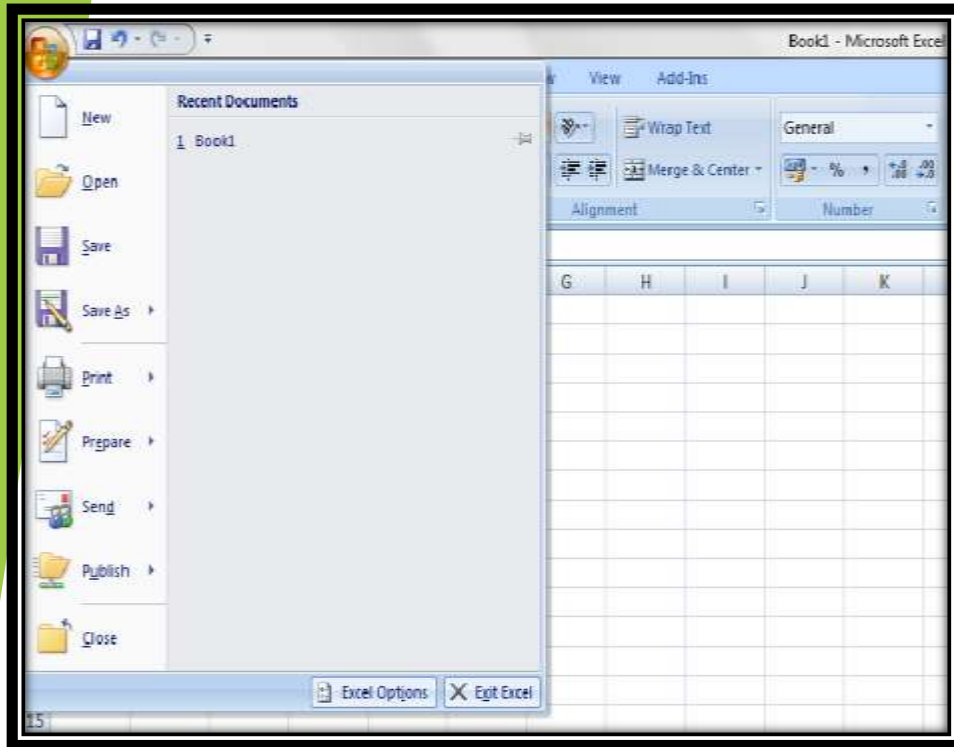
NEW-TO OPEN NEW WORKBOOK. (CTRL+N)

OPEN-TO OPEN EXISTING DOCUMENT (CTRL+O)

SAVE-TO SAVE A DOCUMENT. (CTRL+S)

SAVE AS-TO SAVE COPY DOCUMENT. (F12)

PRINT-TO PRINT A DOCUMENT. (CTRL+P)

PREPARE-TO PREPARE DOCUMENT FOR DISTRIBUTION.

SEND-TO SEND A COPY OF DOCUMENT TO OTHER PEOPLE.

PUBLISH-TO DISTRIBUTE DOCUMENT TO OTHER PEOPLE.

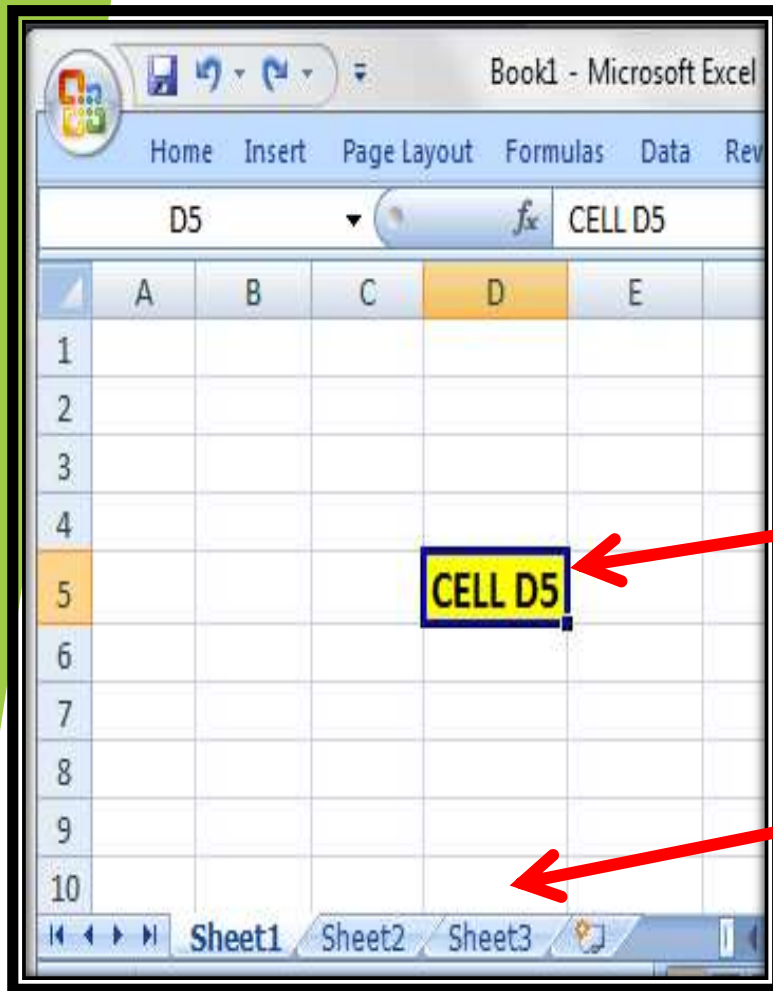CLOSE-TO CLOSE A DOCUMENT (CTRL+W).

Ribbons

TABS

GROUPS

COMMANDS

1. **TABS: THERE ARE SEVEN TABS ACROSS THE TOP OF THE EXCEL WINDOW.**

2. **GROUPS: GROUPS ARE SETS OF RELATED COMMANDS,DISPLAYED ON TABS.**

3. **COMMANDS: A COMMAND IS A BUTTON,A MENU OR A BOX WHERE YOU ENTER INFORMATION.**

Overview of Excel

- ❑ Microsoft excel consists of workbooks. Within each workbook, there is an infinite number of worksheets.

- ❑ Each worksheet contains **Columns and Rows.**

- ❑ Where a column and a row intersect is called a **cell.** For e.g. cell **D5** is located where column **D** and row **5** meet.

- ❑ The tabs at the bottom of the screen represent different worksheets within a workbook. You can use the scrolling buttons on the left to bring other worksheets into view.

- **Work book**; it is collection of many work sheets.

- Work sheet is made of many rows and columns and also called "**spreadsheet.**"

- There are **256 columns** and *65536 rows* in a work sheet.

- On the worksheet intersection of a row and a columns is called a *cell.*

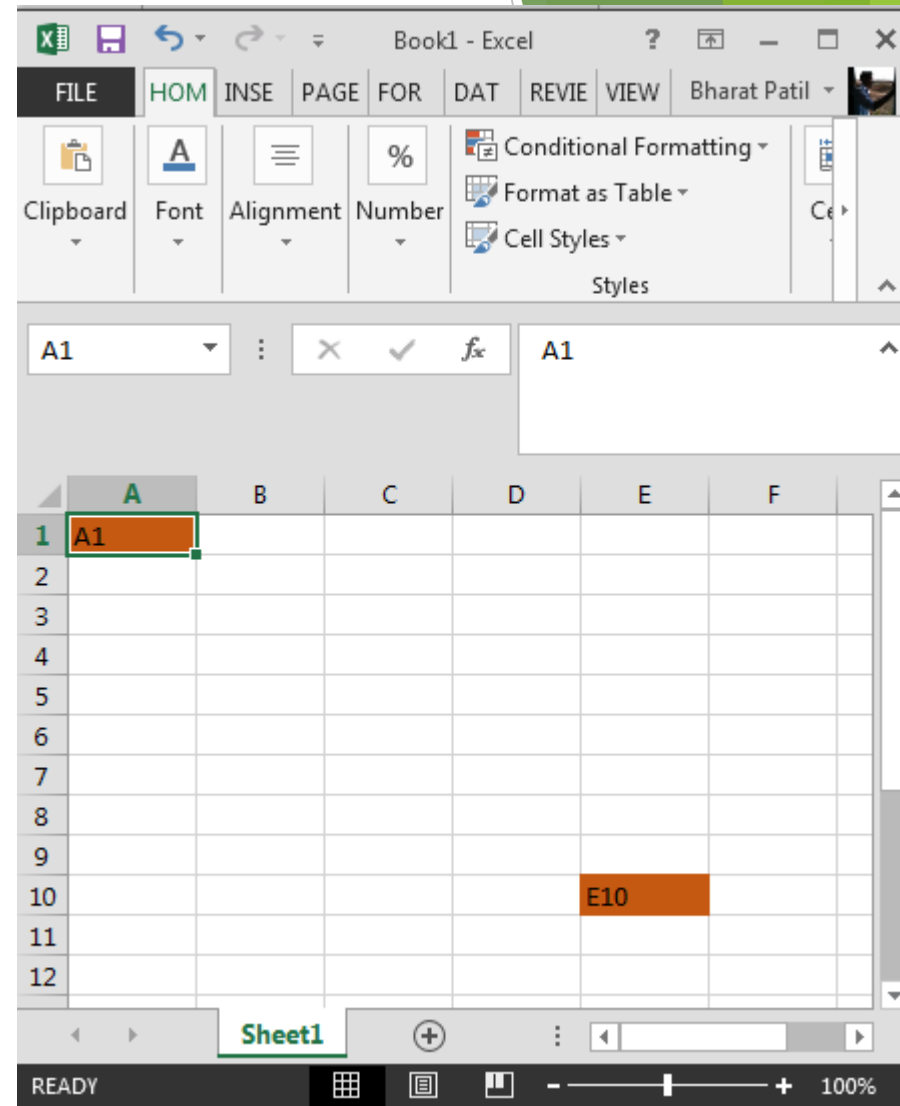- Each cell has a specific address, which is combination of numbers and letters. *For example; A1, E10.*

- On the work sheet a thick Rectangular box represents currently selected or "*active cell.*"

- *Name box* indicates, what cell you are in.(active cell)

- *Formula bar* indicates the contents of the cell selected, if you have created a formula, the formula will appear in this space.


Figure 1-3   Parts of the Excel window
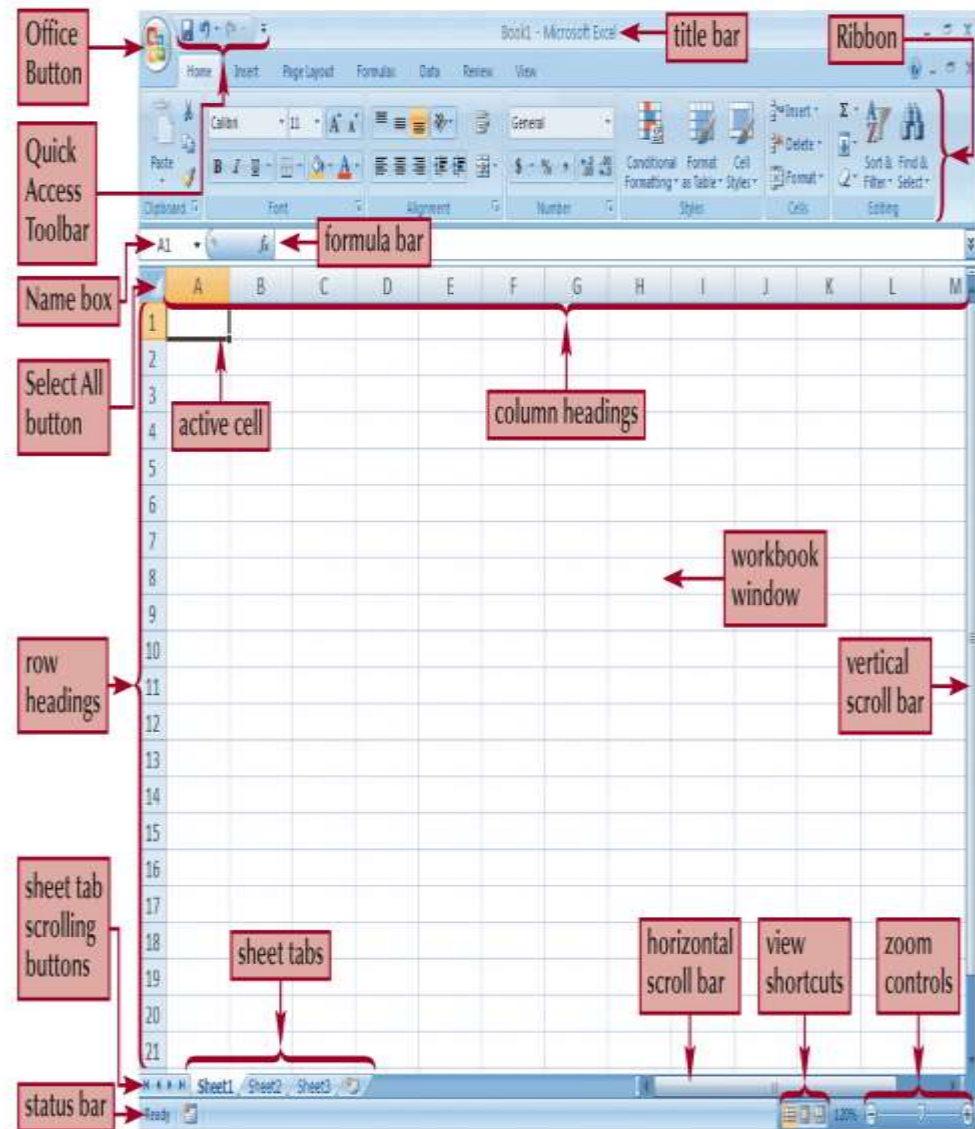
View of Menu bar

➢ Menu bar in excel provides an easy way to access various commands in an easy and convenient way.

➢ The contents of any menu bar can be displayed by clicking on the menu name with the left mouse button. Various menus of excel are follows:

I.   Home

II.   Insert

III. Page layout

IV.   Formulas

V.   Data

VI.   Review

VII. View

Insert menu

➢ The Insert Menu allows you to:

➢ Add new worksheets, rows, and columns to an existing.

➢ You can also insert charts, pictures, and objects onto your worksheet.
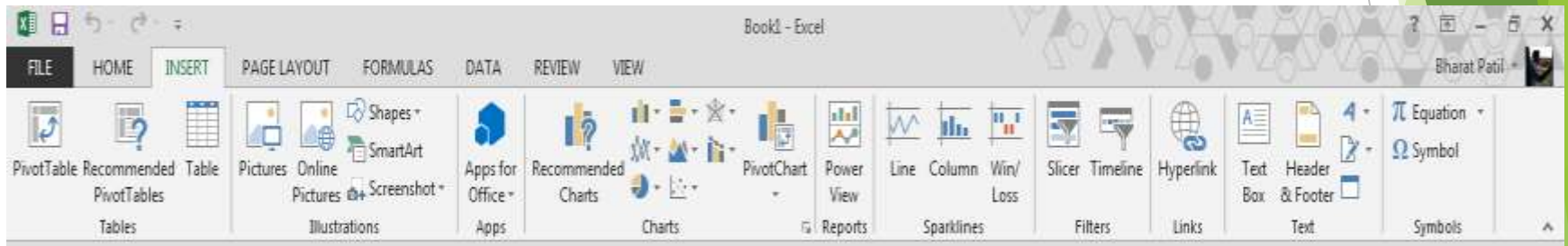
View menu

➢ The View menu allows you different options of viewing your work.

➢ You can enable a Full Screen view that changes the view to include just the worksheet and Menu bar.

➢ You can zoom in on your worksheet to focus on a smaller portion.