# CHAPTER 1

## SPREADSHEET BASICS

✓ Overview

✓ Screen Elements and Definitions

✓ Standard Toolbar

✓ Creating, Saving, Opening and Closing Workbook

Microsoft Office
Excel 2003

# SPREADSHEET BASICS

## 1.1 OVERVIEW

Microsoft Excel is a spreadsheet program enabling the user to make calculations, prepare charts and manage data easily. When you have large amount of data, numbers and calculations (accountancy documents, personal info, marks and other info in a school, etc), it's very easy to process and get outputs from your data with a spreadsheet program like Microsoft Excel.
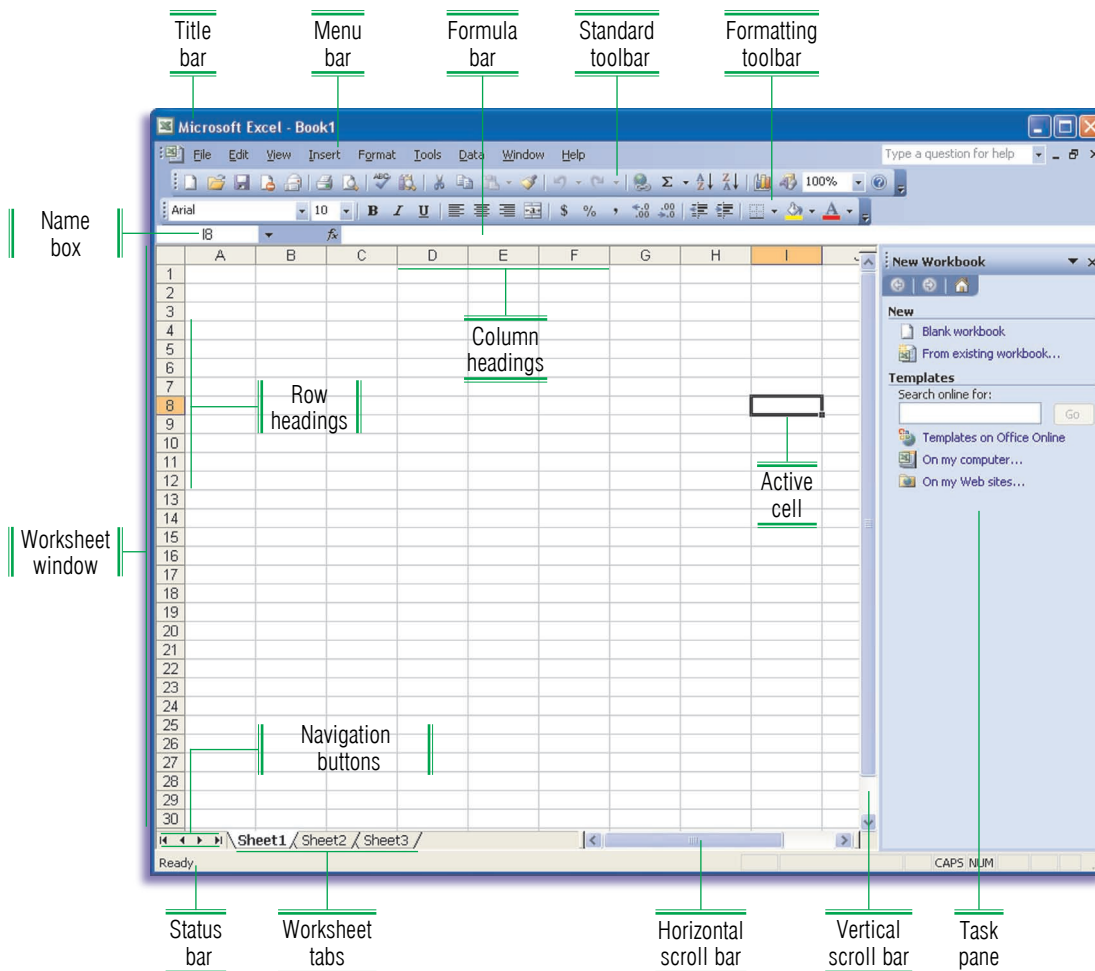


FIGURE 1.1 Excel Interface

## 1.2 SCREEN ELEMENTS AND DEFINITIONS

**cell:** Microsoft Excel is made up of small boxes that are called **cells**. Each cell can have different properties and store different data. All cells have different addresses or names like "E5", which means "the cell in column E and row 5".

> *You can change the name of a cell or a range from **Name Box***

**Row:** A row is the adjacent cells horizontally adjacent to one another. Each row is named with a number and contains 256 ($2^8$) cells.

**Column:** A column is the cells vertically adjacent to one another. Each column is named with letter(s) A, B, C, ... IV and contains 65536 ($2^{16}$) cells.

**Worksheet:** A worksheet contains both rows and columns ($2^8$ x $2^{16}$ = $2^{24}$ or 16.777.216 cells.)

**Workbook:** A workbook is made up of worksheets. Each worksheet is like a paper in a file (Workbook) that contains all formulas, links, and data in tabular format. Theoretically, a workbook can have as many worksheets as you want, but it's not suggested that you store too much information in a workbook. It's better to store it on different but related files.

**Navigation buttons:** They are placed at the bottom left corner of the active workbook. You can change the current worksheet using navigation buttons.

**The name box:** It shows the name or address information of the active cell. Using this box, you can change the reference name of the selected area. On the right side of the box, there is an arrow which is used to show the user defined area names. When you select one of these names Excel automatically selects and shows that range.

**The formula bar:** It is used to define formulas in the active cell.

**The status bar:** It shows messages or brief information about the current situation.

> *To modify the formula in the active cell, press **F2***

## 1.3 STANDARD TOOLBAR

The Standard Toolbar provides quick access to commonly used actions. Each action is represented by an icon. When you move your mouse pointer over an icon, it is highlighted and a descriptive tool tip appears. Locate the icon for the action you want to perform click on the icon.

### The Icons of the Standard Toolbar

**New:** Creates a new workbook.

**Open:** Opens an existing workbook created before.

**Save:** Saves the current workbook. If you're saving the file for the first time, you'll be required to give a name.

**Send:** Sends an entire workbook as an attachment to an e-mail or sends the current sheet as the body of an e-mail message.

**Research:** Displays a basic search panel to search anything that you want in the workbook.

**Print:** Prints a worksheet, chart or the entire workbook.

**Print Preview:** Displays print preview window.

**Spelling:** Checks a workbook for spelling errors.

**Cut:** Cuts the data in the selected range of cells.

**Copy:** Copies the data and/or formats in the selected range of the cells to MS Office clipboard.

**Paste Special:** Pastes the copied data and/or formats in the copied items from the clipboard to a selected range of cell(s). See Section 2.2.10 for details.

**Format painter:** Copies the format of the selected range cells onto another range.

**Undo:** Cancels the last action. You can undo upto 16 actions using the arrow from the drop down menu.

**Redo:** Repeats the last action. You can also redo the last 16 undo actions using the arrow from the drop down menu.

**Hyperlink:** Adds a hyperlink to the selected items.

**Insert Function:** Applies the sum function or any other function from the drop down menu

**Sorts Ascending:** Sorts the selected range of cells in ascending order

**Sort Descending:** Sorts the selected range of cells in descending order

**Chart Wizard:** Starts Chart Wizard for the selected range of cells

**Drawing Toolbar:** Displays or hides the drawing toolbar

**Zoom:** Zooms the worksheet to a percentage you specify.

**Help:** Displays the **Office Assistant** for help.

TABLE 1.1 The Icons of the Standard Toolbar

## 1.4 CREATING, SAVING, OPENING AND CLOSING A WORKBOOK

### CREATING A WORKBOOK

A workbook may be created by in of these ways:

- Select **File > New. This** displays the **New Workbook** task pane. Then select **Blank Workbook** from the task pane.
- Click **New** button on the **Standard Toolbar**.

### SAVING A WORKBOOK

**Save As:** Use the following steps when saving a workbook for the first time, or when you want to save it with a different name.

- Select **Save As ...** command from the **File** menu.
- When the Save As dialog box appears, select a location for the file.
- Type a name in the File name textbox.
- Click **Save** button.

**Save:** Use to save an existing file.

- Click Save button on the standard toolbar
- or select **Save** command from the **File** Menu
- or press <Ctrl+S>.

### OPENING A WORKBOOK

A workbook can be opened using one of these ways:

- Select **Open** command from the **File** menu which displays the Open dialog box. Then find and select the file to open.
- Click Open button on the Standard toolbar.
- Or Press <Ctrl+O> key combination.

### CLOSING A WORKBOOK

- Select **Close** command from the **File** menu to close the current workbook.
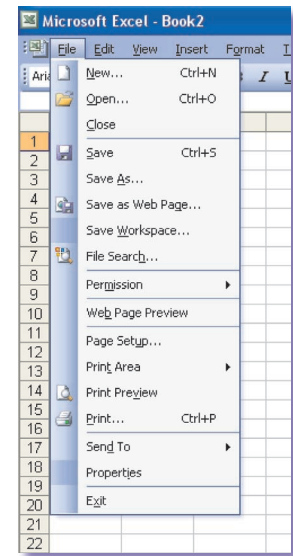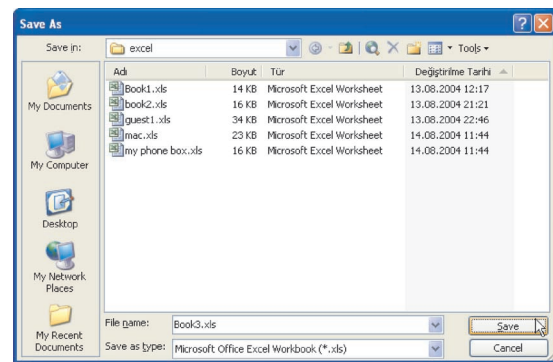- Or Press <Ctrl+F4> key combination.



FIGURE 1.2 File menu
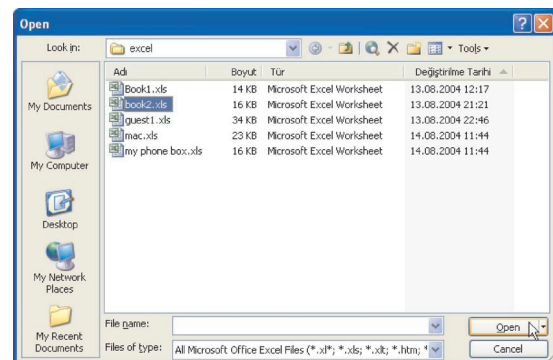


FIGURE 1.3 Save as... dialog box



FIGURE 1.4 Open dialog box

# CHAPTER 1
## in BRIEF

In this chapter you have learnt what a spreadsheet is. Spreadsheet programs creates and manages the workbooks. A **workbook** is made up of worksheets. Each **worksheet** is like a paper in a file (workbook) that contains data and/or links in tabular format. A worksheet is composed of cells. A **cell** is represented by a reference like "A1", where "A" refers to column index and "1" refers to row index.

You also studied main file operations in Microsoft Excel. Some useful key combinations for Worksheet operations are:
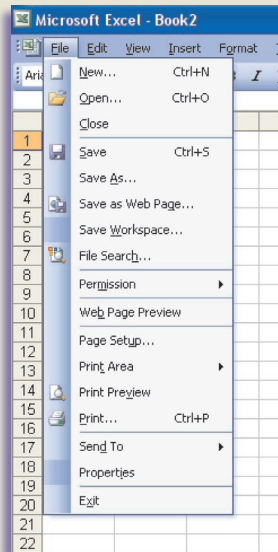


| | |
|---|---|
| Create a new workbook | <Ctrl+N> |
| Open an existing workbook | <Ctrl+O> |
| Save the current workbook | <Ctrl+S> |
| Close the current workbook | <Ctrl+W> |
| Print the workbook | <Ctrl+P> |

**S**UMMARY

## QUESTIONS

1. What kind of program is Microsoft Excel?
   A. Word processing
   B. Spreadsheet
   C. Database
   D. Graphics

2. Which of the followings has all commands in categories?
   A. Standard toolbar
   B. Formatting toolbar
   C. Menu bar
   D. Status bar

3. Which of the following commands is not in the standard toolbar?
   A. Preview
   B. Merge and center
   C. Copy
   D. Print

4. Which of the following displays the cell name?
   A. Formula bar
   B. Status bar
   C. Name bar
   D. Name box

5. Which is **not** the way of saving a workbook ?
   A. <Ctrl+F5>
   B. Click Save on the File menu.
   C. Click the Save button on the Standard toolbar.
   D. <Ctrl+S>

6. What file extension will normally be used for a file created by Microsoft Excel?
   A. ppt
   B. doc
   C. xls
   D. exe

7. Which icon is used to save a workbook?

   A. 1

   B. 2

   C. 3

   D. 5

8. Which icon is used to print a worksheet or chart?

   A. 6

   B. 10

   C. 11

   D. 12

9. Which icon is used to copy the format of the cells?

   A. 10

   B. 11

   C. 12

   D. 13

10. Which icon is used to undo the last action?

   A. 14

   B. 15

   C. 18

   D. 19