Loading Data into Excel

CREATING AND MANIPULATING WORKBOOKS AND WORKSHEETS

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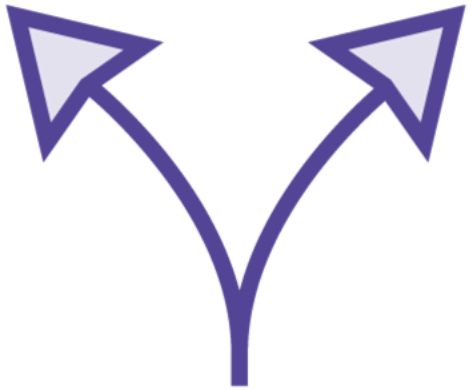
Course Pattern



1st and 2nd module taught differently

1st – Theory followed by demo

2nd – Theory with demo

Module Overview

Introduction to Excel

Components of Excel

Worksheets and Workbooks

Demo: Performing basic operations on worksheets and workbooks

Demo: Copying and moving worksheets

Introduction to Excel

Microsoft Excel

Microsoft Excel is a software program that allows users to organize, format and calculate data with formulas using a spreadsheet system

Importance & Advantages of Excel

Introduced in 1985

Revolutionized the world of spreadsheets

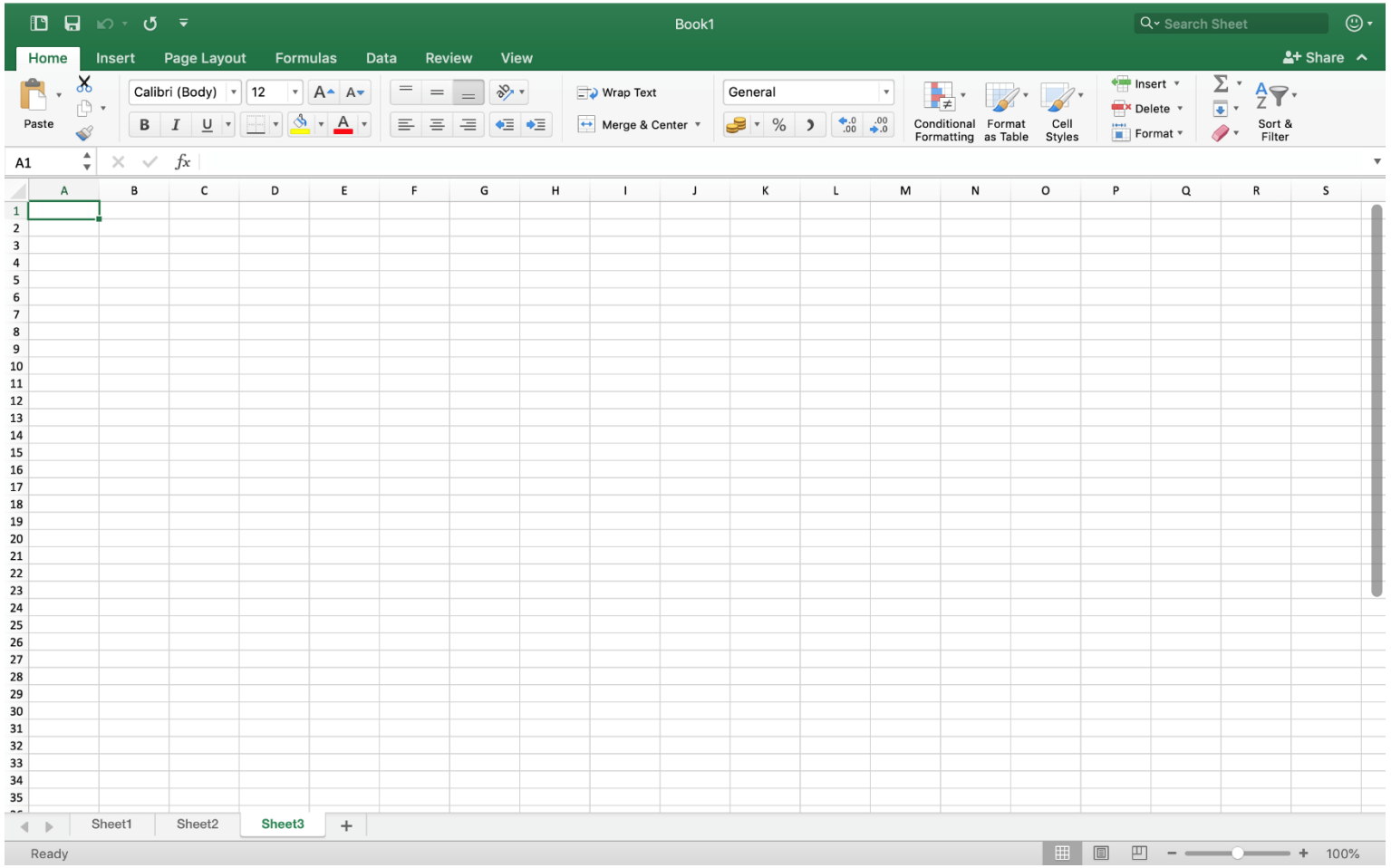
Powerful analysis of large amounts of data

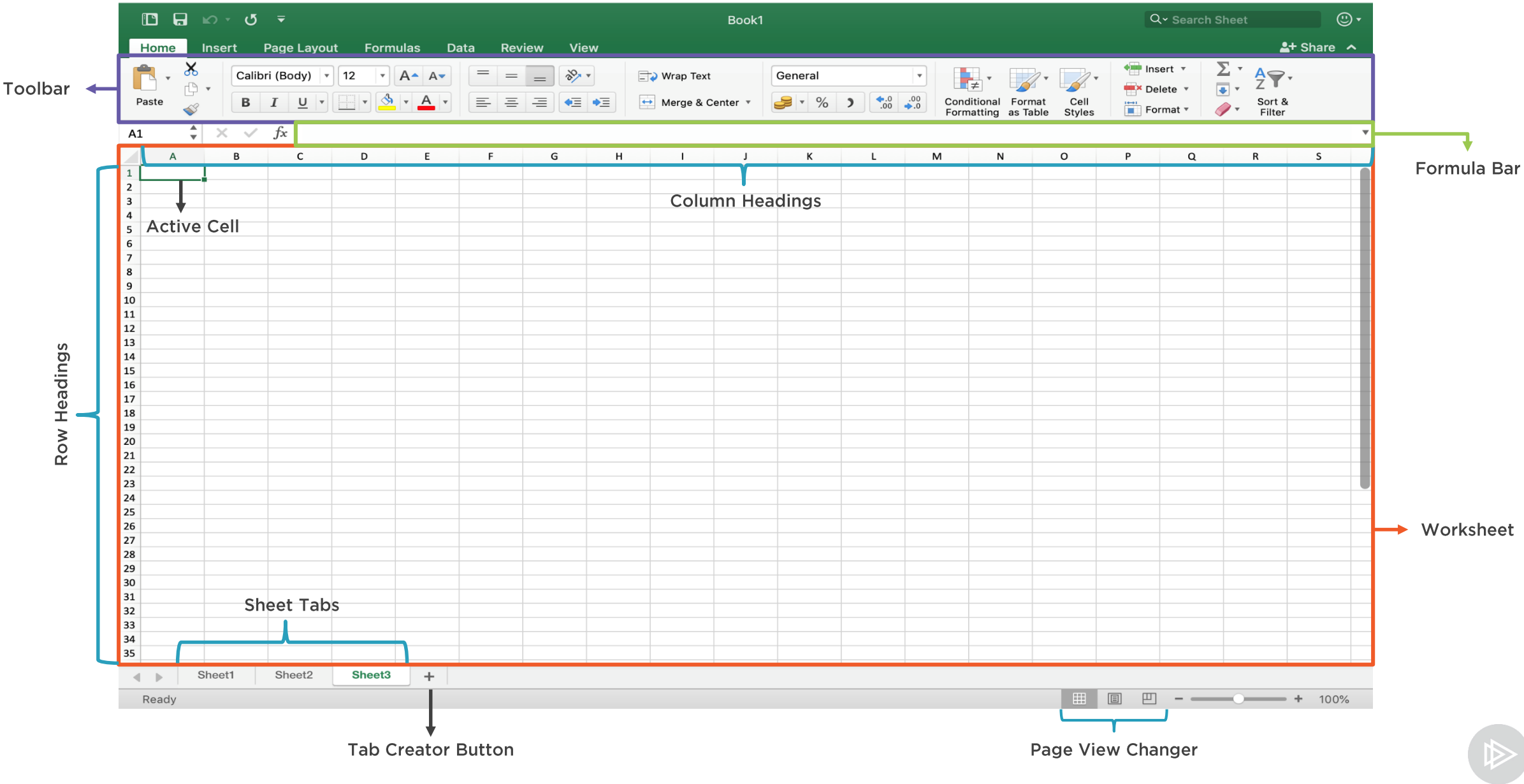
Multiple use cases:

- Graphing
- Data organization
- Programming

Components of Excel

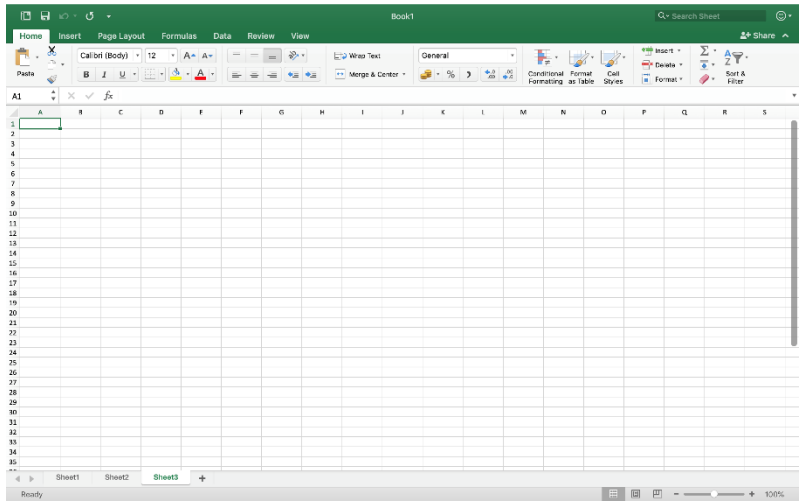
Excel Component Overview




Book1
Search Sheet
Home
Insert
Page Layout
Formulas
Data
Review
View
Share
Toolbar
Paste
Calibri (Body)
12
Wrap Text
General
Merge & Center
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
A1
Formula Bar
Column Headings
Active Cell
Row Headings
Worksheet
Sheet Tabs
Sheet1
Sheet2
Sheet3
Ready
100%
Tab Creator Button
Page View Changer

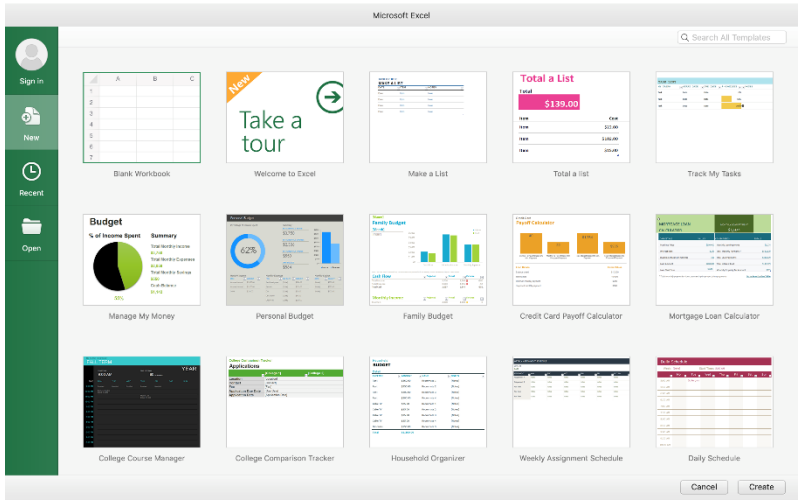
Worksheets and Workbooks

Worksheet



- Single spreadsheet
- Matrix of rectangular cells in the form of rows and columns
- Max of 1,048,576 rows
- Max of 16,384 columns
- 17,179,869,184 cells in a single spreadsheet
- Rows are numerical, columns alphabetical
- No practical limit on number of sheets

Workbook



Think of it like a file or book

One or more worksheet(s) = Workbook

Relevant data, single place

Quick Thoughts

Linking worksheets easier than linking workbooks

Workbook is a cover page. Data analysis and manipulation done on worksheets

Easier to add worksheets to workbooks than workbook to another workbook

Single page on excel – Worksheet

One or more worksheets - Workbook

Demo

Performing basic operations on worksheets and workbooks

Includes :

- Creating a workbook
- Adding worksheets
- Deleting a worksheet
- Renaming a worksheet

Demo

Copying and moving worksheets

Summary

Introduction to excel including importance and advantages

Excel components such as worksheets, row and column headings, toolbar etc.

Details of and differences between worksheets and workbooks

Two demos showing basic operations on worksheets and workbooks