

Microsoft Excel App: Basics

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To access the updated lecture notes, please click on the following link: <https://yasirbhutta.github.io/ms365-mobile-app/excel/docs/basics.html>

Microsoft Excel

Excel 2021 can be used to

- perform mathematical calculations
- serve as powerful data management tools
- create different charts and graphs
- retrieve data from external data sources and use it in worksheets

Excel Mobile App: Interface

Workbooks

A Microsoft Excel workbook is a file that contains one or more worksheets that you can use to organize various kinds of related information.

Worksheets

- The primary document that you use in Excel to store and work with data. Also called a spreadsheet.
- A worksheet is always stored in a workbook.
- A worksheet consists of cells that are organized into columns and rows.
- By default, Microsoft Excel provides one worksheet in a workbook.
- Calculations can be made based on data from multiple worksheets.
- Each Worksheet has a tab.
- To activate a particular sheet, you can click on its respective tab.

Columns & Rows

- Each column and row of a worksheet has a unique name
- Each column carries a letter of the alphabet as its name while a row is numbered
- A worksheet consist of 16384 columns and more than one million rows.[^1]

Cells

- Cell is the intersection of a column & a row.
- An active cell is the cell in which you can enter and edit data.
- Each cell also has a unique address.
- The address of any cell is the combination of its column letter and row number.

Enter data manually in worksheet cells

Number as Text

- A single quote (or an apostrophe) is used to signify Text in Excel.
- A number entered with the leading apostrophe is treated as Text and (generally) cannot be used in calculations.

Enter a dates or a time in a cell

- On the worksheet, click a cell.
- Type a date or time as follows:
 - To enter a date, use a slash mark or a hyphen to separate the parts of a date; for example, type 9/5/2002 or 5-Sep-2002.
 - To enter a time that is based on the 12-hour clock, enter the time followed by a space, and then type a or p after the time; for example, 9:00 p.

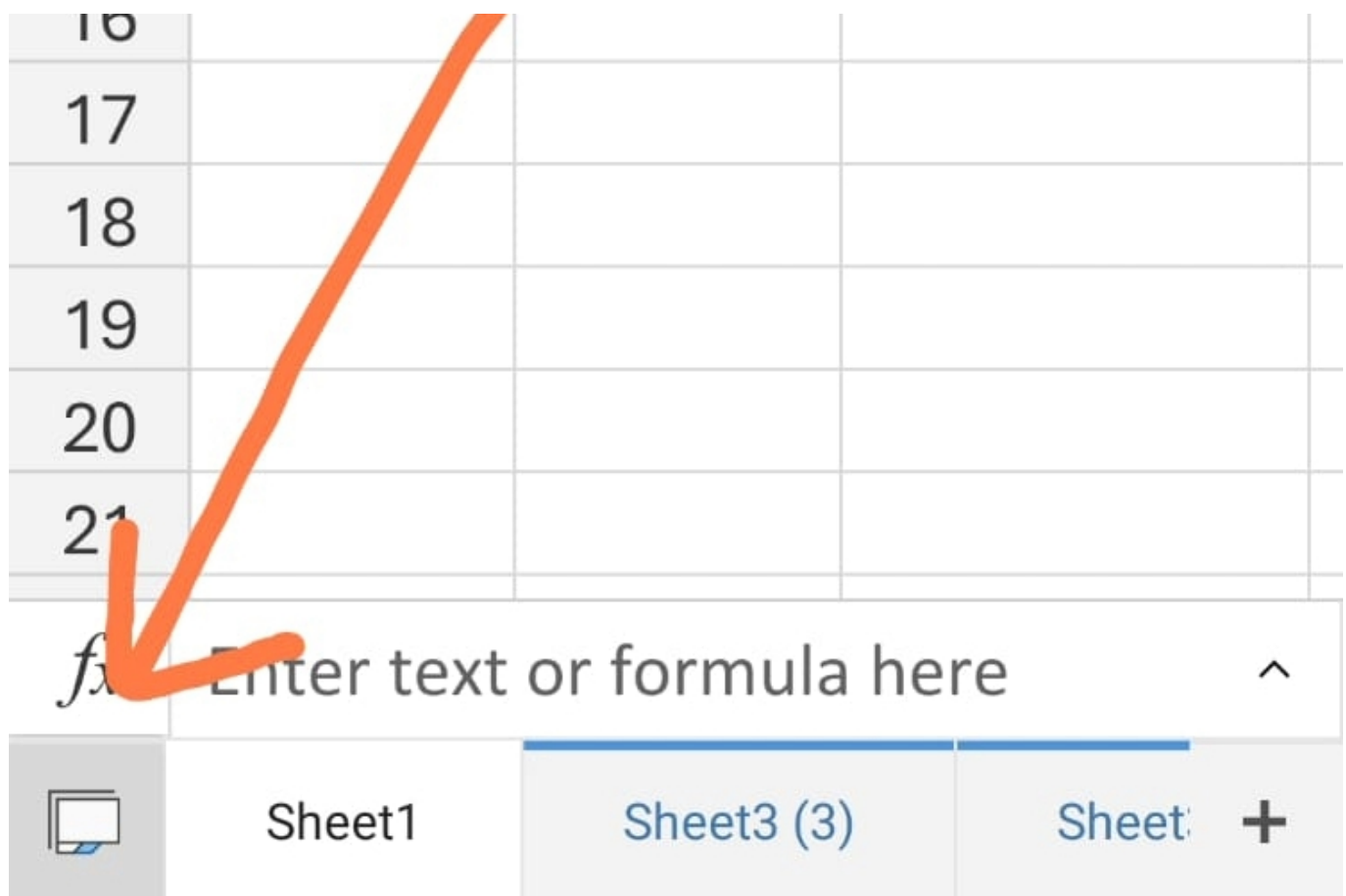
Tip: To enter the current time, press CTRL+SHIFT+; (semicolon).

[Video Tutorial: How to: Enter data manually in worksheet cells | Microsoft Excel](#)

Managing Sheet

Insert a new worksheet

- To view your sheets, tap the bottom left button on the toolbar.



- To create a new sheet, tap the **+** icon at the bottom of the screen

Rename a worksheet

1. To rename a sheet, tap the sheet name at the bottom of the screen
2. Tap **'rename'**
3. enter a new name

Delete a worksheet

1. To Delete a sheet, tap the sheet name at the bottom of the screen
2. Tap **'Delete sheet'**
3. Tap **OK Button**

Reorder sheets

- To reorder sheets, tap and hold the sheet tab at the bottom of the screen and drag it to a new position.

Hide or unhide sheets

- To hide or unhide a sheet, tap the three dots icon at the bottom of the screen and choose Hide or Unhide. Then select the sheets you want to hide or unhide¹

Change sheet tab color

Duplicate sheet

To duplicate a sheet in Excel mobile app, you can follow these steps¹:

- To view your sheets, tap the bottom left button on the toolbar.
- A context menu will appear with the option to Duplicate or Delete.
- Tap Duplicate to create a copy of the sheet.
- To rename the sheet, double-tap on the tab and enter a new name.

Move sheet

Excel for Android touch guide

Excel for Android phones: Animated tips

References

[¹]: [Excel specifications and limits](#)