

EXCEL BASICS

What is Excel?

Excel is a computerized spreadsheet that allows you to:

- ✎ organize data.
 - ✎ complete calculations.
 - ✎ make decisions.
 - ✎ graph data.
 - ✎ develop professional-looking reports.
 - ✎ convert Excel files for use on the Web.
- ❖ It is an important business and educational tool.
 - ❖ It helps analyze and evaluate information.
 - ❖ It is used for recording and figuring grades and attendance, cash flow analysis, budgeting, decision-making, cost estimating, inventory management, and financial reporting.

Three Major Parts of Excel

Worksheets

- ❖ This term is the same as spreadsheet, which is the same term used in other programs such as Lotus 1-2-3.
- ❖ It allows you to enter, calculate, manipulate, and analyze data such as numbers and text.

Charts

- ❖ Charts are a pictorial representation of data.
- ❖ This feature can be used to draw a variety of two-dimensional and three-dimensional charts.

Databases

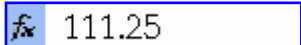
- ❖ Databases are used to manage data.
- ❖ With this feature, you can sort data entered into a worksheet.
- ❖ It is also possible to search for specific data using a database. You can select data that meets specific criteria.
- ❖ When using the database feature in Excel, it is possible to filter information.

Opening Excel

- ❖ Click **Start** on the **Taskbar**.
- ❖ Point to **All Programs**.
- ❖ A list of programs that are stored on the machine will appear.
- ❖ Point to the option for **Microsoft Office**.
- ❖ A list of Microsoft programs will appear.
- ❖ Click **Microsoft Excel 2003** in the list.
- ❖ The **Excel** program should open.

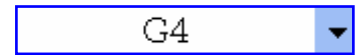
Formula Bar

- ❖ This bar is used to display the contents of the active cell.
- ❖ Cells can contain content such as Text, Numbers, Formulas, and Functions.

The image shows a rectangular box representing the Excel formula bar. On the left side of the box is a small icon of a calculator. To the right of the icon, the number "111.25" is displayed in a black font.

Name Box

- ❖ This box appears at the left of the Formula Bar.
- ❖ It is used to display the cell reference for the active cell, for example A1.



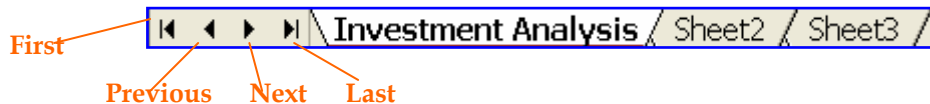
Status Bar

- ❖ This bar displays at the bottom of the screen.
- ❖ It is used to display:
 - A brief description of the command selected.
 - The function of the button the mouse pointer is pointing to.
 - The current activity mode that is in progress.
 - Whether you are operating in Ready mode, Edit mode, etc.

Pointer

- ❖ This is the indicator that moves on the screen when the mouse is moved.
- ❖ It changes shape to reflect the type of task being performed.

Sheet Tabs – These tabs are used to identify the name of the worksheet (see illustration below).



Sheet Tab Scroll Buttons

- ❖ These buttons are used to scroll through the sheet tabs (see illustration above).
- ❖ They are located on the bottom-left side of the window.
- ❖ There are four different options available when scrolling through sheet tabs. These are:
 - **First Sheet** – This is the first option in the Sheet Tab Scroll Buttons. It is used to move to the first sheet in the Sheet Tabs.
 - **Previous Sheet** – This moves you to the left through the Sheet Tabs one sheet at a time.
 - **Next Sheet** – Use this button to move you right through the Sheet Tabs one sheet at a time.
 - **Last Sheet** – Click this button to move to the last sheet tab.

Workbook

- ❖ The workbook is organized like a notebook.
- ❖ Inside each workbook are sheets called worksheets.
- ❖ Each name for the worksheet appears on a sheet tab.

Worksheet

- ❖ It is organized into a rectangular grid.
- ❖ The worksheet contains columns and rows.
- ❖ Letters identify the columns. There are 256 columns.
- ❖ Numbers identify the rows. There are more than 65,000 rows.

Cell

- ❖ This is the intersection of each column and row.
- ❖ It is the area where the data is entered.

Cell Reference

- ❖ This is the unique address of a cell.
- ❖ The column letter is specified first.
- ❖ The row number is specified second
- ❖ Examples of cell references are A1 and B1.

Active Cell

- ❖ This is the cell where the data may be entered.
- ❖ A black border appears around the Active Cell.

Active Cell Reference

- ❖ This information is displayed immediately above column A.
- ❖ The column letter and row number of the cell that is active become darker.
- ❖ It makes it easier to identify the cell reference.

Gridlines

- ❖ These are the horizontal and vertical lines in a worksheet.
- ❖ It makes it easy to see and identify cells.
- ❖ This option can be turned off so the gridlines don't display.
- ❖ The gridlines DO NOT show when the worksheet is printed.

Text

- ❖ Text is a combination of letters, symbols, numbers, and spaces.
- ❖ Text is used to describe data.
- ❖ Text is also used to label columns and rows.
- ❖ Text entries automatically align to the left in the column.

Values (Numbers)

- ❖ Values represent a quantity.
- ❖ Examples of values are 378, 25.275, -55.
- ❖ Values are right-justified in the cell.
- ❖ Values can contain any digits zero through nine.
- ❖ Values can also contain any of the following special characters; + -() , / . \$ % E e

Formulas

- ❖ These are the arithmetic operators used to calculate values.
- ❖ They always begin with an equal (=) sign. Arithmetic operators are:
 - Addition (=B1+B2).
 - Subtraction (=B1-B2).
 - Multiplication (=C9*B9).
 - Division (C9/B9).
 - Exponentiation (=B5^3).

Function

- ❖ This is a predefined or built-in formula.
- ❖ Functions are shortcuts for commonly used calculations.
- ❖ The SUM function totals values in rows or columns.
- ❖ A range is a group of cells which can be either a rectangular block of cells or a single cell.