



# ---Microsoft Excel---

What is Microsoft Excel?

- A spreadsheet program with sophisticated charting and database functions that allow you to quickly and easily:
  - Perform both simple and complex calculations
  - Filter data from a database or spreadsheet list
  - Chart data in numerous formats
- The value of the spreadsheet lies in its flexibility “answering the what-if questions”
- Large Size: 256 Columns and 65,536 Rows

Overview of Excel Screen

- The Menu Bar
- The Toolbar (Standard and Formatting Bars)
- Name Box and Formula Bar
- Excel Specific Functions

Cells

- The active cell is the one that data will be typed in
- This can be changed by clicking on another cell somewhere in the sheet

Formulas:

*Any task starts here...*

- Addition (+)
- Subtraction (-)
- Multiplication (\*)
- Division (/)
- Exponentiation (^)
- Percent (%)
- Remember: Order of Precedence
  - 1.) Parentheses
  - 2.) Exponentials (-, %, and ^)
  - 3.) Multiplication and Division
  - 4.) Addition and Subtraction
  - 5.) If tied: left to right

To Create a Formula:

- All formulas with an equal sign (=)
- Cell address: Column & Row # (C4)
  - This can be manually entered
  - Or selected
- The function (Multiplication / or etc.)
- Hit Enter
- Example: = C4 / 5 + 7

Deleting and Adding Cells, Rows, or Sheets

- Delete: Select row, column, or sheet
  - Edit > Delete or “Delete” Button
- Add: Insert > row, column, or sheet

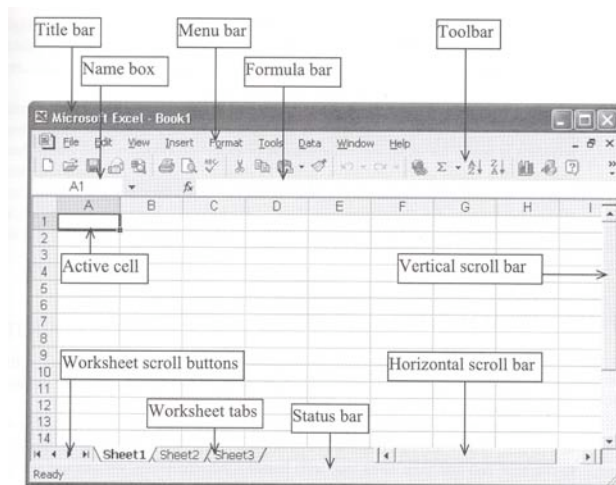


Figure 2-5. Elements of the Excel window. The Task Pane has been closed.

Auto Sum ( ) Built-in formula function...

- Functions:
  - Average-Average or arithmetic mean
  - Count-Counts how many numbers in the list
  - Maximum-The largest value in the list
  - Minimum-The smallest value in the list

- Type in or select cells addresses

Saving

- Like any other Microsoft program
- File > Save or “Save” Button

Printing

- File > Print
  - “Print What” Options
- Check out: File > Page Setup
  - Page > Orientation
  - Sheet > Gridlines

Next Time: Page setup, formatting numbers, more work with formulas, and the fill operation