

# INTRODUCTION TO MS EXCEL



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***Introduction***  
***To***  
***Microsoft Excel***

## Getting started with Excel

- ❑ **Excel** and **Word** have a lot in common, since it's belong to the **MS Office** group of programs.
- ❑ **Excel** is all about numbers. There's almost no limit to what you can do with numbers in **Excel**, including sorting, advanced calculations, and graphing.
- ❑ In addition, **Excel's** formatting options mean that whatever you do with your numbers, the result will always look professional!

- ❑ Data files created with Excel are called **workbooks** (*in the same way as Word files are called documents*).
- ❑ Each new workbook contains three separate pages called **worksheets** (*Sheet1, Sheet2, Sheet3*).
- ❑ This gives you the flexibility to store related data in different locations within the same file.
- ❑ More worksheets can be added, and others deleted, as required.

- ❑ You'll often hear Excel files referred to as ***spreadsheets***. *This is a generic term, which* sometimes means a **workbook** (file) and sometimes means a worksheet (a page within the file).
- ❑ For the sake of clarity, I'll be using the terms workbook and worksheet in this manual.

## The Excel 2007 window

- ❑ As in Word 2007, the old menu system has been replaced by the ***Ribbon*** and the Office ***button***.

Office button

Quick access toolbar

Ribbon tabs

Title bar

Window controls

Sample data.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

B7 39287 Formula bar

	A	B	C	D	E	F	G	H	I	J	K
1	Sales Report										
2	Order date	Customer account no	Product	Delivery month	Customer type	Discount	Sale value				
3	01 Jan 08	39283	Gizmos	Apr	Corporate	10%	R 125.94				
4	02 Jan 08	39284	Gizmos	Apr	Wholesale	25%	R 1,206.24				
5	05 Jan 08	39285	Widgets	Mar	Wholesale	10%	R 245.42				
6	06 Jan 08	39286	Gadgets	May	Corporate	0%	R 517.25				
7	07 Jan 08	39287	Widgets	Jan	Wholesale	0%	R 595.25				
8	08 Jan 08	39288	Widgets	Apr	Corporate	10%	R 2,095.54				
9	09 Jan 08	39289	Thingies	Jun	Corporate	25%	R 1,327.73				
10	12 Jan 08	39290	Thingies	May	Export	25%	R 2,216.10				
11	13 Jan 08	39291	Thingies	Jan	Corporate	0%	R 621.31				
12	14 Jan 08	39292	Gadgets	Mar	Corporate	0%	R 710.77				
13	15 Jan 08	39293	Thingies	May	Corporate	10%	R 514.38				
14	16 Jan 08	39294	Gizmos	Jun	Wholesale	10%	R 803.78				
15	19 Jan 08	39295	Gadgets	Mar	Individual	25%	R 1,058.59				
16	20 Jan 08	39296	Gizmos	Apr	Wholesale	10%	R 118.16				
17	21 Jan 08	39297	Gizmos	Mar	Individual	10%	R 461.50				
18	22 Jan 08	39298	Thingies	Apr	Corporate	0%	R 552.15				
19	23 Jan 08	39299	Gadgets	Jun	Individual	0%	R 168.49				
20	26 Jan 08	39300	Widgets	May	Wholesale	10%	R 1,921.61				
21	27 Jan 08	39301	Widgets	May	Wholesale	25%	R 1,593.26				
22	28 Jan 08	39302	Thingies	Apr	Wholesale	25%	R 333.31				
23	29 Jan 08	39303	Gadgets	Feb	Corporate	25%	R 727.32				
24	30 Jan 08	39304	Thingies	May	Export	0%	R 925.22				

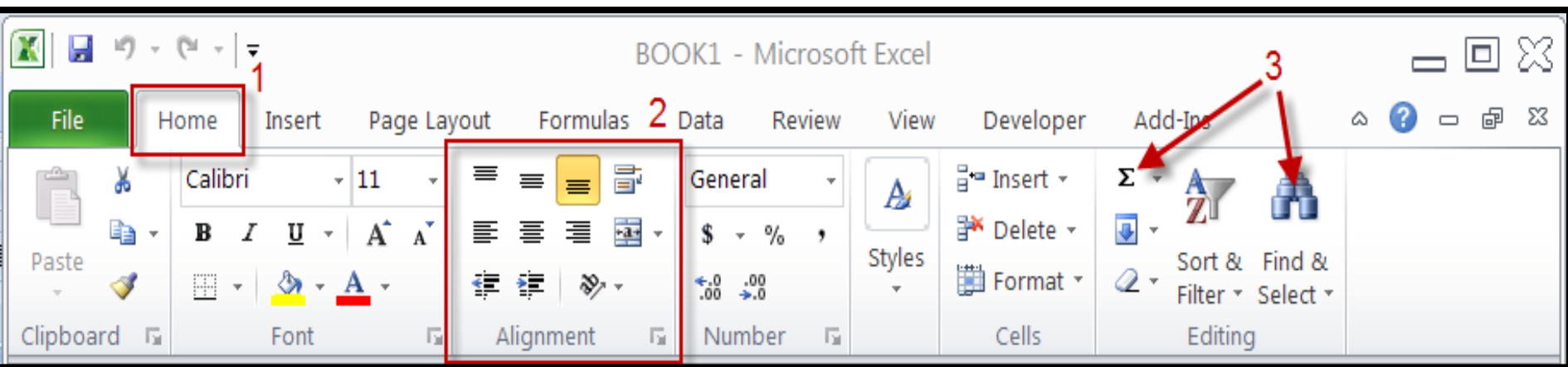
Sales data Customers Monthly totals Sales by region

Ready 100%

- **Title bar:** A blue border at the top of the workbook that displays the workbook name
- **Name box:** An area of the workbook that displays the cell reference, or name, for the active cell.
- **Formula bar:** An area at the top of the worksheet that allows entering and editing of formulas in the active cell or displays existing formulas in the selected cell
- **Active cell :** A black border surrounds the currently selected, or active, cell.
- **Sheet tabs :** Tabs that appear at the bottom of the workbook that allow you to switch between different worksheets contained in the workbook
- **Status bar:** Bottom line of the workbook window that displays information regarding the workbook

help you learn how to use the Ribbon, here is a guide to its basic arrangement:

1. Tabs: The Ribbon is made up of different tabs, each related to specific kinds of work you do in Excel.
2. Groups: Each tab has several groups that show related items together.
- 3- Commands: A command is a button or a menu.



## Notice:

- ❑ The working area of the screen is divided into *rows* (1, 2, 3, 4, ...) and *columns* (A, B, C, D, ...).
- ❑ Together these provide an address, such a C10 or G21, that uniquely identifies each cell in the worksheet.
- ❑ *A range of cells extends in a rectangle from one cell to another, and is referred to by using the first and last cell addresses separated by a colon.*
- ❑ For example, the group of cells from A3 to G4 would be written as A3:G4.

The screenshot shows an Excel spreadsheet with a 'Sales Report' table. The active cell is B7, which is highlighted with a heavy black border. The name box above the grid shows 'B7' and the formula bar shows '39287'. A label 'Active cell' with a line points to cell B7.

	A	B	C	D	E	F	G	H	I	J	K
1	Sales Report										
2	Order date	Customer account no	Product	Delivery month	Customer type	Discount	Sale value				
3	01 Jan 08	39283	Gizmos	Apr	Corporate	10%	R 126.94				
4	02 Jan 08	39284	Gizmos	Apr	Wholesale	25%	R 1,206.24				
5	05 Jan 08	39285	Widgets	Mar	Wholesale	10%	R 245.42				
6	06 Jan 08	39286	Gadgets	May	Corporate	0%	R 517.25				
7	07 Jan 08	39287	Widgets	Jan	Wholesale	0%	R 595.25				
8	08 Jan 08	39288	Widgets	Apr	Corporate	10%	R 2,095.54				

- ❑ In the figure above, the current or *active cell* is B7. It is surrounded by a **heavy black border**, and its address is displayed in the **name box** above column A. Its row and column numbers are also **highlighted (B7)**.
- ❑ On the right of the name box is the **formula bar**. This displays the value stored in the active cell, and is also the place where you would enter a new **data** value or **formula** into that cell.

# The Ribbon

The ribbon is the panel at the top portion of the document.  
It has seven tabs:



The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Excel spreadsheets. Commonly utilized features are displayed on the Ribbon.

## Home

*Clipboard, Fonts, Alignment, Number , Styles, Cells, Editing*

## Insert

*Tables Illustrations, Charts, links, Text*

## Page Layouts

*Themes, Page Setup, Scale to Fit, Sheet Options, Arrange*

## Formulas

*Function library, Defined Names, Formula Auditing, Calculation*

## Data

*Get External Data, Connections, Sort & Filter, Data Tools, Outline*

## Review

*Proofing, Comments, Changes*

## View

*Workbook Views, Show/Hide, Zoom, Window*

## The Quick Access Toolbar:

The quick access toolbar is a customizable toolbar that contains commands that you may want to use. By default, you will have the commands to Save, Undo, and Redo. You may also add buttons such as Check Spelling and Grammar, Open a document, or Create a New Document button.

### *Quick Access Toolbar:*

- A. Save*
- B. Redo*
- C. Undo*
- D. Add other buttons*

