

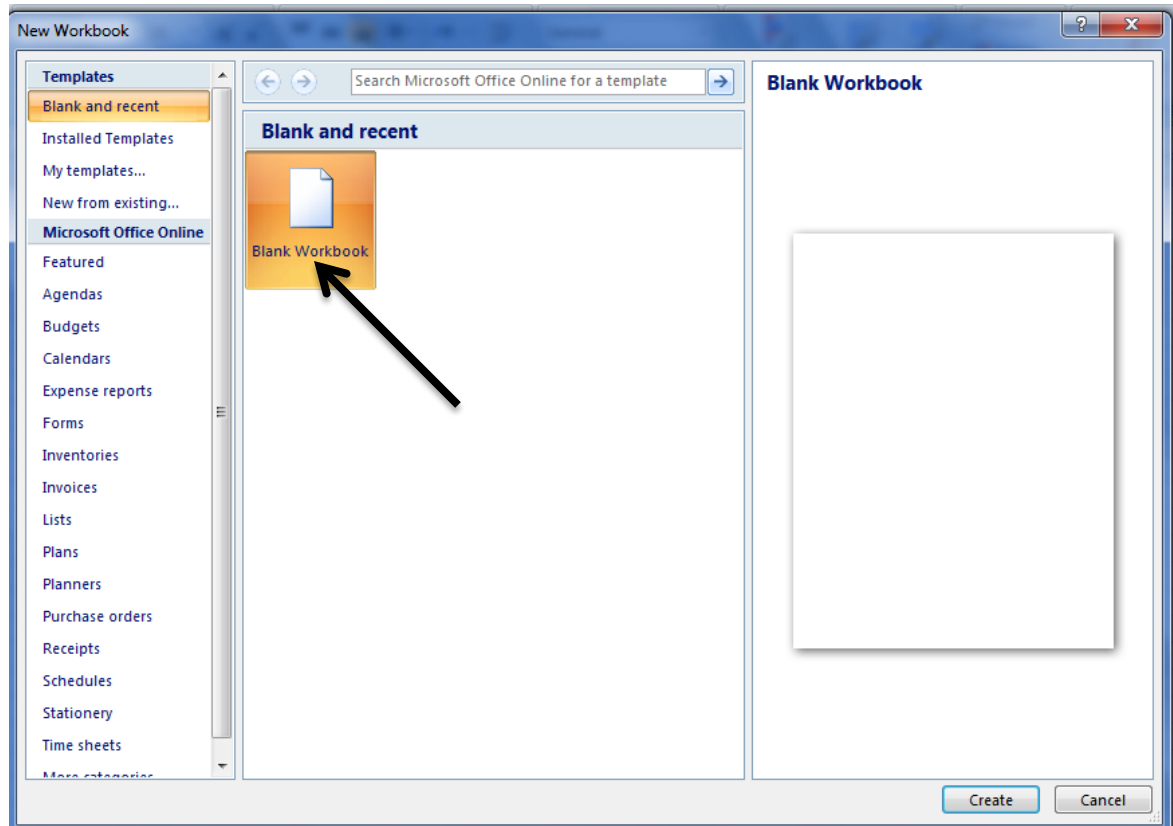
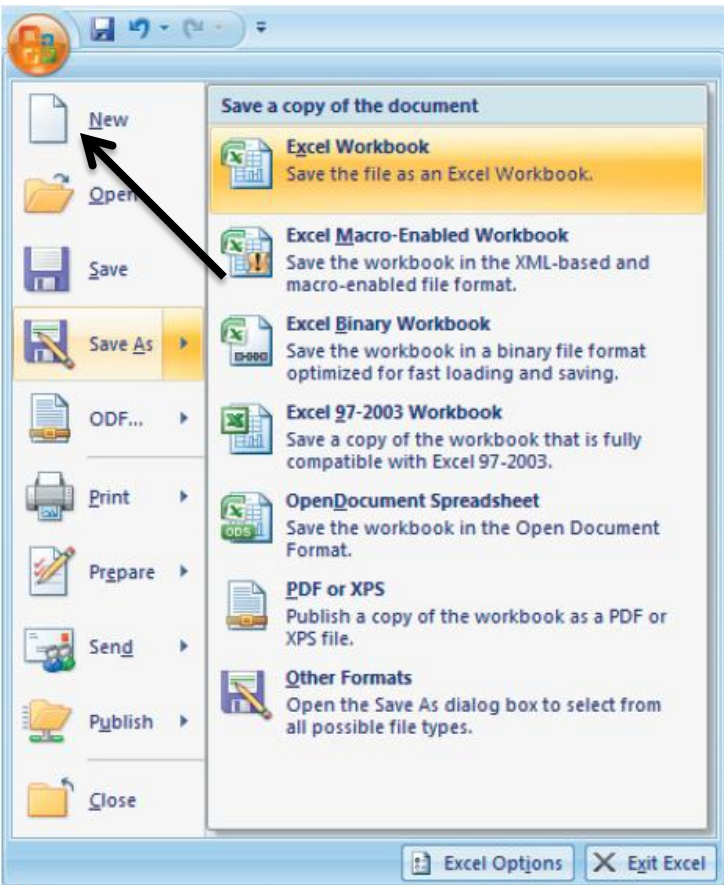
**Entering Data**

## First you need a workbook:

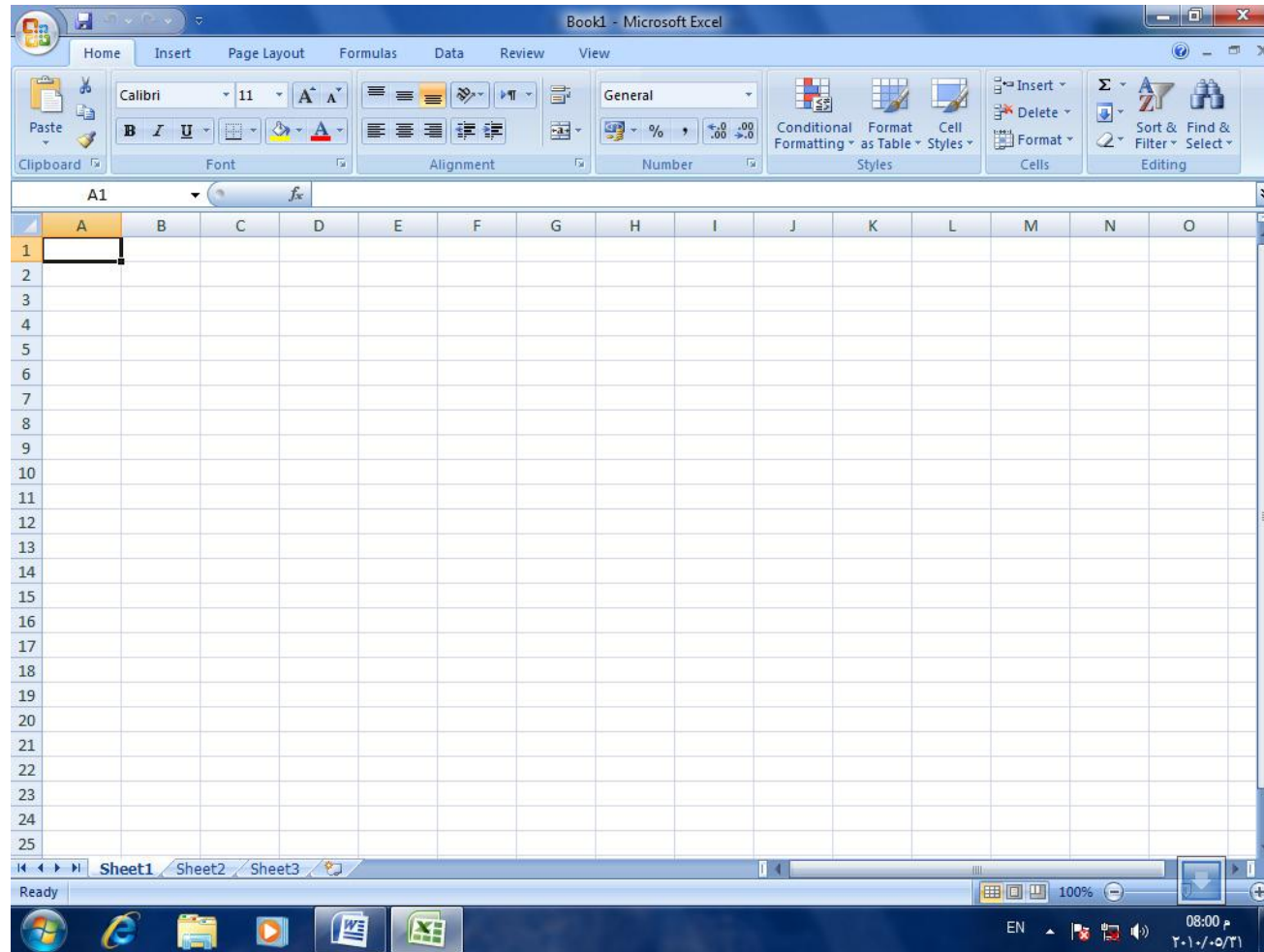
- Before you start entering data, you need to decide whether this is a completely new project deserving a workbook of its own, or whether the data you are going to enter relates to an existing workbook.
- Remember that you can always add a new *worksheet to an existing* workbook, and you'll find it much easier to work with related data if it's all stored in the same file.

If you need to create a *new workbook from inside Excel*:

1. Click on the **Office** button,  select **New** and then Blank Workbook.

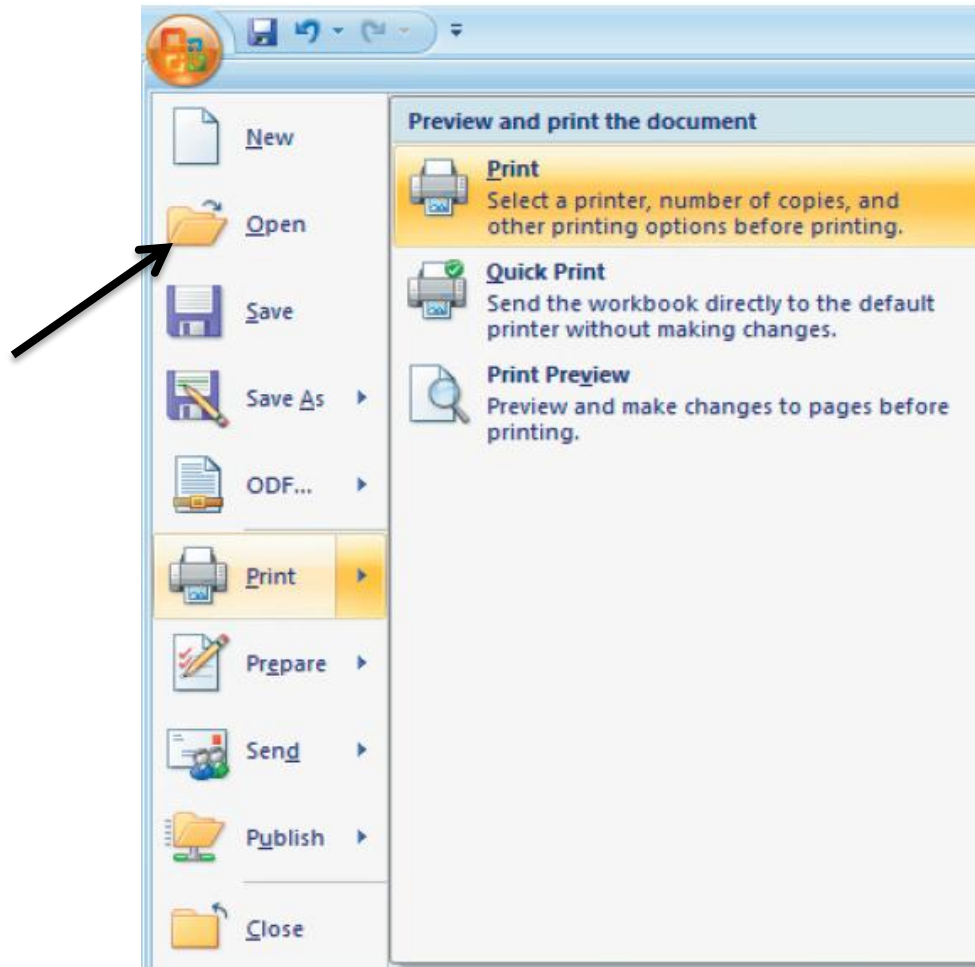


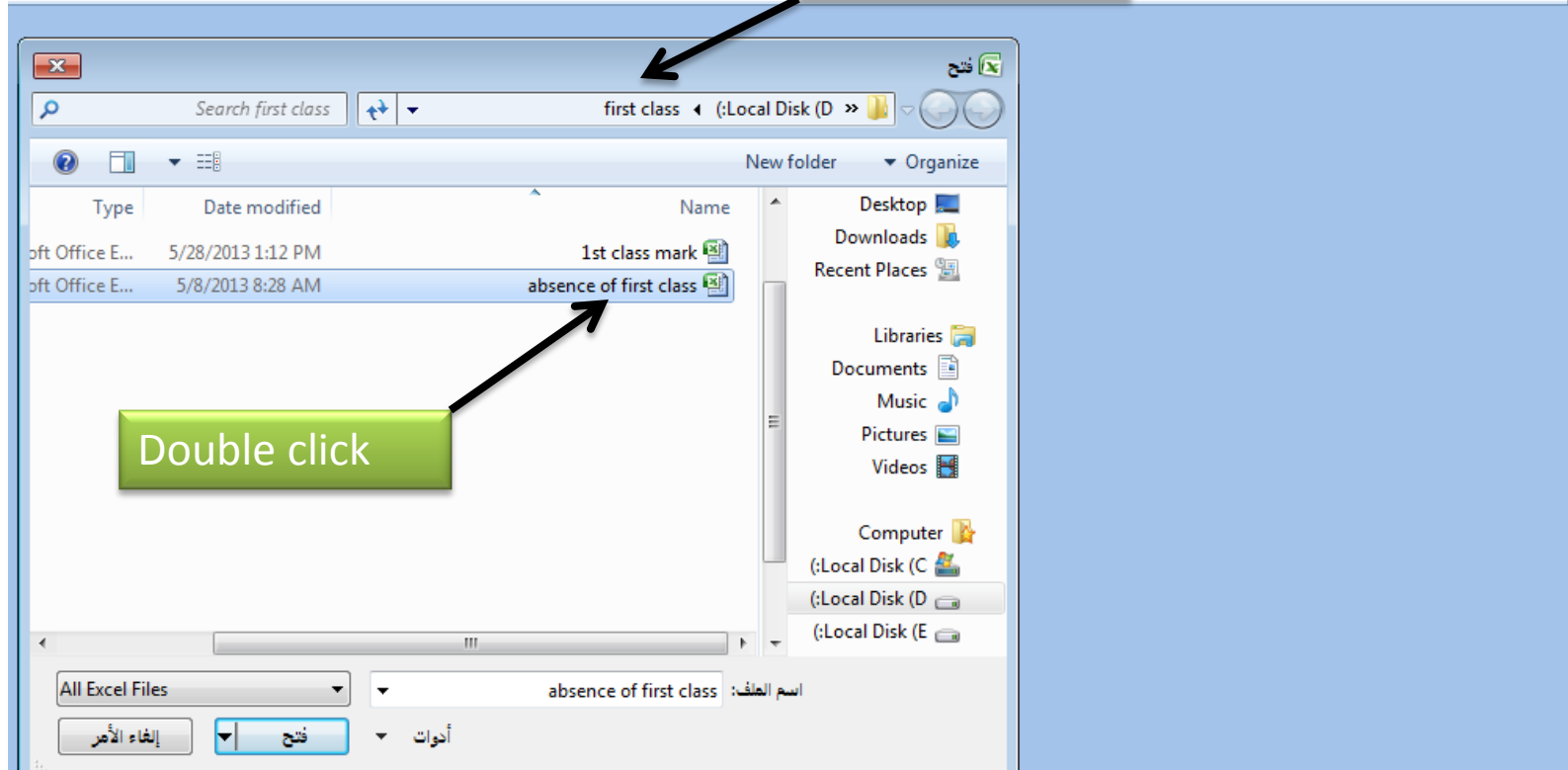
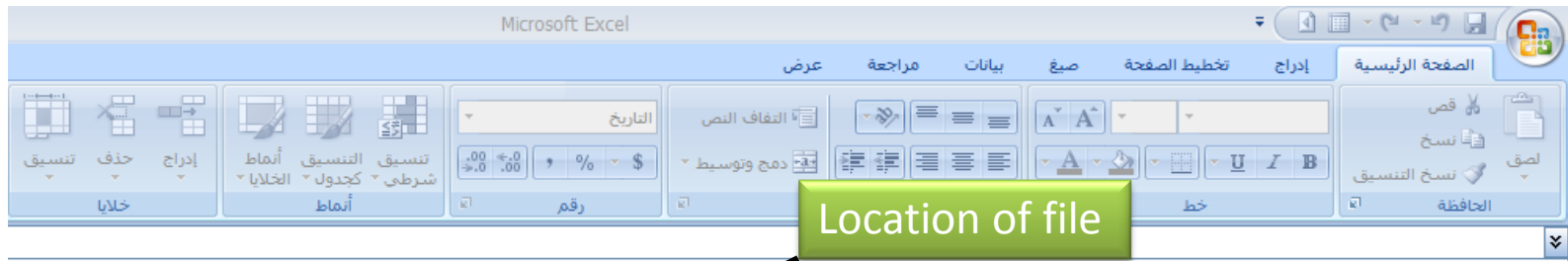
2. Sheet 1 of a new workbook will be displayed on your screen, with cell A1 active.



To open an *existing workbook from inside Excel*:

1. Click on the Office button, click ***Open***, and then ***navigate to the drive and folder*** containing the file you want to open.





Microsoft Excel - absence of first class

عرض مراجعة بيانات صغ تخطيط الصفحة إدراج الصفحة الرئيسية

Σ جمع تلقائي  
تعبئة  
مسح

تنسيق  
حذف  
إدراج  
خلايا

أنماط  
التنسيق  
كجدول  
أنماط  
شرطي

التاريخ  
رقم

التفاف النص  
دمج وتوسيط  
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قص  
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لصق  
نسخ التنسيق  
الحافظة

12/3/2013

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
		5.00%		8.00%	10.00%										
30/12	31/12														
30/12	31/12	13/1	28/1	17/2	24/3	15/4									
10/12	23/12	24/12	30/12	31/12	7/1	8/1	13/1	14/1	27/1	28/1	17/2	18/2	24/2		
30/12	31/12	17/3													
24/12	30/12	31/12	17/2												
9/12	10/12	16/12	17/12	23/12	24/12	31/12	7/1	8/1	13/1	14/1	27/1	28/1	17/2	18/2	
9/12	10/12	16/12	17/12	31/12											
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2:59 PM  
7/6/2010

# OVERVIEW OF DATA TYPES

```
graph TD; A[OVERVIEW OF DATA TYPES] --> B[Numbers]; A --> C[Text]; A --> D[Formulas]
```

**Numbers**

**Text**

**Formulas**



**Numbers lie at the heart of Excel's functionality.** You should generally avoid mixing **text** and **numbers** in a single cell, since Excel will regard the cell contents as text. If you type any spaces within a number, it will also be regarded as **text**.

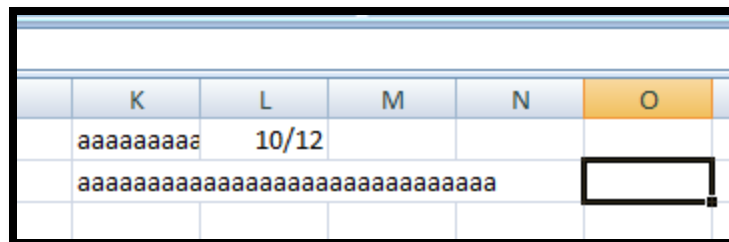
1				
2	✗	VAT @ 14%		text and numbers mixed
3	✓	VAT @	14%	text and numbers in separate cells
4				

If a number is too large to be displayed in the current cell, it will be displayed as “#####”. The formatting section of this manual explains how to widen a column.

**Text consist mainly of alphabetic characters, but can also include numbers, and characters** .Text fields are not included in numeric calculations.

If you want Excel to treat an apparent number as text, then you should precede the number with a single quotation mark ('). This can be useful when entering for example a phone number that starts with 0, since leading zeros are not usually displayed for Excel numbers.

If a text field is too long to be **displayed** in the current cell, it will spill over into the next cell if that cell is empty, otherwise it will be **truncated** at the cell border.



The screenshot shows a portion of an Excel spreadsheet with columns K through O. In row 1, column K contains the text 'aaaaaaaa', column L contains '10/12', and column O is highlighted in orange. In row 2, column K contains a long string of 'a' characters that spill over into column L, which is empty. In row 3, column K contains a long string of 'a' characters that are truncated at the right border of column K, with a small black square at the end of the text indicating the truncation point.

	K	L	M	N	O
	aaaaaaaa	10/12			
	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa				
	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa				

**Formulas are the most powerful elements of an Excel spreadsheet.**

**Every** formula starts with an “=” sign, and contains at least one logical or mathematical operation (or special function), combined with numbers and/or cell references. We’ll discuss formulas and functions in more detail later in the manual.

## Data entry cell by cell

### To enter either numbers or text:

1. Click on the cell where you want the data to be stored, so that the cell becomes active.
2. Type the number or text.
3. Press [ENTER] to move to the next row, or [TAB] to move to the next column. Until
- 4- you've pressed [**ENTER**] or [**TAB**], you can cancel the data entry by pressing [ESC].
- 5- To enter a date, use a slash or hyphen between the day, month and year, for example 14/02/2009. Use a colon between hours, minutes and seconds, for example 13:45:20.

## **Deleting data:**

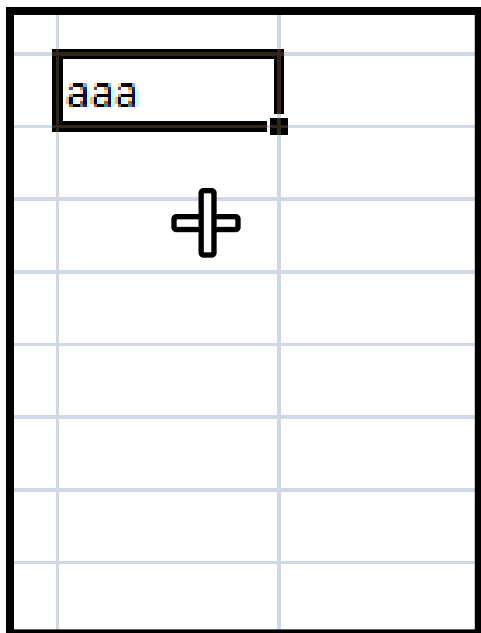
You want to delete data that's already been entered in a worksheet? Simple!

1. Select the cell or cells containing data to be deleted.
2. Press the [DEL] key on your keyboard.
3. The cells remain in the same position as before, but their contents are deleted.

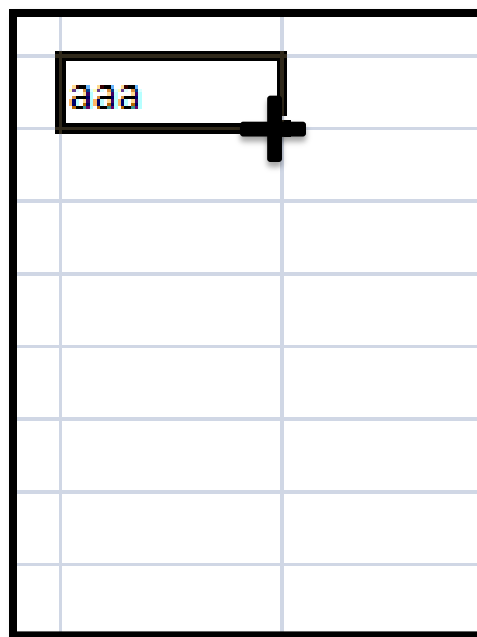
## **Moving data :**

You've already entered some data, and want to move it to a different area on the worksheet?

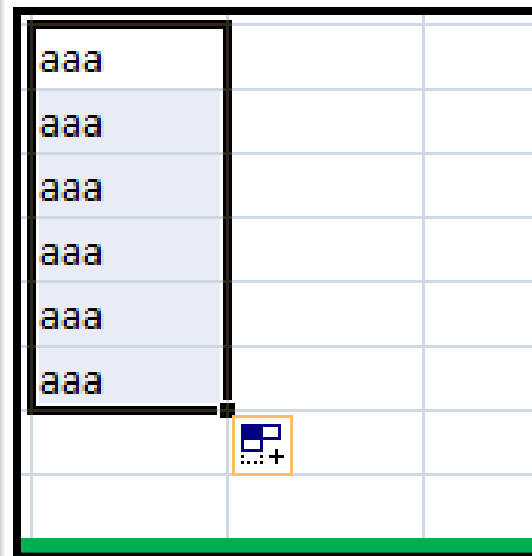
1. Select the cells you want to move (they will become highlighted).
2. Move the cursor to the border of the highlighted cells. When the cursor changes from a white cross to a four-headed arrow (the move pointer), hold down the left mouse button.
3. Drag the selected cells to a new area of the worksheet, then release the mouse button.
4. You can also cut the selected data using the ribbon icon or [CTRL] + [X], then click in the top left cell of the destination area and paste the data with the ribbon icon or [CTRL] + [V].



1



2




3





## **Copying data:**

**To copy existing cell contents to another area on the worksheet:**

1. Select the cells you want to copy (they will become highlighted).
2. Move the cursor to the border of the highlighted cells while hold in down the **[CTRL]** key. When the cursor changes from a white cross to a hollow left-pointing arrow (the copy pointer), hold down the left mouse button. 
3. Drag the selected cells to a second area of the worksheet, then release the mouse button.
4. You can also copy the selected data using the ribbon icon or **[CTRL] + [C]**, then click in the top left cell of the destination area and paste the data with the ribbon icon or **[CTRL] + [V]**.
5. You can also copy the selected data by right click mouse , select copy , and go to new cell also right click and select paste.



## **Using Auto fill:**

This is one of Excel's niftiest features! It takes no effort at all to repeat a data series (such as the days of the week, months of the year, or a numbers series such as odd numbers) over a range of cells.

1. Enter the start of the series into a few adjacent cells (enough to show the underlying pattern).
2. Select the cells that contain series data.
3. Move the cursor over the small square in the bottom right-hand corner of the selection (the *fill handle*). *Hold down the mouse button and drag to a range of* adjacent cells.
4. The target cells will be filled based on the pattern of the original series cells.

[illegible][illegible]

	I	J
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	36	

# **Saving a Spreadsheet**

In this section, we will learn how to save an **Excel 2007 Document in Compatibility Mode**. Compatibility Mode will allow you to create spreadsheets in Excel 2007, and if you use another computer with an older version of Excel, this feature will allow you to open the spreadsheet and make changes!

After you have entered data on to your spreadsheet, click on the Microsoft Office Home Button.

Click 'Save As', then

Click on 'Excel Workbook'. You will see the 'Save As' dialogue box open.

In the 'Save As' **dialog box**, the '**My Documents**' folder should automatically be selected.

If not, click on the drop down menu, and select the appropriate folder to save your file.

**Click 'Save'.**

