

UNIT III

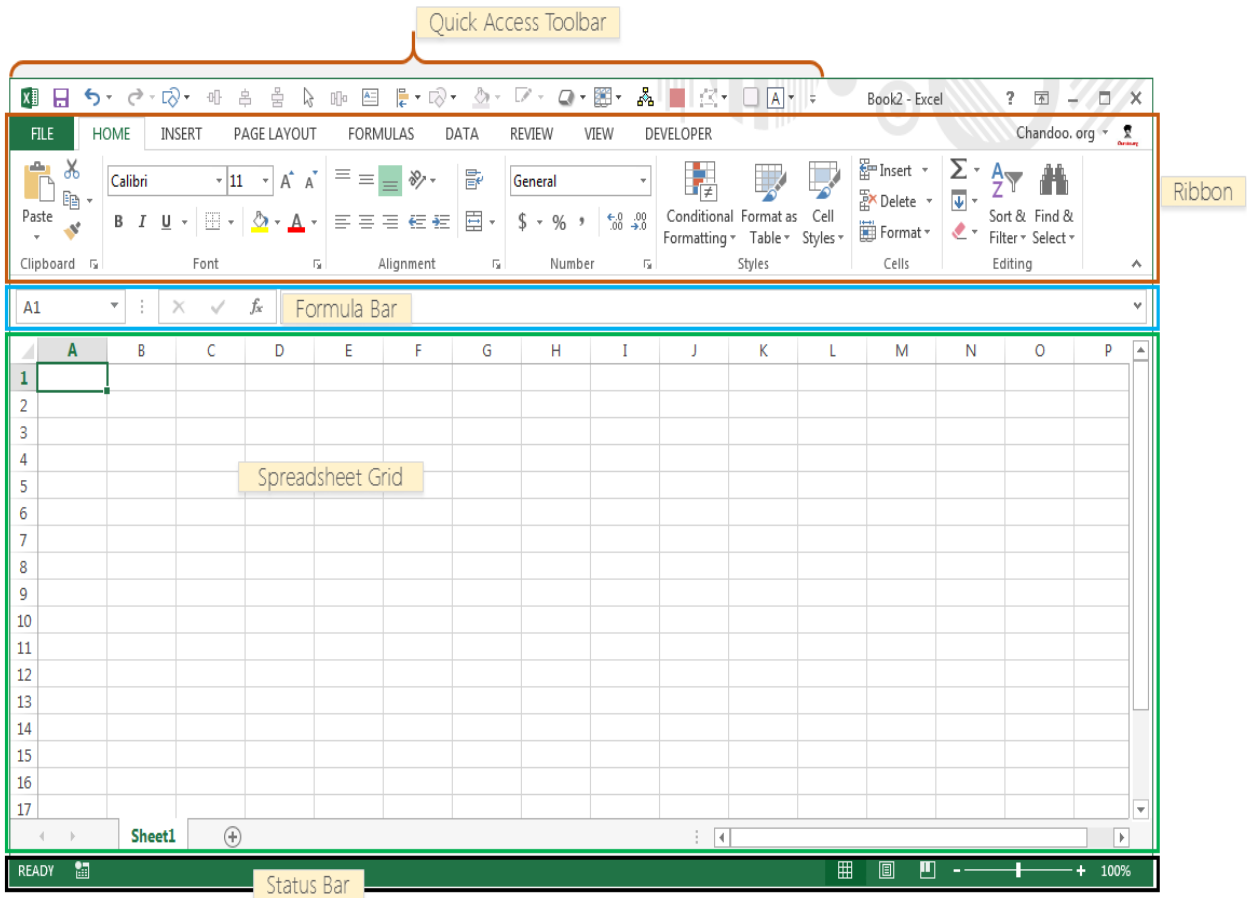
MS-EXCEL:- Excel Basics: Introduction: Navigating- Selecting cells - Selecting cells with mouse
Entering and editing text-Entering numbers Entering Formulas-Entering dates-Alignment – Menus
– Toolbars.

What is Microsoft Excel?

- ✓ Microsoft Excel is a spreadsheet program used to record and analyze numerical and statistical data.
- ✓ Microsoft Excel provides multiple features to perform various operations like calculations, pivot tables, graph tools, macro programming, etc.
- ✓ It is compatible with multiple OS like Windows, macOS, Android and iOS.
- ✓ An Excel spreadsheet can be understood as a collection of columns and rows that form a table. Alphabetical letters are usually assigned to columns, and numbers are usually assigned to rows. The point where a column and a row meet is called a cell.
- ✓ The address of a cell is given by the letter representing the column and the number representing a row.

GETTING STARTED

- ✓ Excel is a massive application with 1000s of features and 100s of ribbon (menu) commands.
- ✓ It is very easy to get lost once you open Excel.
- ✓ So one of the basic survival skills is to understand how to navigate Excel and access the features you are looking for.
- ✓ When you open Excel, this is how it looks.



There are 5 important areas in the screen.

1. Quick Access Toolbar:

- ✓ This is a place where all the important tools can be placed.
- ✓ When you start Excel for the very first time, it has only 3 icons (Save, Undo, and Redo).
- ✓ But you can add any feature of Excel to to Quick Access Toolbar so that you can easily access it from anywhere (hence the name).

2. Ribbon:

- ✓ Ribbon is like an expanded menu.
- ✓ It depicts all the features of Excel in easy to understand form.
- ✓ Since Excel has 1000s of features, they are grouped in to several ribbons.
- ✓ The most important ribbons are – Home, Insert, Formulas, Page Layout & Data.

3. Formula Bar:

- ✓ This is where any calculations or formulas you write will appear.
- ✓ You will understand the relevance of it once you start building formulas.

4. Spreadsheet Grid:

- ✓ This is where all your numbers, data, charts & drawings will go.
- ✓ Each Excel file can contain several sheets.
- ✓ But the spreadsheet grid shows few rows & columns of active spreadsheet.
- ✓ To see more rows or columns you can use the scroll bars to the left or at bottom.
- ✓ If you want to access other sheets, just click on the sheet name (or use the shortcut (CTRL+Page Up or CTRL+Page Down)).

5. Status bar:

- ✓ This tells us what is going on with Excel at any time.
- ✓ You can tell if Excel is busy calculating a formula, creating a pivot report or Recording a macro by just looking at the status bar.
- ✓ The status bar also shows quick summaries of selected cells (count, sum, average, Minimum or maximum values).
- ✓ You can change this by right clicking on it and choosing which summaries to Show.

Selecting cells- Selecting cells with mouse

Method

To select a range of cells in Excel:

Mouse method

1. Select the first cell of the desired range.
2. Drag the mouse pointer through the range of cells you wish to include. **or**
3. Press and hold Shift, and then click the final cell of the range.
4. Release Shift

Keyboard method

1. Use the arrow keys to move the cell pointer to the first cell of the desired range.
2. Press and hold Shift, and then use the arrow keys to highlight the desired range.
3. Release Shift.

Important Excel shortcuts

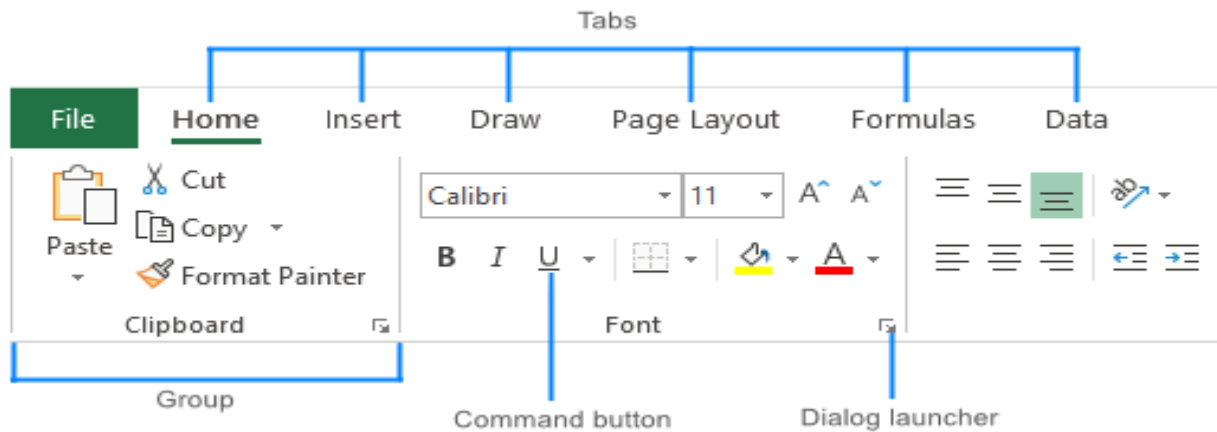
Ctrl + P	used to open the print dialogue window
Ctrl + N	creates a new workbook
Ctrl + S	saves the current workbook
Ctrl + C	copy contents of current select
Ctrl + V	paste data from the clipboard
SHIFT + F3	displays the function insert dialog window
SHIFT + F11	Creates a new worksheet
F2	Check formula and cell range covered

EXCEL RIBBON

- ✓ **Microsoft Excel ribbon** is the row of tabs and icons at the top of the Excel window that allows you to quickly find, understand and use commands for completing a certain task.
- ✓ It looks like a kind of complex toolbar, which it actually is.
- ✓ The ribbon first appeared in Excel 2007 replacing the traditional toolbars and pull-down menus found in previous versions. In Excel 2010, Microsoft added the ability to personalize the ribbon.

The ribbon in Excel is made up of four basic components: tabs, groups, dialog launchers, and command buttons.

- ✓ **Ribbon tab** contains multiple commands logically sub-divided into groups.
- ✓ **Ribbon group** is a set of closely related commands normally performed as part of a larger task.
- ✓ **Dialog launcher** is a small arrow in the lower-right corner of a group that brings up more related commands. Dialog launchers appear in groups that contain more commands than available space.
- ✓ **Command button** is the button you click to perform a particular action.



RIBBON TAB

The standard Excel ribbon contains the following tabs, from left to right:

File – It allows you to jump into the backstage view that contains the essential file-related commands and Excel options.

This tab was introduced in Excel 2010 as the replacement for the Office button in Excel 2007 and the File menu in earlier versions.

Home – contains the most frequently used commands such as copying and pasting, sorting and filtering, formatting, etc.

Insert – is used for adding different objects in a worksheet such as images, charts, PivotTables, hyperlinks, special symbols, equations, headers and footers.

Draw – depending on the device type you're using, it lets you draw with a digital pen, mouse, or finger.

This tab is available in Excel 2013 and later, but like the Developer tab it is not visible by default.

Page Layout – provides tools to manage the worksheet appearance, both onscreen and printed.

These tools control theme settings, gridlines, page margins, object aligning, and print area.

Formulas – It contains tools for inserting functions, defining names and controlling the calculation options.

Data – It holds the commands for managing the worksheet data as well as connecting to external data.

Review – It allows you to check spelling, track changes, add comments and notes, protect worksheets and workbooks.

View – Provides commands for switching between worksheet views, freezing panes, viewing and arranging multiple windows.

Help – It only appears in Excel 2019 and Office 365.

This tab provides quick access to the Help Task Pane and allows you to contact Microsoft support, send feedback, suggest a feature, and get quick access to training videos.

Developer – It provides access to advanced features such as VBA macros, ActiveX and Form controls and XML commands.

This tab is hidden by default and you have to enable it first.

Add-ins – It appears only when you open an older workbook or load an add-in that customizes the toolbars or menu.