

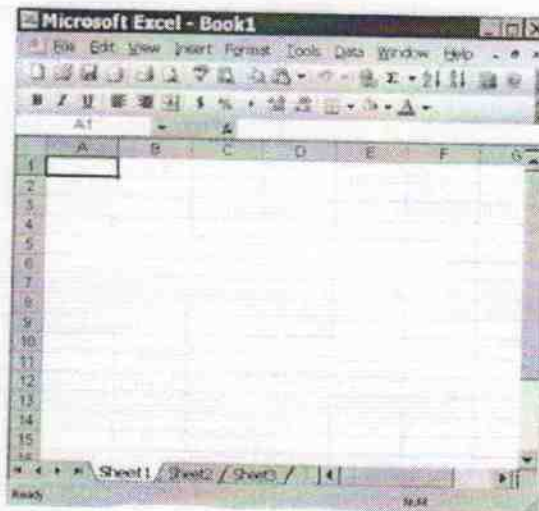
SPREADSHEETS

MICROSOFT EXCEL

SPREADSHEETS

- A spreadsheet program helps you manage personal and business finances.
- Spreadsheets are mathematical tables which shows figures in rows and columns.
- Numbers, text and formulae can be entered in little boxes which are called **cells**.

This is the default screen that will appear when you open a Microsoft Excel document



THE APPLICATION WINDOW

- It is made up of five rows of command menus which allow you to act upon the information contained in the lower part of the default screen, the **document window**. Those rows are:
 - The title bar
 - The menu bar
 - The standard toolbar
 - The formatting toolbar
 - The formula bar

The title bar



On the title bar Microsoft Excel displays the name of the workbook you are currently using. At the top of your screen you should see “Microsoft Excel” followed by the document name.

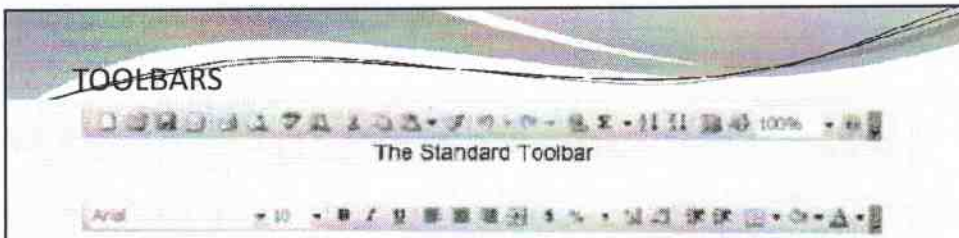
The Menu Bar



The Menu Bar is just below the Title Bar. The menu begins with the word *File* and goes on with *Edit*, *View*, *Insert*, *Format*, *Tools*, *Data*, *Window* and *Help*.

You use a menu to give instructions to the software.

TOOLBARS



The Standard Toolbar

The Formatting Toolbar

They are just below the Menu Bar.

Each button on the Toolbars is a shortcut to performing a given action.

Unless you customized your Toolbars, the Standard Toolbar and the Formatting bar are displayed by default.

The Formula Bar



It is located just below the Formatting bar.

The address of the *active cell*, the one the user is working in, appears in the Name box on the left side of the Formula Bar.

On the right side of the Formula Bar appears the cell entry.

The Status Bar

A screenshot of the Microsoft Excel status bar. It is a horizontal bar at the bottom of the window. On the left, it says 'Ready'. On the right, it says 'NUM' with a small icon of a numeric keypad to its right.

It is located below the document window, at the very bottom of the screen.

The word "Ready" on the left side of the Status bar tells you that Excel is in the Ready mode and awaiting your next command. Other indicators appear on the Status bar in the lower right corner of the screen:

- NUM if the numeric keypad is on
- Caps Lock
- Scroll Lock
- End

CELLS

- Microsoft Excel consists of worksheets. Each worksheet contains columns and rows. The combination of a column coordinate and a row coordinate make up a cell address, which is displayed on the Formula Bar. For example, the cell located in the upper left corner of the worksheet is cell A1, meaning column A, row 1.

THE TAB KEY

- ***The Tab Key***

You can use the Tab key to move across the page to the right, one cell at a time.

- ***The Shift+Tab Keys***

You can hold down the Shift key and then press the Tab key to move to the left, one cell at a time.

Moving Quickly Around the Worksheet

Shortcuts for moving quickly from one cell to another.

- ***Go to -- F5***

The F5 function key is the "Go To" key. If you press the F5 key while in the Ready mode, you are prompted for the cell to which you wish to go. Enter the cell address, and the cursor jumps to that cell.

- ***Go to -- Ctrl-G***

You can also use Ctrl-G to go to a specific cell.

- ***Name Box***

You can also use the Name box to go to a specific cell.

Selecting Cells

- If you wish to perform a function on a group of cells, you must first select those cells by highlighting them.
- To highlight cells A1 to G7:
 1. Place the cursor in cell A1.
 2. Press the F8 key. This anchors the cursor.
 3. "EXT" appears on the Status bar. You are in the Extend mode.
 4. Click in cell G7. Cells A1 to G7 should now be highlighted.
 5. Press Esc and click anywhere on the worksheet to clear the highlighting.
- You can also highlight an area by holding down the left mouse button and dragging the mouse over the area.

Entering Data

- To enter data into your worksheet, first, you place the cursor in the cell in which you would like to enter data. Then you type the data and press Enter.

Wrapping Text

- When you enter text that is too long to fit in a cell, it overlaps the next cell. If you do not want it to overlap the next cell you can wrap the text.
1. Move to cell A2.
 2. Type **Text too long to fit**.
 3. Press Enter.
 4. Return to cell A2.
 5. Choose *Format > Cells* from the menu.
 6. Choose the Alignment tab.
 7. Click Wrap Text.
 8. Click OK. The text wraps.

Smart Tags

- When you make an entry that Microsoft Excel believes you may want to change, a smart tag appears. Smart tags give you the opportunity to make changes easily. Cells with a smart tag in them appear with a green triangle in the upper left corner. When you place your cursor in the cell, the Trace Error icon appears. Click the Trace Error icon and options appear: you can convert the label to a number, obtain help, ignore the error etc.