

What is Excel?

Excel is a computerized spreadsheet that allows you to:

- ✎ organize data.
 - ✎ complete calculations.
 - ✎ make decisions.
 - ✎ graph data.
 - ✎ develop professional-looking reports.
 - ✎ convert Excel files for use on the Web.
- ✚ It is an important business and educational tool that helps analyze and evaluate information.
 - ✚ It is used for recording and figuring grades and attendance, cash flow analysis, budgeting, decision-making, cost estimating, inventory management, and financial reporting.

Three Major Parts of Excel

Worksheets

- ✚ Worksheets allow you to enter, calculate, manipulate, and analyze data such as numbers and text.
- ✚ It means the same as spreadsheet, which is the same term used in other programs such as Lotus 1-2-3.

Charts

- ✚ Charts are a pictorial representation of data.
- ✚ This feature can be used to draw a variety of two-dimensional and three-dimensional charts.
- ✚ Excel makes it easy to create charts in several different varieties, such as bar charts, line charts, or column charts.

Databases

- ✚ Databases are used to manage data.
- ✚ With this feature, you can sort data entered into a worksheet.
- ✚ It is also possible to search for specific data using a database.
- ✚ When using the database feature in Excel, it is possible to filter information to select data that meets specific criteria.
- ✚ The database function is also used to add subtotals to cells that meet specified criteria.

Open Excel

- ✚ Click **Start** on the **Task Bar**. This is the multi-colored button in the bottom left corner (see illustration at right).
 - ✚ In the **Search programs and files** box, input **Excel**.
 - ✚ Click **Excel 2013** at the top of the search results window.
- or
- ✚ Click **Start** on the **Task Bar**.
 - ✚ Point to **All Programs**.
 - ✚ Scroll down to locate and select the **Microsoft Office 2013** folder.
 - ✚ Click the link for **Excel 2013**.

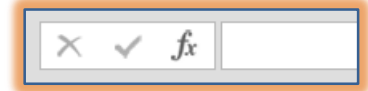


Tabs/Ribbons

- ✦ The Tabs and Ribbons are used to access commands in the Excel program.
- ✦ Under each tab, there are ribbons that contain groups of buttons that are needed to perform the operations for working with the workbooks.
- ✦ Each of these tabs is described in separate documents within the Excel 2013 Training Web page.

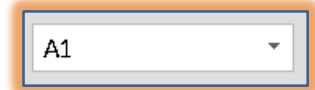
Formula Bar

- ✦ This bar is used to display the contents of the active cell.
- ✦ Cells can contain content such as Text, Numbers, Formulas, and Functions.
- ✦ The data entered into a worksheet cell is displayed in the Formula Bar before it is displayed in the cell.



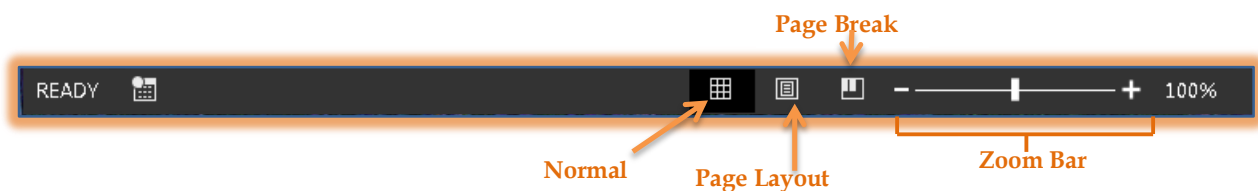
Name Box

- ✦ This box appears at the left of the Formula Bar.
- ✦ It is used to display the cell reference for the active cell, for example A1.
- ✦ If Range Names have been created within the workbook, they can be accessed by clicking the list arrow at the end of this box.



Status Bar

- ✦ This bar displays at the bottom of the screen.
- ✦ It is used to display:
 - ★ A brief description of the command selected.
 - ★ The current activity mode that is in progress.
 - ★ What mode you are operating in such as Ready mode or Edit mode.
 - ★ The views for the document. These are from left to right; Normal, Page Layout, and Page Break Preview (see illustration below).



- ★ The **Zoom Bar**. This bar is used to enlarge or reduce the size of the current view. The plus and minus signs are used to change the zoom range (see illustration above).

Pointer

- ✦ This is the indicator that moves on the screen when the mouse is moved.
- ✦ It changes shape to reflect the type of task being performed.

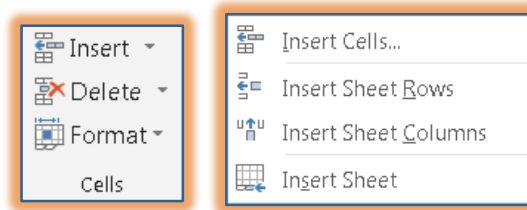
Sheet Tabs

- ✦ These tabs are used to identify the name of the worksheet (see illustration below).



- ✦ They are displayed at the bottom left side of the workbook window.
- ✦ To select a tab, click on the desired sheet name, such as Sheet 1.

- † These tabs can be renamed to reflect what is contained in the worksheet.
 - ★ Right-click the tab and select **Rename**.
 - ★ Double-click the **Tab** and then input a new name.
- † The color of the tab can also be changed.
 - ★ Right-click the tab.
 - ★ Move the mouse pointer over the **Tab Color** option.
 - ★ Select a color from the gallery of colors.
- † New sheet tabs may be added to a workbook.
 - ★ Click the **New Sheet** button at the bottom of the window (see illustration on previous page).
 - or
 - ★ Click the **Home Tab**.
 - ★ In the **Cells Group**, click the **Insert** arrow.
 - ★ Click **Insert Sheet** (see illustration below right).



Sheet Tab Scroll Buttons

- † These buttons are used to scroll through the sheet tabs (see illustration previous page).
- † They are located on the bottom-left side of the window.
- † There are two different options available when scrolling through sheet tabs. These are:
 - ★ **Ctrl+Left Click** - This option is used to move to the last sheet in the workbook.
 - ★ **Right-click** - This option is used to open the **Activate** window. This window displays a list of the sheets in the workbook window. Click a sheet and then click **OK**. The selected sheet will be displayed.

Workbook

- † The workbook is organized like a notebook.
- † Inside each workbook are sheets called worksheets.
- † Each name for the worksheet appears on a sheet tab.

Worksheet

- † A worksheet is organized into a rectangular grid.
- † The worksheet contains columns and rows.
- † Letters identify the columns. There are more than 16,000 columns.
- † Numbers identify the rows. There are more than one million rows.

Cell

- † This is the intersection of each column and row.
- † It is the area where the data is entered.

Cell Reference

- † This is the unique address of a cell.
- † The column letter is specified first.
- † The row number is specified second

- † Examples of cell references are A1 and B1.

Active Cell

- † This is the cell where the data may be entered.
- † A black border appears around the Active Cell.

Active Cell Reference

- † This information is displayed immediately above column A in the **Name Box**.
- † The column letter and row number of the cell that is active become darker.
- † It makes it easier to identify the cell reference.

Gridlines

- † These are the horizontal and vertical lines in a worksheet.
- † It makes it easy to see and identify cells.
- † This option can be turned off so the gridlines don't display.
- † The gridlines DO NOT show when the worksheet is printed unless that option is selected in the workbook.

Text

- † Text is a combination of letters, symbols, numbers, and spaces.
- † Text is used to describe data.
- † It is also used to label columns and rows.
- † Text entries automatically align to the left in the column.

Values (Numbers)

- † Values represent a quantity.
- † Examples of values are 378, 25.275, -55.
- † By default, values are right-justified in the cell.
- † The justification can be changed to left or center.
- † Values can contain any digits zero through nine.
- † Values can also contain any of the following special characters; + - () , / . \$ % E e

Formulas

- † These are the arithmetic operators used to calculate values.
- † They always begin with an equal (=) sign. Arithmetic operators are:
 - ★ **Addition** (=B1+B2).
 - ★ **Subtraction** (=B1-B2).
 - ★ **Multiplication** (=C9*B9).
 - ★ **Division** (C9/B9).
 - ★ **Exponentiation** (=B5^3).

Function

- † This is a predefined or built-in formula.
- † Functions are shortcuts for commonly used calculations.
 - ★ The SUM function totals values in rows or columns.
 - ★ The AVERAGE function finds the average of the numbers in rows or columns.
- † Functions can be defined for a range of cells or for a single cell.
- † All functions begin with an equal (=) sign.
- † A range is a group of cells which can be either a rectangular block of cells or a single cell.