

Excel

Concept of spread sheet :

Every business has numerical tasks to be performed, be it related to accounts, taxes, sales or budgeting. Businesses also need graphs and charts for analysis and projections. At homes, we track our own budgets and investments. Mathematics and Engineering students deal with big numbers, formulas and calculations. Almost all of us deal with tables, data and calculations in some or the other form. There are many software packages available to assist us in all these number based functions. Electronic spreadsheet is most common of them.

WHAT IS A SPREADSHEET ?

Spreadsheet is basically a grid consisting of horizontal rows and vertical columns. This format has traditionally been used in accounting to present book-keeping ledgers. Electronic spreadsheet is a computer application that simulates the paper worksheet to organize data into rows and columns and stores various types of data.

Each intersection of rows and columns is called a cell where the data is stored to be used in calculations within the spreadsheet. Electronic spreadsheets have lot of in built features and tools such as functions, formulas, charts, and data analysis tools that make it easier to work with large amount of data. It provides ability to perform mathematical calculations quickly

and has flexibility to perform quick recalculation in case of any data change. Electronic spreadsheets can be used in any area or field that works with numbers and are commonly found in the accounting, budgeting, sales forecasting, financial analysis and scientific fields. It can be used to create and maintain a list, store database records, create charts or graphs, compare numerical or financial data. There are quite a few electronic spreadsheet programs available like Excel, OpenOfficeCalc or Google spreadsheets. We will consider MS Excel 2007 for our study. It comes bundled in MS Office which is an office automation tool.

Starting MS Excel - MS Excel Environment - working with Excel – workbook :

Starting EXCEL

To start up the program:

- 1. Open the Windows Start menu**
- 2. Choose All Programs then Microsoft Office followed by**

Microsoft Office Excel 2007

Tip: To create a *shortcut* to this software on the *Desktop*, right click on **Microsoft Office**

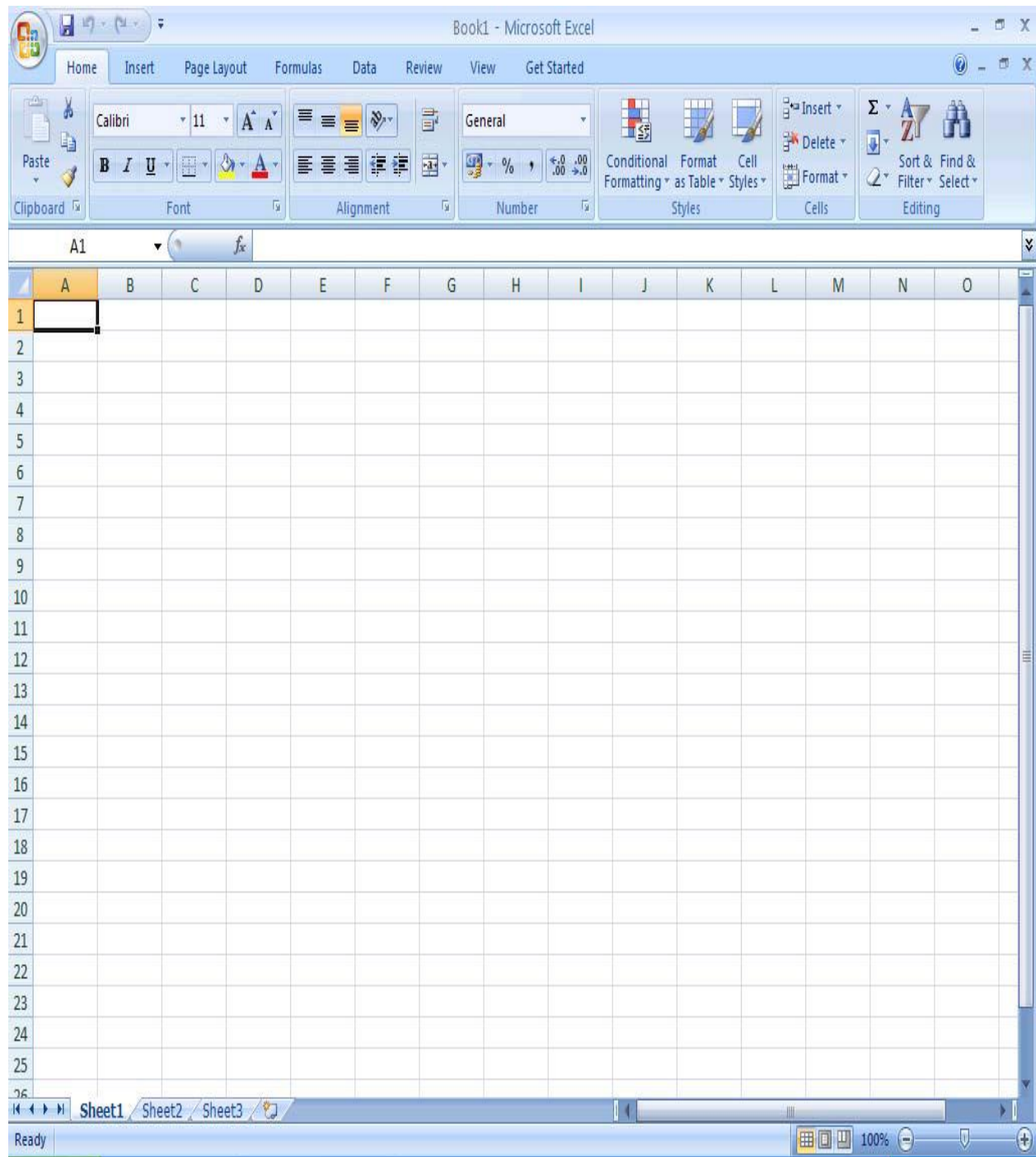
Excel 2007 then choose **Send To** followed by **Desktop (create shortcut)**.

we'll then be able to load Excel using the icon on the Desktop.

The Excel Screen

We will then be presented with an empty worksheet, as below, ready to enter your data:

Let us familiarize some of the key commands and resources in Excel Window



The Microsoft Office Button

It is the button in the upper-left corner of the Excel Window. When you click on the button, it displays a menu that can be used to create a new workbook, open an existing workbook, save a workbook, print and perform many other tasks.

The Quick Access Toolbar

It is present next to the Microsoft Office Button on the top. It provides you access to the commands you frequently use. By default Following appear on the Quick Access Toolbar:

- **Save:** To save your file (you may also press keyboard button (Ctrl+S).
- **Undo:** To rollback the action that you last took (Ctrl+Z).
- **Redo:** To reapply the action you rolled back or to repeat an action (Ctrl+Y).

The Title Bar

It is next to the Quick Access toolbar at the top. It displays the title of the workbook on which you are currently working. By default, the first new workbook is named as Book1. For each additional workbook you open, the number increases by one. You may save the workbooks by any legal filename you want.

The Ribbon

The Ribbon is the panel at the top portion of the document, right below the Title Bar. To begin with it has following seven tabs:

Home: It has basic commands for creating, formatting and editing the spreadsheets. It has controls for working with the clipboard, fonts, alignment, number, styles, cells and editing.

Insert: It has commands for inserting tables, pictures, shapes, other illustrations, links, charts, header, footer, etc.

Page Layout: The commands here help to set the layout of the spreadsheet, apply a theme to set the overall look, set the margins, orientation, size, backgrounds, etc.

Formulas: It has commands that help you use different formulas and functions.

Data: Has commands to import, query, view data from external sources, sort, filter or manage data.

Review: Has commands to add comments, protect sheet, protect workbook, share workbook, etc.

View: Helps to change the display of the worksheet area.

Besides these basic tabs, additional tabs appear from time to time, depending on the context we are working in. These tabs are called contextual tabs. For example, if you select a chart, a Chart Tools contextual tab appears that has commands to help we design and format the chart. These contextual tabs appear in a different colour to make them easy to spot.

The commands on each tab are organized into groups. Hence, a group is a collection of logically related command buttons that you can use to manage a Worksheet. Commonly used features

are displayed on the Ribbon and additional options can be accessed through the dialog box launcher at the bottom-right corner of each group.

The Formula Bar

The formula bar is divided into three sections:

Name Box: Located on the left most side of the formula bar, it displays the address of the current cell

Formula Bar Buttons: Middle section of the formula bar with indented circle on the left (to increase or decrease the size of the name box) and **function wizard** (labeled fx) on the right.

When you start entering data in the cell, **Cancel** (*) and **Enter** (^) buttons also appear.

Cell Contents: Right side of the formula bar displays the cell entries.

The Worksheet Area: The worksheet area displays all the cells. It is in the cells that you enter, format or edit your data.

The Status Bar

The Status bar appears at the very bottom of the Excel window and provides such information as the sum, average, minimum, and maximum value of selected numbers. We can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar

menu. You click a menu item to select it. You click it again to deselect it. A check mark next to an item means the item is selected.