

Excel

Work book is the basic component of MSExcel consisting of multiple worksheet. It is generally started with the creating the files in the excel . default name of workbook is workbook1, workbook 2 etc. we can create workbook by creating excel file from file menu .A excel file may have more than one workbook but default is only one.

Creating workbook:

To create a work we follow the following steps

Step _1 open the excel software

Step _2 file → new → blank workbook

Step _3 start the work .

Saving the workbook : To save the work book , first we save the excel file . here, extension of file automatically added by the software . the step is

step_1 file->Save/saveAs → name of the file

or

alt+F+N → blank workbook →ok

Step_2 Ok

Opening the work book

Workbook is opened by opening the excel file. To open the file we follow the following step

Step_1 File → open → name of the file → Ok

Or

Ctrl +S+o → name of the file → ok

or

Alt+F+O → name of the file → Ok

Renaming the sheet :-

we can rename the spreadsheet by the following option

Step_1 open the workbook by opening the excel file

Step_2 right click to the sheet name at sheet tab

Step_3 click rename option

Step_4 type the name of the sheet

Step_5 enter or ok

Inserting the new sheet in the workbook

Step_1 Open the work book by opening the file

Step_2 press add sheet button to the excel work book at sheet tab

Step_3 a new sheet added in the work book.

Deleteing the spreadsheet

Step_1 open the workbook by opening file
Step_2 right click to the sheet which we want to delete
Step_3 Ok

Hiding the sheet

Step_1 open the work book
Step_2 right click to the sheet which we want to hide
Step_3 Ok

Unhide the sheet

Step_1 open the work sheet
Step_2 right click ot the sheet tab
Step_3 click to unhide option
step-4 ok

Entering data in to sheet or workbook :-

Moving Entries :-

To move the data entry within the sheet we follow the following procedure :-

1. Moving with drag and drop :- we may move the entries by drag and drop as :
 - Step1-> select the cells , that want to move
 - Step2- position the mouse pointer on the border of the selection as pointer turns into arrow .

Step3 – press the mouse button down and drag toward the new selection

Step3 – release the mouse button to the new address.

2. Moving with cut and paste option . :

Step 1- select the cell that want to move

Step2- choose edit → cut or Press Ctrl+x or click the cut button on toolbar

Step3 – select the cell into which we want to move the data

Step4- choose → edit → paste or ctrl +v or paste from toolbar

Step5- ok