



Microsoft Word



Microsoft Access



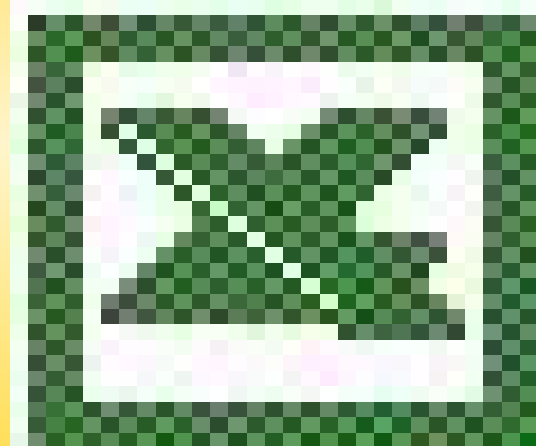
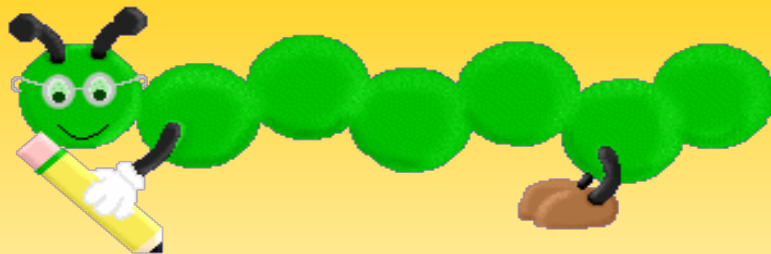
Microsoft Office Main



Microsoft Excel



Microsoft Publisher



Microsoft Excel



Microsoft Excel

is an electronic spreadsheets used to manipulate numerical data with formulas & built-in functions.



Things you can do using MS EXCEL

1. Design business forms.
2. Create a chart.
3. Sort list.
4. Prepare monthly sales & expenses.
5. Prepare product & inventory.
6. Make loan payment schedule.

Steps in Opening Microsoft Excel

1. Click Start
2. Click All programs
3. Click Microsoft Office
4. Click on Microsoft Excel.

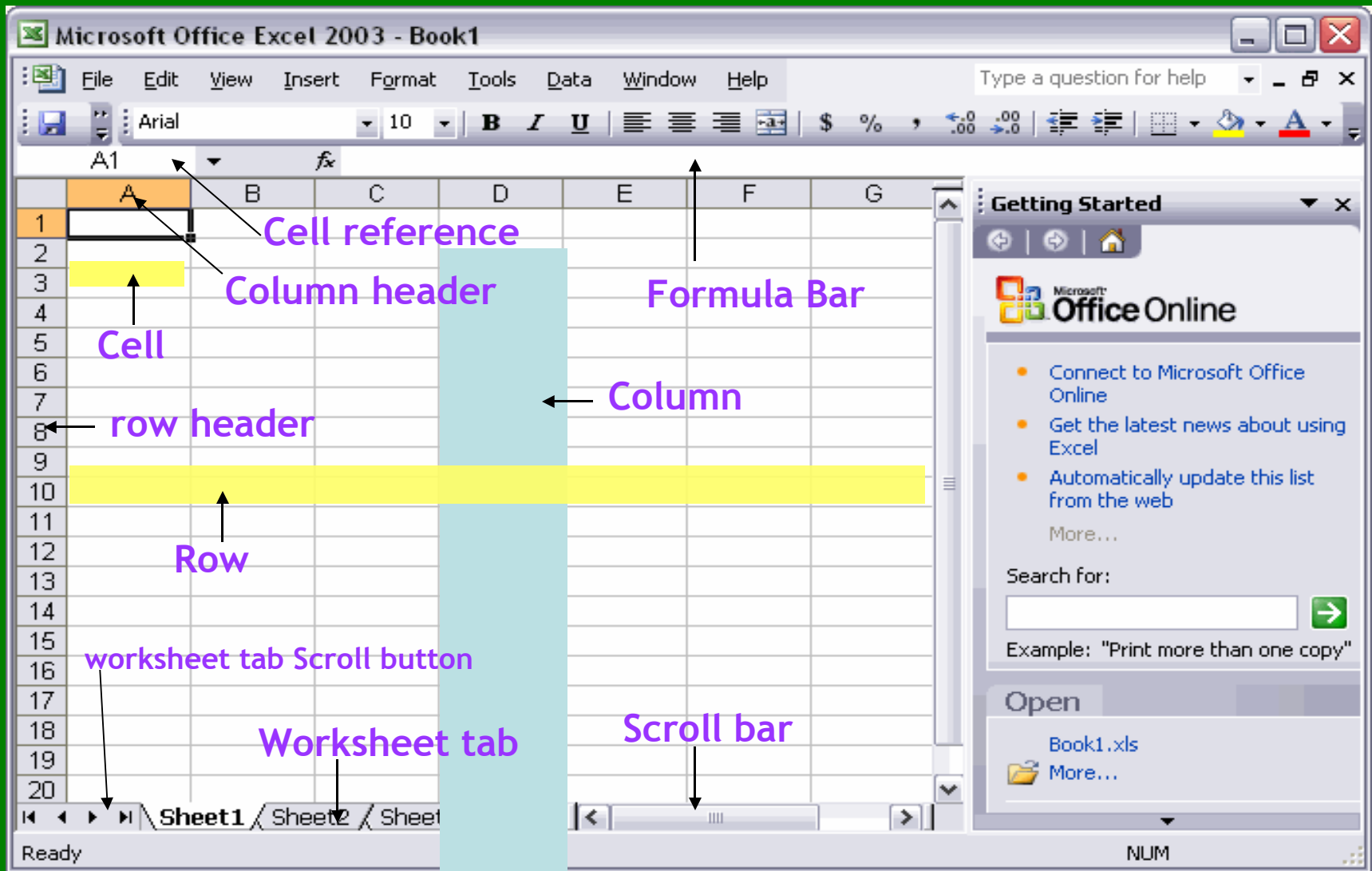
OR..

Double Click the icon



Or Right click on the icon and click Open.

Microsoft Excel Window



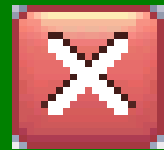
Proceed - http://www.teacherclick.com/excel2003/t_1_2.htm

Parts of Excel window

1. **Title bar** - contains the name of the document you are working on at a given time.
2. **Menu bar** - contains those Excel operations gathered in dropdown menus.
3. **Standard toolbar** - contains icons to perform in an immediate way some of the operations that are most frequent, like Save, Copy, Cut
4. **Formatting toolbar** - contains the most common formatting operations, like change to **bold**, *italics*, choose type of font, etc.
5. **Formula bar** - shows us the content of the active cell.
6. **Scrolling bars** - allow us to move lengthways and width ways in the sheet in easy way.
7. **Labels bar** - allows us to move within the different sheets of a workbook.
8. **Task pane** -
9. **Task bar** contains the button Start, where you can find icons to start some programs, like Internet Explorer.

Options in Closing Microsoft Excel

- Click on the button close.



It is located on the upper right part of the Excel window.

- Press the key combination ALT+F4.

With this combination you will close whichever window is active at the time.

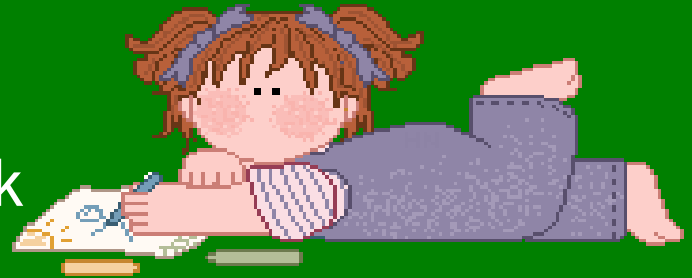
- Click on File and click Exit.

Navigating around the worksheet



Workbook

The file w/c you work and store your data.



Worksheet

Is similar to an accounting ledger, w/ numbers, text, calculation lined up in columns & rows.

Cell

its is the intersection of a row & a column.

Cell Reference

_____ is the combination of column header and row header

Column

runs vertically & are identified by letters.

Row

runs horizontally & are identified by numbers.

Column Header runs across the top of the worksheet.

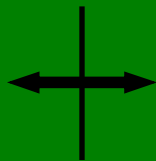
Row Header runs down the left side of the worksheet.

EXCEL is consist of 65, 536 rows & 256 columns.

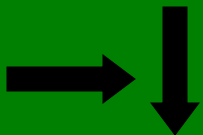
EXCEL CURSORS



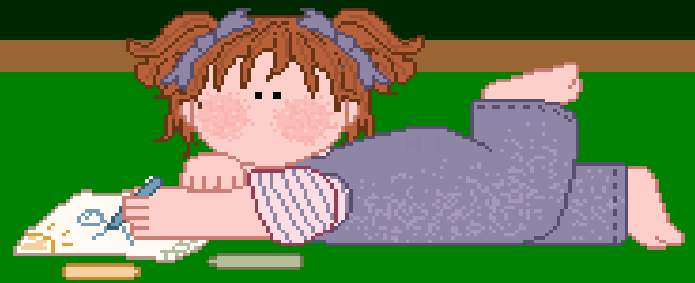
Cell Pointer It is use to select a cell.



Resizing Cursor It is used to change the size of rows or columns.



Arrow It is used to select an entire rows or columns.



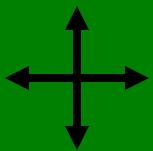
Auto Fill

It is use to repeat things or fill in a series by simply clicking & dragging.



I-Beam

It is use to edit a text & for entering a text/number in the formula bar.



**Dragging
Arrow**

It is use move whatever you have clicked on to the place where you let go of your mouse.



**Mouse
Pointer**

It is use to point a command.

CHANGING ROW HEIGHT & COLUMN WIDTH

1. Place the cross bar at the top of the row or column heading. (until the cross bar turns into two arrow heads)
2. Drag to resize the row height or column width.

OR..

3. Right click at the top of the heading.
4. Type the desired row height or column width.
5. Click Ok.

CHANGING ROW HEIGHT/COLUMN WIDTH OF MULTIPLE ROWS

1. Select and highlight the rows or column that you want to change the height or width.

2. Drag to resize the row or column width or height.

or..

3. Right click the at the top of the heading.

4. Type the desired row height or column heading .

5. Click Ok.

Note: To change the size of all rows on the worksheet, click **SELECT ALL** button and drag to resize.

Assignment:

2. What are the steps in:

a. copy column width and row height;

b. freeze and unfreeze pane;

c. copying or sending a file to the disk and

d. deleting & renaming a file?

COPY COLUMN WIDTH

1. Click the column heading you want to copy.



2. Click format Painter.



3. Click and drag to select the column heading you want the width to copy to.

Note: Apply the same procedure to copy row height.

INSERTING BLANK CELLS

1. Select a range of existing cells.
2. Click Insert from the Menu bar then click Cells.

Tip: You can also right click the selected cell then click Insert.

INSERTING A ROW

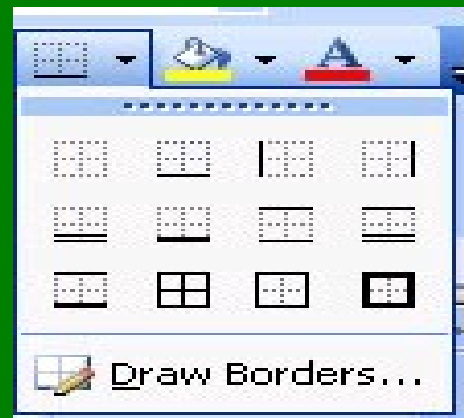
1. Click a cell in the row.
2. Click Insert from the Menu bar then click Rows.

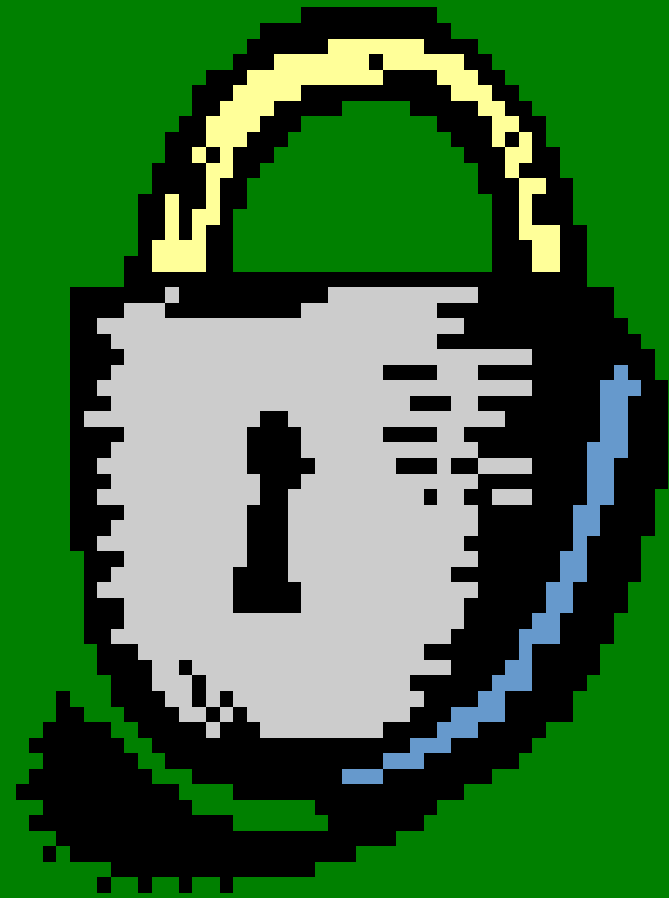
Tip: You can also right click the selected row then click Insert.

INSERTING MULTIPLE ROWS OR COLUMNS

1. Select Rows or Columns.
2. Click Insert from the Menu bar then click Rows or Columns.

Tip: You can also right click the selected rows then click Insert.





PROTECTING A WORKBOOK

1. Click File.
2. Click Save as.
3. Click Tools.
4. Click General Options.
5. Type your Password.
6. Click OK.
7. Reenter your Password.
8. Click Ok.
9. Click Save.
10. Click Yes.



FORMATTING A WORKSHEET

It makes the cell contents stand out.

FORMATTING TEXT ALIGNMENT

1. Click the cell that you want to format.
2. Right Click.
3. Click Format.
4. Click Alignment.
5. Click Ok.

MERGE & CENTER

1. Highlight the cell that you want to merge & center.

Number Formats

1. Right click the cell.
2. Click Format Cells.
3. Click Number Tab.
4. Click Decimal Places.
5. Click to check the use 1000 separator.
6. Click from the choices.
7. Click Ok.

Format Cells



Number

Alignment

Font

Border

Patterns

Protection

Category:

- General
- Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

Decimal places: 2

Use 1000 Separator (,)

Negative numbers:

- 1,234.10
- 1,234.10
- (1,234.10)
- (1,234.10)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK

Cancel

F O R M U L A



Excel Formula

is a Mathematical equation that perform operation on worksheet data.

Symbol

Operation

| | | |
|-------|---------------|----------------|
| (-) | minus sign | Subtraction |
| (+) | plus sign | Addition |
| (/) | forward slash | Division |
| (*) | asterisk | Multiplication |

**Math calculation
looks like this:**

$$3 + 2 =$$

**Excel formula looks
like this:**

$$= A1 + A2$$

C1



$$f_x = A1 + A2$$

| | A | B | C | D |
|---|---|---|----|---|
| 1 | | 8 | 10 | |
| 2 | | 2 | | |
| 3 | | | | |
| 4 | | | | |

Changing the data

1. Click on the cell
2. Type the data
3. Press the ENTER key

| | A | B | C | D |
|---|---|---|----|---|
| 1 | 5 | | 10 | |
| 2 | 4 | | | |
| 3 | | | | |
| 4 | | | | |

changing the data in A1
changes the answer in C1
but not the formula

| | SUM | ▼ | X | ✓ | f _x | = |
|---|-----|---|---|---|----------------|---|
| | A | B | C | D | | |
| 1 | | 3 | = | | | |
| 2 | | 2 | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

Excel formulas ALWAYS start with the equal (=) sign

Entering a Formula:

1. Type equal sign
2. Open parenthesis (
3. Type the argument
4. Close parenthesis)
5. Press enter

Formula with Functions

Functions:

1. Sum
2. Average
3. Product
4. Count
5. Minimum
6. Maximum

Formula with Functions:

1. Click the cell after the last data.
2. Click function.
3. Choose from the function.
4. Click ok.

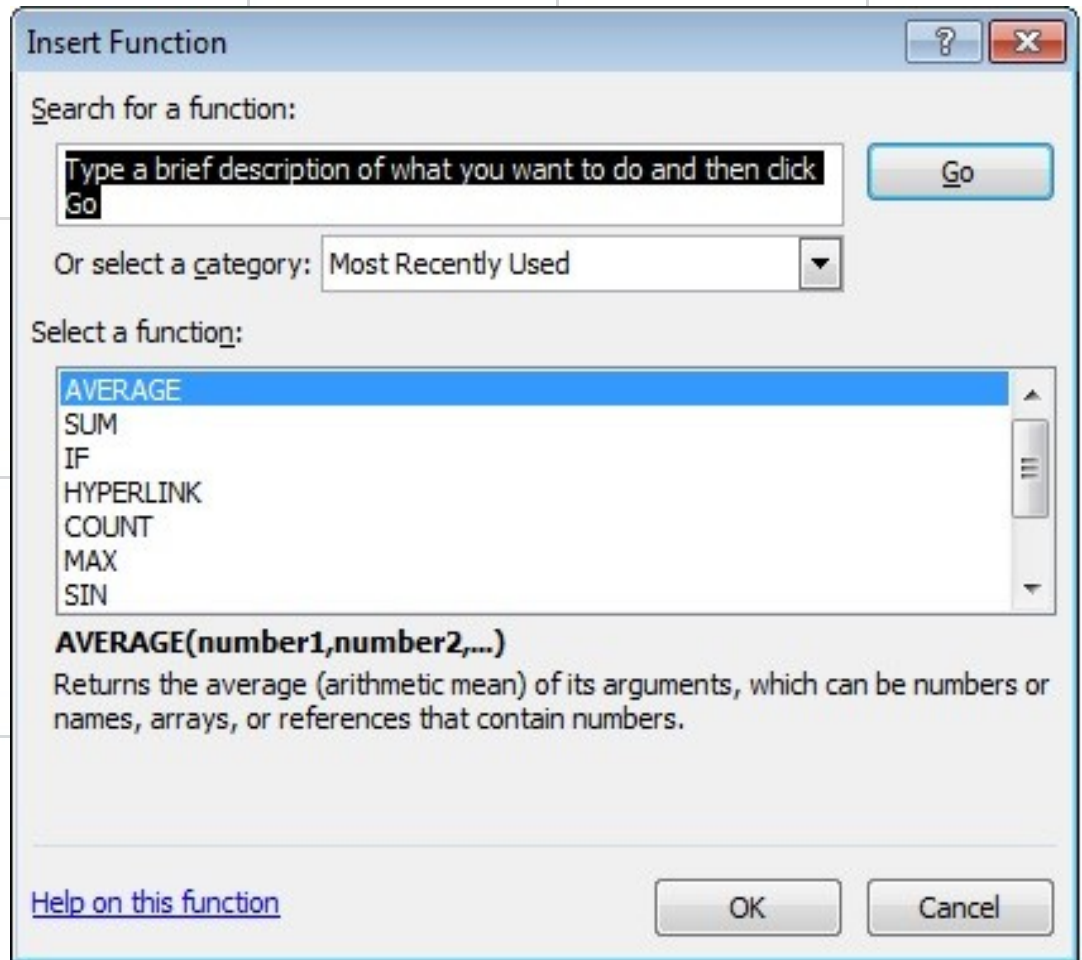
252

123

151

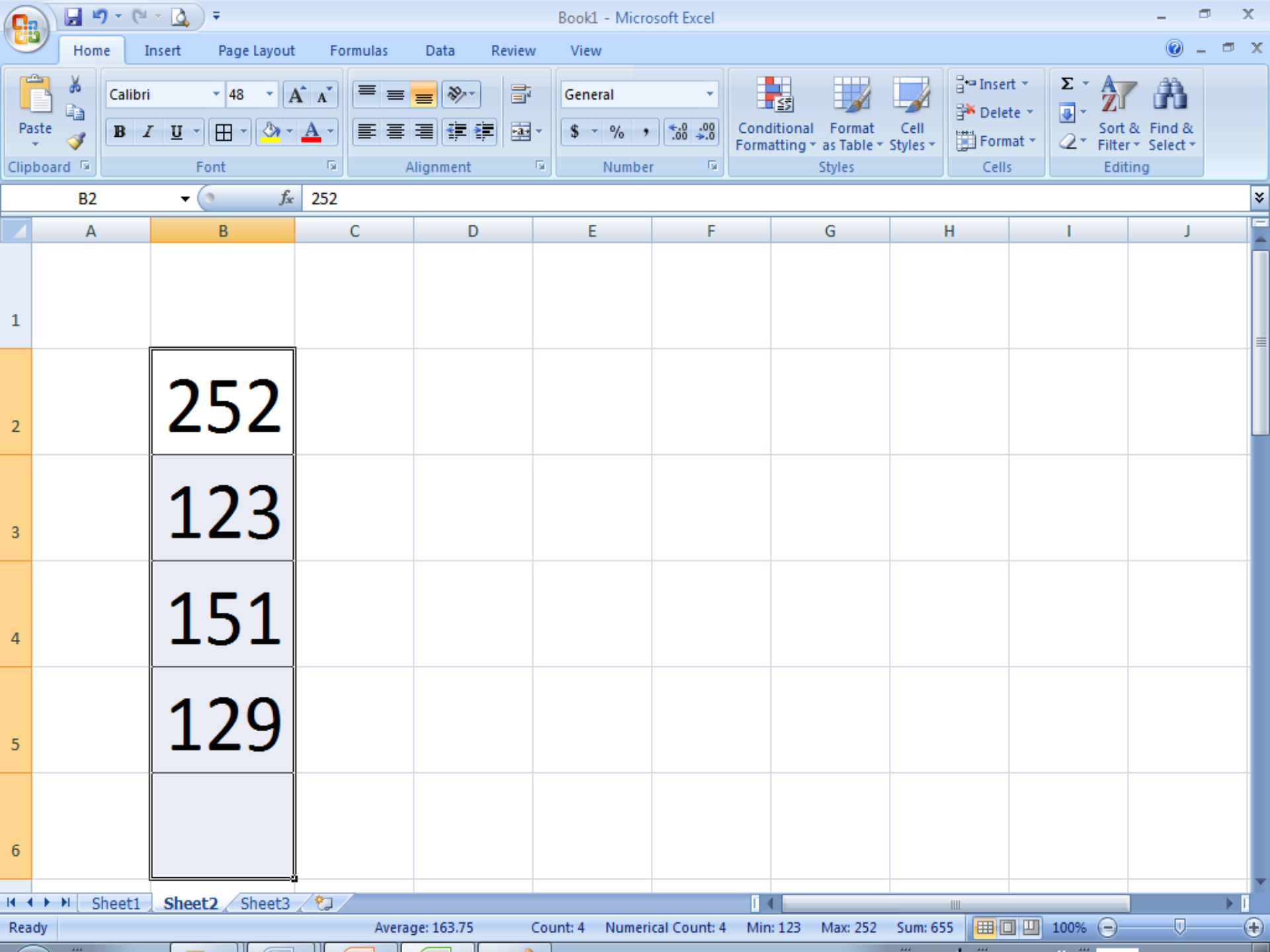
129

=



Auto-Calculate:

1. Select a range of cells
9. Check the status bar
10. Change the type of calculation.



Clipboard: Paste

Font: Calibri, 48, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Merge, Unmerge

Number: General, Currency, Percentage, Increase/Decrease Decimal, Increase/Decrease Fraction

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: Sort & Filter, Find & Select

B2 252

| |
|-----|
| 252 |
| 123 |
| 151 |
| 129 |
| |



INSERTING CLIP ART AND PICTURES

CHART - is a graphic representation of a worksheet that interpret information, analyze & compare data clearly.

CHART WIZARD - is a series of dialog boxes that leads through all the steps necessary to create an effective chart.

INSERTING Chart

1. Highlight the Cell.
2. Click Insert.
3. Click chart.
4. Choose chart.
5. Right click the chart area.
6. Click format chart area.
7. Choose from the fill.

STEPS IN CREATING A FORMULA

2. Type = sum
3. Press open parenthesis (
4. Click the argument
5. Press close parenthesis)
6. Press enter

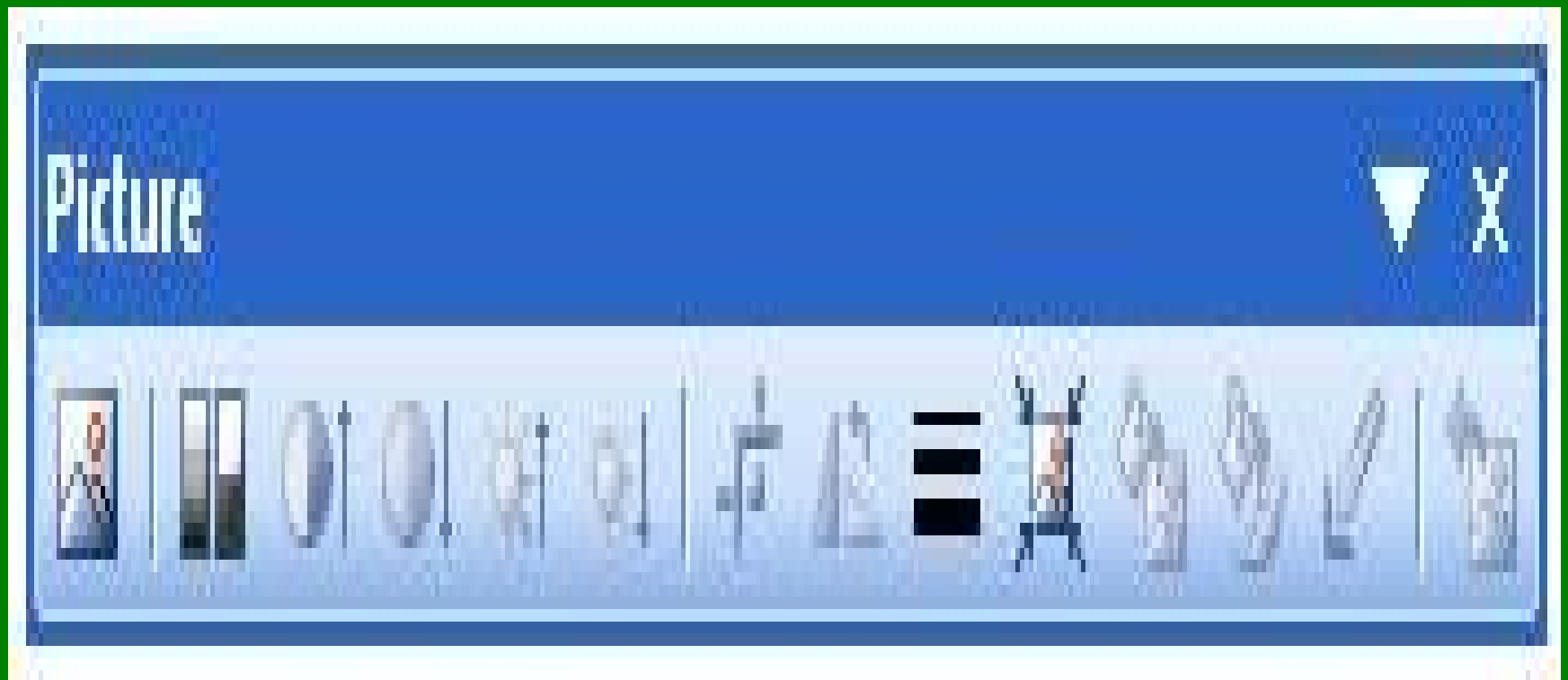
STEPS IN SAVING A DOCUMENT

8. Click file
9. Click save as.
10. Type the filename
11. Click ok.

PICTURE TOOLBAR BUTTONS

1. More contrast
2. Less Contrast
3. More brightness
4. Less brightness
5. Color button
6. Rotate left
7. Crop button

PICTURE TOOLBAR BUTTONS



USING WORD ART

Word Art is a program that you can use to create artistic text styles easily by just selecting from predesigned patterns and effects.

To View Word Art Toolbar

1. Click View.
2. Point to Toolbar.
3. Click Word Art.

WordArt

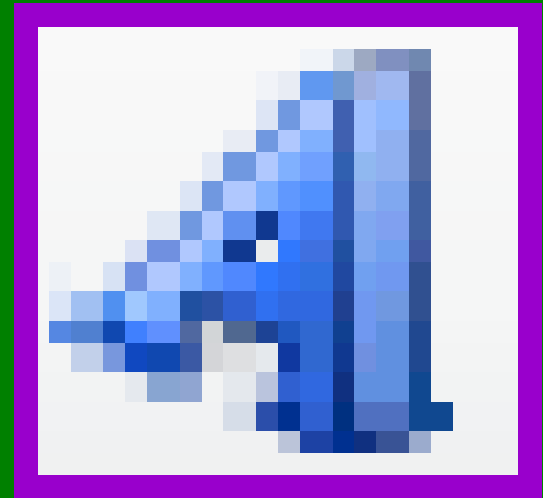


Edit Text...

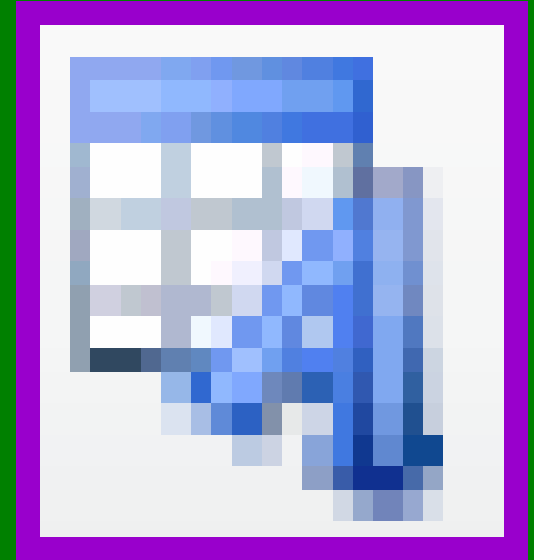


Word Art Toolbar Buttons

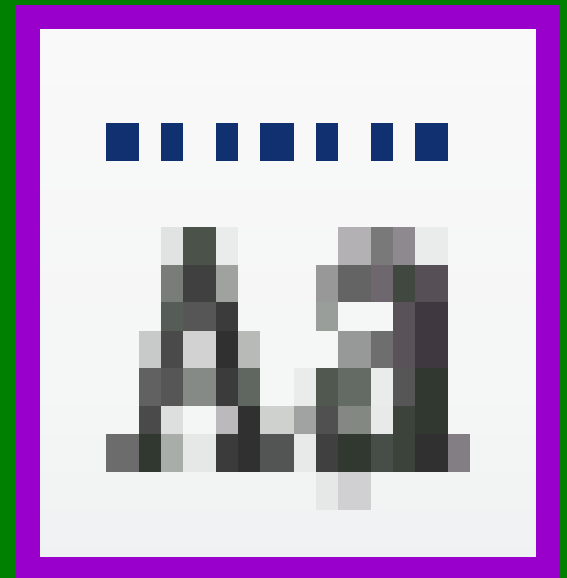
1. Insert
Word Art
2. Edit Text



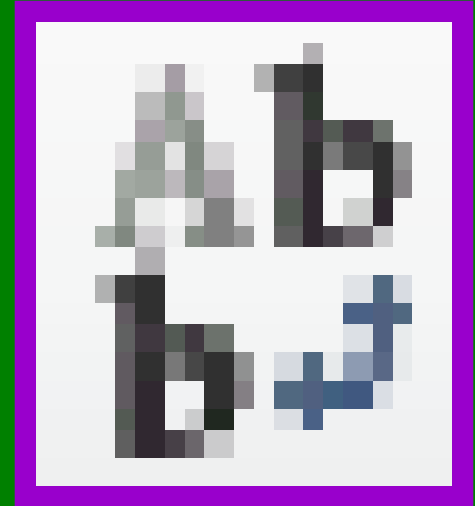
3. Word Art
Gallery



4. Word Art
Same Letter
Height



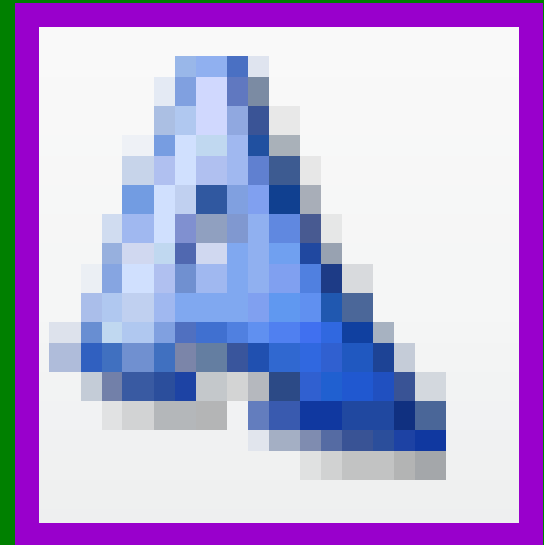
5. Word Art
Vertical Text



6. Format
Word Art



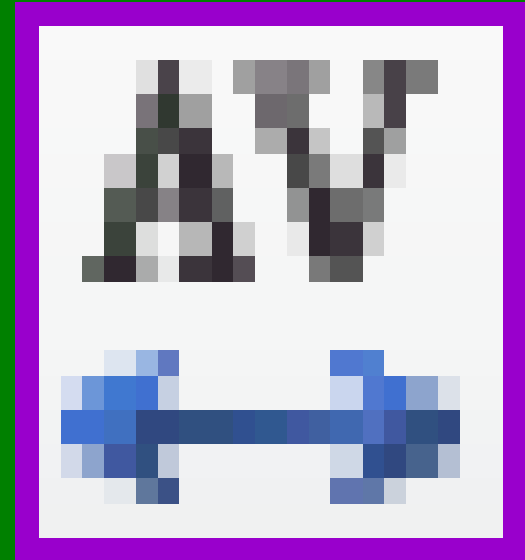
7. Word Art
Shape



8. Word Art
Alignment



9. Word Art Character Spacing



Steps in Inserting Word Art

1. Click Insert Word Art button
2. Click from the Selection.

3. Click OK.

4. Type the text you want.

5. Choose Font Style.

6. Choose Font Size.

7. Click Ok.

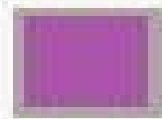
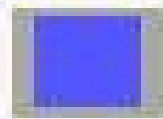
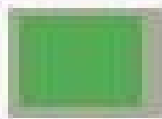
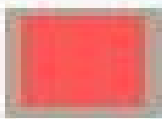
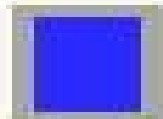
FORMATTING YOUR WORKBOOK



Rainb



No Fill



Number Formats

1. Right click the cell.
2. Click Format Cells.
3. Click Number Tab.
4. Click Decimal Places.

5. Click to check the Use 1000 separator.

6. Click from the choices.

7. Click Ok.

Format Cells



Number

Alignment

Font

Border

Patterns

Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample

Decimal places: 2

Use 1000 Separator (,)

Negative numbers:

- 1,234.10
- 1,234.10
- (1,234.10)
- (1,234.10)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK

Cancel

Date Formats

1. Type the date.
2. By default dd-m-y.
3. Click Format.
4. Click Cells.

5. Click Date.

6. Choose from
formats.

7. Click Ok.

Format Cells



Number

Alignment

Font

Border

Patterns

Protection

Category:

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample

Type:

14-Mar
14-Mar-01
14-Mar-01
Mar-01
March-01
March 14, 2001
3/14/01 1:30 PM

Locale (location):

English (United States)

Date formats display date and time serial numbers as date values. Except for items that have an asterisk (*), applied formats do not switch date orders with the operating system.

OK

Cancel