M.A./M.Com./M.Sc. 2nd Semester
Paper: AEC-1: Computers and ICT
Topic: Spreadsheet/Excel Basics

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OUTLINE

- Define the terms *spreadsheet* and *worksheet.*

- Identify the parts of a worksheet.

- Start excel, open an existing workbook, and save a workbook.

- The active cell in a worksheet.

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What is spreadsheet?

❖ A **spreadsheet** is a grid of rows and columns in which you enter text, numbers, and the results of calculations.

❖ In excel, a computerized spreadsheet is called a **worksheet**. The file used to store worksheets is called a **workbook**
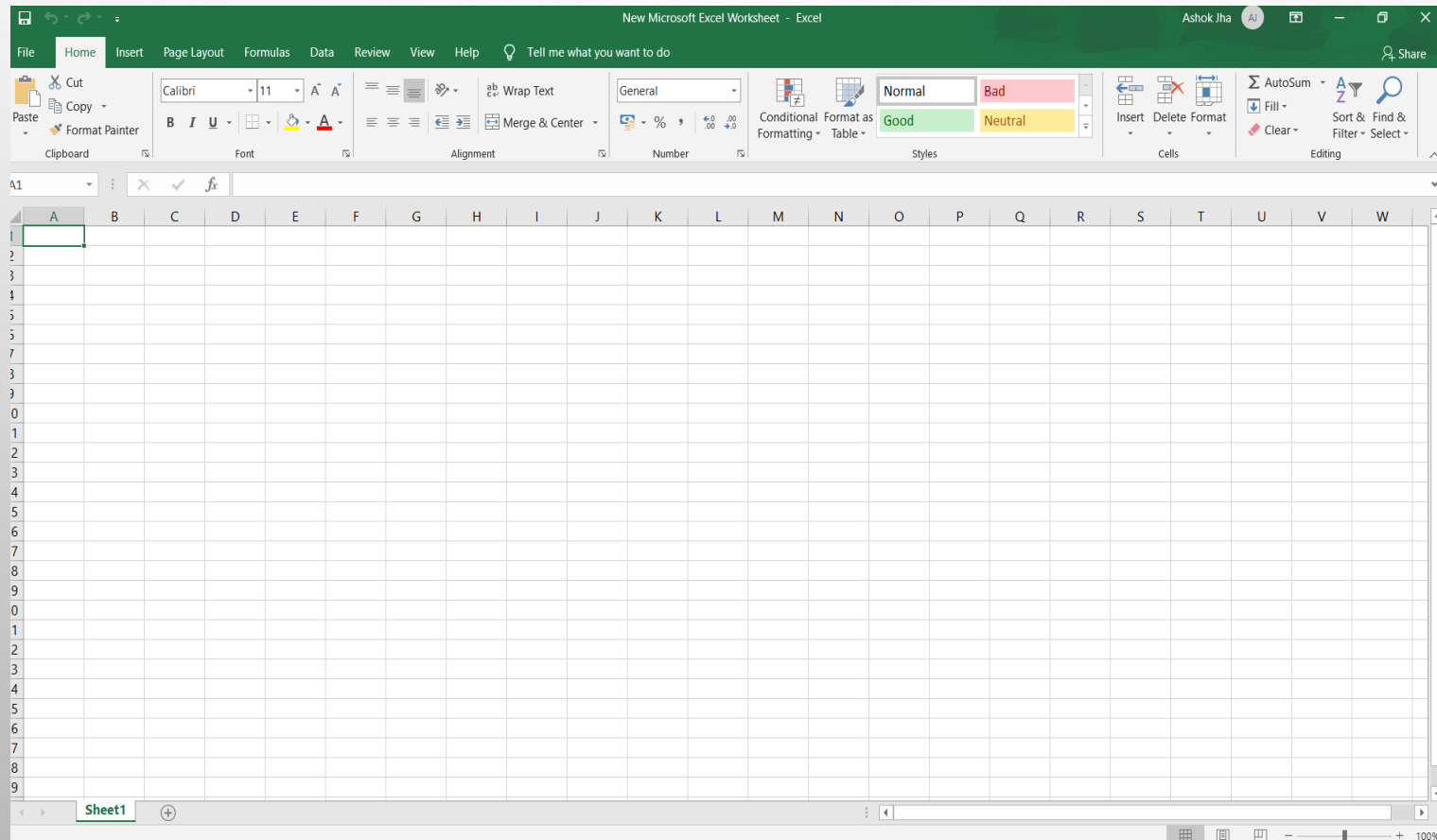
Starting EXCEL

❖ We start excel from the start menu in windows. Click the start button, click all programs, click Microsoft office, and then click Microsoft excel.

❖ The excel program window has the same basic parts as all office programs: the title bar, the quick access toolbar, the ribbon, backstage view, and the status bar.


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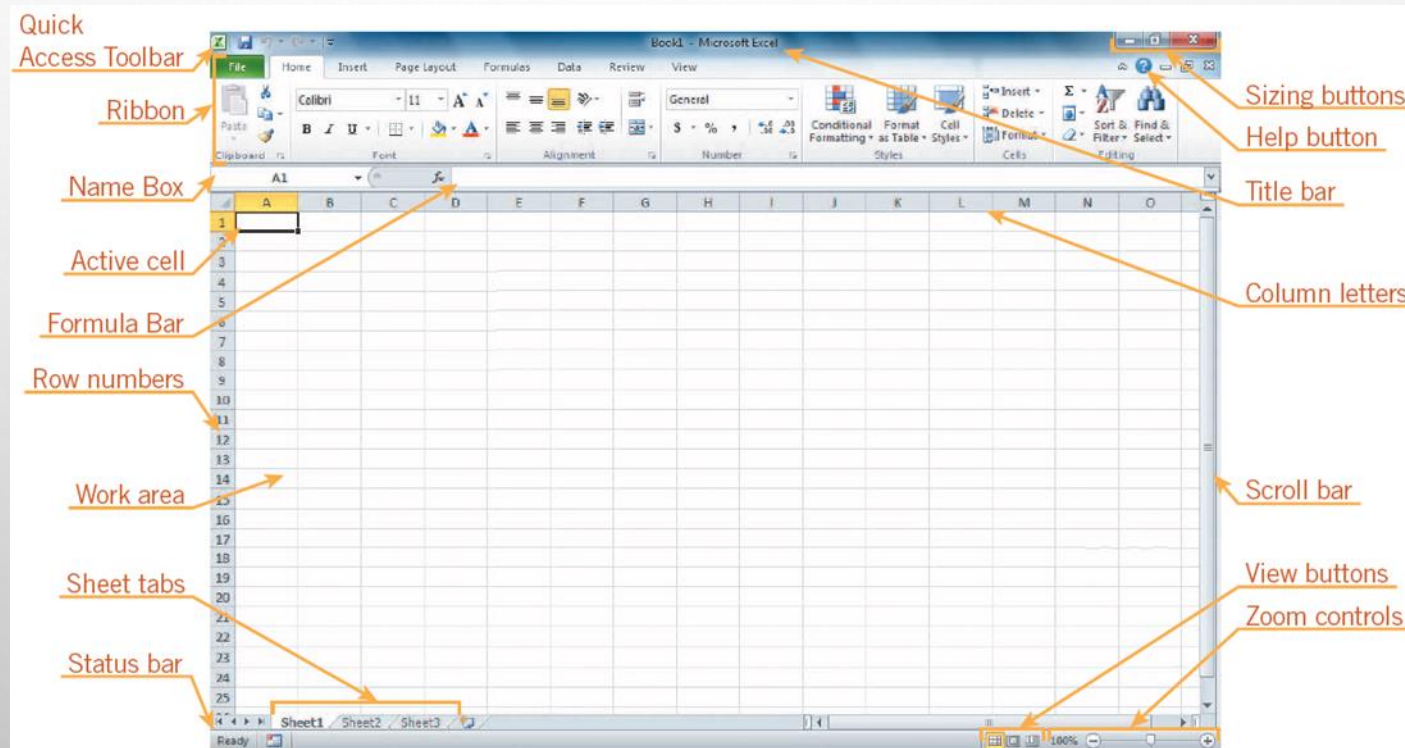
Components of Workbook

❖Each workbook contains three worksheets by default. The worksheet displayed in the work area is the active worksheet.

❖Columns appear vertically and are identified by letters. Rows appear horizontally and are identified by numbers.

❖ A cell is the intersection of a row and a column. Each cell is identified by a unique cell reference.

❖The cell in the worksheet in which you can type data is called the **active cell**.

❖The **name box**, or cell reference area, displays the cell reference of the active cell.

❖The **formula bar** displays a formula when a worksheet cell contains a calculated value.

❖A **formula** is an equation that calculates a new value from values currently in a worksheet.

Working with existing workbook

- Opening a workbook means loading an existing workbook file from a drive into the program window.

- To open an existing workbook, we click the file tab on the ribbon to display backstage view, and then click open in the navigation bar. The open dialog box appears.

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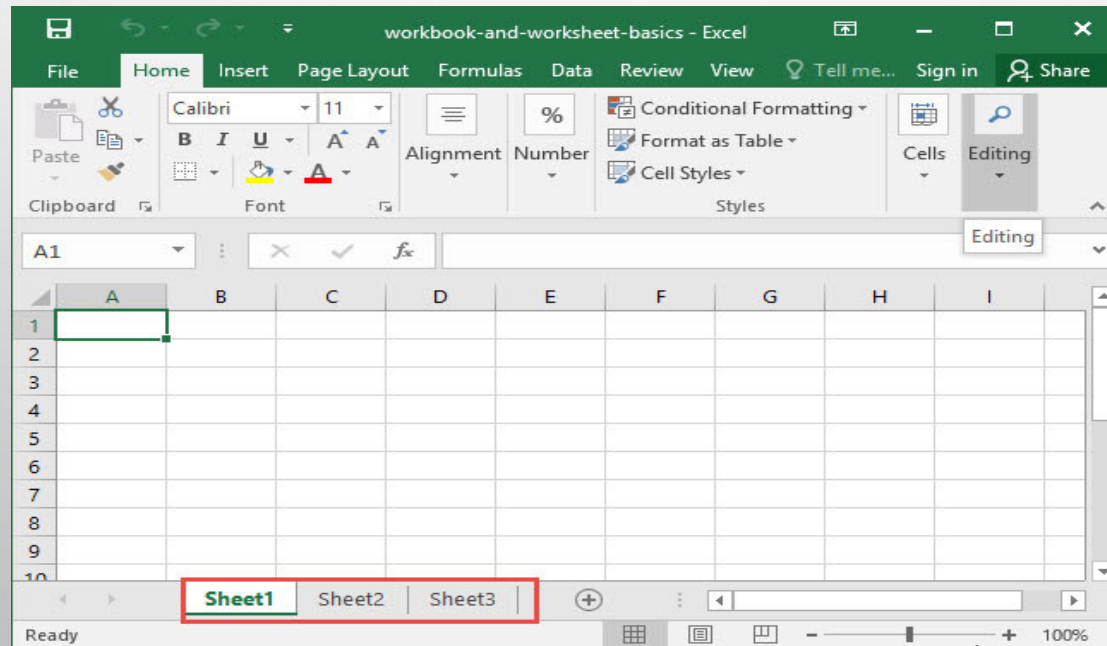
Saving a workbook

- The save command saves an existing workbook, using its current name and save location.

- The save as command lets you save a workbook with a new name or to a new location.
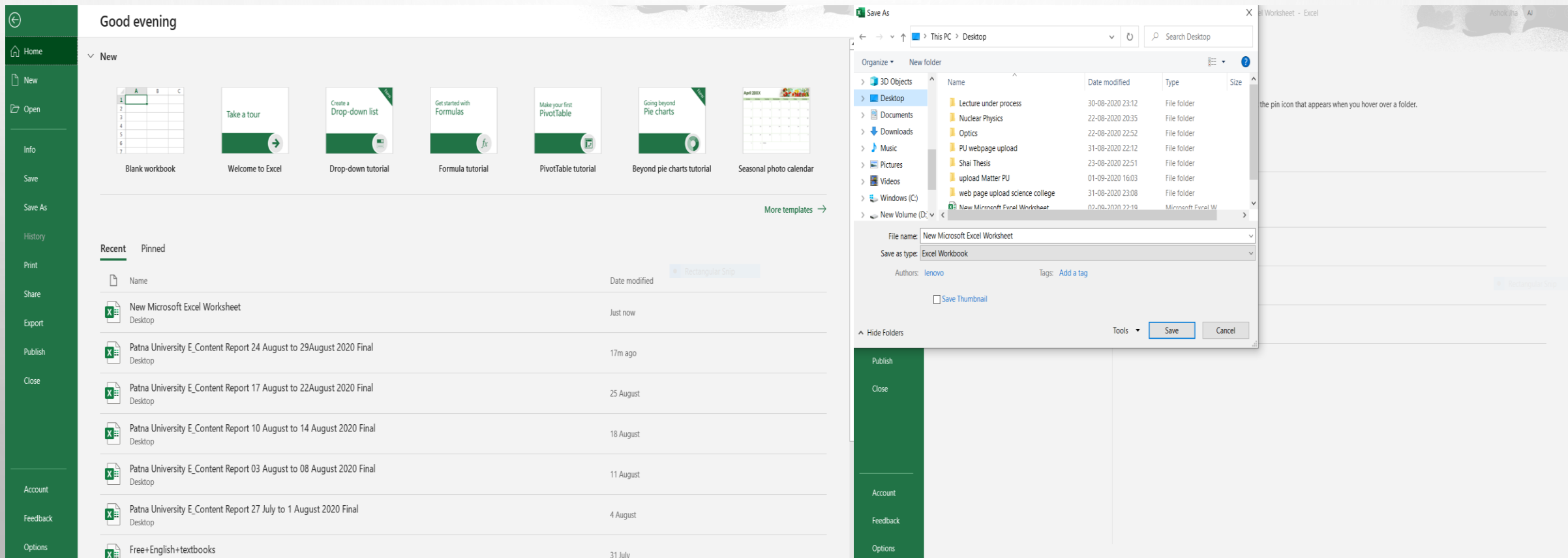
Moving active cell

TO MOVE	PRESS
Left one column	Left arrow key
Right one column	Right arrow key
Up one row	Up arrow key
Down one row	Down arrow key
To the first cell of a row	Home key
To cell A1	Ctrl+Home keys
To the last cell of the column and row that contain data	Ctrl+End keys
Up one window	Page Up key
Down one window	Page Down key

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Search options

SEARCH OPTION	SPECIFIES
Find what	The data to locate
Replace with	The data to insert in place of the located data
Format	The format of the data you want to find or replace
Within	Whether to search the worksheet or the entire workbook
Search	The direction to search: across rows or down columns
Look in	Whether to search cell contents (values) or formulas
Match case	Whether the search must match the capitalization you used for the search data
Match entire cell contents	Whether the search should locate cells whose contents exactly match the search data

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Basic mathematical operations

		Formulas	Results of the formulas
	A	**B**	**C**
1	8	=A1+A2+A3	16
2	6	=A1−A2−A3	0
3	2	=A1+A2−A3	12
4		=A1+A2*A3	20
5		=(A1+A2)*A3	28
6		=A1+A2/A3	11
7		=(A1+A2)/A3	7
8		=A1/A3+A2	10
9		=A1/(A2+A3)	1
10		=A1−(A2−A3)	4
11		=A1*A2/A3	24
12		=A1/A3*A2	24

Auto sum

THANK YOU