# Microsoft Excel 2002

**Getting Started with Excel**

**by**

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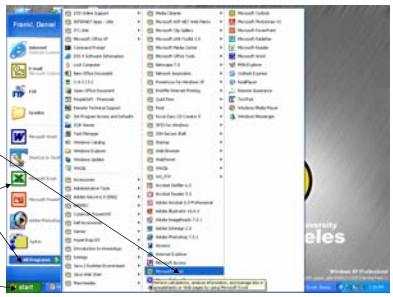
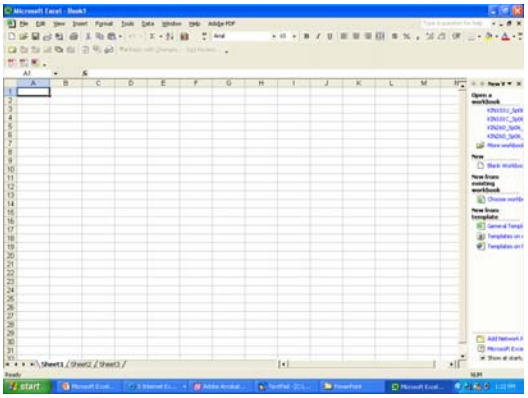
## Starting Excel

From your desktop select

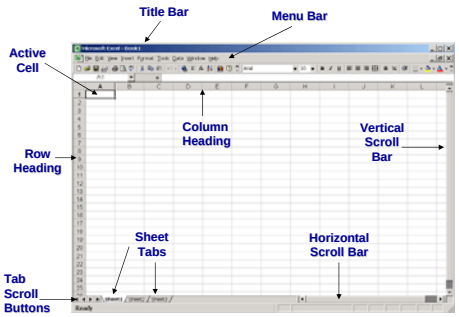
- Then, Select Microsoft Excel
- Or Select All Programs
- Microsoft Excel
- Start Button



## MS Excel 2002 XP



## Microsoft Excel Interface

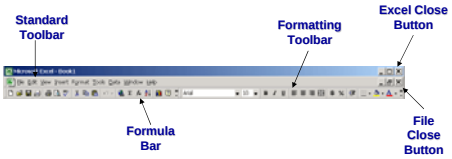


# Microsoft Excel:
## Worksheets & Workbooks

- A **worksheet** is a new Excel document; it has 256 columns and 65,536 rows
- **Worksheet** data is stored in **workbooks**
- A **Row** X **Column** intersection forms a **cell**
- A **cell** with thick black borders is an "**active cell**."
- Data is entered into or edited in an **active cell**

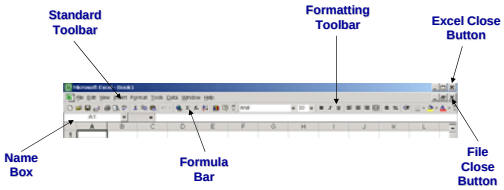
# Microsoft Excel Toolbars

- Excel's 14 **toolbars** include specific action buttons and **pull-down** lists
- The placement of the **pointer** over a **toolbar** reveals a "**Screen Tip**."
- The most commonly used buttons are exhibited in the "**Standard**" toolbar




# Microsoft Excel Toolbars

- The **Formatting Toolbar** includes functions used to modify the worksheet's appearance
- The **Formula Bar** includes functions used to perform calculation tasks
- The **Name Box** displays the cell address of the active cell

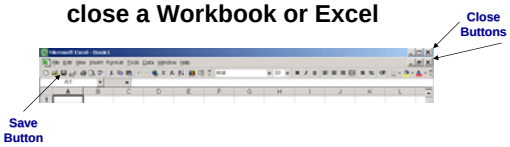



# Microsoft Excel: Getting Started

- As is the case with MS Word and MS PPT, a new document (**Workbook**) in MS Excel is created by selecting "**New**" off the "**Standard Toolbar**."
- An existing **Workbook** is reopened by selecting the "**open**" button and following standard **MS Office** procedures

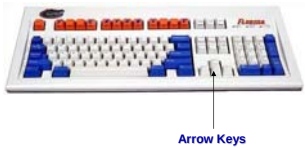
## Saving and Closing Workbook

- Using standard **MS Office** procedures you may
  - **Save** your **Workbook**
  - **Close** a **Workbook** or **close Excel**
    - You may use the **close** buttons to close a Workbook or Excel




## Navigating Around Your Workbook

- Using the Keyboard to move around:
  - One Cell at a time
    - The arrow keys on bottom left of your keyboard provide "Up," "Down," "Left," and "Right" movements.




## Navigating Around Your Workbook

- Using the **Keyboard** to move around:
  - One **Screen** at a time (Up & Down)
    - Press the **Page Up** and **Page Down** keys to move one **screen** at a time.

## Navigating Around Your Workbook

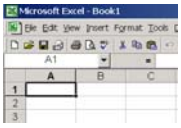
- Using the **Keyboard** to move around:
  - One **Screen** at a time (Left & Right)
    - Press the **Alt + Page Up** to move one screen to the left and **Alt + Page Down** to move one **screen** to the right (hold Alt and then press Page Up or Down).

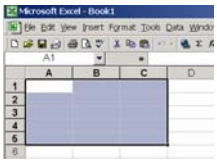
## Entering Data Into Your Workbook

- **Data may be text or numbers**
  - **Numeric data should include numbers only**
    - **Numbers may be used as independent values or may be used in formulas to compute other numbers**
- **To enter text or numerical data**
  - **Click in a cell**
  - **Type the text or numbers**
  - **Press the Enter key**

## Cell Ranges

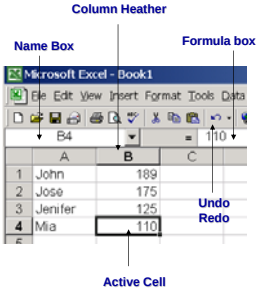
- **A group of selected cells is called a range**
- **To select a range**
  - **Click the first cell**
  - **Place pointer in center of cell until thick cross appears**
  - **While holding left mouse pointer down drag pointer to last cell**
  - **At the time of release of pointer the range of cells should be highlighted**




## Editing Data in a Cell

- **Once entered in a cell, data may be manipulated by the edit, delete, copy, cut, and paste functions.**
- **To edit data in a cell:**
  - **Double click the cell**
  - **Edit cell content in cell or in the formula box**
  - **Undo and Redo allow the restoration or reversal of the previous action**

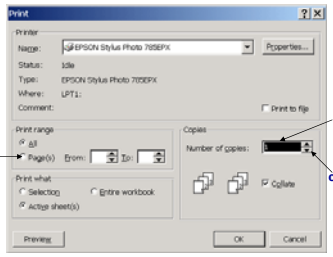



## Printing Your Worksheet

- **Once done with your work you may preview and then print your worksheet.**
  - **To preview a worksheet**
    - **From the Menu toolbar click File**
    - **Select Print Preview Click close when done reviewing and ready to print**
  - **To print your worksheet**
    - **From standard toolbar click the Print button**

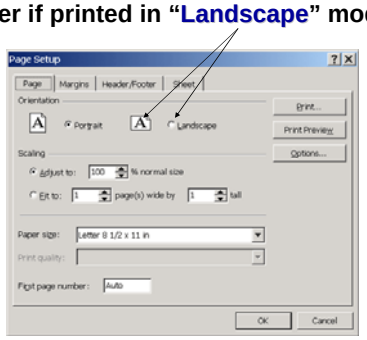
## Printing with the Print Dialog Box

- The **Print dialog box** allows the selection of a desired **range of cells** for printing. Also, the printing of **selected pages** or **multiple copies** is possible.



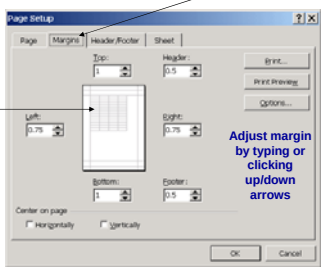

## Page Setup: Page Orientation

- **Spreadsheets with numerous columns are better if printed in "Landscape" mode.**



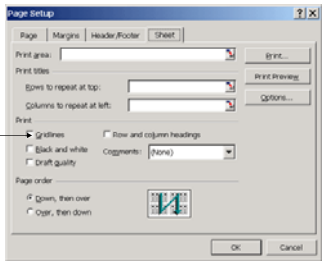
## Page Setup: Page margins

- **To control the printed area on the page you may reset the page margins**



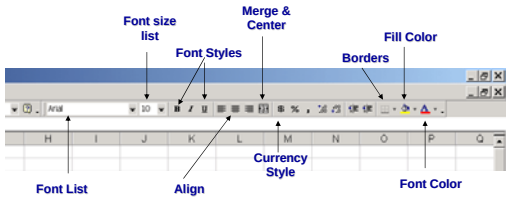

## Page Setup: Printing with or without Gridlines

- **The Excel default prints gridlines but you may print your worksheets without gridlines**



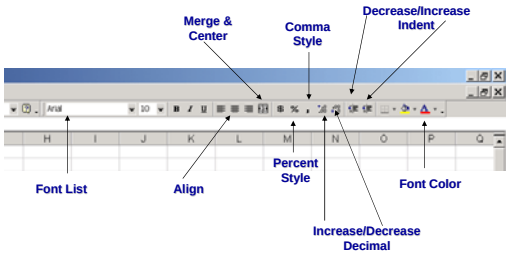
## Looks Count: Formatting Your Worksheet

- **Selecting the font size, style and color**



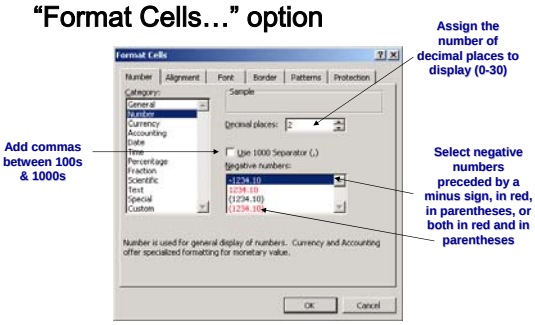

## Looks Count: Formatting Your Worksheet II

- **Align, center, merge, select decimal…**




## Formatting Cells: Numbers

- Right Click inside a cell and select the "Format Cells…" option

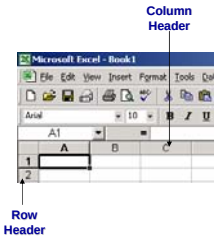



## Columns and Rows

- The default column width is 8.43 characters but a cell can accommodate up to 32,000. Row width and height may be adjusted to display larger characters.
- To select a row click on the Row Header's number
- To select a column click on the Column Header's number

## Inserting Columns and Rows

- To insert a **column**
  - Select **column header**
  - Click the **Insert** menu
  - Select **Column**
- To insert a **row**
  - Select the **row header**
  - Click the **insert menu**
  - Select **row**




## Changing Column Width and Row Height

- To modify **column width**
  - Position pointer between **column headers**
  - Pointer changes to **double arrow**
  - Hold down left mouse button and drag to the left or to the right
- To modify **row Height**
  - Position pointer between **row headers**
  - Pointer changes to **double arrow**
  - Hold down left mouse button and drag **Up** or **Down**

## Deleting Columns and Rows

- To **delete columns** and **rows**
  - **Select** either the **column** or the **row**
  - Click on **Edit** in the menu bar
  - Click on **Delete**
    - OR
    - Right-click the mouse button on the **column** or **row** heading
    - Select **Delete**