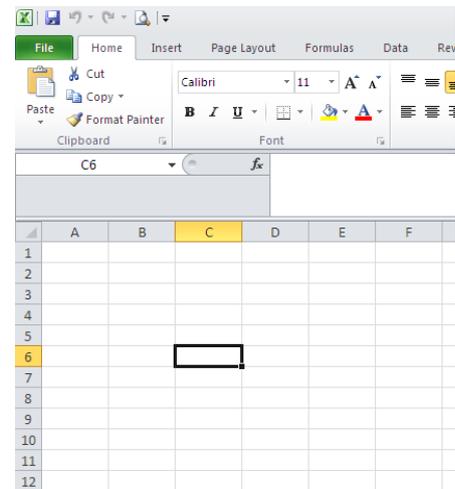


MS EXCEL

Excel is an application which is primarily used for handling numbers to produce reports, forecasts and charts from numerical data. The sheet consists of cells which are identified by the column and row in which they sit. In the picture on the right, the cursor (the box with the dark edges) is in cell C6.



In to each cell we can enter text, or numbers or formulae.

To entering text and numbers position the cursor on the required cell and type in the text or the number. Note that text is always aligned to the left and numbers to the right within the cell.

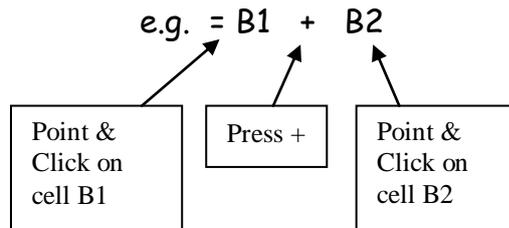
Entering a simple formula

put the cursor in the cell where the formula is to go

Press the =

Enter the formula by pointing at cells and pressing the maths symbols

e.g. = B1 + B2



Note that the computer will execute maths operations in the following order:-

Brackets, Divide, Multiply, Add, Subtract. (BoDMAS)

Thus $(B1+B2)*B3$ is not the same as $B1+B2*B3$.

Auto Sum

 You can insert a sum for a range of cells automatically by using **AutoSum**. When you click **AutoSum**, Microsoft Excel suggests a formula such as the formula =SUM(E5:E10) in the example. To accept the formula, press ENTER.

	E
4	Total Fee
5	\$ 525.00
6	\$ 525.00
7	\$ 420.00
8	\$ 315.00
9	\$ 420.00
10	\$ 420.00
11	=SUM(E5:E10)

Special case. AutoSum does not need the = pressing first

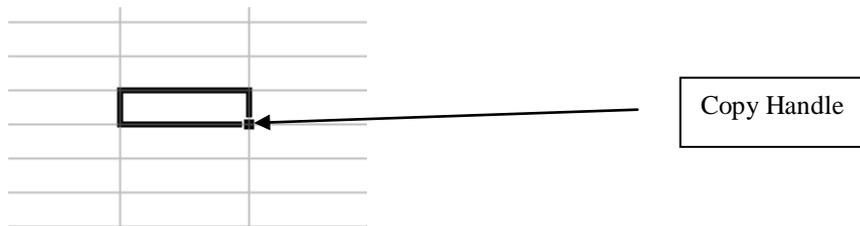
If you click on the drop down arrow, you can use other functions such as Average, Max, Min and Count

Mouse Pointer Shape

Shape	Context	Action
	The default pointer shape; appears in most Excel workspace contexts	Selects a cell or a range of cells
	Appears when the pointer is between a row or column divider	Adjusts height and width of rows and columns
	Appears when you are editing cell contents	Provides a text insertion point
	Appears when the pointer is on a column or row heading	Selects columns or rows
	Appears when the pointer is placed over a cell border, graphic, or other object	Moves cells, graphics, or objects
	Appears when the pointer is on the "fill corner" of a cell or cell range	AutoFills other cells with similar information
	Appears when mouse is placed over the <i>Ribbon</i>	The standard Microsoft Windows pointer; selects <i>Ribbon</i> and menu options

Copying Formulae (down or across)

Select the cell that you want to copy.



Point at the copy handle (watch for the pointer changing shape) and hold the mouse button down. Drag across the cells you want to copy to and then release the button. (Double clicking will copy down to the bottom of the previous column.

Formatting data

Select (highlight) the data you are going to format.

Right click on the selection and click **FORMAT CELLS**

The **NUMBER** tab allows you to change the way your data appears. E.g. you can change the number of decimal places or the format of the date. Select the heading for the type of data you have and then choose the way you want it to appear.

The **ALIGNMENT** tab allows you to place the data to the right, left, or centre of the cell. You can also use the buttons on the tool bar.

The **FONT** tab lets you change the font, font size and colour of your data.

The **BORDER** tab lets you format the borders of the cells. It is easiest to click on the grid button for the usual lining.

The **PATTERNS** tab allows for the fill colour and patterns in the cells.

The **PROTECTION** tab gives you the facility to lock cells to prevent them from being changed.

Insert a Column

Select the column to the right of the position of the new column by clicking on the column heading. Select **INSERT / COLUMN**.

Insert a Row

Select the row to the right of the position of the new row by clicking on the row heading. Select INSERT / ROW.

Centre across columns

Make sure that the text you are centring is in the left most cell and is left aligned. Drag the mouse across the cells you want to centre across.



Click on the 'Centre across columns button'.

To undo this, select all the cells in the centred across columns and click the button again.