



BRIEF INTRODUCTION INTO MS EXCEL

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Introduction in MS Excel

MS Excel is a very powerful tool that comes with MS 365 and all Microsoft Office products. Excel allows users to format data, analyse data and calculate through a spreadsheet.

The following are some of the features that Excel is used for.

- Data Collection
- Management of Data
- Accounting
- Financial Analysis
- Charts and Graphs
- Task Control
- Time Management.

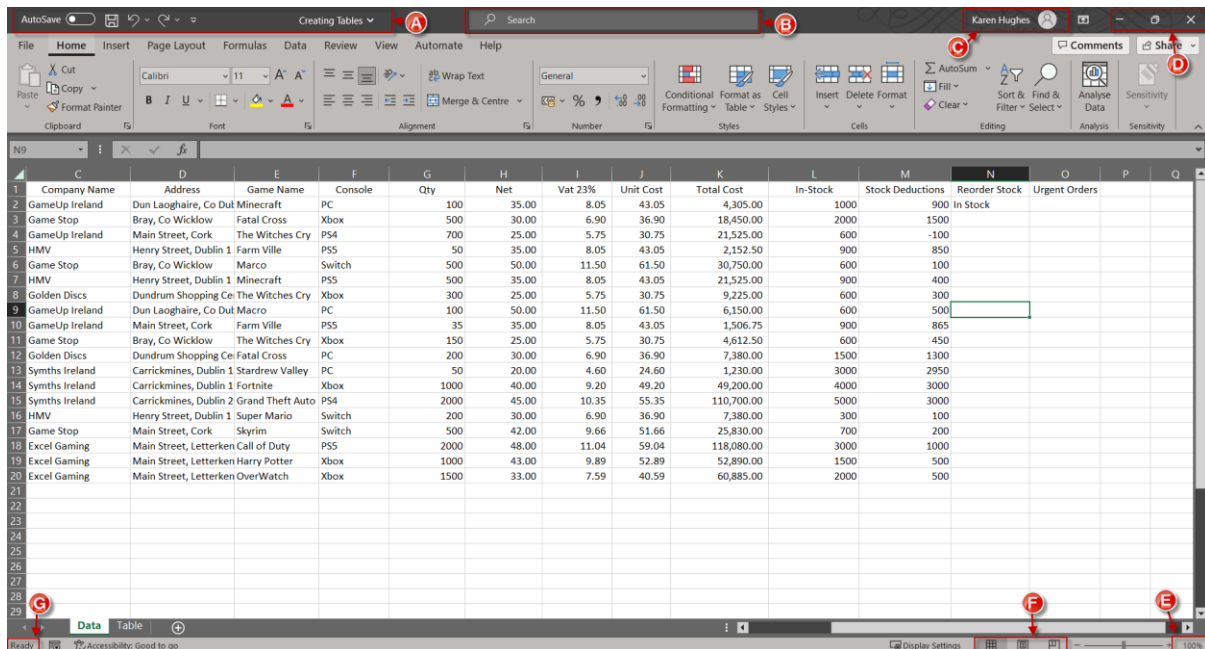


Figure 1: MS Excel Workbook

Step 1: Getting to know the home screen.

- Title Bar:** displays the name of your workbook, autosave when connected to OneDrive, save, and undo.
- Search:** allows you to search for items within the workbook.
- Username:** displays your sign-in status, if you see your name, you are signed in correctly.
- Window controls:** allows you to control the window, you can minimize, maximize, restore, or close the application.
- Zoom control:** change the magnification of your worksheet.
- Shortcuts:** switch to different views of the worksheet, web layout, print layout, and read mode.
- Status bar:** indicates the work status for example ready.



Step 2: MS Excel Interface.

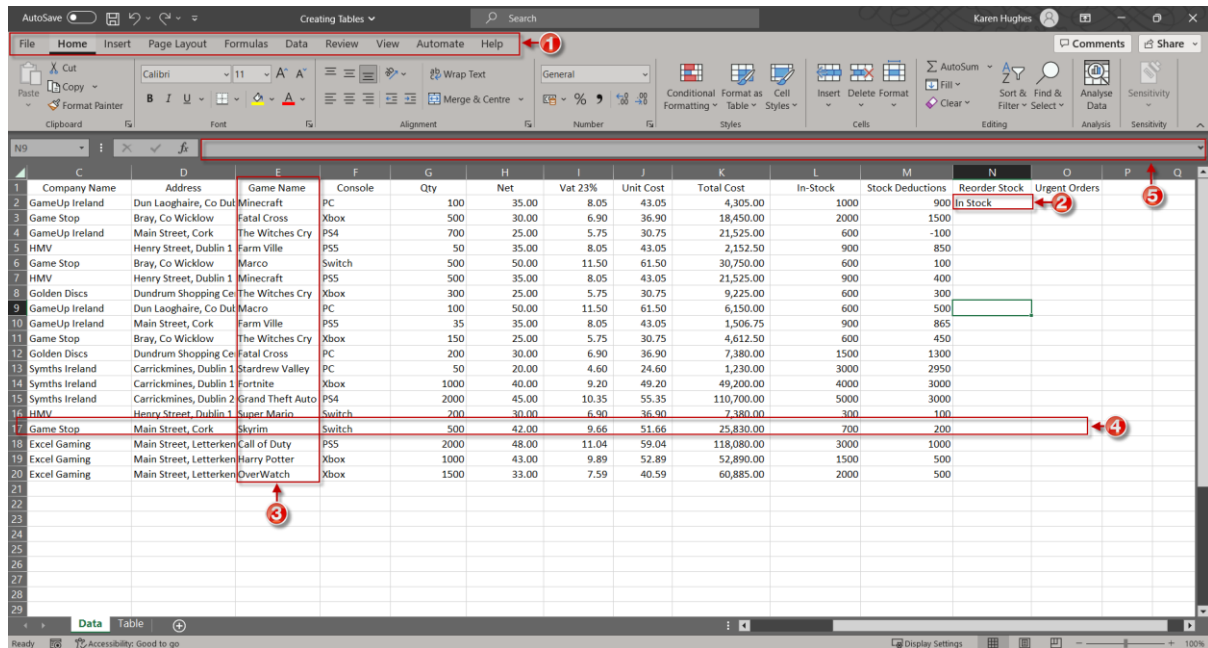


Figure 2: MS Excel Interface

1. Menu: located at the top of the screen, the menu allows you to access the different command which are displayed on the Ribbon. For example, you can save, print, add colours, and a lot more.
2. Cell: Cells in Excel are rectangular in shape box that is intersection of a row and column. The cell contains the information or content, for example data, formulas, or functions. A cell address is row number with the column letter for example A1 or N1 as shown in figure 2.
3. Columns: In Excel, a worksheet is made up of columns and rows, columns are vertical series of cells with an alphabetic header. The number of columns is over 16,000 and range from A to XFD and rows go from 1 to 1,048,576.
4. Rows: Rows in Excel are horizontal lines of cells, runs from left to right across the worksheet. Each row is identified by a unique number 1, 2, 3 etc... rows go from 1 to 1,048,576.
5. Formula Bar: Shows the contents of the current cell and allows you to create and view formulas.



Step 3: MS Excel Backstage View

To get to what is called the backstage view in MS Excel you need to first click on the file tab. Within the backstage view you will find a list of actions for example, save, open, and print to name just a few.

A. Click on File.

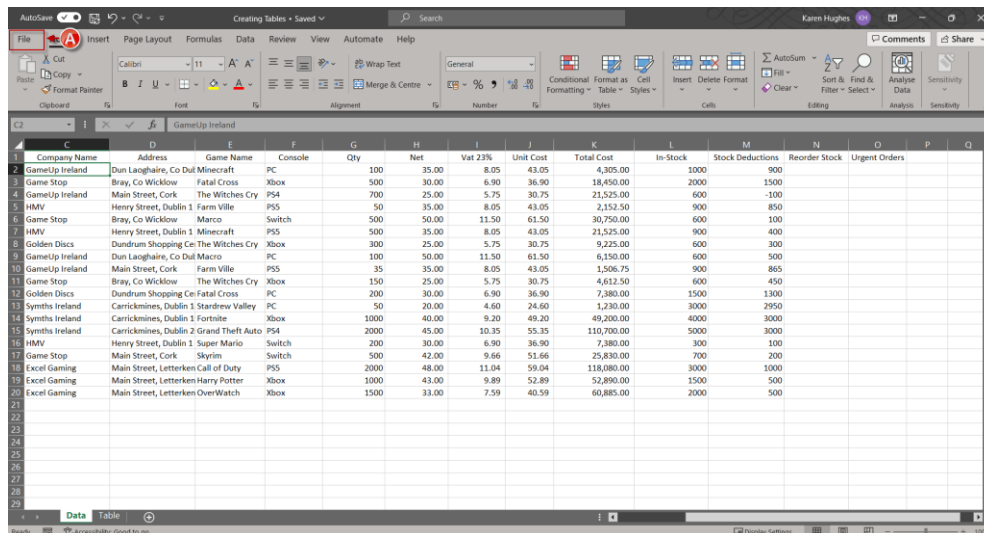


Figure 3: File Icon in MS Excel

B. Click the back button to return to the Workbook that is open.

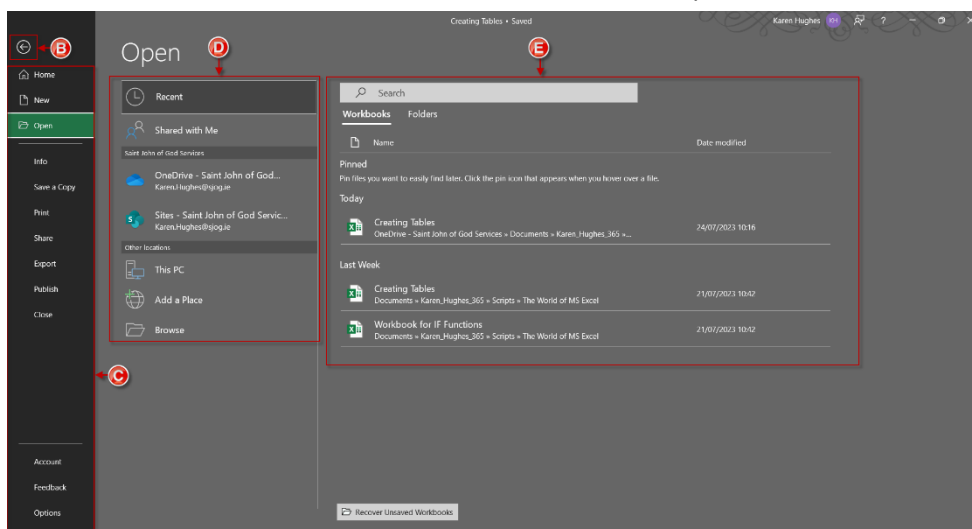


Figure 4: Excel Backstage View

- C. Most commonly used for file and Excel management commands, for example save, save a copy and information regarding the document can be found in this area.
- D. In the recent section you will find, links to OneDrive, the PC and Browse.
- E. When you click on buttons within *area four*, the options appear in this section, as you see in the example open is selected, Excel is showing recent files that you may wish to open.



Step 4: Search for a Command.

All MS 365 applications have the same general feel and look about them, they also allow you to search the ribbon for commands. Searching can be useful if you need to perform a task that you do not regularly use and you are unsure as to where to find the command.

1. Open an Excel workbook.

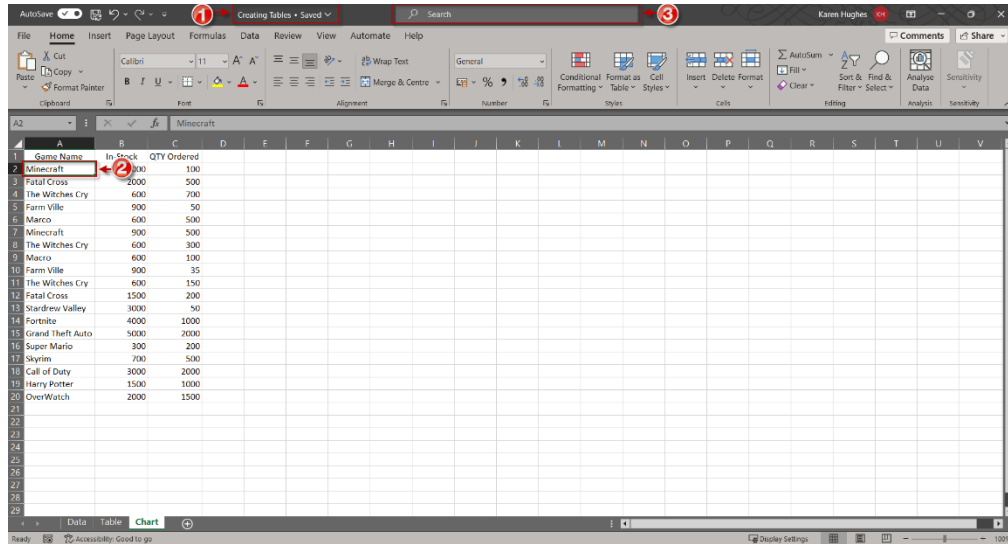


Figure 5: Excel Workbook

2. Click into a cell that has text or an object within the cell.
3. Click inside the search option on the quick access bar.

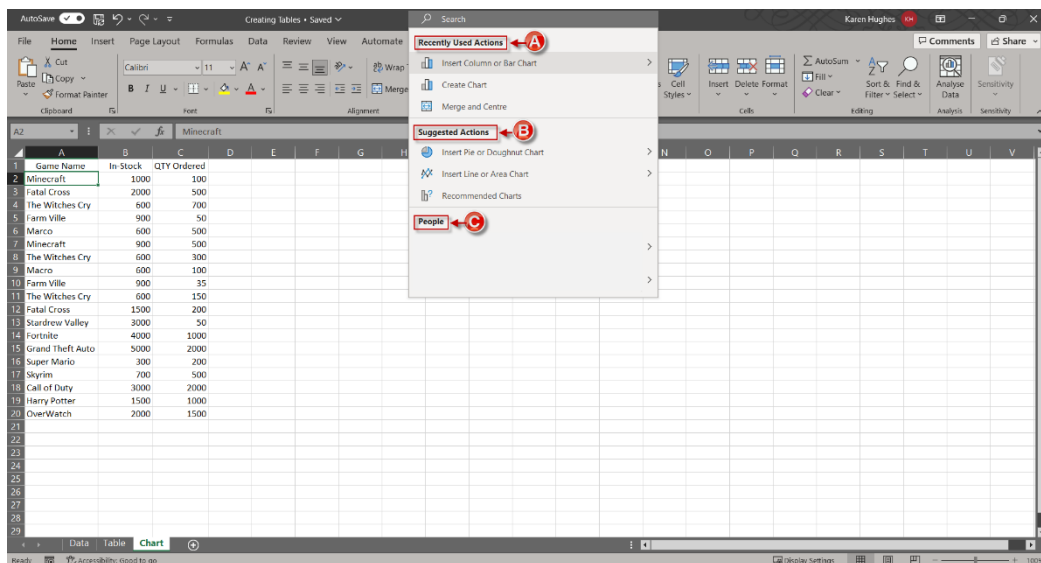


Figure 6: Search Bar

- A. A list of recently used commands appear in Recently Used Actions.
- B. A list of suggestions appear in Suggested Actions.
- C. A list of people who you have communicated with appears in People.



4. Type the name of the command to use, for example Chart.
5. Select Insert Column or Bar Chart.
6. Select the first Bar Chart called Clustered Column.

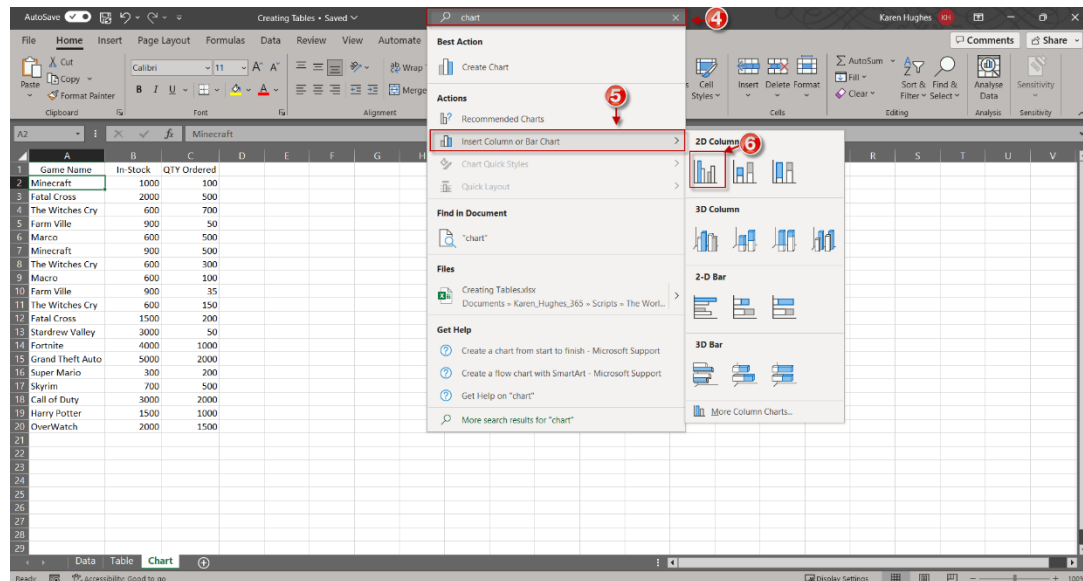


Figure 7: Inserting Charts

7. A bar chart is now inserted into the worksheet.

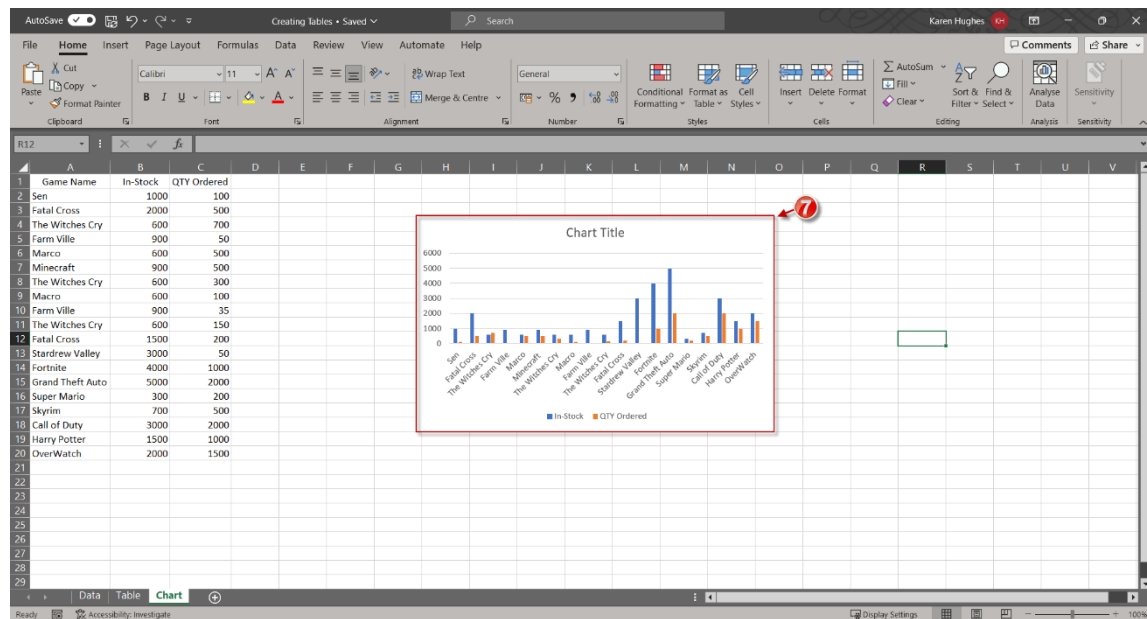


Figure 8: Bar Chart



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