

LECTURE SCHEDULE 8

MSEXCEL: Electronic Spreadsheets – concepts, packages. Creating, Editing and Saving a spreadsheet with MSEXCEL

Electronic Spreadsheet

- An electronic spreadsheet is the computer equivalent of a paper ledger sheet. It consists of a grid made from columns and rows.

	<i>paper ledger</i>	
	<i>car loan</i>	<i>\$12,000</i>
	<i>interest</i>	<i>9.6%</i>
	<i># of payments</i>	<i>60</i>
	<i>monthly payment</i>	<i>\$252.61</i>

	A	B	C
1		computer ledger	
2			
3		car loan	\$12,000.00
4		interest	9.60%
5		# of payments	60
6			
7		Monthly Pmt.	\$252.61

- Spreadsheet program allows us to create professional spreadsheets and charts.
- It performs numerous functions and formulas to assist us in our projects.

Electronic Spreadsheet Packages

- Examples of spreadsheet programs are:
 - Lotus 1-2-3
 - Corel's QuattroPro
 - MS Excel
- Excel is a spreadsheet program from Microsoft, a component of Microsoft Office for business applications.



Starting Microsoft Excel

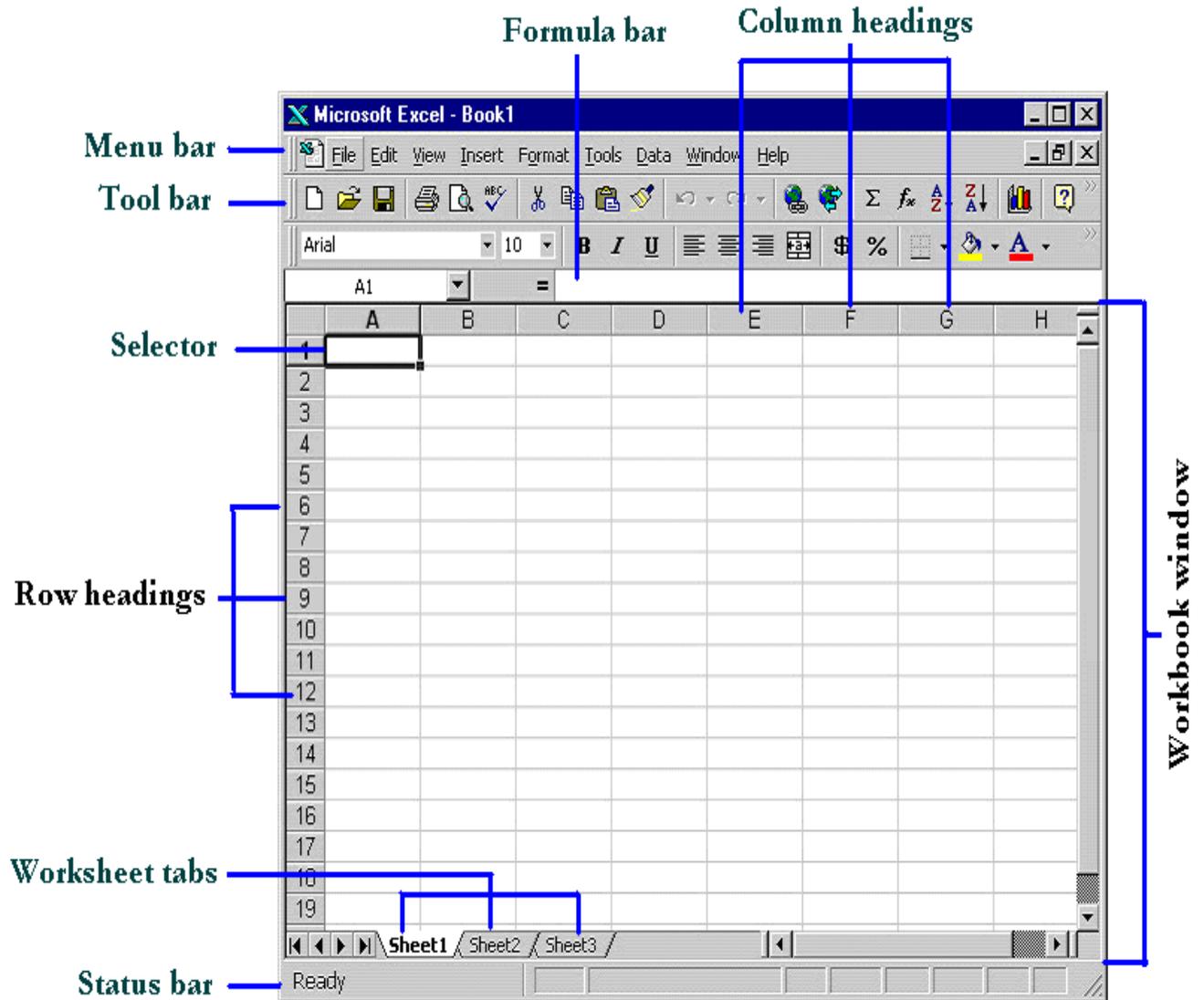
- Double click on the Microsoft Excel icon on the desktop.
- Click on Start --> Programs --> Microsoft Excel



Concepts

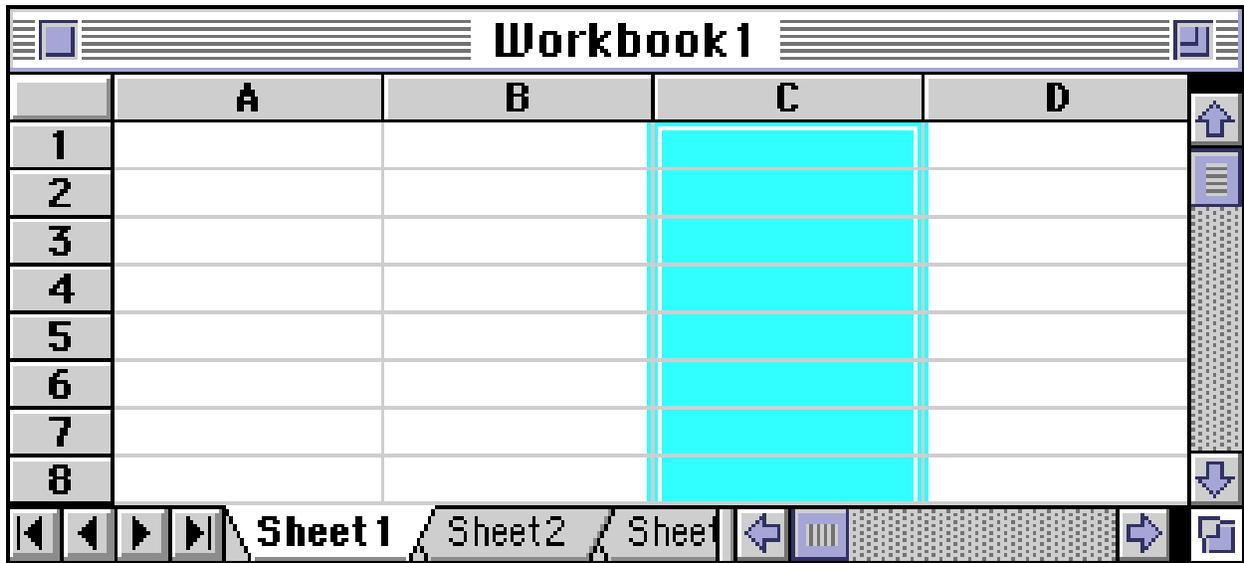
- Spreadsheets are commonly referred to as workbook in Excel.
- Workbooks are made up of
 - columns
 - rows
 - and their intersections are called cells
- A workbook may contain one or more worksheets.

Elements of an Excel Window



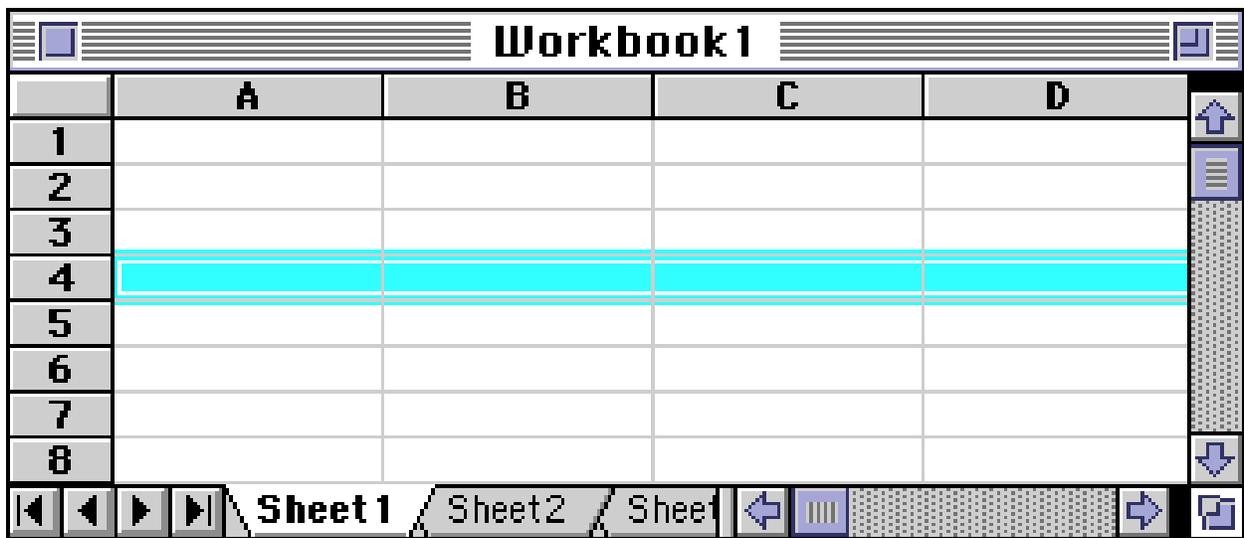
Definition of column in the worksheet

- The column is defined as the vertical space that is going up and down the window. Letters are used to designate each column's location.



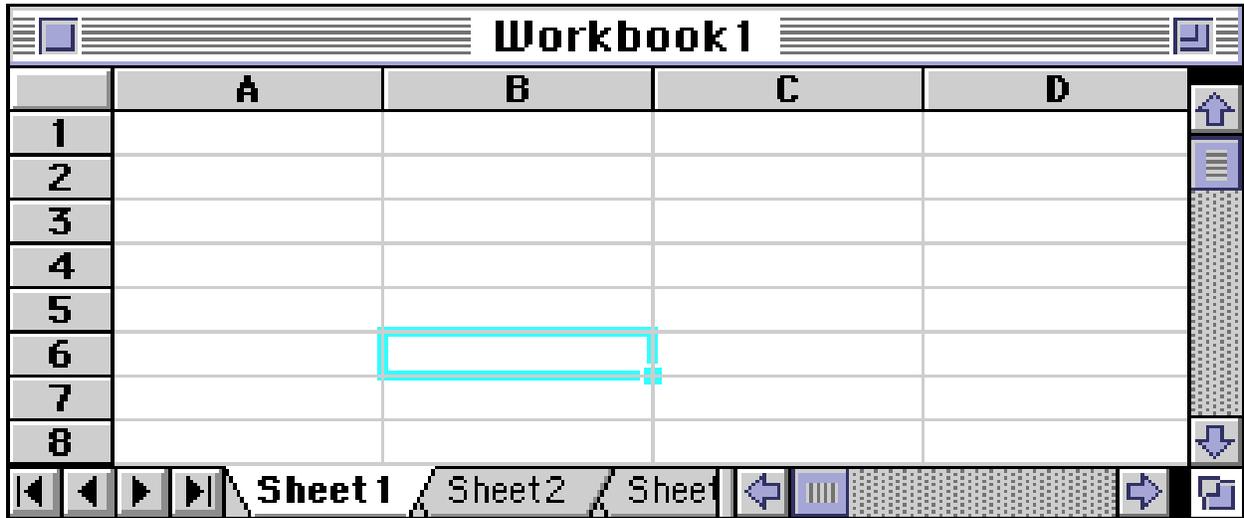
Definition of column in the worksheet

- The row is defined as the horizontal space that is going across the window. Numbers are used to designate each row's location.



Definition of cell in the worksheet

- The cell is defined as the space where a specified row and column intersect.
- Each cell is assigned a name according to its column letter and row number.



- The selected cell is highlighted.
- The address or the name of the cell selected above is B6.

What a cell can contain?

- A cell may contain any one of the following types of data
 - text (labels)
 - number data (constants)
 - formulas (mathematical equations that do all the work)

Data types	Examples	Descriptions
LABEL	Name or ID or Days	anything that is just text
CONSTANT	5 or 3.75 or -7.4	any number
FORMULA	=5+3 or = 8*5+3	mathematics equation

Navigating Through Cells

Movement	Key stroke
One cell up	up arrow key
One cell down	down arrow key or enter
One cell left	left arrow key
One cell right	right arrow key or tab
Top of the worksheet (cell A1)	Ctrl+Home
End of the worksheet (last cell with data)	Ctrl+End
End of the row	Ctrl+right arrow key
End of the column	CTRL+down arrow key

Selecting Cells

Cells to select	Mouse action
One cell	Click once in the cell
Entire row	click the row label
Entire column	click the column label
Entire worksheet	click Ctrl + A sheet button
Cluster of cells	drag mouse over the cells or hold down the SHIFT key while using the arrow keys

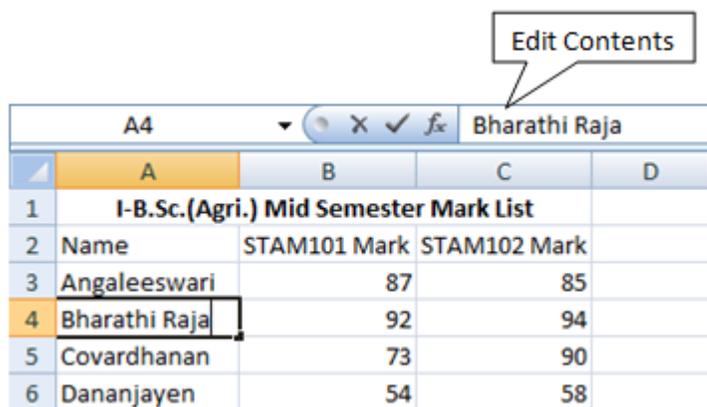
Creating Spreadsheet

- Move to the cell where you want to enter data and enter words or numbers.
- If data is already in the cell it will be replaced without you having to cut or delete the previous data.

	A	B	C
1	I-B.Sc.(Agri.) Mid Semester Mark List		
2	Name	STAM101 Mark	STAM102 Mark
3	Angaleeswari	87	85
4	Bharathi	92	94
5	Covardhanan	73	90
6	Dananjayen	54	58

Editing Spreadsheet

- To edit the contents of a cell
 - Select the cell, type the new contents and press enter. The new entry will be replacing the existing contents
 - Or select the cell to be edited, click on the Formula bar or double click the cell then edit the contents and press enter.



	A	B	C	D
1	I-B.Sc.(Agri.) Mid Semester Mark List			
2	Name	STAM101 Mark	STAM102 Mark	
3	Angaleeswari	87	85	
4	Bharathi Raja	92	94	
5	Covardhanan	73	90	
6	Dananjayen	54	58	

- To insert a row in the spreadsheet
 - First click on the row number and choose Rows from the Insert menu. This will insert a row before the selected row.

	A	B	C	D	E
1	1	2	3	4	5
2	2	4	7	11	16
3	3	7	14	25	41
4	4	11	25	50	91

	A	B	C	D	E
1	1	2	3	4	5
2	2	4	7	11	16
3					
4	3	7	14	25	41
5	4	11	25	50	91

- **To insert a column in the spreadsheet**

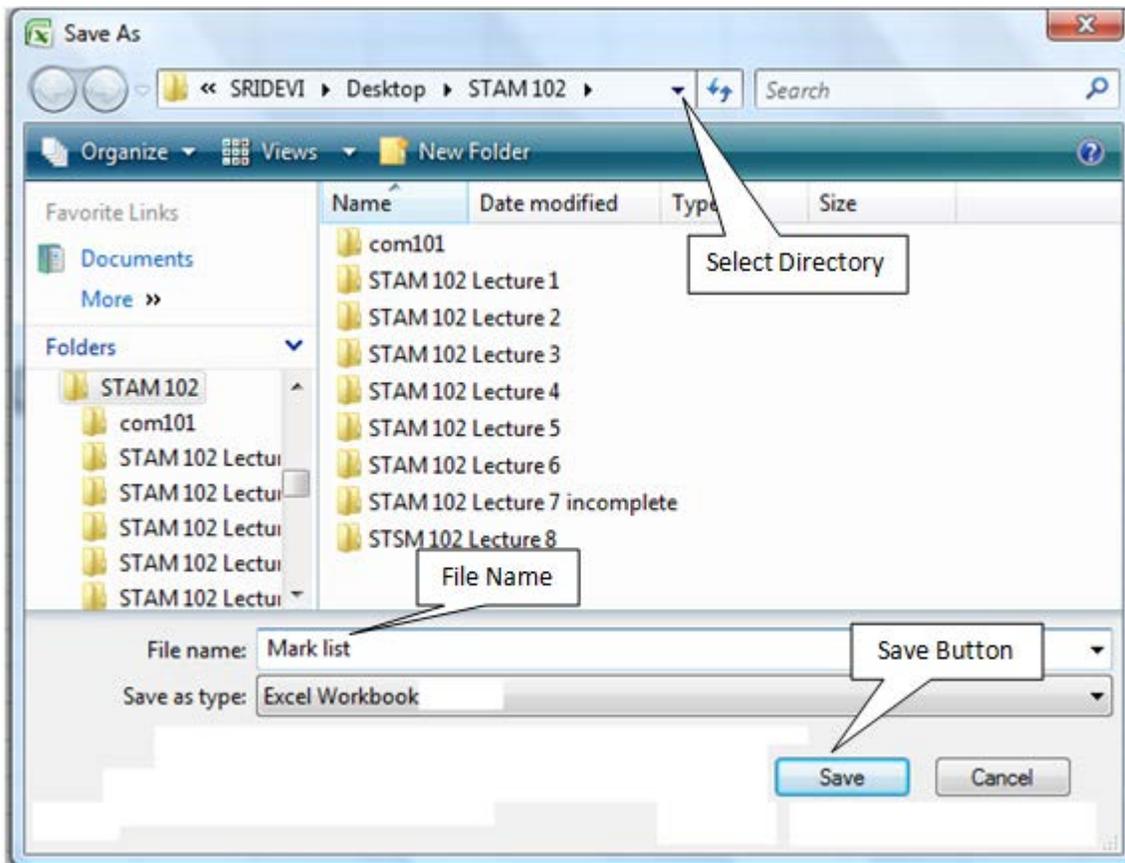
- First click on the column label (letter) and choose Columns from the Insert menu.
This will insert a column immediately left of the selected column.

	A	B	C	D	E
1	1	2	3	4	5
2	2	4	7	11	16
3	3	7	14	25	41
4	4	11	25	50	91

	A	B	C	D	E	F
1	1	2		3	4	5
2	2	4		7	11	16
3	3	7		14	25	41
4	4	11		25	50	91

Saving Spreadsheet

- Click on Save As from File menu.
- In the Save As dialog box
 - Select the directory
 - Enter the file name
 - Click on Save button



- To save subsequently Click on Save from File menu
- Or hold the Ctrl. Key and press Enter key
- Or press Save button () in the Tool Bar.