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BASICS OF SPREADSHEET

- **To open MS-Excel :** Click on Start ->All Programs -> MS-Office -> MS-Office Excel 2007
  Or Type in search
- **Spreadsheet** is also known as **Worksheet**.
- When you open **MS-Excel**, you are opening a workbook.
- A workbook contains number of worksheets.
  - ✓ Examples of Spreadsheet: MS-Excel, Lotus 1-2-3 (discontinued), Google Sheet, Lotus symphony etc.
- **To insert new worksheet:** Select Home tab -> at the bottom part of the sheet there is Insert button -> Select Insert
- **To create a new Workbook:** Click on Office -> Select New option
- **To open an existing Workbook:** Click on Office ->Select Open option
- **To save Workbook:** Click Office - Select Save As option
- **Ribbon:** It is designed to help you quickly find the commands to complete a task.
- **Formula bar:** It is a place where you can enter or view formulas or text.
- Rows are labeled using numbers (e.g. 1 to 10,48,576)
- All columns are labeled with letters from A to Z. Then after z the next column is AA, AB, AC .....

- **To select Cells & Ranges:**
  - ✓ Go to Name box☐ Select range by typing (e.g. A1:C10)
  - ✓ Press Enter
- **To edit data:**
  - ✓ Select the cell to editor
  - ✓ Press **F2**
- **Find and replace data:**
  - ✓ Click on Home tab -> Find.
  - ✓ If the data to be replaced Home Tab -> Find **->** Replace
- **To Insert Cell:**
  - ✓ Select Home tab -> Select Cells group (where to insert) -> Click Insert Cells
  - ✓ Select Cells ->Right click -> Insert
- **To delete cells:**
  - ✓ Select Cells on the sheet
  - ✓ Home tab -> Select Delete
- **To delete selected rows:**
  - ✓ Select Home tab -> Click Delete option
- **To resize Rows and Columns:**
  Select Rows or Columns
  Click Home tab -> Click on Cell group -> Format

- Move or Copy entire cells: select the cells -> Click on Home tab -> Select on Clipboard section

- **To enter Text/Labels:** Click in the Cell -> Type the text -> Enter
- **Auto fill:** Auto fill is tool provided by MS-Excel to simplify entering repetitive or sequential lists of information.
- **To Create a Formula:** Click in a cell → Press the = key →Type the formula → Press Enter
- **Freeze Panes**: If you have a large worksheet with column and row headings will disappear as the worksheet is scrolled.
- Click on the labels →Select View tab →Go to Window group →Freeze panes/Unfreeze Panes
- **Page break:** Page Layout→Select Set up Group→ Breaks →Insert Page break.

CHECK YOURSELF

1. In a spreadsheet, letters are used to represent _____
   A) Cells
   B) Rows
   C) Columns
   D) Blocks
2. Cells are identified by a combination of letters and numbers.
   A) True
   B) False

3. The files that are created with Spreadsheet software are called

(A) Package

(B) Program

(C) Worksheet

(D) Spreadsheet

4. The cells are addressed in terms of

(A) Row and column labels

(B) Row labels

(C) Rows

(D) Columns

5. Which of the following data can be typed into a Spreadsheet cell?

(A) Formulae

(B) Text

(C) Numbers

(D) All of these

STRETCH YOURSELF

1. Differentiate between a workbook and a worksheet?
2. What is the extension for Excel file?
3. Does each cell have a unique address?
4. Create a spreadsheet. Fill the spreadsheet with student name and their marks of all the subjects of your class. Save the Sheet.

5. Rename the sheet created in Question 5.
6. How to edit cells?
7. How to insert a new sheet, write down the steps?
8. How to merge cells?

ANSWERS

Check Yourself:

1. C. 2. A 3. C, 4. A 5. D