

Al-Mustansiriyah Universty
Collage of Medicine
Al-Physiology Deparetment
Computer Unit



INTRODUCTION TO MICROSOFT EXCEL

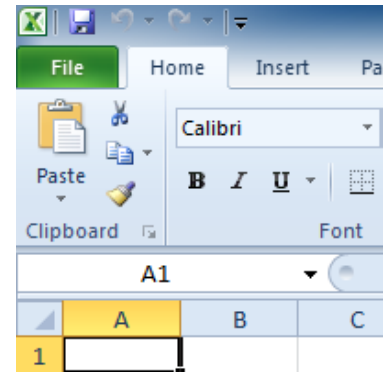
For the first academic stage
2023-2024

Lecturer
Lamia Hasan

Introduction

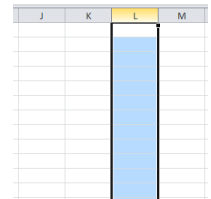
Excel is a **spreadsheet program** that allows you to store, organize, and analyze information. Here, you will learn your way around the Excel 2010 environment, including the new **backstage view**, which replaces the Microsoft Button menu from Excel 2007. We will show you how to use and modify the **Ribbon** and the **Quick Access Toolbar**, and how to **create new workbooks** and **open** existing ones.

The **Excel 2010** interface is very similar to Excel 2007. There have been some changes that we will review later, but if you are new to Excel, first take some time to learn how to navigate an Excel workbook.



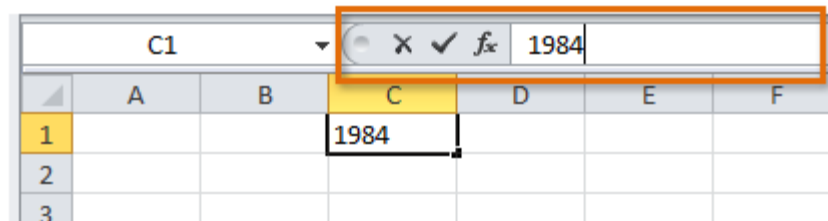
Column

A **column** is a group of cells that runs from the top of the page to the bottom. In Excel, columns are identified by letters. Column L is selected in the image.



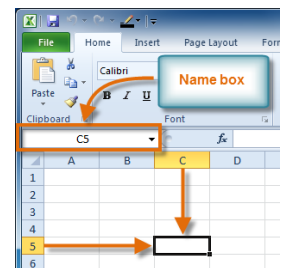
Formula Bar

In the **formula bar**, you can enter or edit data, a formula, or a function that will appear in a specific cell. In the image, cell C1 is selected and 1984 is entered into the formula bar. Note how the data appears in both the formula bar and in cell C1.



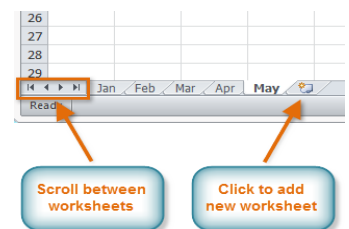
Name Box

The **Name box** tells you the location or the "name" of a selected cell. In the image below, cell B4 is in the Name box. Note how cell B4 is where column B and row 4 intersect.



Worksheets

Excel files are called **workbooks**. Each workbook holds one or more **worksheets** (also known as "spreadsheets"). Three worksheets appear by default when you open an Excel workbook. **You can rename, add and delete worksheets.**



Horizontal Scroll Bar

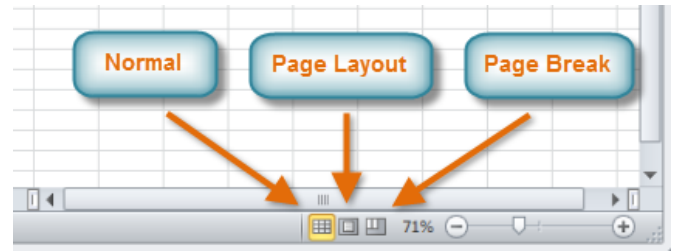


You may have more data than you can see on the screen all at once. Click and hold the **horizontal scroll bar** and slide it to the left or right depending on what part of the page you want to see.

Page View

There are three ways to view a spreadsheet. Click on a page view button to select it.

- **Normal view** is selected by default, and shows you an unlimited number of cells and columns. It is highlighted in the image.
- **Page Layout view** divides your spreadsheet into pages.
- **Page Break view** lets you see an overview of your spreadsheet, which is helpful when you are adding page breaks.

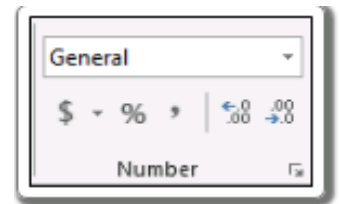


Zoom Control

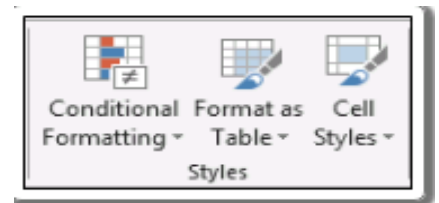
Click and drag the slider to use the **Zoom control**. The number to the left of the slider bar reflects the zoom percentage.

Home tab: contains the most frequently used options such as cut-copy-paste, font formatting, alignment, Number, Conditional formatting, etc. All the options are used to format the data.

***Number:** - We use this option to change the number formatting into General, Percentage, Currency, Date, Time, Fraction etc. We can increase and decrease the decimal and convert the number into accounting number.

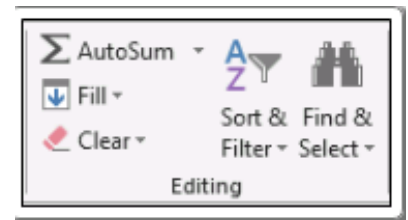


* **Styles:** - In this option, we have Conditional Formatting, Format as Table and Cell Styles. Conditional formatting is used to highlight the cell or range on the basis of conditions. Format as table is having readymade table format and Cell styles feature different types of built-in styles that are a combination of Font style, Font color and Fill color.



* **Cells:** - We use this option to insert or delete cells, rows, columns and sheets. Also, we have format option to adjust the height, width of cells or range. Using this option, we can hide or unhide the range, protect the workbook, rename the sheet name, fill the tab color, move or copy to sheets, lock the cells.

***Editing:** - This option has Auto Sum feature to return the total of numbers and move the text to right, left, up and down, Clear the format, content, comments and hyperlink; sort the data and find and select option.



Introduction

You will need to know the basic ways you can work with cells and cell content in Excel to be able to use it to calculate, analyze, and organize data. Here, you will learn how to **select cells; insert content; and delete cells and cell content**.

You will also learn how to **cut, copy and paste cells; drag and drop cells; and fill cells** using the fill handle.

Introduction to Cells and Cell Content

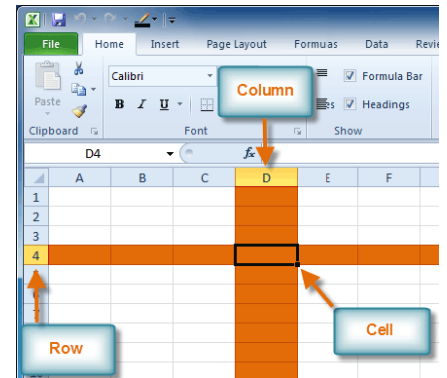
Cells are the basic building blocks of a worksheet. Cells can contain a variety of content such as **text**, **formatting attributes**, **formulas**, and **functions**. To work with cells, you'll need to know how to **select** them; **insert content**; and **delete cells and cell content**.

The Cell


Each rectangle in a worksheet is called a **cell**. A cell is the intersection of a **row** and a **column**. Each cell has a name, or a **cell address** based on which **column and row** it intersects.

The **cell address** of a selected cell appears in the **Name box**. Here you can see that **D4** is selected.

You can also select **multiple cells** at the same time. A group of cells is known as a **cell range**. Rather than a single cell address, you will refer to a cell range using the cell addresses of the **first** and **last** cells in the cell range, separated by a **colon**. For example, a cell range that included cells A1, A2, A3, A4 and A5 would be written as **A1:A5**.



To Select a Cell:

Click on a cell to select it. When a cell is selected you will notice that the **borders** of the cell appear bold  and the **column heading** and **row heading** of the cell are highlighted.

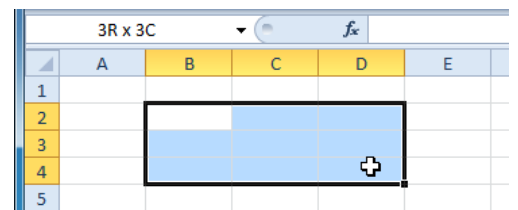
Release your mouse. The cell will stay selected until you click on another cell in the worksheet.

You can also navigate through your worksheet and select a cell by using the **arrow keys** on your keyboard.

To Select Multiple Cells:

Click and drag your mouse until all of the adjoining cells you want are highlighted.

Release your mouse. The cells will stay selected until you click on another cell in the worksheet.



Cell Content

Each cell can contain its own text, formatting, comments, formulas, and functions.

Text

Cells can contain letters, numbers, and dates.

Formatting attributes

Cells can contain formatting attributes that change the way letters, numbers, and dates are displayed. For example, dates can be formatted as MM/DD/YYYY or Month/D/YYYY.

Comments

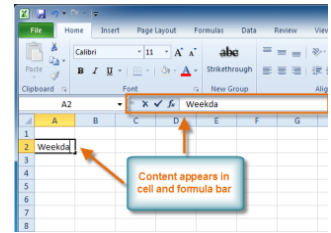
Cells can contain comments from multiple reviewers.

Formulas and Functions

Cells can contain formulas and functions that calculate cell values. For example, SUM (cell 1, cell 2...) is a formula that can add the values in multiple cells.

To Insert Content:

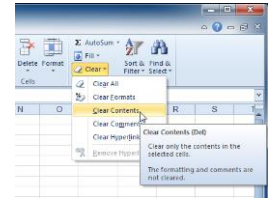
1. Click on a cell to select it.
 2. Enter content into the selected cell using your keyboard.
 3. The content appears in the **cell** and in the **formula bar**.
- You also can enter or edit cell content from the formula bar.



To Delete Content Within Cells:

1. Select the cells which contain content you want to delete.
2. Click the **Clear** command on the Home tab on ribbon. A **dialog box** will appear.
3. Select **Clear Contents**.

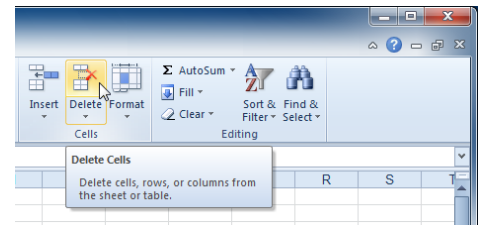
You can also use your keyboard's **Backspace** key to delete content from a **single cell** or **Delete** key to delete content from **multiple cells**.



To Delete Cells:

1. Select the cells that you want to delete.
 2. Choose the **Delete** command found in **Home** tab in the **Ribbon**.
- There is an important difference between **deleting the content of a cell** and **deleting the cell itself**.

If you delete the cell, by default the cells underneath it will shift up and replace the deleted cell.



Creating and Opening Workbooks

Excel files are called **workbooks**. Each workbook holds one or more **worksheets** (also known as "spreadsheets").

To Create a New, Blank Workbook:

1. Click the **File** tab.
2. Select **New**.
3. Select **Blank workbook** under **Available Templates**. It will be highlighted by default.
4. Click **Create**. A new, blank workbook appears in the Excel window.

You can create your document from a **template**, which you can select under Available Templates.

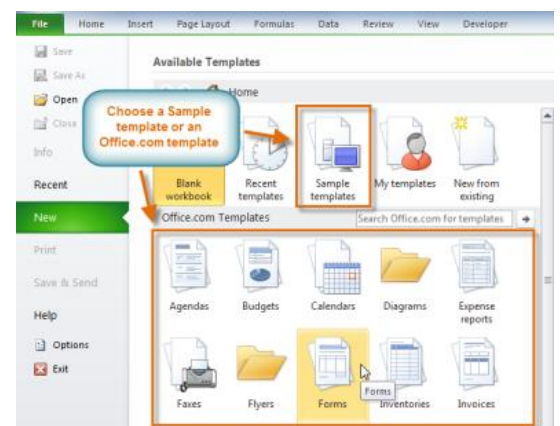


Using Templates

Excel allows you to create a new workbook using a **template**, which is a **pre-designed spreadsheet**. Several templates are preloaded in Excel, and others are located on Office.com.

To Create a New Workbook Using a Template:

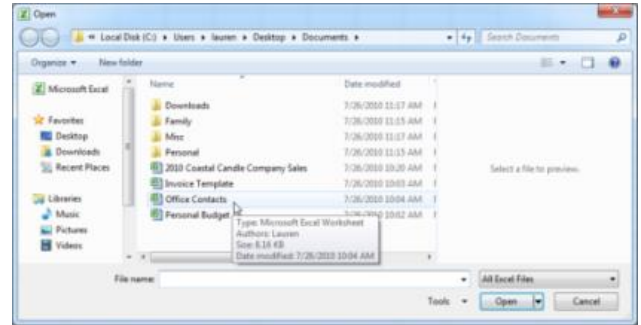
1. Click the **File** tab to go to **Backstage view**.
2. Select **New**. The **Available Templates** pane appears.
3. Click **Sample templates** to choose a built-in template, them.



To Open an Existing Workbook:

1. Click the **File** tab.
2. Select **Open**. The Open dialog box appears.
3. Select your desired workbook and then click open.

If you have opened the existing workbook recently, it may be easier to choose **Recent** from the **File tab** instead of **Open** to search for your workbook.

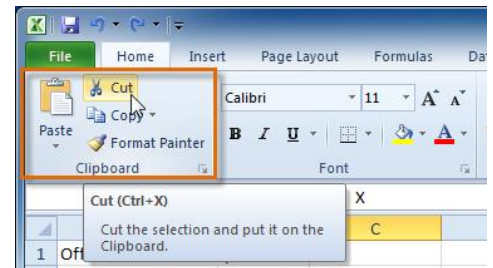


To Copy and Paste Cell Content:

1. Select the cells you wish to copy.
2. Click the **Copy** command in Home tab. The border of the selected cells will change appearance.
3. Select the cell or cells where you want to paste the content.
4. Click the **Paste** command. The copied content will be entered into the highlighted cells.

To Cut and Paste Cell Content:

1. Select the cells you wish to cut.
2. Click the **Cut** command in Home tab. The border of the selected cells will change appearance.
3. Select the cells where you want to paste the content.
4. Click the **Paste** command. The cut content will be removed from the original cells and entered into the highlighted cells.



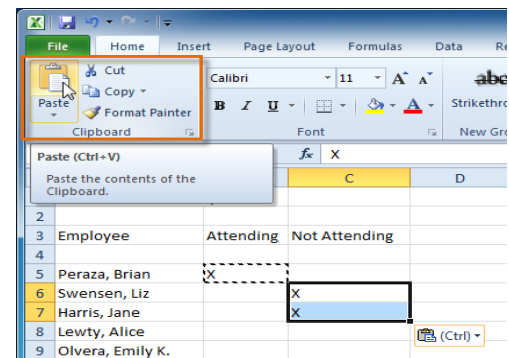
To Access More Paste Options:

There are more Paste options that you can access from the drop-down menu on the **Paste** command. These options may be convenient to advanced users who are working with **cells that contain formulas or formatting**.

You may not want to copy everything in some cases. For example, you want to copy only Values or you want to copy only the formatting of cells. Select the paste special option as shown.

- **Formulas:** Pastes formulas, but not formatting.
- **Values:** Pastes only values not the formulas.

Formats: Pastes only the formatting of the source range.



To Access Formatting Commands by Right-Clicking:

Select the cells you want to format. **Right-click** on the selected cells. A **dialog box** will appear where you can easily access many commands that are on the ribbon.

To Drag and Drop Cells:

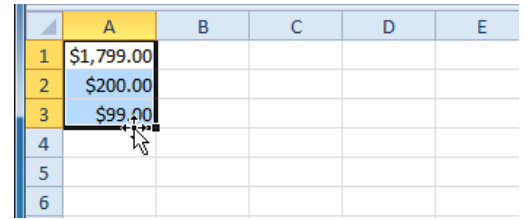
Select the cells that you wish to move.

Position your mouse on one of the **outside edges** of the selected cells.

The mouse changes from a **white cross**  to a **black cross with 4**

arrows . **Click and drag the cells** to the new location.

Release your mouse and the cells will be dropped there.



Wrapping Text and Merging Cells

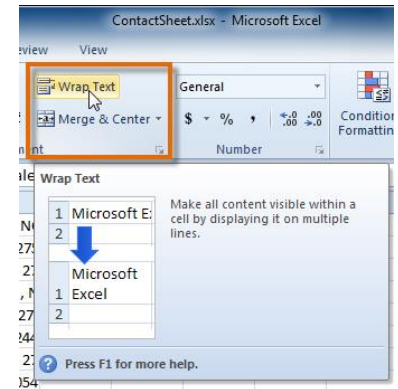
If a cell contains more text than can be displayed, you can choose to wrap the text within the cell or merge the cell with empty, adjoining cells. **Wrap text** to make it display on multiple lines of the cell. **Merge cells** to combine adjoining cells into one larger cell.

To Wrap Text:

1. Select the cells with text you want to wrap.
2. Select the **Wrap Text** command on the **Home** tab.

The text in the selected cells will be wrapped in your worksheet.

If you change your mind, re-click the **Wrap Text** command to unwrap the text.



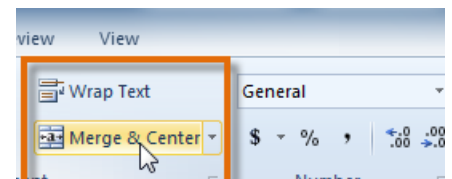
To Merge Cells Using the Merge & Center Command:

Select the cells you want to merge together.

Select the **Merge & Center** command on the **Home** tab.

The selected cells will be merged and the text will be centered.

If you change your mind, re-click the **Merge & Center** command to unmerge the cells.



To Access More Merge Options:

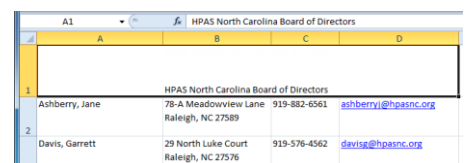
Click the drop-down arrow next to the **Merge & Center** command on the Home tab. The **merge** drop-down menu appears.

Merge & Center: Merges selected cells into one cell and centers the text.



Merge Across: Merges each row of selected cells into larger cells. This command is useful if you are merging content across multiple rows of cells and do not want to create one large cell.

Merge Cells: Merges selected cells into one cell.

Unmerge Cells: Unmerges the selected cells.





To Use the Fill Handle to Fill Cells:

1. Select the cell or cells containing the content you want to use. You can fill cell content either vertically or horizontally.
2. Position your mouse over the **fill handle** so that the **white cross**  becomes a **black cross** .
3. **Click and drag the fill handle** until all the cells you want to fill are **highlighted**.
4. Release the mouse and your cells will be filled.

Working with Columns, Rows, and Cells

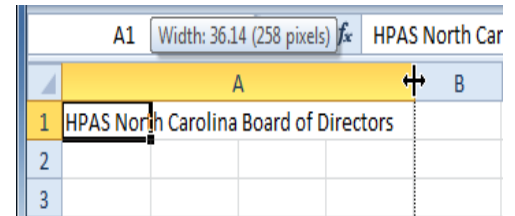
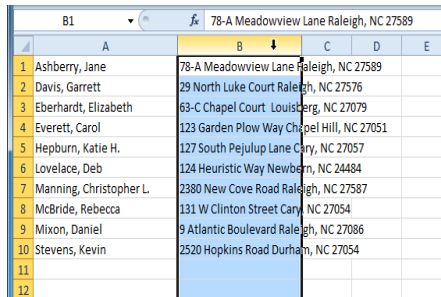
By default, every row and column of a new workbook is always set to the same **height** and **width**. Excel allows you to modify column width and row height in a variety of different ways.

To Modify Column Width:

Position your mouse over the **column line** in the **column heading** so that the **white cross**  becomes a **double arrow** .

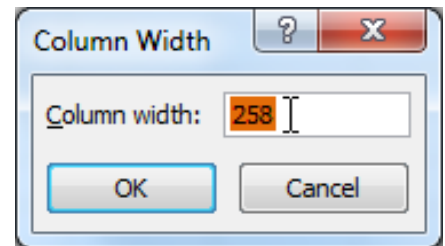
Click and drag the column to the right to increase the column width or to the left to decrease the column width.

Release the mouse. The column width will be changed in your spreadsheet.





To Set Column Width with a Specific Measurement:

1. Select the columns you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Column Width**.
4. The **Column Width** dialog box appears. Enter a specific measurement.
5. Click **OK**. The width of each selected column will be changed in your worksheet.
6. Select **AutoFit Column Width** from the format drop-down menu and Excel will automatically adjust each selected column so that all the text will fit.

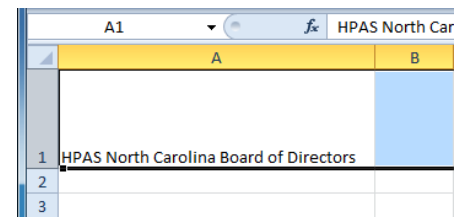
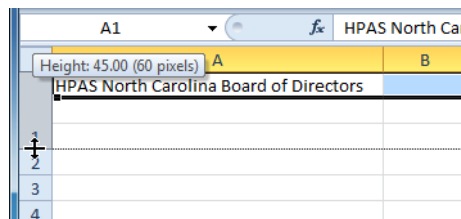
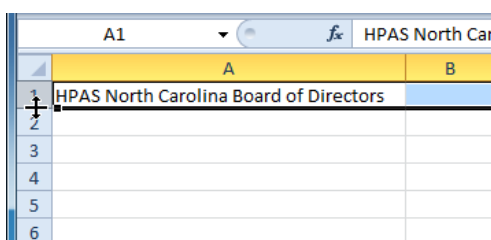


To Modify the Row Height:

Position the **cursor** over the **row line** so that the **white cross**  becomes a **double arrow** .

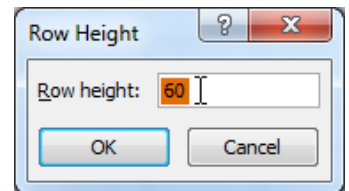
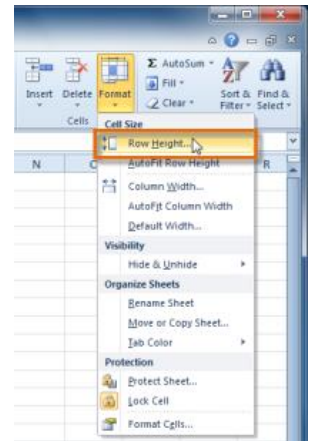
Click and drag the row downward to increase the row height or upward decrease the row height.

Release the mouse. The height of each selected row will be changed in your worksheet.



To Set Row Height with a Specific Measurement:


1. Select the rows you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Row Height**. The **Row Height** dialog box appears. Enter a specific measurement.
4. Click **OK**. The selected rows heights will be changed in your spreadsheet.
5. Select **AutoFit Row Height** from the format drop-down menu and Excel will automatically adjust each selected row so that all the text will fit.

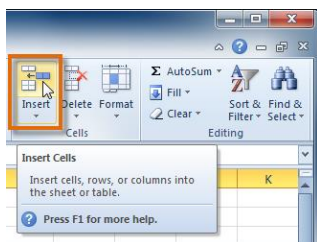


To Insert Rows:

Select the **row** below where you want the new row to appear. Click the **Insert** command on the **Home** tab.

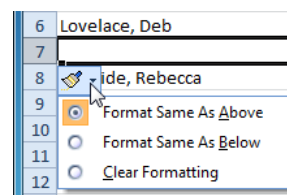
The new row appears in your worksheet.

When inserting new rows, columns, or cells, you will see the **Insert Options** button  by the inserted cells. This button allows you to choose how Excel formats them. By default, Excel formats inserted rows with the same formatting as the cells in the row above them. To access more options, hover your mouse over the Insert Options button and click on the drop-down arrow that appears.



| | A | B | C |
|---|----------------------|--------------|-----------------------|
| 1 | Ashberry, Jane | 919-882-6561 | ashberryj@hpasnc.org |
| 2 | Davis, Garrett | 919-576-4562 | davisg@hpasnc.org |
| 3 | Eberhardt, Elizabeth | 252-985-3558 | eberhardte@hpasnc.org |
| 4 | Everett, Carol | 919-503-9560 | everettc@hpasnc.org |
| 5 | Hepburn, Katie H. | 704-882-5559 | hepburnk@hpasnc.org |
| 6 | Lovlace, Deb | 919-785-9656 | lovlaced@hpasnc.org |
| 7 | McBride, Rebecca | 828-357-0072 | mcbrider@hpasnc.org |
| 8 | Mixon, Daniel | 919-821-7425 | mixonond@hpasnc.org |
| 9 | Stevens, Kevin | 919-783-8564 | stevensk@hpasnc.org |

| | A | B | C |
|----|----------------------|--------------|-----------------------|
| 1 | Ashberry, Jane | 919-882-6561 | ashberryj@hpasnc.org |
| 2 | Davis, Garrett | 919-576-4562 | davisg@hpasnc.org |
| 3 | Eberhardt, Elizabeth | 252-985-3558 | eberhardte@hpasnc.org |
| 4 | Everett, Carol | 919-503-9560 | everettc@hpasnc.org |
| 5 | Hepburn, Katie H. | 704-882-5559 | hepburnk@hpasnc.org |
| 6 | Lovlace, Deb | 919-785-9656 | lovlaced@hpasnc.org |
| 7 | | | |
| 8 | McBride, Rebecca | 828-357-0072 | mcbrider@hpasnc.org |
| 9 | Mixon, Daniel | 919-821-7425 | mixonond@hpasnc.org |
| 10 | Stevens, Kevin | 919-783-8564 | stevensk@hpasnc.org |



To Insert Columns:

Select the **column** to the right of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.

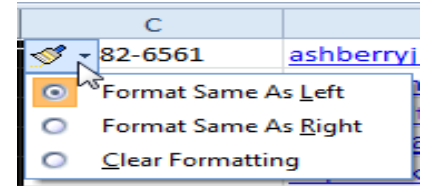
The new column appears in your worksheet.

By default, Excel formats inserted columns with the same formatting as the column to the left of them. To access more options, hover your mouse over the **Insert Options** button and click on the drop-down arrow that appears.

When inserting rows and columns, make sure you select the row or column by clicking on its heading so that all the cells in that row or column are selected. If you select just a cell in the row or column, then only a new cell will be inserted.

| | A | B | C |
|---|----------------------|--------------|-----------------------|
| 1 | Ashberry, Jane | 919-882-6561 | ashberryj@hpasnc.org |
| 2 | Davis, Garrett | 919-576-4562 | davisg@hpasnc.org |
| 3 | Eberhardt, Elizabeth | 252-985-3558 | eberhardte@hpasnc.org |
| 4 | Everett, Carol | 919-503-9560 | everettc@hpasnc.org |
| 5 | Heoburn, Katie H. | 704-882-5559 | heoburnk@hpasnc.org |

| | A | B | C | D |
|----|-------------------------|--------------|-----------------------|---|
| 1 | Ashberry, Jane | 919-882-6561 | ashberryj@hpasnc.org | |
| 2 | Davis, Garrett | 919-576-4562 | davisg@hpasnc.org | |
| 3 | Eberhardt, Elizabeth | 252-985-3558 | eberhardte@hpasnc.org | |
| 4 | Everett, Carol | 919-503-9560 | everettc@hpasnc.org | |
| 5 | Heoburn, Katie H. | 704-882-5559 | heoburnk@hpasnc.org | |
| 6 | Lovelace, Deb | 919-785-9656 | lovelaced@hpasnc.org | |
| 7 | Manning, Christopher L. | 919-976-7569 | manningc@hpasnc.org | |
| 8 | McBride, Rebecca | 828-357-0072 | mcbrider@hpasnc.org | |
| 9 | Mixon, Daniel | 919-821-7425 | mixond@hpasnc.org | |
| 10 | Stevens, Kevin | 919-783-8564 | stevensk@hpasnc.org | |



Add more than one column or row at a time

You may already know how to add a column or row, but what if you want to add more than one row or column at once, of course you will not repeat the insert command multiple times to get the required number of columns or rows, all you have to do is specify the number of rows or columns you want Add it, then right-click and insert and you will get the required number.

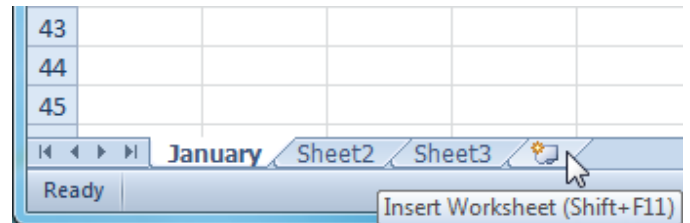
| A | B | C |
|--------|---------|-----|
| Name | Country | Age |
| Liza | USA | 25 |
| Linda | USA | 29 |
| David | CA | 31 |
| Susan | CA | 18 |
| Salina | CA | 23 |
| Jim | Mexico | 49 |
| Jorge | Mexico | 29 |

| A | B | C |
|--------|---------|-----|
| Name | Country | Age |
| Liza | USA | 25 |
| Linda | USA | 29 |
| David | CA | 31 |
| | | |
| | | |
| Susan | CA | 18 |
| Salina | CA | 23 |
| Jim | Mexico | 49 |
| Jorge | Mexico | 29 |

To Insert New Worksheets:

Click on the **Insert Worksheet** icon. A new worksheet will appear.

You can change the setting for the default number of worksheets that appear in Excel workbooks. To access this setting, go into **backstage view** and click on **Options**.



To Delete Rows:

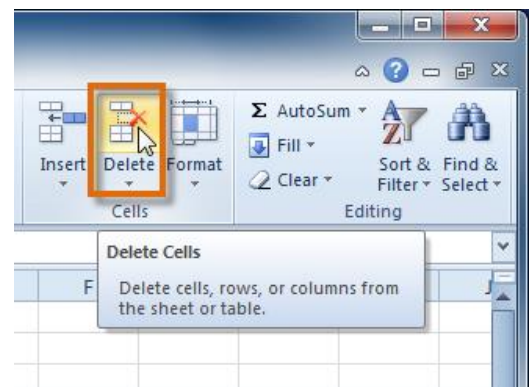
1. Select the rows you want to delete.
2. Click the **Delete** command on the **Home** tab.

The rows are deleted from your worksheet.

To Delete Columns:

1. Select the columns you want to delete.
2. Click the **Delete** command on the **Home** tab.

The columns are deleted from your worksheet.



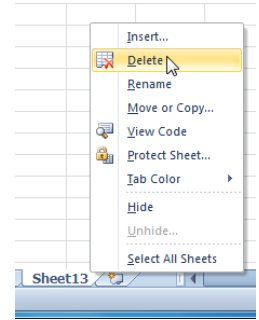
To Delete Worksheets:

Worksheets can be deleted from a workbook, including those that contain data.

Select the worksheet you want to delete.

Right-click one of the selected worksheet. The **worksheet** menu appears.

Select **Delete**. The selected worksheets will be deleted from your workbook.

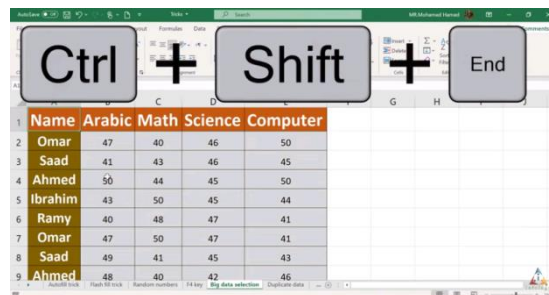
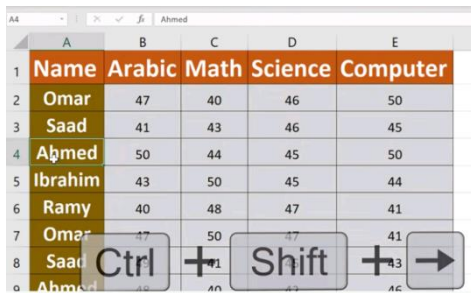


Big data selection

When it is required to specify specific cells in a row or column, we specify by standing on the name of the row or column, but in this case the entire row or column is selected To select cells that contain only data in a row we press the keys **Ctrl + shift + →**

In the case of a column, use the down arrow

To select the entire table, we stand at the beginning of the table and press **Ctrl + shift + end**



Introduction

Spreadsheets that have not been formatted can be difficult to read. Formatted text and cells can draw attention to specific parts of the spreadsheet and make the spreadsheet more visually appealing and easier to understand. In Excel, there are many tools you can use to format text and cells. Here, you will learn how to change the **color and style of text and cells; align text;** and apply special formatting to **numbers and dates.**

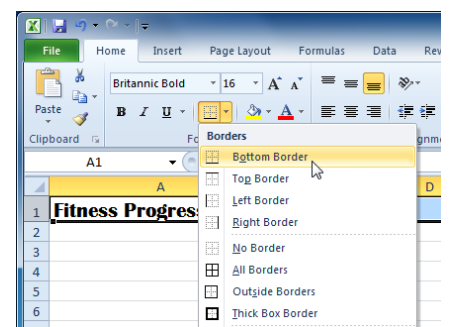
To Add a Border:

Select the cells you want to modify.

Click the **drop-down arrow** next to the **Borders** command on the Home tab. The border drop-down menu appears.

Select the border style you want to use.

You can draw borders and change the **line style** and **color** of borders with the **Draw Borders** tools at the bottom of the Borders drop-down menu.



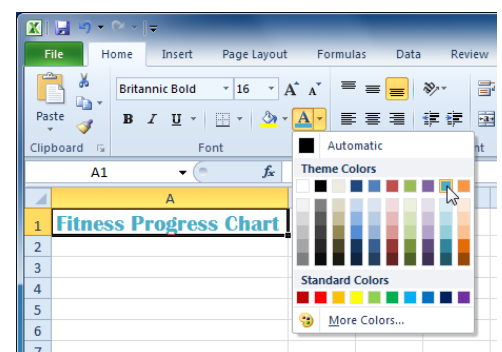
To Change the Font Color:

Select the cells you want to modify.

Click the **drop-down arrow** next to the **font color** command on the Home tab. The **color** menu appears.

Move your mouse over the various font colors. A live preview of the color will appear in the worksheet.

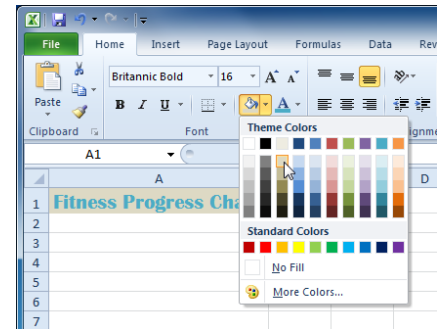
Select the font color you want to use.



Your color choices are not limited to the drop-down menu that appears. Select **More Colors** at the bottom of the menu to access additional color options.

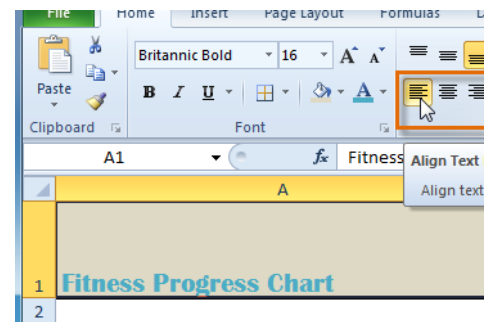
To Add a Fill Color:

1. Select the cells you want to modify.
2. Click the drop-down arrow next to the fill color command on the Home tab. The color menu appears.
3. Move your cursor over the various fill colors. A live preview of the color will appear in the worksheet.
4. Select the fill color you want to use.



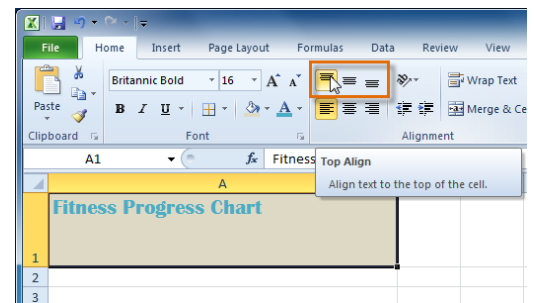
To Change Horizontal Text Alignment:

1. Select the cells you want to modify.
2. Select one of the three horizontal **Alignment** commands on the Home tab.
3. **Align Text Left:** Aligns text to the left of the cell.
4. **Center:** Aligns text to the center of the cell.
5. **Align Text Right:** Aligns text to the right of the cell.



To Change Vertical Text Alignment:

1. Select the cells you want to modify.
2. Select one of the three vertical **Alignment** commands on the Home tab.
3. **Top Align:** Aligns text to the top of the cell.
4. **Middle Align:** Aligns text to the middle of the cell.
5. **Bottom Align:** Aligns text to the bottom of the cell.
6. By default, numbers align to the bottom-right of cells and words or letters align to the bottom-left of cells.



Conditional Formatting

MS Excel 2010 Conditional Formatting feature enables you to format a range of values so that the values outside certain limits, are automatically formatted.

Choose **Home Tab » Style group » Conditional Formatting dropdown.**

Various Conditional Formatting Options

- **Highlight Cells Rules:** It opens a continuation menu with various options for defining the formatting rules that highlight the cells in the cell selection that contain certain values, text, or dates, or that have values greater or less than a particular value, or that fall within a certain ranges of values. Suppose you want to find cell with Amount 0 and Mark them as red.

Choose Range of cell » Home Tab » Conditional Formatting Drop Down »

Highlight Cell Rules » Equal to. After Clicking ok, the cells with value zero are marked as red.

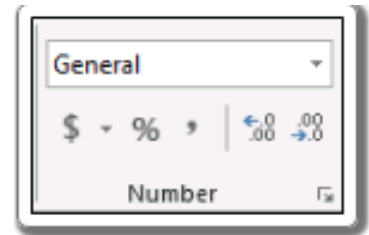
Top/Bottom Rules: It opens a continuation menu with various options for defining the formatting rules that highlight the top and bottom values, percentages, and above and below average values in the cell selection. Suppose you want to highlight the top 10% rows; you can do this with these Top/Bottom rules.

Formatting Numbers and Dates

One of the most useful features of Excel is its ability to format numbers and dates in a variety of ways. For example, you might need to format numbers with decimal places, currency symbols (\$), percent symbols (%), etc.

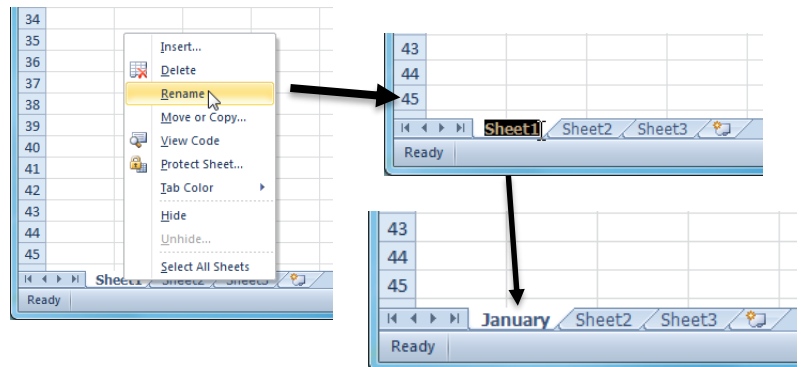
To Format Numbers and Dates:

1. Click the **drop-down arrow** next to the **Number Format** command on the Home tab.
2. Select the number format you want. For some number formats, you can then use the **Increase Decimal** and **Decrease Decimal** commands (below the Number Format command) to change the number of decimal places that are displayed.
3. Click the buttons in the interactive below to learn about the different number formats.



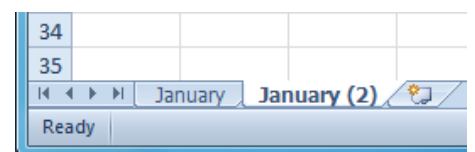
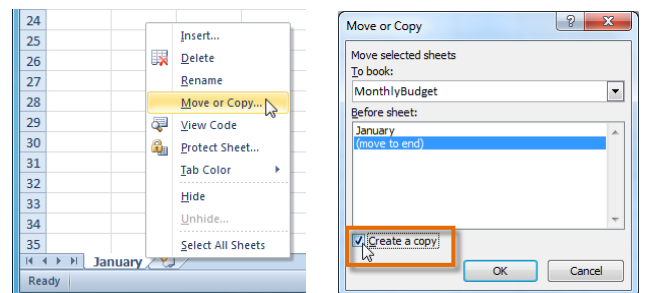
To Rename Worksheets:

1. Right-click the **worksheet tab** you want to rename. The **worksheet** menu appears.
2. Select **Rename**.
3. The text is now highlighted by a black box. Type the name of your worksheet.
4. Click anywhere outside of the tab. The worksheet is renamed.





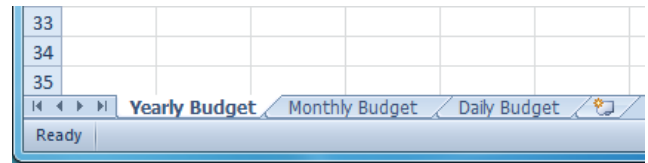
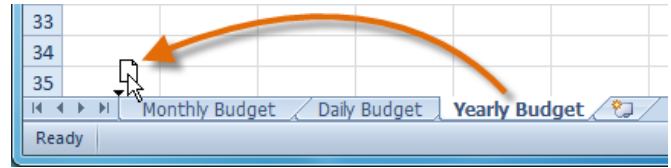
To Copy a Worksheet:

1. Right-click the worksheet you want to copy. The **worksheet** menu appears.
2. Select **Move or Copy**.
3. The **Move or Copy** dialog box appears. Check the **Create a copy** box.
4. Click **OK**. Your worksheet is copied. It will have the same title as your original worksheet, but the title will include a version number, such as "January (2)".



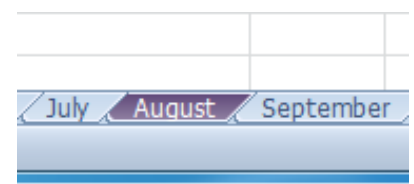
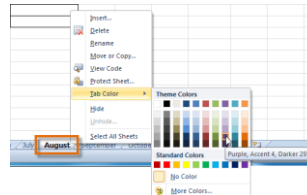
To Move a Worksheet:

1. Click on the worksheet you want to move. The mouse will change to show a small worksheet icon .
2. Drag the worksheet icon until a small black arrow  appears where you want the worksheet to be moved.
3. Release your mouse and the worksheet will be moved.



To Color-Code Worksheet Tabs:

1. You can color worksheet tabs to help organize your worksheets and make your workbook easier to navigate.
2. Right-click the worksheet tab you want to color. The **worksheet** menu appears.
3. Select **Tab Color**. The **color** menu appears.
4. Select the color you want to change your tab.
5. The tab color will change in the workbook. If your tab still appears white, that is because the worksheet is still selected. Select any other worksheet tab to see the color change.

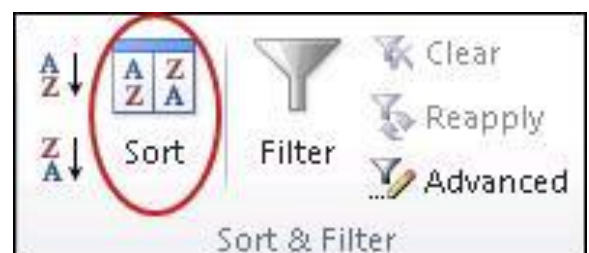


Introduction

With over 17 billion cells in a single worksheet, Excel 2010 gives you the ability to work with an **enormous amount of data**. Arranging your data alphabetically, from smallest to largest, or other criteria, can help you find the information you're looking for more quickly. Here, you will learn how to **sort** data to better view and organize the contents of your spreadsheet.

Sorting Data in Excel 2010



Sorting is a common task that allows you to change or customize the order of your spreadsheet data. For example, you could organize an office birthday list by employee, birthdate, or department, making it easier to find what you're looking for. Custom sorting takes it a step further, giving you the ability to sort multiple levels (such as department first, then birthdate, to group birthdates by department), and more.



To Sort in Alphabetical Order:

Select a cell in the column you want to sort by. In this example, we will sort by Last Name.

Select the **Data** tab, and locate the **Sort and Filter** group.

Click the ascending command  to **Sort A to Z**, or the descending command  to **Sort Z to A**.

The data in the spreadsheet will be organized alphabetically.

Sorting options can also be found on the Home tab, condensed into the **Sort & Filter** command.

To Sort in Numerical Order:

Select a cell in the column you want to sort by.

From the **Data** tab, click the ascending command  to **Sort Smallest to Largest**, or the descending command  to **Sort Largest to Smallest**.


The data in the spreadsheet will be organized numerically.

Select the data that you want to sort

*Select a range of data, such as A1:L5 (multiple rows and columns) or C1:C80 (a single column). The range can include titles that you created to identify columns or rows.

| | D | E | F |
|---|---------|---------------|--------------|
| 1 | Payment | T-Shirt Color | T-Shirt Size |
| 2 | 13-Oct | Heather Grey | Medium |
| 3 | 5-Oct | Dark Red | Medium |
| 4 | 11-Oct | Dark Red | Medium |
| 5 | Pending | Dark Red | Large |

*Sort quickly

1. Select a single cell in the column on which you want to sort.
2. Click  to perform an ascending sort (A to Z or

| | D | E | F |
|----|---------|---------------|--------------|
| 1 | Payment | T-Shirt Color | T-Shirt Size |
| 2 | 1-Oct | Heather Grey | Large |
| 3 | 1-Oct | White | Large |
| 4 | 4-Oct | Dark Red | X-Large |
| 5 | 5-Oct | Dark Red | Medium |
| 6 | 5-Oct | Heather Grey | Large |
| 7 | 5-Oct | Dark Red | Medium |
| 8 | 5-Oct | Heather Grey | X-Large |
| 9 | 6-Oct | White | X-Large |
| 10 | 6-Oct | Dark Red | X-Large |
| 11 | 7-Oct | Heather Grey | Small |
| 12 | 7-Oct | Dark Red | Small |
| 13 | 7-Oct | Heather Grey | Small |
| 14 | 7-Oct | Heather Grey | Small |
| 15 | 11-Oct | Dark Red | Medium |
| 16 | 11-Oct | White | Medium |
| 17 | 11-Oct | Dark Red | Medium |

*Sort by specifying criteria

You can choose the columns on which to sort by clicking the **Sort** command in the **Sort & Filter** group on the **Data** tab.

1. Select a single cell anywhere in the range that you want to sort.
2. On the **Data** tab, in the **Sort & Filter** group, click **Sort**. The **Sort** dialog box appears.

3. In the **Sort by** list, select the first column on which you want to sort.
4. In the **Sort On** list, select either **Values**, **Cell Color**, **Font Color**, or **Cell Icon**.
5. In the **Order** list, select the order that you want to apply to the sort operation — alphabetically or numerically ascending or descending (that is, A to Z or Z to A for text or lower to higher or higher to lower for numbers)

To Sort by Date or Time:

Select a cell in the column you want to sort by.

From the **Data** tab, click the ascending command  to **Sort Oldest to Newest**, or the descending command  to **Sort Newest to Oldest**.

The data in the spreadsheet will be organized by date or time.

Protect Worksheet

You may want to protect a worksheet for a variety of reasons. One reason is to prevent yourself or others from accidentally deleting the formulas or other critical data. A common scenario is to protect a worksheet, so that the data can be changed, but the formulas can't be changed. To protect a worksheet, choose **Review » Changes group » Protect Sheet**. Excel displays the Protect Sheet dialog box. Note that providing a password is optional. If you enter a password, that password will be required to unprotect the worksheet. You can select various options in which the sheet should be protected. Suppose we checked Format Cells option then Excel will not allow to format cells.

When somebody tries to format the cells, he or she will get the error as shown in the screenshot.

To unprotect a protected sheet, choose **Review » Changes group » Unprotect Sheet**. If the sheet was protected with a password, you're prompted to enter that password.

Page Layout tab

Background: used for adding picture to the worksheet.

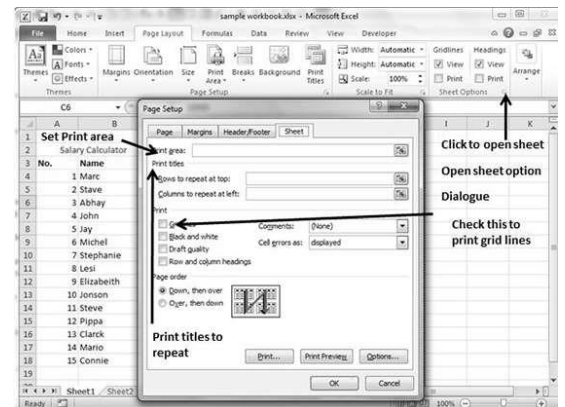
Heading: Click on view icon found in heading to Show column heading or hid it.

Gridlines: Click on view icon found in gridlines to Show or hid the lines between row and column.

MS Excel provides various sheet options for printing purpose like generally cell gridlines aren't printed. If you want your printout to include the gridlines, Choose

Page Layout » Sheet Options group » Gridlines » Check Print Options in Sheet Options Dialogue

- Print Area:** You can set the print area with this option.
- Print Titles:** You can set titles to appear at the top for rows and at the left for columns.
- Gridlines:** Gridlines to appear while printing worksheet.
- Black & White:** Select this check box to have your color printer print the chart in black and white.
- Draft quality:** Select this check box to print the chart using your printer's draft-quality setting.



. Change the direction of worksheet

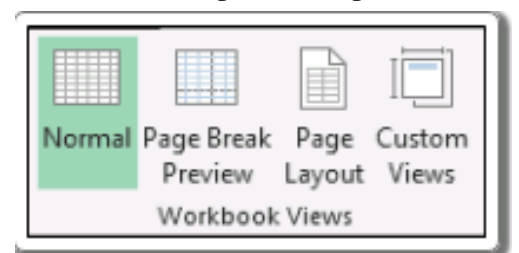
1. To change the direction of the worksheet, click on:
2. Select Page layout tab
3. Choose Sheet right - to- left

Sheet right-to-Left: switch the sheet direction from right to left.

View tab

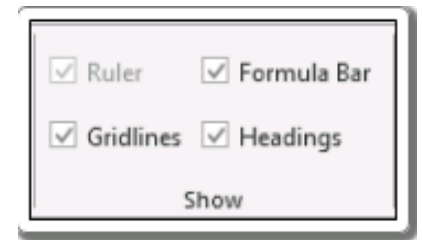
This bar provides different options for viewing the sheets in an **Excel** workbook. It also provides options for viewing different windows in **Excel**, for enlarging or reducing the size of the worksheet while it is being viewed, and what elements in the **Excel** window should be displayed.

***Workbook Views:** -Excel offers 4 types of workbook views: - **Normal, Page break preview, Page layout & Custom View**. We use "Normal" option to see the normal view of Excel. We use Page break preview option to see that where the page-breaks appear when we print the document. Through "Page layout" option, we can check from where does the page begin and end as well as to see any header / footer on the page.

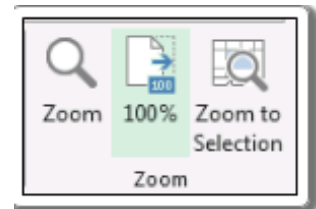


We use Custom View option to save the current display and setting as a custom view which we can apply in future.

***Show:** - We use this option to show and hide the Excel's view. Ruler is used to show the rulers next to our documents. Grid lines option is used to show the lines between rows and columns in the sheet to make the sheet easier to read. Through Formula bar, we can obtain the formula for the active cell. Heading is used to show the heading of columns and rows number.



***Zoom:** -We can adjust the view as per our convenience. Zoom 100% is the standard view for viewing the Excel file. We use Zoom to selection to zoom the sheet so the selected range of cells fills the entire window.



Spell Check

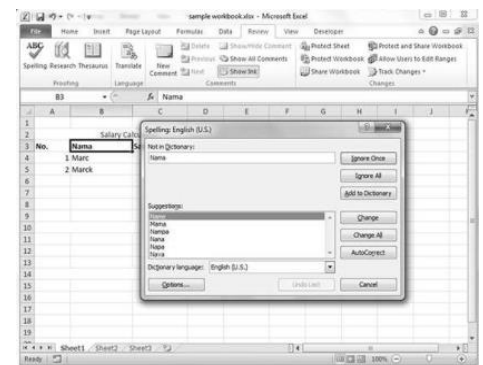
MS Excel provides a feature of Word Processing program called **Spelling check**. We can get rid of the spelling mistakes with the help of spelling check feature.

Spell Check Basis Let us see how to access the spell check.

- To access the spell checker, Choose **Review** ⇔ **Spelling** or press **F7**.
- To check the spelling in just a particular range, **select the range** before you activate the spell checker.
- If the spell checker finds any words it does not recognize as correct, it displays the **Spelling dialogue** with suggested options.

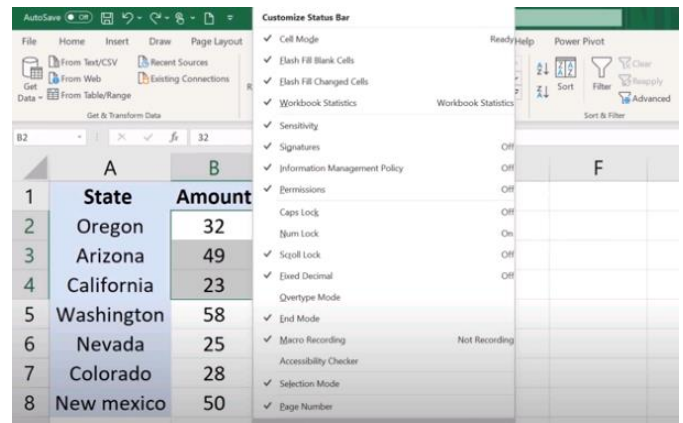
Let us see the various options available in **spell check** dialogue.

- Ignore Once:** Ignores the word and continues the spell check.
- Ignore All:** Ignores the word and all subsequent occurrences of it.
- Add to Dictionary:** Adds the word to the dictionary.
- Change:** Changes the word to the selected word in the Suggestions list.
- Change All:** Changes the word to the selected word in the Suggestions list and changes all subsequent occurrences of it without asking.
- AutoCorrect:** Adds the misspelled word and its correct spelling (which you select from the list) to the AutoCorrect list.



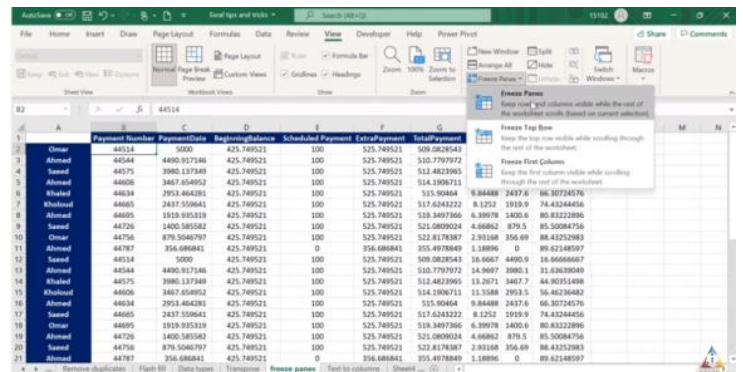
Info status bar

It is possible to easily know the outputs of several equations for specific values in cells through the status bar.



Freeze panes

When the data is too large, moving between rows and columns leads to the disappearance of the main row as well as the main column to avoid this case, we select the first cell and then from the view menu we choose freeze panes



References

- 1- Excel Tutorial
- 2- Microsoft Excel 2010 step – by – step
- 3- Excel basics