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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 Cut- Click on cut symbol or (Ctrl+X)
- ✓ To Copy-Click on Copy symbol or (Ctrl+C)
- **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. Which of the following isn't a part of a spreadsheet?
A) row number
B) column number
C) column letter
D) cell address
4. Spreadsheets cannot:
A) do calculations
B) create graphics
C) plot graphs
D) plot charts
5. The placement of information within a cell at the left edge, right edge, or centred is :
A) Indentation
B) Placement
C) Identification
D) Alignment

STRETCH YOURSELF

1. Differentiate between a workbook and a worksheet?
2. What is the extension for Excel file?
3. How to insert rows and columns in a worksheet?
4. Does each cell have a unique address?
5. Create a spreadsheet. Fill the spreadsheet with student name and their marks of all the subjects of your class. Save the Sheet.
6. Rename the sheet created in Question 5.

7. How to edit cells?
8. How to insert a new sheet, write down the steps?
9. How to merge cells?
10. What is the use of Freeze pane?

ANSWERS

Check Yourself:

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

Stretch Yourself:

3. Hint: Right click on the row and/or column where to insert row/column
4. Hint: Check the cell address in sheet .
5. Open MS-Excel, in worksheet enter your class student name and other details