



Basics of Microsoft Excel

MS Excel is the spreadsheet Software developed by Microsoft. Spreadsheet software are used to perform any type of calculations and analysis.

Spreadsheets are used in different fields such as business, science and engineering for performing different calculations.

MS Excel is the most popular software that helps us to :

- Arrange Data in an organized way
- Type less and get more
- Perform calculations
- Auto recalculation
- Auto Format Data
- Compare Data through Chart
- Sort Data for better analysis
- Compare two worksheets side by side

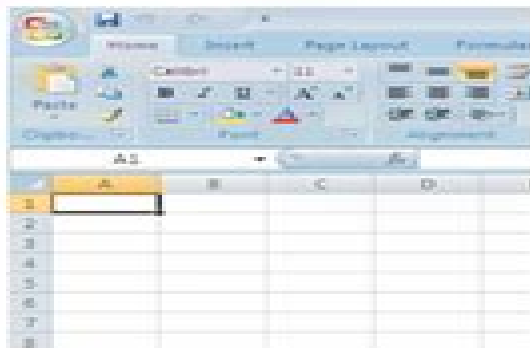
Spreadsheet in MS-Excel is also known as Worksheet.

Let's Know More

Dragging the Excel icon on the desktop will create a shortcut of it.

Quick Quiz

What is the other name of worksheet?



WORKBOOK

An Excel file is known as a Workbook. Each workbook has three worksheets by default. But you can insert more worksheets in an Excel workbook. The tabs for the worksheets in a workbook are visible in the same line as the horizontal scroll bar.

These tabs are clicked to view the worksheets. You can give names to your worksheets by following these steps.

Microsoft Excel Chapter

Peter Graham



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Microsoft Office 2007 for Windows Steve Schwartz, 2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table of Contents Part I Introducing Microsoft Office 2007 Chapter 1 What s New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2007 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2007 Chapter 17 Using the Address Book Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index

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or Editing Data Enter text or numbers Enter data into multiple cells Move data between cells Fill a cell with time date Set a cell to modify data Enter a sequence of numbers Enter formulas or functions Enter functions quickly Switch between absolute and relative cell references Chapter 3 Manipulating Cells Adjust settings Display more information per cell Create a dropdown list Insert new cells Delete cells Chapter 4 Manipulating Worksheets Renaming worksheets Moving worksheets Copying worksheets Inserting worksheets Deleting worksheets Editing multiple worksheets Entering data to multiple worksheets Chapter 5 Formatting Format number cells Clear cell formatting Add borders shading text color Adjust page breaks Chapter 6 Printing Print preview Scale Printing Print specified area Conclusion TAGLINE Excel Microsoft Excel Learn Excel Spreadsheets Formulas Shortcuts Macros Excel

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