

## Lecture 9

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# Microsoft Excel

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### **Objectives**

In this Lecture you will learn the following:

- Features of Excel 2000
- Working with Excel
- Auto fill
- Editing Contents in Excel Sheet

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*Coverage Plan*

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**Lecture 9**

- 9.1 Snap Shot
- 9.2 Understanding Books & Sheets
- 9.3 Entering Work Sheet Data
- 9.4 Auto Fill
- 9.5 Editing Work sheet data
- 9.6 Short Summary

## 9.1 Snap Shot

In this activities you will understand the Features of Excel 2000, how to enter data in to it, and how to use Auto Fill utilities, and how to edit work sheet

### Features of Excel 2000

Excel 2000 has been called a Word Processor for Numbers. With Excel 2000, you can create numerically based proposals, business plans, business forms, accounting worksheets, and virtually any other document that contains calculated numbers.

If you are new to electronic worksheets, you will probably have to take more time to learn Excel 2000's environment than you had to learn Word 2000 Excel 2000 starts with a grid of cells in which you place information.

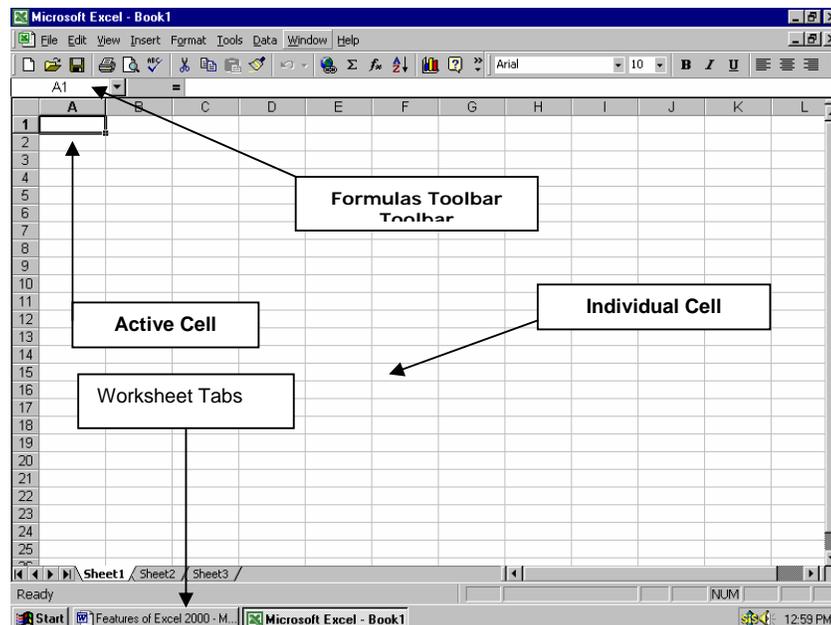


Fig represents the Excel Windows

## 9.2 Understanding Workbooks and Worksheets

Excel 2000 enables you to create and edit workbooks. A workbook holds one or more worksheets (sometimes called spreadsheets or just sheets). A worksheet is a collection of rows and columns that holds text and numbers. Anytime you create, open or save an Excel 2000 file, you are working with a workbook. The

workbook approach keeps you from having multiple files that relate to the same project-instead, you can have all worksheets related to the same project in the same workbook (in one \*.xls file). Your workbook name is the Excel 2000 name you assign when you save Excel 2000 worksheets and workbooks in HTML format if you want to maintain file type consistency and if you ever want to embed your data in a Web page.

**Note:**

A Workbook is a collection of Worksheets stored in a single file. A workbook is useful for grouping a single project's worksheets together.

A Worksheet is an Excel 2000 table-like document containing rows and columns that holds data and formulas.

**Types of Worksheets**

Blank Excel 2000 workbooks contain three worksheets name sheet1, sheet2, and sheet3, as shown in Fig. When you click a sheet's tab, Excel 2000 brings that sheet into view. If a workbook contains several worksheets, you might have to click one of the sheet-scrolling buttons to view additional worksheet tabs. Each column has a heading; heading names start with A, B and so on. Each row has a heading, starting with 1,2 and so on. The intersection of a row and column, called a cell, also has a name that comes from combining the row name and column number, such as C4 or A1 .A1 is cells , but you can turn off gridlines at any time from the Tools, Options, View page option labeled Gridlines. When you save a worksheet, you actually save it in an Excel workbook, which can hold multiple worksheets. By default, each new Excel workbook starts out with three blank worksheets; you can add new worksheets, delete an existing one, and rename or rearrange worksheets to suit your needs.

**Note:**

A cell is the intersection of a row and column into which you enter text or numbers. A cell address is the column letter and row number location of the cell; B6 is the cell address for a cell located at column B and row 6

**9.3 Entering Worksheet data**

Often, entering worksheet data requires nothing more than moving cell pointer to the correct cell and typing the data. The various kinds of data behave differently when entered, however, so you should understand how Excel 2000 accepts assorted data.

Excel 2000 can work with the following kinds of data:

- Labels: Text values such as names and addresses.
- Numbers: Numeric values such as 34, -291, 545.67874, and 0
- Formulas. Expressions that compute numeric results (some formulas work with text values as well)
- Special formats: Date and time values

### **Entering Text**

If you want to put text (such as a title or a name) in a cell, just place your cursor in the cell and type the text. Excel 2000 left-justifies the text in the cell. As you type, the text appears both in the cell and in the Formula bar. Remember that the Name box to the left of the Formula bar displays the name of the cell into which you are entering data. When you press Enter, Excel 2000 moves the cell pointer down one row.

If you press Esc at any point during your text entry, Excel 2000 erases the text you typed in the cell and restore the original cell contains.

If your text is wider than the cell, Excel 2000 does one of the two things depending on the contents of the adjacent cell to the right:

- If the adjacent cell is empty , Excel 2000 erases the text you typed in the cell and restores the original cell contains
- If the adjacent cell contains data, Excel 2000 truncates (cuts off) the wide cell to show only as much text as fits in the cell's width. Excel 2000 does not remove the unseen data from the cell: however, the adjacent cell, if that cell contains data, always displays instead.

### **Note:**

A label is text data inside an Excel 2000 cell

## Entering Numbers

Excel 2000 accepts numeric values of all kinds. You can type positive numbers, negative numbers, numbers with decimal points, zero-leading numbers, numbers with dollar signs, percent signs, and even scientific notation (a shortcut for writing extremely large and small numbers) Excel 2000 right-justifies numbers inside cells. You can change the format for a single cell or for the entire worksheet.

## Entering Dates and Times

Excel 2000 supports almost every national and international date and time format. Excel 2000 uses its AutoFormat feature to convert any date or time value that you type to a special internal number that represents the number of days since midnight, January 1,1900. As with all Office 2000 products, Excel 2000 is Y2K –complaint meaning that Excel 2000 automatically displays all dates the user enters with four-digit year values by showing the full year. Excel 2000 should have little problem with the millennium change. Although this strange internal representation might not make sense now, you use these values a lot to compute time between two or more dates.

## Using Formulas

Without formulas, Excel 2000 would be little more than a word processor for tables of information. When you use formulas, however, Excel 2000 becomes an extremely powerful time saving planning, budgeting, and general-purpose financial tool.

A Formula is a calculation that produces a result. Formulas can include math operators, numbers, cell addresses, and range names.

### 9.4 Auto fill

Nothing is more tedious than entering a long sequence of numbers or dates in a column. So let Excel handle the drudge work. As the name implies, its AutoFill feature can automatically fill in information as you drag the mouse through a range. You can use AutoFill to enter the days of the week, months of the year, any series of numbers or dates, and even custom lists that you create.

Before you can use AutoFill, however, you need to learn to reorganize Excel's fill handle. Select any cell or range, and you will see a thick border around the selection.