# Introduction to Microsoft Excel

A spreadsheet is a computer program that turns the computer into a very powerful calculator. Headings and comments can be entered along with detailed formulas. The spreadsheet screen is divided into **ROWS** and **COLUMNS**; the intersection between a row and a column is termed a **CELL**. Usually only a small section of the overall spreadsheet is displayed on the screen.
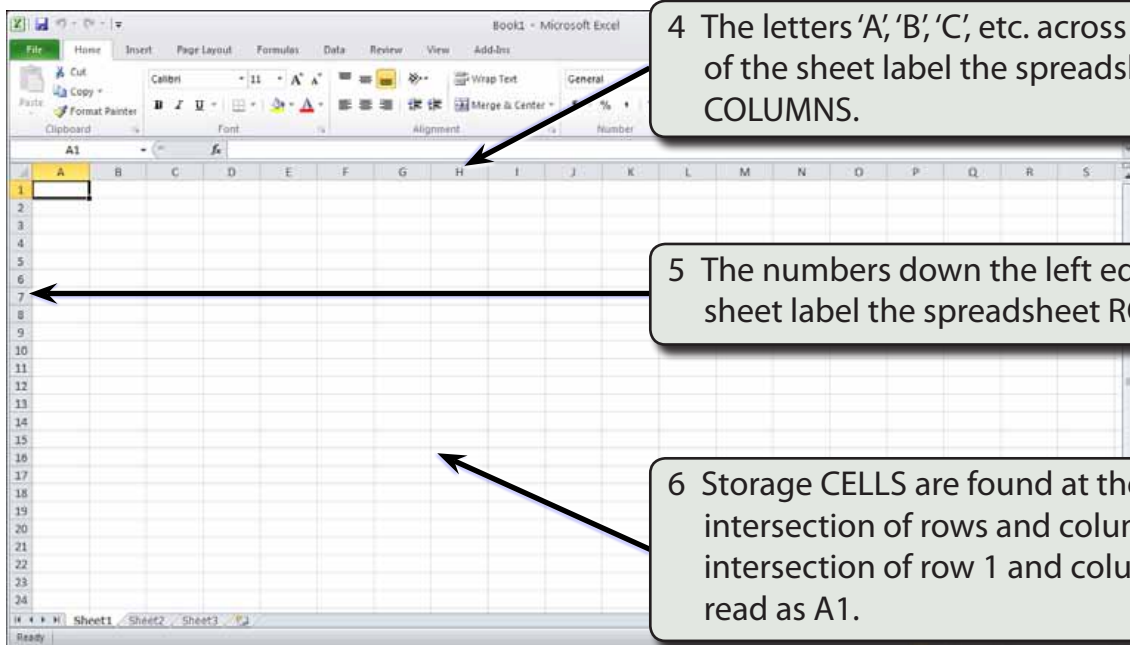
The Microsoft Excel Screen

1   Load Microsoft Excel and you should receive the following screen. Read through its labelled sections.
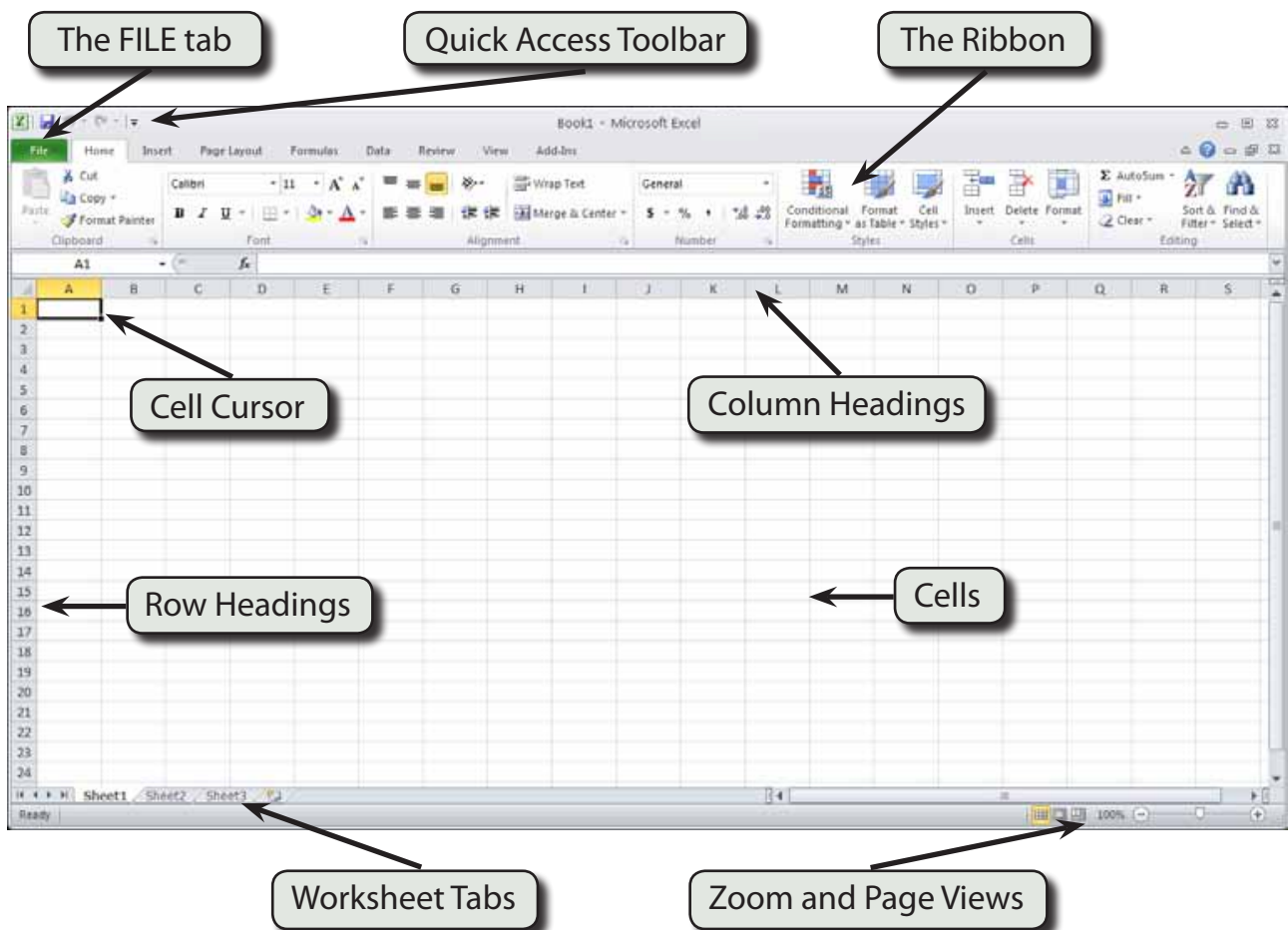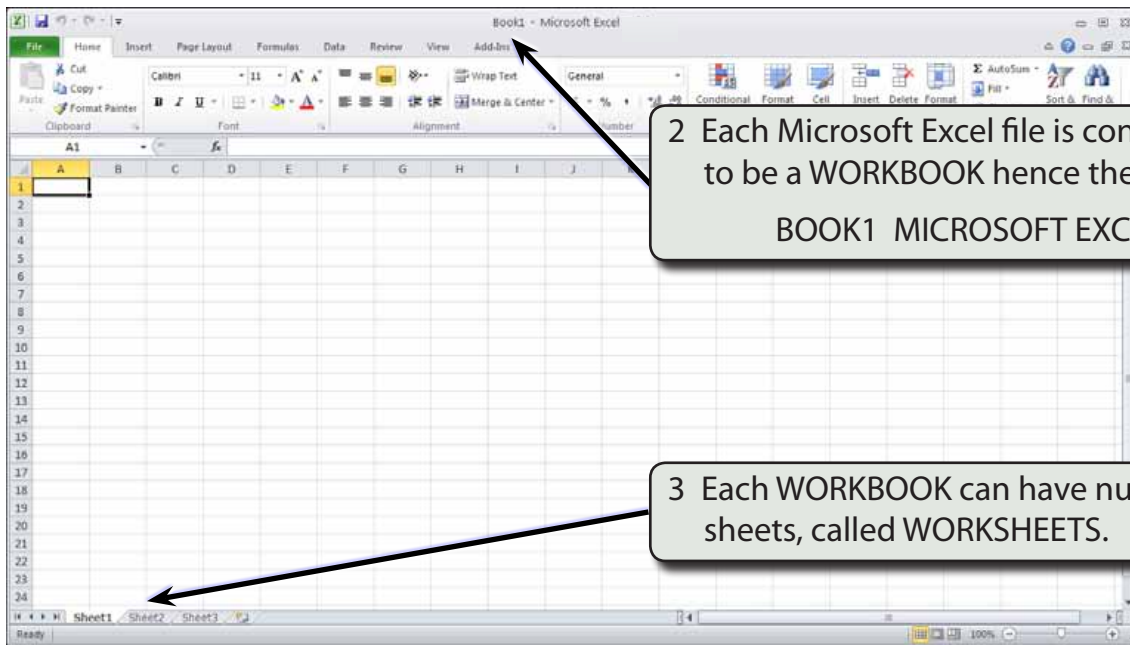
2 Each Microsoft Excel file is considered to be a WORKBOOK hence the title:

BOOK1 MICROSOFT EXCEL

3 Each WORKBOOK can have numerous sheets, called WORKSHEETS.

4 The letters 'A', 'B', 'C', etc. across the top of the sheet label the spreadsheet COLUMNS.

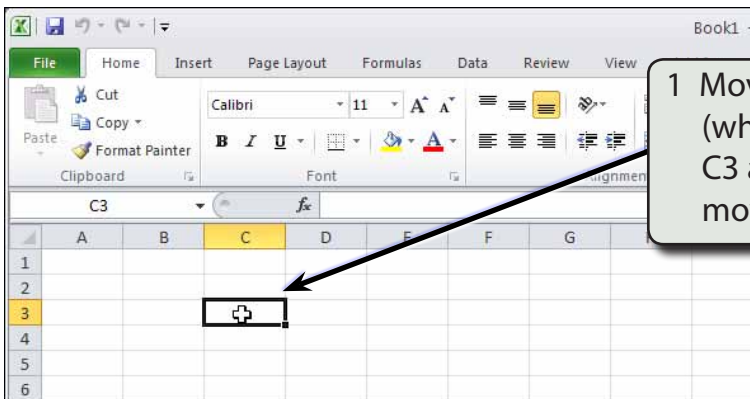5 The numbers down the left edge of the sheet label the spreadsheet ROWS.

6 Storage CELLS are found at the intersection of rows and columns. The intersection of row 1 and column A is read as A1.

NOTE: At cell A1 you should see a rectangular bar. This bar is called the CELL CURSOR and it can be positioned over any storage cell. When you first start up Microsoft Excel the cell cursor will be positioned at cell A1.

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Moving the Cursor

The cursor can be moved in a number of different ways.

A Using the Mouse

1 Move the mouse so that the pointer (which is a solid cross-hair) is over cell C3 and click the left mouse button to move the cursor to this new cell.

2 Try clicking the mouse button with the cursor over cell B4, then cell D2.

B Using the Arrow Keys

1 Press the DOWN ARROW KEY a few times. The cursor should move straight down.
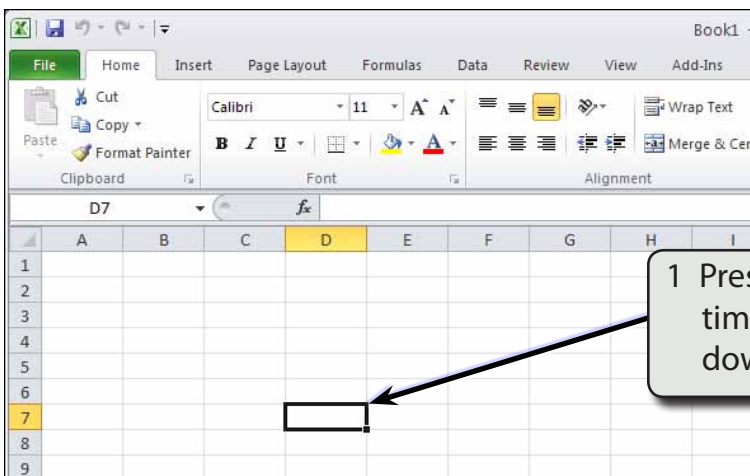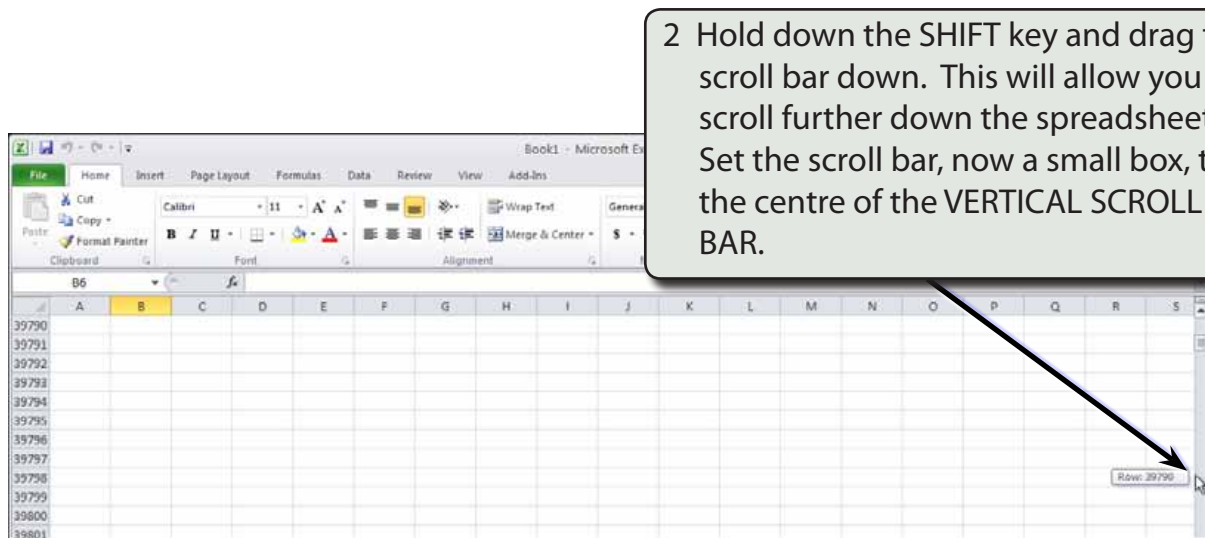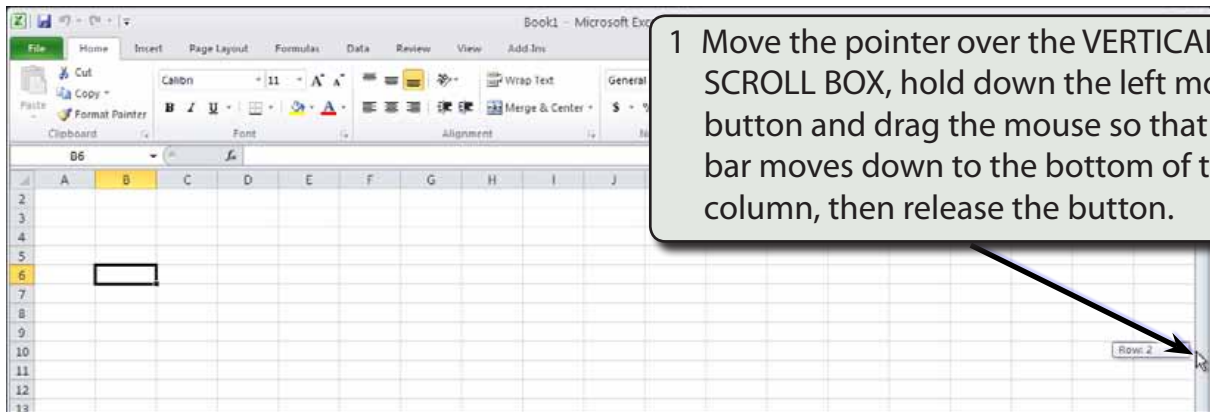
2 Try the other ARROW KEYS.

C   Using the Scroll Bars

To move over larger distances, the HORIZONTAL and VERTICAL SCROLL BARS are used. The rectangular box in each bar is the SCROLL BOX.

1 Move the pointer over the VERTICAL SCROLL BOX, hold down the left mouse button and drag the mouse so that the bar moves down to the bottom of the column, then release the button.

2 Hold down the SHIFT key and drag the scroll bar down. This will allow you to scroll further down the spreadsheet. Set the scroll bar, now a small box, to the centre of the VERTICAL SCROLL BAR.

3 Click on the SCROLL DOWN ARROW at the bottom of the VERTICAL SCROLL BAR a few times and more rows will be brought into view.

NOTE: There are over a million rows in the spreadsheet. The SCROLL DOWN ARROW at the bottom of the VERTICAL SCROLL BAR can be used to display more rows or you can press the PAGE DOWN key on the keyboard.
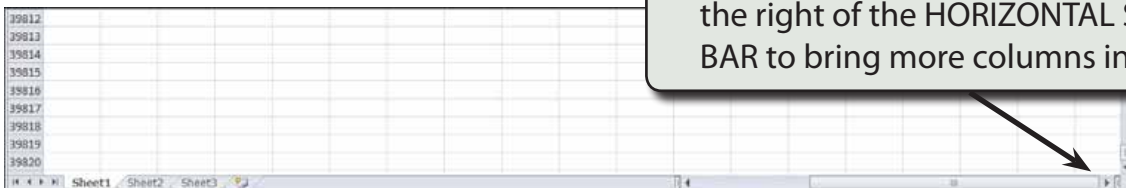
4 Click on the SCROLL RIGHT ARROW at the right of the HORIZONTAL SCROLL BAR to bring more columns into view.

NOTE: i There are over 1000 columns in the spreadsheet.

ii The HORIZONTAL SCROLL BAR can also be used to bring more columns into view.
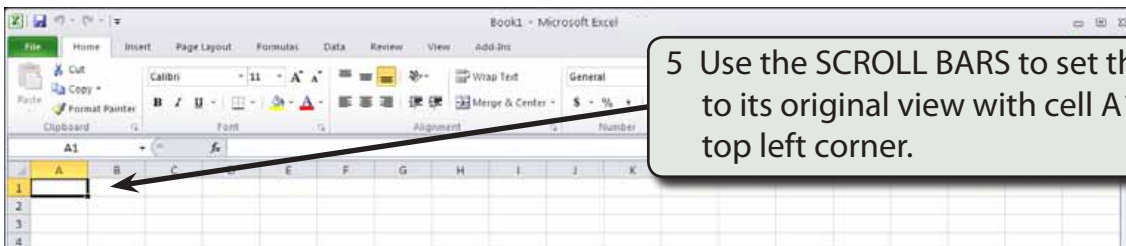
5 Use the SCROLL BARS to set the screen to its original view with cell A1 at the top left corner.

NOTE: i To move the cursor over small distances, use the MOUSE or the ARROW KEYS. The TAB key can be used to move the cursor one cell to the right. SHIFT+TAB moves the cursor one cell to the left.

ii To move the cursor over larger distances, use the SCROLL BARS, the SCROLL ARROWS or the PAGE UP and PAGE DOWN keys.

iii It might be helpful to think of the screen as a window that slides across a very large sheet of cells.