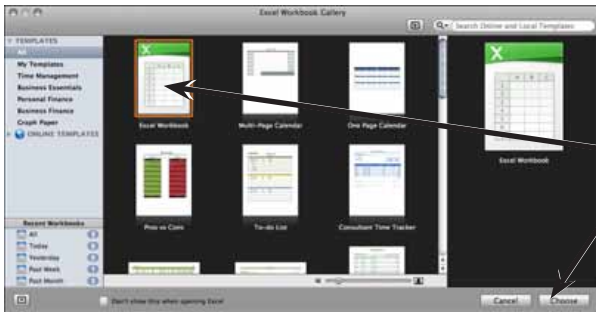


Introduction to Microsoft Excel

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.

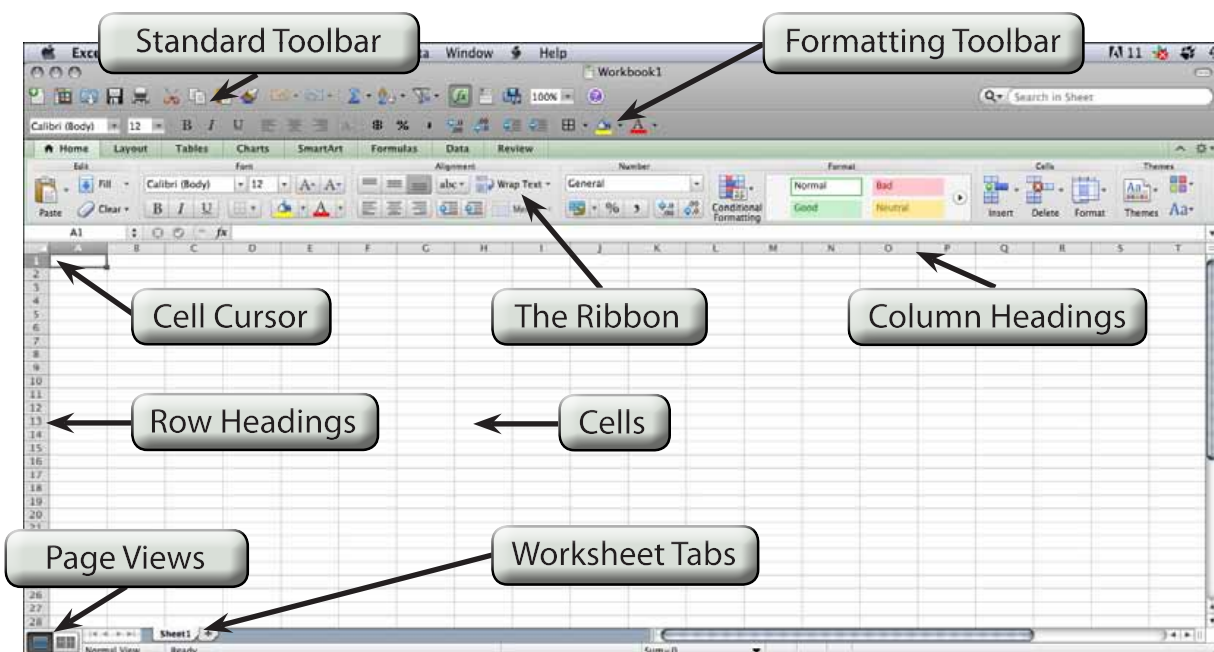
The Microsoft Excel Screen

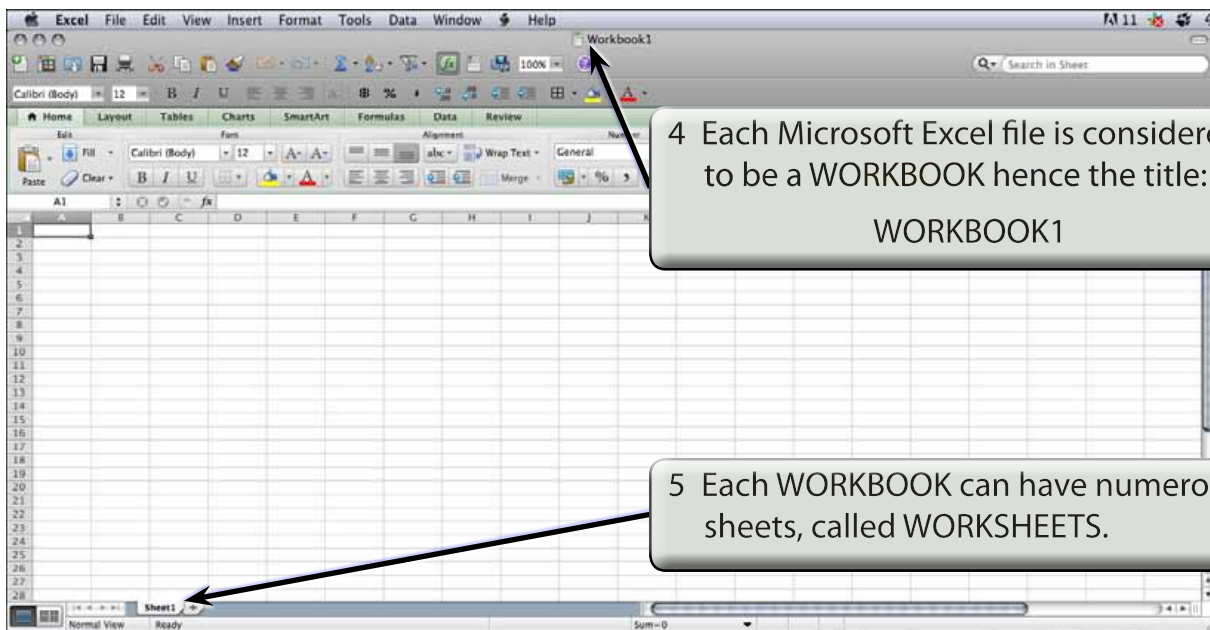
- 1 Load Microsoft Excel 2011 and you should receive the EXCEL WORKBOOK GALLERY dialogue box.



- 2 In the EXCEL WORKBOOK GALLERY you can select from templates or open recently used documents. Click on the EXCEL WORKBOOK icon and select CHOOSE.

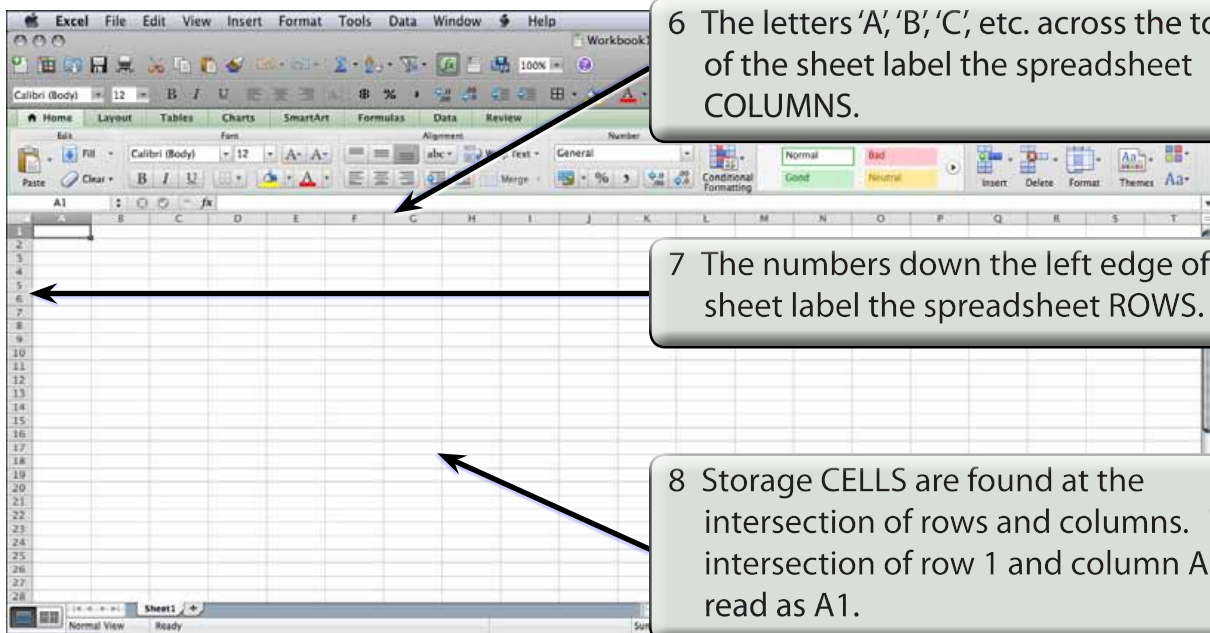
- 3 Read through the labelled sections of the Excel screen.





4 Each Microsoft Excel file is considered to be a WORKBOOK hence the title: WORKBOOK1

5 Each WORKBOOK can have numerous sheets, called WORKSHEETS.



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

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

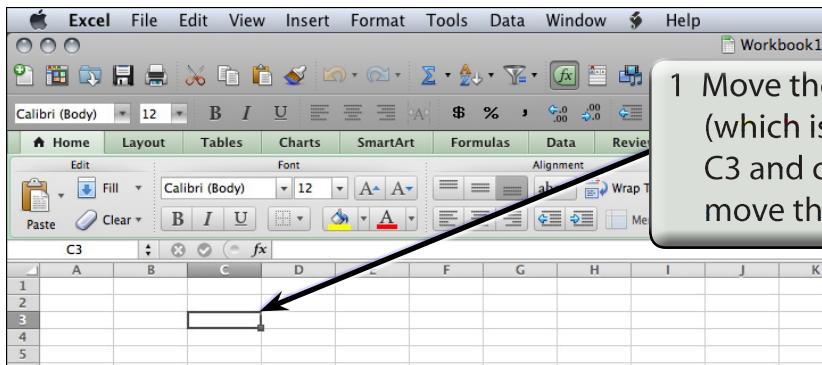
8 Storage CELLS are found at the intersection of rows and columns. The intersection of row 1 and column A is read as A1.

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.

Moving the Cursor

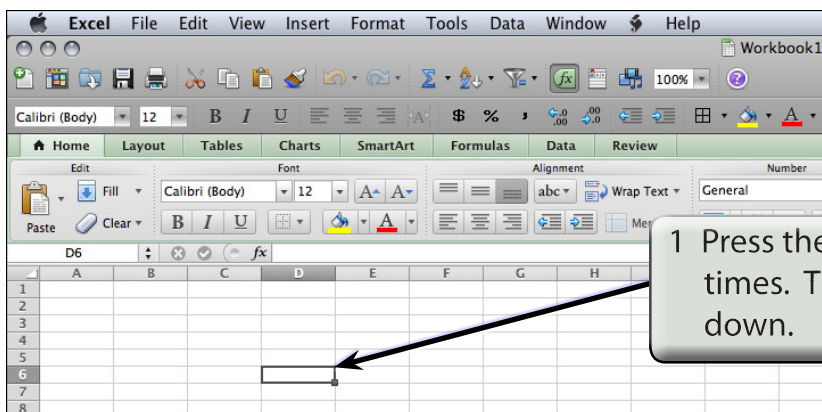
The cursor can be moved in a number of different ways.

A Using the Mouse



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

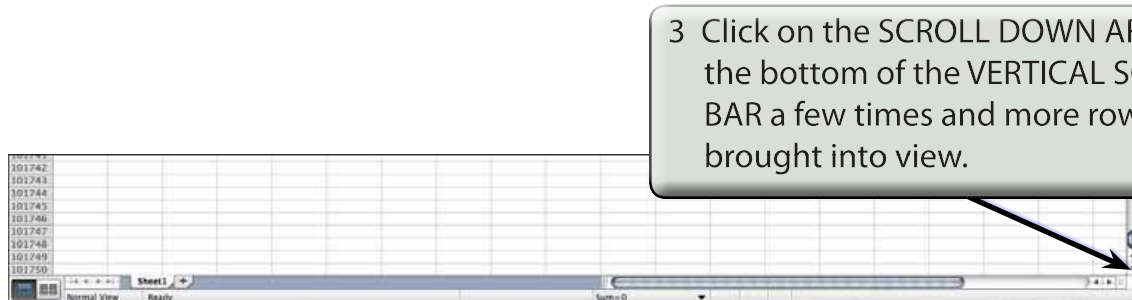
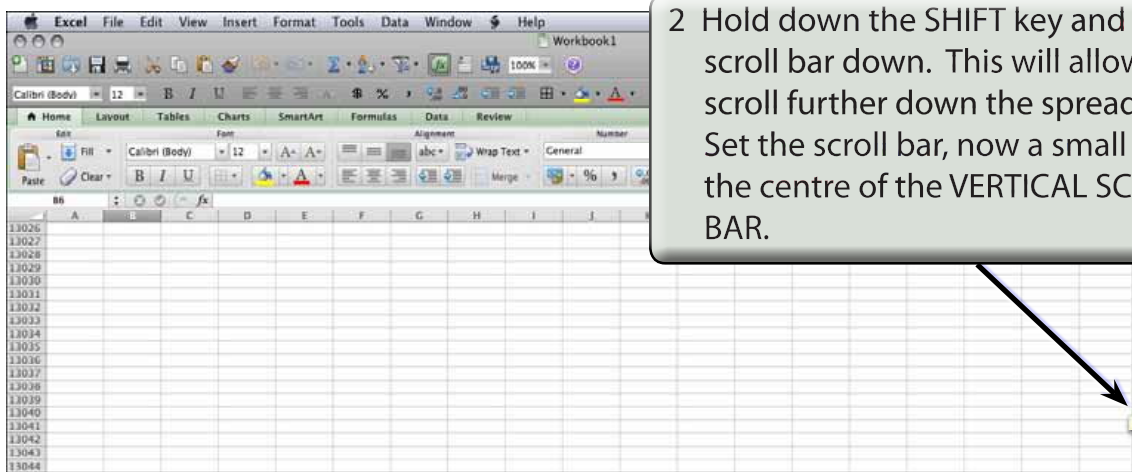
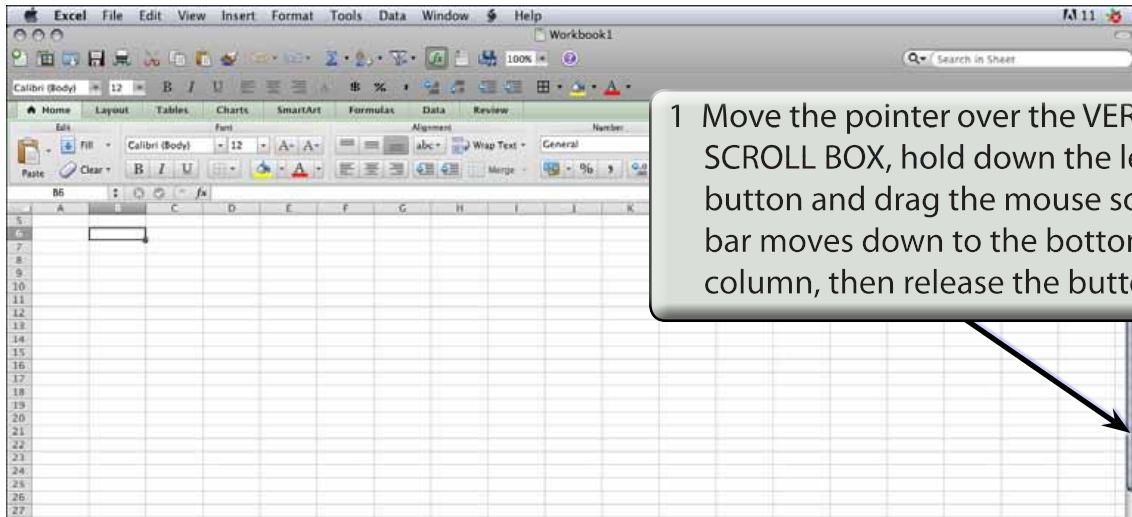
B Using the Arrow Keys



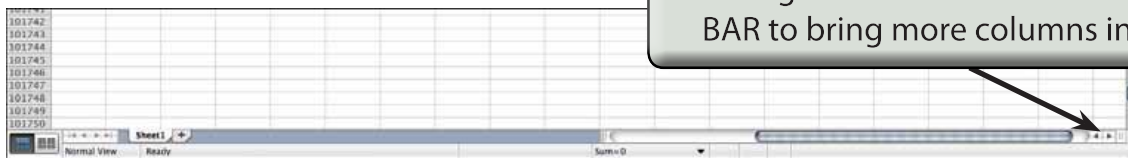
- 2 Try the other ARROW KEYS.

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.



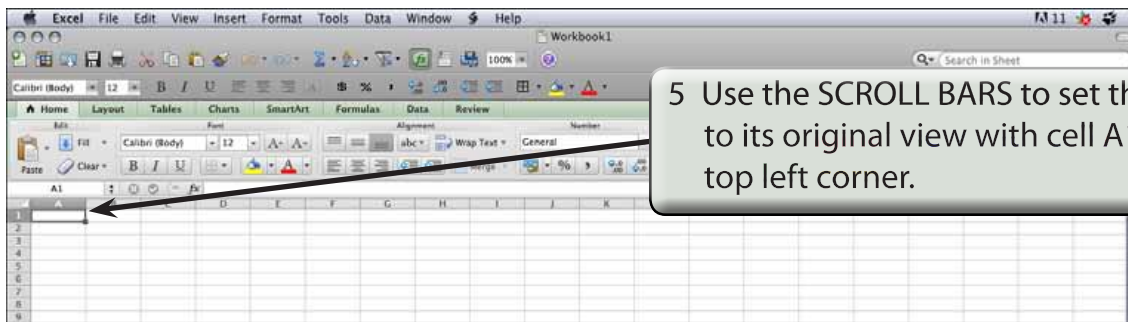
NOTE: There are over a million rows in the spreadsheet. The **SCROLL DOWN ARROW** at the bottom of the **VERTICAL SCROLL BAR** can be used to display more rows or you can press the **PAGE DOWN** key on the keyboard.



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.