

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.

Loading Microsoft Excel

- 1 Load Microsoft Excel and you should receive the following WELCOME window.

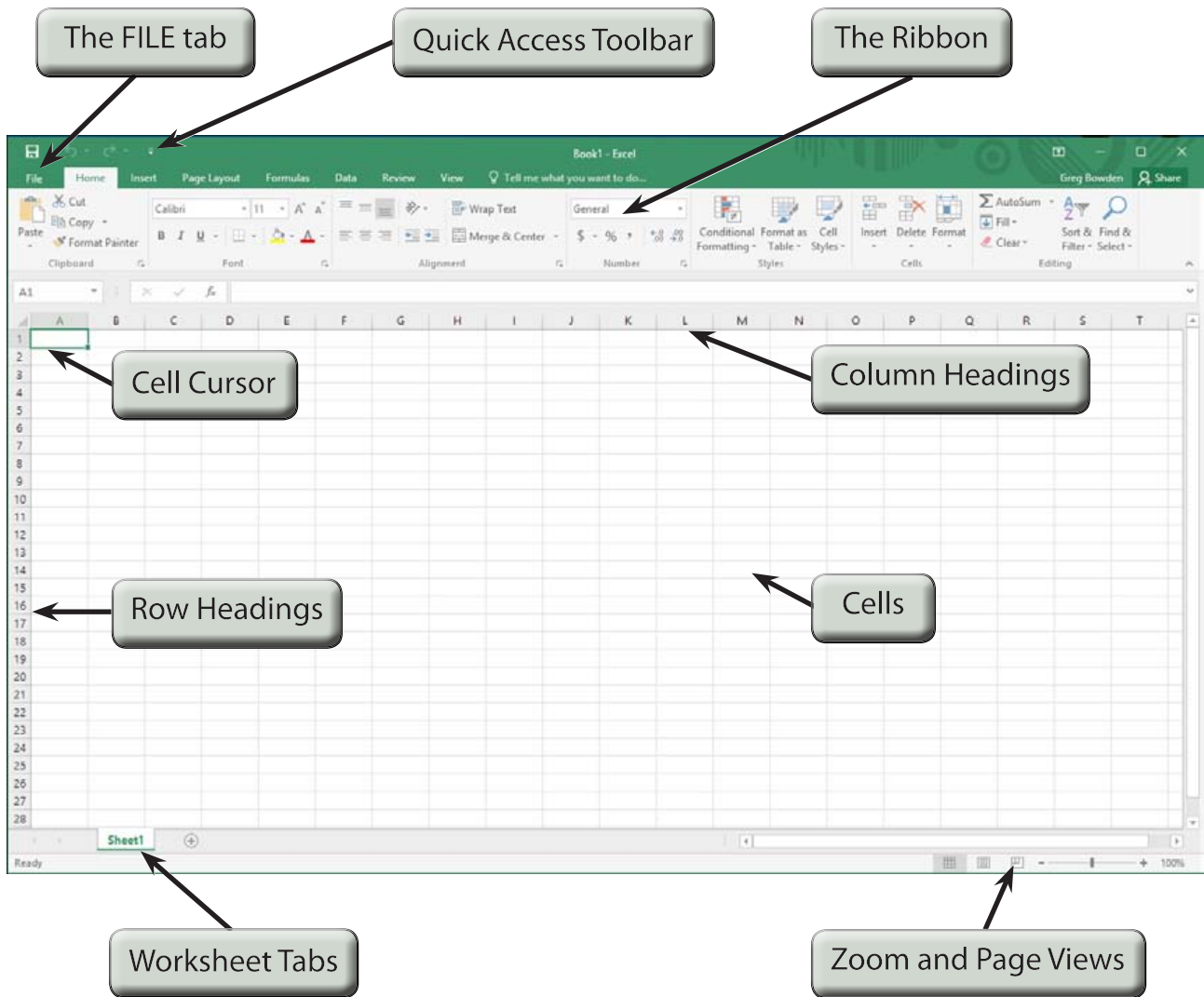
The screenshot shows the Microsoft Excel welcome window. On the left, there is a green sidebar with the word "Excel" at the top, followed by "Recent" and a message: "You haven't opened any workbooks recently. To browse for a workbook, start by clicking on Open Other Workbooks." Below this is a button labeled "Open Other Workbooks".

The main area of the window contains a search bar for online templates, suggested searches (Business, Personal, Industry), and a grid of icons for various templates. A callout box with the number "2" points to the "Recent" section, stating: "Recently used documents are displayed at the left of the window or you can click on the OPEN icon to open a saved document." Another callout box with the number "3" points to the "Personal Monthly Budget" template icon, stating: "Templates (prepared spreadsheets) can be selected from the main section of the window." A small preview of a blank spreadsheet is visible in the center of the window.

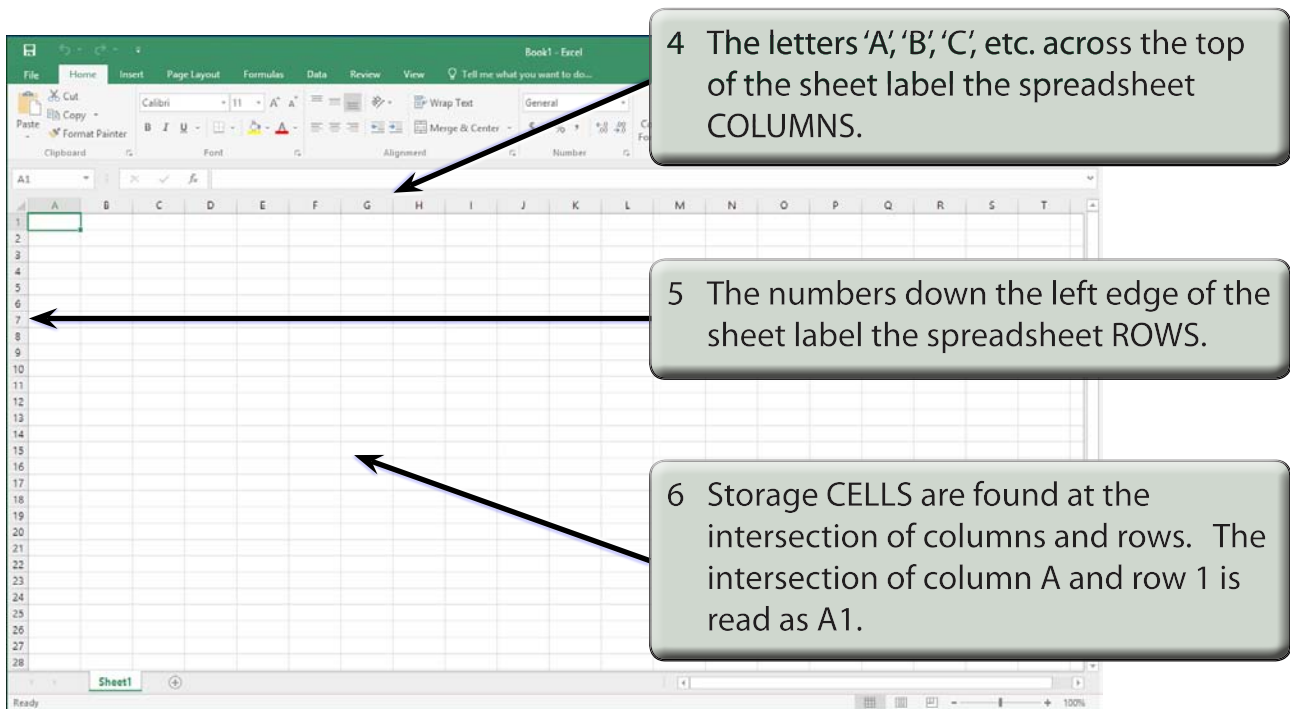
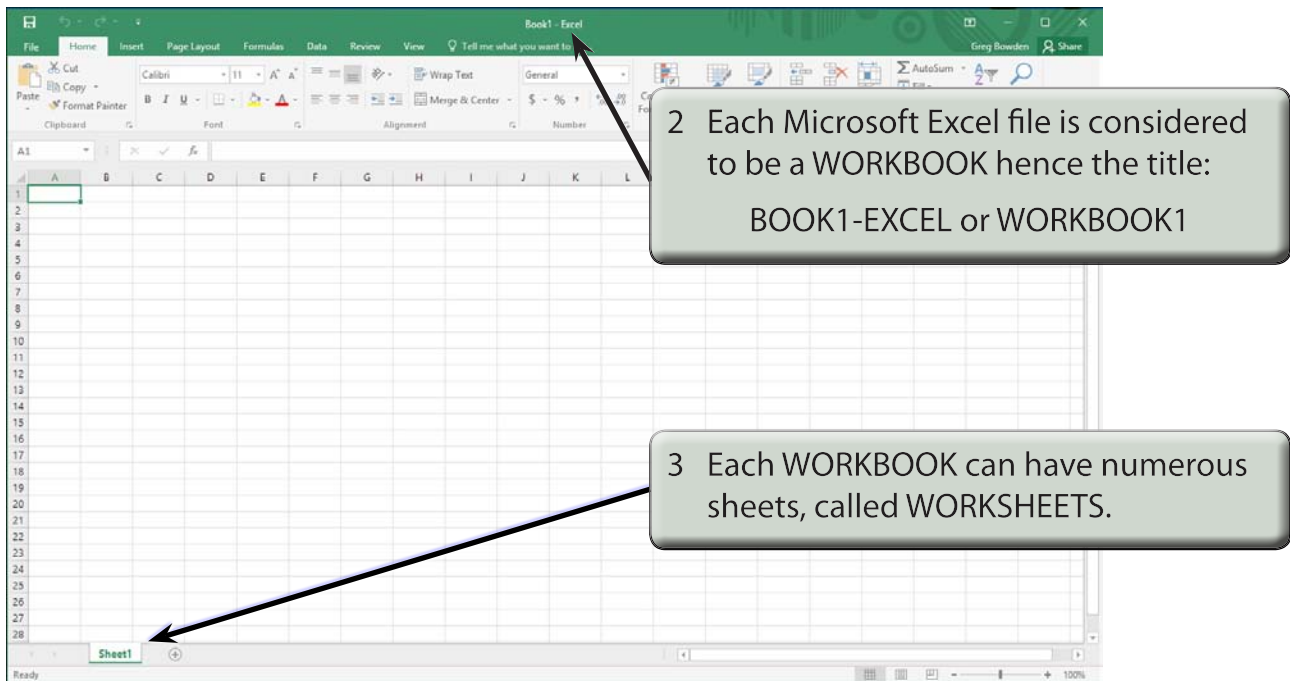
This screenshot is similar to the one above but with a different set of suggested searches: Business, Personal, Industry, Small Business, Calculator, Finance - Accounting, and Lists. A callout box with the number "4" points to the "Blank workbook" icon, stating: "Click on the BLANK WORKBOOK icon to start a blank document." The "Personal Monthly Budget" template icon is also visible in the main section.

The Microsoft Excel Screen

1 The Microsoft Excel screen should load. Read through its labelled sections.



NOTE: On the Macintosh system the FILE menu is used instead of the FILE tab.

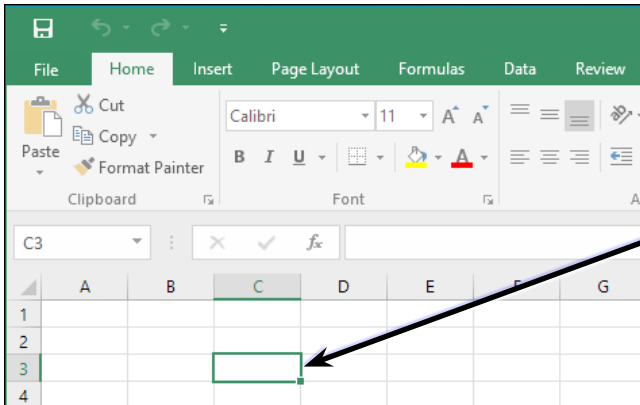


NOTE: At cell A1 you should see a green rectangular bar. This bar is called the **CELL CURSOR** and it can be positioned over any storage cell. When you first start up Microsoft Excel the cell cursor will be positioned at cell A1.

Moving the Cursor

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

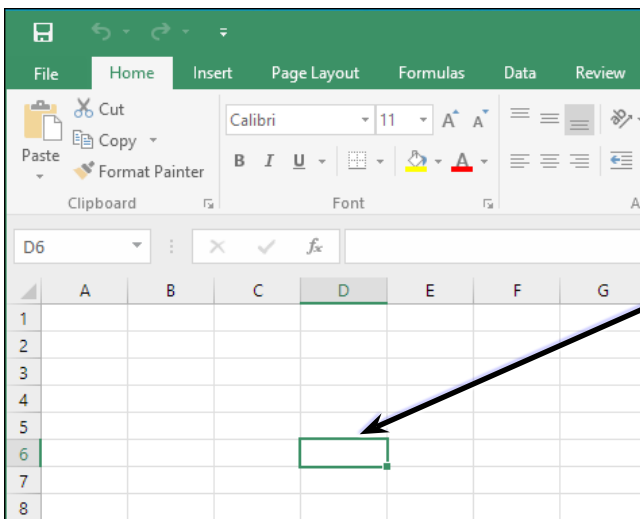
A Using the Mouse



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 and the cursor should move straight down.

- 2 Try the other ARROW KEYS.

C Using the Scroll Bars

When you want to move to cells that are not on the screen, the HORIZONTAL and VERTICAL SCROLL BARS can be used. The rectangular box in each bar is the SCROLL BOX.

