



Microsoft Excel - Foundations

The Worksheet

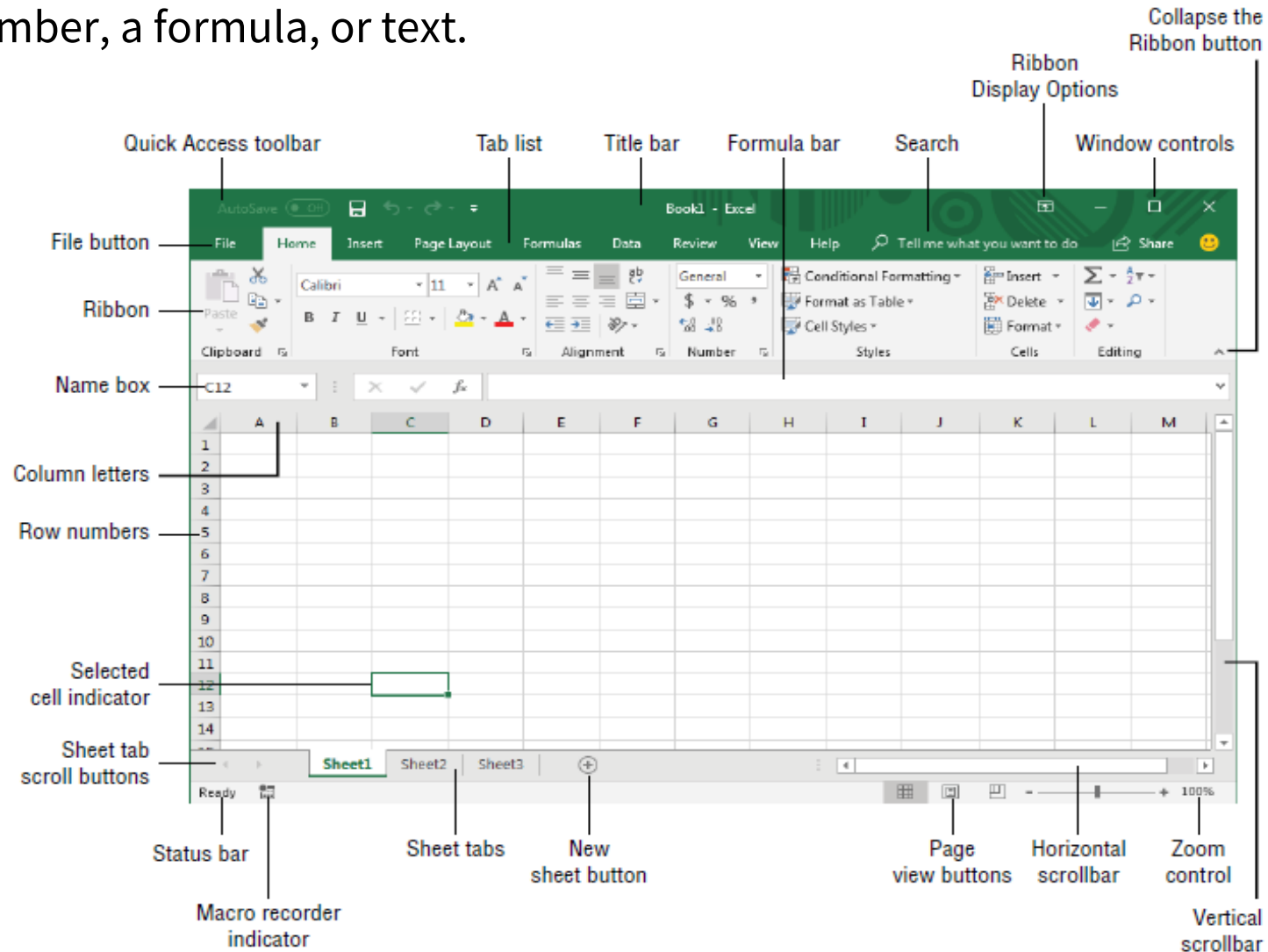
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Overview

- Excel is a computer program used to create electronic spreadsheets.
- Within excel users can organize data ,create charts and perform calculations.
- Excel is a convenient program because it allows users to create large spreadsheets, reference and storage information.
- Excel operates like other Microsoft(MS) office programs and has many of the same functions and shortcuts of other MS programs.

Workbooks and Worksheets

Each workbook contains one or more worksheets, and each worksheet consists of individual cells. Each cell can contain a number, a formula, or text.



Tabs and Actions

The list below reports some of the actions can be found in each tab:

File	Home	Insert	Draw	Page Layout	Formulas	Data	Review	View	Help
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- **File** – Create, open, save, print, share, or export files, or change options
- **Home** – Format, insert, delete, edit or find data in cells, columns, and rows Home
- **Insert** – Create tables, charts, sparklines, reports, slicers, and hyperlinks
- **Page Layout** – Set page margins, page breaks, print areas, or sheet options
- **Formulas** – Find functions, define names, or troubleshoot formulas and formula auditing groups
- **Data** – Import or connect to data, sort and filter data, validate data, flash or perform a what-if analysis
- **Reviews** – Check spelling, review and revise, and protect a sheet or workbook
- **View** – Change workbook views, arrange windows, freeze panes, and record macros

Enter Data

The simplest way to enter data is to click a cell and type a value.

However it is not the most efficient way to enter long sequences or series of values. You can use:

- **AutoFill** – enter the first element in a recognized series, and then drag the fill handle in the lower-right corner of the cell until the series extends far enough to accommodate your data.
- **Fill Series** – enter two values in a series and use the fill handle to extend the series in your worksheet
- **Flash Fill** – enter values based on patterns established in other cells in the column.

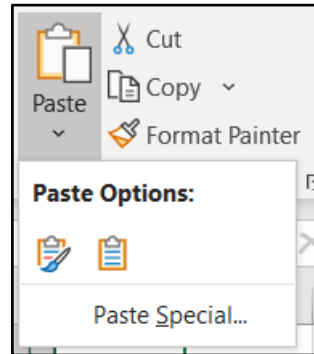
	A
1	5
2	5
3	5
4	5
5	5
6	5
7	5
8	5

	A
1	4
2	8
3	12
4	16
5	20
6	24
7	28
8	32
9	

Move Data

After you select the cell or cells you want to work with, you can:

- Delete;
- Cut;
- Copy;
- Paste;



Using the option Paste Special, you can specify the aspect of the contents you want to paste, restricting the pasted data to values, formats, comments, or one of several other options. You can also transpose data (change rows to columns and columns to rows) when you paste it.

- Change the format of the contents of the cells.

