

CLASS --- VIII

CHAPTER 2 --- WORKING IN MICROSOFT EXCEL

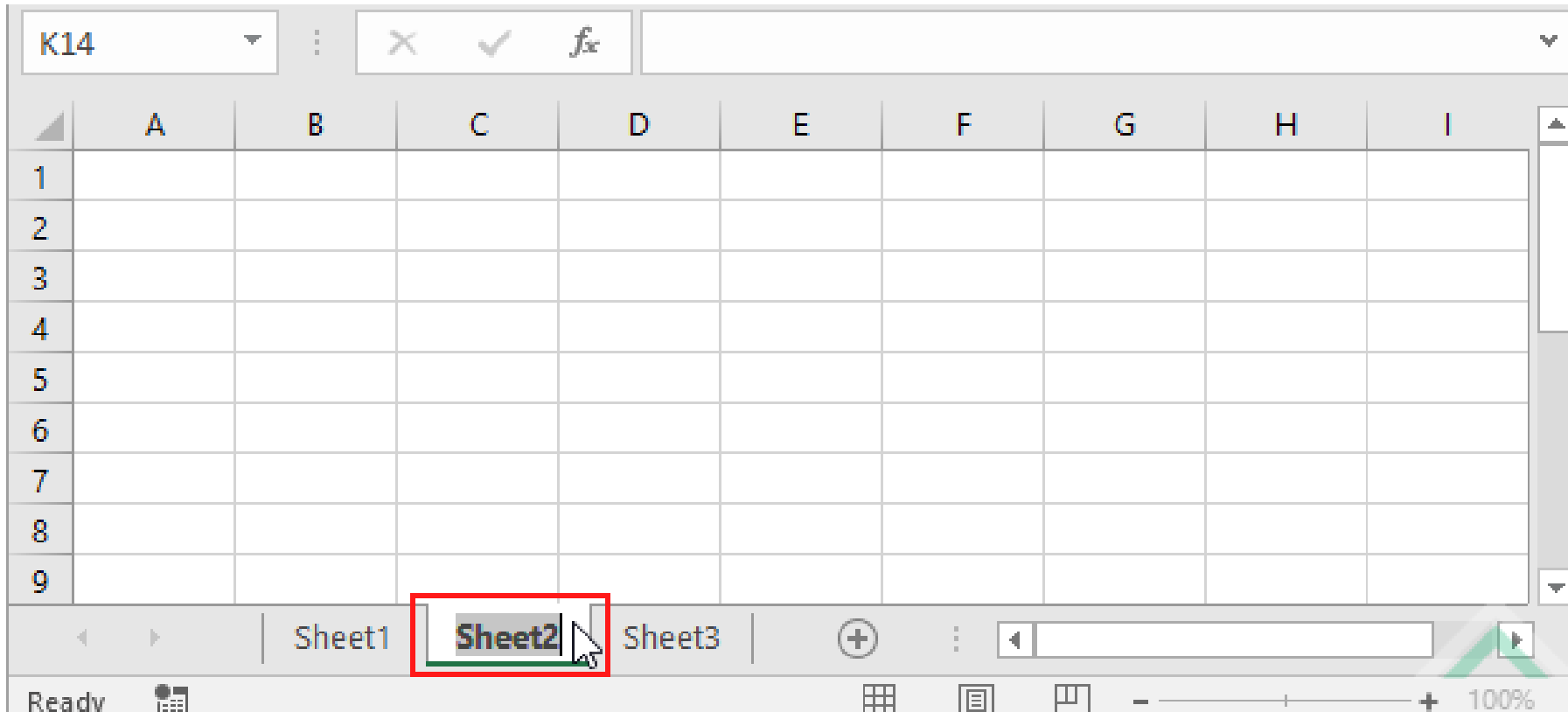
INTRODUCTION TO MS-EXCEL

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

AN OVERVIEW OF MS-EXCEL



- ❖ MS-EXCEL consists of workbooks.
- ❖ Within each workbook there are infinite number of worksheets.
- ❖ Each worksheet contains rows and columns.

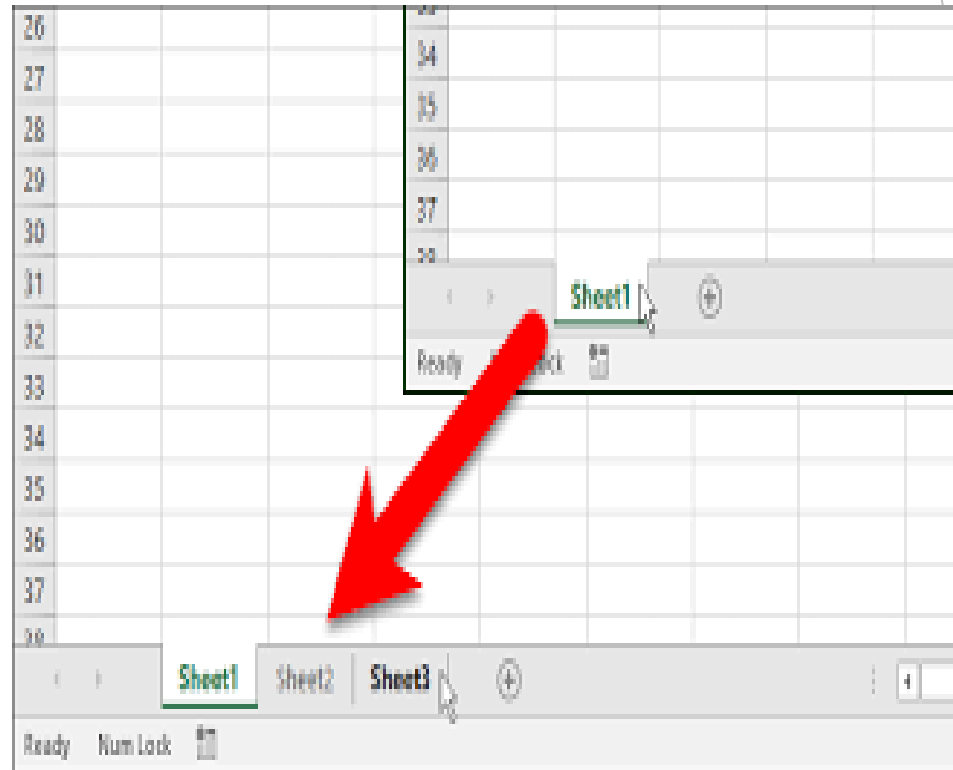


A WORKSHEET IN MICROSOFT EXCEL

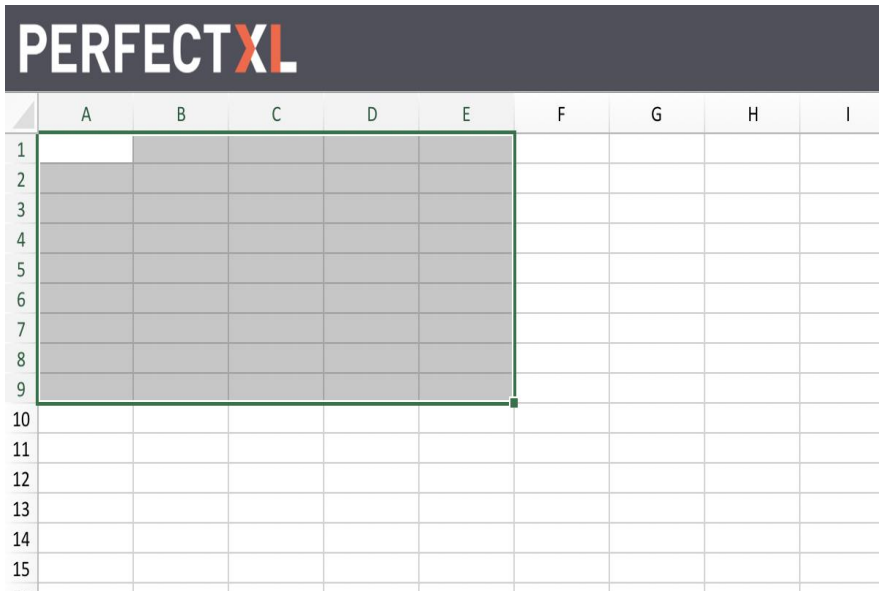
A worksheet begins with row number 1 and column A.
The first cell has the address A1.

WORKING WITH SHEET TAB

- ❑ You can insert a new worksheet by clicking on the *Insert Worksheet* tab present on the *Sheet* tab.
- ❑ You can rename a worksheet by double clicking on it in the *Sheet* tab.
- ❑ You can delete a worksheet by right clicking on the worksheet on the *Sheet* tab.



RANGE



The image shows a screenshot of a spreadsheet application with the title 'PERFECTXL'. The spreadsheet grid has columns labeled A through I and rows labeled 1 through 15. A rectangular range of cells is selected, starting from cell A1 and extending to cell E9. The selected cells are shaded in a light gray color, and a dark border surrounds the entire range. The cells in the range are empty.

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

- ❖ A selected rectangular block of two or more cells is called a *cell range* or *range*.
- ❖ It is represented by cell addresses of the first cell and its diagonally opposite cell.
- ❖ For example, here in the given picture, the range is **A1:E9**

FORMULAS

A formula starts with an equals sign (=).

It can contain numbers, cell addresses, cell ranges and operations.

For example, to show the sum of the data in cells A1, B1 and C1 in the cell D1

Type `=A1+ B1+ C1` in the cell D1 and press Enter.

CELL REFERENCING

Relative

For eg:

A1

Absolute

For eg:

\$D\$3

(Type a dollar sign
before row and column
heading)

Mixed

For eg:

\$B2 or B\$2

(Type a dollar sign
either before row
heading or before
column heading)

COPYING A FORMULA

a) USING THE FILL HANDLE

	A	B	C
1	Item	Price, USD	Price, EUR
2	Apples	\$5.00	€4.65
3	Avocados	\$4.50	
4	Bananas	\$3.90	
5	Grapes	\$9.90	
6	Lemons	\$4.70	
7	Pears	\$2.40	
8	Watermelon	\$2.50	

C2 : =B2*0.93

Hold and drag the plus sign to copy the formula down.

b) USING COPY AND PASTE

3 Ways to Copy and Paste in Excel with VBA

	A	B	C	D
1	Copy		Paste	
2	\$ 125		125.45	
3	\$ 53		52.68	
4	\$ 512		511.63	
5				

ERRORS IN EXCEL

An error indicates that there is something wrong with the way the formula was entered.

	A	B
1	MyCol ▼	Value ▼
2	#DIV/0!	1
3	#NAME?	2
4	#VALUE!	3
5	#N/A	4
6	#REF!	5
7		
-		

THANK YOU