CLASS --- VIII
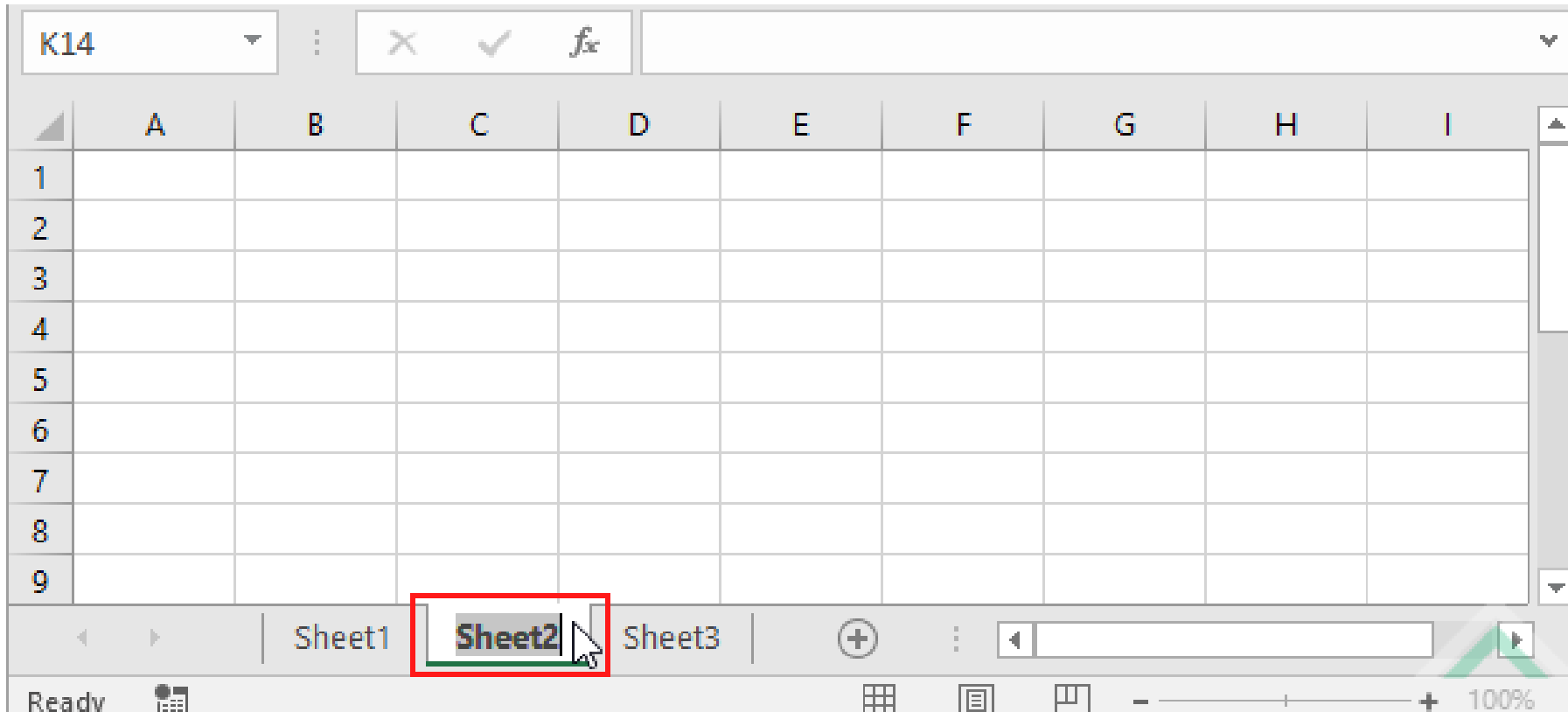
CHAPTER 2 --- WORKING IN MICROSOFT EXCEL

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.

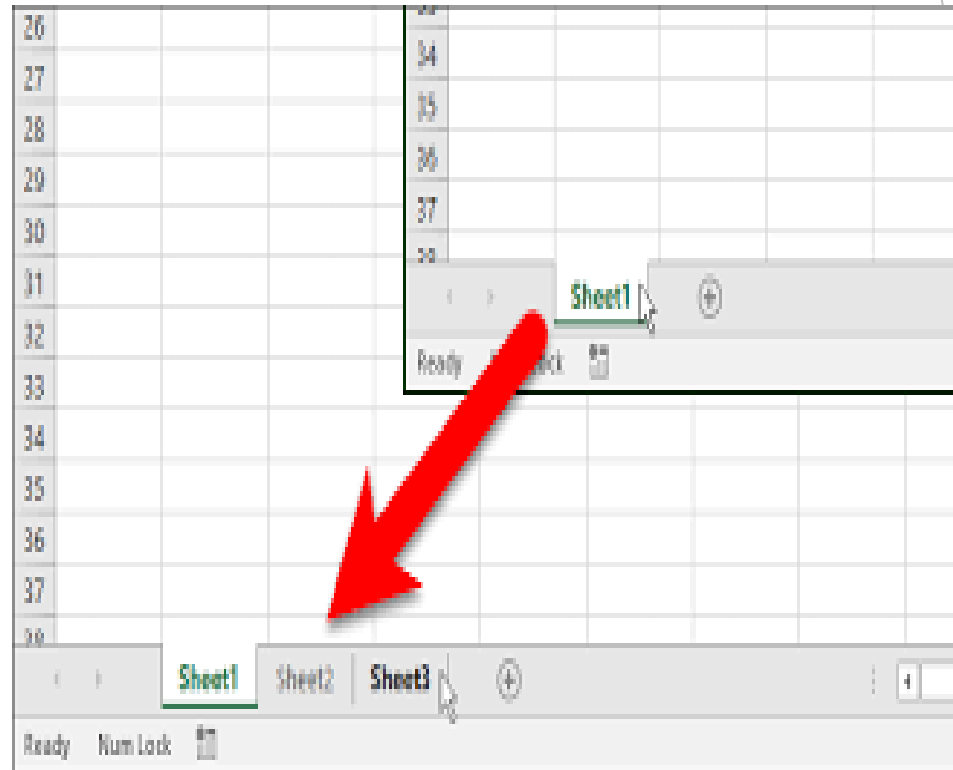- ❖ Each worksheet contains rows and columns.
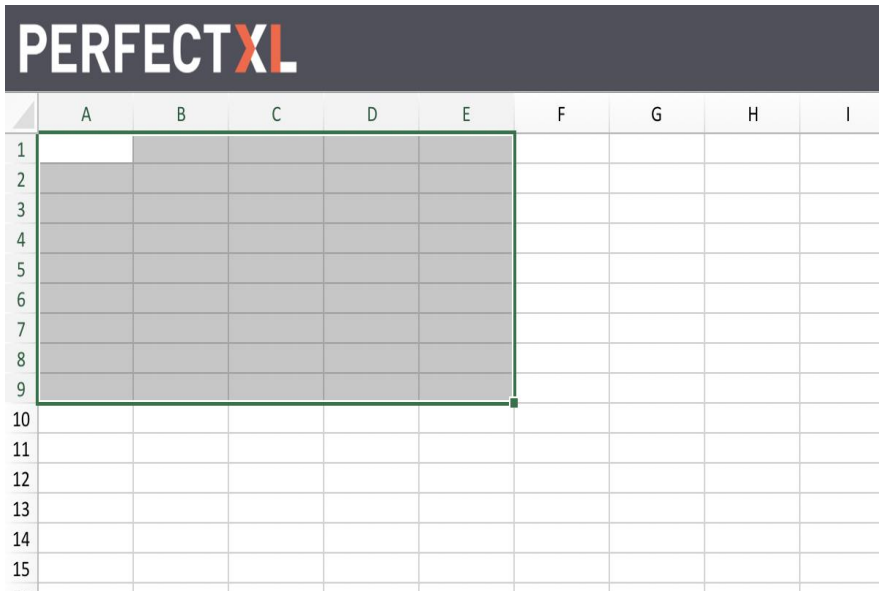
A WORKSHEET IN MICROSOFT EXCEL

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

- ❖ **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:

D3

(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

b) USING COPY AND PASTE

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