

A collection of historical artifacts is arranged on a light-colored, textured surface. In the top left, a portion of a wooden chessboard with a checkered pattern and several chess pieces is visible. Below the chessboard, there are two medals: one with a red ribbon and a circular emblem, and another with a blue ribbon and a circular emblem. A small, ornate key lies near the center. A pair of round, gold-rimmed glasses with thin temples is positioned diagonally across the lower half of the image. In the bottom left corner, a small, round, silver-colored compass with a white face and black markings is visible.

Excel 2016


Introduction



What is Excel?

Four Major Components:

- ◆ **Workbooks** made up of worksheets
 - Works like electronic columnar paper
- ◆ **Charts**
 - Can create many types of graphs (charts) based on the numeric information in the worksheets.
- ◆ **Tables** (used to be called lists or databases)
 - Example—a customer list of names and addresses that can be sorted by last name, zip code, or sales territory
- ◆ **Web Support**
 - Can save all or parts of worksheets in HTML (hypertext mark up language) so that it can be viewed using a browser.
 - Can also access information such as stock quotes on the Web using Web Queries.



Questions to Answer Before Starting a Worksheet

- ◆ Determine why you are preparing this workbook.
 - This helps you develop the correct layout for your work.
 - Helps decide which parts to emphasize
- ◆ Analyze the audience
 - Yourself?
 - The company's CEO?
 - Clients?
- ◆ Gather possible content
 - What information already exists and in what format?
- ◆ Determine what content to present to your audience.
 - What information will best communicate the project's purpose to your audience?



Worksheets

- ◆ Can name worksheets by typing the names on the worksheet tabs
- ◆ Can color code the tabs
- ◆ By default, each workbook comes with one blank worksheet
- ◆ A file in Excel is called a Workbook



General information about Excel

- Default name for workbook is Book1
- It also contains a button for adding new worksheets
- Number of worksheets in a workbook is limited by the memory in your computer



Rows

- ◆ Row number is on the left of the row
- ◆ Called the row heading
- ◆ Number of rows seen at one time depends on the screen resolution and zoom



Columns

- ◆ Columns are **lettered** (instead of numbered as rows are)
- ◆ Column letter is at the top of the column
- ◆ Called the column heading
- ◆ Number of columns seen at one time depends on the screen resolution and zoom
- ◆ Rows and columns are numbered and lettered like a Bingo card



More on Columns

- ◆ First column is A, the second is B, etc.
- ◆ Then AA-AZ, BA-BZ, and so on...out to XFD



Keeping Track of Cells

Cell Addresses

- ◆ Intersection of a column and a row is called a **cell** (shaped like a rectangle)
- ◆ Excel keeps track of cells by giving each of them an “address”
- ◆ The address consists of the column letter and the row number.
 - Examples: A1, D13, Z138, BB89



Columns

- ◆ Default width of columns is 64 pixels
 - This is between 8 and 9 characters in 11-point Calibri type face
 - You can change this to fit the cell contents manually or have Excel do it automatically

