

Excel Module 1

Microsoft Excel Basics

Microsoft Office 2016
Introductory



Student Learning Outcomes

- Identify Uses of a Spreadsheet
- Identify Parts of the Workbook / Worksheet
- Navigating within a Worksheet
 - Mouse, Navigation Keys, Name box, Go To command
- Identify Components of a Worksheet
- Selecting a Group of Cells
 - Mouse, Shift Key, Name box, Ctrl key – Non adjacent range
- Identify Data in a Cell
- Change Worksheet Views
- Insert footers in a worksheet.

The ribbon is organized into tabs. Each tab has commands related to particular activities or tasks.

The ribbon contains buttons that you click to execute commands to work with Excel.

The Name box displays the cell reference of the active cell. In this case, the active cell is cell H12.

The row headings are numbers along the left side of the workbook window that identify the different rows of the worksheet.

The status bar provides information about the workbook.

Buttons for related commands are organized on a tab in groups.

Excel stores spreadsheets in files called workbooks. The name of the current workbook appears in the title bar.

The formula bar displays the value or formula entered into the active cell.

A group of cells in a rectangular block is called a cell range (or range). If the blocks are not connected, as shown here, it is a nonadjacent range.

Game Card

Income Statement

January 1, 2017 to December 31, 2017

Income	
Gross Sales	\$ 417,600
Less returns and allowances	34,100
Net Sales	383,500
Cost of Goods Sold	230,000
Less Inventory, January 1	78,000
Purchases	17,000
Delivery Charges	21,000
Less Inventory, December 31	114,600
Cost of Goods Sold	102,000

Documentation Income Statement Expenses Balance Sheet

The sheet currently displayed in the workbook window is the active sheet.

Inactive sheets are not visible in the workbook window; their sheet tabs are not displayed.

The Tell me what you want to do box provides quick access to commands and online help.

The Ribbon Display Options button is used to display all, part, or none of the ribbon.

The Minimize button hides a window so that only its program button is visible on the taskbar.

The Restore Down button returns a window to its previous size. If the Maximize button appears, it expands the window to fill the screen.

The column headings are letters along the top of the workbook window that identify the different columns of the worksheet.

Each intersection of a row and column is a cell. Each cell contains a separate value. The currently selected cell is the active cell.

The contents of a worksheet are laid out in a grid of rows and columns in the workbook window.

A workbook is a collection of one or more worksheets. Each worksheet is identified by a sheet name, which appears in a sheet tab.

The Zoom controls increase or decrease the magnification of the worksheet content.

Student Learning Outcomes

- Change Column Width and Row Height
- Position Data within a Cell
 - Merge and Center
 - Align Text
 - Wrap Text
 - Change Orientation of Text
 - Indent
- Change Cell Appearance
 - Cell Styles
 - Fill Color
 - Font Color

Objectives (continued)

- Change Number Formats
 - Accounting Format
 - Currency Format
 - Percent Format
 - Number Format
 - Comma Style
- Clear Formats