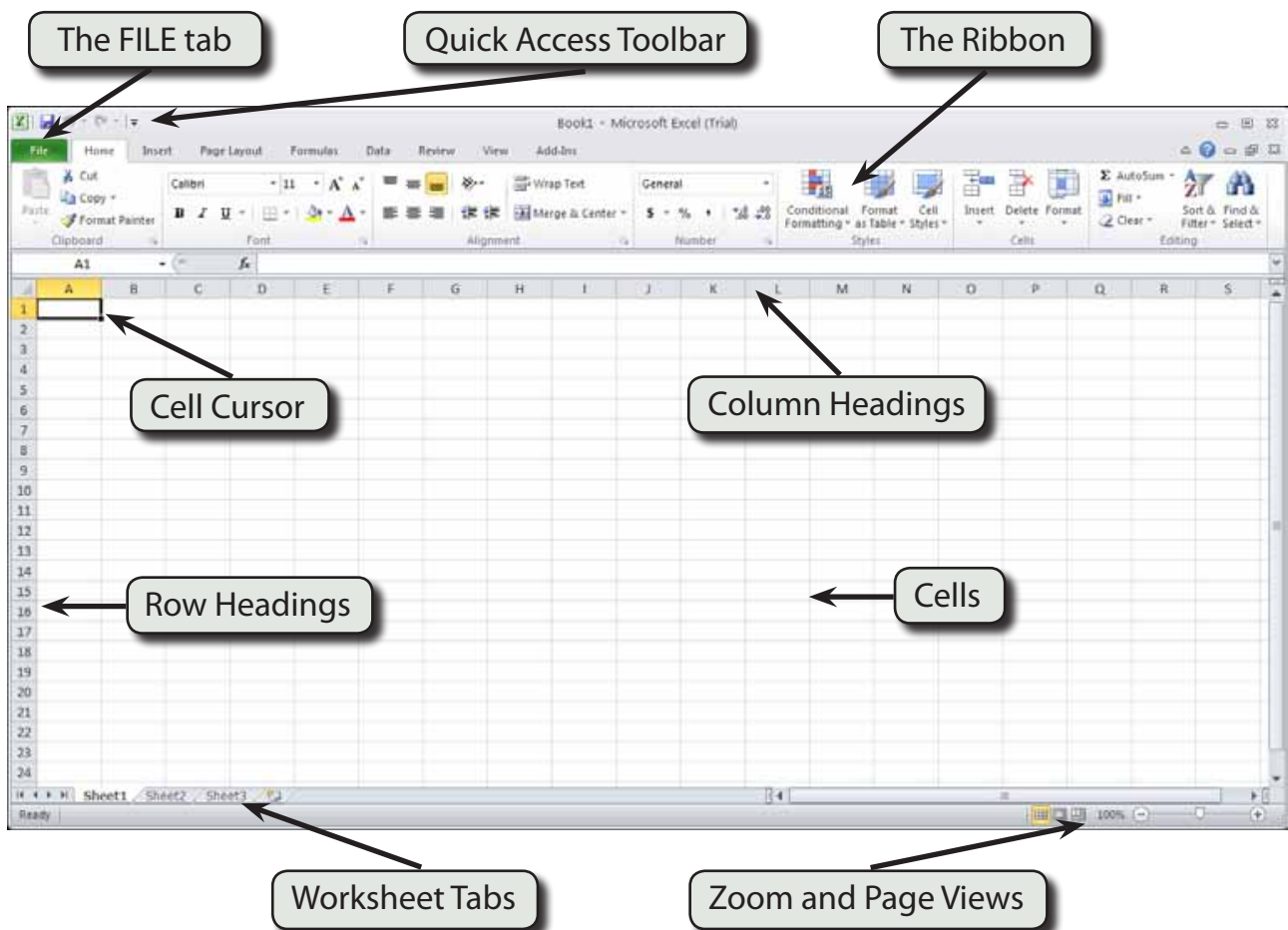


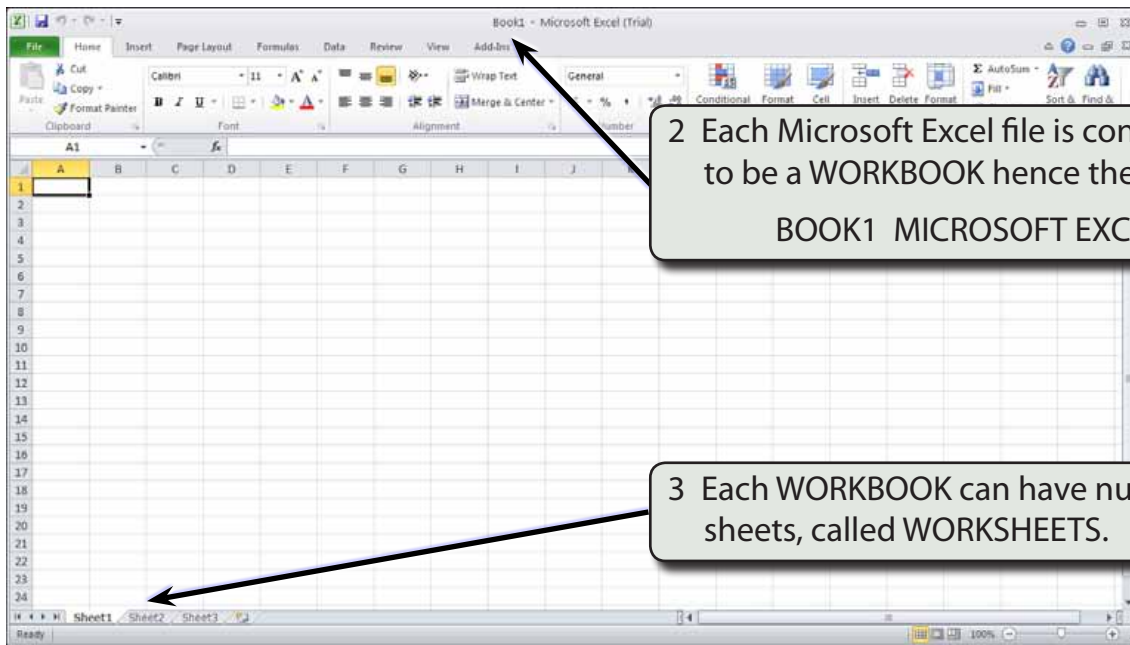
Introduction to Microsoft Excel

A spreadsheet is a computer program that turns the computer into a very powerful calculator. Headings and comments can be entered along with detailed formulas. The spreadsheet screen is divided into **ROWS** and **COLUMNS**; the intersection between a row and a column is termed a **CELL**. Usually only a small section of the overall spreadsheet is displayed on the screen.

The Microsoft Excel Screen

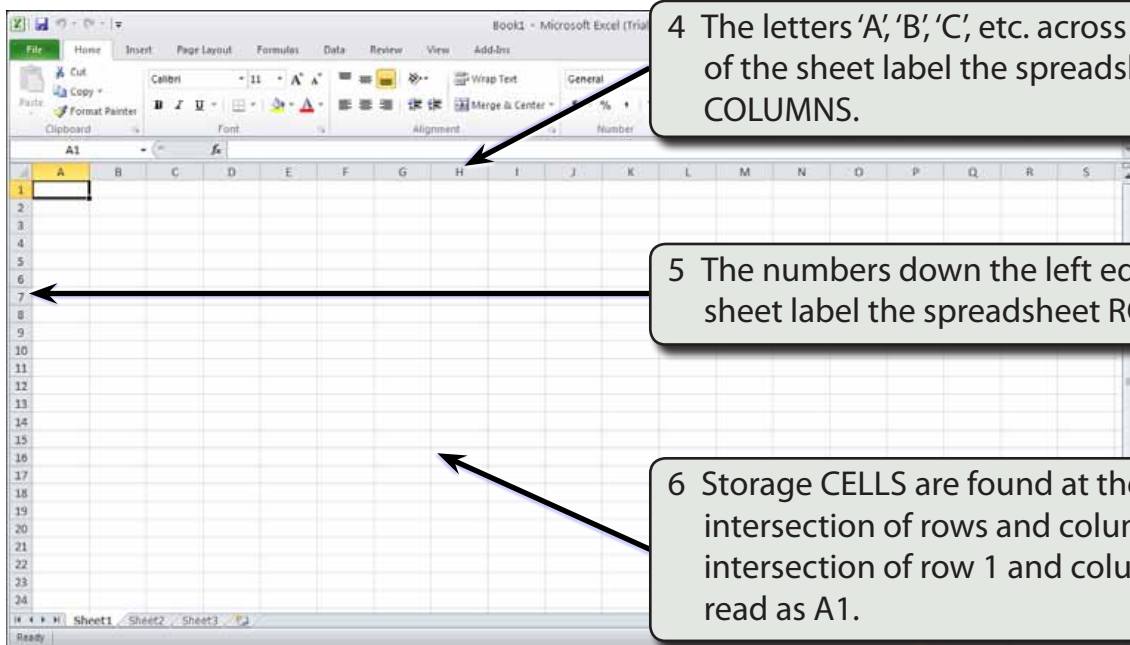
- 1 Load Microsoft Excel and you should receive the following screen. Read through its labelled sections.





2 Each Microsoft Excel file is considered to be a WORKBOOK hence the title: BOOK1 MICROSOFT EXCEL

3 Each WORKBOOK can have numerous sheets, called WORKSHEETS.



4 The letters 'A', 'B', 'C', etc. across the top of the sheet label the spreadsheet COLUMNS.

5 The numbers down the left edge of the sheet label the spreadsheet ROWS.

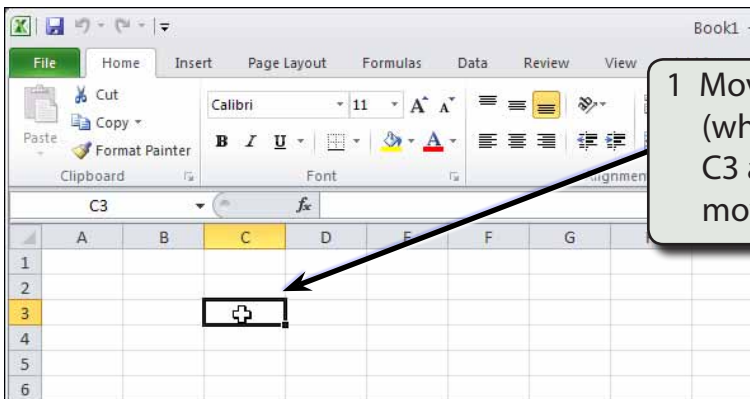
6 Storage CELLS are found at the intersection of rows and columns. The intersection of row 1 and column A is read as A1.

NOTE: At cell A1 you should see a rectangular bar. This bar is called the CELL CURSOR and it can be positioned over any storage cell. When you first start up Microsoft Excel the cell cursor will be positioned at cell A1.

Moving the Cursor

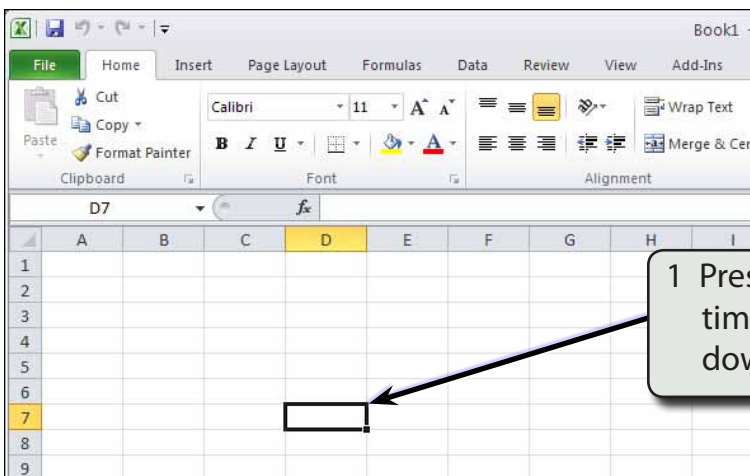
The cursor can be moved in a number of different ways.

A Using the Mouse



- 2 Try clicking the mouse button with the cursor over cell B4, then cell D2.

B Using the Arrow Keys



- 2 Try the other ARROW KEYS.

C Using the Scroll Bars

To move over larger distances, the HORIZONTAL and VERTICAL SCROLL BARS are used. The rectangular box in each bar is the SCROLL BOX.

