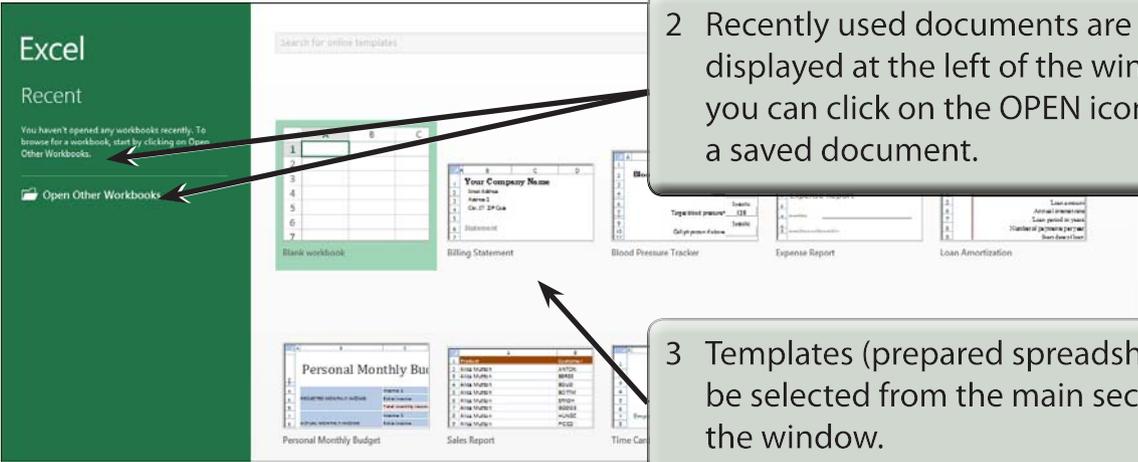


Introduction to Microsoft Excel

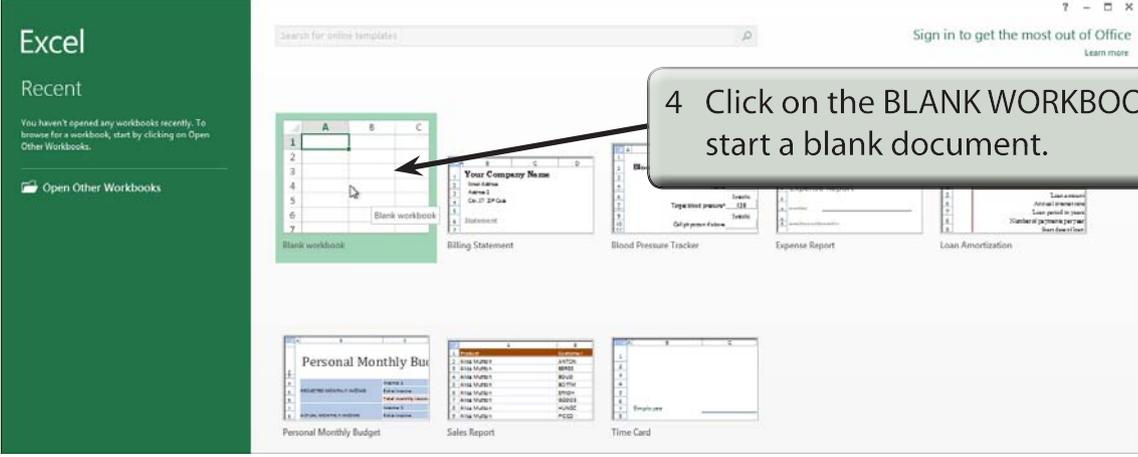
A spreadsheet is a computer program that turns the computer into a very powerful calculator. Headings and comments can be entered along with detailed formulas. The spreadsheet screen is divided into **ROWS** and **COLUMNS**; the intersection between a row and a column is termed a **CELL**. Usually only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

Loading Microsoft Excel

- 1 Load Microsoft Excel and you should receive the following WELCOME window.



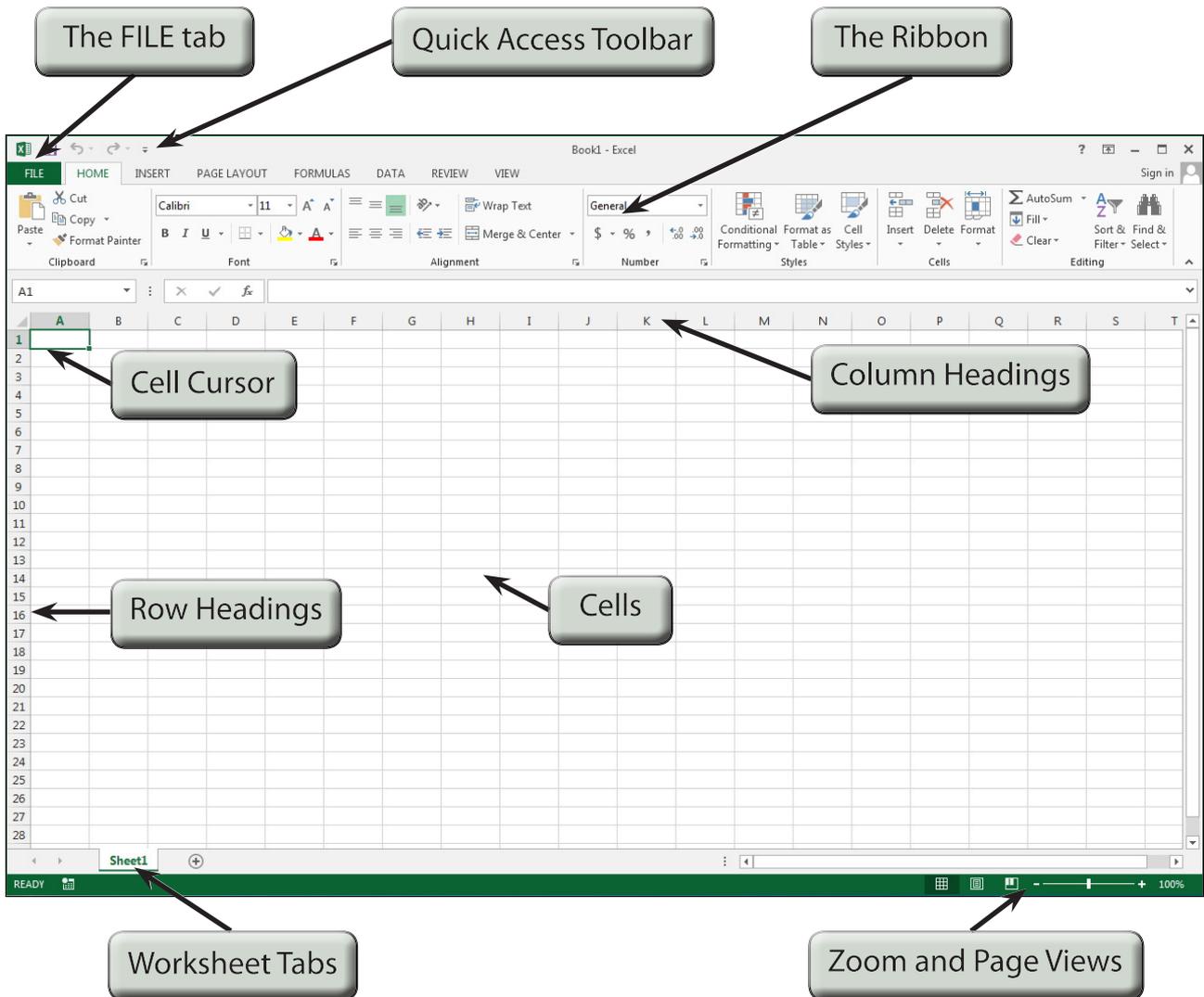
The screenshot shows the Microsoft Excel 'Recent' window. On the left, there is a green sidebar with the 'Excel' logo and the word 'Recent'. Below the logo, it says 'You haven't opened any workbooks recently. To browse for a workbook, start by clicking on Open Other Workbooks.' and there is an 'Open Other Workbooks' button. The main area displays a search bar for online templates and a grid of template thumbnails. The thumbnails include 'Blank workbook', 'Your Company Name', 'Billing Statement', 'Blood Pressure Tracker', 'Expense Report', 'Loan Amortization', 'Personal Monthly Budget', 'Sales Report', and 'Time Card'. A callout box with the number '2' points to the 'Open Other Workbooks' button and the 'Blank workbook' icon, stating: '2 Recently used documents are displayed at the left of the window or you can click on the OPEN icon to open a saved document.' Another callout box with the number '3' points to the 'Blank workbook' icon, stating: '3 Templates (prepared spreadsheets) can be selected from the main section of the window.'

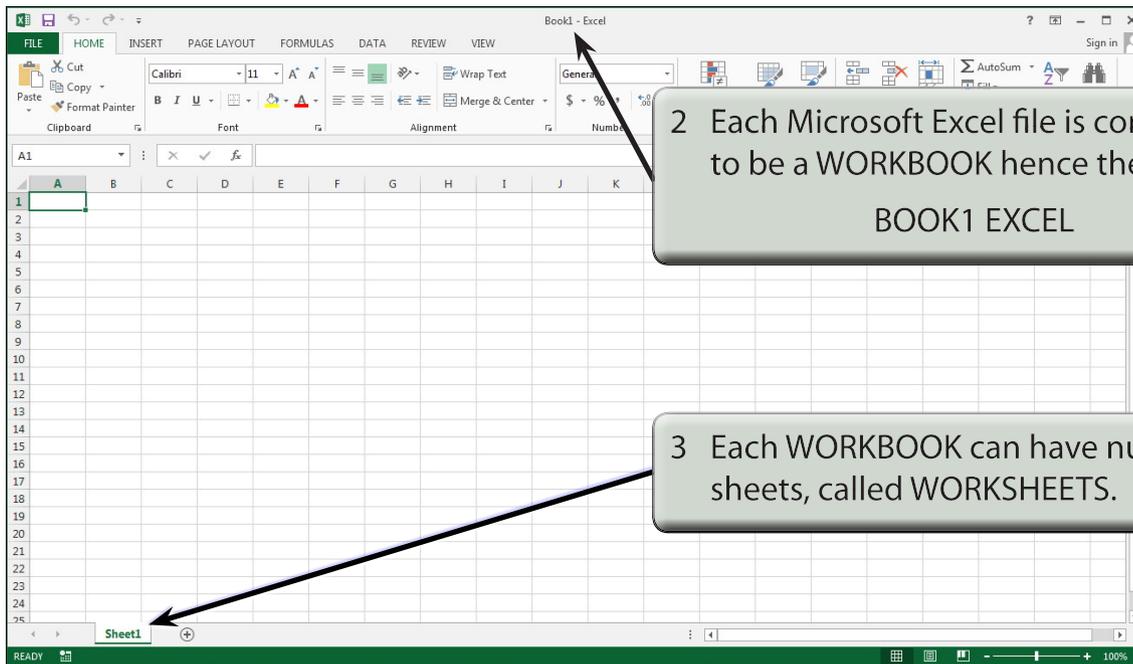


This screenshot is similar to the previous one but highlights the 'Blank workbook' icon. A callout box with the number '4' points to the 'Blank workbook' icon, stating: '4 Click on the BLANK WORKBOOK icon to start a blank document.' The 'Blank workbook' icon is highlighted with a green border. The rest of the window, including the sidebar and other template thumbnails, remains the same.

The Microsoft Excel Screen

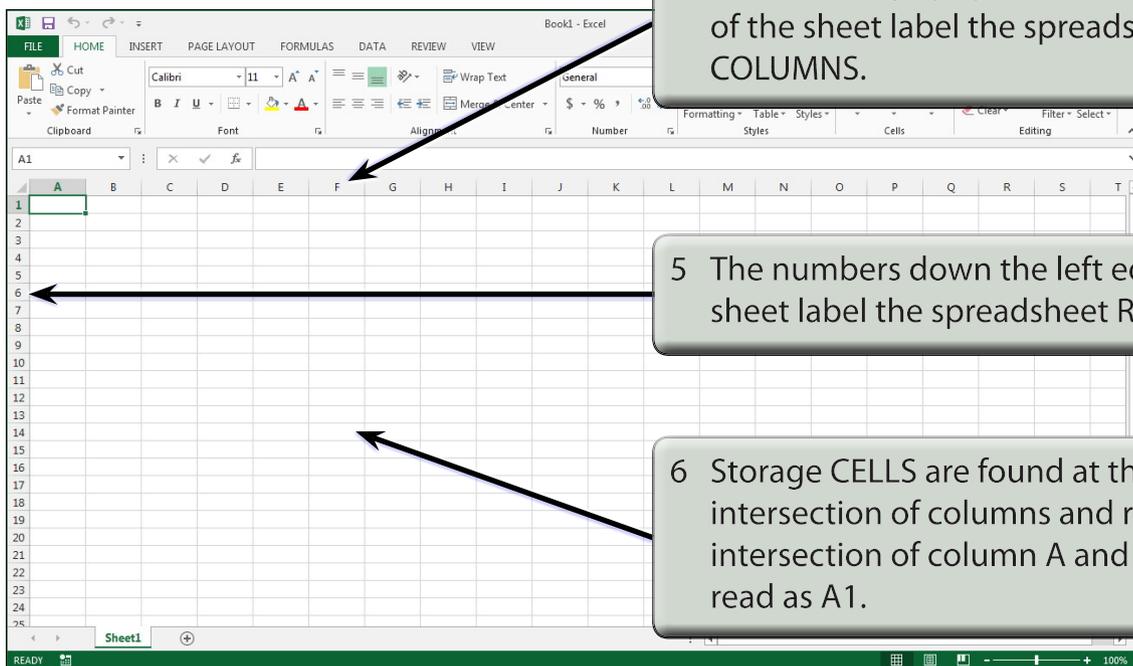
1 The Microsoft Excel screen should load. Read through its labelled sections.





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

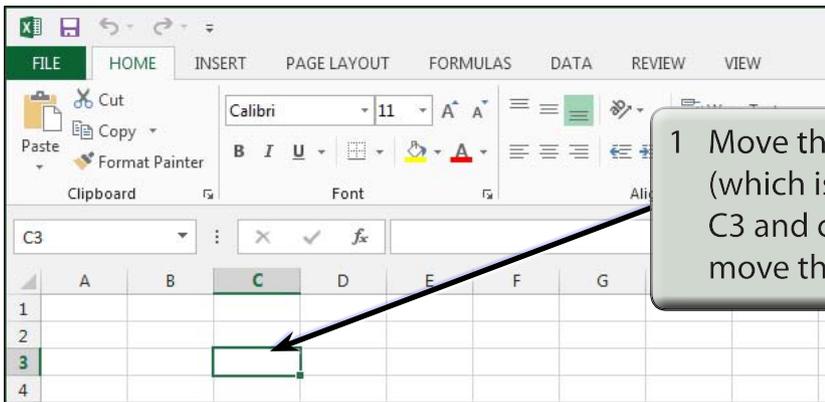
6 Storage CELLS are found at the intersection of columns and rows. The intersection of column A and row 1 is read as A1.

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.

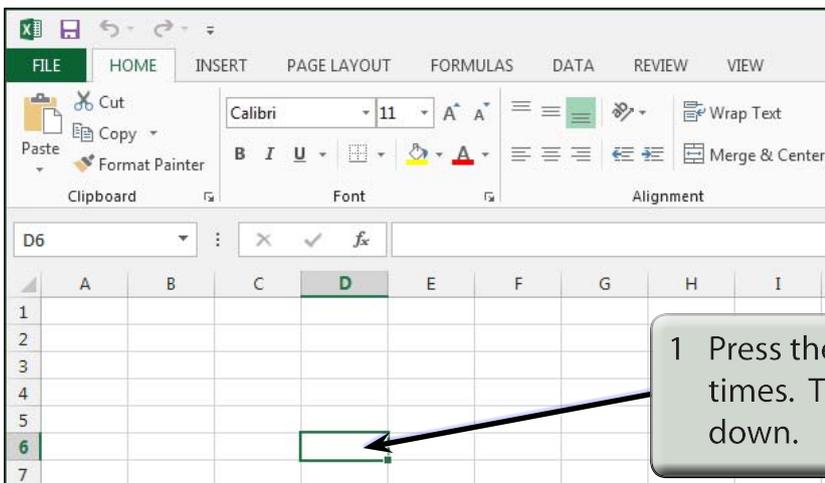
A Using the Mouse



1 Move the mouse so that the pointer (which is a solid cross-hair) is over cell C3 and click the left mouse button to move the cursor to this new cell.

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

B Using the Arrow Keys



1 Press the DOWN ARROW KEY a few times. The cursor should move straight down.

2 Try the other ARROW KEYS.