



Lecture 1
Third stage
Assistant lecture :Rawya alsaadi

Microsoft Excel

- The Best Way to Store Data.
- You can perform calculations.
- All the tools for data analysis.
- Easy to Create Data Visualizations with Charts.
- You can Print Reports Easily.
- So many free templates to use.
- You can code to automate.
- Transform and clean data.

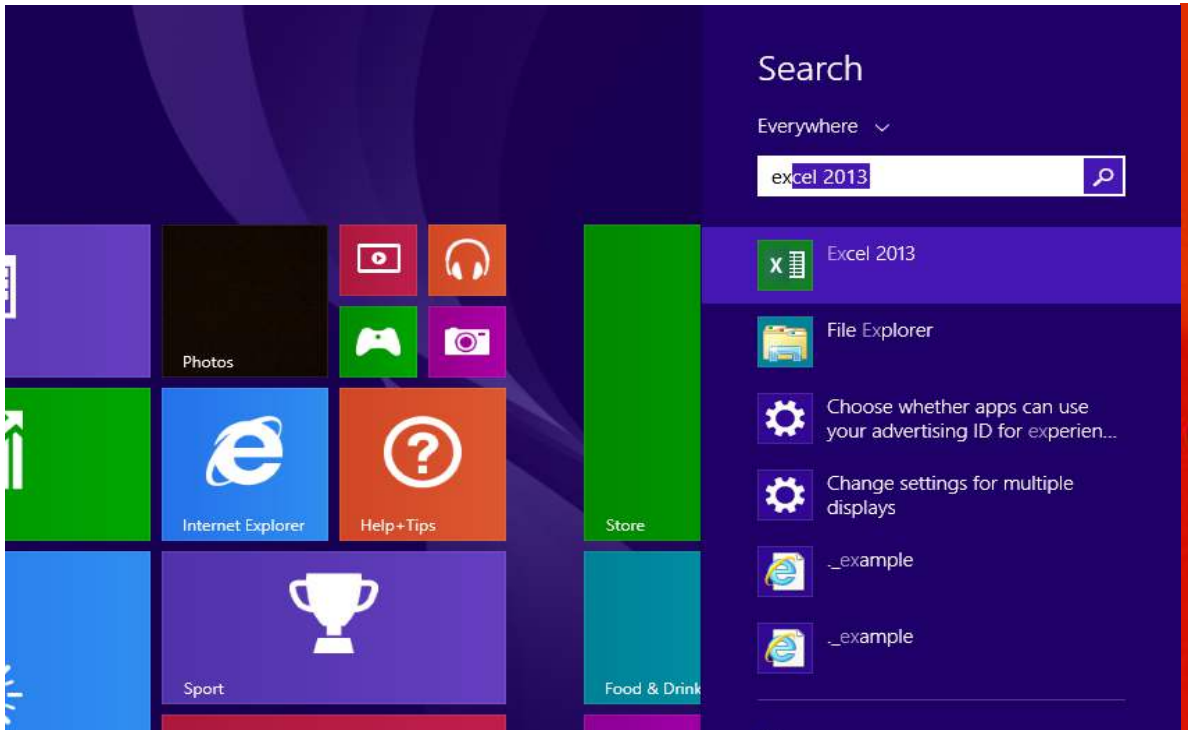


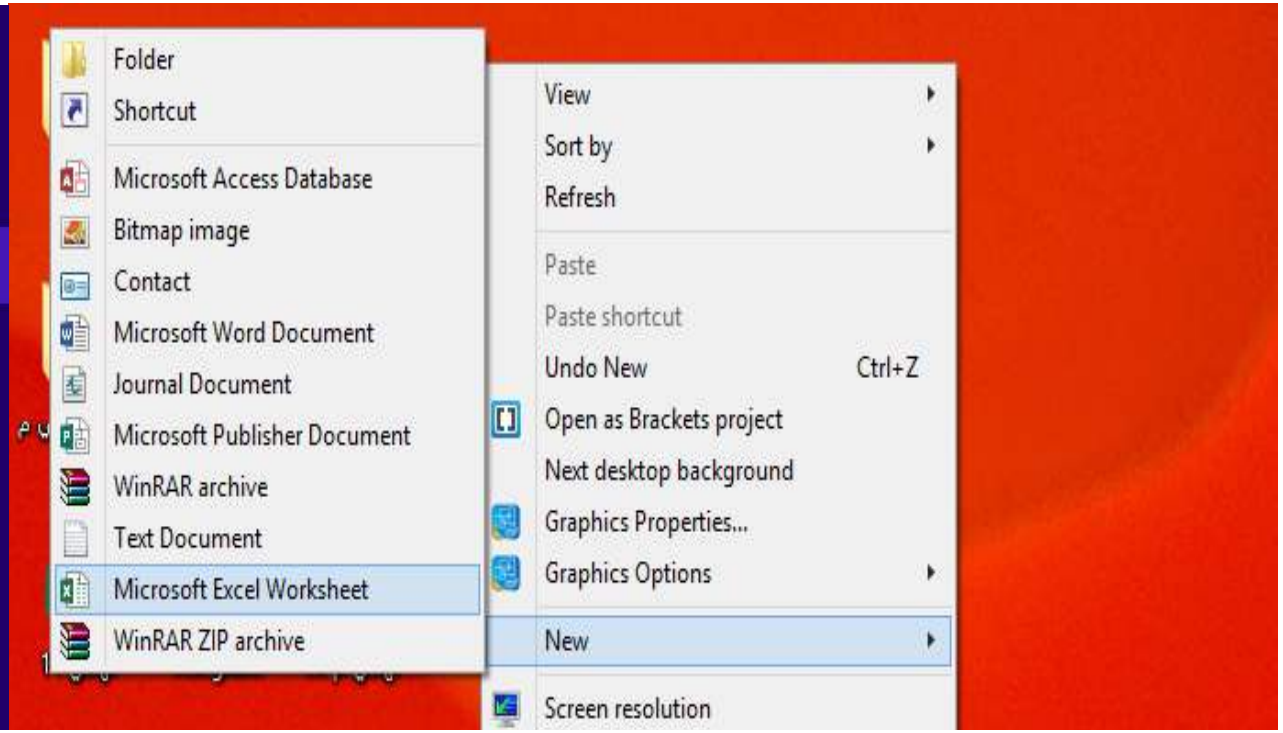
Microsoft Excel

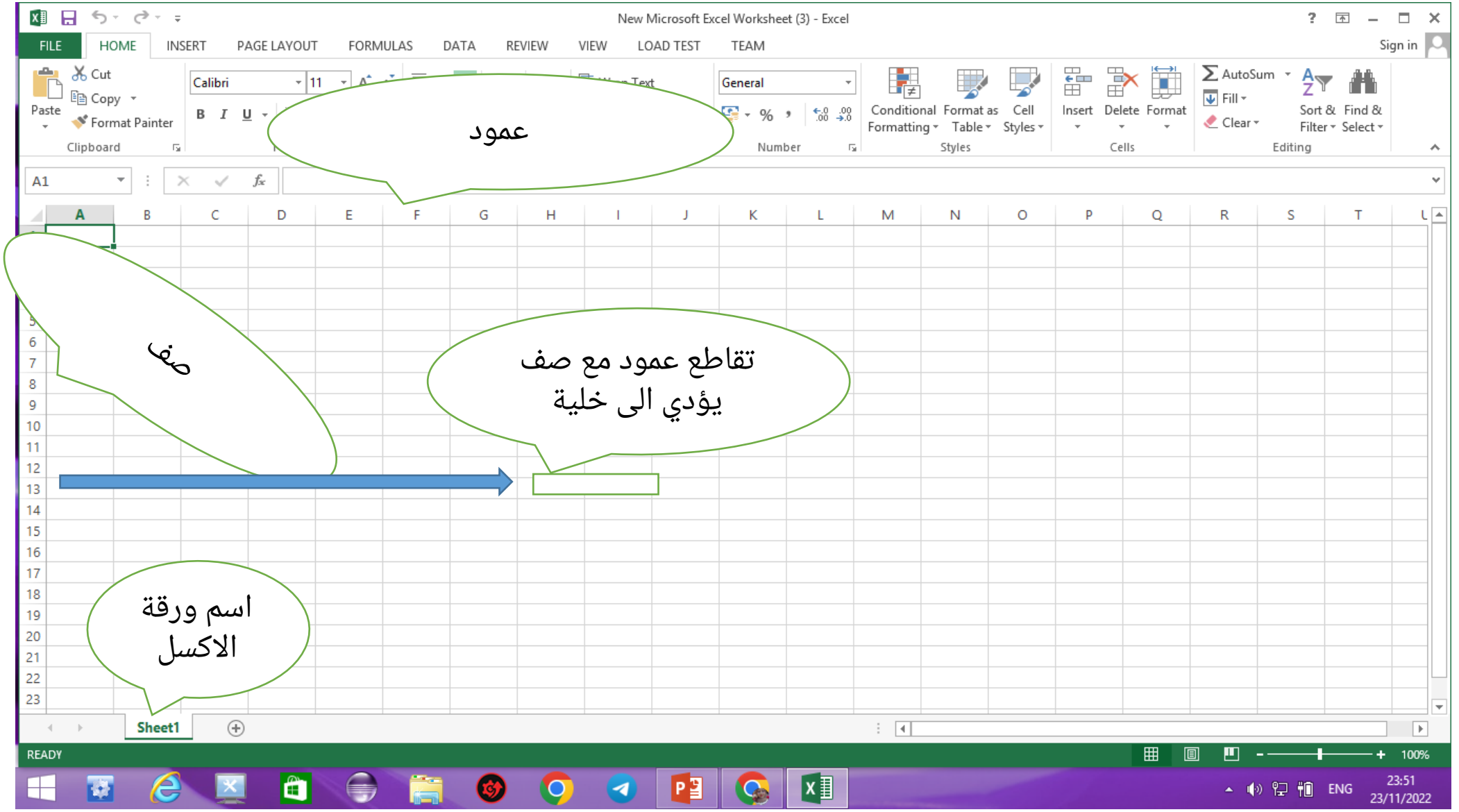
You can open the excel program as

1- right click ⟹ new ⟹ Microsoft excel

2-Or by the Windows ⟹ search ⟹ excel

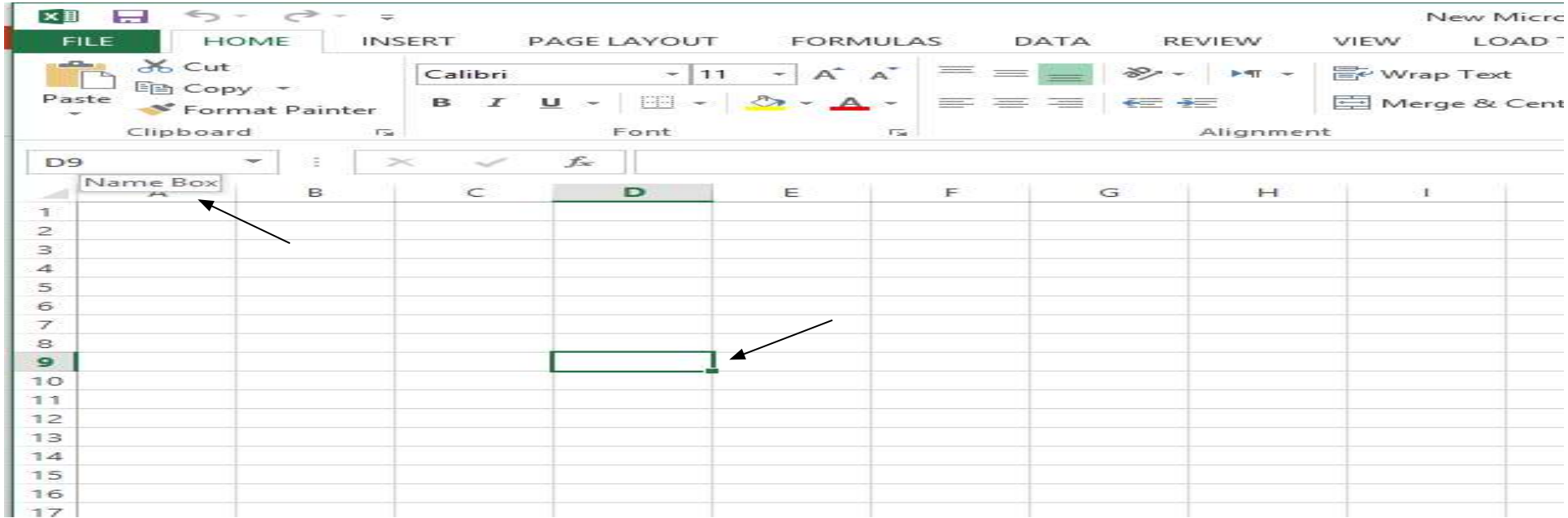




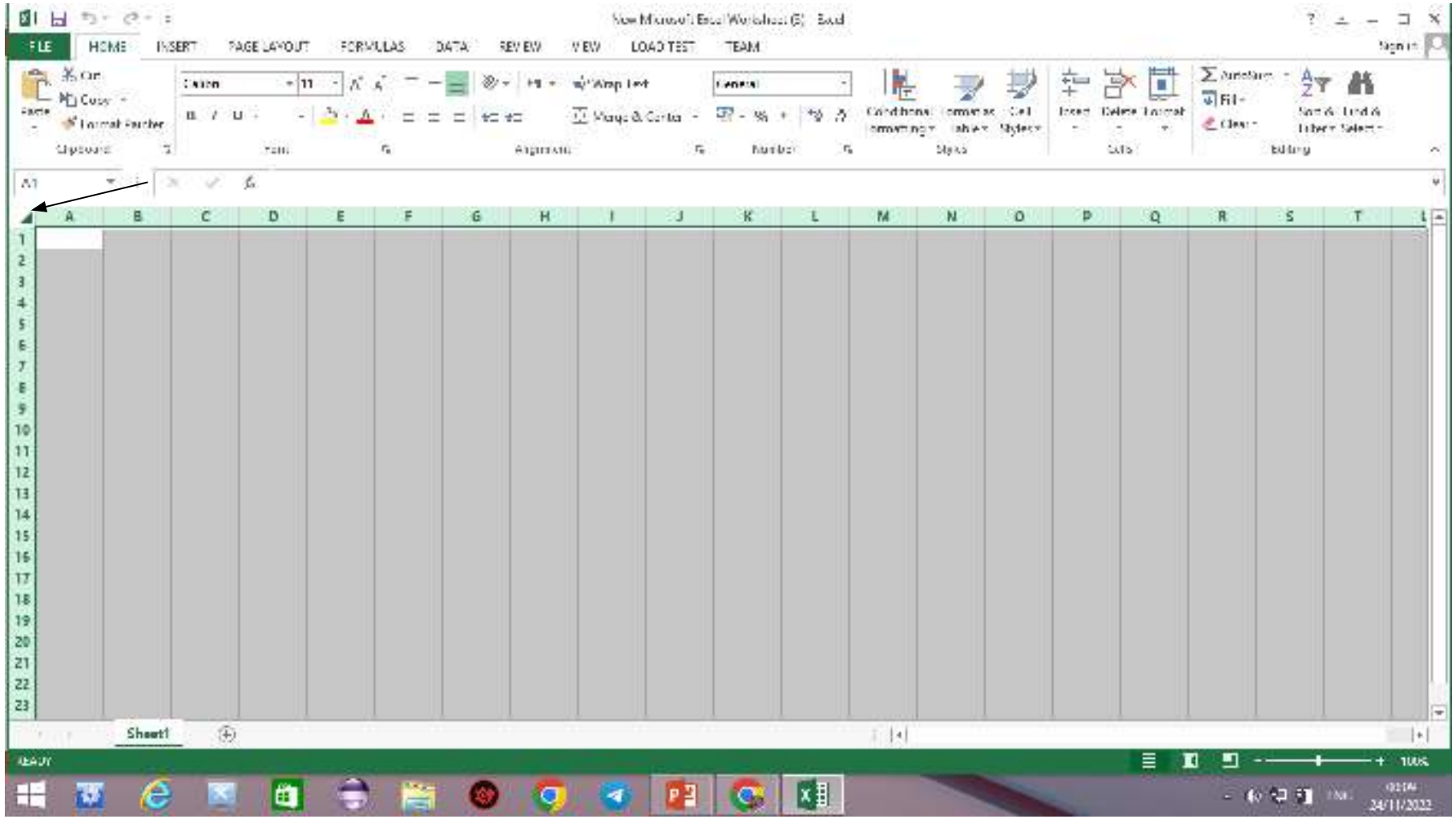

New Microsoft Excel Worksheet (3) - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
LOAD TEST
TEAM
Sign in
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing
A1
عمود
صف
تقاطع عمود مع صف
يؤدي الى خلية
اسم ورقة
الاكسل
Sheet1
READY
100%
ENG
23:51
23/11/2022

Microsoft Excel

- ✔ Excel consist of columns and rows.
- ✔ Each column has a letter and each row has a number.
- ✔ The intersection of a column with a row leads to a cell
- ✔ (Name box) contain the name of cell



- You can select all the cells in the sheet as



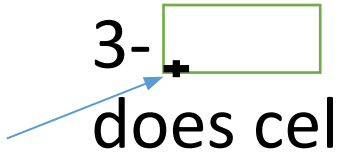
- Ctrl+ ↓ ⟶ you can know the number of the rows in sheet
- Ctrl+ → ⟶ you can know the number of the columns in sheet

Microsoft Excel

- ✔ You can change the to the Arabic sheet as page layout tab ⟶ sheet right to left
- ✔ You can change the to the English sheet as page layout ⟶ sheet left to right
- ✔ The mouse pointer in Excel has three forms

  1- ✚ use to select a group of cells

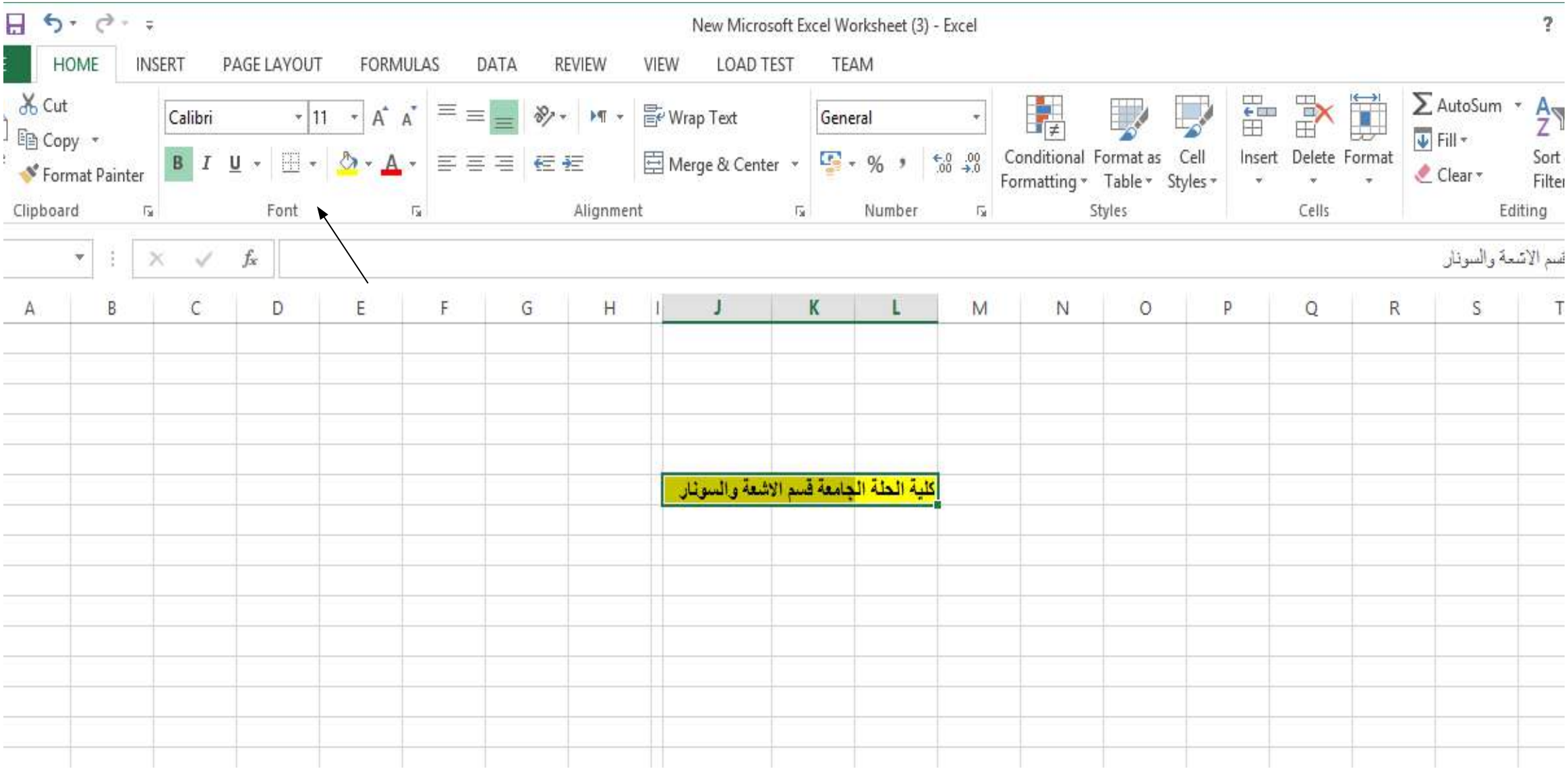
  2-  use to move the cell to any place another inside the sheet

  3-  when pulling down is making a copy for the selected cell (It does cell replication)

Microsoft Excel

- ✔ Ctrl+ Z or undo typing → Take a step back
- ✔ Ctrl + y or redo → Take a step forward
- ✔ Ctrl+ s for saving

- For coordinating the text in side the cell(color , size, type , adding border for the cell , back ground color , etc)through home tab ➡ font

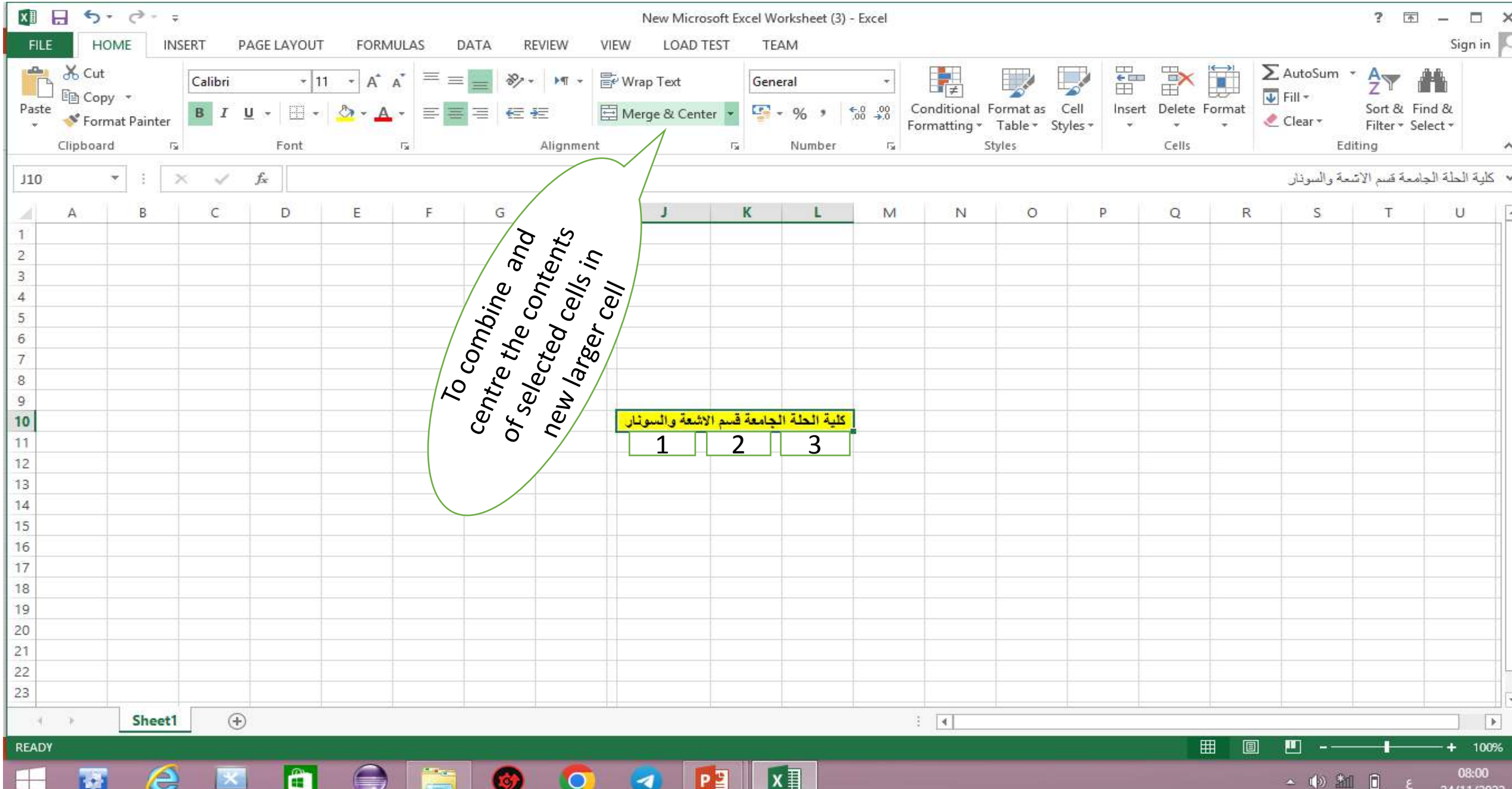


Home tab



- **Font**

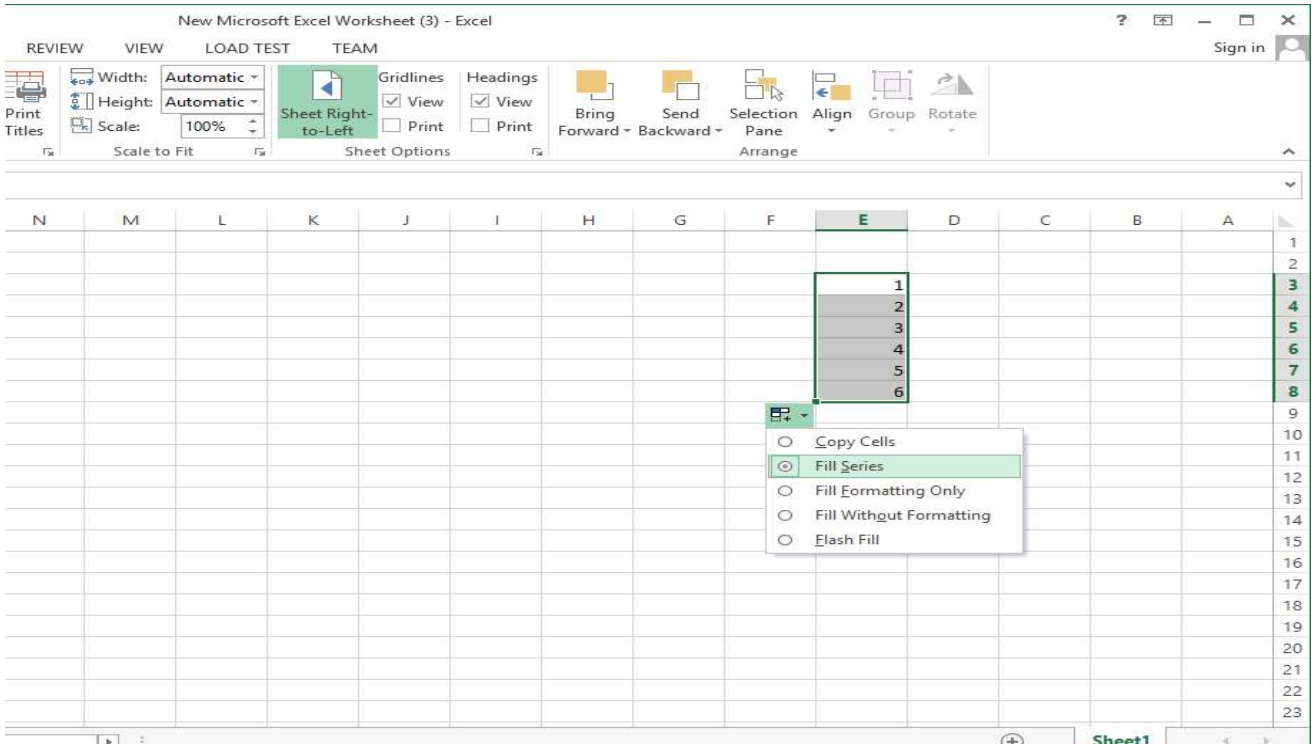
- Font - Changes the font.
- Font Size - Selects the desired font size.
- Increase Font Size - Makes the font size one size larger.
- Decrease Font Size - Makes the font size one size smaller.
- Bold - Makes the text bold.
- Italicize - Makes the text italicized.
- Underline - Underlines the text.
- Borders - Creates lines around cells.
- Fill Color - Changes the color inside the cell.
- Font Color - Changes the color of the font

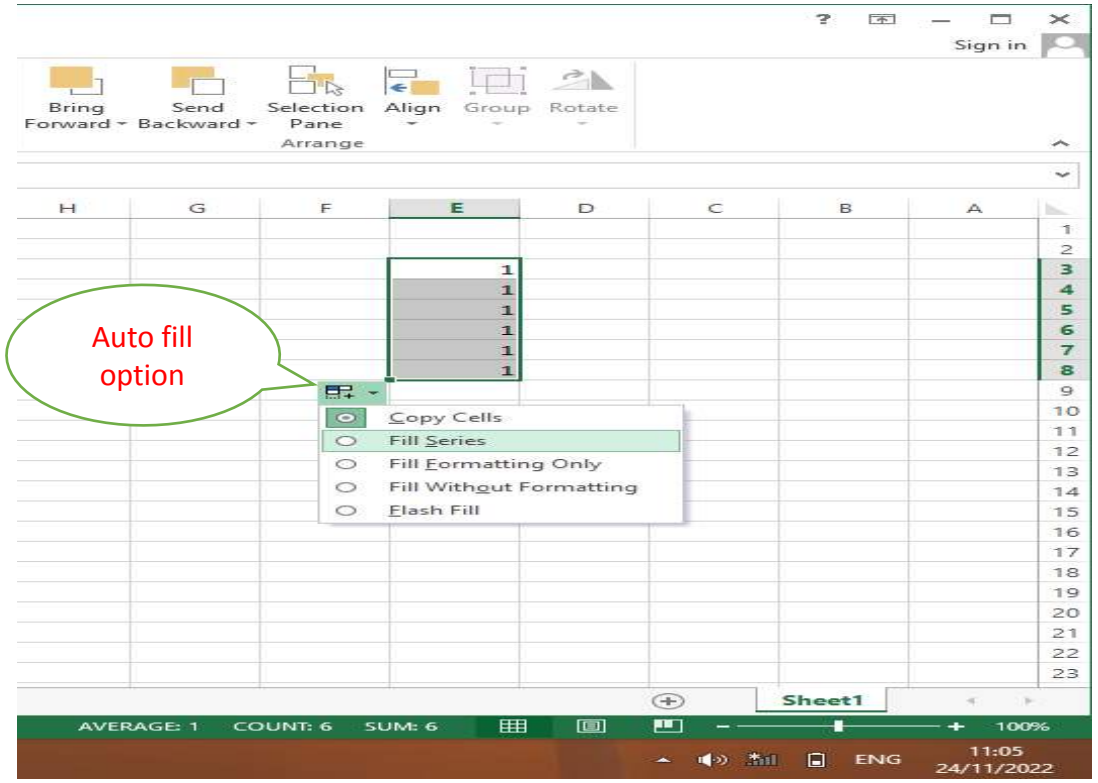

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Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing
J10
كلية الحلة الجامعة قسم الاشعة والسونار
To combine and centre the contents of selected cells in new larger cell
كلية الحلة الجامعة قسم الاشعة والسونار
1
2
3
Sheet1
READY
100%

Merge and Center

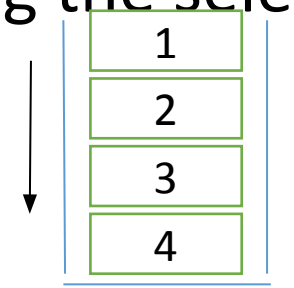
1. Merge and Center - Combines two cells, merging them into one, keeping information from the left cell only, then centers the information.
2. Unmerge cell –spilt the current cell in to multiple cells
3. Merge across-merger the selected cells in same row in to one larger cell.

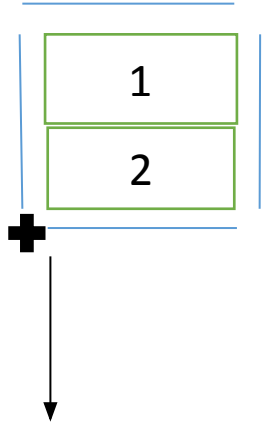
- For making a series of numbers for example (1---------1000) as
- 1-auto fill option ⟶ fill series or alt+enter

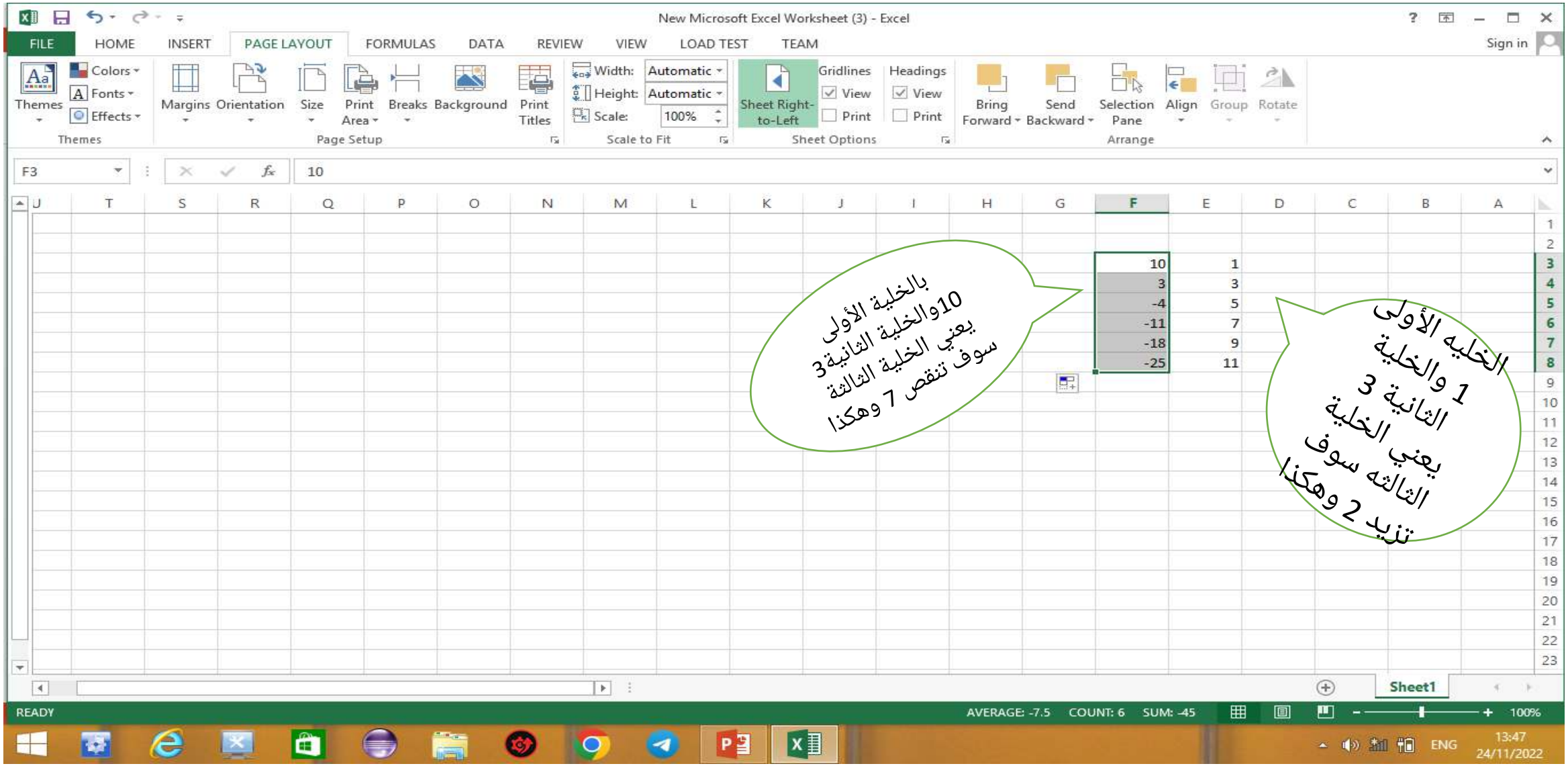




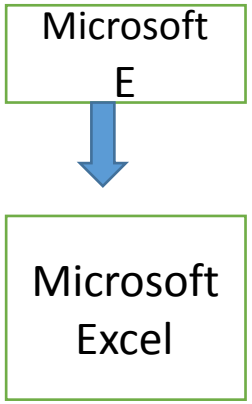
2-adding number in first cell and another number in second cell , select The cells ,from the sign (+) drag the selected cells down ⟶ one will be incremented per cell






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Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Width: Automatic
Height: Automatic
Scale: 100%
Sheet Right-to-Left
Gridlines View Print
Headings View Print
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Page Setup
Scale to Fit
Sheet Options
Arrange
F3
10
10
3
-4
-11
-18
-25
1
3
5
7
9
11
بالخلية الأولى 10والخلية الثانية يعني الخلية الثالثة 3 سوف تنقص 7 وهكذا
الخليه الأولى 1 والخلية الثانية 3 يعني الخلية الثالثه سوف تزيد 2 وهكذا
Sheet1
READY
AVERAGE: -7.5
COUNT: 6
SUM: -45
100%
ENG
13:47
24/11/2022

- **Wrap text** To make extra-long text in one cell without merge cells

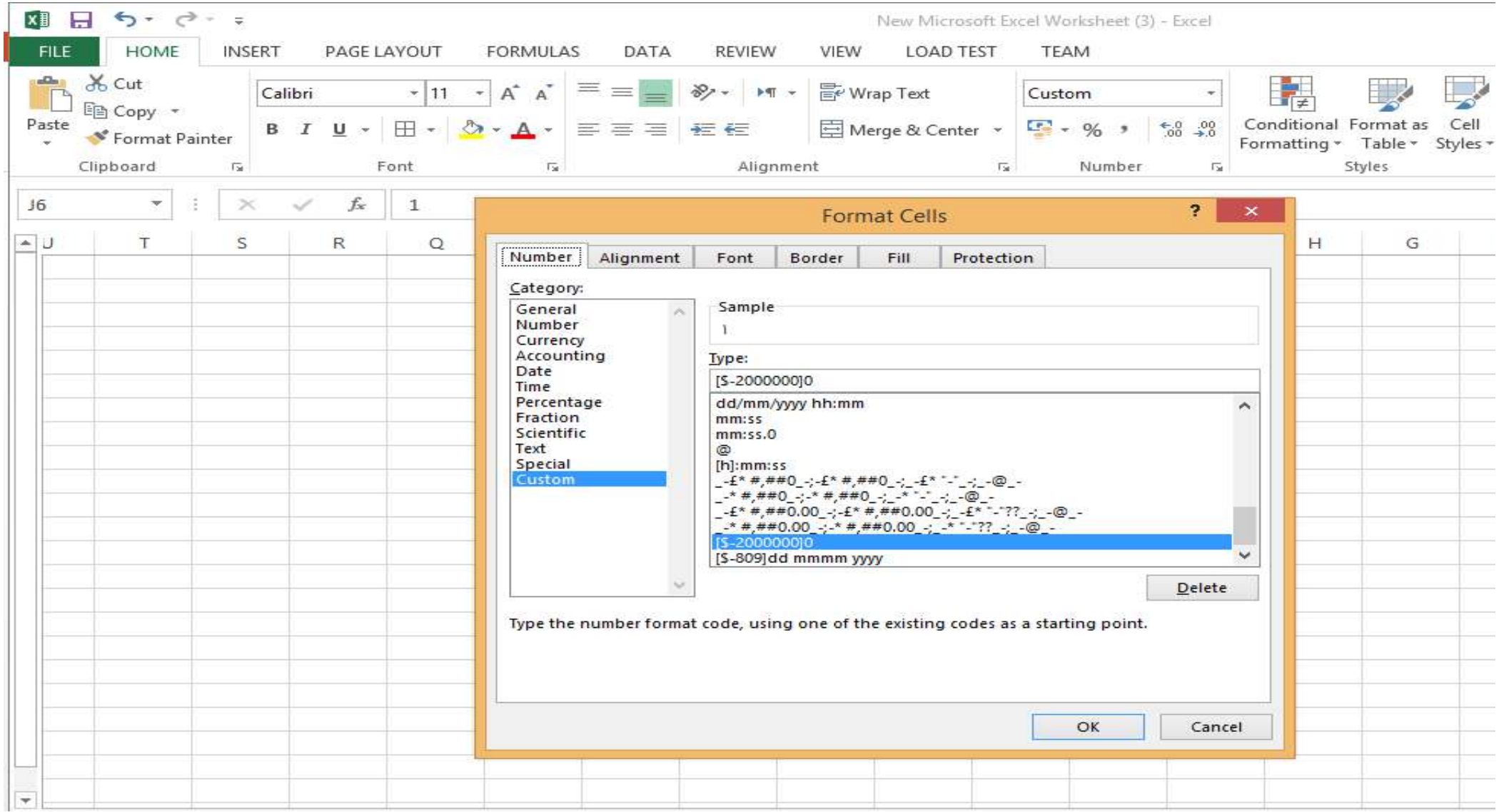


- **Alt+enter** Can be used for making the pointer will move to the next line in cell



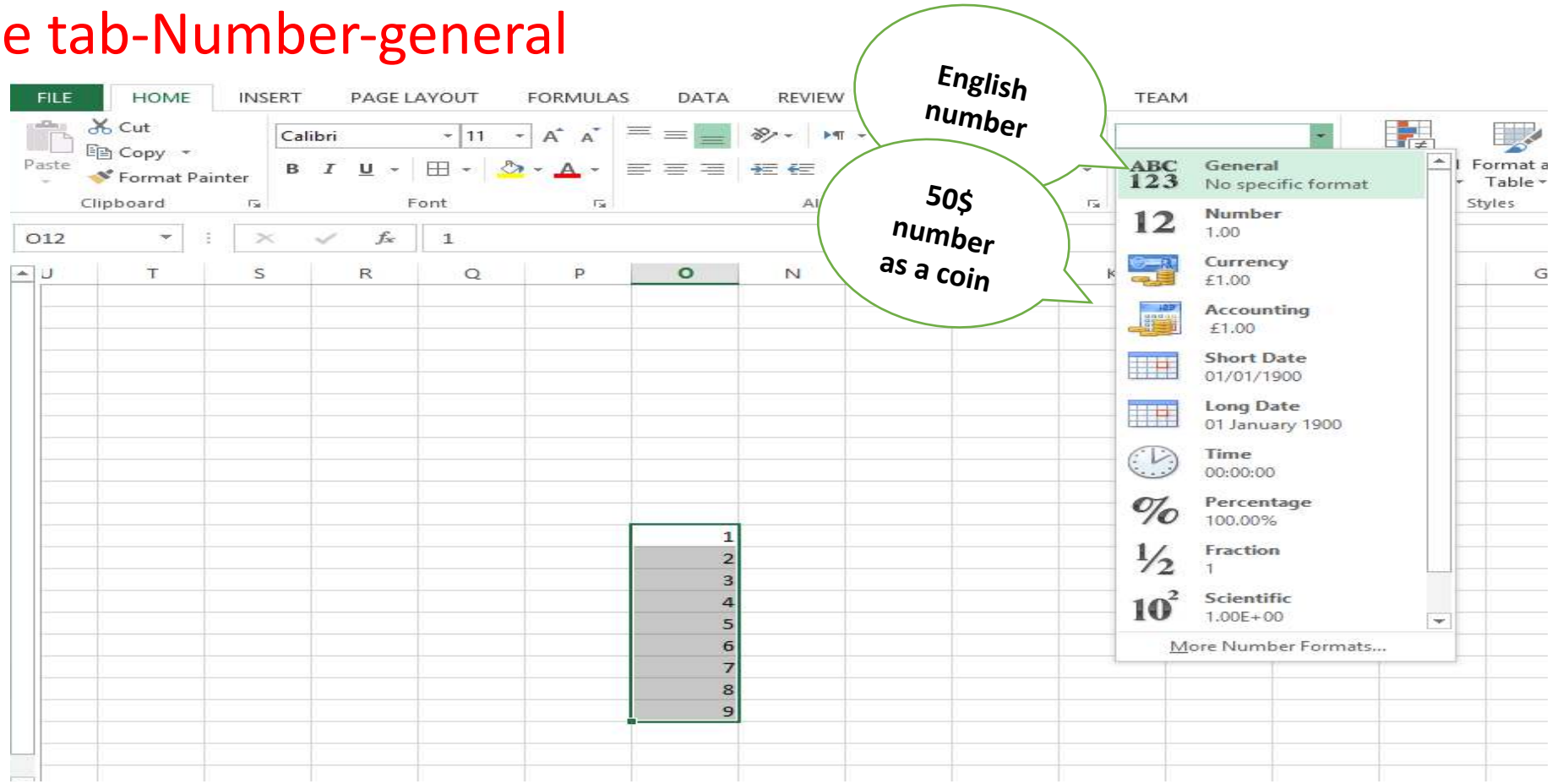
For making the numbers in the cells (Arabic numbers)

Home tab-Number-Properties of number-format cell-number-category-custom-[$-2000000]0



- For making the numbers in the cell (English number)

Home tab-Number-general



- To make the number in cell as a coin for example

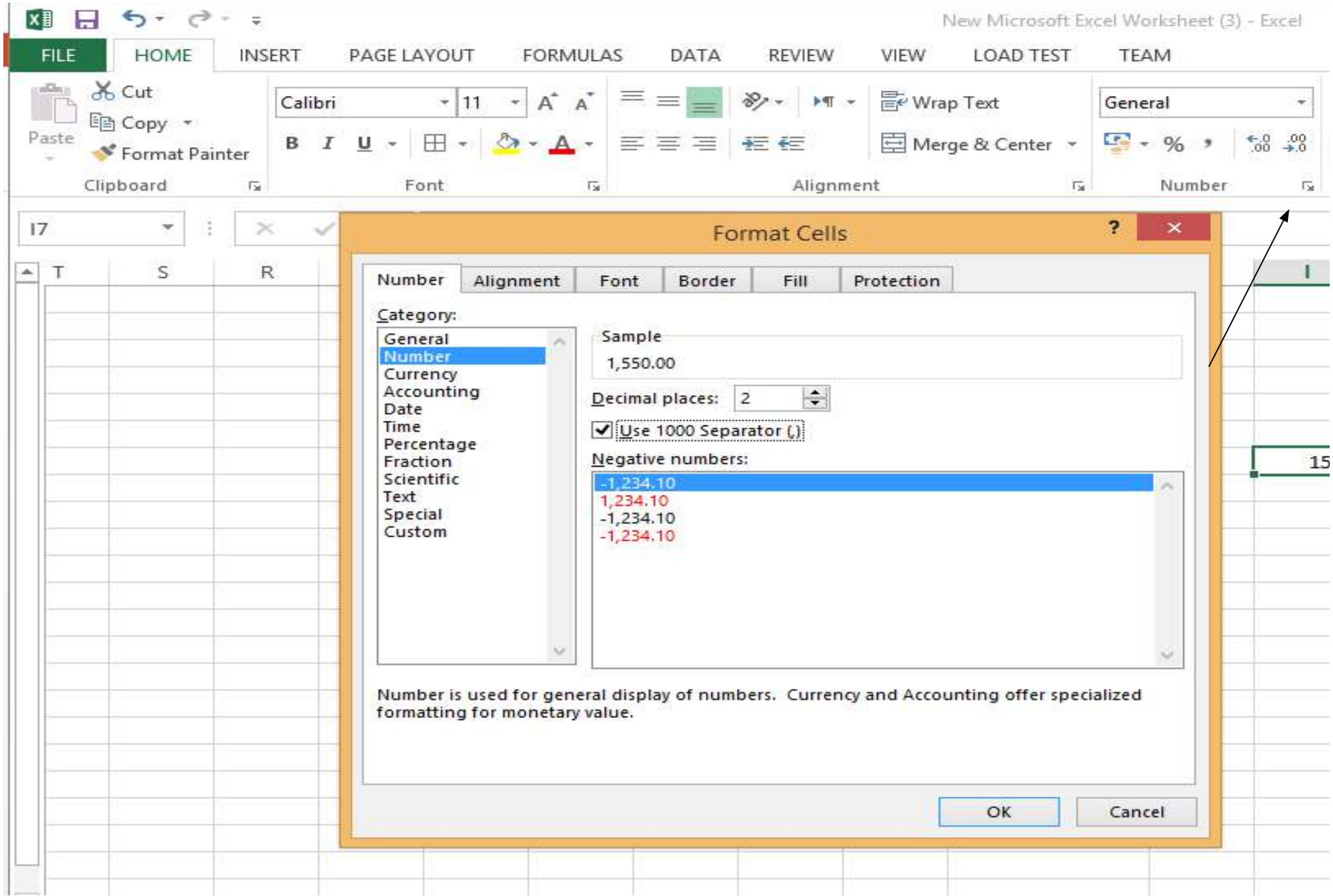
50$

As Home tab-Number-**currency or accounting**

- For making the number in a cell as date through
- **Short date** 1/1/2022
- **Long date** **1/january/2022**

- For making the number in a cell as 1,550
- Home tab-Number-Properties of number-format cell-number-category-number- use 1000 separator(,)

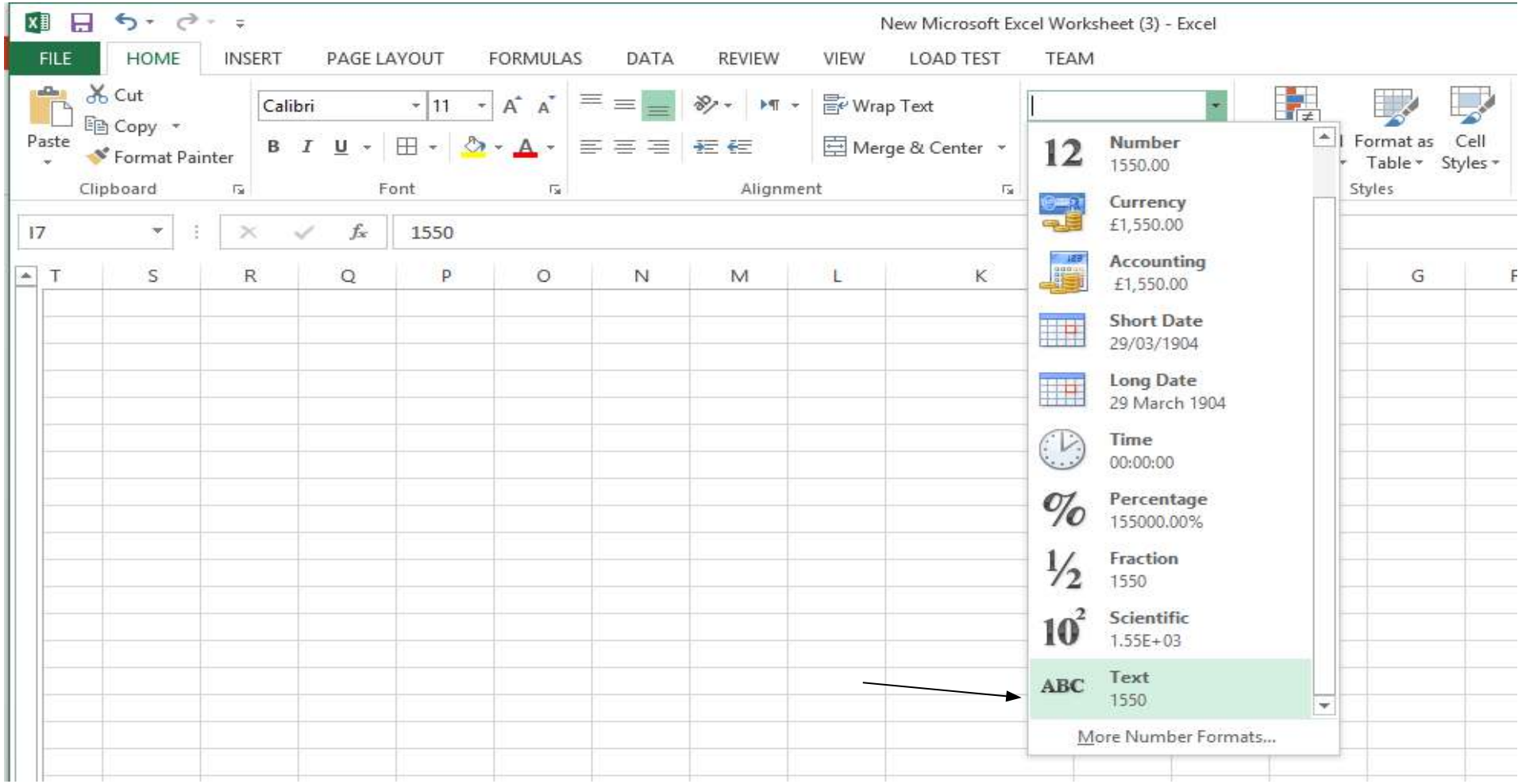



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I7
T
S
R
I
15
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
1,550.00
Decimal places:
2
Use 1000 Separator (,)
Negative numbers:
-1,234.10
1,234.10
-1,234.10
-1,234.10
Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.
OK
Cancel

For writing zero in the begging of cell like

01234567899

Through making the type of cell as **>Text<**



Thank you