How to use Microsoft Excel

Prepper by

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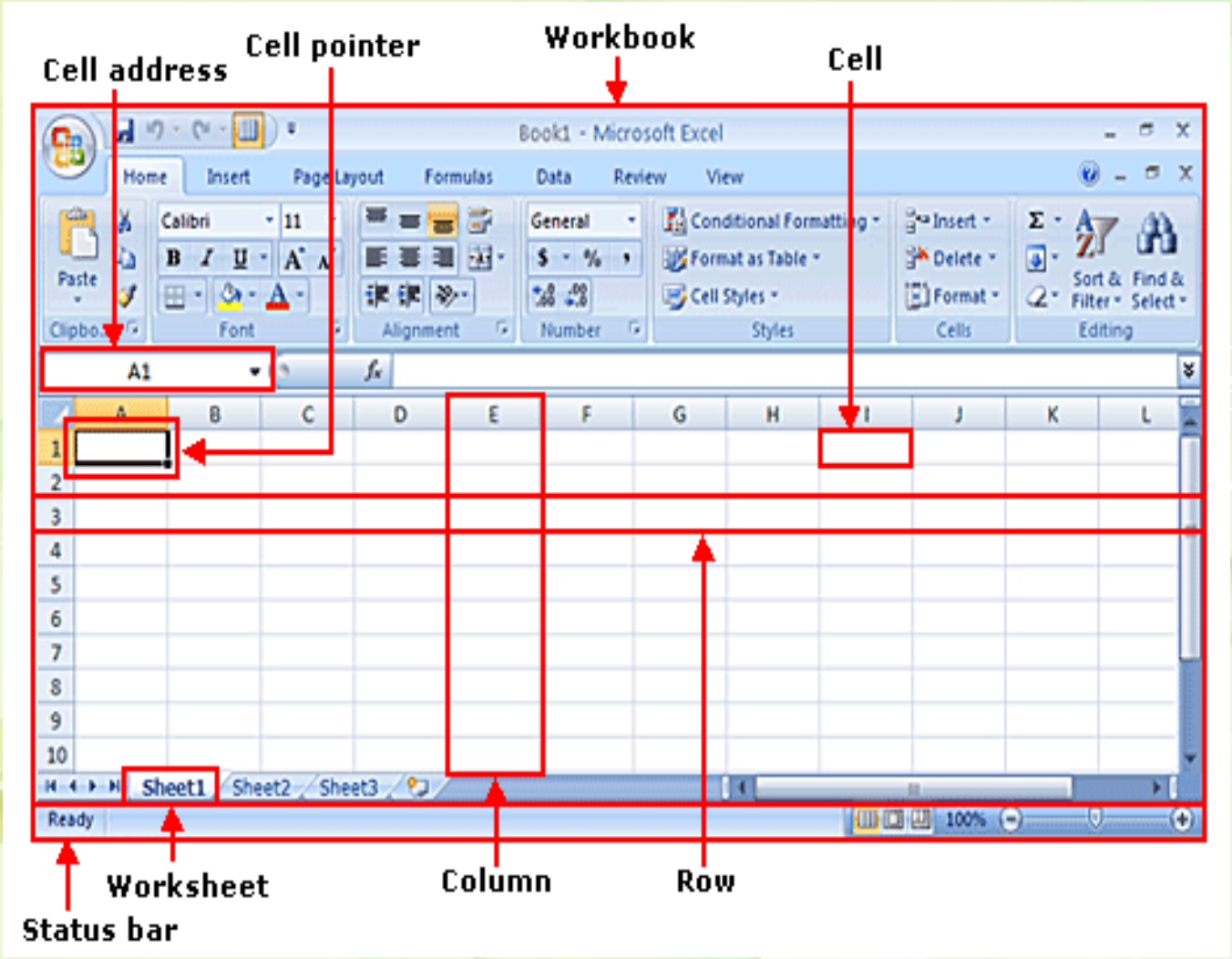
What is Microsoft Excel?

- Excel is a computer program use to create electronic spreadsheet
- Within excel user can organize data, create chart and perform calculation
- Excels operates like other Microsoft (MS) office programs and has many of the same function and shortcuts of other MS programs.

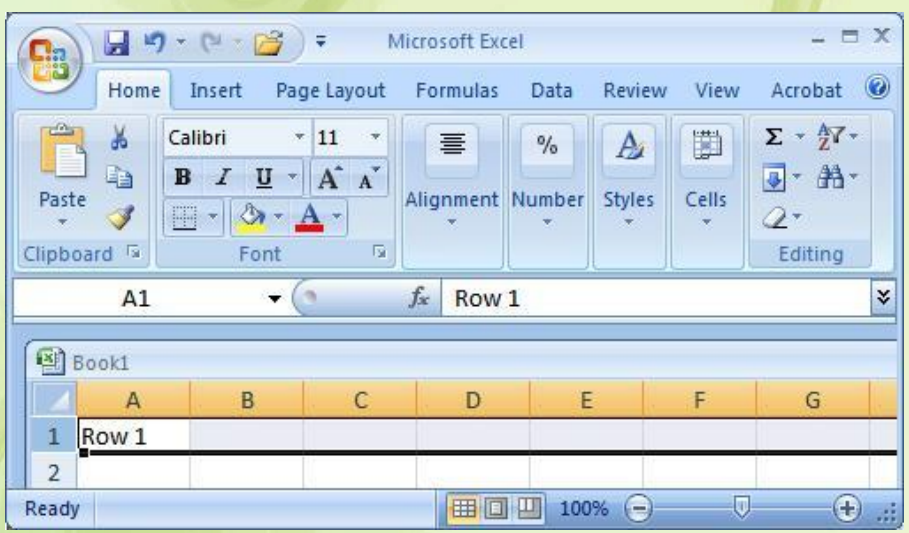
Excel Basics

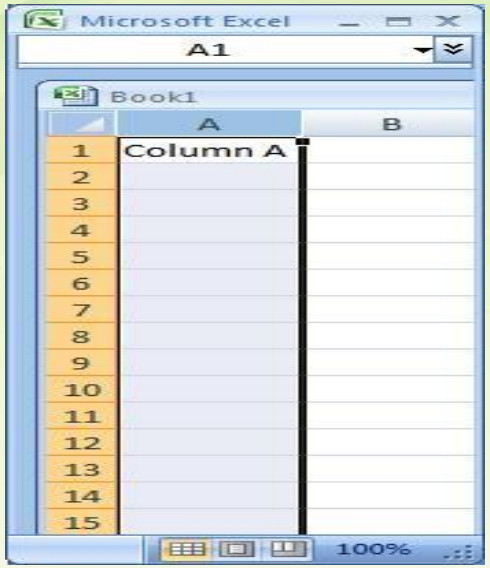
- Excel consists of workbooks
- Within each workbook, there is an infinite number of worksheets.
- Each worksheet contains columns and rows
- the intersection between a column and a row is called cell

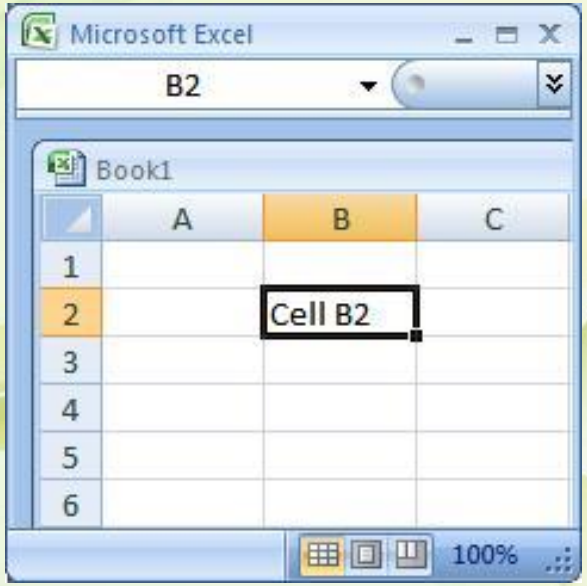


This is a **row**.
Rows are represented by **numbers** along the side of the sheet.

This is a **column**.
Columns are represented by **letters** across the top of the sheet.





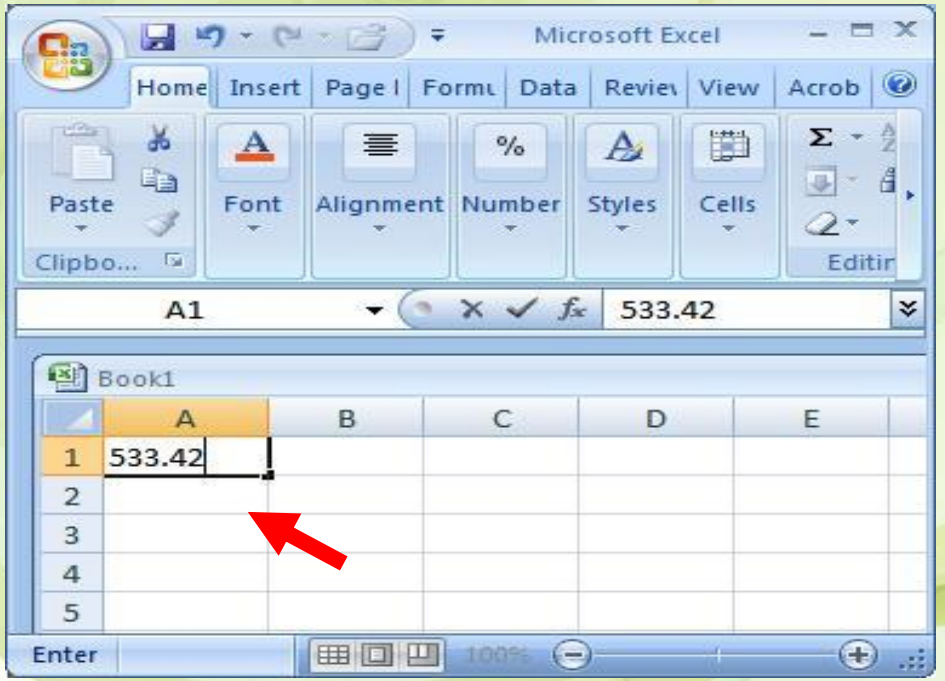


Each cell is named for the column letter and row number that intersect to make it.

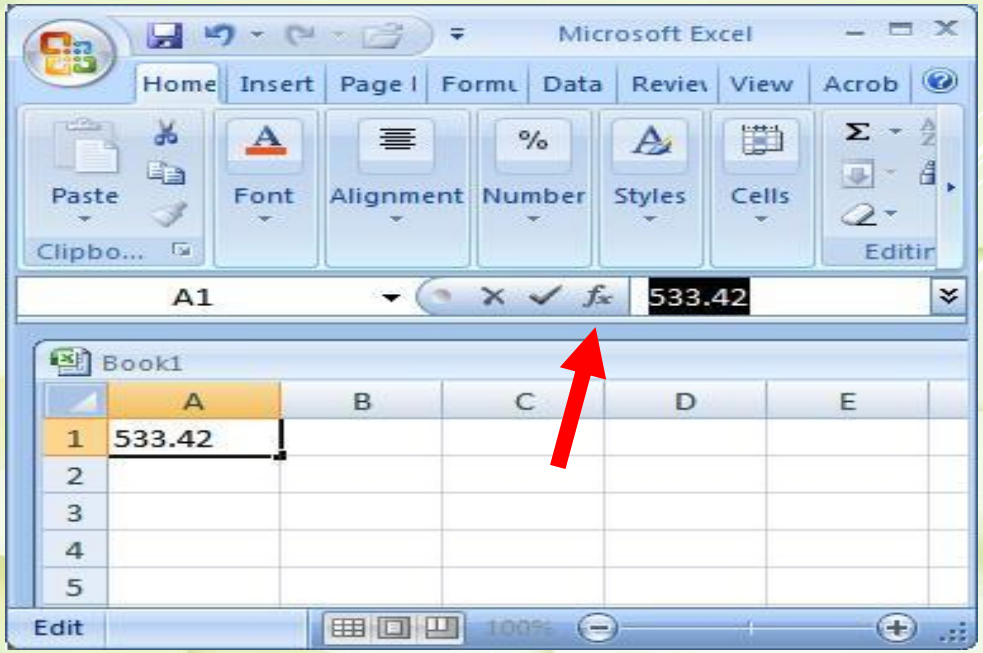
Data Entry

There are <u>two</u> ways to enter information into a cell

1. Type directly into the cell.
Click on a cell, and type in the data (numbers or text) and press Enter.



2. Type into the formula bar.
Click on a cell, and then click in the formula bar (the space next to the). Now type the data into the bar and press Enter**.**



Working in a Spreadsheet

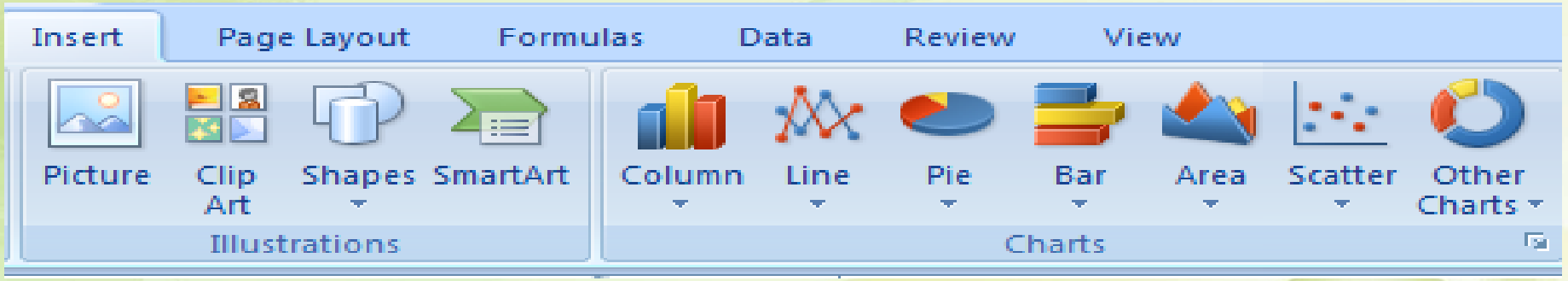
You can enter three types of data in a spreadsheet:

Data Types	Examples	Descriptions
Text	Text data has no numeric value	anything that is just text ex. Name or Days
CONSTANT	5 or 3.75 or -7.4	any number
FORMULA	=5+3 or = 8*5+3	math equation

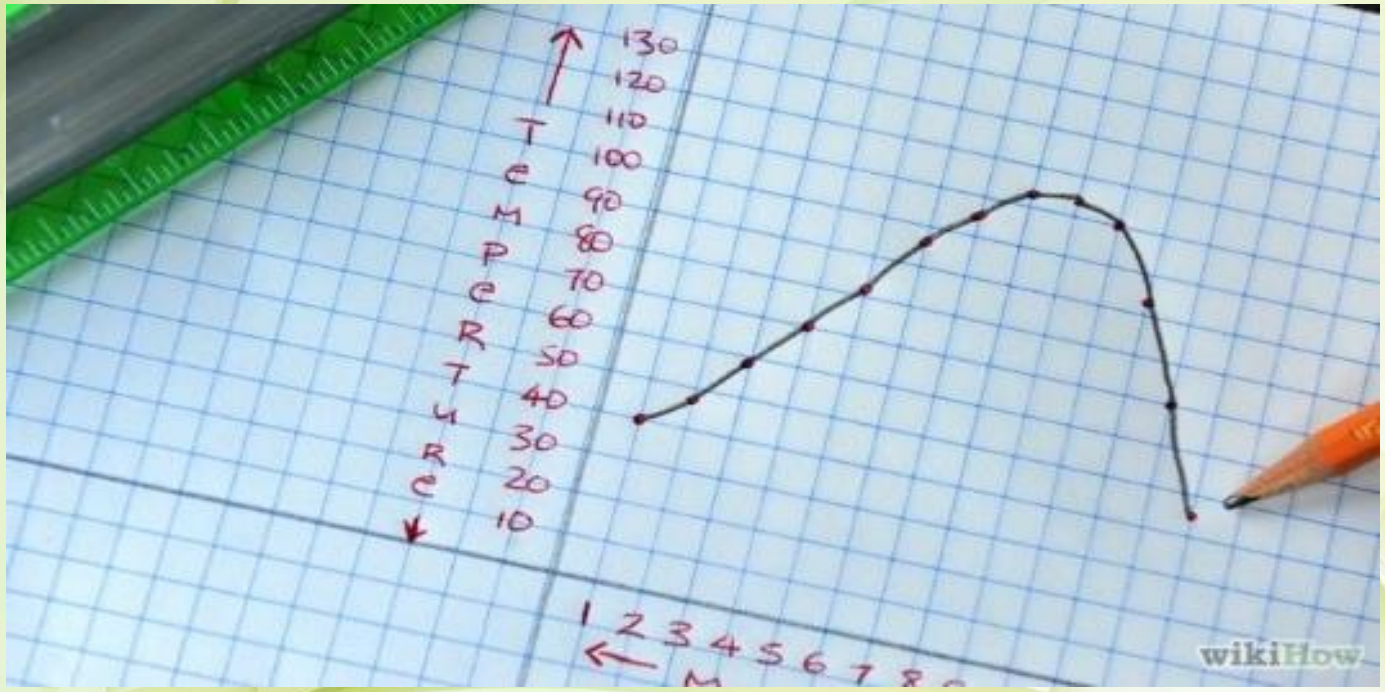
Creating Charts

- ✓ A **chart**, or **graph**, is a visual representation of a set of data

- ✓ Excel's Chart is quickly and easily way to create your charts.

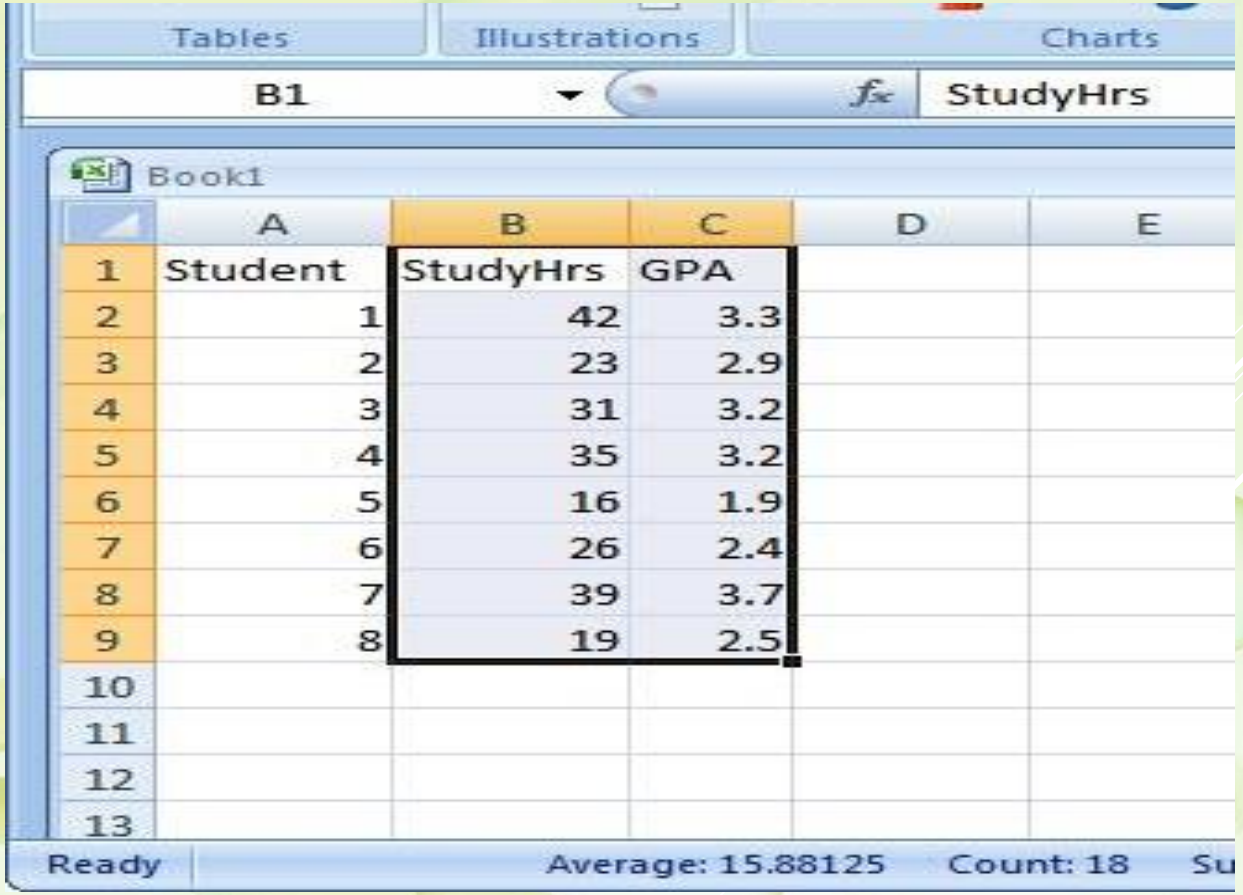


How can you create a chart



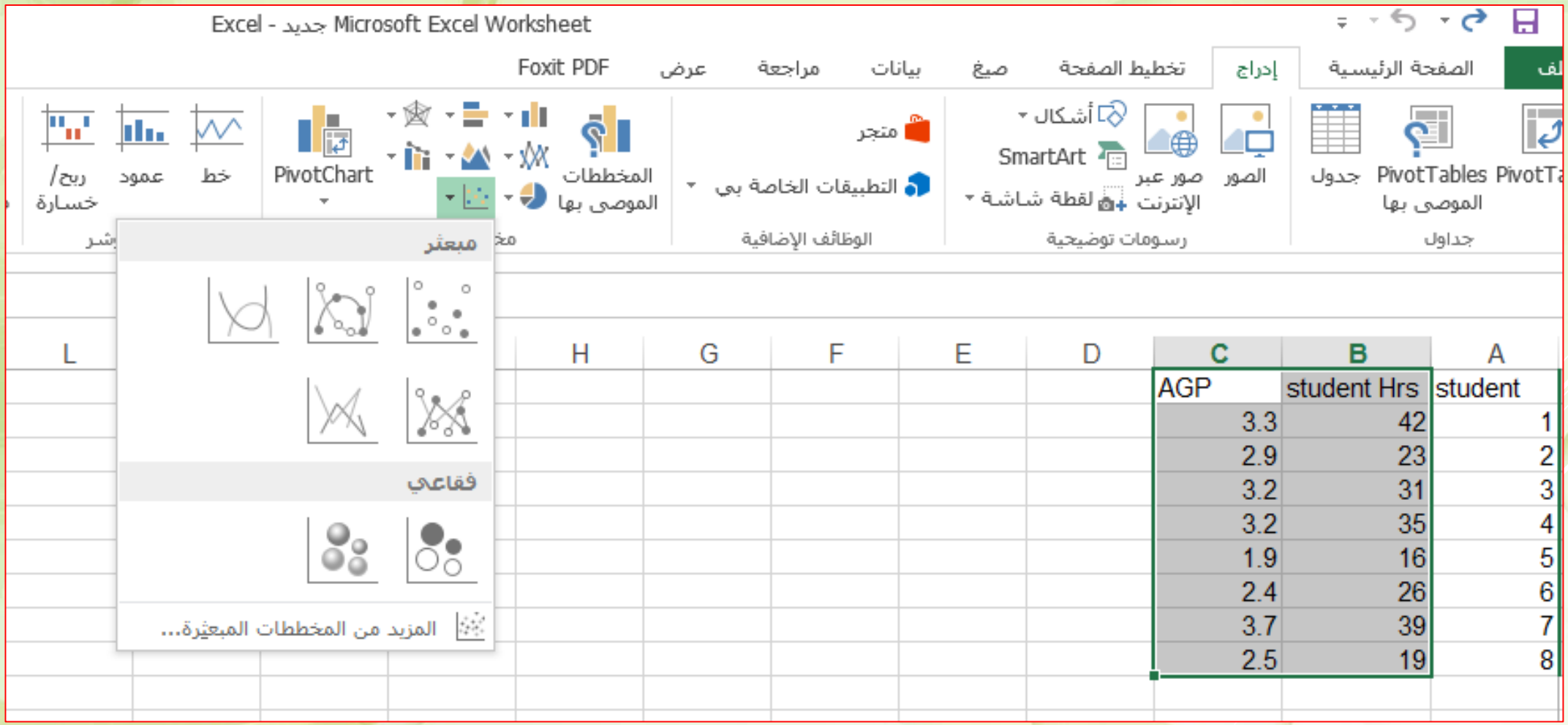
Selecting cells

Step1: Select <u>both</u> columns of variables you wish to plot

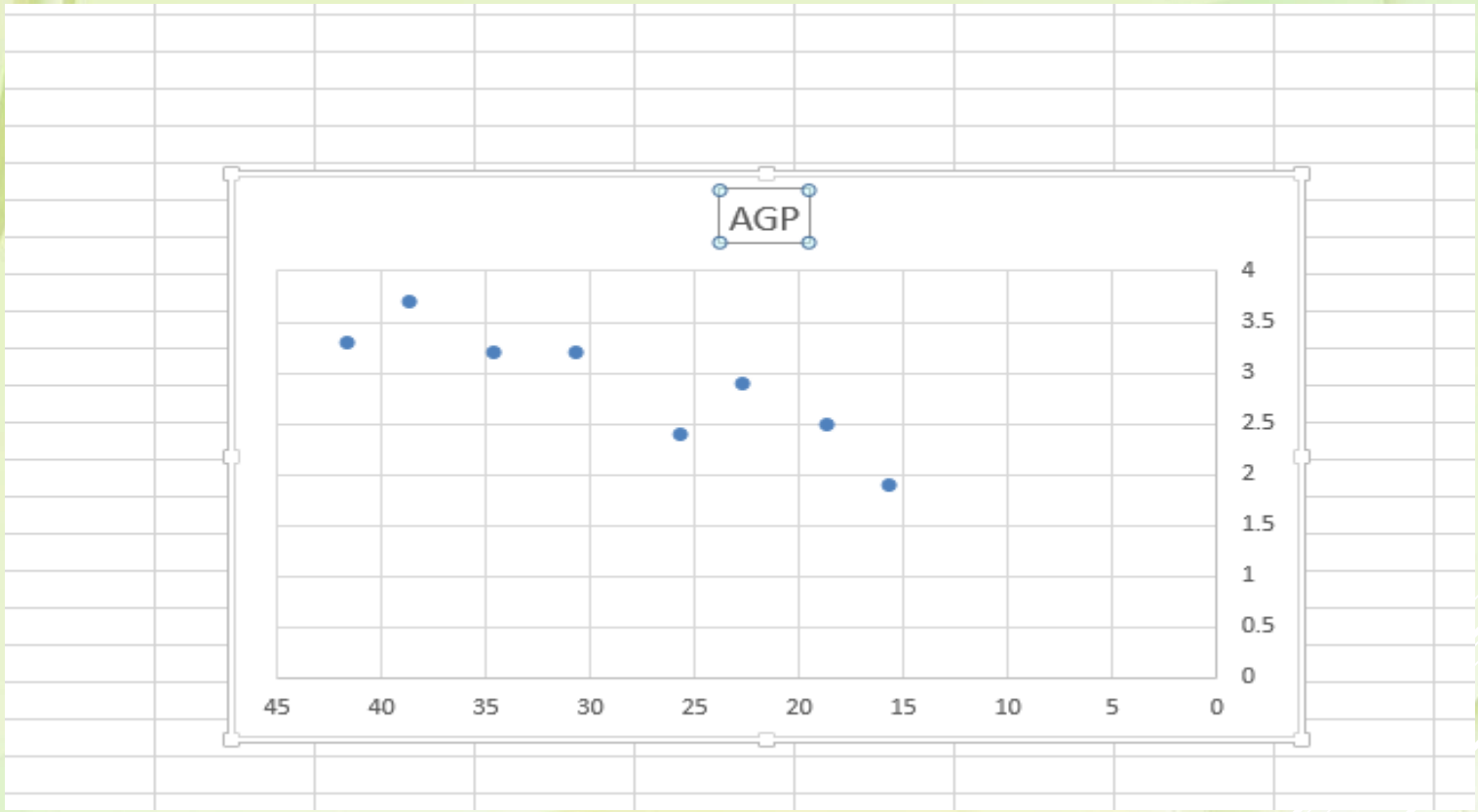


	A	B	C	D	E
1	Student	StudyHrs	GPA		
2	1	42	3.3		
3	2	23	2.9		
4	3	31	3.2		
5	4	35	3.2		
6	5	16	1.9		
7	6	26	2.4		
8	7	39	3.7		
9	8	19	2.5		
10					
11					
12					
13					

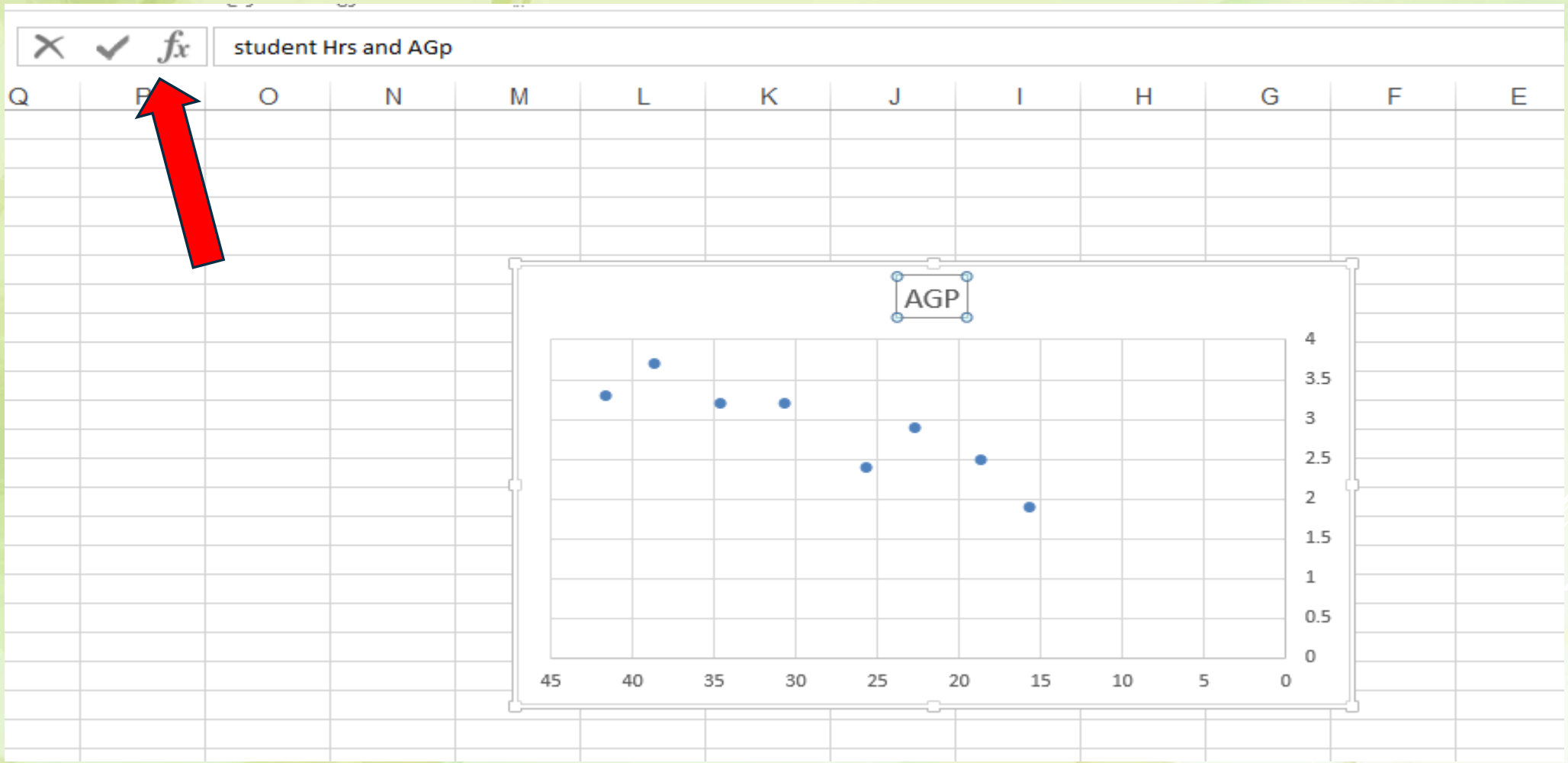
Step 2: In the Charts group on the Insert tab, click a chart type, and then click a chart subtype in the Chart gallery



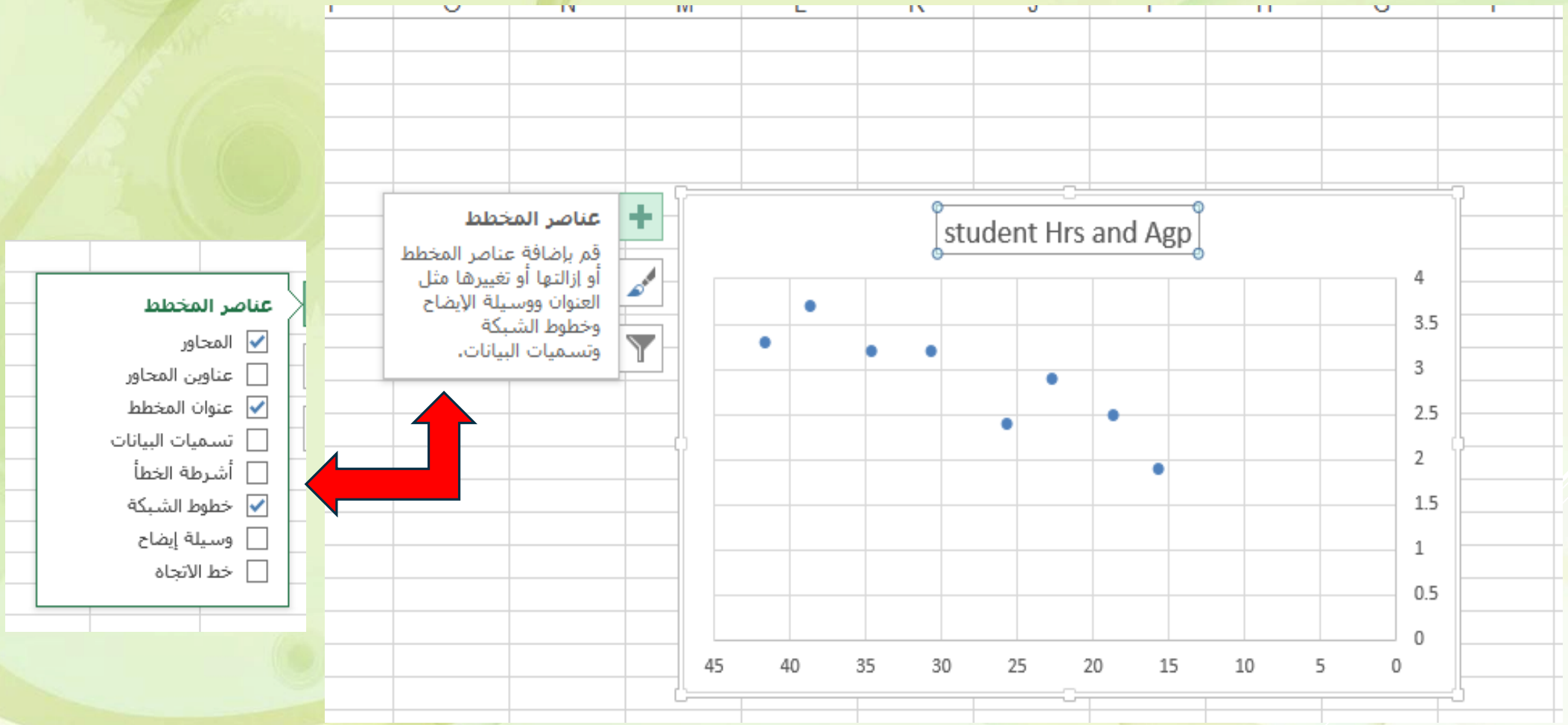
You get a plot like this



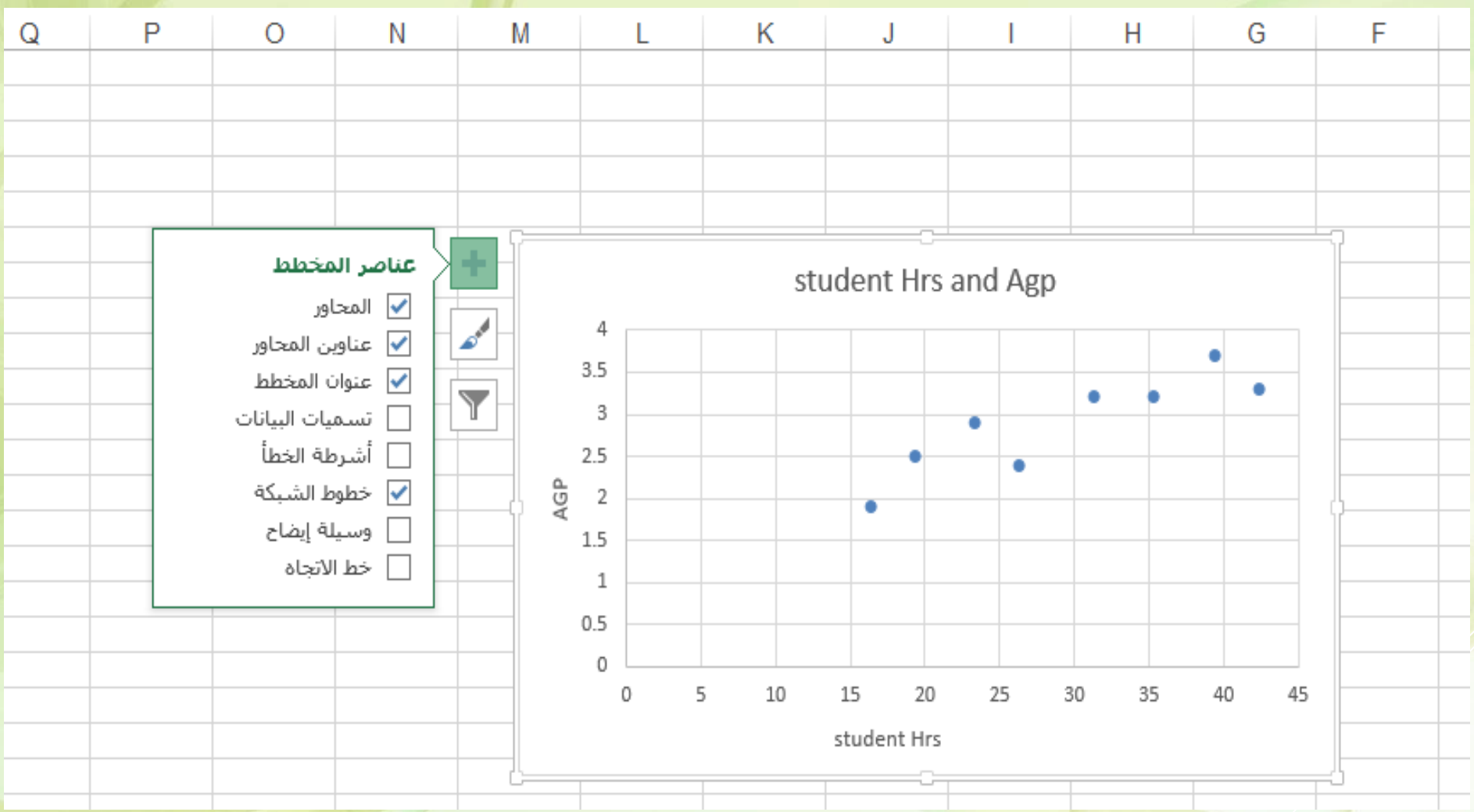
Step 3 : Change the chart title by selecting it, typing a new one, and pressing Enter.



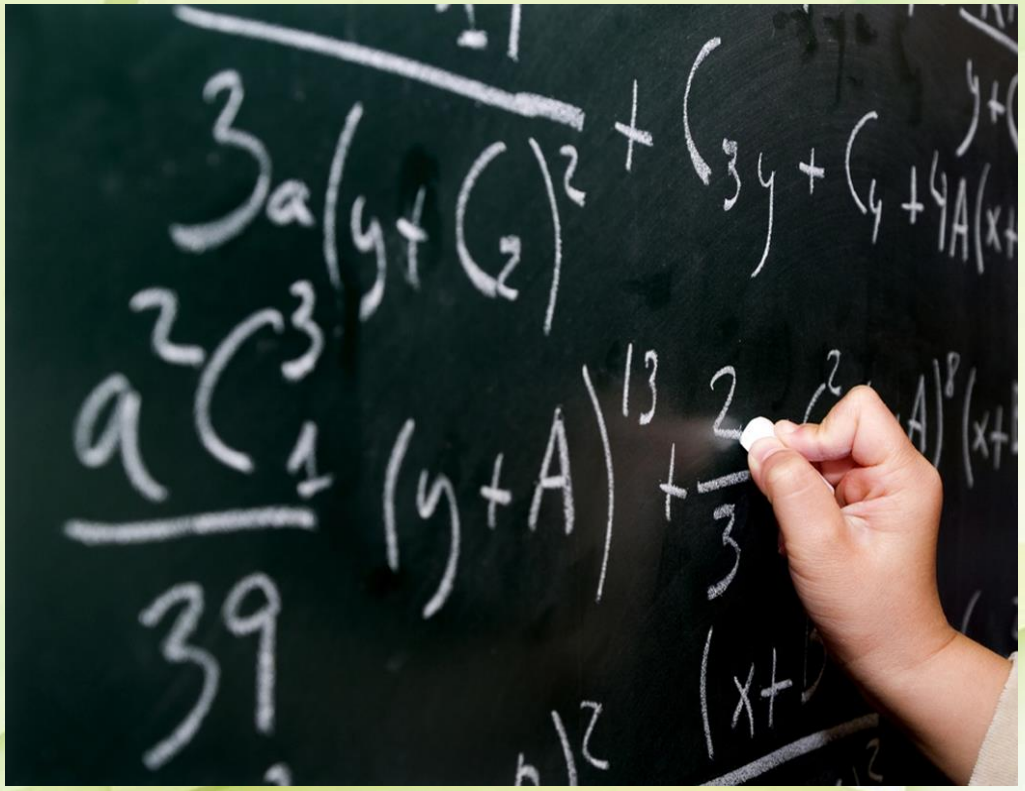
Step 4: click (+) to change Axis Titles , lines and Error Bars



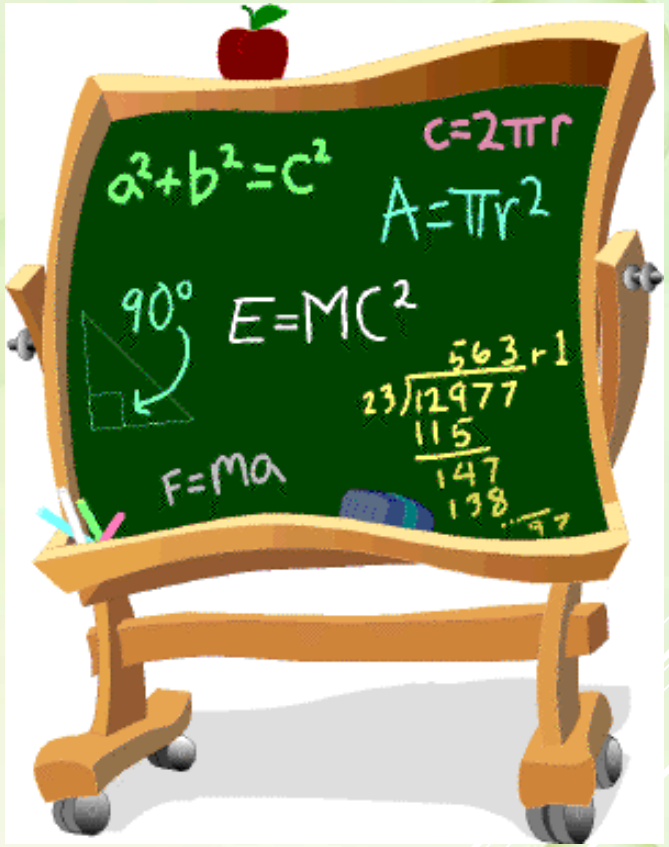
your scatterplot is now finished!

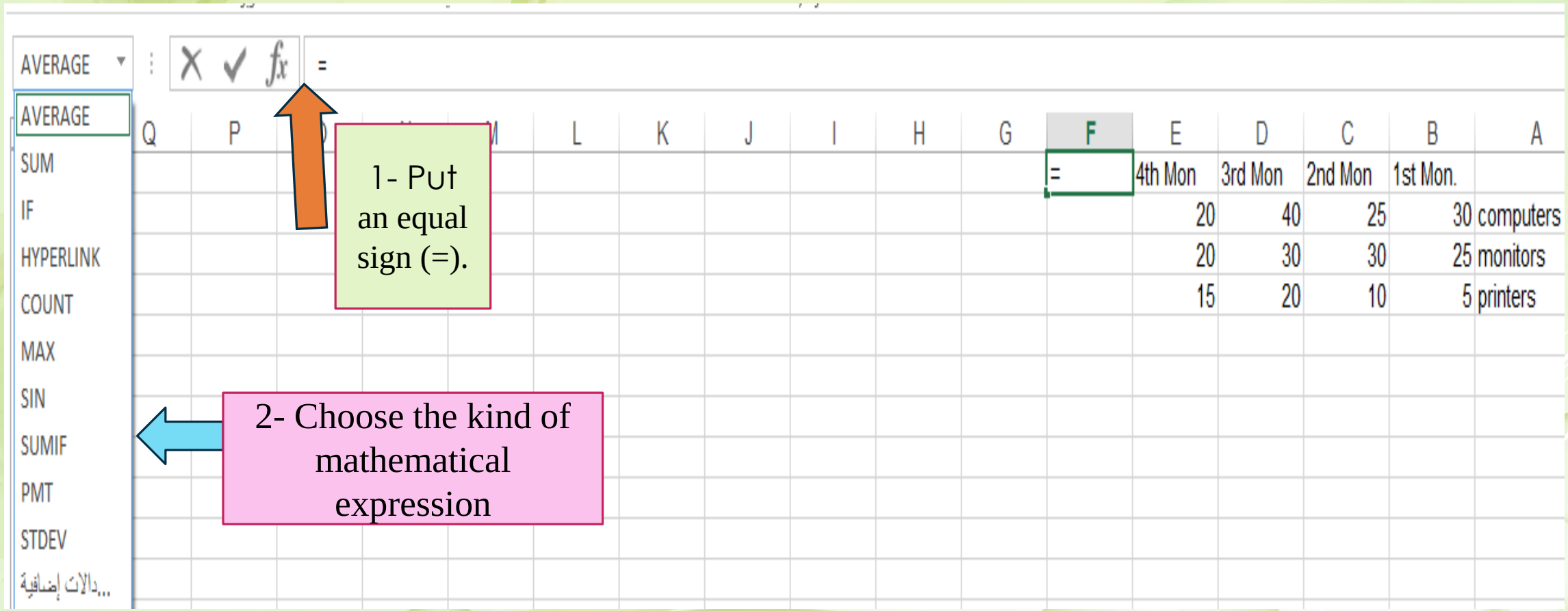


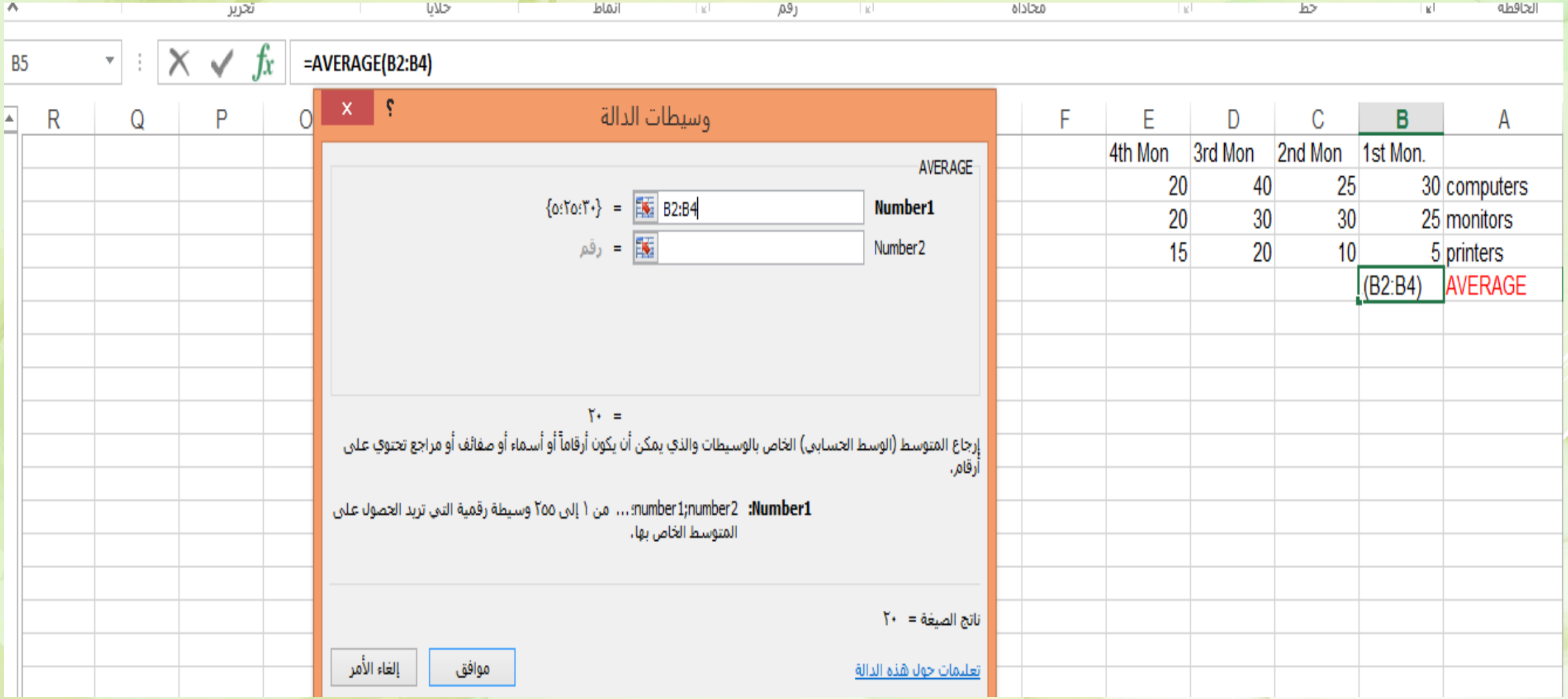
Formulas and Functions

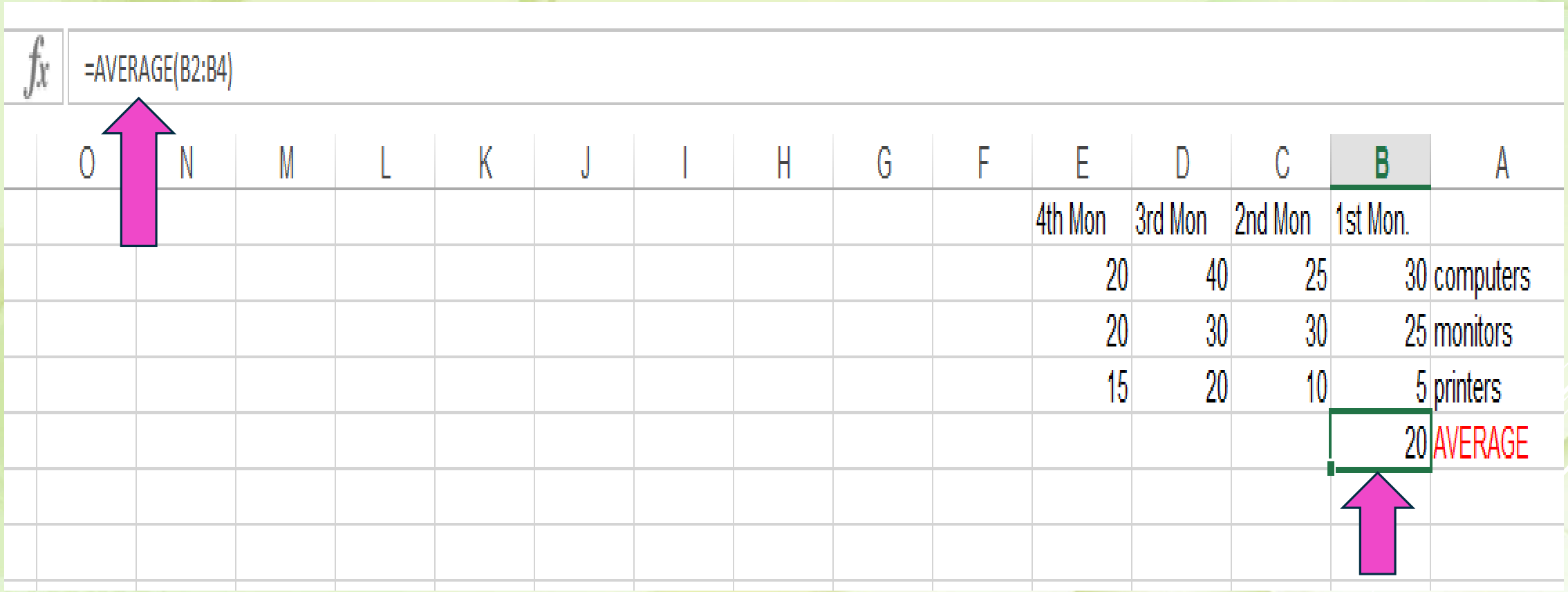


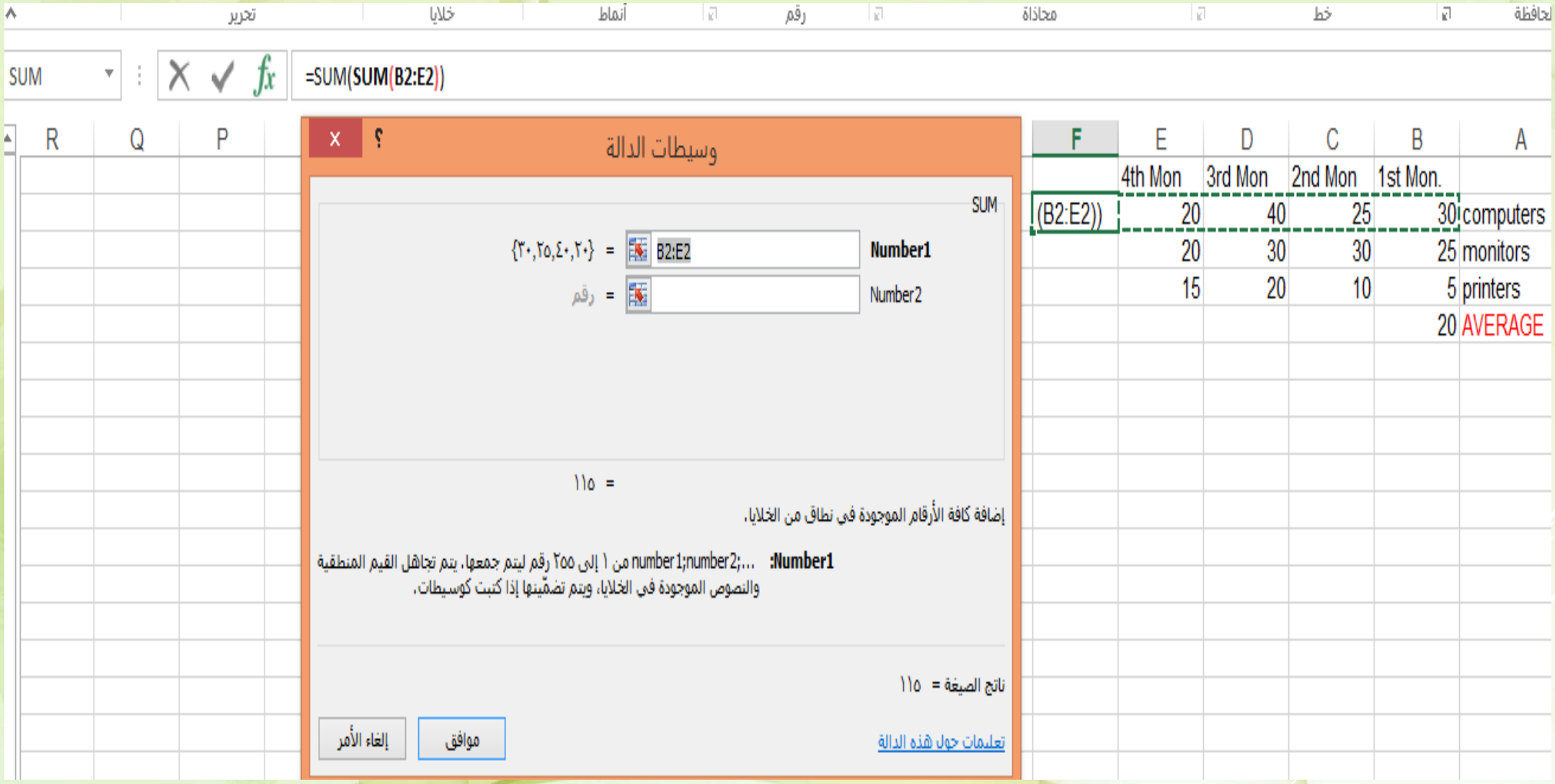
- A formula is a mathematical expression that calculates a value.
- In Excel, formulas always begin with an equal sign (=).
- A formula can consist of one or more arithmetic operators.

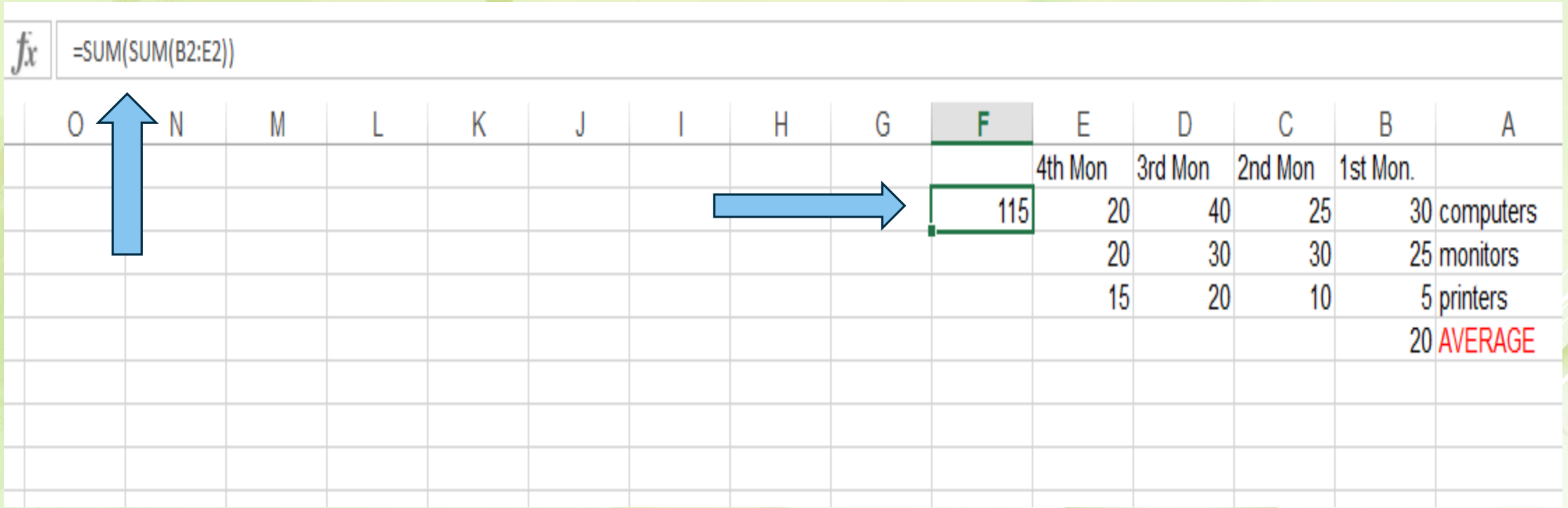



AVERAGE
=
AVERAGE
SUM
IF
HYPERLINK
COUNT
MAX
SIN
SUMIF
PMT
STDEV
دالات إضافية...
1- Put an equal sign (=).
2- Choose the kind of mathematical expression
Q P L K J I H G F E D C B A
= 4th Mon 3rd Mon 2nd Mon 1st Mon.
20 40 25 30 computers
20 30 30 25 monitors
15 20 10 5 printers


B5
=AVERAGE(B2:B4)
وسيطات الدالة
AVERAGE
B2:B4
{٥؛٢٥؛٣٠} =
Number1
Number2
رقم =
= ٢٠
إرجاع المتوسط (الوسط الحسابي) الخاص بالوسيطات والذي يمكن أن يكون أرقاماً أو أسماء أو صفائف أو مراجع تحتوي على أرقام.
Number1: number1;number2;... من ١ إلى ٢٥٥ وسيطة رقمية التي تريد الحصول على المتوسط الخاص بها.
ناتج الصيغة = ٢٠
تعليمات حول هذه الدالة
موافق
إلغاء الأمر
4th Mon
3rd Mon
2nd Mon
1st Mon.
computers
monitors
printers
AVERAGE
(B2:B4)


=AVERAGE(B2:B4)
O N M L K J I H G F E D C B A
4th Mon 3rd Mon 2nd Mon 1st Mon.
20 40 25 30 computers
20 30 30 25 monitors
15 20 10 5 printers
20 AVERAGE


تحرير
خلايا
أنماط
رقم
محاذاة
خط
لحافظة
SUM
=SUM(SUM(B2:E2))
وسيطات الدالة
SUM
Number1
B2:E2
{٣٠,٢٥,٤٠,٢٠} =
Number2
رقم =
١١٥ =
إضافة كافة الأرقام الموجودة في نطاق من الخلايا.
Number1: number1;number2;... من ١ إلى ٢٥٥ رقم ليتم جمعها. يتم تجاهل القيم المنطقية والنصوص الموجودة في الخلايا، ويتم تضمّينها إذا كتبت كوسيطات.
ناتج الصيغة = ١١٥
تعليمات حول هذه الدالة
موافق
إلغاء الأمر
F E D C B A
4th Mon 3rd Mon 2nd Mon 1st Mon.
(B2:E2)) 20 40 25 30 computers
20 30 30 25 monitors
15 20 10 5 printers
20 AVERAGE


=SUM(SUM(B2:E2))
O N M L K J I H G F E D C B A
4th Mon 3rd Mon 2nd Mon 1st Mon.
115 20 40 25 30 computers
20 30 30 25 monitors
15 20 10 5 printers
20 AVERAGE

Thank you!