



How to use Microsoft Excel

**Prepper by
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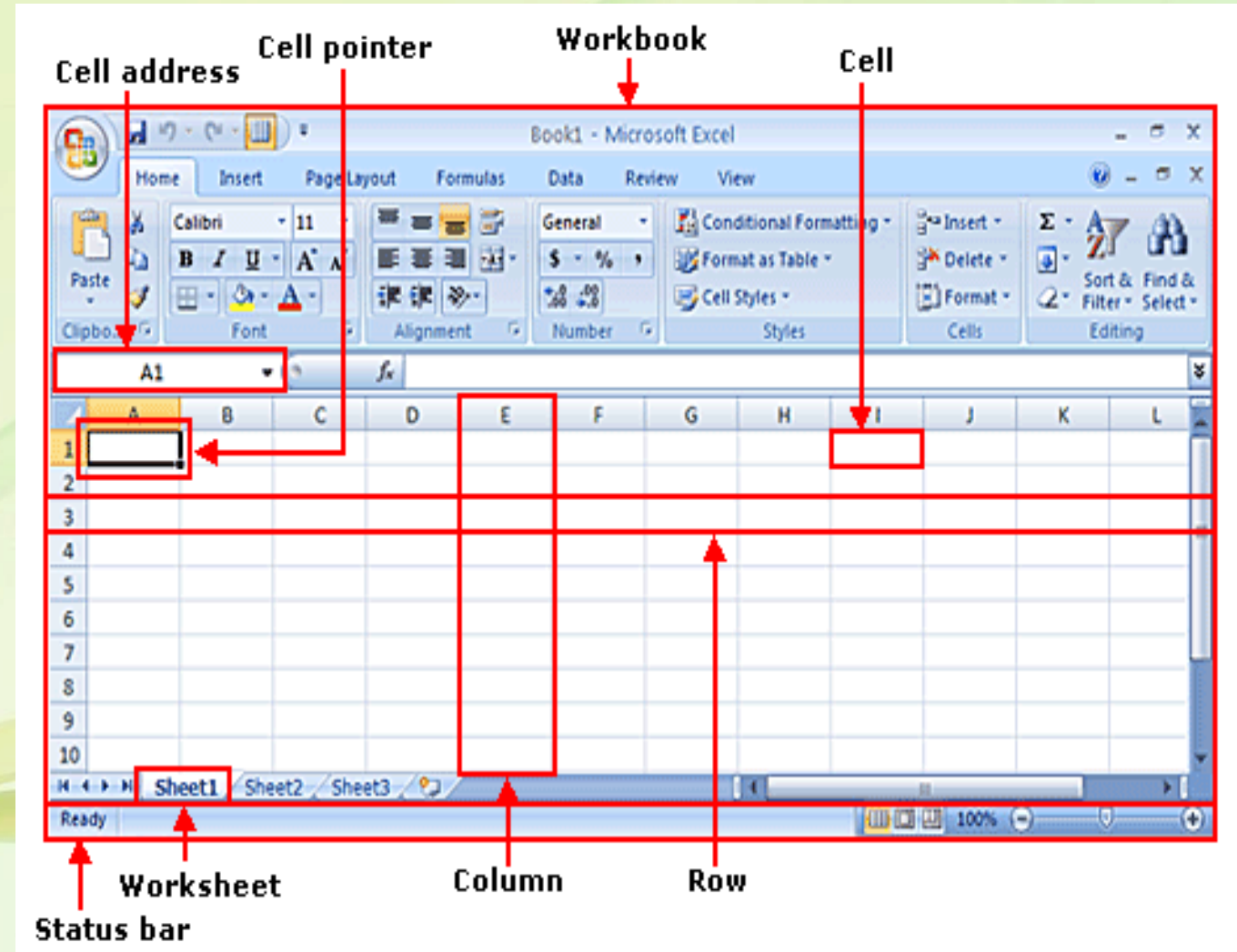
What is Microsoft Excel?



- ▶ 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.

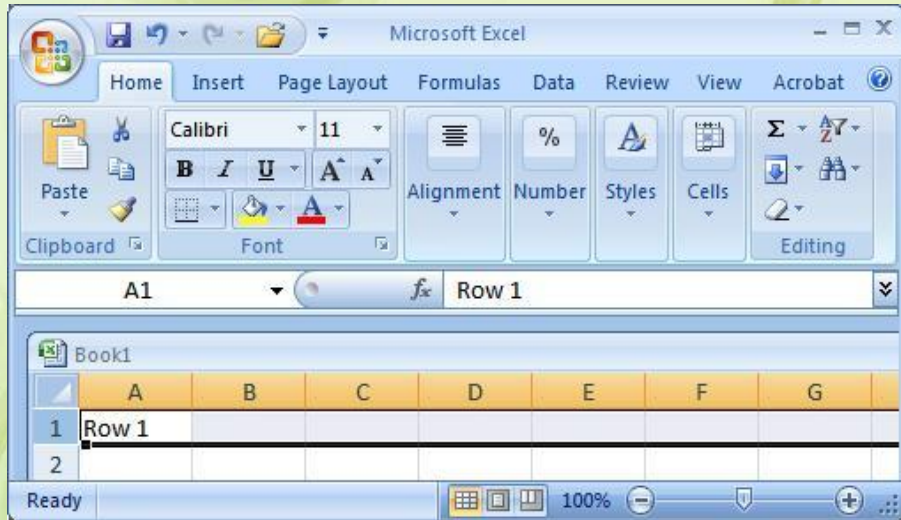
Excel Basics

- ❑ 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



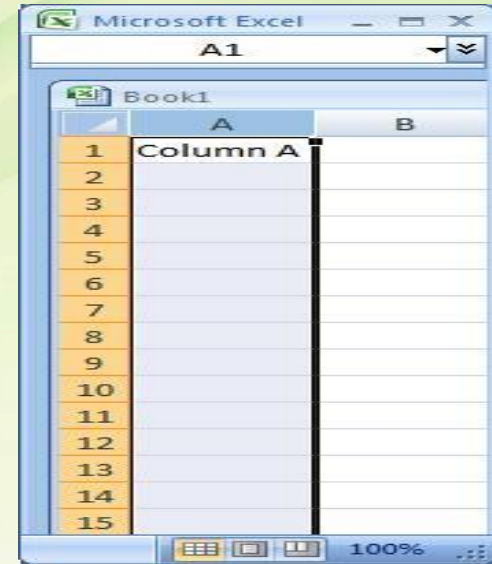
This is a **row**.

Rows are represented by **numbers** along the side of the sheet.

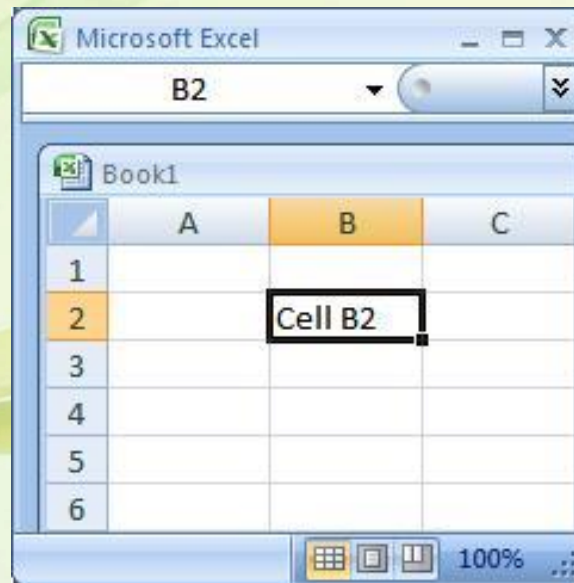


This is a **column**.

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.

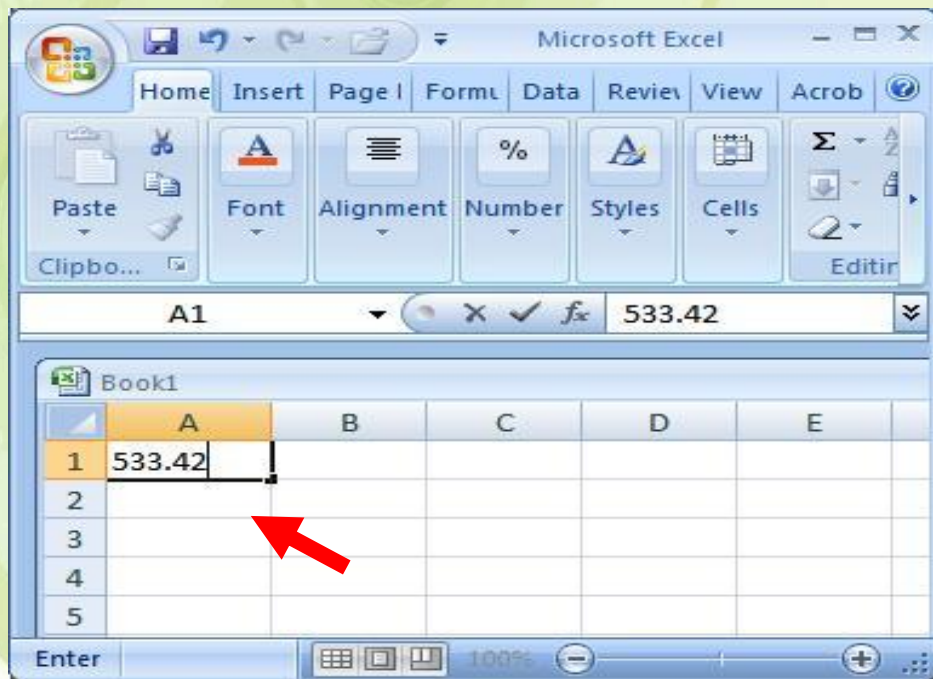


Data Entry

There are two ways to enter information into a cell

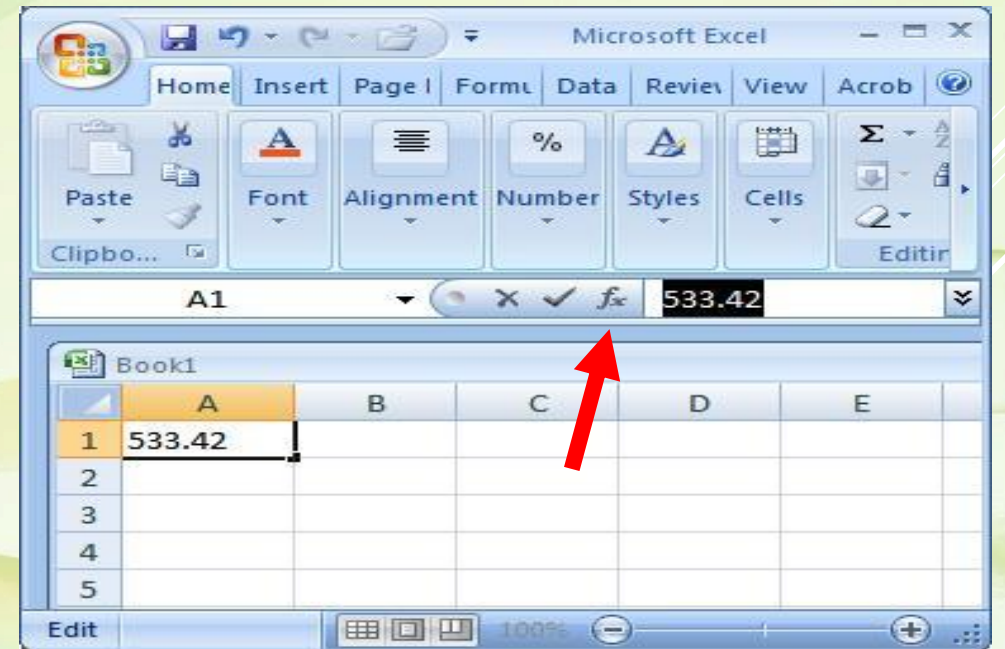
1. Type directly into the cell.

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 fx). Now type the data into the bar and press Enter.



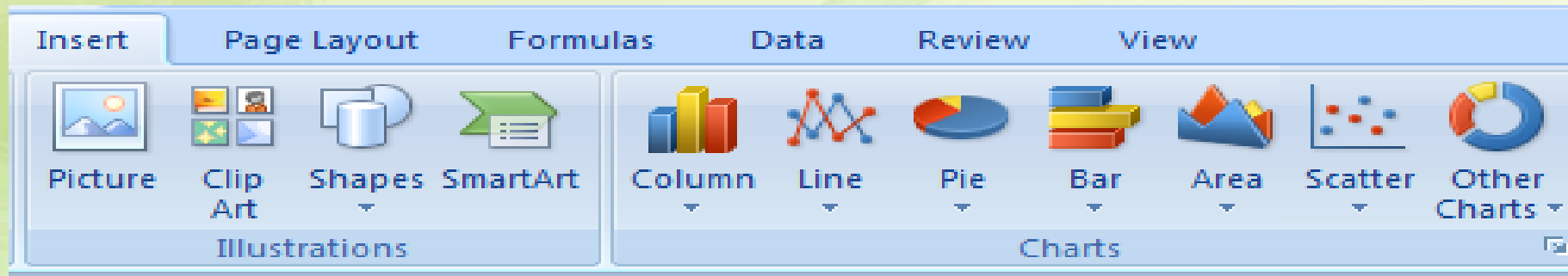
Working in a Spreadsheet

You can enter three types of data in a spreadsheet:

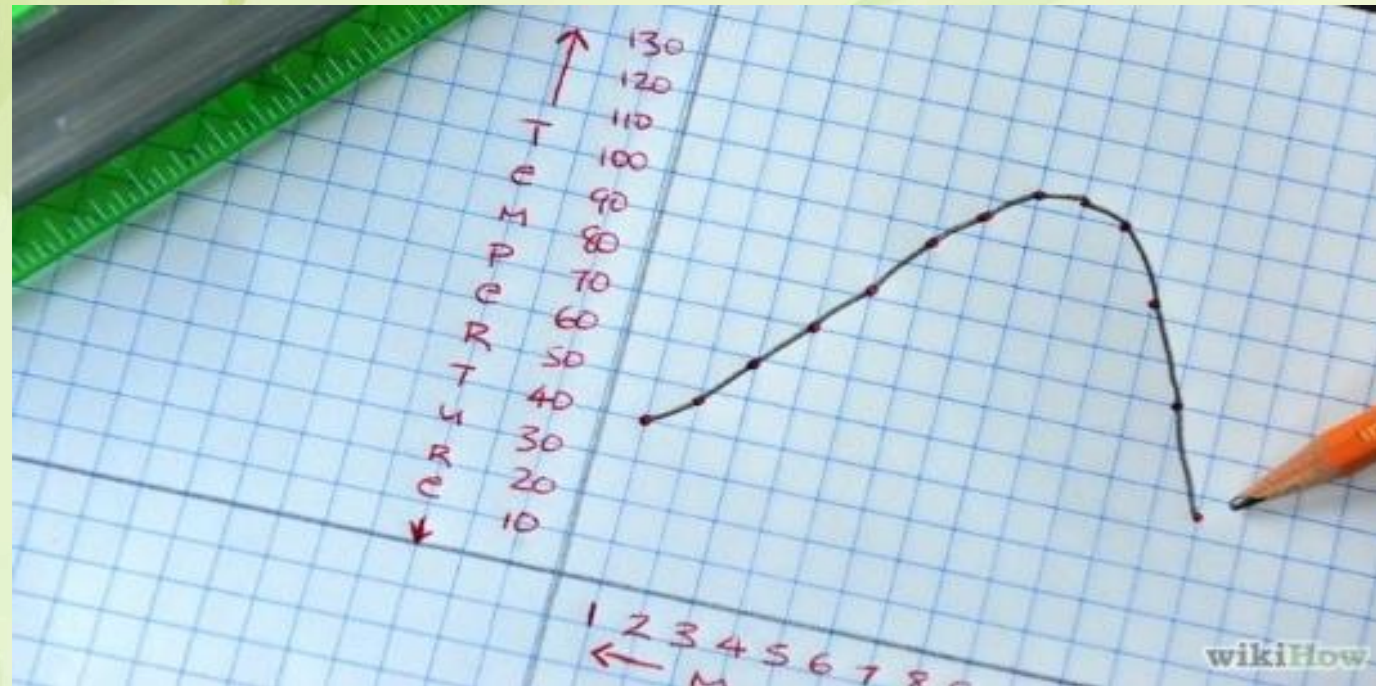
Data Types	Examples	Descriptions
Text	Text data has no numeric value	anything that is just text ex. Name or Days
CONSTANT	5 or 3.75 or -7.4	any number
FORMULA	=5+3 or = 8*5+3	math equation

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.

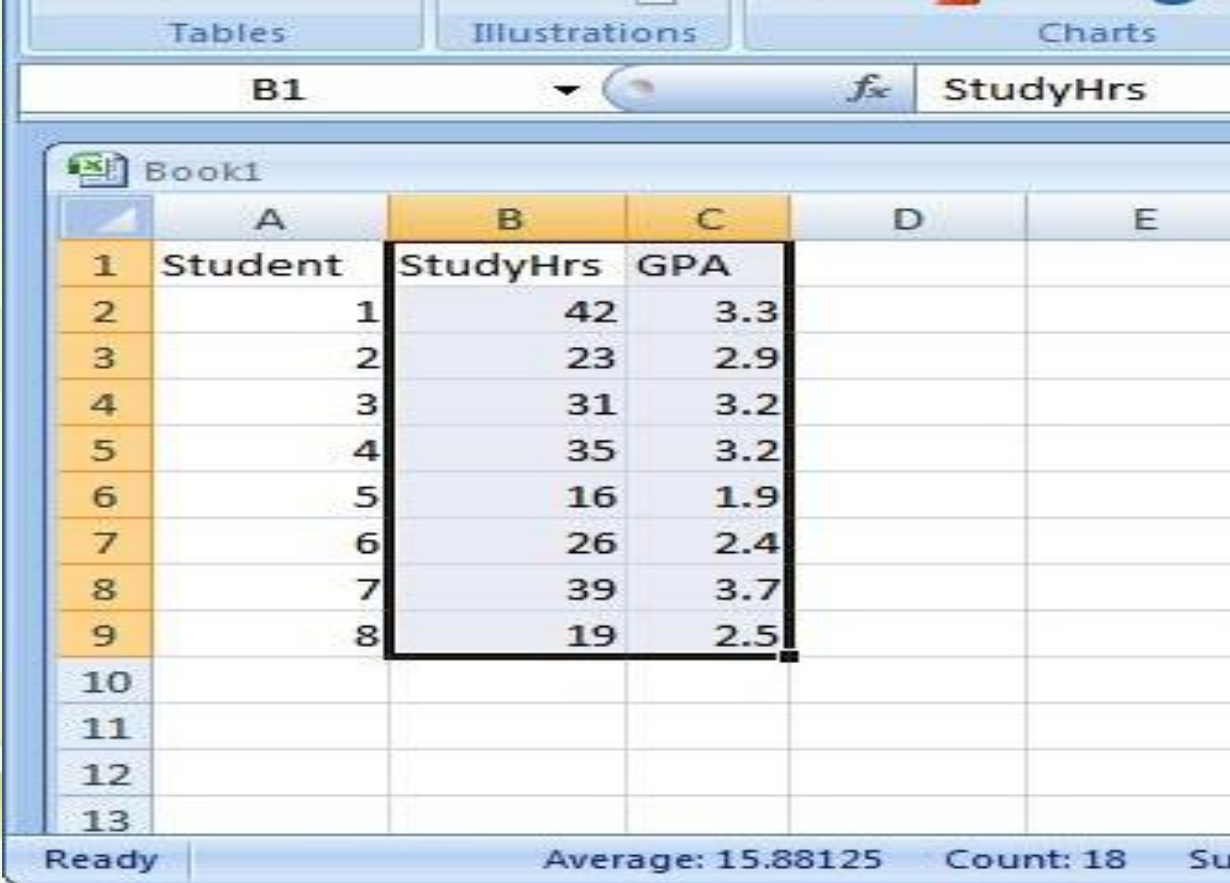


How can you create a chart



Selecting cells

Step1: Select both columns of variables you wish to plot



The screenshot shows an Excel spreadsheet with the following data:

	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					

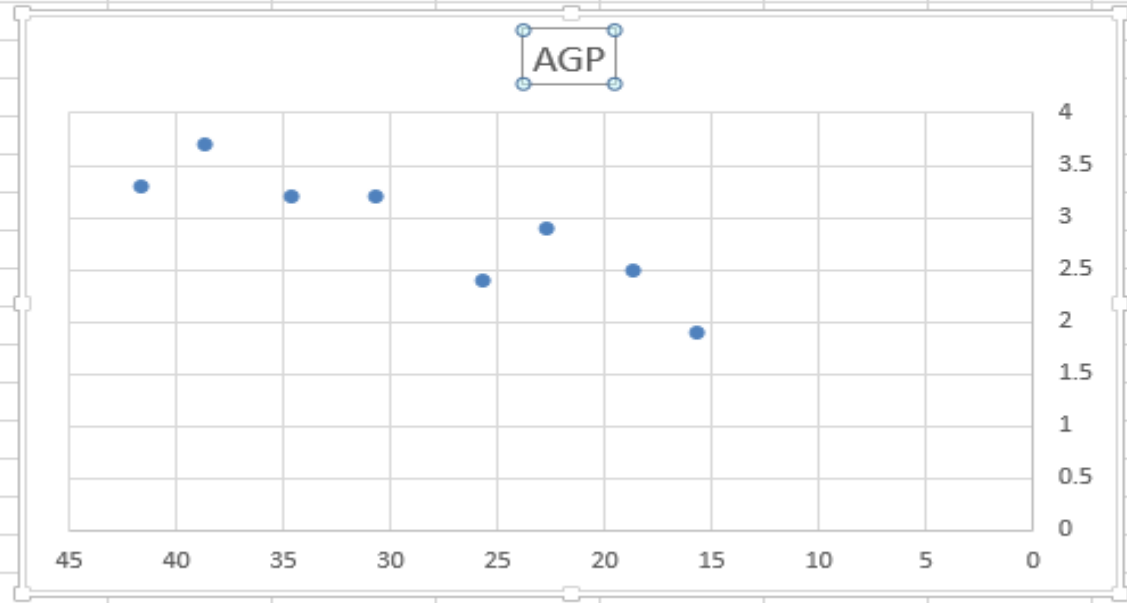
The status bar at the bottom indicates: Ready | Average: 15.88125 | Count: 18 | Su

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

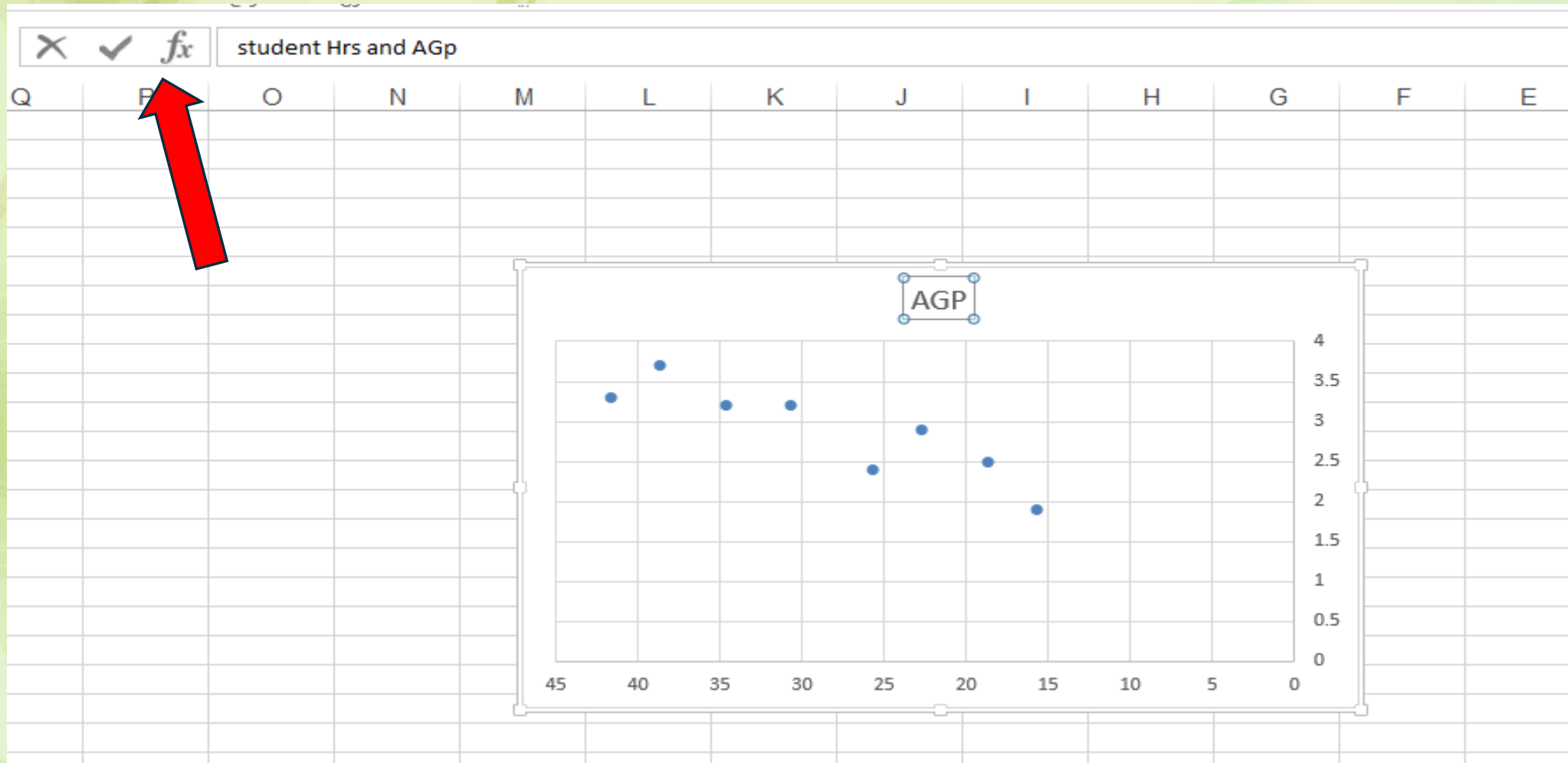
The screenshot shows the Microsoft Excel interface with the Insert tab active. The Charts group is expanded, showing a gallery of chart subtypes. The gallery is divided into sections: 'مبعثر' (Scatter), 'فقاعي' (Bubble), and 'المزيد من المخططات المبعثرة...' (More scatter charts...). The background shows a worksheet with a table of data.

	H	G	F	E	D	C	B	A
L						AGP	student Hrs	student
						3.3	42	1
						2.9	23	2
						3.2	31	3
						3.2	35	4
						1.9	16	5
						2.4	26	6
						3.7	39	7
						2.5	19	8

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

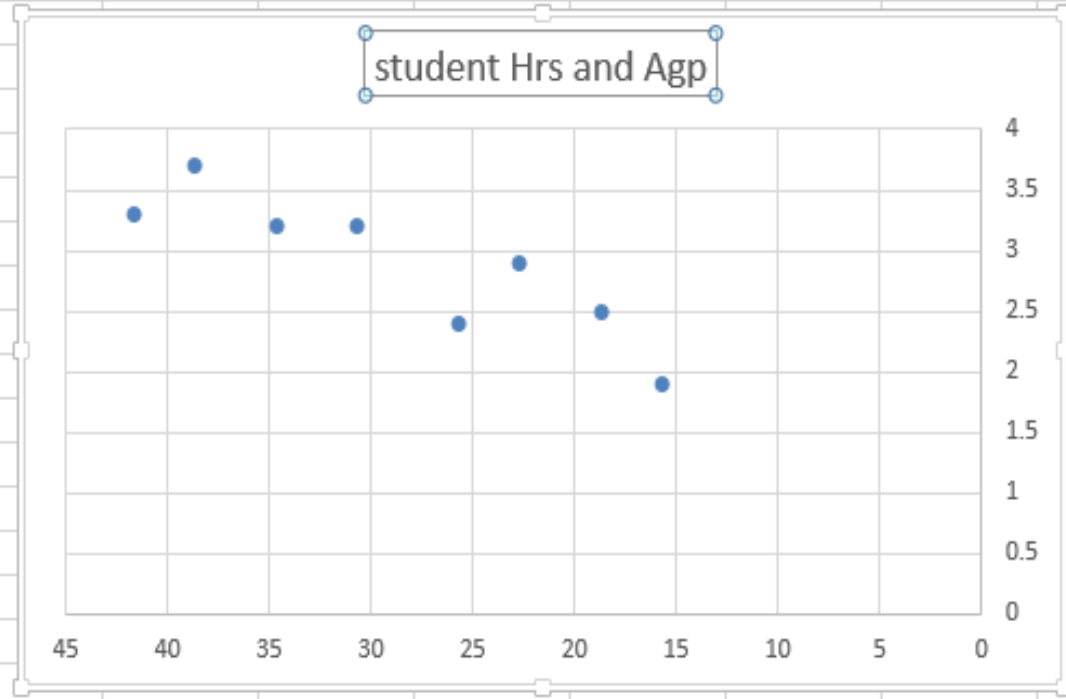
عناصر المخطط

المحاور	<input checked="" type="checkbox"/>
عناوين المحاور	<input type="checkbox"/>
عنوان المخطط	<input checked="" type="checkbox"/>
تسميات البيانات	<input type="checkbox"/>
أشرطة الخطأ	<input type="checkbox"/>
خطوط الشبكة	<input checked="" type="checkbox"/>
وسيلة إيضاح	<input type="checkbox"/>
خط الاتجاه	<input type="checkbox"/>

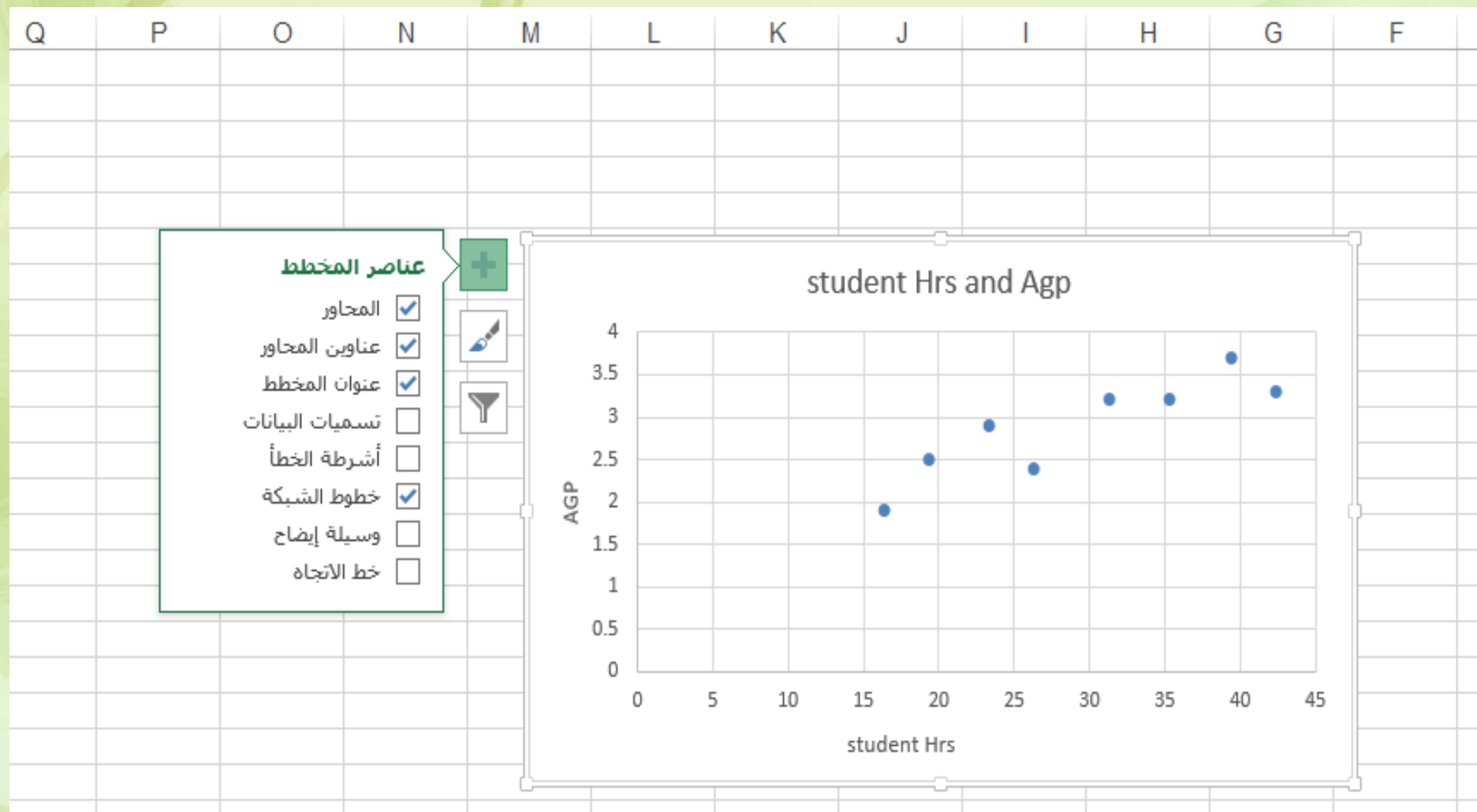
عناصر المخطط +

قم بإضافة عناصر المخطط
أو إزالتها أو تغييرها مثل
العنوان ووسيلة الإيضاح
وخطوط الشبكة
وتسميات البيانات.

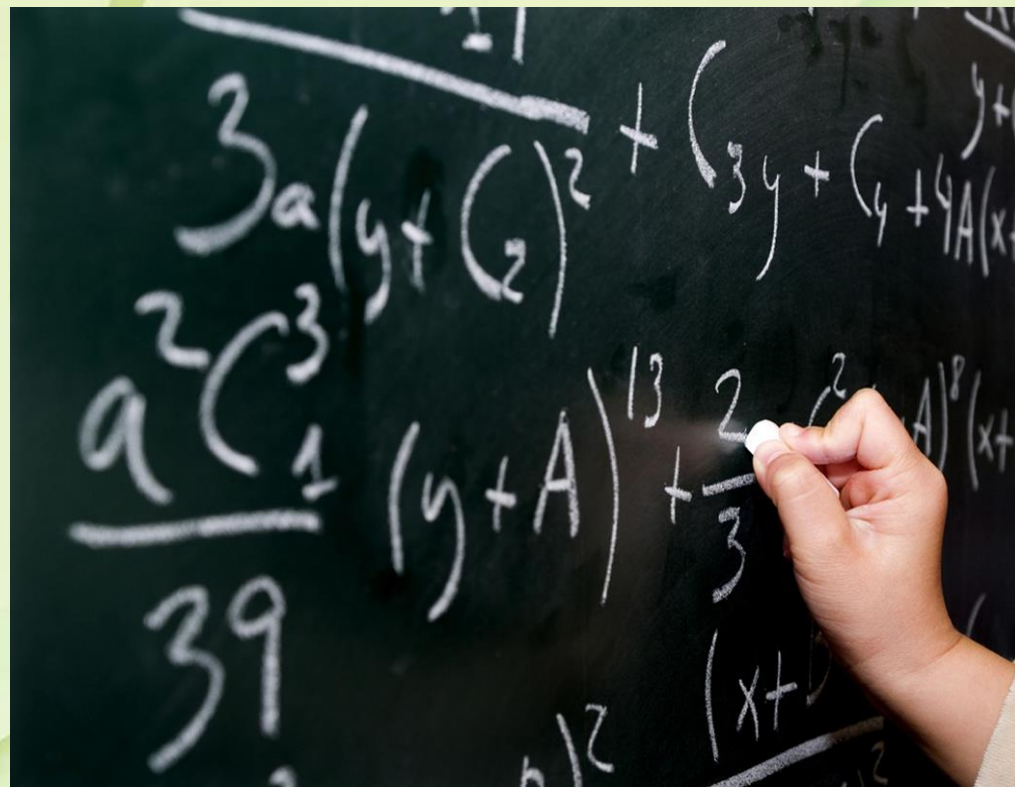


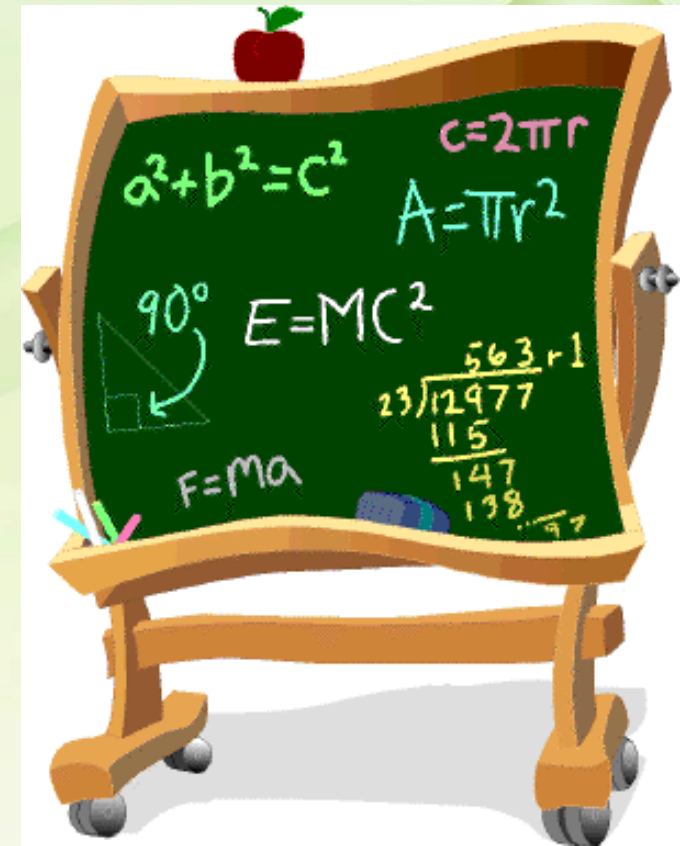
your scatterplot is now finished!



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.



	Q	P	O	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

X ✓ fx =

1- Put an equal sign (=).

2- Choose the kind of mathematical expression

- AVERAGE
- AVERAGE
- SUM
- IF
- HYPERLINK
- COUNT
- MAX
- SIN
- SUMIF
- PMT
- STDEV
- ...إضافية

التحليل | الخط | الجدولة | رقم | النمط | حلايا | تحرير

B5 : X ✓ fx =AVERAGE(B2:B4)

R	Q	P	O	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
								(B2:B4)	AVERAGE

وسيطات الدالة

AVERAGE

{0:20:30} = Number1

رقم = Number2

20 =

إرجاع المتوسط (الوسط الحسابي) الخاص بالوسيطات والذي يمكن أن يكون أرقاماً أو أسماء أو صفائف أو مراجع تحتوي على أرقام.

Number1: number1;number2 ... من 1 إلى 255 وسيطة رقمية التي تريد الحصول على المتوسط الخاص بها.

نتائج الصيغة = 20

[تعليمات حول هذه الدالة](#)

إلغاء الأمر
موافق

f_x =AVERAGE(B2:B4)

O N

M

L

K

J

I

H

G

F

E

D

C

B

A

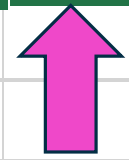
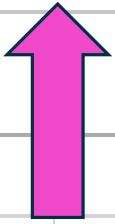
4th Mon 3rd Mon 2nd Mon 1st Mon.

20 40 25 30 computers

20 30 30 25 monitors

15 20 10 5 printers

20 AVERAGE



SUM : X ✓ fx =SUM(SUM(B2:E2))

وسيطات الدالة

SUM

{٣٠,٢٥,٤٠,٢٠} = B2:E2 Number1

رقم = Number2

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 تضمينها إذا كتبت كوسيطات.

نتاج الصيغة = ١١٥

[تعليمات حول هذه الدالة](#)

إلغاء الأمر موافق

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

A hand holding a blue pen is writing the words "Thank you!" in a cursive script on a white rectangular card. The card is centered against a light green background. The background is decorated with faint, stylized gears on the left side and several translucent, glowing bubbles of various sizes on the right and bottom. The overall aesthetic is clean, modern, and positive.

Thank you!