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Faculty of Letters and Languages

Department of English

Class L3

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INTRODUCTION TO MS EXCEL

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1 Definition of MS Excel

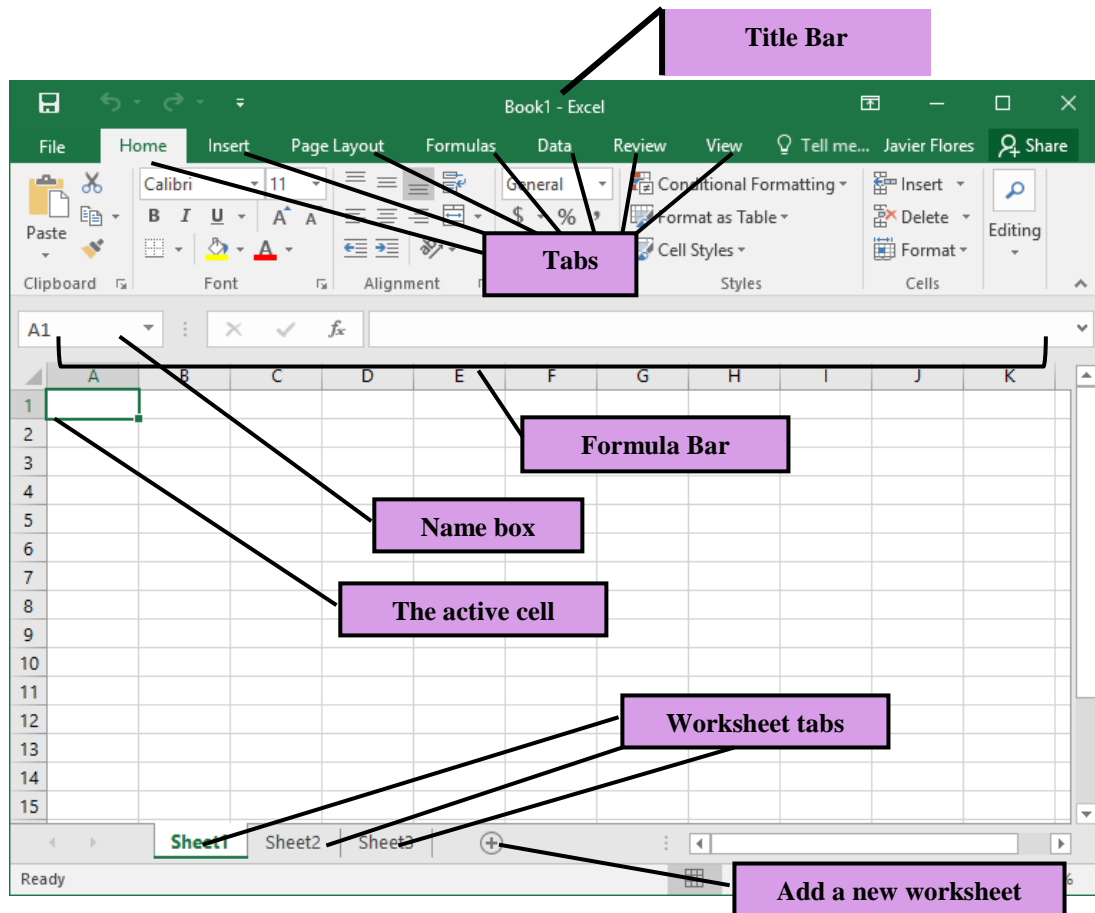
Microsoft Excel is an electronic **spreadsheet**. It can be used to organize data into rows and columns. It can also be used to perform mathematical calculations

2 The MS Excel Window

A **workbook** is the name given to an Excel document and has the file extension (".xlsx").

A workbook contains one or more worksheets and there are 3 worksheets in the default workbook. The default naming convention for workbooks is Book1, Book2, etc., and it's composed of:

1. **The Title Bar:** On the Title bar, Microsoft Excel displays the name of the workbook currently using. At the top of the Excel window, we should see "Book 1 - Microsoft Excel" or a similar name
2. **Ribbon and Tabs:** In Excel Ribbon, the buttons and icons are grouped into different tabs based on the category of their functionalities. It contains seven tabs: **Home, Insert, Page Layout, Formulas, Data, Review, and View.**
3. **The Formula Bar:** the **Name box** (displays the address of the active cell) is located on the left side of the Formula bar. Cell entries display on the right side of the Formula bar.
4. **Worksheet:** A Worksheet is a single page **containing a collection of cells** where the user can store, update and manipulate the data. Worksheet is also called a spreadsheet. It is made up of **rows, columns and cells** (1,048,576 rows and 16,384 columns).
5. **Worksheet tabs** in excel are rectangular tabs placed on the bottom left of the excel workbook, the active tab shows the active worksheet available to edit. We can insert, delete and rename tabs in the worksheet.
6. The combination of a column coordinate and a row coordinate make up a **cell** address. For example, Cell G4 is located under column G on row 4. You enter your data into the cells on the worksheet.



3 Worksheet Tab Manipulation

1. To add a new worksheet we click on the “plus” symbol, or we right click on the worksheet tab → then we choose insert
2. To delete a worksheet we right click on the worksheet tab → then we choose delete
3. To rename a worksheet we right click on the worksheet tab → we choose rename → we write the new name → we press the enter key
4. To color the worksheet tab we right click on the worksheet tab → we click on Tab color → then we choose a color

