



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.

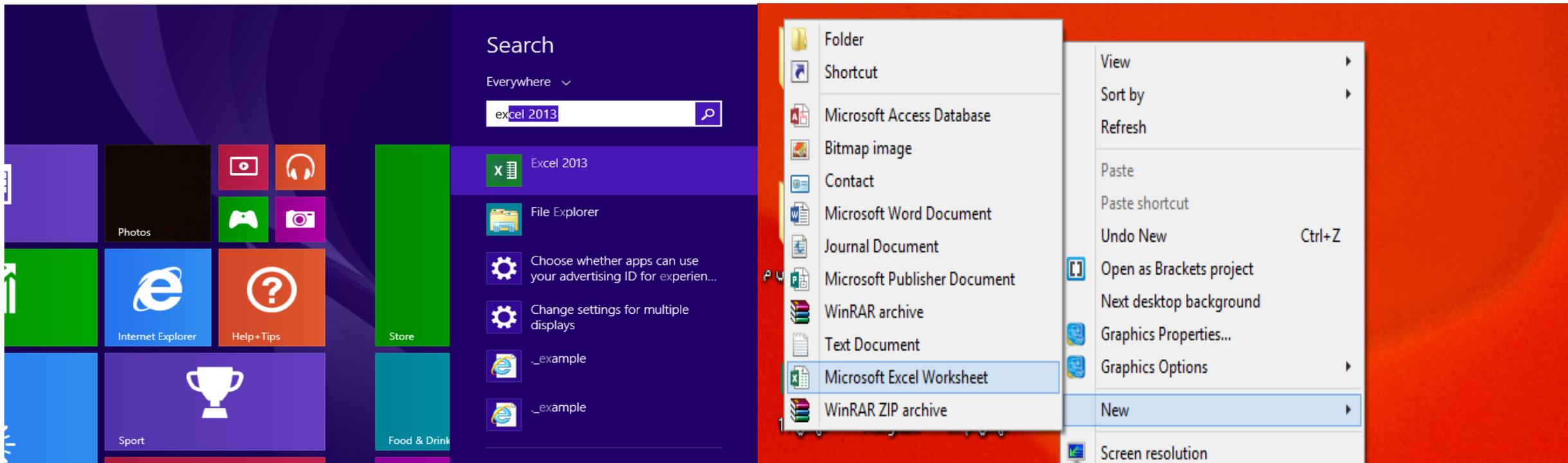


Microsoft Excel

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

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline

Number: General, %, .00, .00

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Sign in

A1

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عمود

صف

تقاطع عمود مع صف
يؤدي الى خلية

اسم ورقة
الاكسل

Sheet1

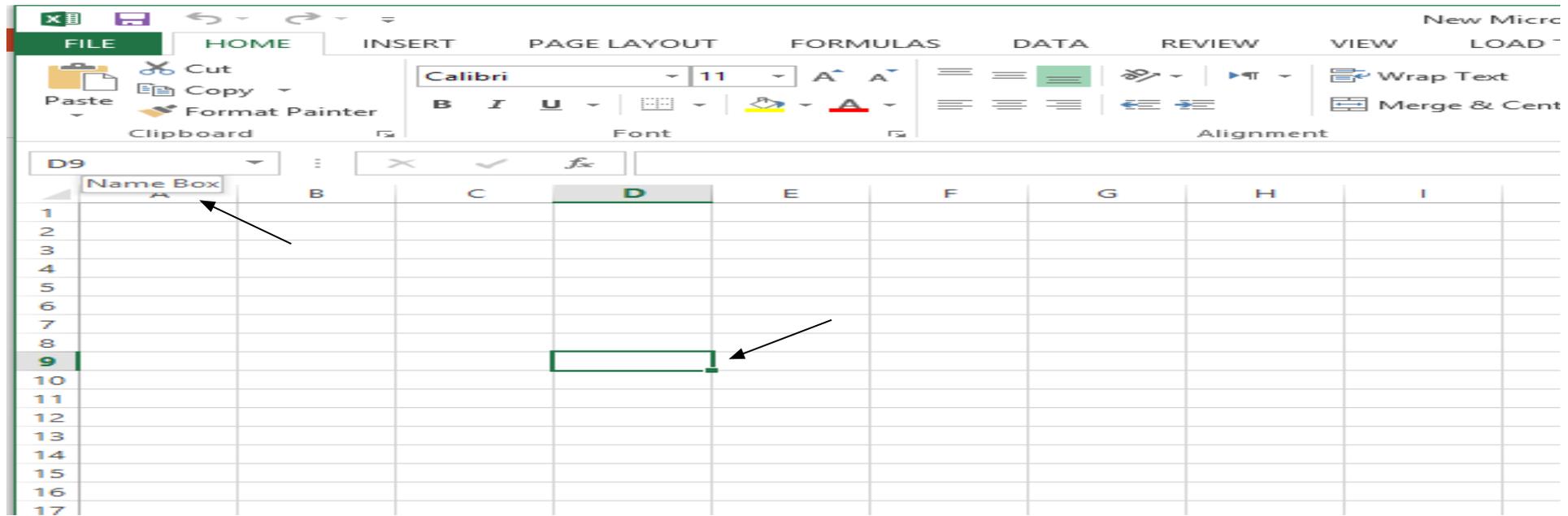
READY

100%

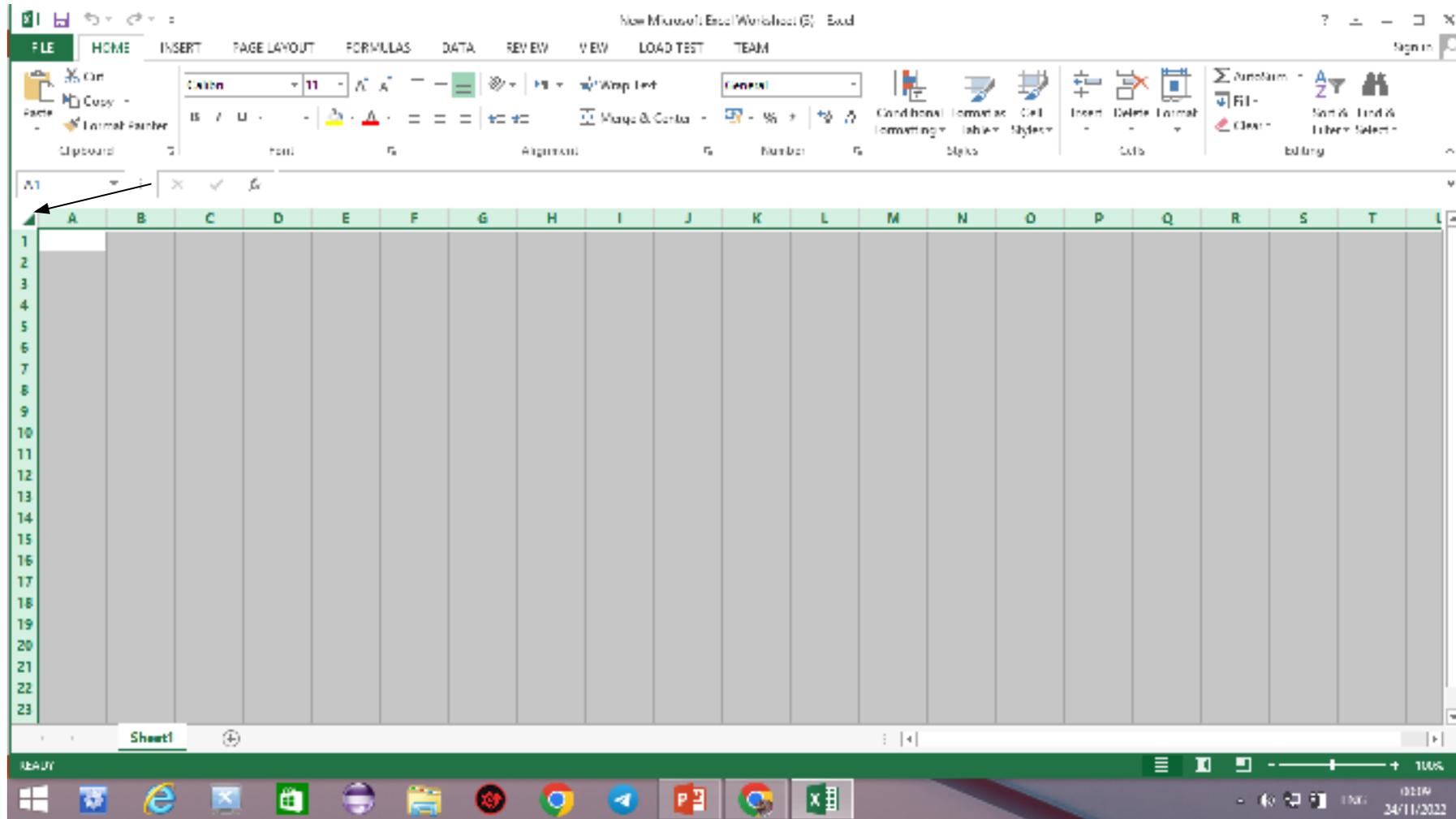
23:51
23/11/2022

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

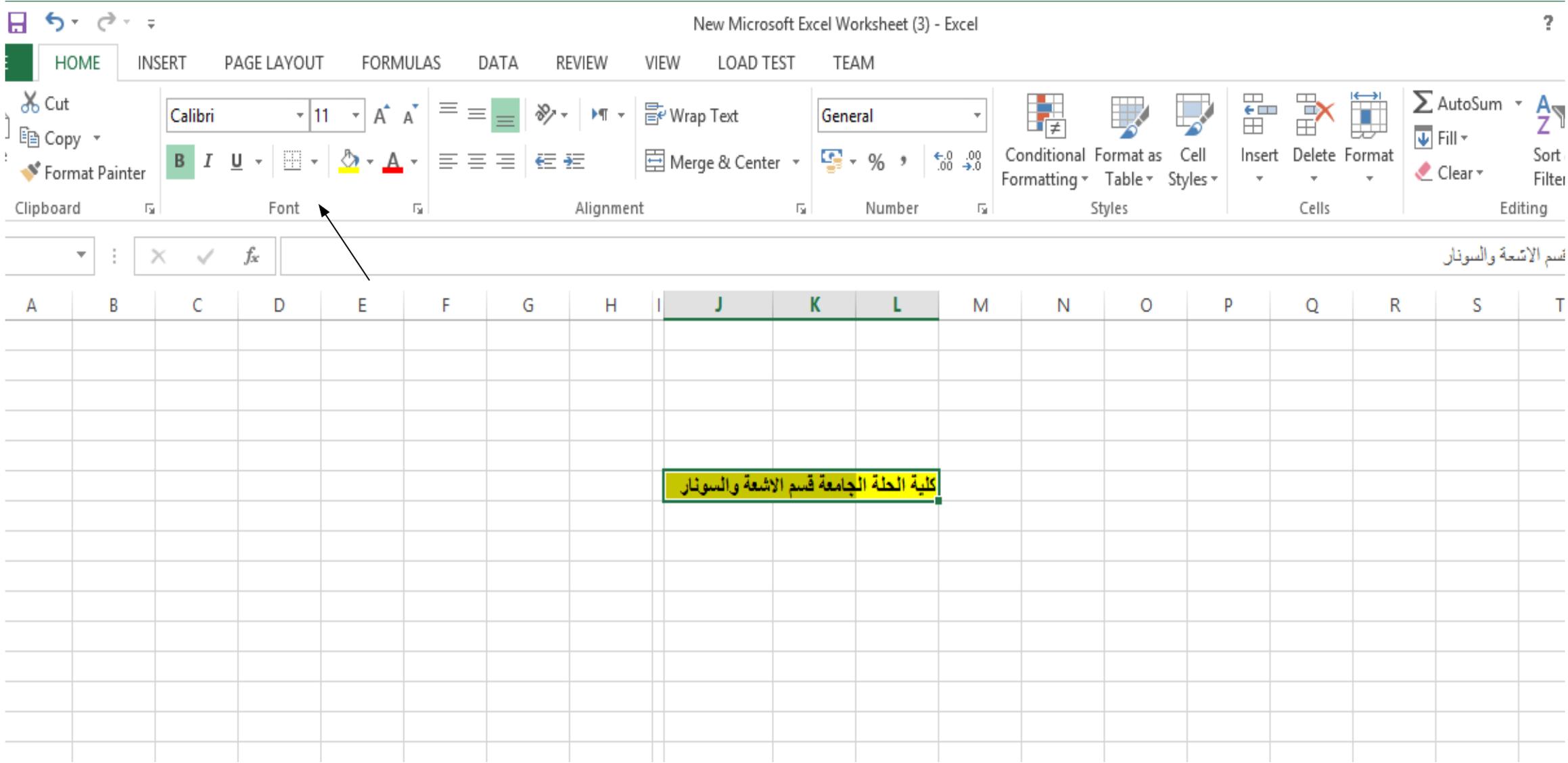
Microsoft Excel

- ✓ 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

New Microsoft Excel Worksheet (3) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW LOAD TEST TEAM

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Merge & Center, Wrap Text, Left, Center, Right, Indent, Decrease Indent, Increase Indent

Number: General, Percentage, Decimals, Thousands Separator

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

J10

كلية الحلة الجامعة قسم الأشعة والسونار

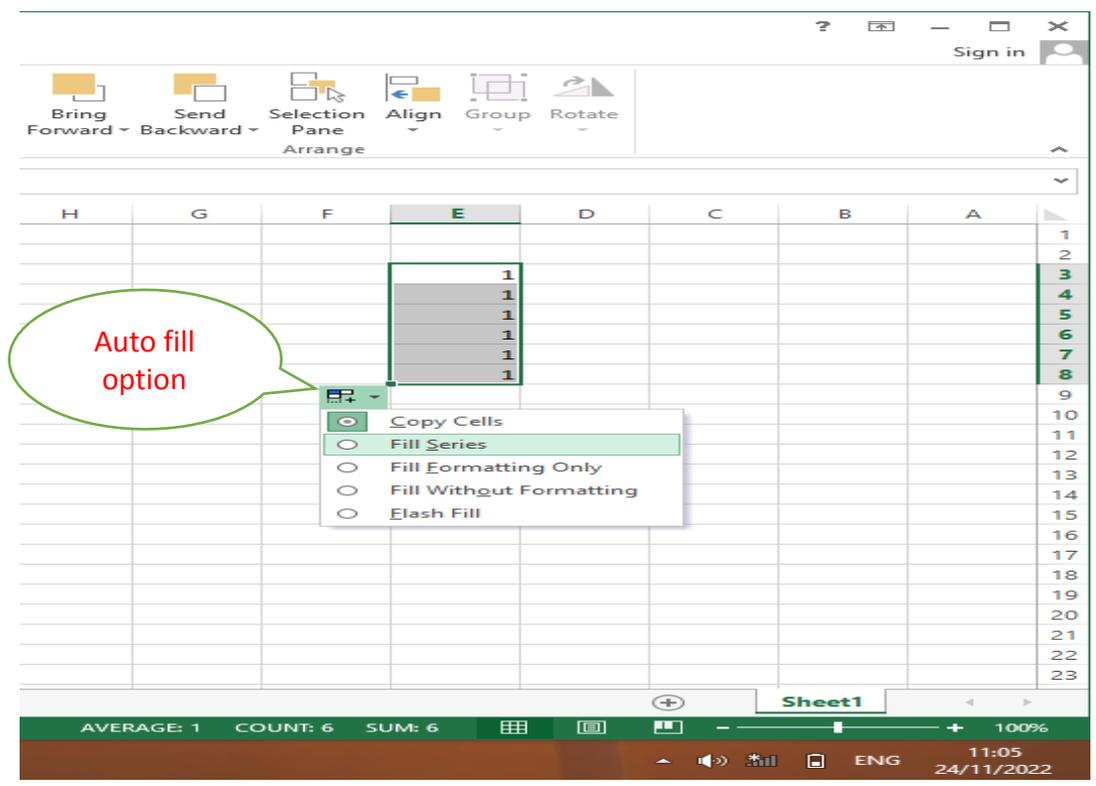
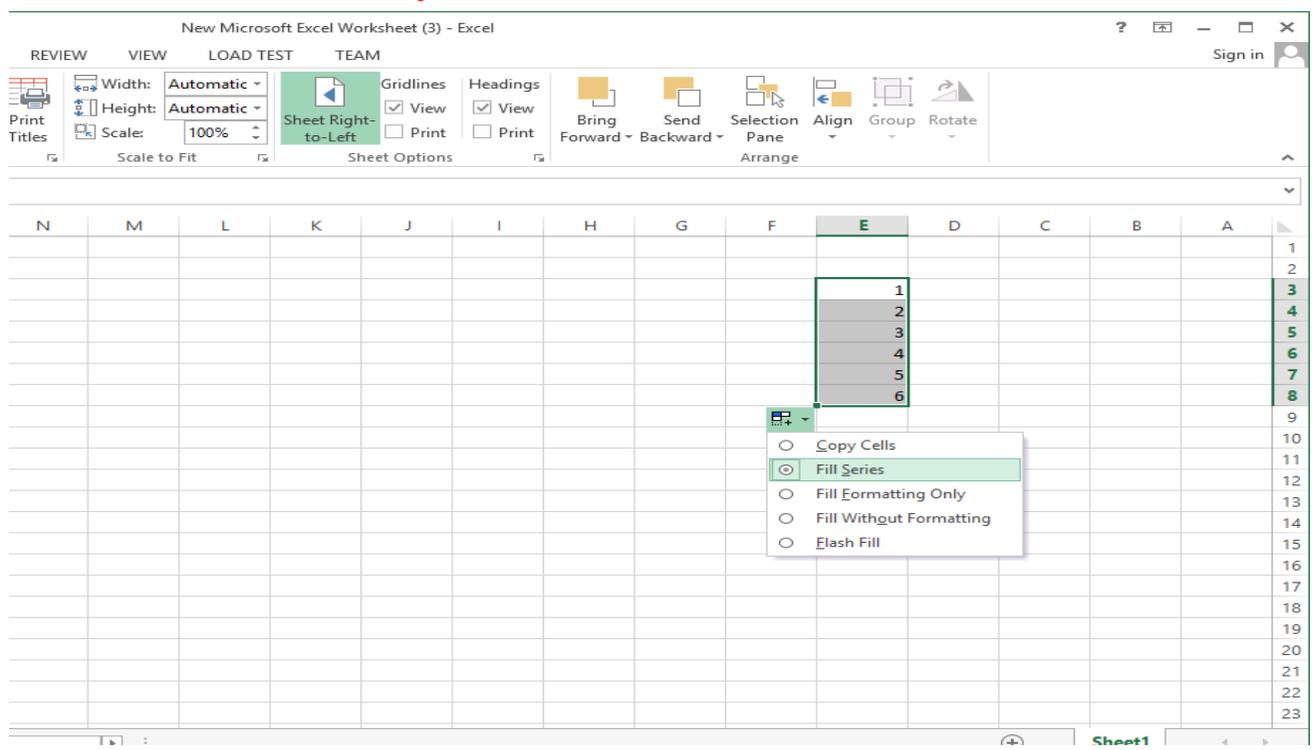
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To combine and centre the contents of selected cells in new larger cell

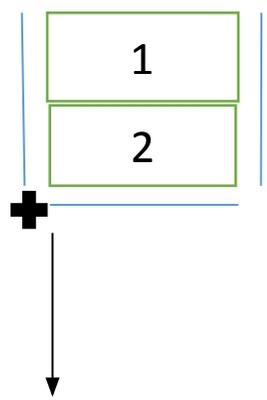
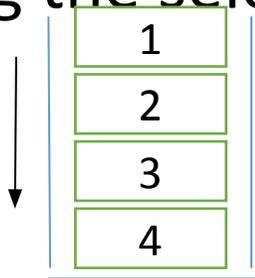
Merge and Center

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 –split 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



New Microsoft Excel Worksheet (3) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW LOAD TEST TEAM

Themes Colors 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 Arrange

F3 : X ✓ fx 10

	T	S	R	Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A
1																				
2																				
3															10	1				
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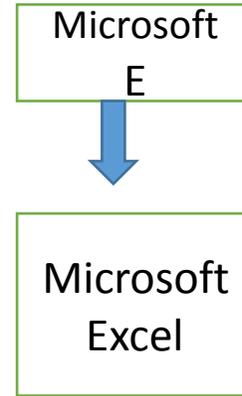
READY AVERAGE: -7.5 COUNT: 6 SUM: -45 Sheet1 100%

13:47 24/11/2022

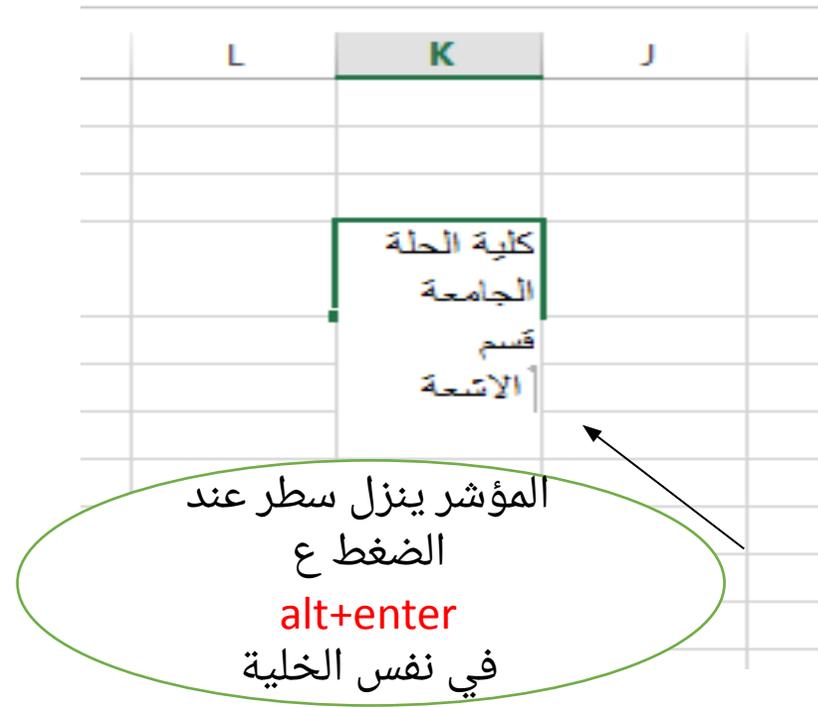
بالخلية الأولى 10 والخلية الثانية 3 يعني الخلية الثالثة سوف تنقص 7 وهكذا

الخلية الأولى 1 والخلية الثانية 3 يعني الخلية الثالثة سوف تزيد 2 وهكذا

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

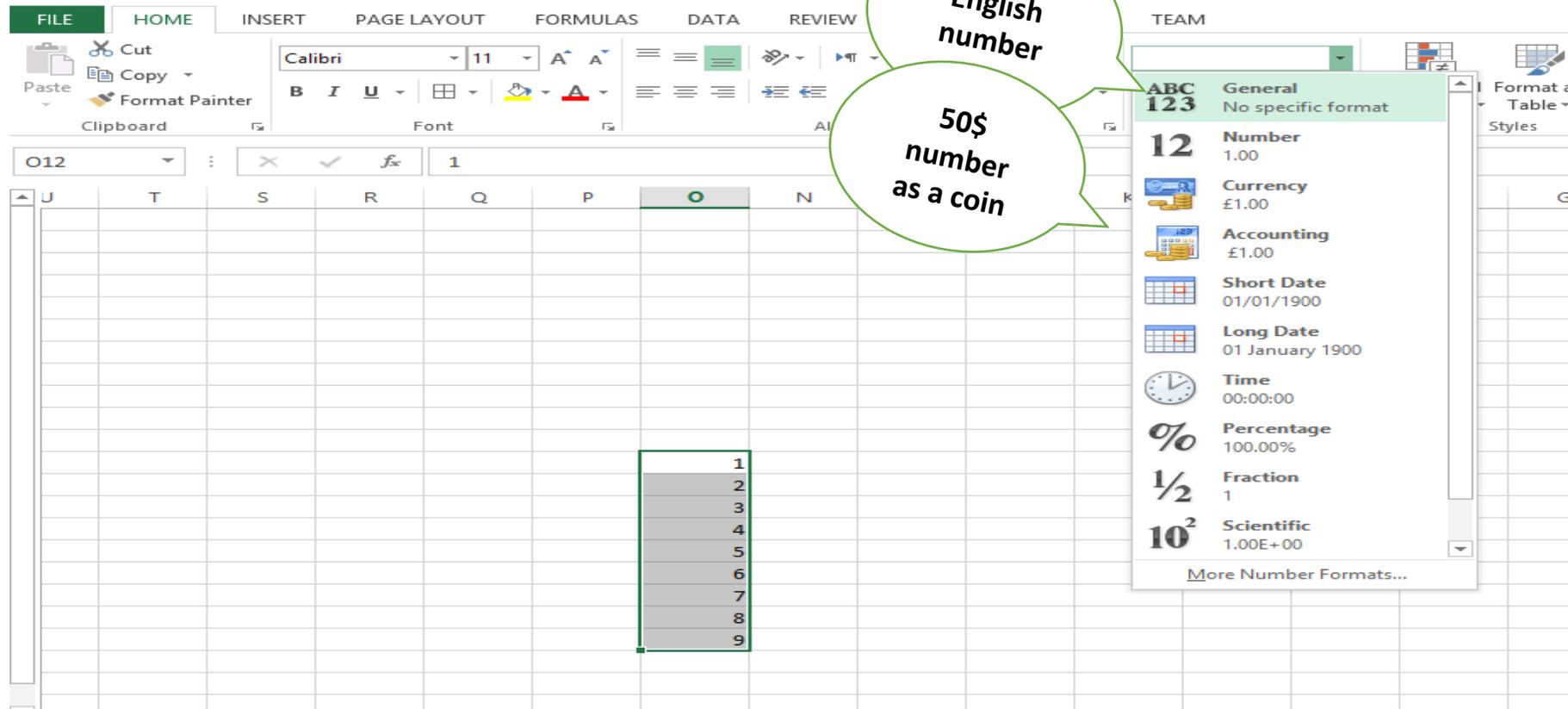
The image shows a screenshot of the Microsoft Excel interface. The 'HOME' tab is active, and the 'Number' group in the ribbon is selected. The 'Format Cells' dialog box is open, showing the 'Number' category. The 'Type' field contains the custom number format code '\$-2000000]0'. The 'Sample' field shows the number '1' formatted as '1'. The 'Delete' button is visible next to the 'Type' field. The background shows a grid with cell J6 selected.

Format Cells dialog box details:

- Category: Custom
- Sample: 1
- Type: [\$-2000000]0
- Buttons: Delete, OK, Cancel

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

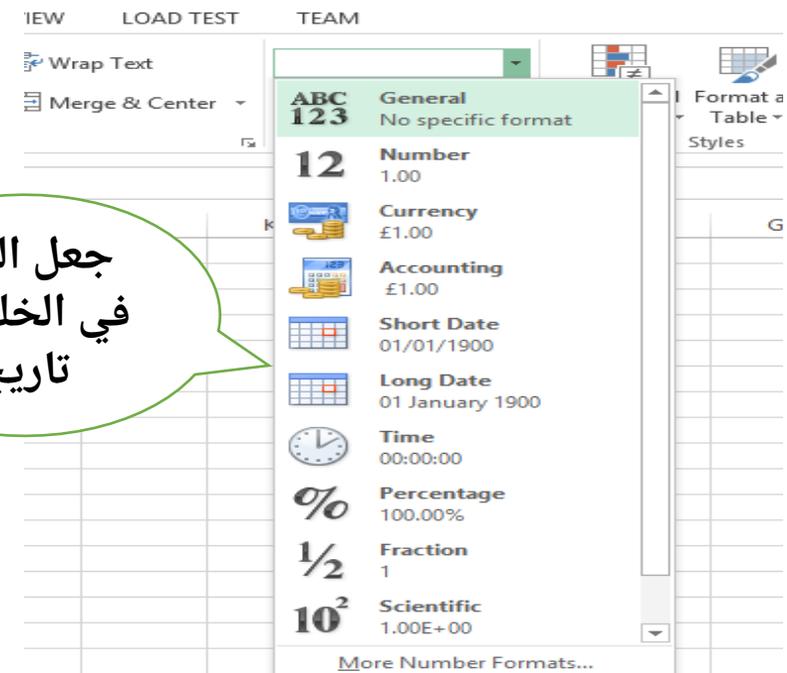
1/january/2022

• For making the number in a cell as

1,550

• Home tab-Number-Properties of number-format cell-
number-category-number- use 1000 separator(,) 

جعل الرقم
في الخلية ك
تاريخ



FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW LOAD TEST TEAM

Cut Copy Format Painter

Calibri 11 A A

B I U

Wrap Text Merge & Center

General

%

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

17

T S R

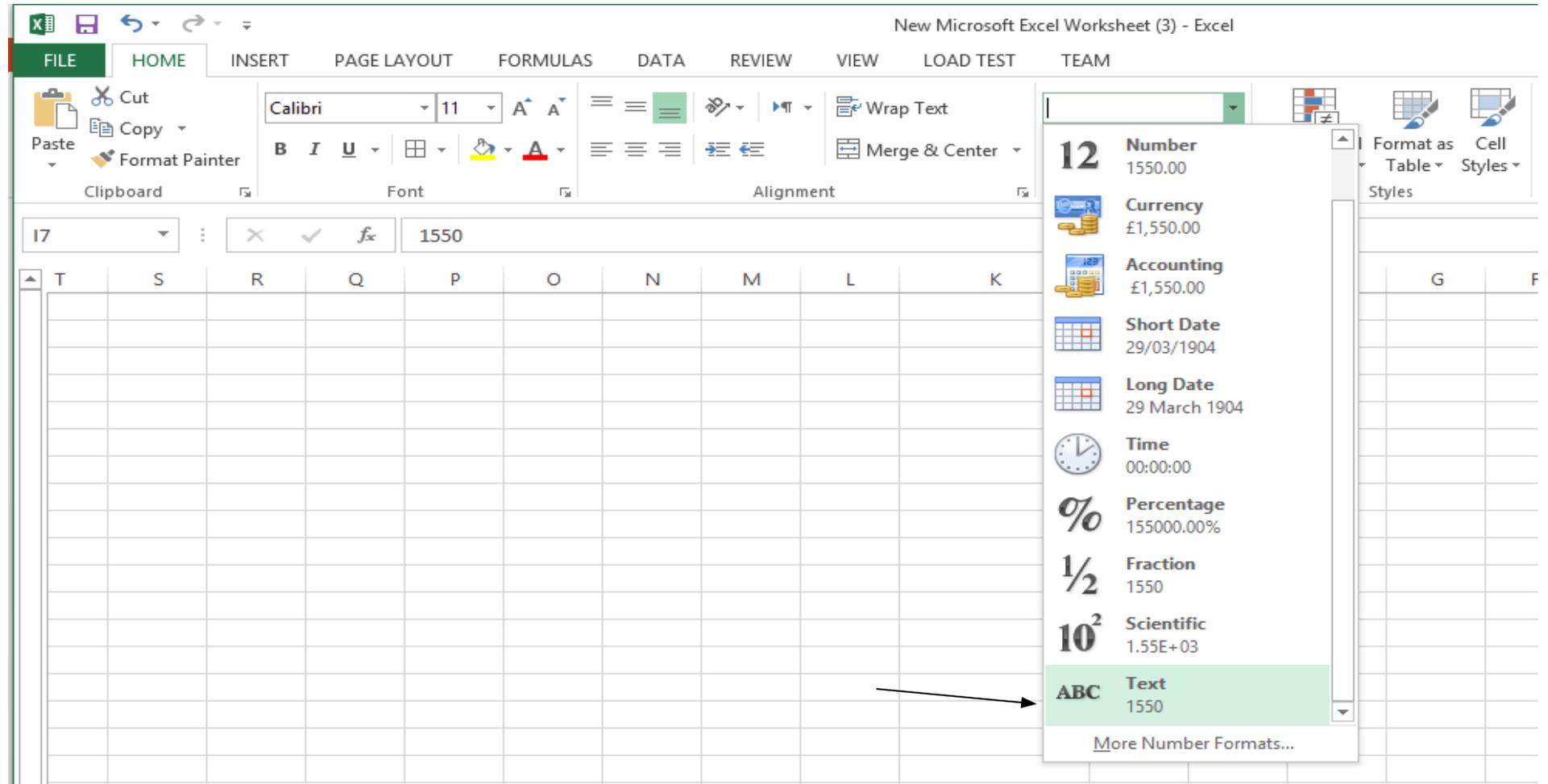
1

15



For writing zero in the begging of cell like
Through making the type of cell as **>Text<**

01234567
899



Thank you