الكلية : الطب

القسم او الفرع : فرع علم وظائف الاعضاء (الفسلجة)

المرحلة: الأولى

أستاذ المادة : م. مصطفى عامر عبيد

اسم المادة بالغة العربية : الحاسوب

اسم المادة باللغة الإنكليزية : Computer

اسم المحاضرة العاشرة باللغة العربية:

اسم المحاضرة العاشرة باللغة الإنكليزية : excel Part One

UNIVERSITY OF ANBAR

COLLEGE OF MEDICINE

Microsoft Excel 2010

# Microsoft Excel 2010 Tutorial

Excel is a spreadsheet program in the Microsoft Office system. You can use Excel to create and format workbooks (a collection of spreadsheets) in order to analyze data and make more informed business decisions. Specifically, you can use Excel to track data, build models for analyzing data, write formulas to perform calculations on that data, pivot the data in numerous ways, and present data in a variety of professional looking charts.

The Ribbon

Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010. The ribbon holds all of the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.
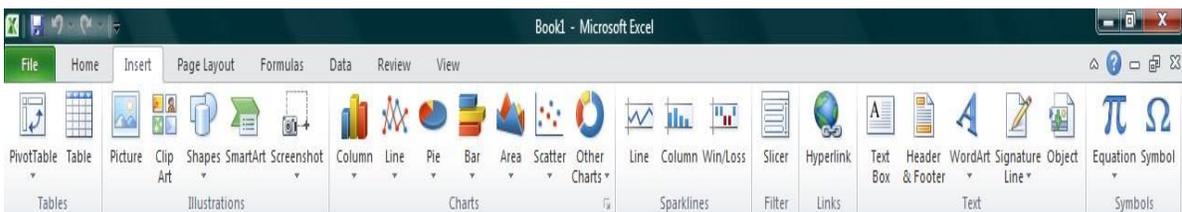
Home Tab

This is the most used tab; it incorporates all text and cell formatting features such as font and paragraph changes. The Home Tab also includes basic spreadsheet formatting elements such as text wrap, merging cells and cell style.
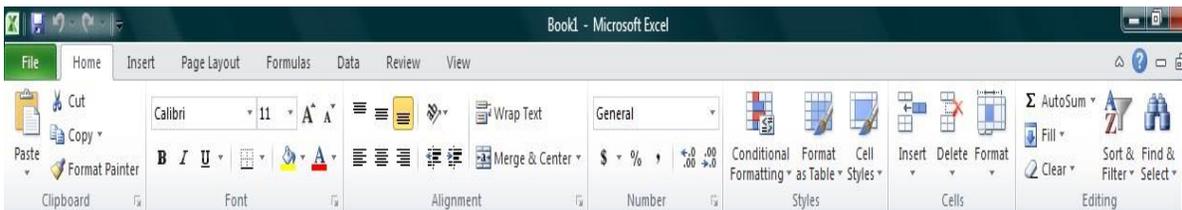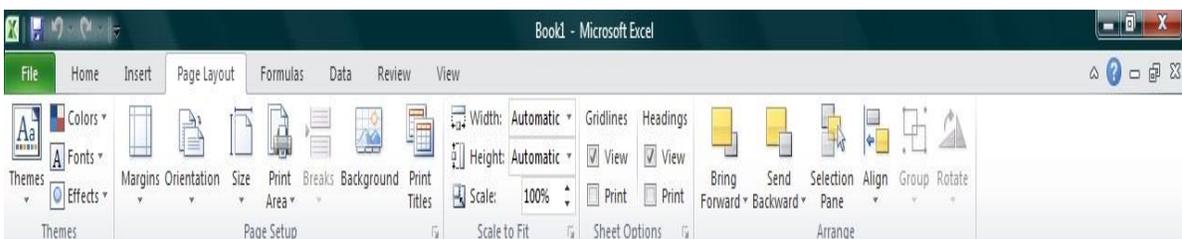

Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, and headers and footers.

Page Layout Tab

This tab has commands to adjust page such as margins, orientation and themes.
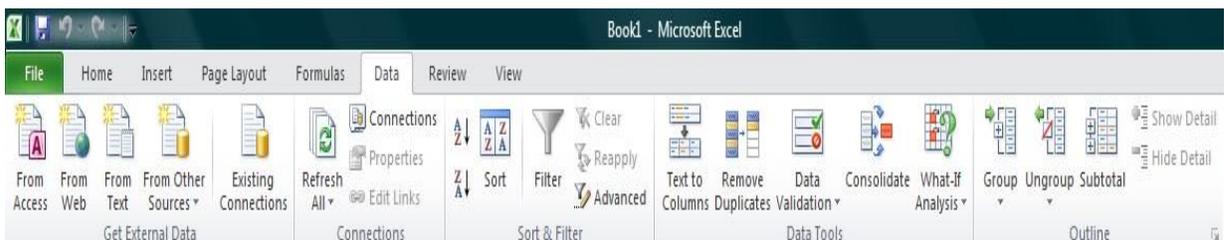
Formulas Tab

This tab has commands to use when creating Formulas. This tab holds an immense function library which can assist when creating any formula or function in your spreadsheet.


Data Tab

This tab allows you to modifying worksheets with large amounts of data by sorting and filtering as well as analyzing and grouping data.


Review Tab

This tab allows you to correct spelling and grammar issues as well as set up security protections. It also provides the track changes and notes feature providing the ability to make notes and changes someone's document.
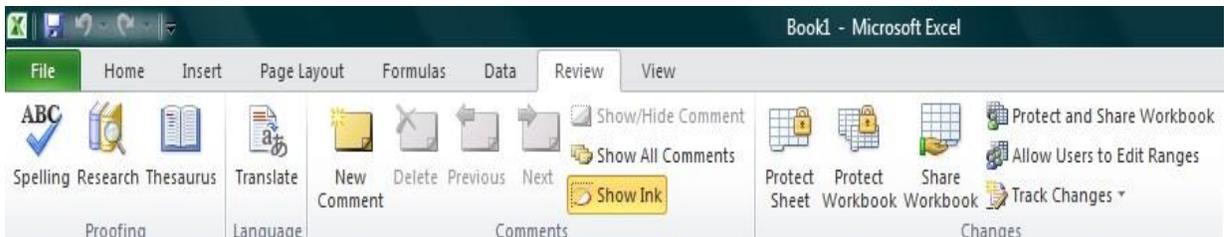
View Tab

This tab allows you to change the view of your document including freezing or splitting panes, viewing gridlines and hide cells.
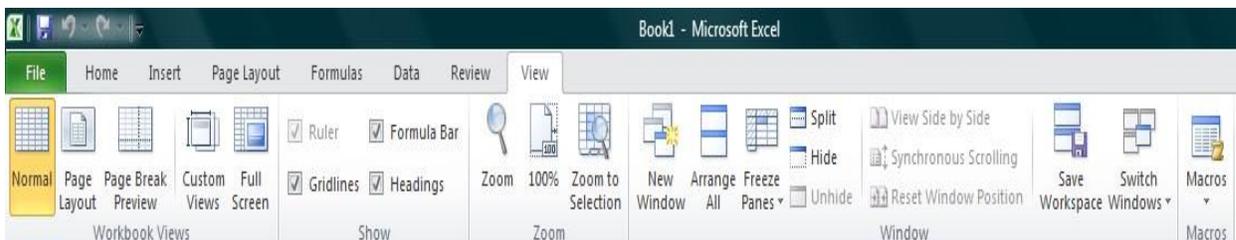
Getting Started

Now that you have an understanding of where things are located, let's look at the steps needed to create an Excel document.
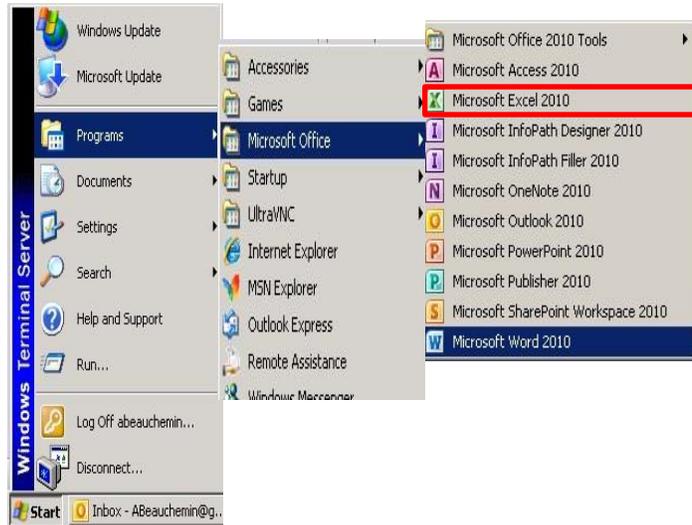
Opening Outlook

You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below: 1. Click on the Start button

2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Excel 2010

Create a New Workbook

1. Click the **File** tab and then click **New**.
2. Under **Available Templates**, double click **Blank Workbook** or Click **Create**.

Find and Apply Template

Excel 2010 allows you to apply built-in templates and to search from a variety of templates on Office.com. To find a template in Excel 2010, do the following:

1. On the **File** tab, click **New**.
2. Under **Available Templates**, do one of the following:
   a. To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click **Create**.
   b. To use your own template that you already have installed, click **My Templates**, select the template that you want, and then click **OK**.
   c. To find a template on Office.com, under **Office.com Templates**, click a template category, select the template that you want, and then click **Download** to download the template from Office.com to your computer.
3. Once you click on the template you like it will open on your screen as a new document.

Enter Data in a Worksheet

1. Click the cell where you want to enter data.
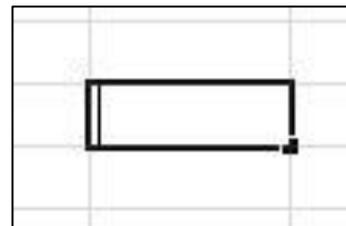
2. Type the data in the cell.
3. Press enter or tab to move to the next cell.

In order to complete more advanced processes in Excel you need to be able to highlight or select cells, rows and columns. There are a variety of way to do this, see the table below to understand the options.

To select	Do this
A single cell	Click the cell, or press the arrow keys to move to the cell.
A range of cells	Click the first cell in the range, and then drag to the last cell, or hold down SHIFT while you press the arrow keys to extend the selection.
A large range of cells	Click the first cell in the range, and then hold down SHIFT while you click the last cell in the range. You can scroll to make the last cell visible.
All cells on a worksheet	Select All button Click the Select All button or press CTRL+A.

Nonadjacent cells or cell   Select the first cell or range of cells, and then hold down CTRL
while you select ranges the other cells or ranges.

NOTE: You cannot cancel the selection of a cell or range of cells in a nonadjacent selection without canceling the entire selection.

An entire row or colu 1   Row heading

• Column heading

Adjacent rows or co   Drag across the row or column headings. Or select the first row or colu
then hold down SHIFT while you select the last row or column.
Click the row or column heading.

Nonadjacent rows or columns	Click the column or row heading of the first row or column in your selection; then hold down CTRL while you click the column or row headings of other rows or columns that you want to add to the selection.

Cells to the last used cell   Select the first cell, and then press CTRL+SHIFT+END to extend
the selection on the worksheet (lower- of cells to the last used cell on the worksheet (lower-
right corner). right corner)

Cells to the beginning of theSelect the first cell, and then press CTRL+SHIFT+HOME to extend the
worksheet   selection of cells to the beginning of the worksheet.

NOTE: To cancel a selection of cells, click any cell on the worksheet. This is not applicable to cells with formulas in it.

Modifying Spreadsheets

In order to create an understandable and professional document you will need to make adjustments to the cells, rows, columns and text. Use the following processes to assist when creating a spreadsheet.

Cut, Copy, and Paste Data

You can use the Cut, Copy, and Paste commands in Microsoft Office Excel to move or copy entire cells or their contents. **NOTE:** Excel displays an animated moving border around cells that have been cut or copied. To cancel a moving border, press ESC.

Move/Copy Cells

When you move or copy a cell, Excel moves or copies the entire cell, including formulas and their resulting values, cell formats, and comments.

1. Select the cells that you want to move or copy.
2. On the **Home** tab, in the   **Clipboard** group, do one of the following:
    a. To move cells, click Cut .
    b. To copy cells, click Copy
       .
3. Click in the center of the cell you would like to Paste the information too.
4. On the Home tab, in the Clipboard group, click Paste .

NOTES: Excel replaces existing data in the paste area when you cut and paste cells to move them. When you copy cells, cell references are automatically adjusted. If the selected copy or paste area includes hidden cells, Excel also copies the hidden cells. You may need to temporarily unhide cells that you don't want to include when you copy information.

Move/Copy Cells with Mouse

1. Select the cells or a range of cells that you want to move or copy.
2. To move a cell or range of cells, point to the border of the selection. When the pointer becomes a

   move pointer , drag the cell or range of cells to another location.
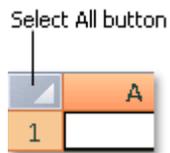
<u>Column Width and Row Height</u>

On a worksheet, you can specify a column width of 0 to 255 and a row height of 0 to 409. This value represents the number of characters that can be displayed in a cell that is formatted with the standard font. The default column width is 8.43 characters and the default row height is 12.75 points. If a column/row has a width of 0, it is hidden.

Set Column/Row Width/Height

1. Select the column(s) or row(s) that you want to change.
2. On the **Home** tab, in the **Cells** group, click **Format**.
3. Under **Cell Size**, click **Column Width** or **Row Height**.
4. A
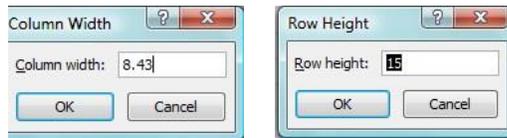
Column Width or **Row Height** box will appear.

5. In the **Column Width** or **Row Height** box, type the value that you want your column or row to be.

Automatically Fit Column/Row Contents

1. Click the **Select All** button
2. Double-click any boundary between two column/row headings.
3. All Columns/Rows in the entire worksheet will be changed to the new size

NOTE: At times, a cell might display **#####**. This can occur when the cell contains a number or a date that exceeds the width of the cell so it cannot display all the characters that its format requires. To see the entire contents of the cell with its current format, you must increase the width of the column.

Set Column/Row Width/Height with Mouse

- To change the width of one column/row

  1. Place you cursor on the line between two rows or columns.
  2. A symbol that looks like a lower case t with arrows on the horizontal line will appear
  3. Drag the boundary on the right side of the column/row heading until the column/row is the width that you want.

- To change the width of multiple columns/rows

6
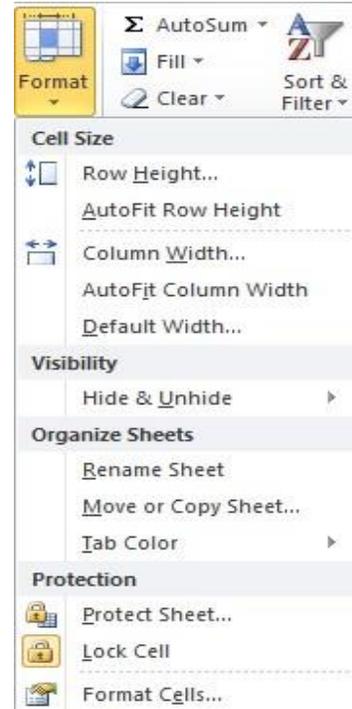
1. Select the columns/rows that you want to change
2. Drag a boundary to the right of a selected column/row heading.
3. All selected columns/rows will become a different size.

- To change the width of columns/rows to fit the contents in the cells

1. Select the column(s) or row(s) that you want to change
2. Double-click the boundary to the right of a selected column/row heading.
3. The Column/Row will automatically be size to the length/height of the longest/tallest text.

Merge or Split Cells

When you merge two or more adjacent horizontal or vertical cells the cells become one larger cell that is displayed across multiple columns or rows. When you merge multiple cells, the contents of only one cell appear in the merged cell.

Merge and Center Cells

1. Select two or more adjacent cells that you want to merge.
2. On the **Home** tab, in the **Alignment** group, click **Merge and Center**.
3. The cells will be merged in a row or column, and the cell contents will be centered in the merged cell.

Merge Cells

To merge cells only, click the arrow next to **Merge and Center**, and then click **Merge Across** or **Merge Cells**.

Split Cells

1. Select the merged cell you want to split
2. To split the merged cell, click **Merge and Center** . The cells will split and the contents of the merged cell will appear in the upper-left cell of the range of split cells.

Automatically Fill Data

To quickly fill in several types of data series, you can select cells and drag the fill handle. To use the fill handle, you select the cells that you want to use as a basis for filling additional cells, and then drag the fill handle across or down the cells that you want to fill.

1. Select the cell that contains the formula that you want to be brought to other cells.
2. Move your curser to the small black square in the lower-right corner of a selected cell also know as the fill handle. Your pointer will change to a small black cross.

3. Click and hold your mouse then drag the fill handle across the cells, horizontally to the right or vertically down, that you want to fill.
4. The cells you want filled will have a gray looking border around them. Once you fill all of the cells let go of your mouse and your cells will be populated.