

Spreadsheet Structure

The intersection of columns and rows in a spreadsheet creates cells. Each cell on a spreadsheet has a name or address. It is named according to its location, the name of the column first followed by the name of the row.

	A	B	C	D
1	Allhits Music Store Stocktake			
2				
3	Item	Quantity	Cost \$	Total \$
4	CDs	2,000	10.00	20,000.00
5	DVDs	1,500	12.00	18,000.00
6	Posters	200	12.50	2,500.00
7		Grand Total		40,500.00

The **columns** in this spreadsheet are named with **letters**. The **rows** are named with **numbers**. So the first cell in the top left-hand corner is called **A1**. The cell that has the word **CDs** in it is **A4**. The Grand Total value or **40,500.00** is in cell **D7**.

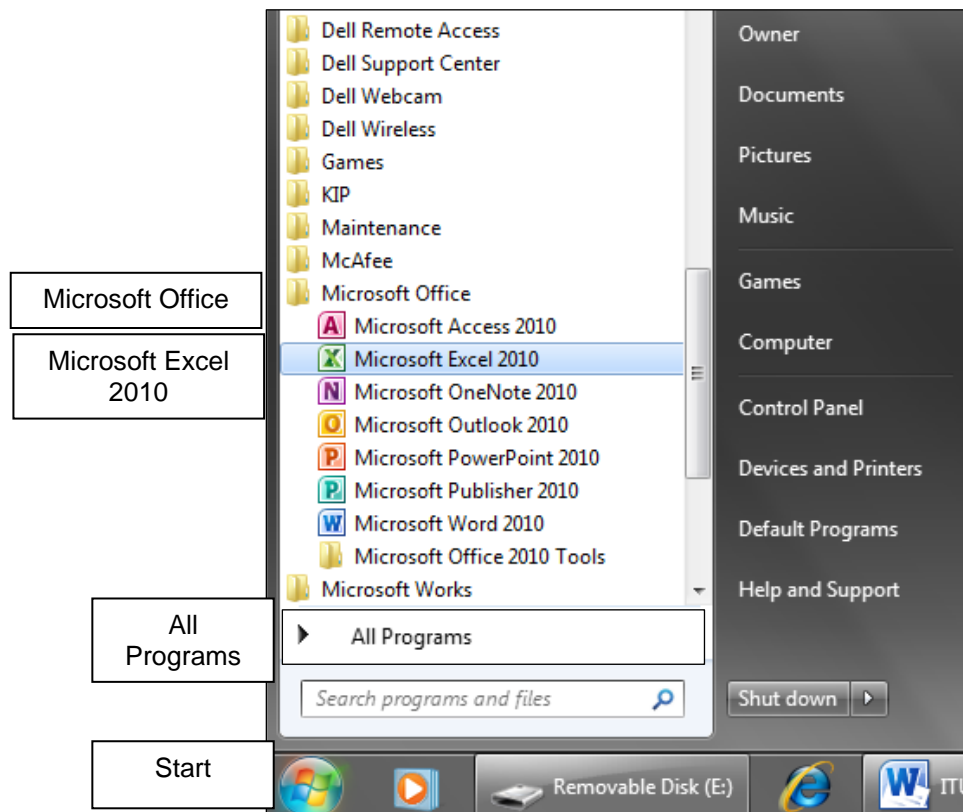
Look at the spreadsheet above:

1. What is the text in cell **A6**?
2. What is the name of the cell in which the text **Cost** appears?
3. What are the names of all the cells in which the number **15** appears?
4.
 - a. What is the number in **B5**?
 - b. What is the number in **C5**?
 - c. What is the result of multiplying these two numbers?
 - d. What is the name of the cell in which this number appears?

Starting Microsoft Excel

So let's get started. Assuming that you have the PC turned on with Windows running, do the following to start the Microsoft Excel program.

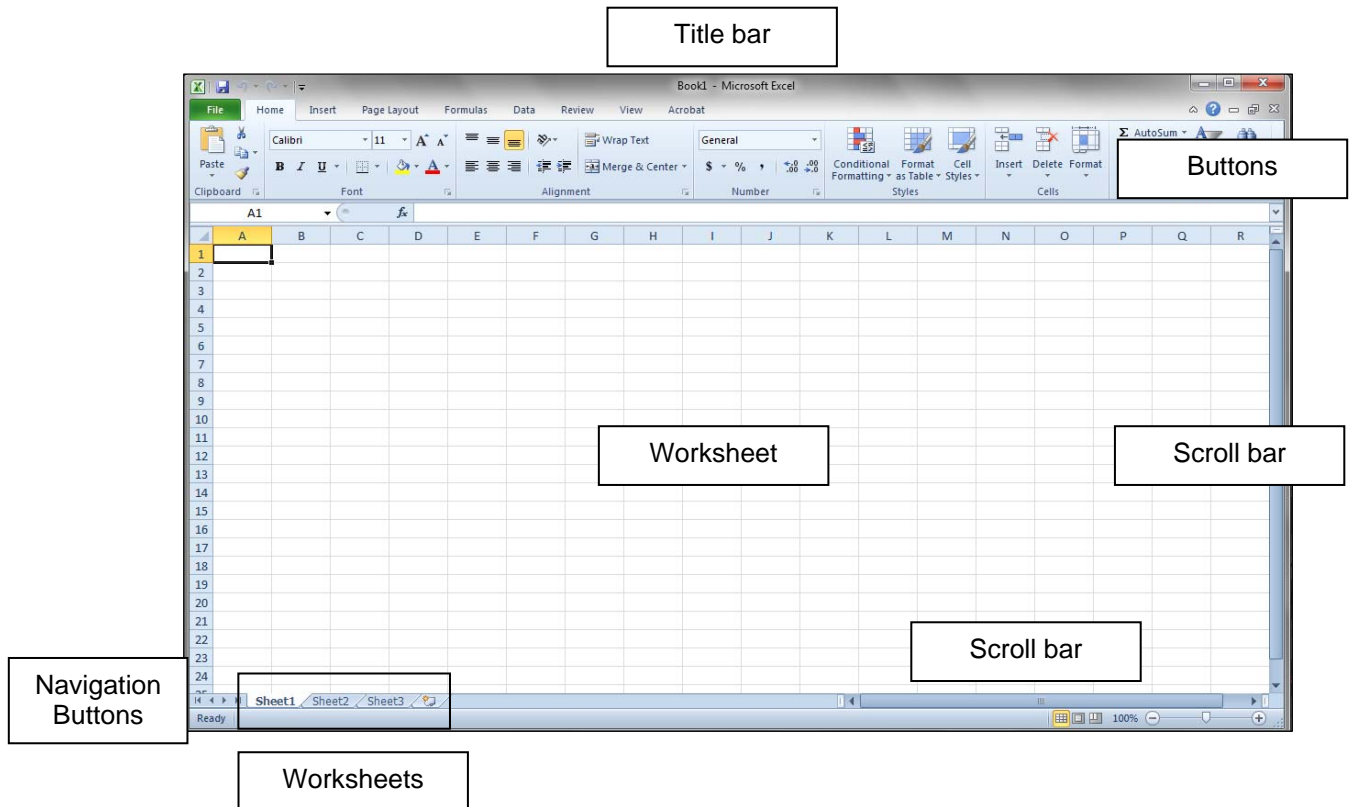
1. Click on the **Start** button on the taskbar
2. Point to **All Programs**
3. Click on **Microsoft Office**
4. Click on **Microsoft Excel 2010** to open the Excel program



Introducing the Excel Workplace

The Microsoft Excel workplace contains a variety of spreadsheeting tools. As the workplace can be arranged to suit your own preferences, and toolbars can be customised to include your most frequently used commands, the appearance of the workplace may change from user to user.

The diagram below displays some of the areas that are most common to all Windows and Excel workplaces.



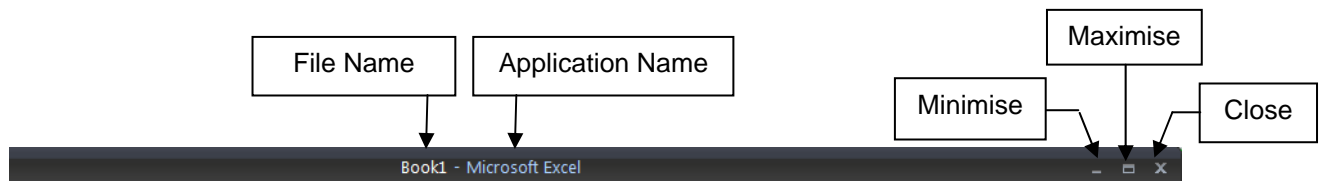
A file in Excel is called a **WORKBOOK**. Each workbook is made up of **WORKSHEETS**.

Try not to feel overwhelmed by the vast array of options available; you will soon be familiar with most of the basic features. As your skills advance you will find you are using many of the features without thinking twice!

We will start from the top of the Excel screen and work down.

The Title Bar

The **Title bar** displays the name of the currently displayed file. A default name, such as **Book1**, will be used until you have saved and named the file. The Title bar also contains the **Minimise** and **Maximise** buttons and the **Close** button.



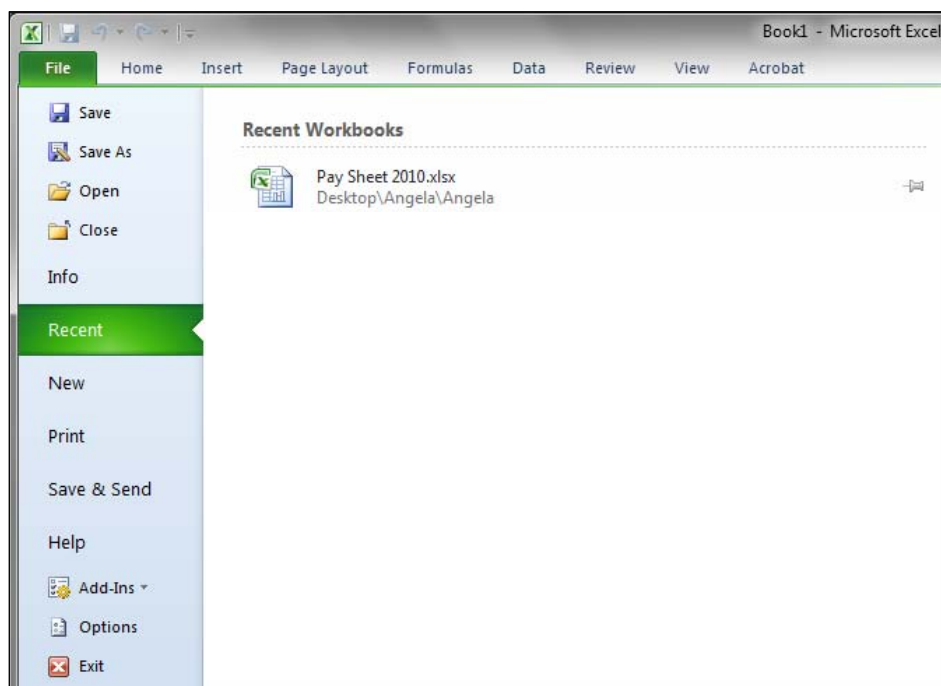
The File Tab

The **File** tab holds the commonly used functions in all the Microsoft applications.

1. Click on the tab **File** to display the Menu

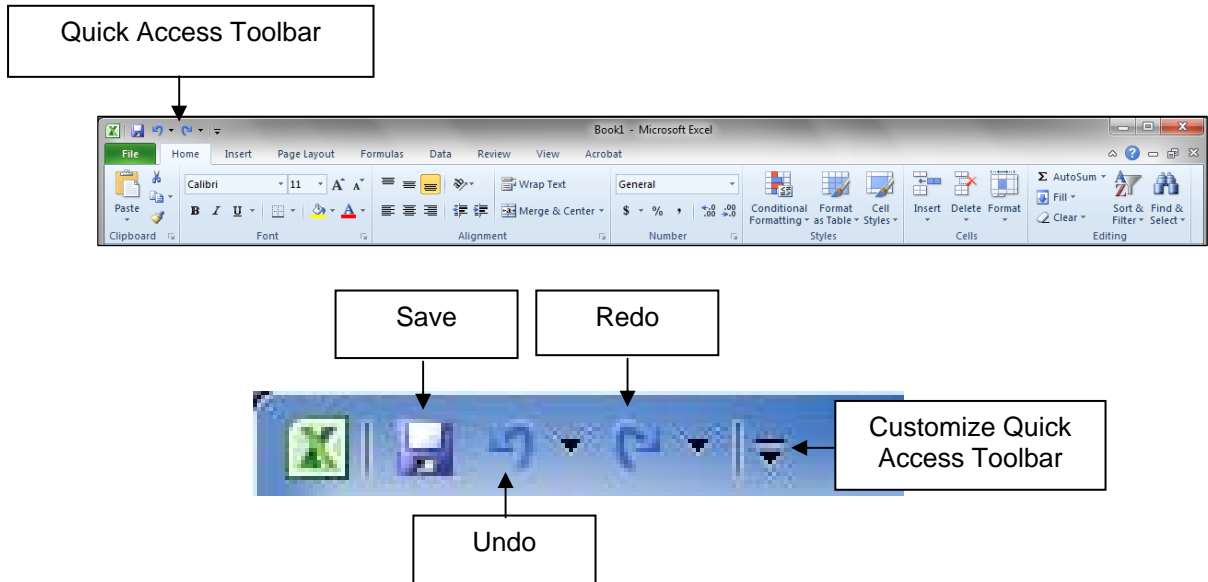
The common functions of **New**, **Open**, **Save**, **Print**, **Close** etc are located here.

2. Click on the tab **File** again to close the Menu



The Quick Access Toolbar

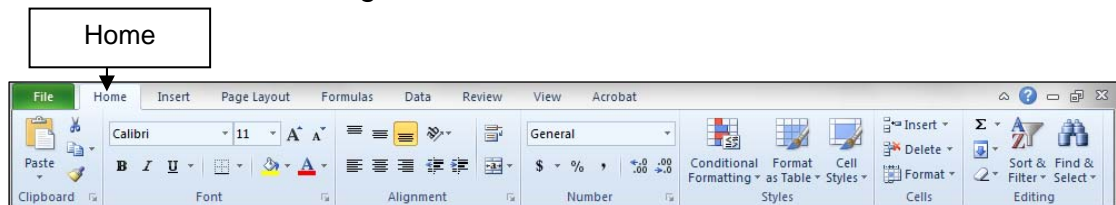
The **Quick Access** toolbar holds three buttons; **Save**, **Undo** and **Redo**. You can also add other buttons that you often use but we do not cover that at this level.



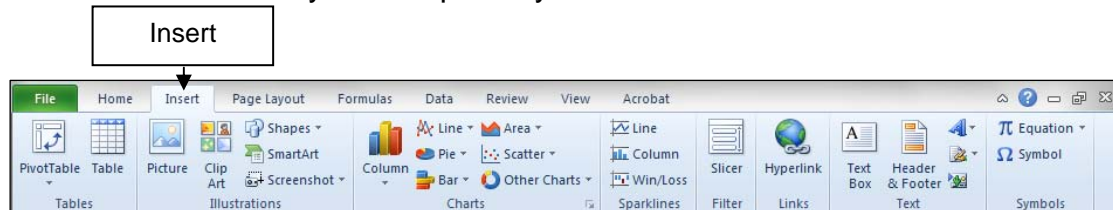
The Ribbon

The **Ribbon** holds all the functions grouped together onto **Tabs**. Anything you want to do with your data can be carried out through these tabs.

The **Home** tab holds the commonly used functions for formatting cells and basic functions for working with data.



1. Click on the **Insert** tab in the Ribbon - read through the options available - do not click on any of the options yet



2. Click on the next tab **Page Layout**
3. Click on each tab and just look at the options available - do not click on any of the options yet