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Microsoft Excel

Third lecture

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Select cells:

- 1- We select a column (Column) by clicking on the column name, such as the letter (A), where the mouse pointer turns To the down arrow, then we press the left mouse button once, and we can select the column from the keyboard by pressing Ctrl with the ruler.**
- 2- We select a row by clicking on the row name, such as the number (1), where the mouse pointer turns into Arrow pointing to the left, then we press the left mouse button once, and we can select the row from the keyboard by pressing (Shift) with the ruler.**
- 3- To select a group of separated columns or rows, we use the (Ctrl) button while continuing to press it. Point the mouse at the columns or rows you want to select.**
- 4- To select the entire worksheet, press (Ctrl + A) on the keyboard.**



To enter data into a group of cells, we select the required cells, then enter the data and press (Ctrl + Enter). All cells will be filled with the same data that was entered. As in the adjacent figure:

[illegible]



Enter a series of consecutive numbers into a range of cells using the AutoFill feature: for example

We want to give numbers to the sequence column from cell (A1) to cell (A22) so that each value is greater than the previous one by one. In this case, we do the following:

1- Enter the number 1 in cell (A1) and 2 in cell (A2), then select the two cells together. (A1:A2)

2- We stop with the mouse pointer on the left corner below the specified range of the two cells, which is called the cell handle.

3- We press the left mouse button when the pointer with a black (+) sign appears and drag down and continue. By pressing until we reach the last required cell (A22). The cells are filled with serial numbers.



Enter data into the cell:

It is possible to enter different types of data into the worksheet cells, such as numbers. Texts, verses, equations, and so on.

Hide and show rows or columns:

To hide a row or column, select the row or column, then right-click anywhere in the selection. We choose the Hide command from the menu.

To show hidden rows or columns, select a column before the hidden column and at least one column after it, then click. Right-click on the selection and choose Unhide from the menu.

- To show all hidden columns and rows, select the entire worksheet by pressing the two buttons Or click on the Select All icon in the upper left corner of the worksheet (CTRL+A). If the worksheet is from left to right, then we right-click and choose (Unhide).

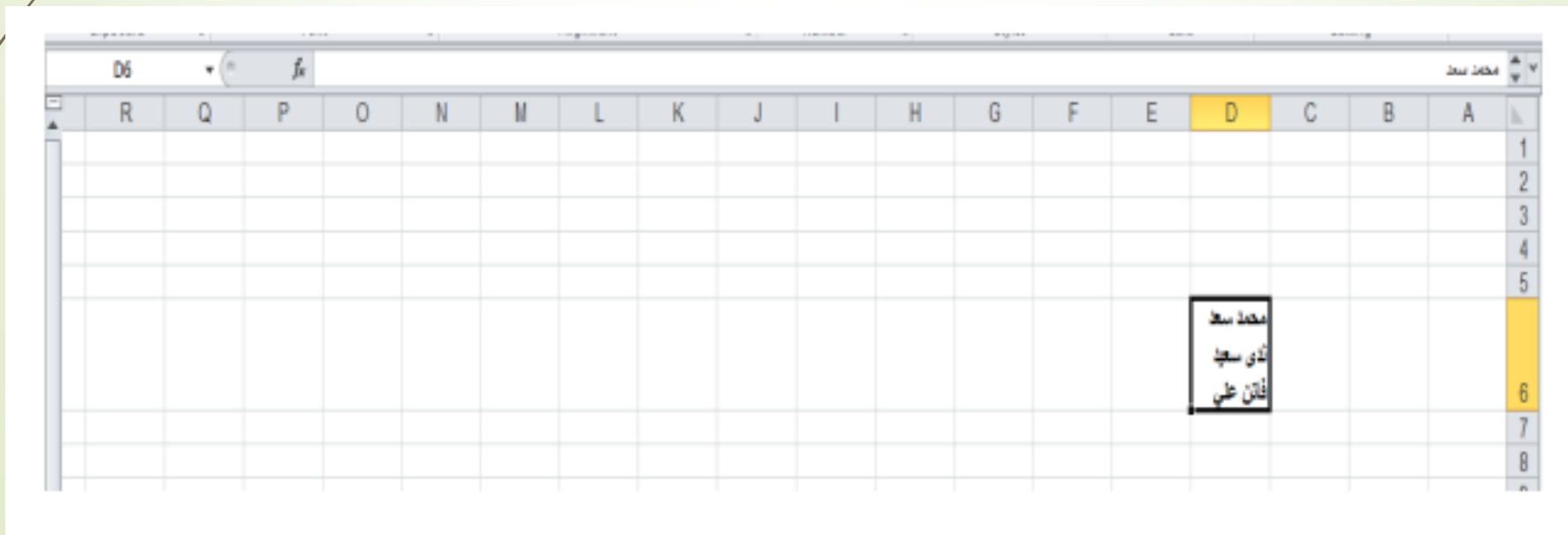


note:-

If you print text in a cell and the text entered in the cell is longer than the cell size, then The text continues to appear and extends beyond the borders of the adjacent cell on the left because it is a mouse. However, if the adjacent cell is a mouse, the text stops appearing at the borders of the cell (but in fact it is inside the cell, and when you double-click on the cell, the entire text appears).

Enter more than one line in a cell:

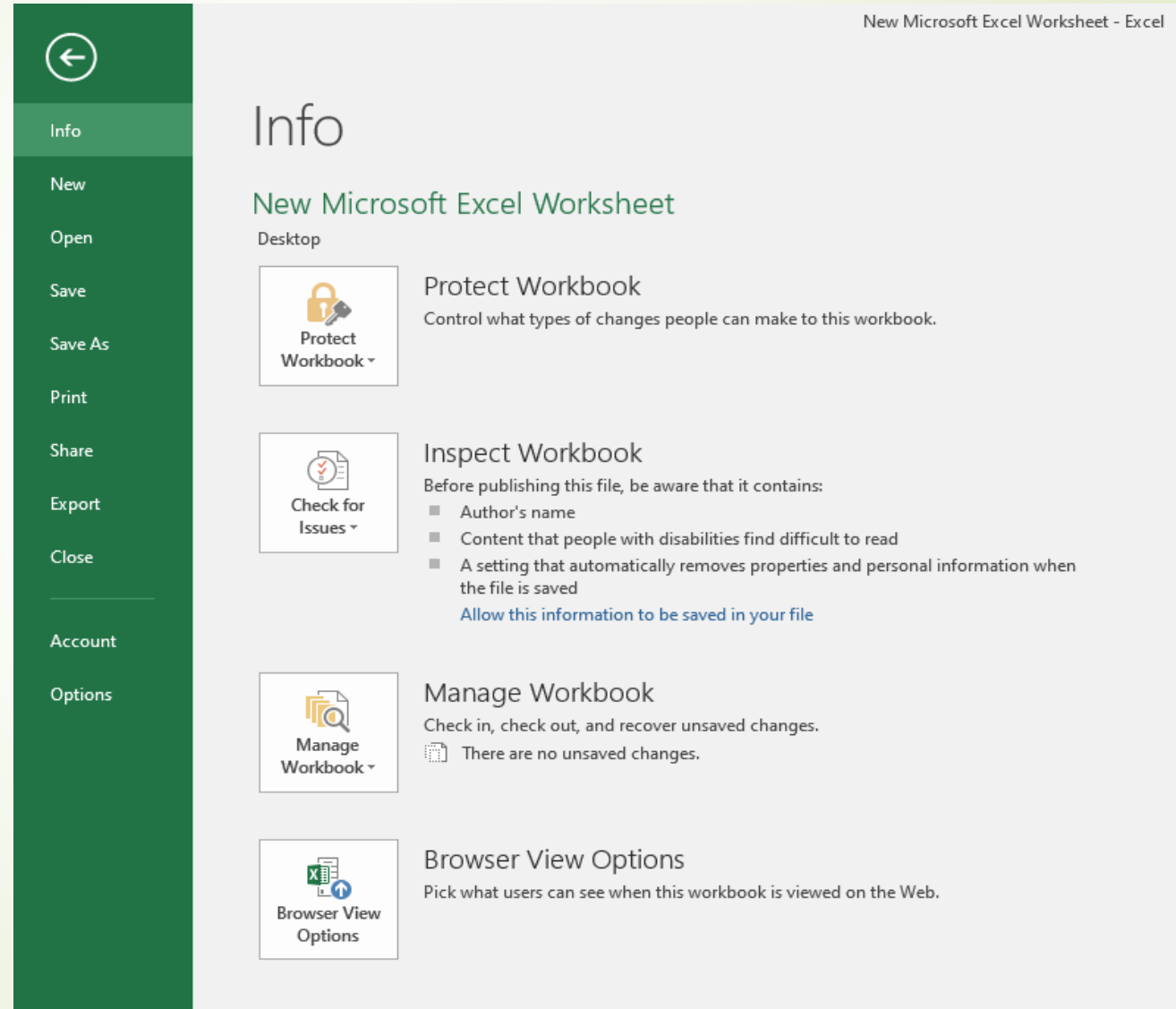
When you enter the first line in the cell and then press the Enter key, you move to the cell below the active cell. To enter a new line in the same cell, press Alt + Enter.





File List

It is the list located below the Title Bar on the left side. This list includes a set of special commands that pertain to the file itself. These commands will be explained in more detail later. The file list includes a set of commands:





- 1- Info : To display information about the open workbook such as the workbook name, size, and date the workbook was created. And also to protect and password the workbook in Excel 2019.
- 2- New : To create a workbook (A new blank workbook is a blank workbook.
- 3- Open : To open an inventory workbook in the calculator.
- 4- Save : Save the workbook this command works as the command When saving the workbook for the first time
- 5- Save as :Save As the workbook with another name



6- Print : To print the worksheet, we choose the settings as follows:

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

New

Print

Print

Copies: 1

Printer

Microsoft Print to PDF
Ready

[Printer Properties](#)

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Normal Margins
Left: 1.78 cm Right: 1.78 cm

No Scaling
Print sheets at their actual size

[Page Setup](#)

1 of 2



- 1- **Print** Executes the print command.
- 2- **Copies** Specify the number of copies to print.
- 3- **Printer** Select the printer you want to print from.
- 4- **Print Active Sheet** Print the activated worksheet.
- 5- **Pages** Specify the number of pages to print.
- 6- **Collated** - It prints the pages from the first to the last page
- 7- **Uncollected** If you print three copies of a 10-page worksheet, the first page will be printed three times, then the second page three times, etc.
- 8- **Portrait Orientation** Make the paper orientation vertical. **Landscape Orientation** Make paper orientation horizontal.
- 8- **A4 Printing paper size.**
 - **Normal Margins** Regular footnotes and options available **Other.**



7- Share :

A- You can share the book with others in two steps: -

Save the workbook in the calculator.

Share the saved workbook on the calculator, then click the save to cloud icon. -

B- Share via email. -

8- Export : The saved workbook can be exported using one of two options -

- Create PDF/XPS Document Convert the workbook to a file: XPS or PDF document - Maintains font and image formatting - Content cannot be easily changed. -

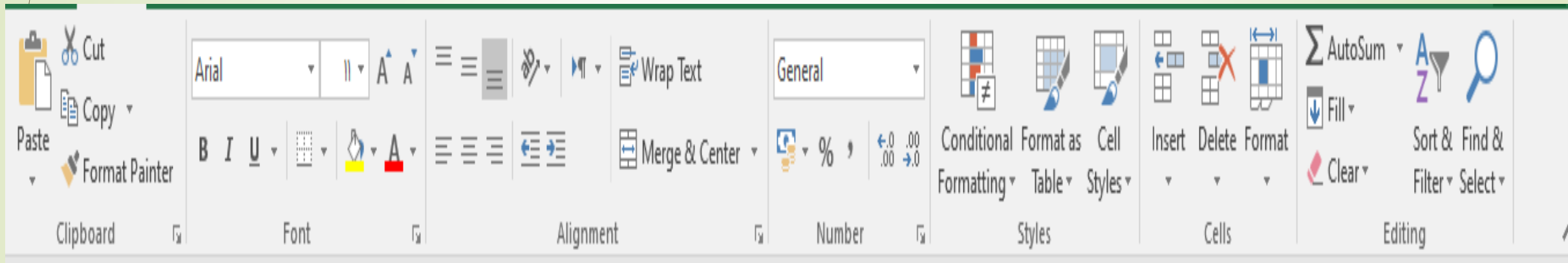
- Change file Type: Change file type -

9- Close : The classified(Book) with the program open.

10- Account : Through this option you can register in Office

. -

List Home



1- Clipboard group : The following operations are included:

- **Cut:** It is the process of cutting the contents of a cell and its shortcut is CTRL+X.
- **Copy** It is the process of copying the contents of a cell, and its shortcut is CTRL+C.
 - **Format painter :** Copy formats from a specific cell And apply it to other cells.
- **Paste:** Pastes copied or cut contents from one cell to another.




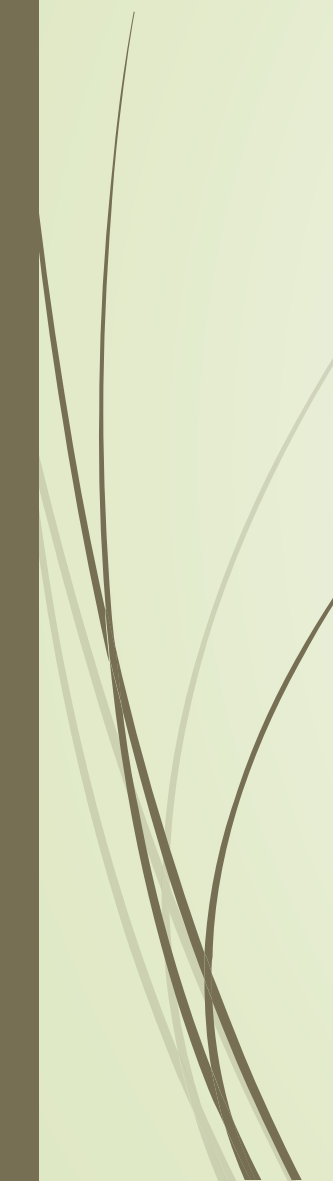
2- Font group : The following operations are included:

- **Arial:** To select the font type from the arrow to the right of Arial.
- **Font size:** To select the font size for the cell contents.
- **Bold** To make the text bold, use the shortcut CTRL+B.
- **Italian** To make the line italic, use CTRL+I.
- **Under line**To underline text, use CTRL+U.
- **Increase font size:** To increase the font size in the cell.
- **Decrease font size:** To reduce the font size in the cell.
- **Bottom Border:** To frame selected cells.
- **Fill color:** To fill a specific cell with a specific color.
- **Font color:** To change the font color for a selected cell.



- **Alignment group** : The following operations are included:

- **Top Align**: To make the contents of a cell above the cell.
- **Middle Align**: To center the cell contents.
- **Bottom Align**: To make the cell contents below the cell.
- **Align text left**: To make the cell contents left aligned.
- **Center**: To center the cell contents.
- **Align text Right**: To right-align the cell contents.

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- **Decrease In dent** It is the process of reducing the space between the frame and the text in the cell. Its shortcut is CTRL + ALT + Shift + Tab.
 - **Increase In dent** It is the process of increasing the space between the frame and the text in the cell. Its shortcut is CTRL + ALT + Tab.
 - **Orientation:** Change the orientation of cell contents (rotate).
 - **Wrap text:** It is the process of rotating the text according to the cell size.
 - **Merge & center** It is the process of merging cells and making them one cell.
 - **Left-to-Right text Direction** The process of shifting contents from right to left and vice versa in a cell.





Thank you for listening