ALMUSTAQBAL UNIVERSITY

Department of Radiology Technologies

Microsoft Excel
First lecture
by Hasan Faez

Excel :

* is one of the programs produced by Microsoft and it is an important tool for saving and organizing data and dealing with tables and numbers as this program contains dozens of different functions in their work (financial, statistical, trigonometric and mathematical functions, etc.) and many mathematical equations can be written from it.

* We can also, through this program, complete the processes of sorting and filtering data and converting data into charts (such as: vertical, circular, histogram, pyramid charts, etc.) and analyze information and prepare reports within a few moments
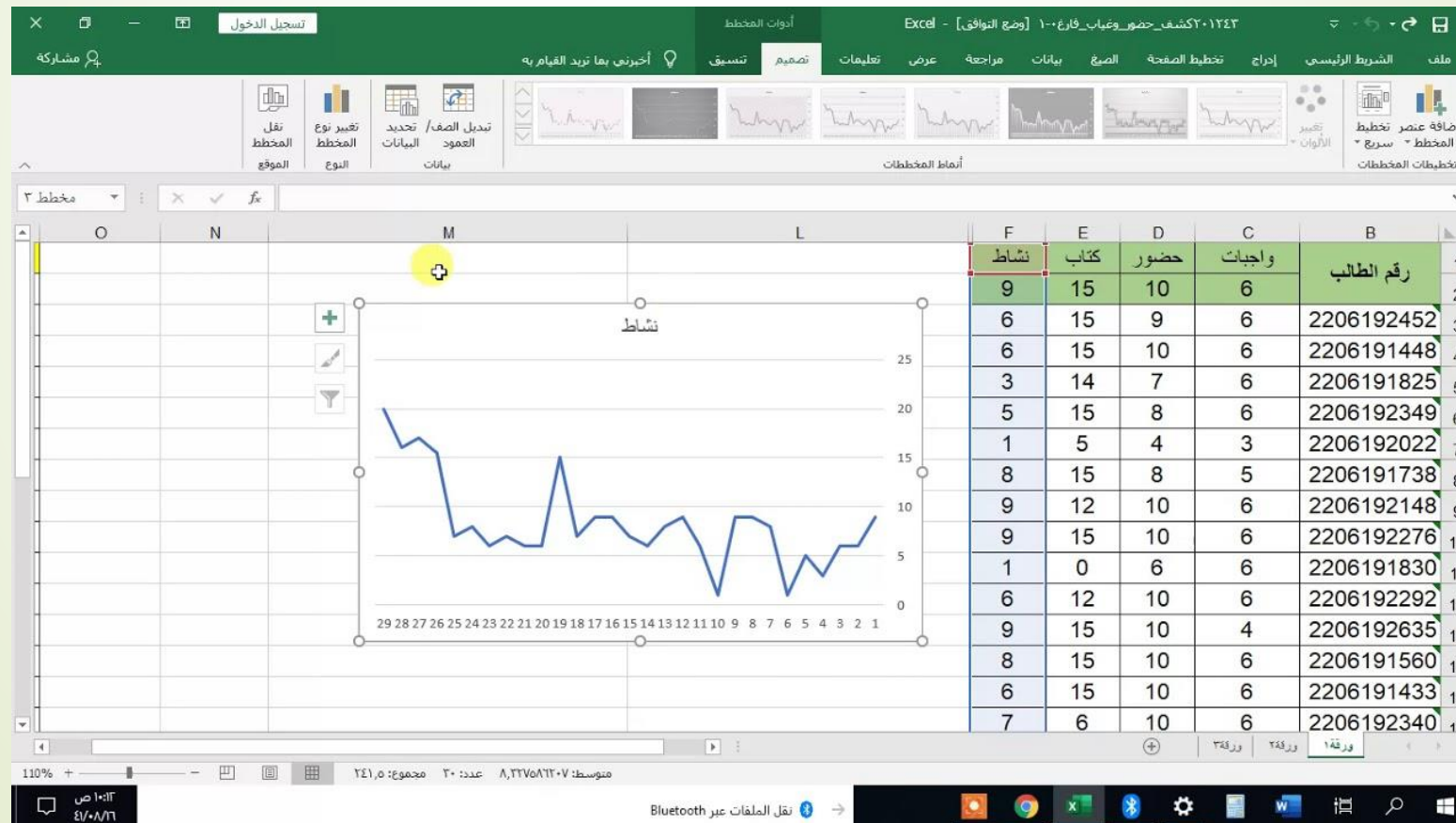
The most important uses of Excel:

* Accounting: Enters many financial accounting data — such as a cash flow statement,

Budgeting : Whether your requirements are personal or professional, you can create any type of •

 budget in   Excel — such as a marketing budget plan.   •

* Invoice and sales: Excel is useful for managing billing and sales data, such as

sales invoices, packing slips, or purchase orders.

* Reporting: You can create multiple types of reports in Excel that show or summarize data analysis — such as reports that measure project performance, reports that show the variance between projected and actual results, or reports that you can use to forecast data.

* Planning: Excel is an excellent tool for creating professional plans — such as a weekly plan for a semester, or a marketing research plan,

* Tracking: You can use Excel to track data in your timesheet

for work tracking

* Using calendars: Excel is well-suited to creating any type of calendar, thanks to the grid-like Excel workspace
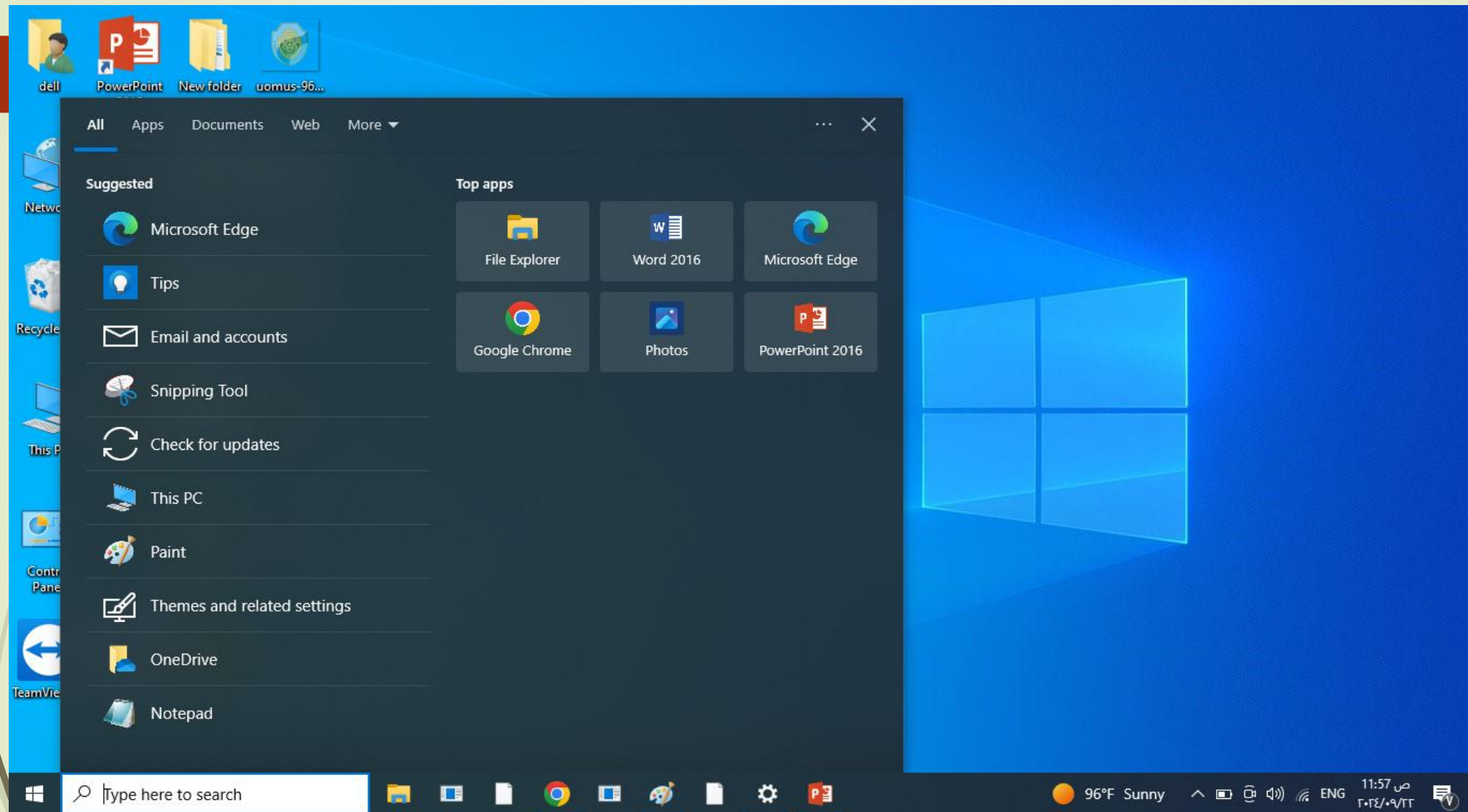
* Steps to open theprogram :

1- Click on the (Start) button located at the bottom left of the screen.

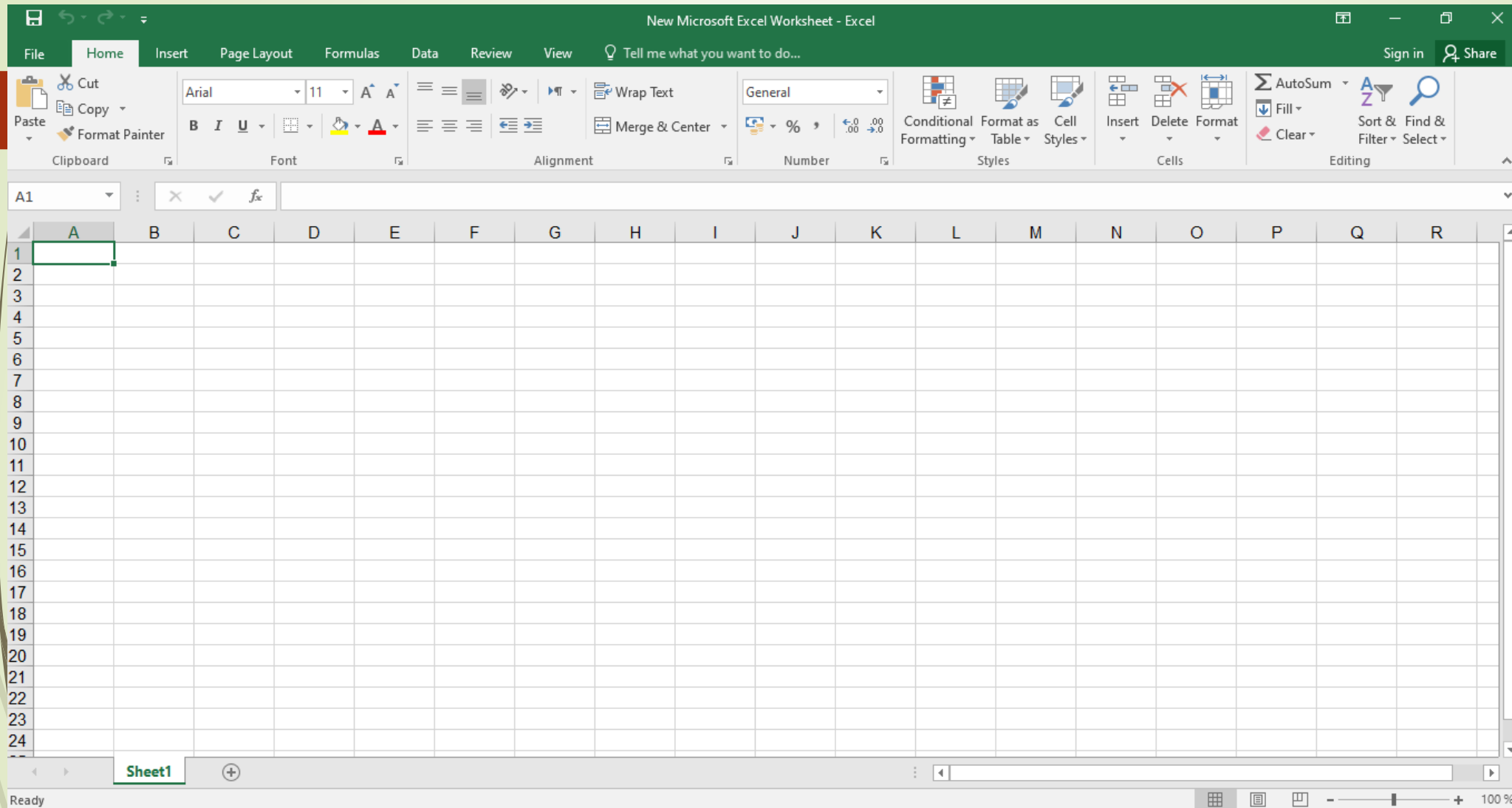2- The program is run from the location where it is stored, which is as follows

My Computer ➡ Local Disk C ➡ Program Files(x86) ➡ Microsoft Office ➡ Office 14 ➡ excel

3-By clicking on the 2019 Excel program shortcut

Start menu from which you can also access Excel.

The main interface of the Excel program

▪The name of the(worksheet) is given to each Excel file.

▪Each file contains a number of sheet called (Sheets).

▪Each sheet (Sheets) contains a number of pages

Called Columns (Columns) and rows (Rows).

▪The intersection of columns with rows forms cells called (Cells).

The worksheet consists of rows, columns and cells that we will show below:

-1 Rows: Each row extends horizontally and each row has its own name starting from the number 1 and ending with the number 1,048,576.

-2 Columns: Each column extends vertically and each column has its own name starting from the letter A and ending with XFD.

-3 Cells: These are the squares where the columns meet the rows and are called cells. Each cell has a name made up of the combination of the column name and the row number to which the cell belongs. For example, if the cell belongs to column A and row number 1, the cell name will be 1A.

Note: The number of rows and columns may vary depending on the year the program was released.

Thank you for listening