

ALMUSTAQBAL UNIVERSITY ➡
Department of Radiology Technologies ➡



Microsoft Excel

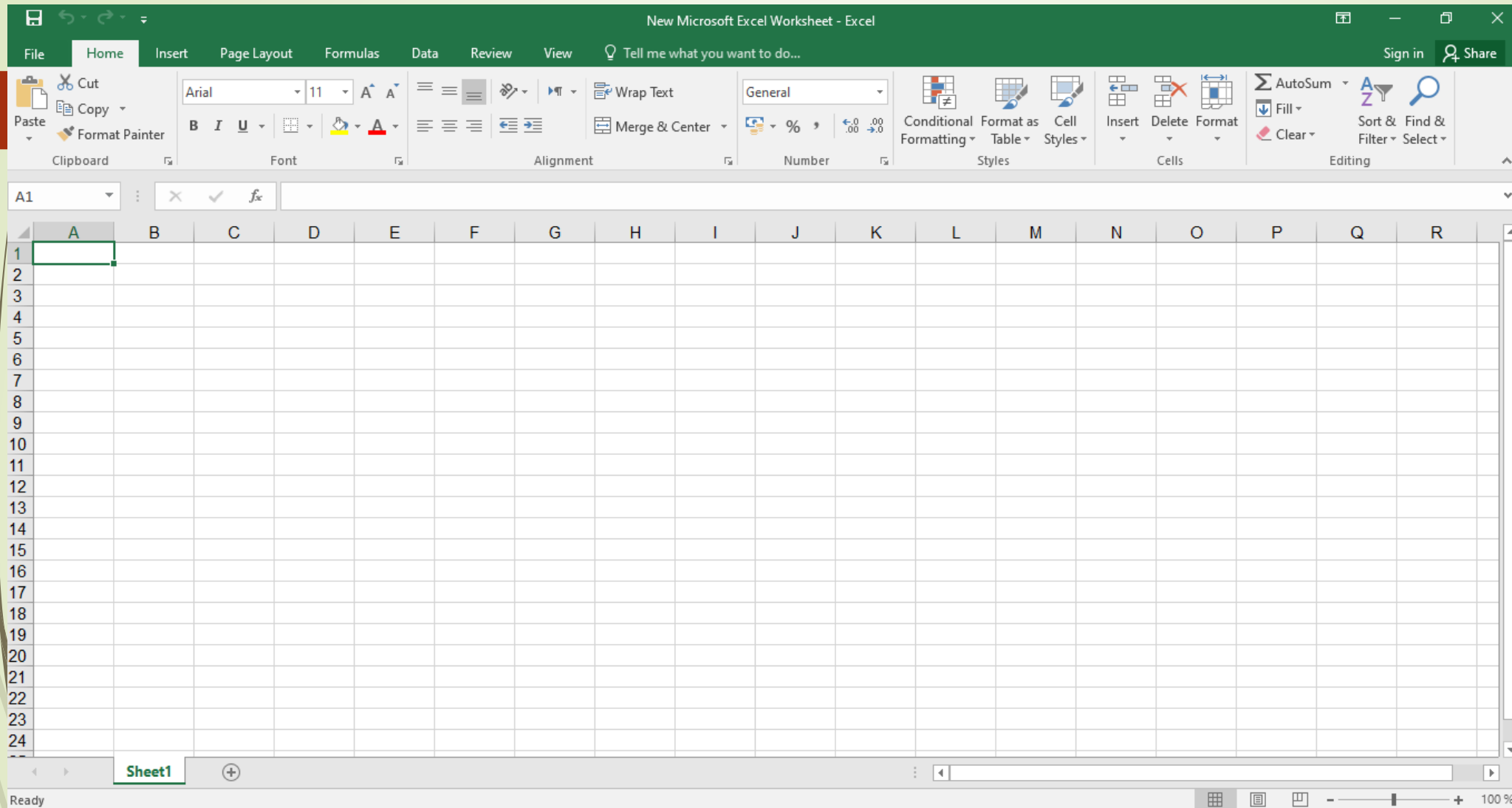
Second lecture

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The worksheet in Excel 2019 consists of five ribbons:

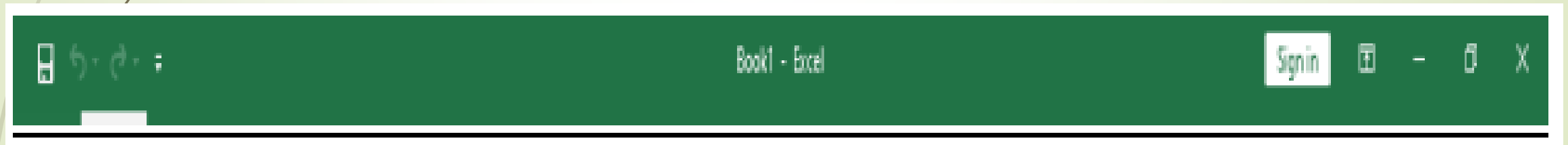
- 1- Title Bar.**
- 2- Menu Bar.**
- 3- Ribbon toolbar.**
- 4- Formula Bar.**
- 5- Status Bar.**



The main interface of the Excel program

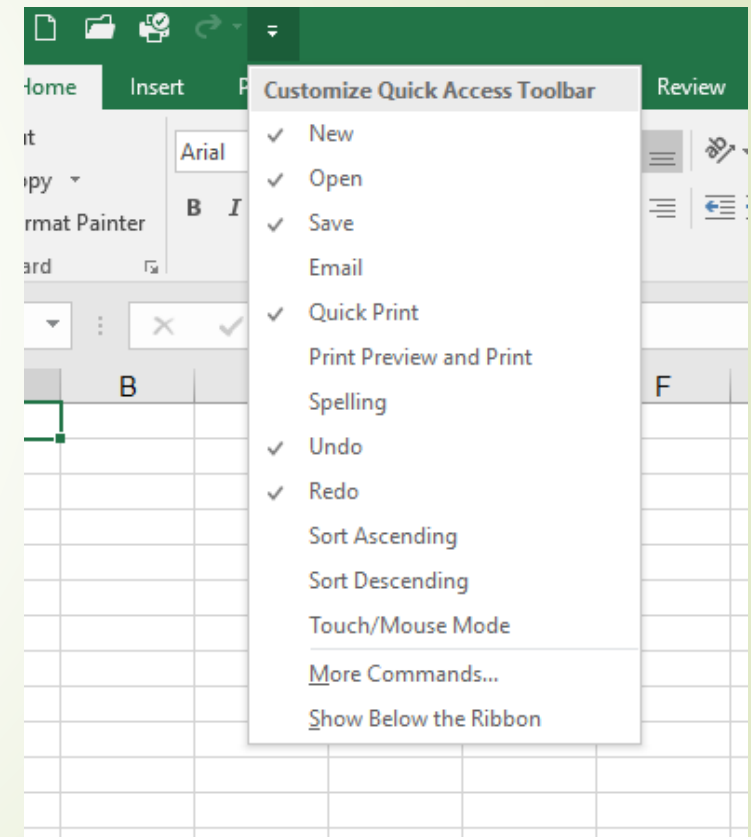
1- Title Bar. ➡

It includes the name of the program, Excel, and the name of the open workbook. It has a default name of BOOK1. This workbook can be saved with a new name, and this new name will appear instead of BOOK1 in the title bar. This bar contains icons for close, maximize, restore the window to its original size (maximize/ restore), and minimize the window





The Ribbon Display Options icon contains options for auto-hide menus (Ribbon Auto-Hide), show menus (Show Tabs) and show menus with commands (Commands Show Tabs and) and contains a button bar on the left. The Quick access toolbar contains a set of commands for quick access. You can add or remove specific commands by clicking on the down arrow and selecting or deselecting the commands in the ribbon. Please note the figure below



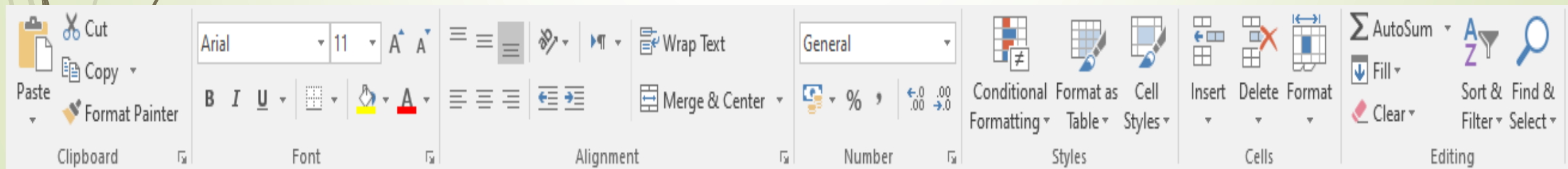


2- Menu Bar: This ribbon contains a set of menus listed below, and each menu contains a set of commands. (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, Search, share)





3- Ribbon toolbar: This ribbon contains many commands and the commands vary from one list to another. These commands are arranged in groups, and each group includes commands to perform certain operations. For example, the Font command group in the Home menu is used to format text written in cells, and the Alignment command group is used to align the information in cells. We notice the presence of separators in the form of vertical lines between these groups.



4- Formula Bar: This bar consists of two main parts: the first is a box at the far left of the bar that contains the address of the active cell, and the second shows the contents of the active cell (the contents of the active cell may be a mathematical formula or any other data), as in the following figure.



5- Status Bar: It is a bar located at the bottom of the Excel program window. This bar contains the view and zoom of the worksheet.

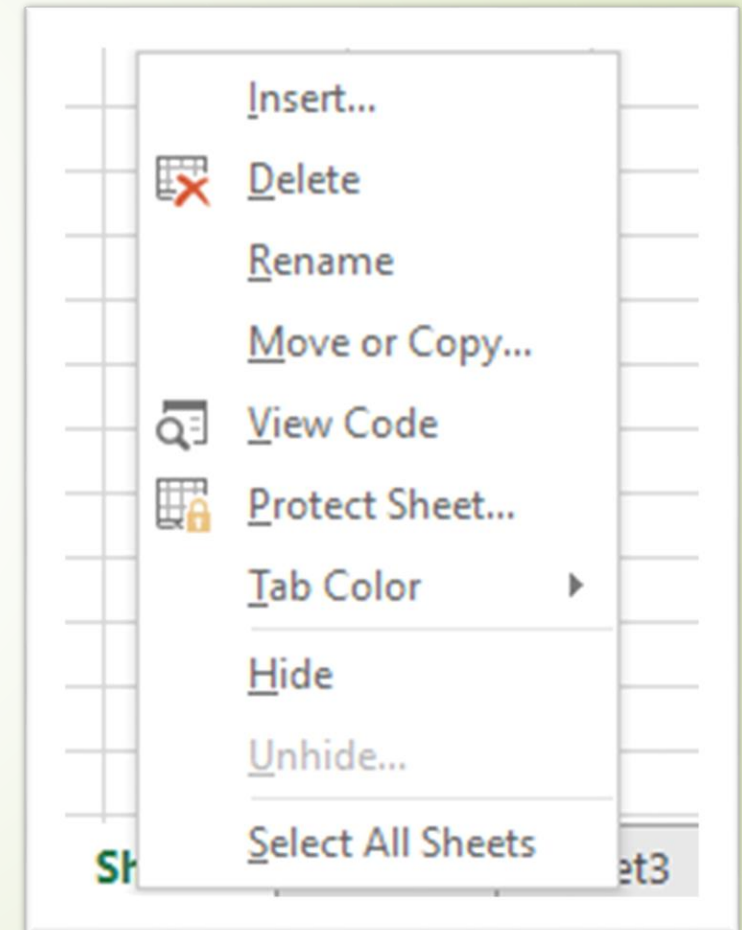


Work sheet : A worksheet consists of rows and columns. Rows are numbered from 1 to 1048576 and columns from A to XFD. The intersection of any row with any column results in a cell, and each cell has an address where the cell name consists of a letter indicating the name of the column and a number indicating the row number.

Sheet:Right click on the icon (The drop-down list appears. ➡

1- Insert : To add a new worksheet, we use One of the following methods:

- Press the New Paper button.(Sheet New-) located at the bottom of the page.
- Press the shortcut keys A new sheet will be added before the current sheet (Shift+F11).
- Right click on any sheet. Work, then choose the Insert command. The Insert window will appear.
We choose (Worksheet) then (Ok).





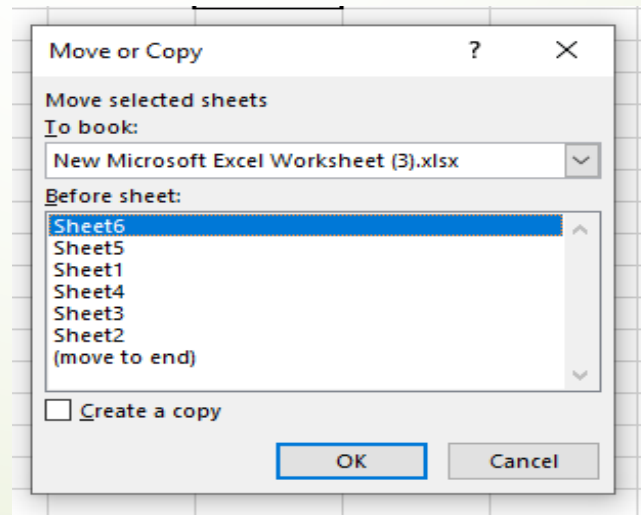
2 -Delete : To delete a worksheet, click the mouse button. Right click on the name of the worksheet, then select Delete.


3-:Rename To rename a worksheet, do the following:

- Right-click on the worksheet name and select the Rename command . Enter. The name of the worksheet will be highlighted, then we write the new name and press the (Rename) button.
- Double-click on the worksheet name, then type the new name and press the button Enter

4 - Move Or Copy : To change the order of a worksheet, we use one of the following two methods

- Click the left mouse button on the worksheet. Then, by continuing to press and drag the sheet towards the new location.
- Right-click on the worksheet. Move or Copy (required) then we choose the Move or Copy command) The transfer or copy dialog box appears, and we select the sheet from which we will transfer the current worksheet to the previous one, then we click Ok, as in the following figure:





5- Protect Sheet : To protect a worksheet, we put a password So that the data cannot be changed except by password By the competent employee.

6- Tab Color : To change the color of the worksheet tab (Right click on Sheet The worksheet tab (Sheet) at the bottom, then we choose the command (Tab Color). The colors window appears and we choose the appropriate color.

7- Hide : To hide the worksheet Hide Right click and choose Sheet from the drop down menu The worksheet will disappear.

8- Unhide : To display a worksheet Hidden, right-click and choose Sheet from the drop-down menu. (OK) We choose the name of the required worksheet, then the Unhide window appears.

9- Select All Sheet : Identify all work auras Excel in Sheet workbook

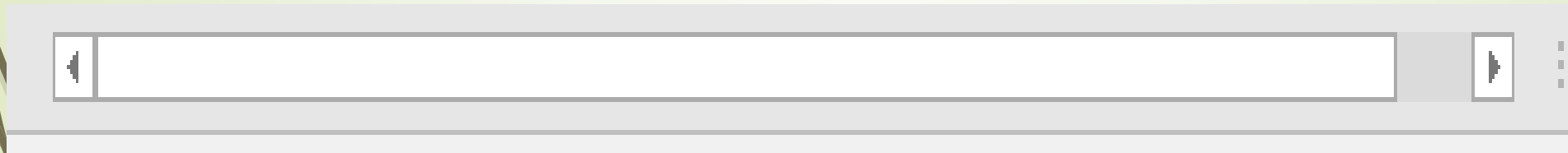


Manipulating and navigating between worksheet cells:

We use the mouse to navigate between the cells of the worksheet by clicking on the required cell to activate it, but in many cases we use the keyboard through the following commands:

- ❖ Enter : To move to the cell below the active cell .
- ❖ Shift + Enter : To move to the cell directly above the active cell.
- ❖ TAB : To move to the cell to the left of the active cell (Directly in Active Cell If the worksheet direction is from right to left.
- ❖ Shift + TAB : _To move to the cell to the right of the active cell (Directly (Active Cell) If the worksheet direction is from left to right.

- ❖ Stocks We can move between cells using the arrows on the keyboard according to the direction.
- ❖ Page Up : Use this shortcut to go to the previous page.
- ❖ Page Down : Use this shortcut to go to the next page.
- ❖ Ctrl + Page Up : Use this shortcut to go to the beginning of the first page. ➡
- ❖ Ctrl + Page Down: Use this shortcut to go to the end of the last page. ➡
- ❖ If the workbook contains a large number of worksheets, you can use the navigation arrows on Right of the report bar. As shown in the figure







Thank you for listening