



Al-Mustaqbal University

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Microsoft Excel

Lec 2



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اذكر لي تطبيق عملي للأسفل من أختصاصك؟



Basic Calculations

Formulas allow calculations:

1. $=A1+B1$ (Addition)
2. $=A1-B1$ (Subtraction)
3. $=A1*B1$ (Multiplication)
4. $=A1/B1$ (Division)



Common Excel functions:

1. - SUM(): add values
2. - AVERAGE(): calculate average
1. - MAX(): highest value
2. - MIN(): lowest value

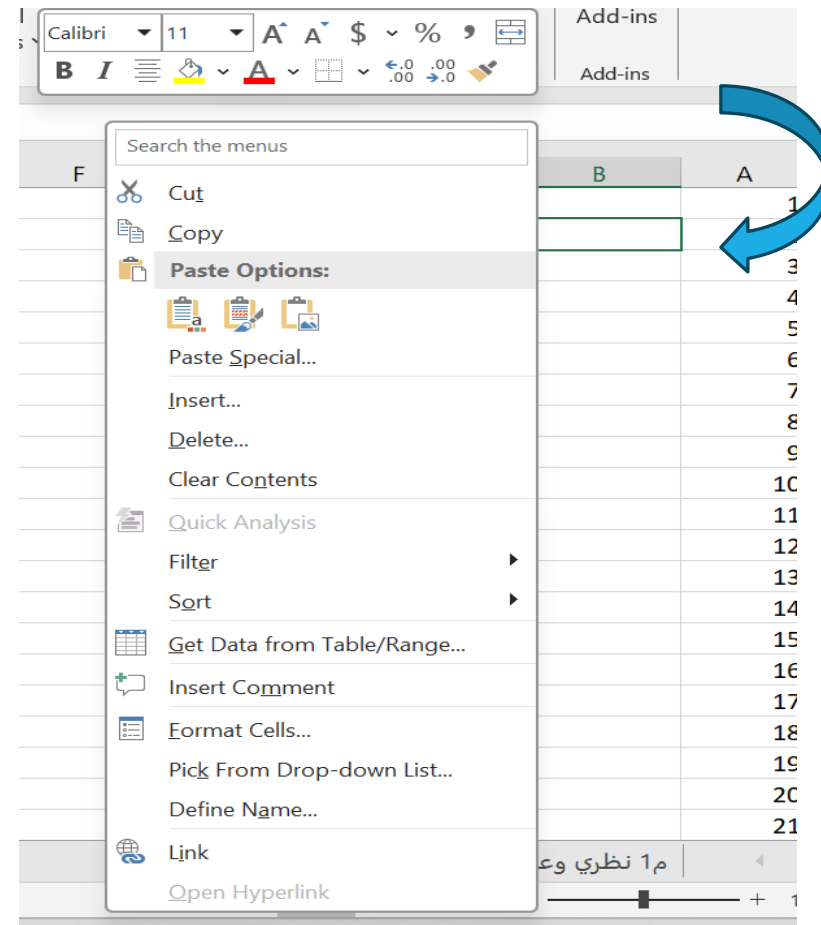
رقم ٢	رقم ١
10	5

10+5	15	الجمع
10-5	5	الطرح
10*5	50	الضرب
10/5	2	القسمة

Formatting

Change the appearance of cells:

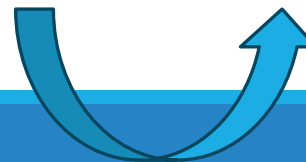
1. - Cell color
2. - Font size
3. - Table borders



Charts

Visualize data with charts:

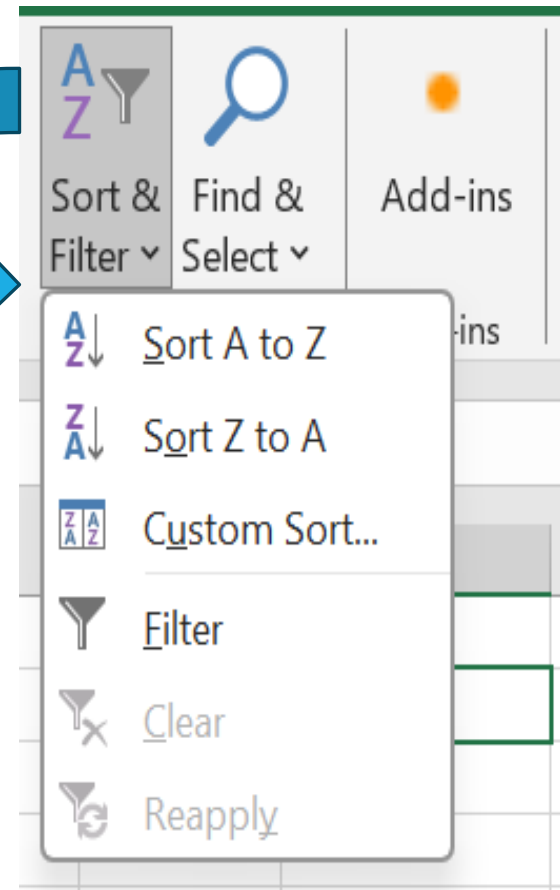
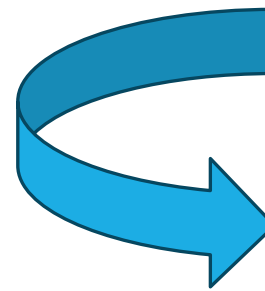
1. - Column Chart
2. - Pie Chart
3. - Line Chart



Sorting and Filtering

1. - **Sorting:** arrange data (A-Z or Z-A)

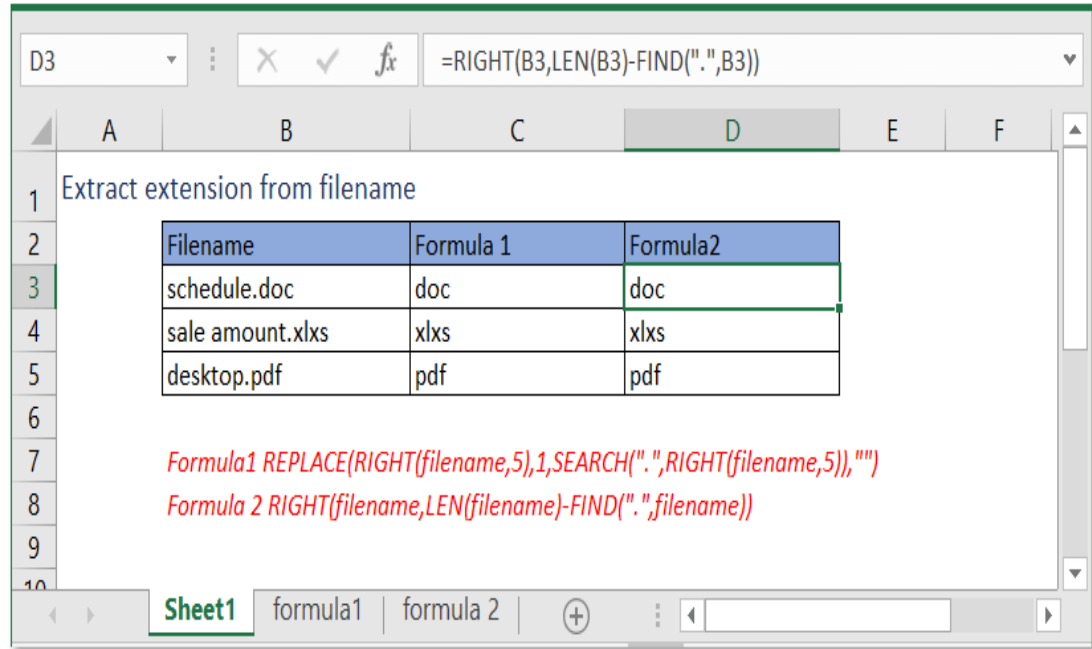
1. - **Filtering:** display only specific data based on conditions



Saving and Exporting Files

Save in different formats:

1. - .xlsx (default)
2. - .csv (text data)
3. - .pdf (read-only/
print)



The screenshot shows an Excel spreadsheet with a table of file names and their extensions. The formula bar at the top displays the formula `=RIGHT(B3,LEN(B3)-FIND(".",B3))`. The table has three columns: 'Filename', 'Formula 1', and 'Formula2'. The data rows are:

Filename	Formula 1	Formula2
schedule.doc	doc	doc
sale amount.xlsx	xlsx	xlsx
desktop.pdf	pdf	pdf

Below the table, the formulas are explained:

Formula1 `REPLACE(RIGHT(filename,5),1,SEARCH(".",RIGHT(filename,5)),"")`
Formula 2 `RIGHT(filename,LEN(filename)-FIND(".",filename))`

Tables

The Insert Table option allows you to create structured tables to organize data.

Example: Enter students' names and grades in a table.

Activity: Ask students to create a small table with sample data.

Pictures

You can insert pictures from your computer or the internet.

Activity: Insert the university logo into a worksheet.

Text Box

Insert a Text Box to add notes or labels inside a worksheet.

Example: Write 'Final Results' above a table.

Conclusion & Q/A

Excel is a powerful tool for managing, analyzing, and visualizing data.

Now, let's move to your questions!

