



Al-Mustaql University
college of Pharmacy



Introduction to Microsoft Excel

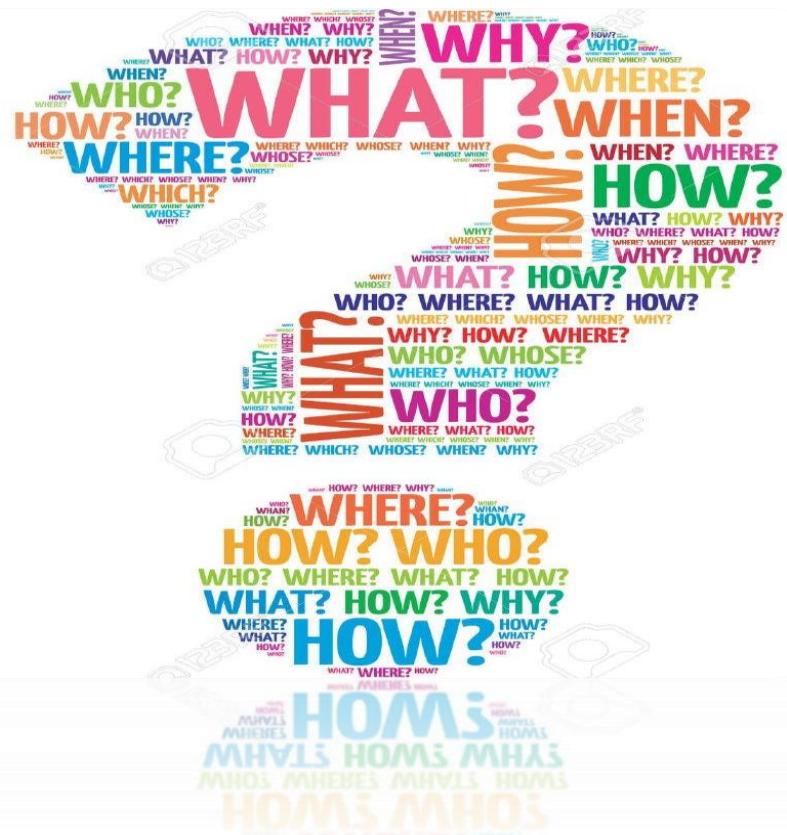
Lec 1



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ما هي فكرتك عن الأكسل؟



What is Excel?

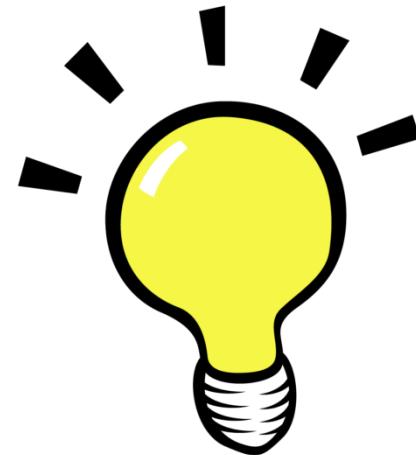
Excel is a spreadsheet program from Microsoft Office.

- Used for data entry and organization
- Helps in data analysis and reporting



Why Excel is Important

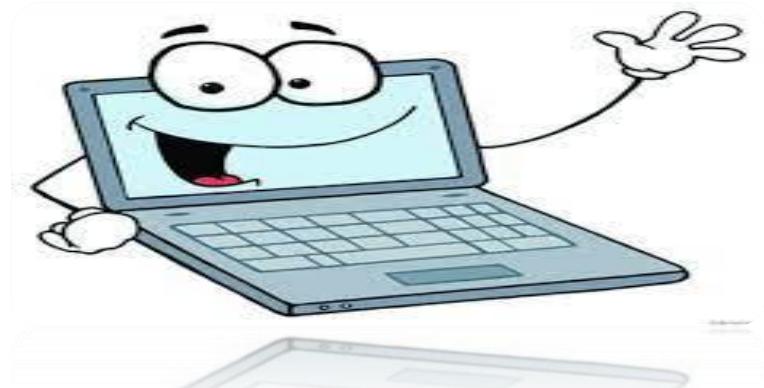
- Data Management
- Perform Calculations
- Create Charts and Graphs
- Support Decision Making



Excel Interface

Main components:

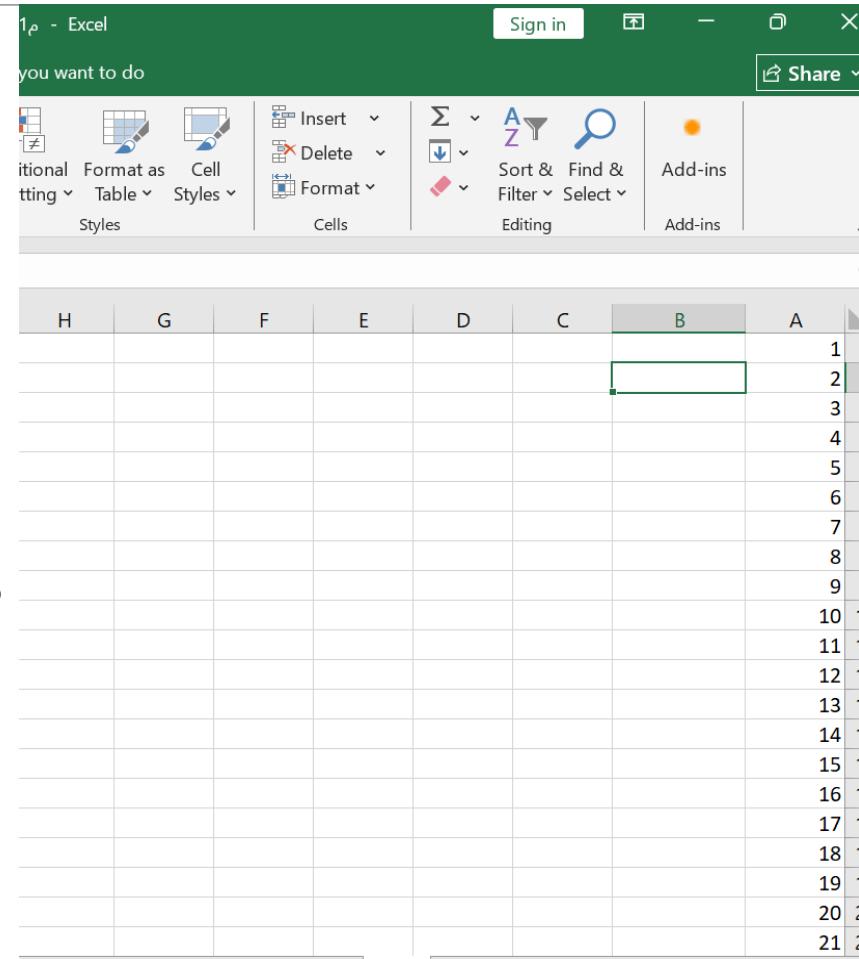
- Ribbon: contains tools and commands
- Formula Bar: enter formulas and functions
- Columns & Rows: organize data in a grid



Columns, Rows, and Cells

A cell is the intersection of a column and a row.

Each cell has an address
(e.g., A1 = column A, row 1).



The screenshot shows a Microsoft Excel spreadsheet window. The ribbon menu is open, displaying the Home tab with various icons for formatting and table operations. The main area of the spreadsheet shows a grid of columns (H, G, F, E, D, C, B, A) and rows (1 through 21). The cell at the intersection of column B and row 1, labeled B1, is selected and highlighted with a green border. The rest of the spreadsheet is empty.

Entering Data

Types of data you can enter:

1. - Numbers
2. - Text
3. - Dates



Basic Calculations

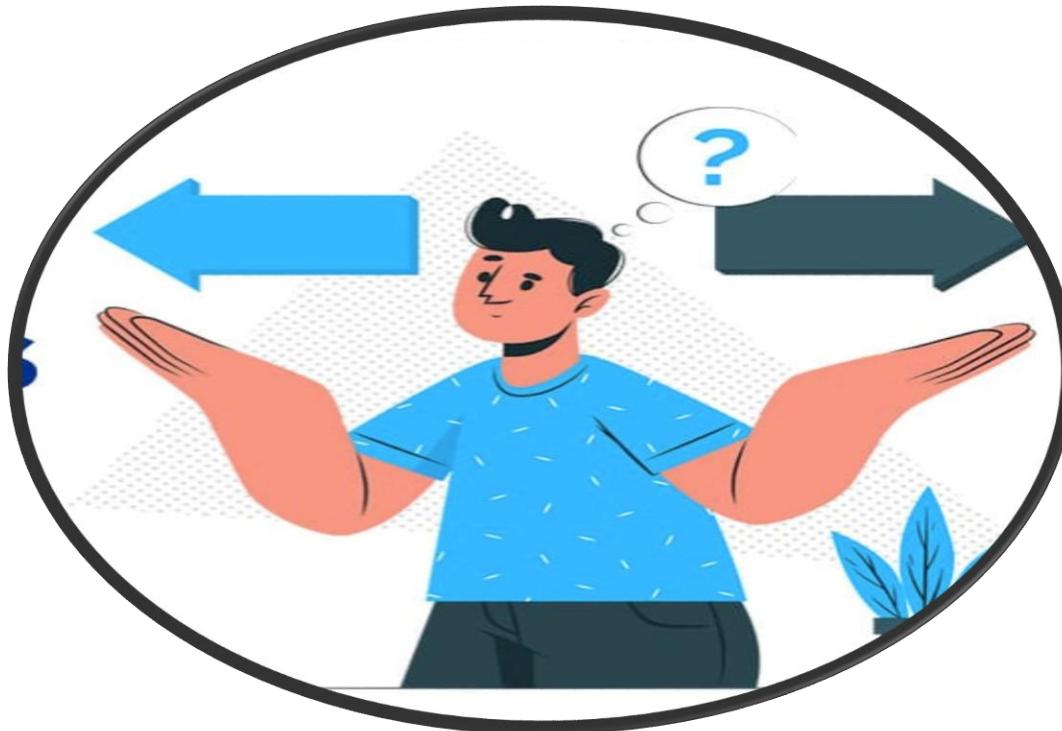
Formulas allow calculations:

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



نشاط؟؟؟

أهم استخداماته في الحياة الدراسية أو
العملية؟



Conclusion & Q/A

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

Now, let's move to your questions!

