



Introduction to MS Excel 2013

LESSON OUTCOMES

After this lesson, students will be able to:

- » Define spreadsheets, spreadsheet software and MS Excel.
- » List the features of Excel.
- » Start Excel 2013.
- » Label and describe each component of the Excel window.
- » Navigate within a worksheet.
- » Work with a worksheet:
 - Rename a sheet.
 - Delete a sheet.
 - Insert a sheet.
 - Enter data.
- » List the different data types in Excel.
- » Work with workbooks:
 - Create a workbook.
 - Open a workbook.
 - Save a workbook.

WARM UP

Look at this spreadsheet. Fill in the required data.

Ans.

ROLL NO	NAME	ENG	HINDI	MATHS	TOTAL	AVERAGE	RANK
1	ARUN	44	84	93	221	73.6	1
2	BHAVNA	26	75	93	194	64.6	4
3	CHARU	60	62	77	199	66.3	3
4	DIYA	64	72	80	216	72	2
5	RAJEEV	86	31	41	158	52.6	5

CHAPTER NOTES

- » Excel 2013 is one of the most popular spreadsheet software applications. Its variety of features and ease of use has made it very popular for personal as well as professional use.
- » The most powerful feature of Excel are its formulae that can be used for all types of simple and complex mathematical calculations.
- » There are numerous built-in formulae called functions that make life easier.
- » Any change in data automatically recalculates the formulae.
- » Formatting options are available and they are the same as in other applications like MS Word.
- » Chart feature of Excel allows you to display data in a graphical form, making it easier and effective for analysis.
- » Features like AutoSum and AutoFill make data entry very convenient.
- » A worksheet is a grid of rows and columns.
- » The intersection of a row and a column is called a cell, which is the basic unit in which data can be entered.
- » The rows are numbered on the left side of the Excel window and the columns are denoted with letters on the top of grid.

- » One worksheet has 1,048,576 rows and 16,384 (till XFD) columns.
- » A workbook is a collection of related worksheets.
- » A cell is made by the intersection of a row and a column in a worksheet. Every cell is known by its cell address. The cell address is a combination of Column name and Row Number. For example: A5, C67, K89. Data can only be entered in a cell.
- » A cell gets surrounded by a thick rectangular border when it is clicked. This cell is the active cell. Data is entered only in the active cell. Only one cell can be active at a time.
- » A rectangular group of continuous or adjacent cells is called a range. The smallest range is one cell and the largest range is the whole worksheet. The range is specified by writing the address of the starting cell and the ending cell joined by a colon (:).
- » The box located just above the column heading on left side of the Excel window is the Name box. It shows the address of the selected or active cell.
- » To the right side of the Name box lies the formula bar. It shows the contents (data and formula) of the active cell.
- » Rows are numbered. Row headings are marked as 1, 2, 3, etc., on the left side.
- » The letters just below the formula bar are column headings. These are denoted from A to XFD.
- » Status bar is located at the bottom of the Excel window. It gives information about the current command as well as various messages.
- » The tabs at the bottom, just above the status bar that show the names of sheets are called Sheet tabs.
- » By default, only one sheet is visible.

- » Data is entered in a cell by making it active. Once the cell is active, data is entered by simply typing and the entry is complete when the Enter key is pressed. While you enter the data, the same is visible in the formula bar as well.
- » Following types of data can be entered in an Excel worksheet: Numbers, Text and Formulae.
- » Numerals from 0 to 9 and characters like \$, %, +, -, ^, * are included in numeric data.
- » Textual data consists of letters, numbers, spaces and all special characters.
- » An expression involving values, operators and cell addresses that result in an output value is called a formula. Formulae always begin with an equal to (=) symbol.

DEMONSTRATION

- » Start Excel 2013.
- » Navigate within a worksheet.
- » Rename a sheet.
- » Delete a sheet.
- » Insert a sheet.
- » Enter data.
- » Create a workbook.
- » Open a workbook.
- » Save a workbook.

LAB ACTIVITIES

- » Open Excel. Create and save the following worksheet:

	A	B	C	D	E	F	G
1	XYZ PUBLIC SCHOOL						
2	HALF YEARLY MARKS LIST OF CLASS V-A						
3	S.NO	NAME	ENGLISH	HINDI	MATHS	EVS	COMPUTERS
4	1	ADITI DHAWAN	36	33	100	67	45
5	2	BHAVESH MEHTA	91	59	65	69	87
6	3	CHARU GOYAL	41	90	83	85	44
7	4	DIVYA RAJANI	94	77	86	44	33
8	5	EKAMPREET SINGH	68	84	88	65	90

ASSESSMENT

Teacher can assess students on the basis of the following questions.

1. What is spreadsheet software?
2. What is a workbook?
3. Name any five components of the MS Excel window.
4. What is the difference between the Status bar and Title bar?
5. What is a cell?

SUGGESTED CLASS ACTIVITIES

1. Match the following.

- | | |
|------------------------------|---------------|
| 1. Saving a workbook | (a) Ctrl+N |
| 2. Creating a new workbook | (b) Shift+F11 |
| 3. Selecting all cells | (c) Ctrl+A |
| 4. Inserting a new worksheet | (d) F2 key |
| 5. Entering data | (e) Ctrl+S |

2. Name the parts of the Excel window given below.

