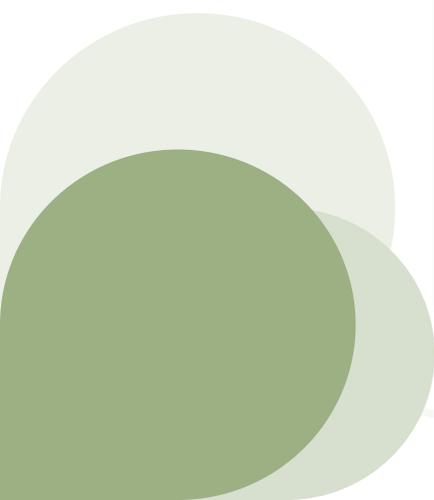


# **INTRODUCTION TO MICROSOFT EXCEL 2010**

by  
**Md. Khadeer**

Dr.MCR HRD Institute





# Objectives

- What is Ms-Excel?
- How to Start Microsoft Excel Application
- Ms-Excel Interface
- Excel Tabs
- Ribbon
- Spreadsheet Terminologies



# What is Microsoft Excel?

Excel is a powerful spreadsheet program that allows users to organize data, complete calculations, make decision, graph data and develop professional-looking reports.



**Excel file Extension is .xlsx**

# Start Ms-Excel

- Click on the **Start** button, and then click **All Programs**.
- Click on **Microsoft Office** and click on **Microsoft Excel 2010**.





Main Menu

# Office Environment in Excel

Window controls and help

Quick Access Toolbar

Book1 - Microsoft Excel

Tabs: It represent core tasks you do in Excel.

Ribbon

Name Box

Formula Bar

Column Headers

Row headers

Horizontal array of data is called as row

Vertical array of data is called as Columns

Cell

(Intersection between Rows and columns is called as cell)

Scroll Bars

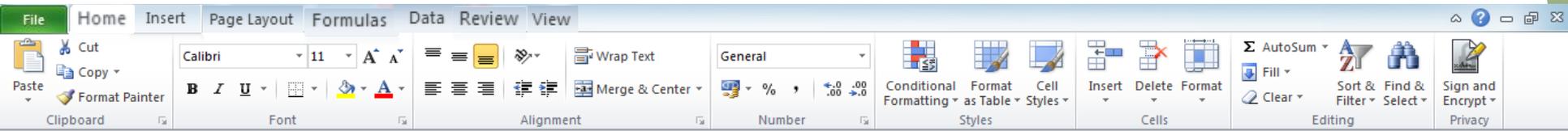
Sheet Tab

Status Bar

View options and Zoom control



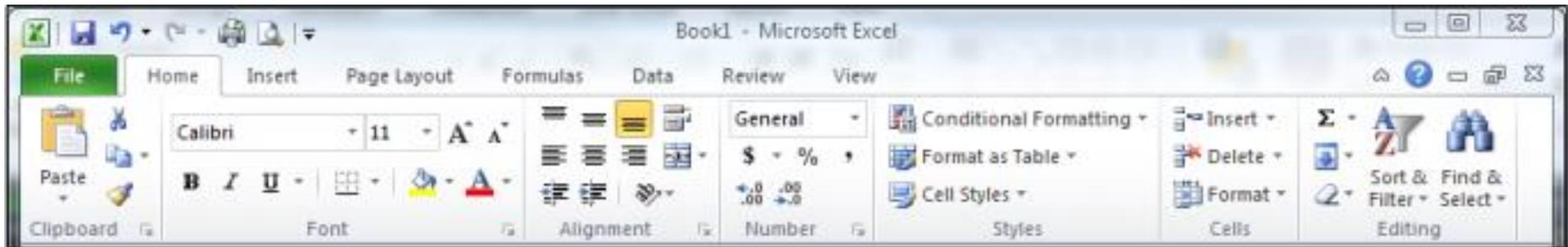
# Excel 2010 Tabs



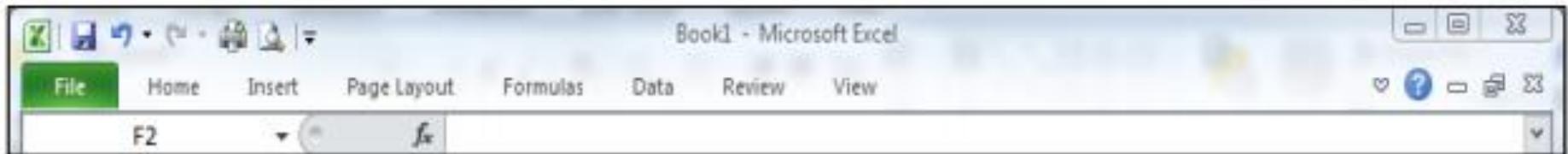
- **File** - Perform file management tasks, Choose options to control how you work with Excel
- **Home** - Common tools
- **Insert** - Insert objects
- **Page Layout** – Print settings
- **Formulas** – Functions in categories
- **Data** - Working with data
- **Review** - Spelling, Protecting, Sharing
- **View** - How Excel appears on screen  
(Does not affect printing)

# Hide the Ribbon

- Create more room on the screen to work



Expanded view



Collapsed view



# Excel 2010 information

- ❖ Available Columns:  
**A - XFD → 16,384 columns**
- ❖ Available Rows:  
**1 – 10,48,576**
- ❖ **There are over 17 billion cells in each worksheet!!!!**
- ❖ There are more than 400 formulas divided in 11 category.



# Spreadsheet Terminology

**Workbooks** are like notebooks containing a collection of worksheets.

**Worksheets** individual sheets organized into a rectangular grid of vertical columns and horizontal rows within a workbook .

**Sheet Tabs** display the sheet name at the bottom of a workbook.

**Cell** the intersection of a row and column, is a basic unit of a worksheet in which you enter data.

**Range** is a series of 2 or more adjacent cells.

**Gridlines** the horizontal and vertical lines on a worksheet.

# Error Values in Excel



Error Value	Meaning	Causes
#DIV/0	Division by zero	The division operation in your formula refers to a cell that contains the value 0 or is <i>blank</i> .
#N/A	No value available	Technically, this is not an error value but a special value that you can manually enter into a cell to indicate that you don't yet have a necessary value.
#NAME?	Excel doesn't recognize a name	This error value appears when you incorrectly type the range name, refer to a deleted range name, or forget to put quotation marks around a text string in a formula.
#NULL!	You specified an intersection of two cell ranges whose cells don't actually intersect	Because a space indicates an intersection, this error will occur if you insert a space instead of a comma (the union operator) between ranges used in function arguments.
#NUM!	Problem with a number in the formula	This error can be caused by an invalid argument in an Excel function or a formula that produces a number too large or too small to be represented in the worksheet.
#REF!	Invalid cell reference	This error occurs when you delete a cell referred to in the formula or if you paste cells over the ones referred to in the formula.
#VALUE!	Wrong type of argument in a function or wrong type of operator	This error is most often the result of specifying a mathematical operation with one or more cells that contain text.



## Backstage View

The File menu in Excel 2010 opens what is known as Backstage view. This is where you can manage your files (open, save, print, find info, etc.) and set program options (formerly accessed through Tool/Options).

# Creating a new Workbook

- ❖ When you start Excel, you'll see a new blank workbook (Book1). You can begin typing in that workbook or choose to create a new workbook.
- ❖ To create a new workbook, go to File/New then click Create (under Blank workbook on right side of screen)

