



Al-Zahra University, Department of Pharmacy

COMPUTER SCIENCE

Second Stage

Lecture 1

Microsoft Office Excel

Excel

It is an electronic spreadsheet program that allows storing a huge amount of data in tables
And carry out calculations and statistical analysis on them and create graphs with high efficiency

To run the program, we follow the following steps:

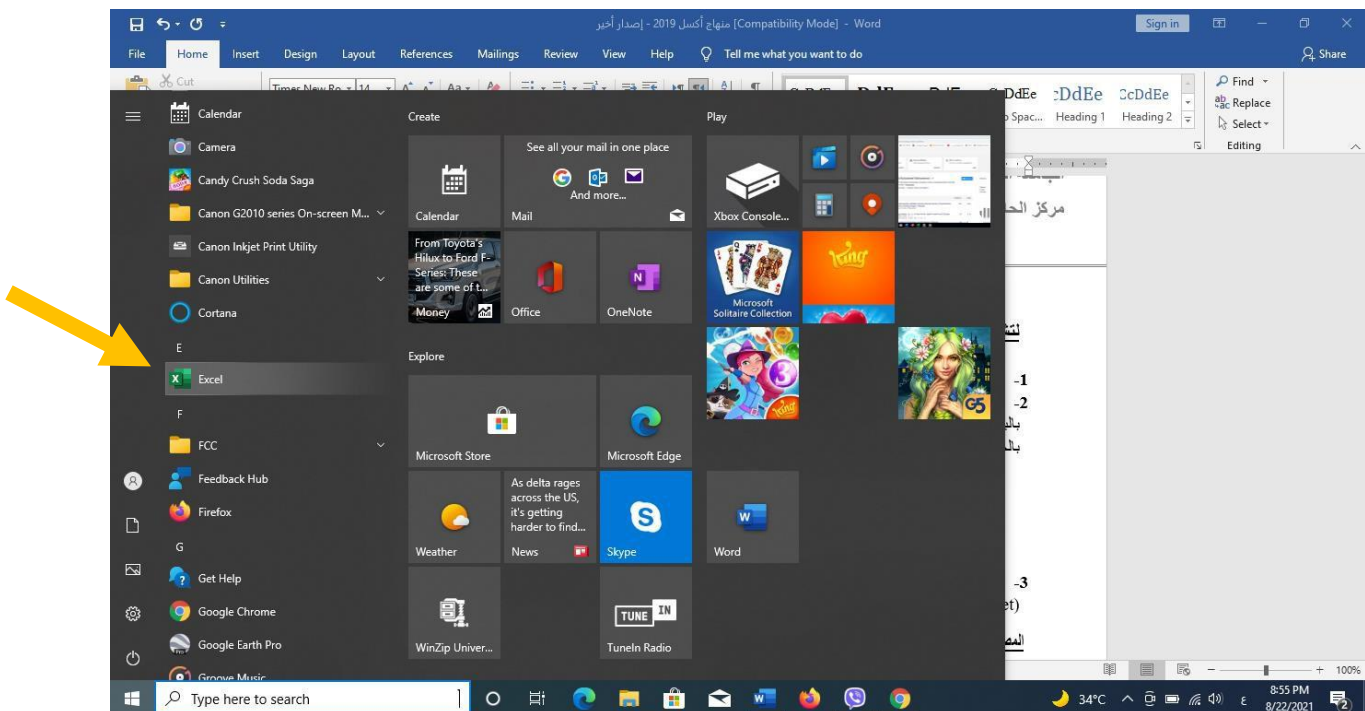
1 Click on the Start button located on the left of the bottom of the screen.

2- Note that the programs installed on the calculator are arranged by alphabet in the list of programs,

So we will have all the programs that start

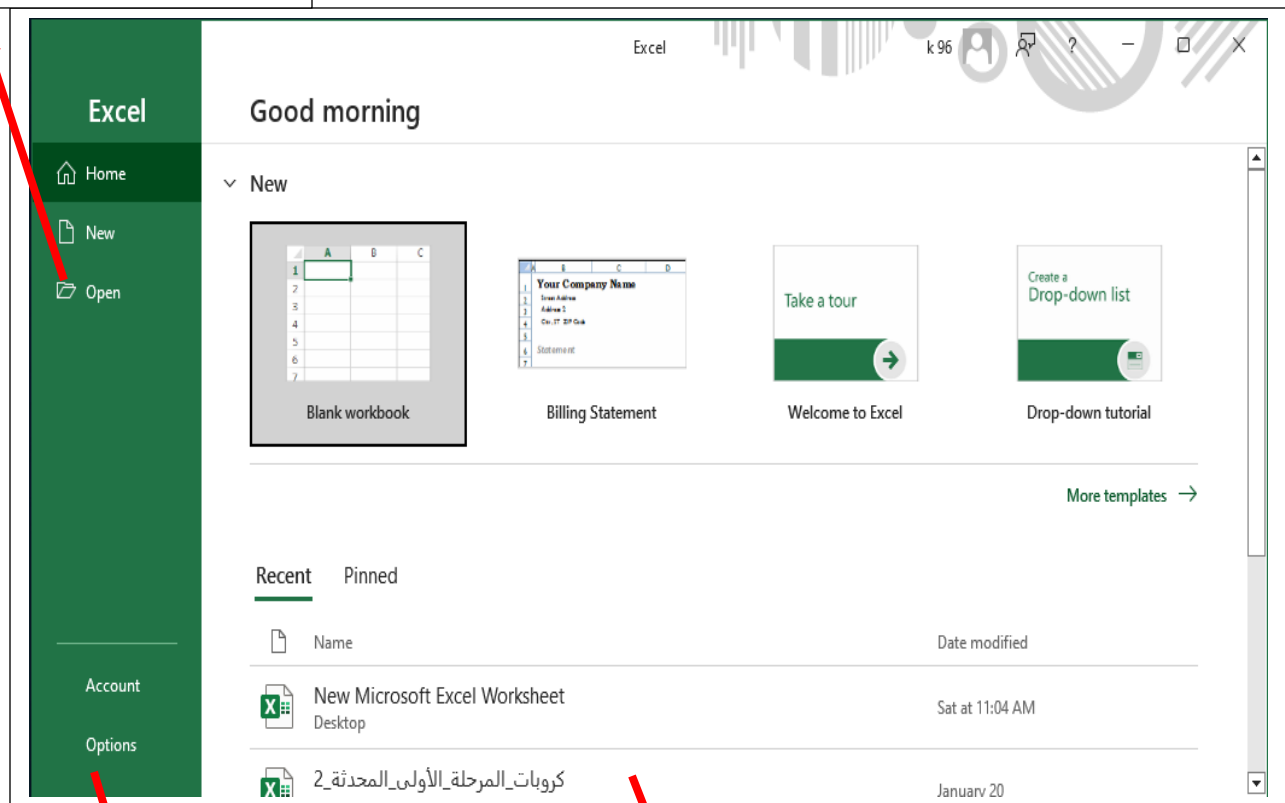
By searching for the letter E

With the letter E, including the Excel program. Excel luck figure below.



The main window of the Excel program :

Open a previously saved file

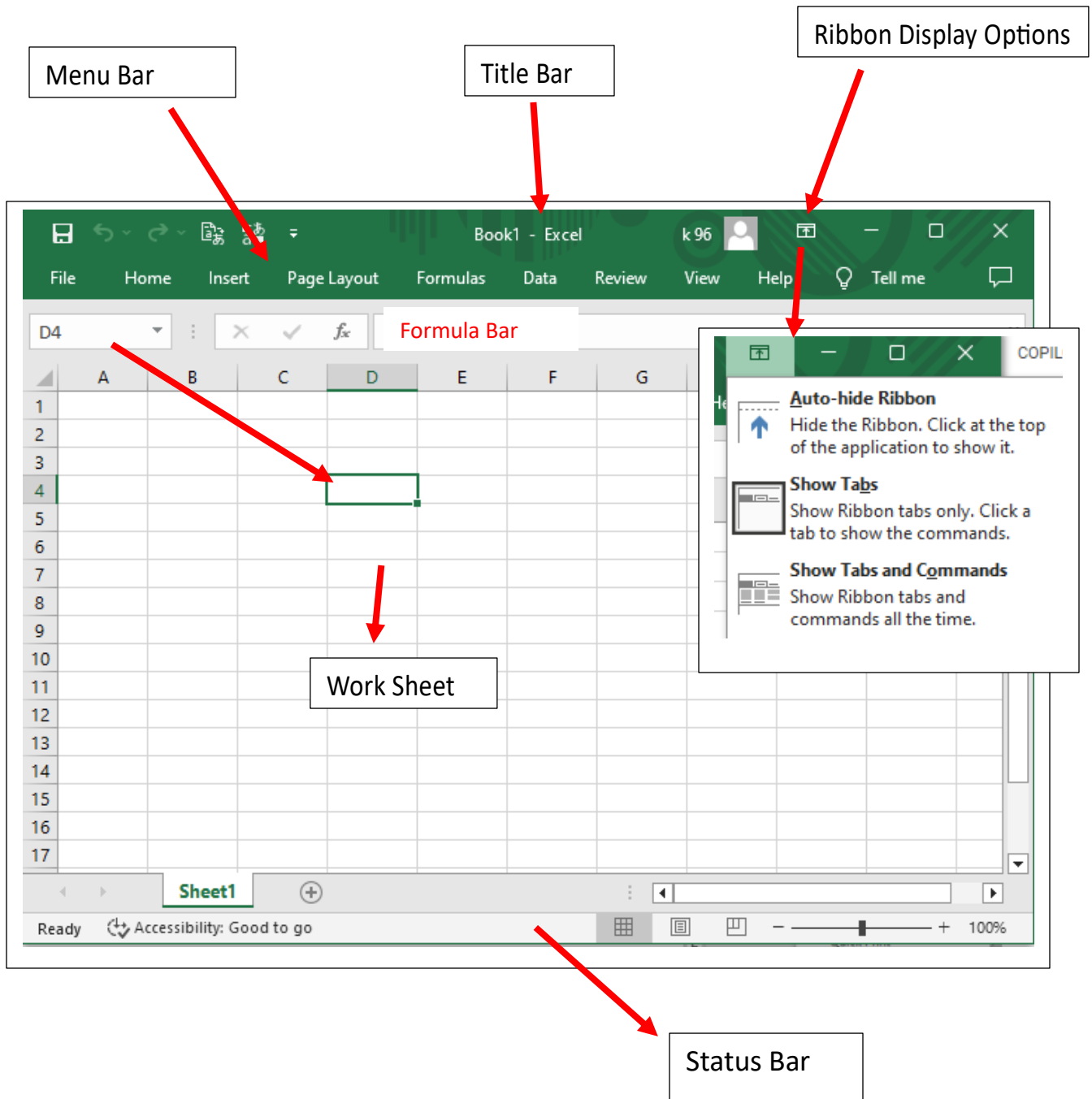


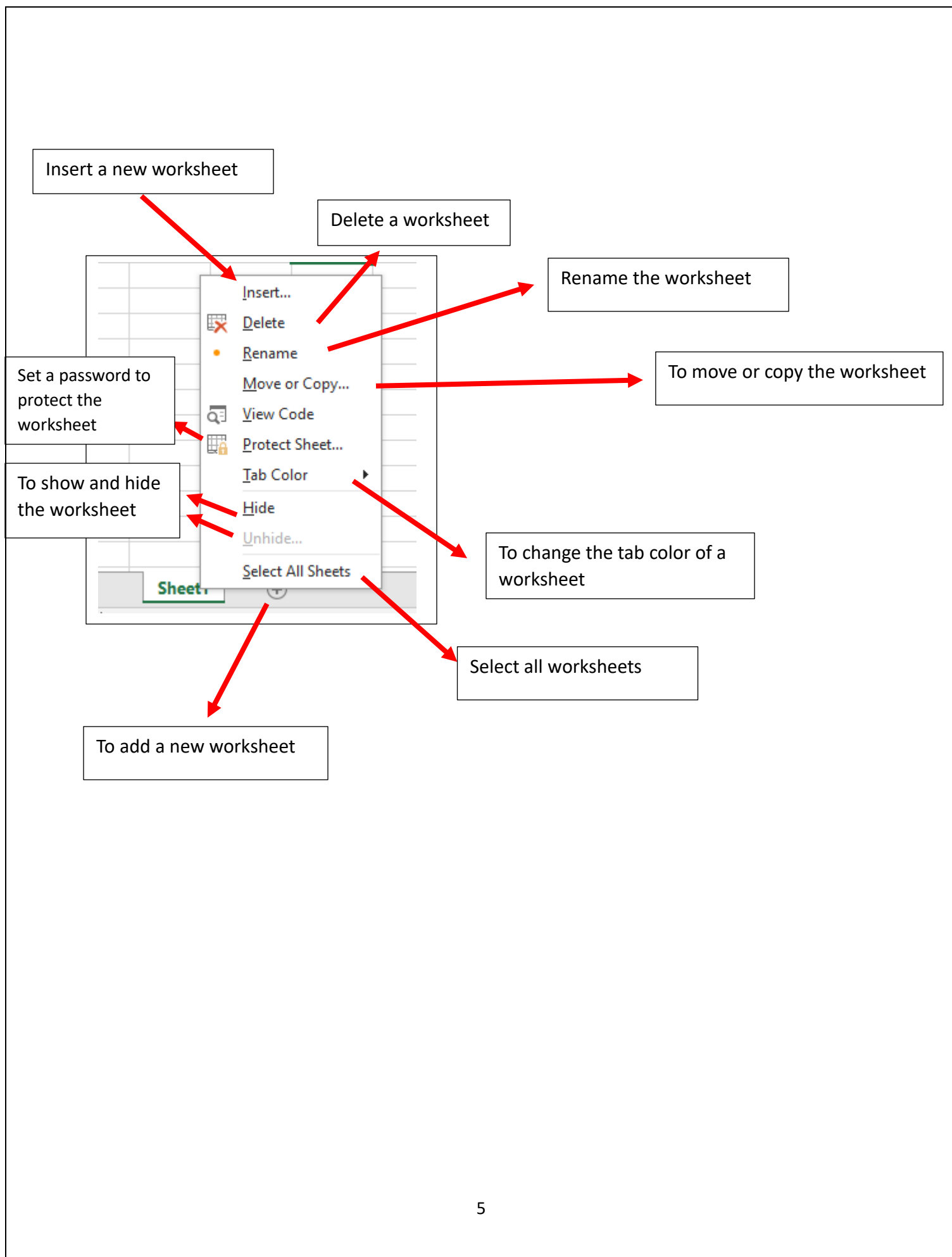
Excel options

Recently used files

In Excel file called Book workbook, we can open multiple workbooks at the same time and every

The workbook will open in a separate window. Usually the Excel file takes the extension **.(XLSX)** - Each workbook contains the Worksheet the More, each worksheet consists of many blanks, each cell contains on a value, equation or text.





Dealing and navigating between empty worksheets:

We use the mouse to navigate between empty worksheets by clicking on the desired cell to be activated

- ✚ But in many cases we use the keyboard by the following commands:
- ✚ ⌘ Enter: to move to the cell just below the active cell.
- ✚ ⌘ Shift +Enter: to move to the cell located directly above the active cell.
- ✚ ⌘ TAB: to move to the cell to the left of the active cell Active Cell directly in
- ✚ If the direction of the worksheet is from the right to left
- ✚ +TAB: Shift to move to the cell to the right of the active cell Active Cell() directly

If the worksheet orientation is from left to right.

- ✚ ⌘ Arrow: We can move between the empty ones through the arrows on the keyboard according to the direction.
- ✚ ⌘ Up :Page Use this shortcut to navigate to the previous page.
- ✚ ⌘ Down :Page Use this shortcut to navigate to the append page.
- ✚ ⌘ Up Page :Ctrl+ Use this shortcut to move to the beginning of the first page.
- ✚ ⌘ Down Page :Ctrl+ Use this shortcut to move to the end of the last page.
- ✚ We select a column by clicking on the column name as the letter A
- ✚ We select a row by clicking on a row number for example 2
- ✚ To select the entire worksheet we click from the keyboard (A + Ctrl)

Hide and show rows or columns:

- Invisibility row or column Select the row or column and then click with the right mouse button on any place in the selection
- ✚ And we choose Hide () from the list.
- ✚ Hidden rows or columns We select a column before the hidden column and at least a column after it and then click
 - Show: Right-click on the selection and choose Show Unhide.
- ✚ and hidden rows select the entire worksheet columns full CTRL+A and then press Unhide

قائمة الملفات File

- Info: Displays information about the open workbook such as the name of the workbook, its size, and the composition of the workbook

And see it as well as to create protection and password for the workbook in Excel.

- New starch workbook (Book) is a blank workbook. Blank
- Open to open a stock workbook with the calculator.
- Save workbook (This command does the As Save command when you save the workbook for the first time.
- Save As the workbook with another name.
- 6 :Print used to print the worksheet and we choose the settings as follows:

- :Print executes the print command.
- Copies: Specify the number of print copies.
- :Printer Choose the printer to be printed from.
- Active Sheet :Print the active worksheet.
- Workbook Entire :Print full printing of the workbook.
- Selection Print: Print the selected data.
- Pages determine the number of pages to print.

- Collated- Prints pages from the first to the last page

The printing process is repeated in the case of more than one copy.

Uncollected in case of third printing copies of a sheet

10-page work that will print the first page Third times then the second page three times.

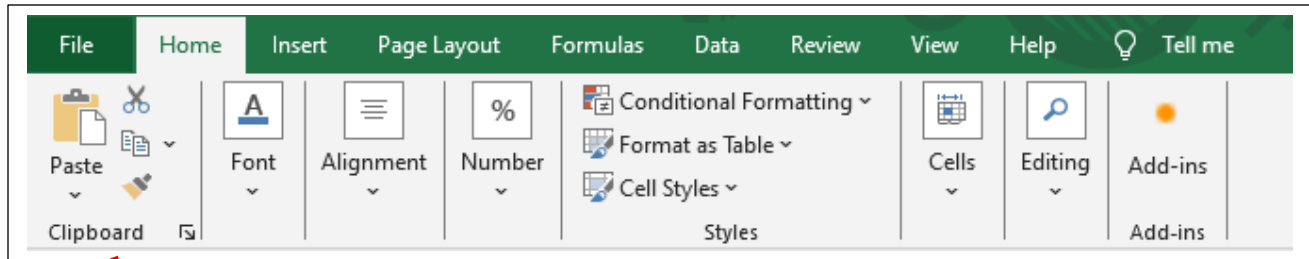
- Orientation :Portrait make the paper direction vertical.

make paper Landscape Orientation Horizontal.

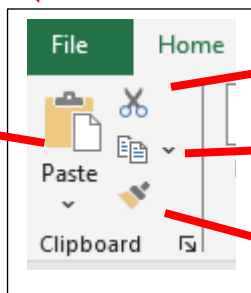
- A4: Printing paper size.
- Normal Margins: Footnotes and options Other.
- No Scaling: Scalable printing

- Share : Possible to share the book

قائمة Home



- Paste : pastes copied or cut contents from Cell to cell.

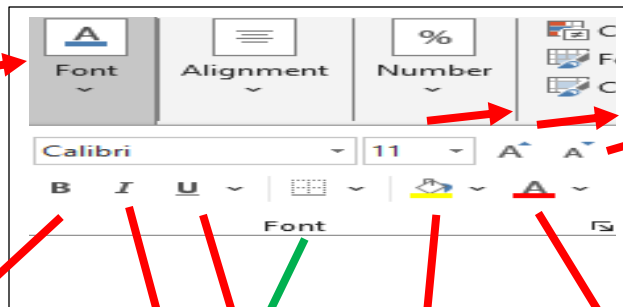


Cut is the process of cutting and shortening the contents of a cell. CTRL+X

- Copy: is the process of forgetting and abbreviating the contents of a cell. CTRL+C

Format Painter forgets formats from a specific cell And apply them to other free

Arial : choose the line type of arrow that is located to the right. Arial



- size font: Increase to increase the font size in the cell.

- Size font :Decrease to reduce the font size in the cell.

- Bold: to make writing in bold and abbreviated it. CTRL+B

- Italic to make the font italic and shorten it. CTRL+I

- color Fill :to fill a selected cell with a specific color.

- color Fill :to fill a selected cell with a specific color.

- color Fill :to fill a selected cell with a specific color.

- Underline: to underline the text and shorten it. CTRL+U

• Align Bottom : to make the cell contents below the cell.

• Align Middle: to make the cell contents in the middle of the cell.

Align Top :to make the contents of a cell above

• Align left text to make the cell contents left-aligned.

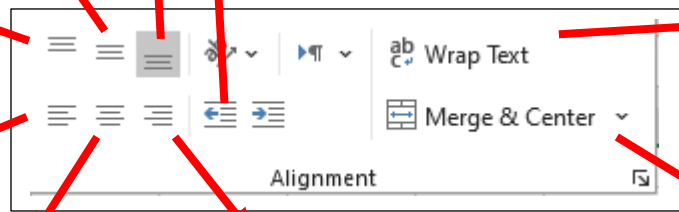
• Center :to make the contents of the cell in the middle.

• Orientation: Change the orientation of cell contents (rotate.)

• text Wrap :is the process of rotating text by cell size.

• & center Merge : is a null merge and make it a single cell.

• Right text :Align to make the cell contents right-aligned.



• format Number : Accounting to choose the currency type for the selected cell.

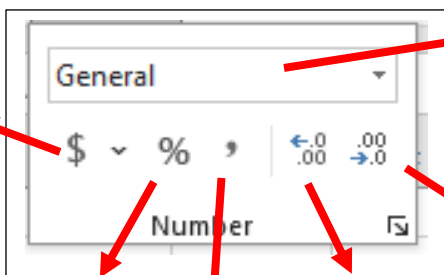
General format Number : Choose the type of cell contents

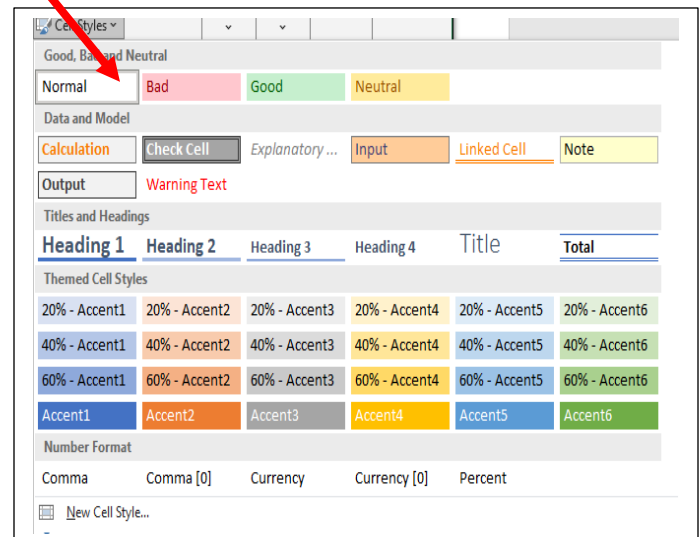
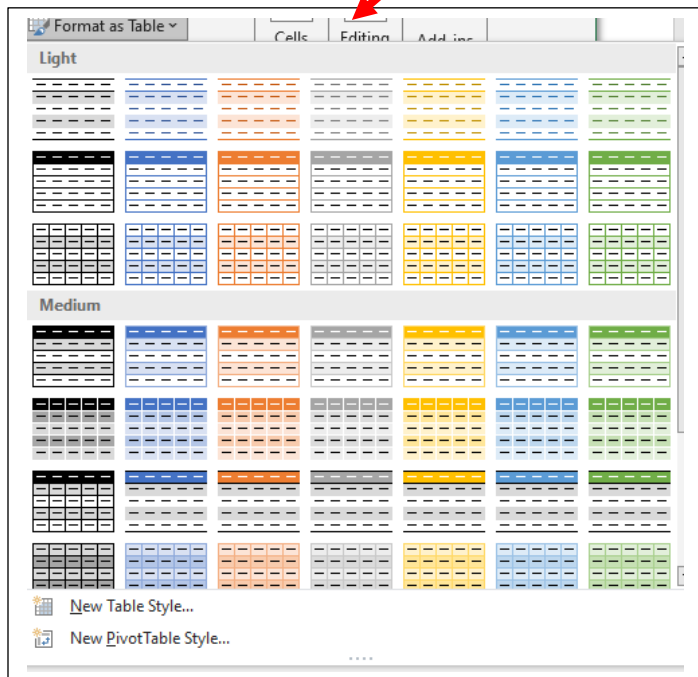
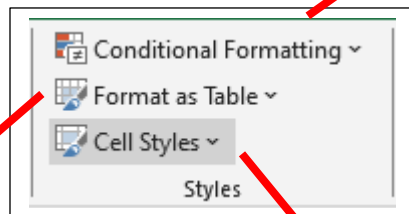
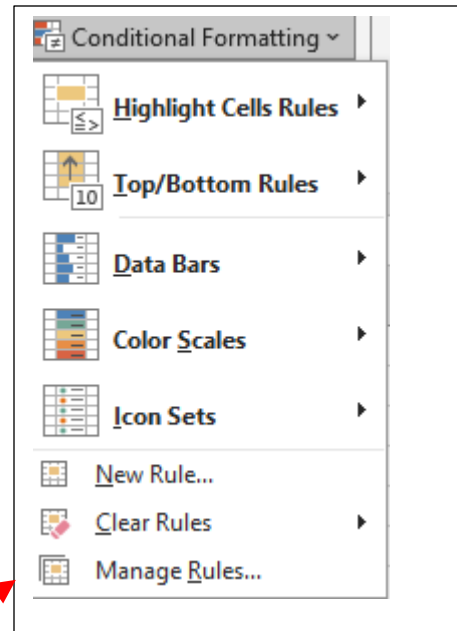
• style Percent: to make cell contents a percentage Its abbreviation is Shift++ CTRL

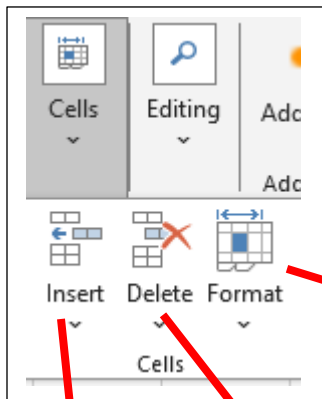
• Decimal: Increase to increase decimal numbers beyond Sorter.

• Decimal :Decrease to decrease decimal digits

• Style: Comma to make cell numbers have a sorter up







C:Format- Format cell size width and height

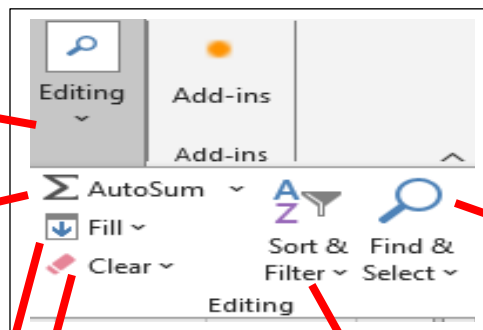
B- :Delete to delete a cell in the table.

A- Insert the cyclist cell in the table.

The process of combining several contents is empty and also contains five basic functions

AutoSum

, Sum, Average, Count Numbers, Max, Min



To search for a number, specific word, text, or equation in a worksheet

To filter data by certain conditions and sort the data

B- Fill to fill the contents in a series of empty directions in the four directions.

Clear: To delete the contents of a cell or group empty, we select the desired empty and then press (Delete),

