



**Al-Zahra University, Department of Pharmacy**

**COMPUTER SCIENCE**

**Second Stage**

**Lecture 2**

**Microsoft Office Excel**

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## قائمة Insert

is the third tab in Excel 2019. Microsoft This tab has a lot of features that insert elements and objects such as: table, pictures, graphic images, shapes, SmartArt graphics, and graphics.

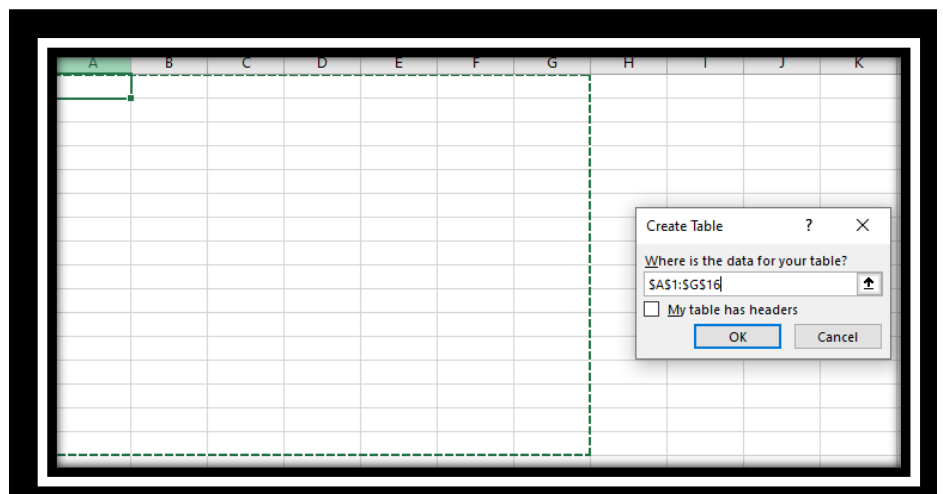
Charts as in the following figure.

**Illustrations :** This group's commands insert Different types of illustrations such as: images, shapes and clipart Pictures and fees Smart Art Shapes and Smart Shapes Charts and screenshots.

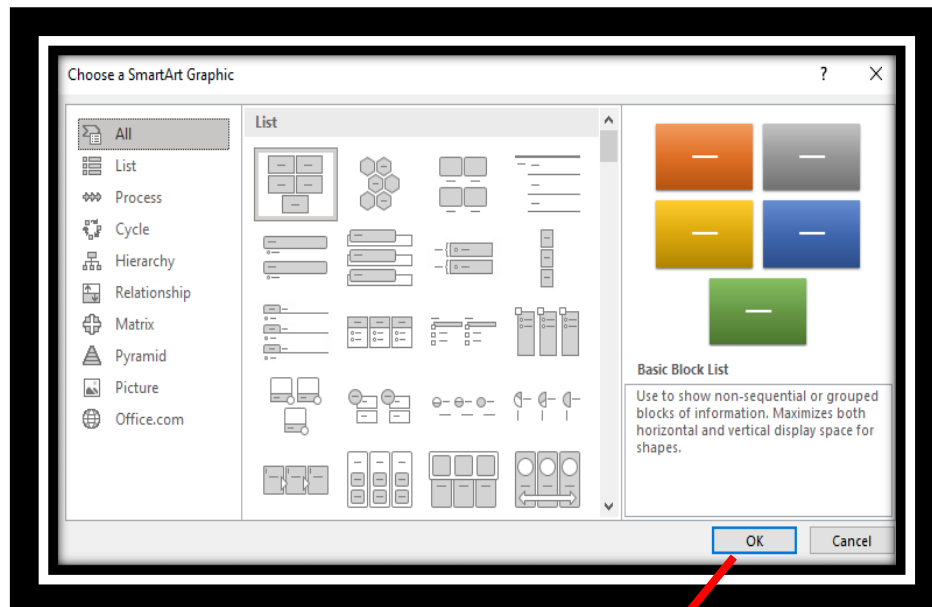
1. Pictures insert a picture saved in the calculator.
2. ClipArt insert clip art and it is located in the system
3. Shapes insert different shapes.
4. Screenshot: The screenshot command allows you to take an image of all or part of any window that appears



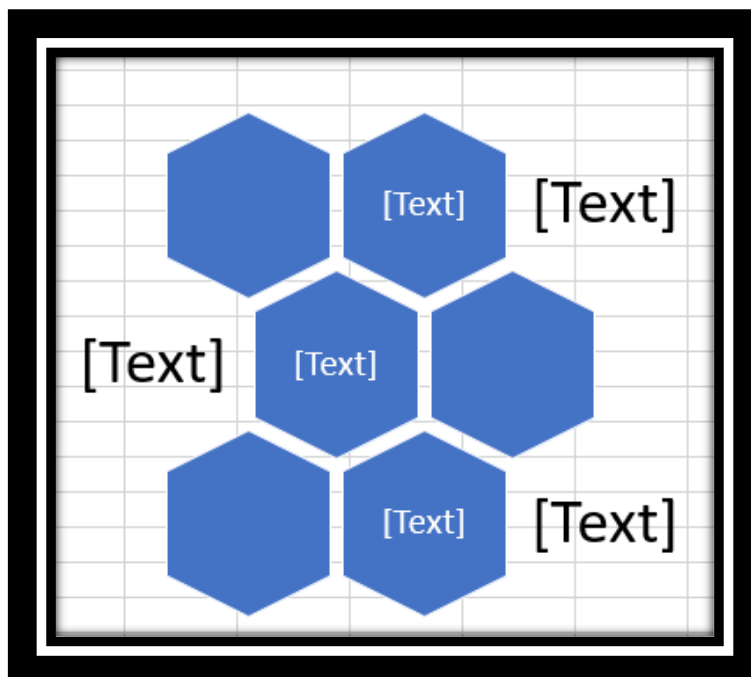
Click on the Table Create icon and select the required empty to make a table and then click .ok



## Smart ART :



Choose the desired shape and click OK Two contextual tabs for the Design format will appear that can be used to change the color and design of the shapes and make changes to the independent internal shapes of the shape.



## Charts :

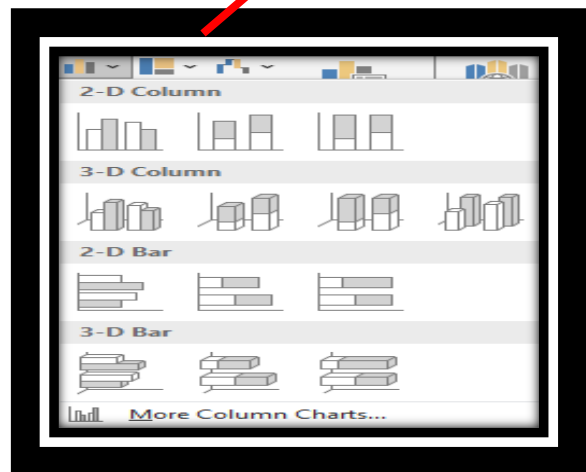
Charts: A graph is a visual expression of data and shows data in an easy-to-understand way.

Here are several types of charts such as column chart bar and circular sector

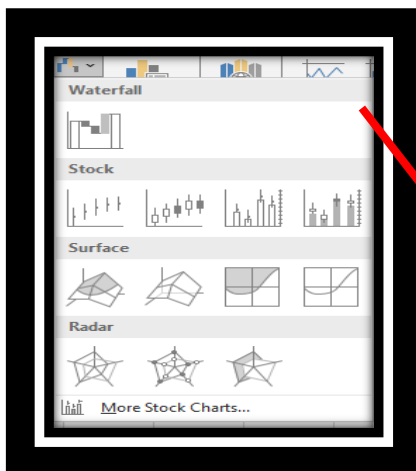
Chart Pie and Linear Chart Line and see it from available in Excel. YES.



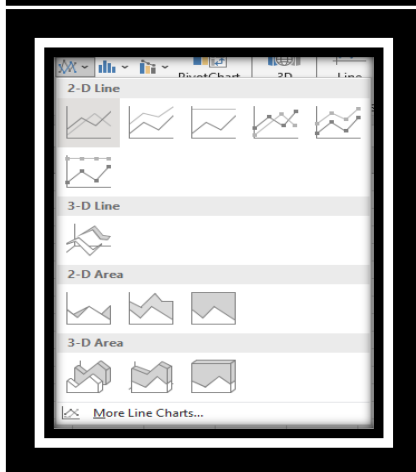
Insert column or bar chart



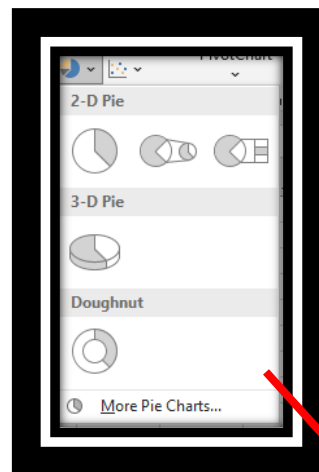
Insert waterfall ,funnel , stock ,surface or radar chart



Insert line or area chart



Insert pie or doughnut chart

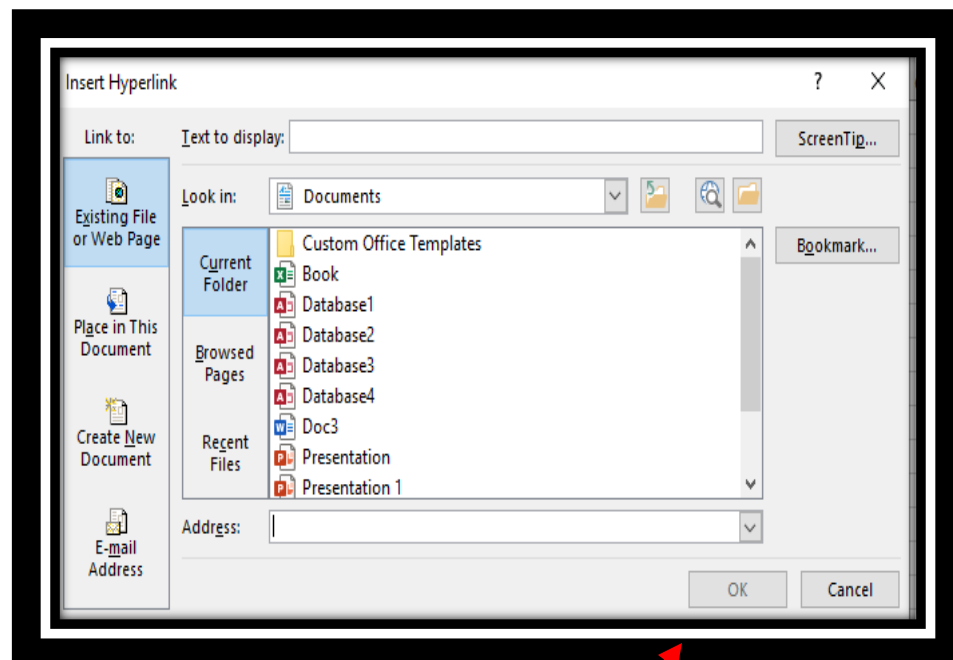


Timeline : use a time line to filter dates interactively . Time lines make it faster and easier to select time periods in order to filter pivot tables ,chart



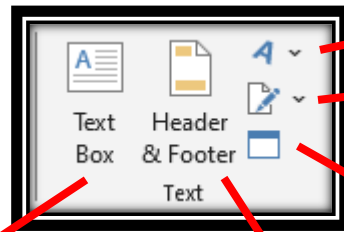
Slicer which is the order of the data descending example we specify the column of books

-Links Hyperlink : a link that links any other program such as (Power Word, cad auto Access, Point, with Excel we select a mouse cell and from the Insert menu we click Tab



We select the program and then click Ok the link appears in the selected cell.

**Text allows you to view text in a variety of ways and insert objects**



Insert Word ART

Add Signature line

Embedded Objects are documents or other files

Click on the "Box Text" button

This will change the mouse pointer to + shape .

We press the left mouse button and drag

The text box is drawn and then we type in this box.

You can insert a header and footer for the pages with the following steps:

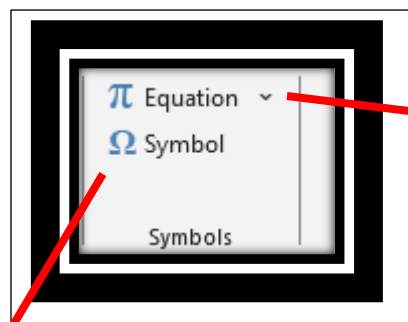
-1 In the Insert tab, from the Text group click Footer & Header, a place will open

Intended for writing the desired address.

-2 The header area will be activated on the page, now enter the text for the header in the header area.

3. A footer can be inserted in the same way using the . Footer -4 Page numbers and current date can be added from the additional menu that appears when you press

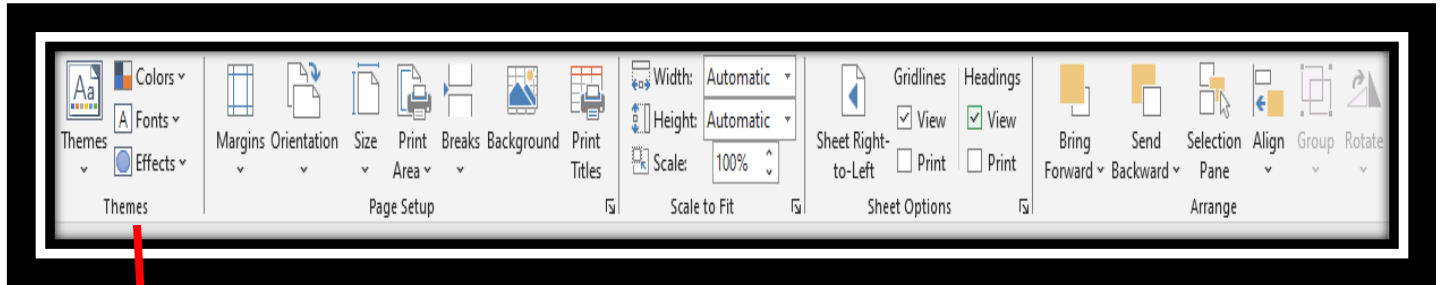
. Header & Footer Code



When you click on the equation symbol, several types of equations will appear that we may have difficulty typing using the keyboard. And choose one of the equations only we select it with the mouse and then add

Add Symbols that are not on your keyboard

## قائمة Layout



Themes : Current office Theme

Choose a paper size for your document

Add a break where you want the next page to begin in the printed copy

Choose rows and columns you'd like to repeat on each printed page

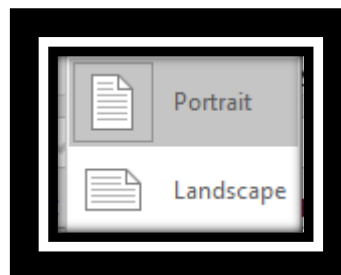
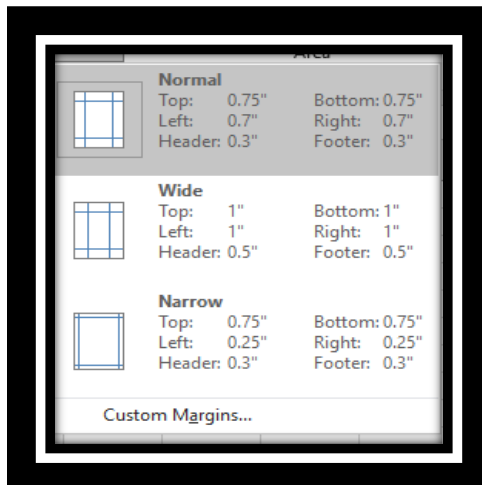
Adjust Margins

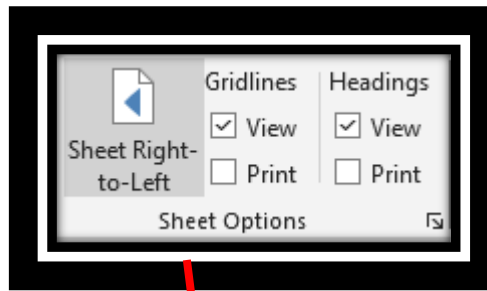
Set the margin sizes for the entire document or the current section

Choose a picture for your background and add some personality to your worksheet

Change page orientation

Select an area on the sheet you'd like to print

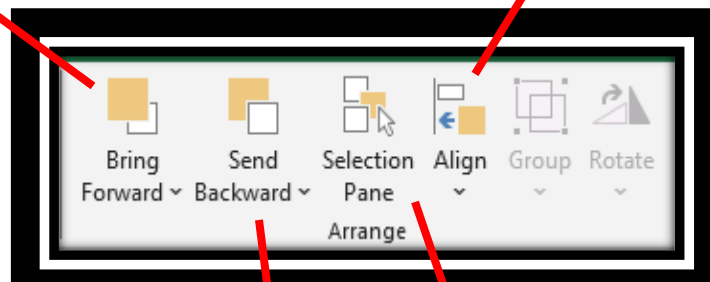




Change the direction of the worksheet left to right  
Sheet This prompt is used to shift the direction of the worksheet from the left to Right and right to left.

Bring the selected object forward one level or  
bring it in front of all the other objects

Align objects



Send backward :send the selection object  
one level to that it's hidden behind more  
objects

Display the selection pane

