

# مادة تطبيقات الحاسبات

المرحلة الثانيه /قسم المحاسبه

## Excel

المتزمه الاولى

## قسم التقنيات المحاسبية

## Excel

المرحلة الثانية

المحاضرة العاشرة : الأكل



Microsoft Office Excel 2007

## مادة تطبيقات الحاسبات

## Introduction

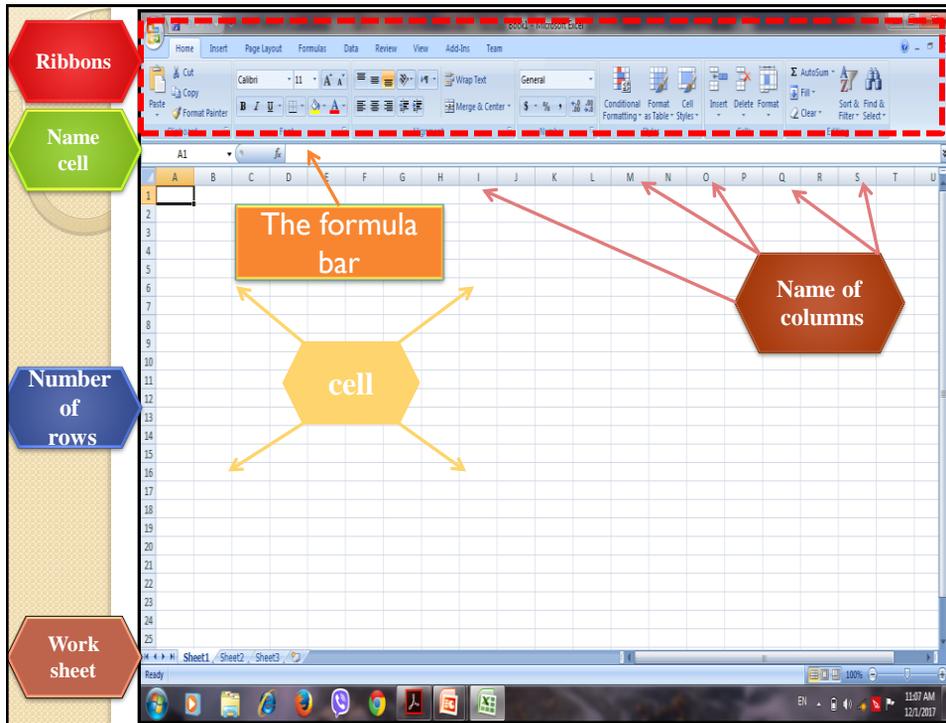
- **Excel:** Is an electronic spreadsheet program that allows Store a huge amount of data in tables And to perform mathematical calculations and statistical analysis and also creating graphs



## Start Excel

- ❖ Click on the **Start button** and choose **All Programs**
- ❖ From the sub-menu choose **Microsoft Office**
- ❖ then **Microsoft Office Excel 2007**

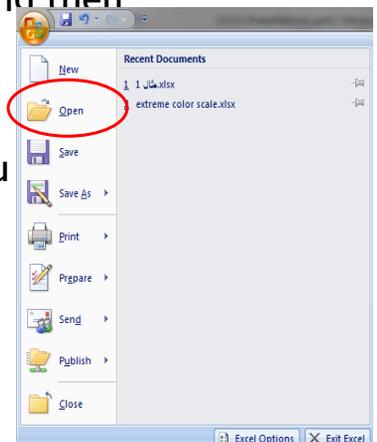




## Opening a worksheet

To open already saved worksheet

- ❖ click the **office button** and then
  - ❖ click **Open button**
  - ❖ **Recent Document** menu
- choose the file you want to open it.



## Saving a New Worksheet

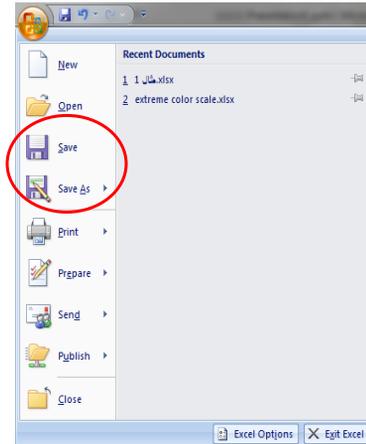
1. Click **Office button** and select **Save button**

or

2. Click button on Quick access toolbar



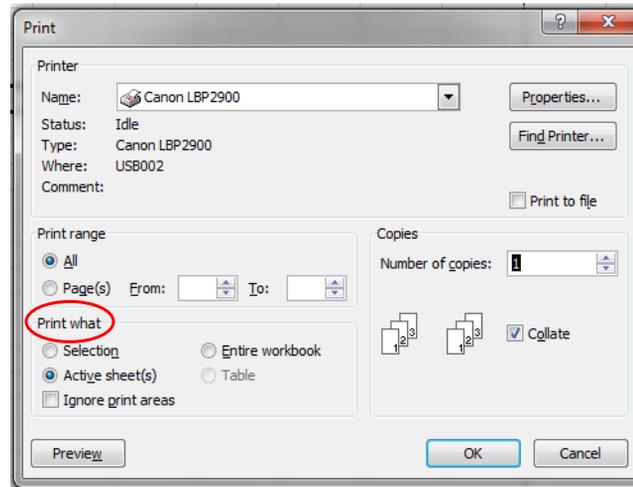
3. Ctrl + S



## Print a Worksheet

- Click **Microsoft Office Button** , and then click **Print**.
- Under **Print what**, select an option to print the selection, the active sheet or sheets, or the entire workbook.

## Print a Worksheet

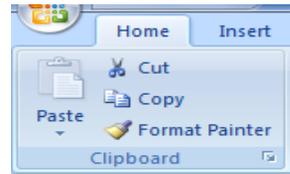


## Copy or Cut Entire Cells

Select the cells that you want to cut or copy.

1. On the **Home** tab, in the **Clipboard** group, do one of the following:

- To move cells, click **Cut**.
- To copy cells, click **Copy**.

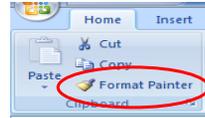


2. On the **Home** tab, in the **Clipboard** group, click **Paste**.

## Copy Format

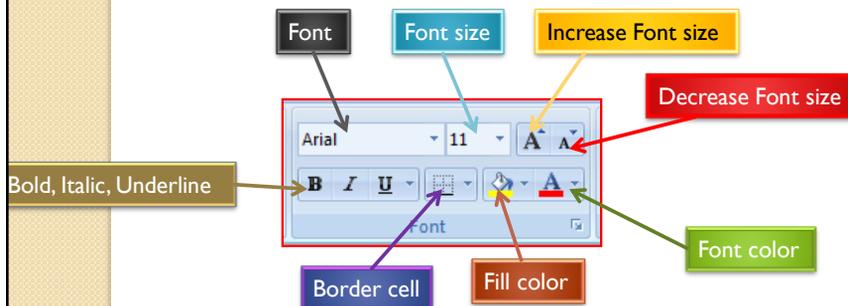
Copy only the cell formatting, such as font color or fill color (and not the contents of the cells).

1. Select the cell.
2. Click on **Format Painter** button
3. Or Double click on **Format Painter** button to apply multiple place in the document
4. Then click on cell that you want have the same formatting



## Change the font or font size in a worksheet

- Select the cell, range of cells, text, or characters that you want to format.
- On the **Home** tab, in the **Font** group



## Text alignment and direction

The image shows the 'Alignment' ribbon in Microsoft Excel. Several alignment options are highlighted with colored boxes and arrows:

- Top align** (blue box)
- Middle align** (orange box)
- Bottom align** (green box)
- Left align** (light blue box)
- Center align** (yellow box)
- Right align** (red box)

A context menu is open, showing the following options:

- Angle Counterclockwise
- Angle Clockwise
- Vertical Text
- Rotate Text Up
- Rotate Text Down
- Format Cell Alignment

## Wrap text and Merge & center

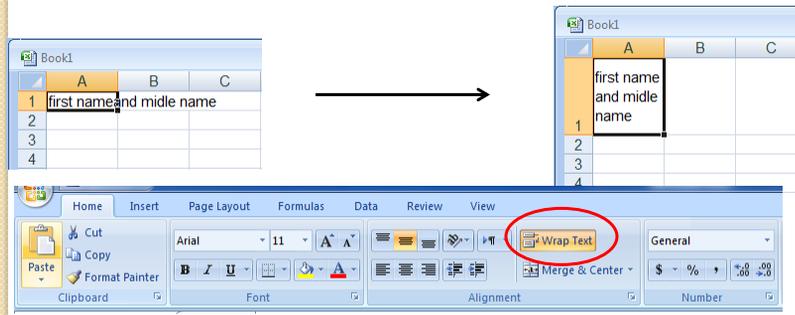
The image shows the 'Alignment' ribbon in Microsoft Excel, focusing on the 'Wrap Text' and 'Merge & Center' options.

**Wrap Text:** A diagram shows a cell containing the text 'Microsoft Excel' across two rows. A blue arrow points to the 'Wrap Text' icon on the ribbon. The resulting cell shows the text wrapped across two lines: 'Microsoft' on the first line and 'Excel' on the second line.

**Merge & Center:** A diagram shows two adjacent cells, each containing the text 'Excel'. A blue arrow points to the 'Merge & Center' icon on the ribbon. The resulting cell shows the text 'Excel' centered across both columns.

## Enter data in worksheet

- On the worksheet, click a cell.
- Type the numbers or text that you want
- To start data on a new line within a cell, pressing **ALT+ENTER** or **Wrap Text icon**.



## قسم التقنيات المحاسبية

### Excel



Microsoft Office Excel 2007

المرحلة الثانية

المحاضرة الحادية عشر: الأक्सل

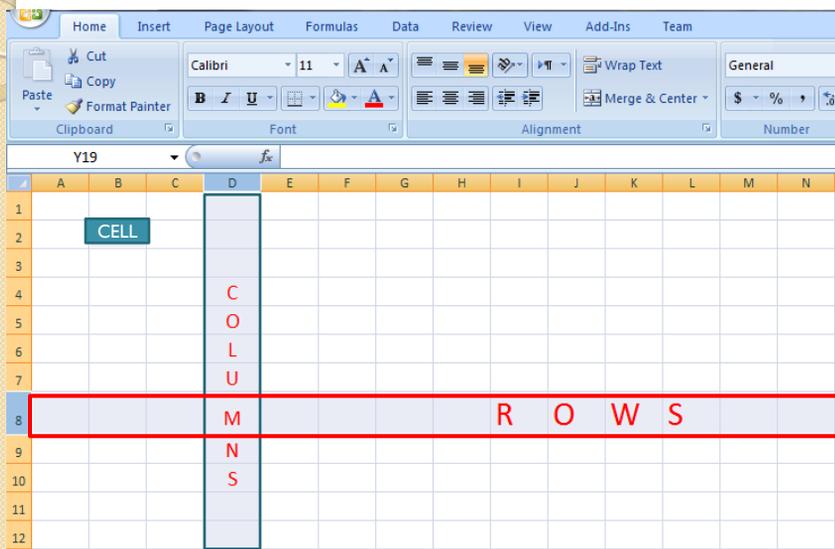
مادة تطبيقات الحاسبات

## The worksheet window

The worksheet consists of

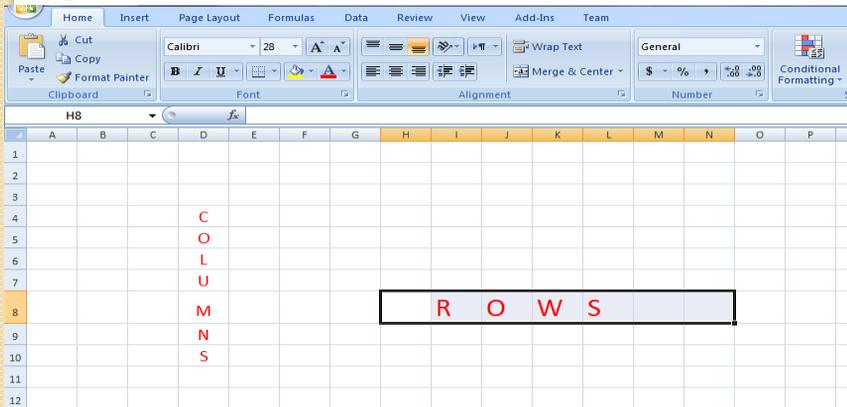
- 1- **Rows:** A group of cells that be horizontally in a table and are indicated by numbers
- 2- **Columns:** a group of cells that be vertical on the table and are indicated by The characters
- 3- **Cell:** is intersection of the row and column and has an address called reference number

## The worksheet window



## Cell Range

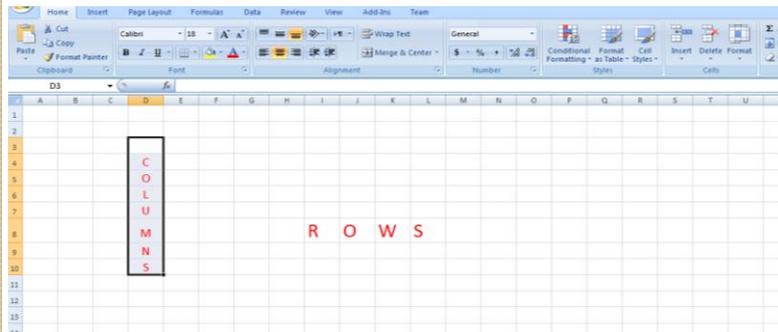
1. Horizontal range: It includes horizontal cell Sequentially within a single row



Where the range in figure above is H8:N8

## Cell Range

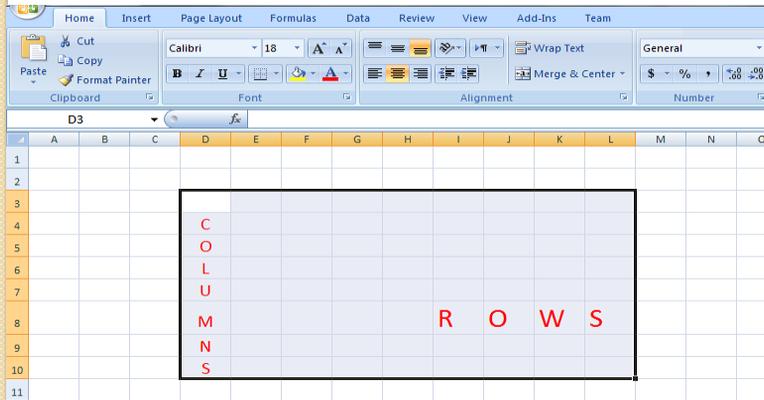
2. vertical range: It includes vertical cells Sequentially within a single column



- ❖ Where the range in figure above is D3:D10

## Cell Range

- horizontal and vertical range: It includes vertical cells and horizontal cells Sequentially



Where the range in figure above is D3:L10

## Inserting a row or column

To insert one or more rows or columns somewhere in the worksheet as follows:

- choose the **row or column** to which want to add a **row or column** before it
- From the **home** ribbon, then choose the **cell** section and press **insert**.

