جامعة الفرات الاوسط التقنية /المعهد التقني سماوة
قسم تقنيات المحاسبة

المحاضرة 12 , 11 , 10

العنوان Excel

اسم المادة / تطبيقات الحاسوب

المرحلة الدراسية / الثانية

العام الدراسي / 2022 -2023

استاذ ة المادة

طارق سمير

قسم التقنيات المحاسبية

Excel

المرحلة الثانية

المحاضرة الثانية عشر: الأكسل

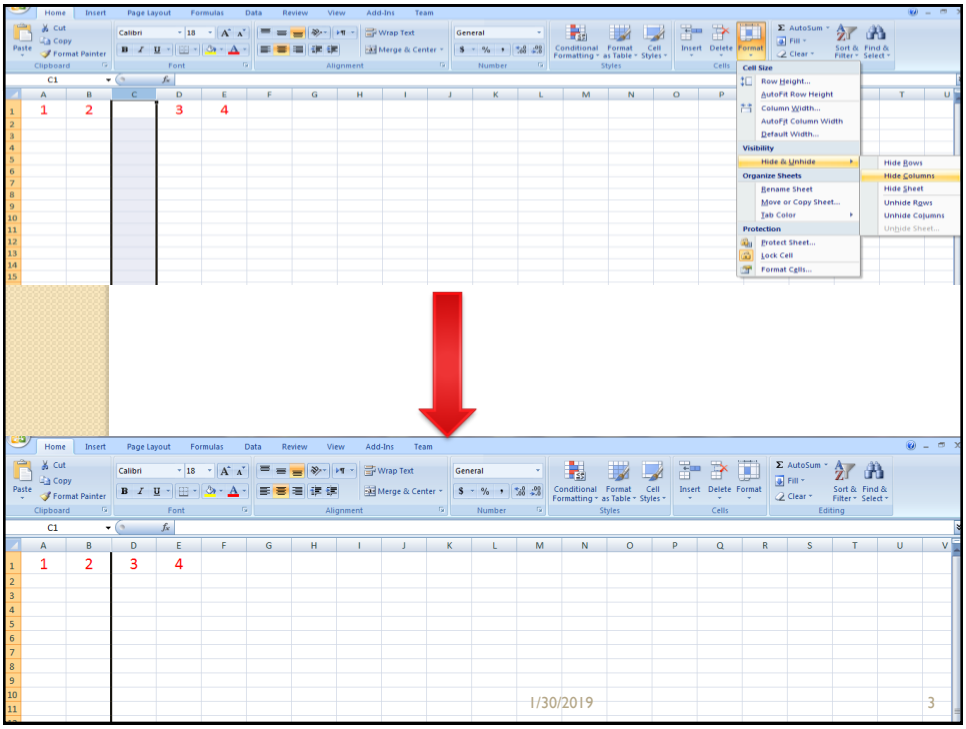
Microsoft Office Excel 2007

مادة تطبيقات الحاسبات

Hiding rows and columns

To hide a row or column containing data and retrieve it at another time as follows:

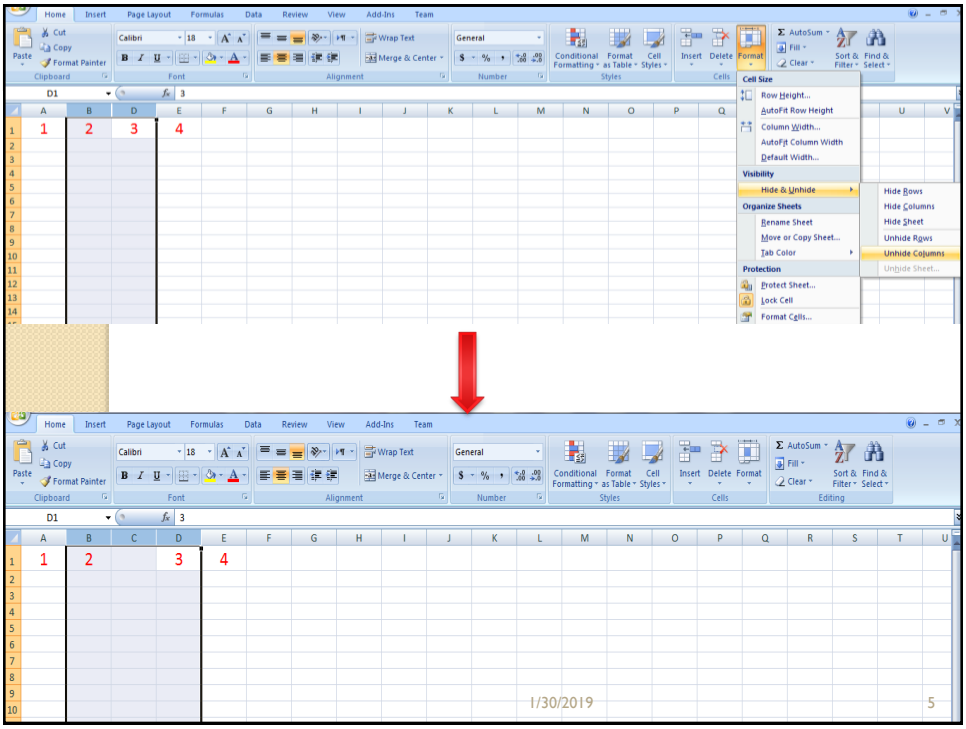
1. select the columns or rows to hide
2. From the home ribbon, then the cell section, pressed to format and choose hide & unhide
3. From the sub-menu choose Hide



Unhanding rows and columns

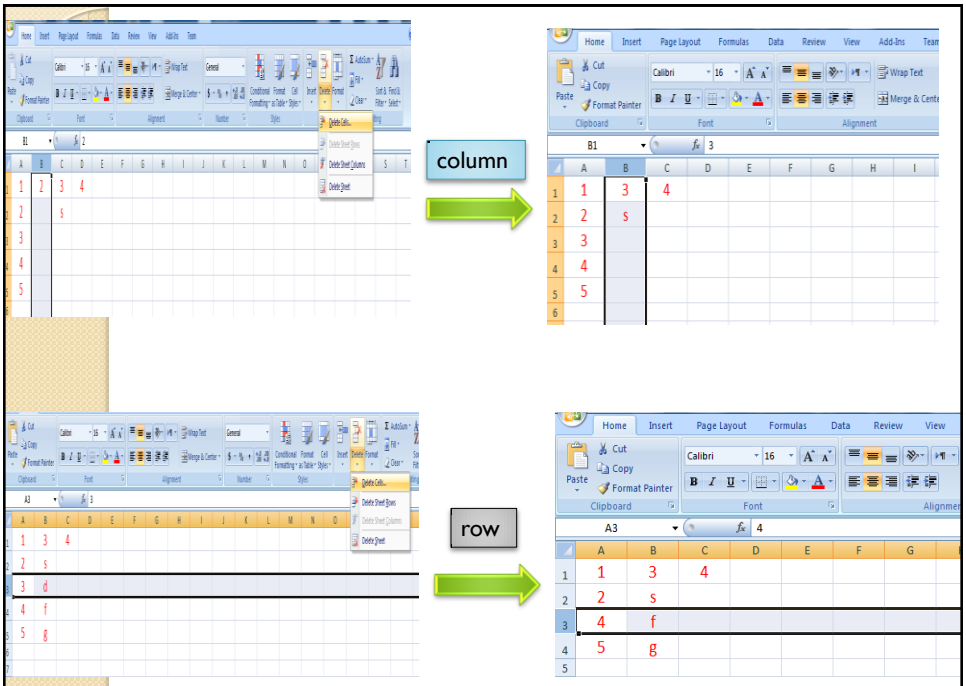
Show the row or column that is hidden as follows:

1. select the cell before and after the row or column hidden
2. From the home ribbon, then the cell section, pressed to format and choose hide & unhide
3. From the sub-menu we choose unhide



Delete Rows OR Columns

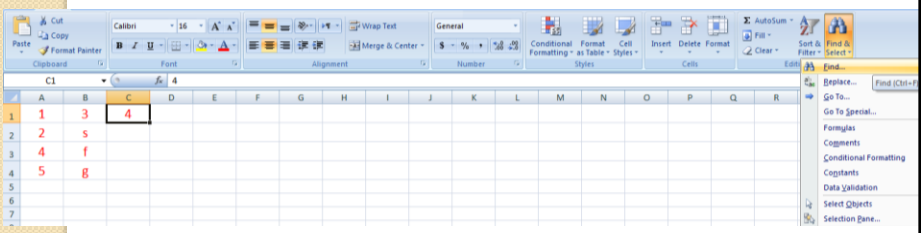
- To delete one or more rows or columns somewhere in the worksheet.
- choose the row or column to which want to delete it
- From the home ribbon, then choose the cell section and press delete.



Find And Replace

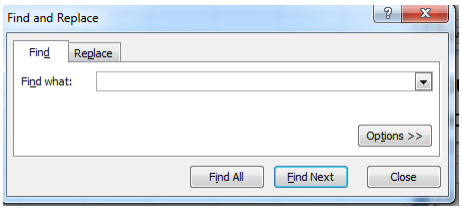
- To search for a specific number or word or text as follows:

1. From home ribbon, in editing section then press in Find & select .

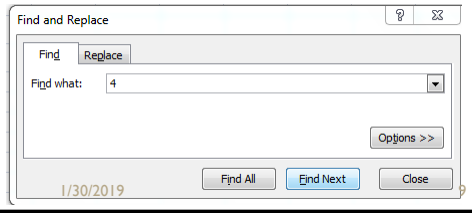


Find And Replace

2. From the sub- menu select find .



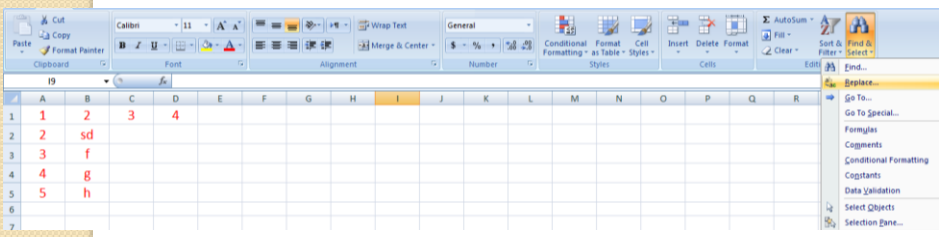
3. In find what ,Write the word you want to search it and then choose find next.



Find And Replace

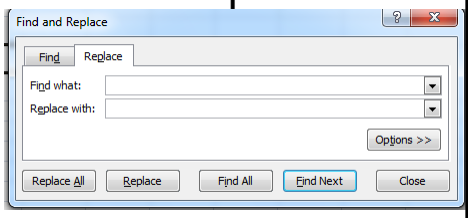
- To Replace for a specific number or word or text as follows:

1. From home ribbon, in editing section then press in Find & select .

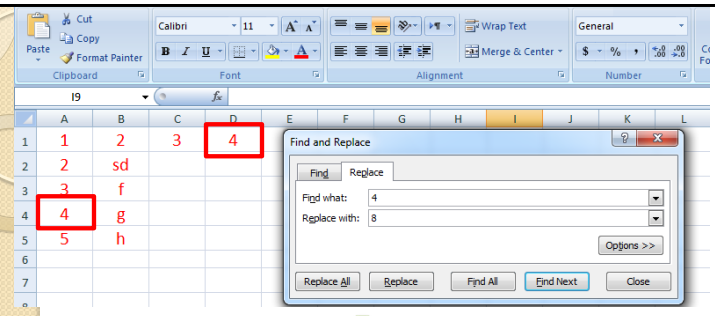


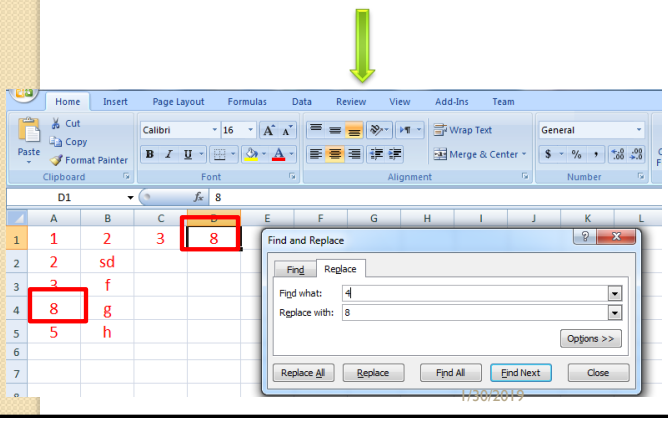
Find And Replace

- From the sub- menu select Replace .



3. In find what ,Write the word you want to search it. In Replace with, Write the new word .





قسم التقنيات المحاسبية

Excel

المرحلة الثانية

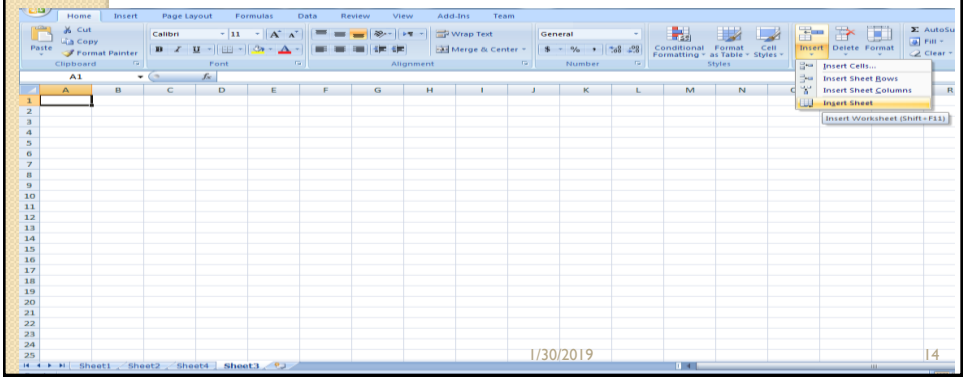
المحاضرة الثالثة عشر: الأكسل

Microsoft Office Excel 2007

مادة تطبيقات الحاسبات

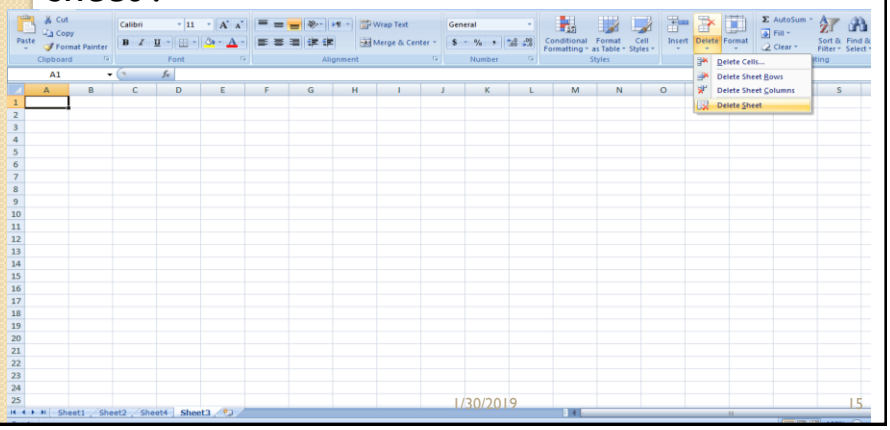
Inserting A New Worksheet

- Excel consists of three worksheets by default and, for inserting more worksheets into the worksheet, From home ribbon, In cell section press in the insert and then choose insert sheet.



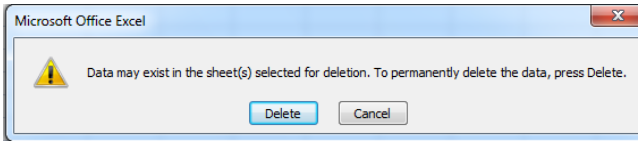
Deleting Worksheet

- To delete a worksheet, select the worksheet you want to delete and then from home ribbon, In cell section choose delete and then delete sheet .



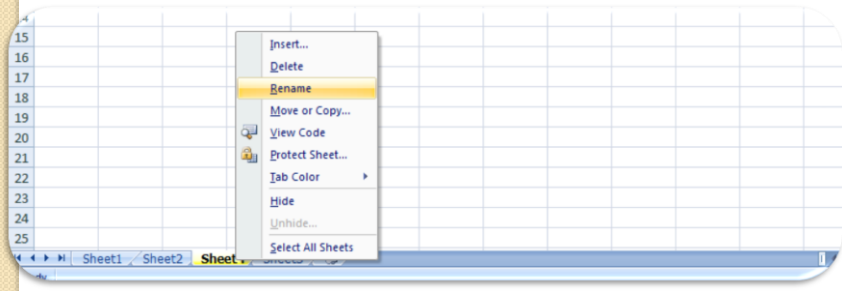
Deleting Worksheet

- The confirmation window shows the deletion we choose to delete .



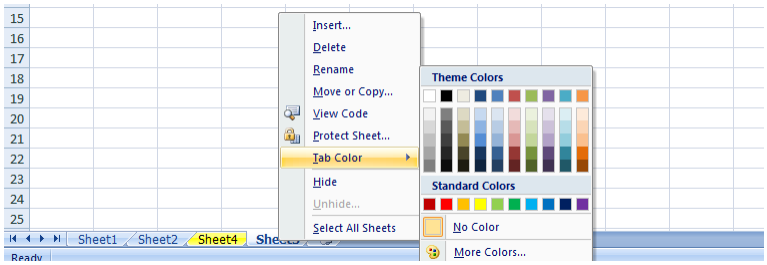
Rename Worksheet

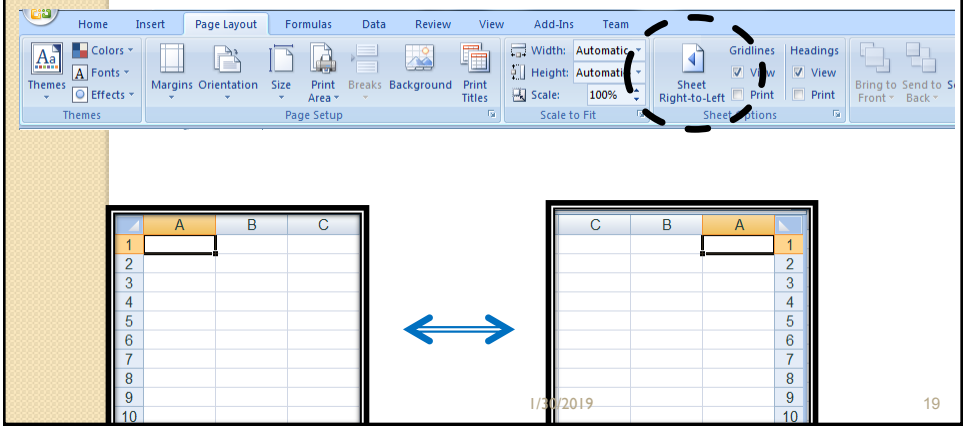
- To Rename any worksheet, right click on the sheet and then choose rename .



Changing The Color Of Worksheet Name

- Can changing the color of any name worksheet, right click on the sheet and then choose tab color .



Worksheet Right-to-Left

- If want to change worksheet from the left to right or right to left as follows:
- Click on the page layout ribbon.
- on the option sheet press in the sheet Right-to-Left