# جامعة الفرات الاوسط التقنية /المعهد التقني سماوة
## قسم تقنيات المحاسبة

# المحاضرة الثامنة والتاسعة

# العنوان Excel

اسم المادة / تطبيقات الحاسوب

المرحلة الدراسية / الثانية

العام الدراسي / 2022 -2023

استاذ ة المادة

طارق سمير

# مادة تطبيقات الحاسبات

## المرحله الثانيه /قسم المحاسبه

## Excel

## الملزمه الاولى

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## قسم التقنيات المحاسبية

# Excel

المرحلة الثانية

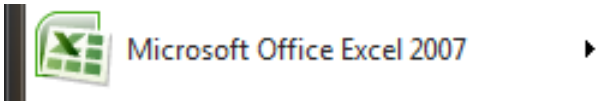
المحاضرة العاشرة : الأكسل

Microsoft Office Excel 2007

## مادة تطبيقات الحاسبات

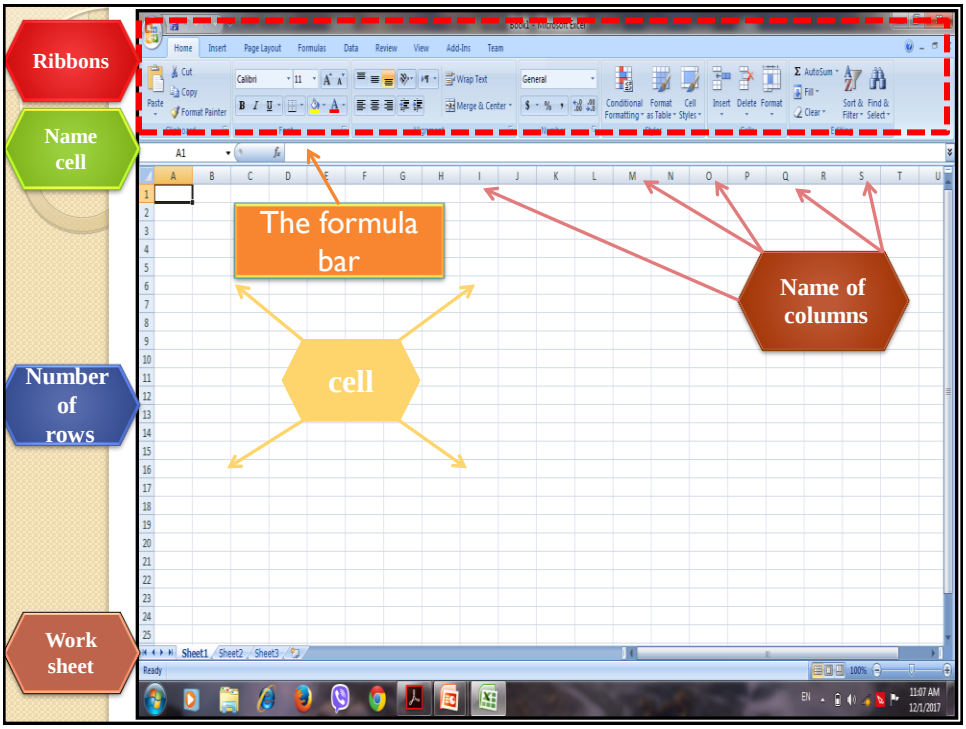
# Introduction

- **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

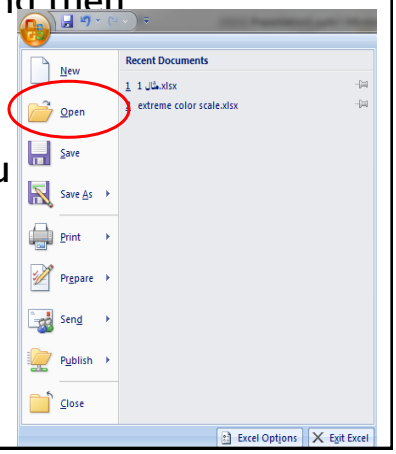



# Opening a worksheet

To open already saved worksheet

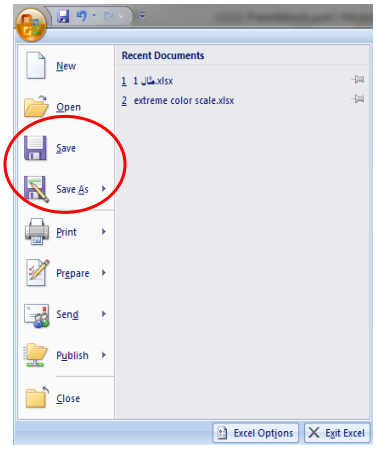
- click the office button and then
- click Open button
- Recent Document menu

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

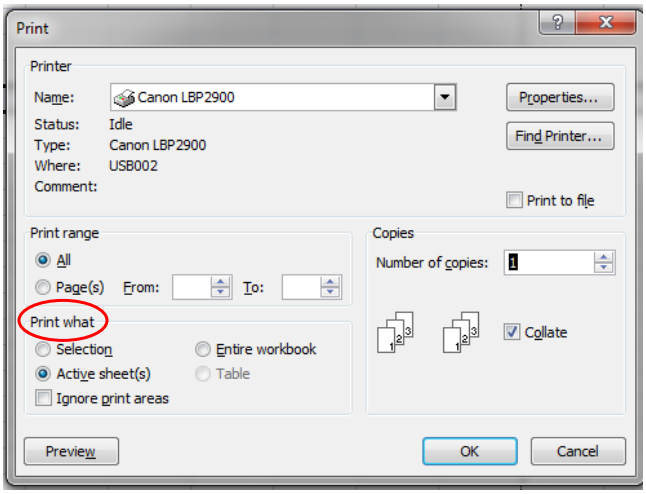
3. Ctrl + S

# 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.

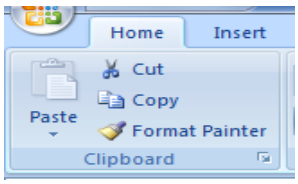
# Print a Worksheet




# Copy or Cut Entire Cells

Select the cells that you want to cut or copy.

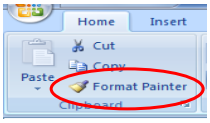
1. On the **Home** tab, in the **Clipboard** group, do one of the following:
   - To move cells, click **Cut** .
   - To copy cells, click **Copy** .




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

# Copy Format

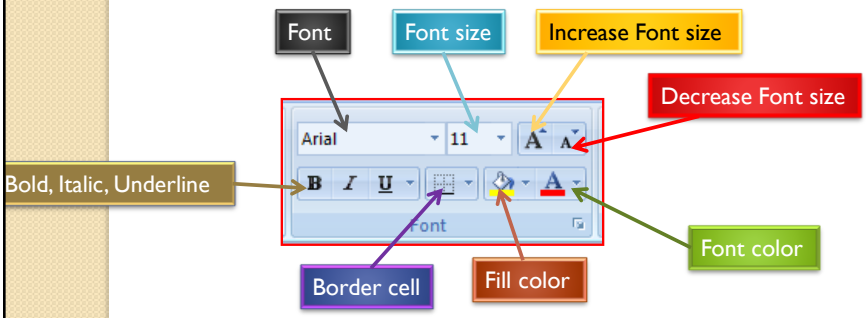
Copy only the cell formatting, such as font color or fill color (and not the contents of the cells).



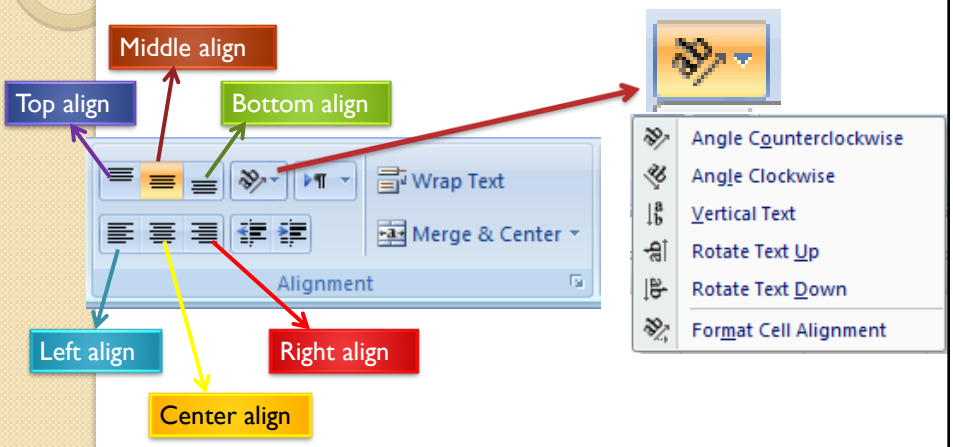

1. Select the cell.
2. Click on Format Painter button
3. Or Double click on Format Painter button to apply multiple place in the document
4. Then click on cell that you want have the same formatting

# Change the font or font size in a worksheet

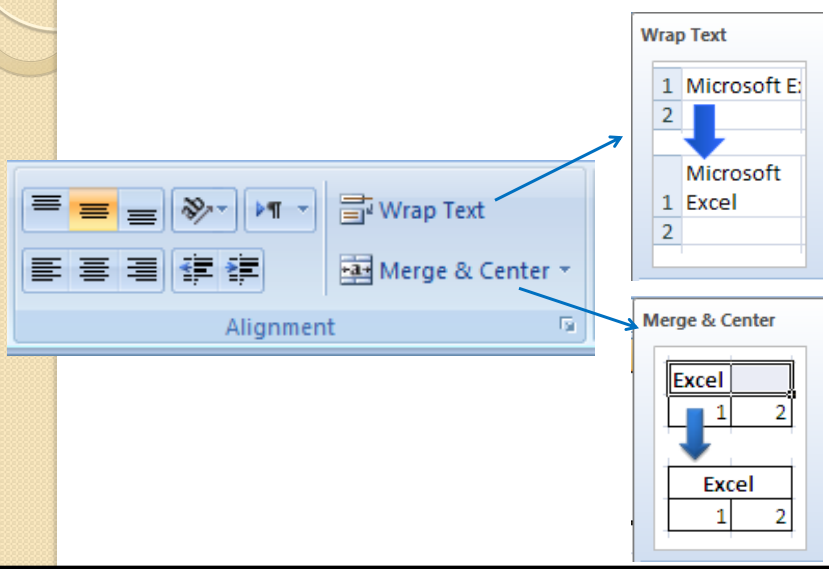
- Select the cell, range of cells, text, or characters that you want to format.
- On the **Home** tab, in the **Font** group



# Text alignment and direction

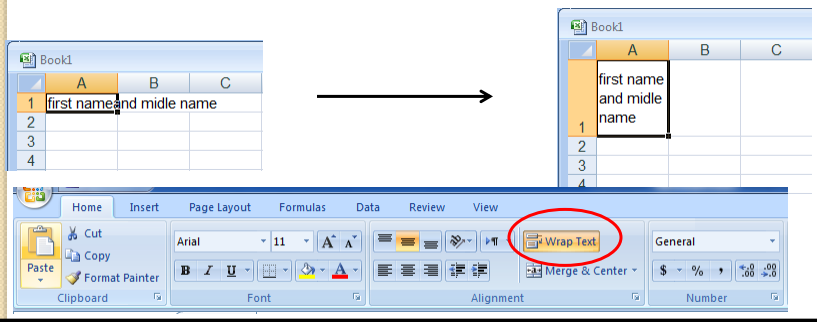



# Wrap text and Merge & center



# 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

المرحلة الثانية

المحاضرة الحادية عشر: الأكسل

Microsoft Office Excel 2007

مادة تطبيقات الحاسبات

# The worksheet window

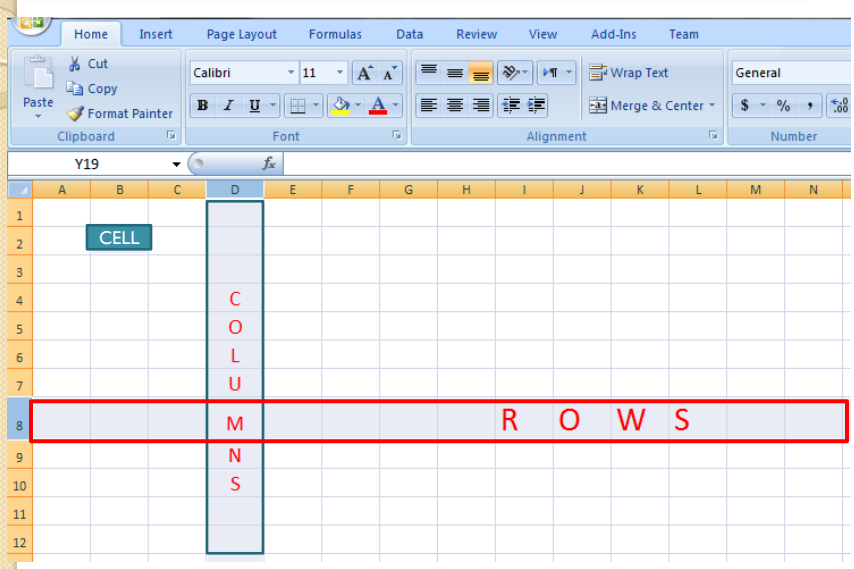
The worksheet consists of

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

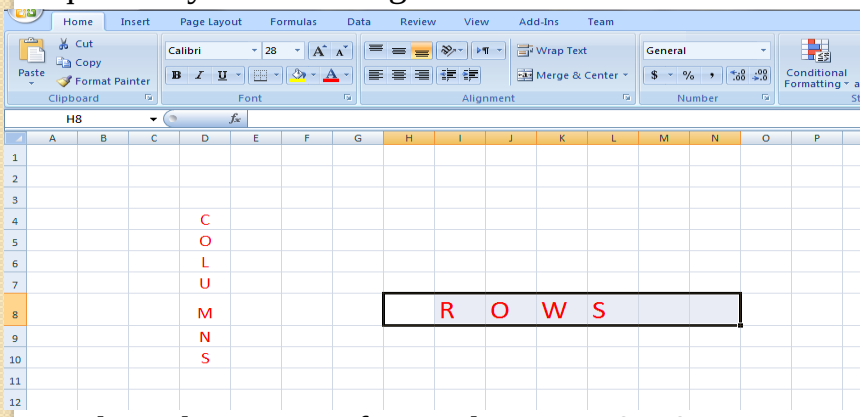
3- **Cell:** is intersection of the row and column and has an address called reference number

# The worksheet window



# Cell Range

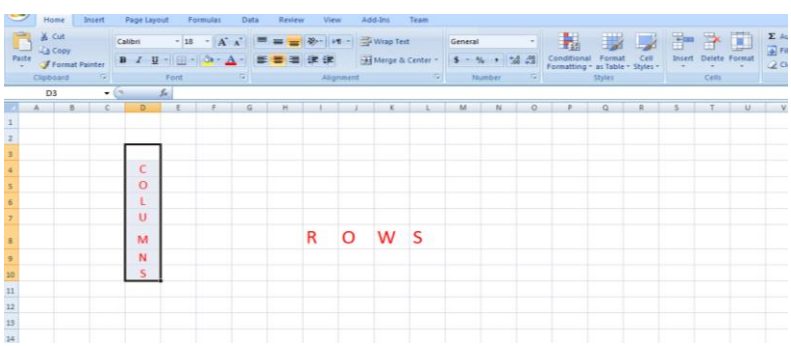
1. Horizontal range: It includes horizontal cell Sequentially within a single row




- Where the range in figure above is H8:N8

# Cell Range

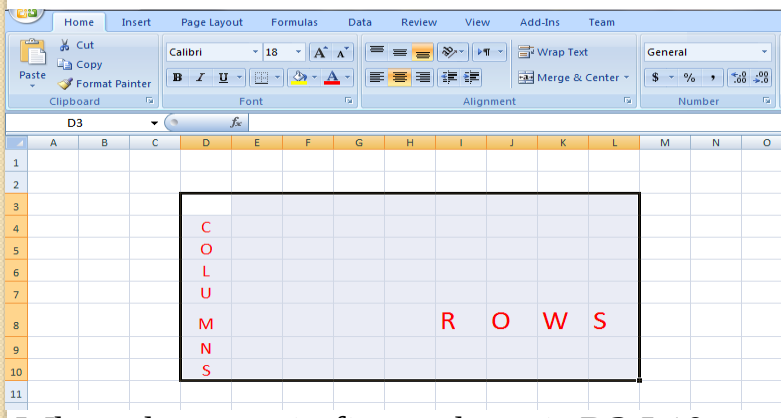
2. vertical range: It includes vertical cells Sequentially within a single column




- Where the range in figure above is D3:D10

# Cell Range

3. horizontal and vertical range: It includes vertical cells and horizontal cells Sequentially

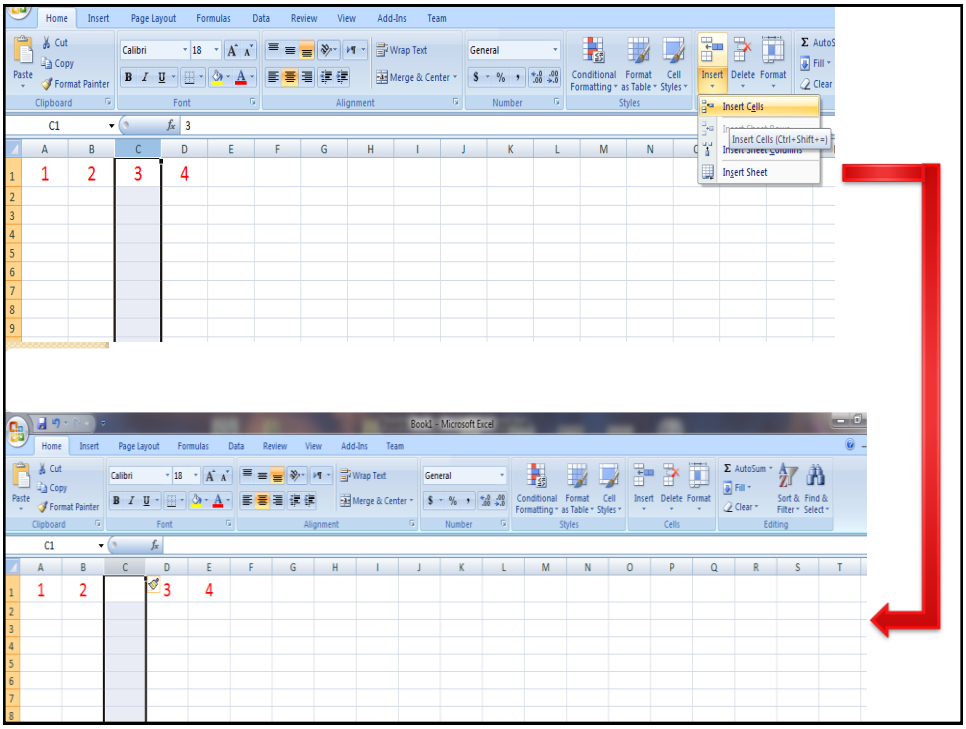



Where the range in figure above is D3:L10

# Inserting a row or column

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

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


Insert Cells
Insert Cells (Ctrl+Shift+=)
Insert Sheet
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