

## An Introduction to Microsoft Excel 2003

This document is a hands-on beginner's guide to working with spreadsheets using Excel. The package is a very powerful one and only some of its capabilities are covered here.

A sample file used in the later sections of the tutorial is provided on the Networked PC service. Users of stand-alone PCs can copy the file from the ITS Web pages.

	A	B	C	D	E	F	G	
1								
2		<b>Charity Barbecue</b>						
3								
4		<b>Allocation:</b>	<b>Adult</b>	<b>Child</b>		<b>Costs:</b>		
5		Burger and bun	2	1	Burger and bun	£0.50		
6		Salad	1	1	Salad	£0.70		
7		Trifle	1	1	Trifle	£0.55		
8								
9		<b>Cost per person:</b>	£4.00	£3.00				
10		<b>Ticket price</b>	£6.00	£2.50				
11								
12								
13		<b>Party</b>	<b>Adults (18+)</b>	<b>Children</b>	<b>Cost of tickets</b>			
14		Shaw, Rick	2	4	£22.00			
15		King, Joe	2	1	£14.50			
16		Astikoff, Ivan	1		£6.00			
17		Ding, Bill	2	1	£14.50			
18		O'Shea, Rick	1	3	£13.50			
19		Over, Eileen	2		£12.00			
20								
21								
22								
23								
24								
25		<b>Total numbers</b>	10	9				
26								
27								
28		<b>Cost of food</b>						
29		Burgers and buns	£14.50					
30		Salads	£13.30					
31		Trifles	£10.45					
32		Total food bill is	£38.25					
33								
34		<b>Income from tickets</b>	£82.50					
35								
36		<b>Profit</b>	£44.25					
37								

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### **Conventions:**

In this document, the following conventions are used:

- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A ***slanted typewriter font*** is used for items such as filenames which you should replace with particular instances.
- A typewriter font is used for what you see on the screen.
- A **bold font** is used to indicate named keys on the keyboard, for example, Esc and Enter, represent the keys marked **Esc** and **Enter**, respectively.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.
- A **bold font** is also used where a technical term or command name is used in the text.

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## 1 Introduction

A spreadsheet is a table of values arranged in rows and columns. These values can take many forms such as text, dates and times, and numbers (including currency and percentages). Each value is stored in a cell. You can define what type of data is in each cell and how different cells depend on each other. The relationships between cells are called formulae. If you change the value in a cell, the contents of any cells that depend on that value will change automatically. This enables you to study what-if scenarios.

Excel can create and manipulate spreadsheets (which it calls worksheets). It can also produce graphs (known as charts) from your data and can link one worksheet to another.

This guide describes Excel 2003, which is part of the Microsoft Office 2003 suite of programs. Features that are new or significantly updated in this version are listed in section 14.

It is assumed that you are familiar with Microsoft Windows and know how to perform tasks such as accessing commands from the menus on the menu bar, selecting items and entering information into dialog boxes.

## 2 Starting the Excel tutorial

### 2.1 Accessing Excel

First, activate the Excel software.

- 1 Login to the Networked PC service if you are not using a stand-alone PC.
- 2 Click the **Start** button on the Windows taskbar.
- 3 Select **Microsoft Office Excel 2003**. (If you are using a stand-alone PC, you may need to select **P**rograms first.)

Excel opens and displays an empty workbook. Precisely what you see on the screen depends on the type of monitor you are using.

### 2.2 The Excel screen

In Excel, the normal file type is referred to as a **workbook**, which can be thought of as the electronic equivalent of a ring binder. The first blank workbook displayed by Excel is called **Book1**. Each workbook contains **sheets** that are referred to as **worksheets** if they contain a spreadsheet and as **chart sheets** if they contain just a graph. A new workbook usually has three worksheets but more can be added if required.

Only *part* of an Excel worksheet is visible on the screen at any one time. This is because of the restrictions due to the size of the computer monitor. What you have at the moment is a *window* showing the top left corner of the worksheet.

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