

Microsoft Excel 2016

Excel Excel

It is one of the programs produced by Microsoft, and it is an important tool for preserving and organizing data and dealing with tables and numbers. This program contains dozens of different functions in its operation (financial, statistical, trigonometric, mathematics functions...etc.) and many mathematical equations can also be written. We can also... Through this program, we perform data sorting, filtering, and data conversion operations, To charts (such as: columnar, pie charts, histograms, pyramids, etc.), analyze the information and prepare reports within a few moments.

The most common uses of Excel:

- 1- **Accounting:** You can use the powerful calculation features built into Excel on many financial accounting statements such as the cash flow statement, income statement, or profit and loss statement.
- 2- **Budget:** Whether your requirements are personal or professional, you can create any type of budget in Excel, such as a marketing budget plan, an event budget, or a retirement budget.
- 3- **Billing and Sales:** Excel is useful in managing billing and sales data, and you can also create the forms you need - such as sales invoices, packing slips, or purchase orders.
- 4- **Preparing reports:** You can create multiple types of reports in Excel that show data analysis or summarize it, such as reports that measure project performance,

reports that show the discrepancy between plotted results and actual results, or reports that you can use to predict data.

5- **Planning:** Excel is an excellent tool for creating professional plans or useful layouts — such as a weekly plan for a semester, a marketing research plan, an end-of-year tax plan, or layouts that help you plan meals, parties, or weekends.


6- **Tracking:** You can use Excel to track the data in the attendance sheet or a tab such as the attendance sheet for tracking work, or an inventory tab for tracking equipment.

Open Excel (Desktop)

Microsoft Excel 2010 can be opened in several ways, including:

1- Through the Start menu as follows:

Start → All Programs → Microsoft Office → Microsoft Excel

2- By clicking on the Microsoft Excel 2010  shortcut on the desktop.

Close the Excel program

The Excel program is closed in several ways, the most important of which are:

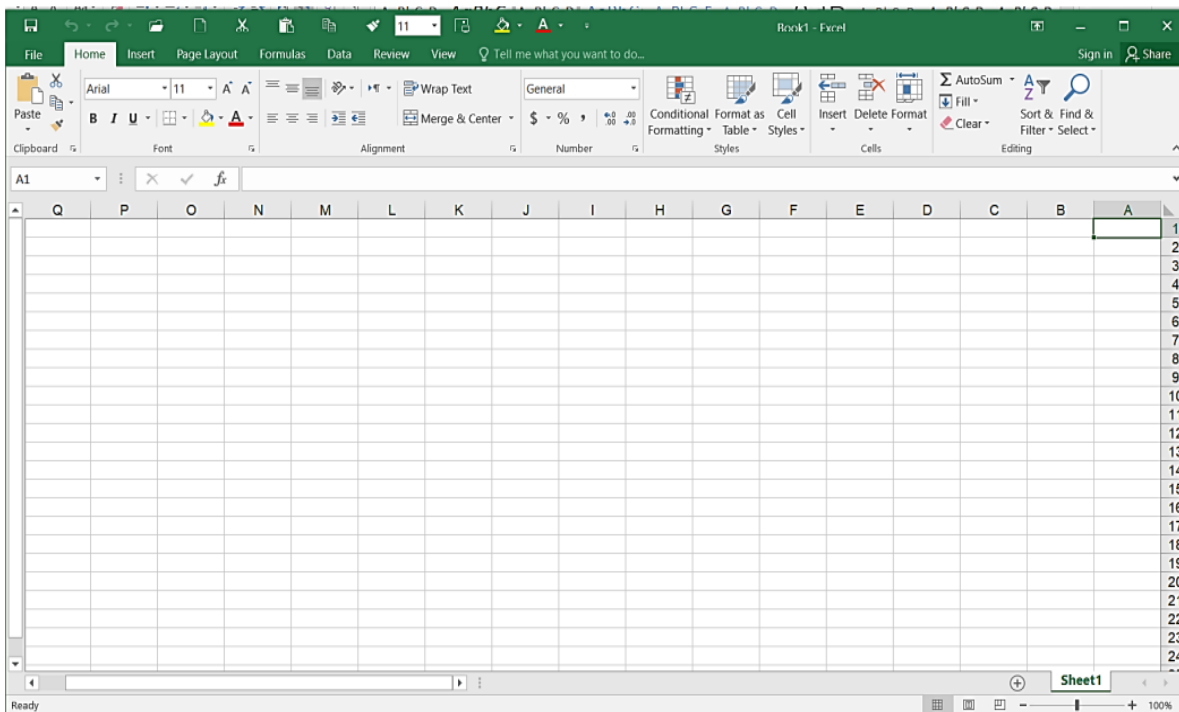
1- Through the icon in the address bar of the Excel program.

2- From the (File) tab, we choose the instruction (Finish).

3- Through the shortcut key. Alt+F4

The main Interface of Excel

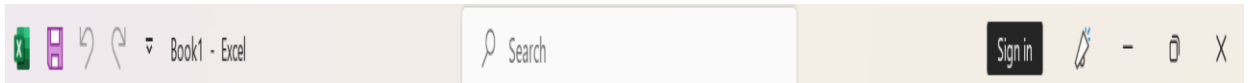
The Excel program deals with data through workbooks and worksheets, where data is saved inside a workbook, just as data was saved in the Word program inside a document, and the workbook consists of a number of worksheets, just as the document in the Word program consisted of several pages, the number of which is determined based on According to the user's desire, the main window (interface) of the Excel program is composed as in the figure:



1- Title Bar: It appears at the top of the window and contains icons



, which are the main icons in most Windows windows, in addition to the name of the program, which is (Microsoft Excel), and next to it is the name of the file (name of the workbook), and the initial name of the workbook is (Book1, Book2,...) or (Workbook1, Workbook2, ...) until the name of the workbook is changed.



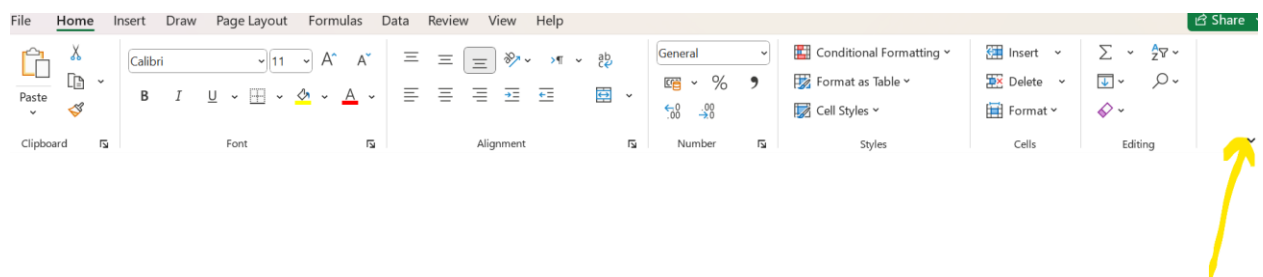
2- Quick Access Toolbar: A bar located at the top of the Excel window that contains the tools that the user frequently needs. Other tools can also be added by clicking the button next to the bar.



comments:

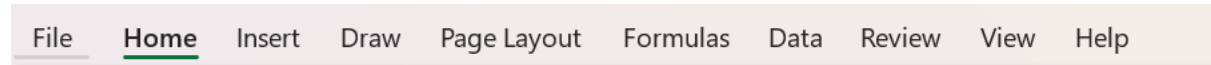
If we move the cursor over the icons in each tab, a pop-up help will be displayed that explains the function of each icon.

- It is possible to hide the visible totals for a specific tab (the tab bar) by clicking on the minimize bar icon located in the Upper right side
- of the (Microsoft Excel 2016) program interface, as in the figure below, or by pressing the shortcut key (Ctrl + F1 on the keyboard).
- To restore the totals for a specific tab after hiding them, re-click on the minimize ribbon icon or by pressing the shortcut key Ctrl + F1 on the keyboard again.

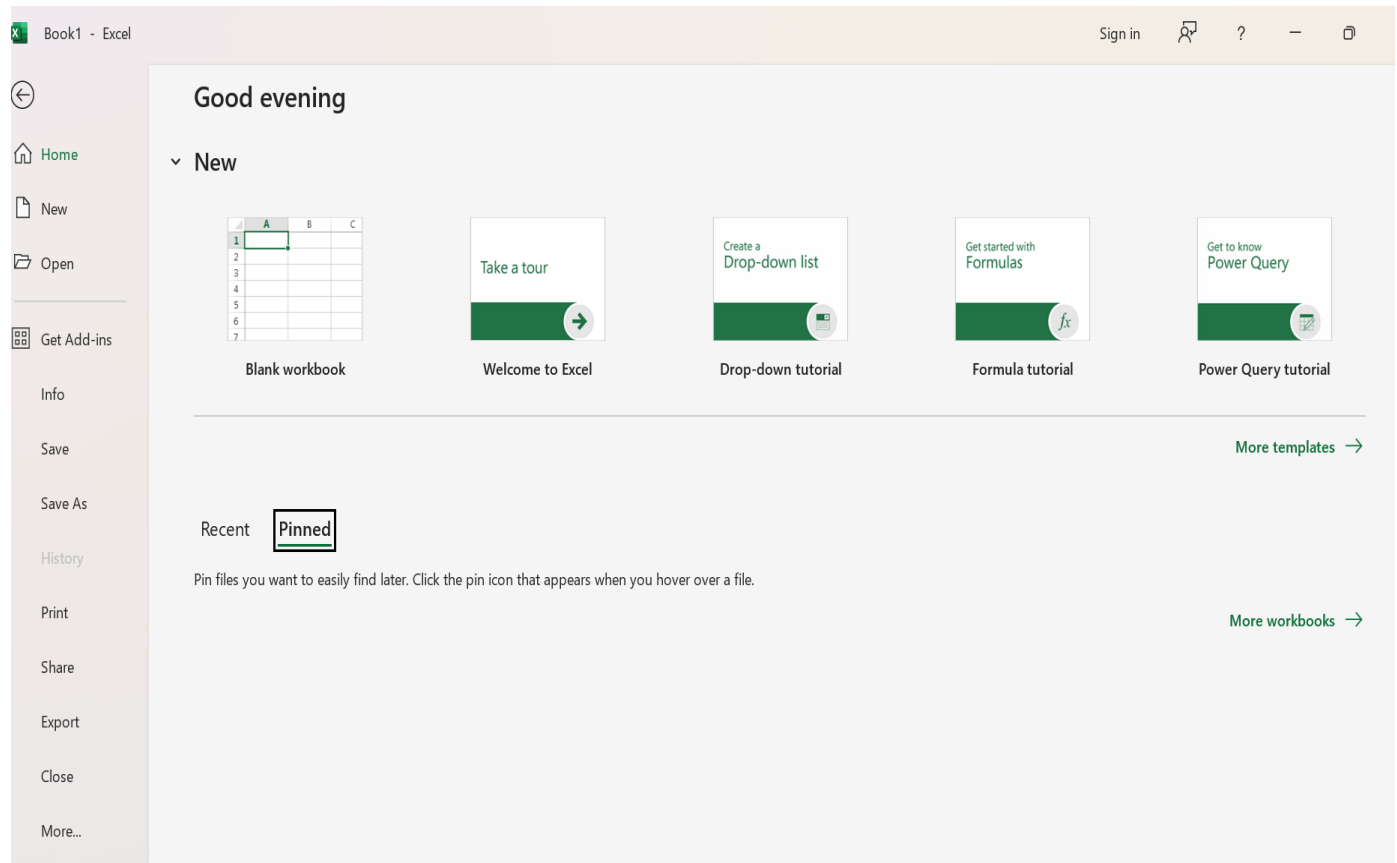


3- The main ribbon: It is a ribbon that contains eight tabs, which are in a row (File, Home Page, Insert, Page Layout, Formulas, Data, Review, View). Each tab contains

a number of groups. Each group contains icons (tools) that are It is a group of instructions related to each other that are used to perform specific task. There is a small arrow in the lower left corner of the group that gives us additional options for the group.



4- File tab: File is the first tab of the Excel program that contains a set of instructions that are used to deal with the Excel workbook, such as opening a new workbook, saving and closing workbooks, and other instructions, as in the figure:



5- Workspace (Work Sheet): It consists of 16,384 columns labeled with alphabetical letters (A, B, C, ..., Y, Z, AA, AB, AC, ..., IV, ..., XFD), Of the 1,048,576 rows, there are rows labeled with numbers (1, 2, 3, ..., 1048,576). The point where the row