

surrounded by a dark black frame and can be distinguished by specifying its column and row. As in the figure above, the active cell F9 is the active cell.

### 7- Cell range (cell range):

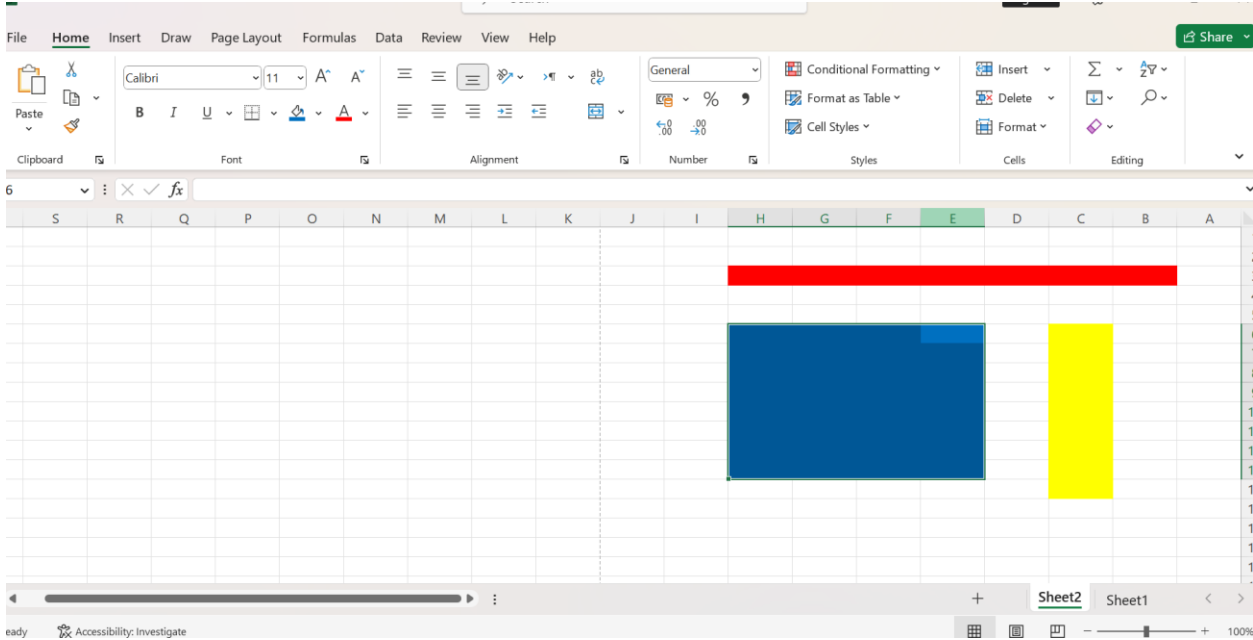
It is a group of cells that takes one of the following types:

1- The continuous horizontal range that includes consecutive cells horizontally within one row, as in the figure below, where the range here is (B3:H3).

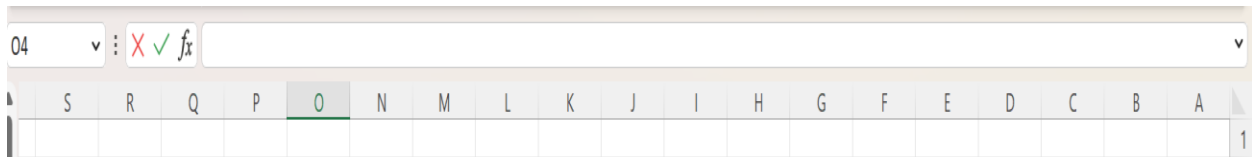
2- The continuous vertical range that includes consecutive cells vertically within one column, as in the figure below, where the range here is (C6:C14).

3- The continuous horizontal and vertical range, which includes consecutive cells both vertically and horizontally at the same time, as in the figure below, where the range here is (E6:H13).

4- The dashed range that includes consecutive cells separated by colons (:) or non-consecutive cells separated by a sorter (,) horizontally, vertically, or together, for example, the range (E6:H13,C4,L9), where this range includes (the continuous horizontal and vertical range E6:H13). And cells C4 L9).



**8- Formula Bar:** It is a bar located at the top of the worksheet in which the data of the selected cell is displayed. At the end there is an extension button to expand the formula bar. This bar consists of three parts, as in the figure below:



- A) The white rectangle on the right, which contains the content of the active cell.
- b) The white rectangle on the left, which contains the address of the active cell.
- C) The fx symbol in the middle represents the tool through which we can access the ready-made functions in the Excel program, which will be studied later.

**9- Paper tab bar:** From it you can move between worksheets, as well as add new papers.



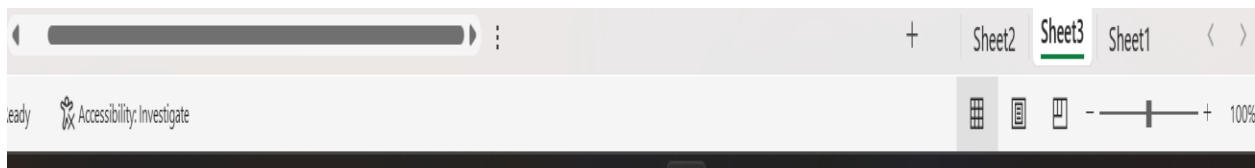
**10 - Scroll Bars:** Scroll Bars to scroll and display the contents of the worksheet horizontally and vertically

**11- Status Bar:** This bar appears at the bottom of the screen and you will find the following on it:

A) Slider to zoom in and out.

b) Document view buttons (1- Normal, 2- Page Layout, 3- Preview Page Breaks).

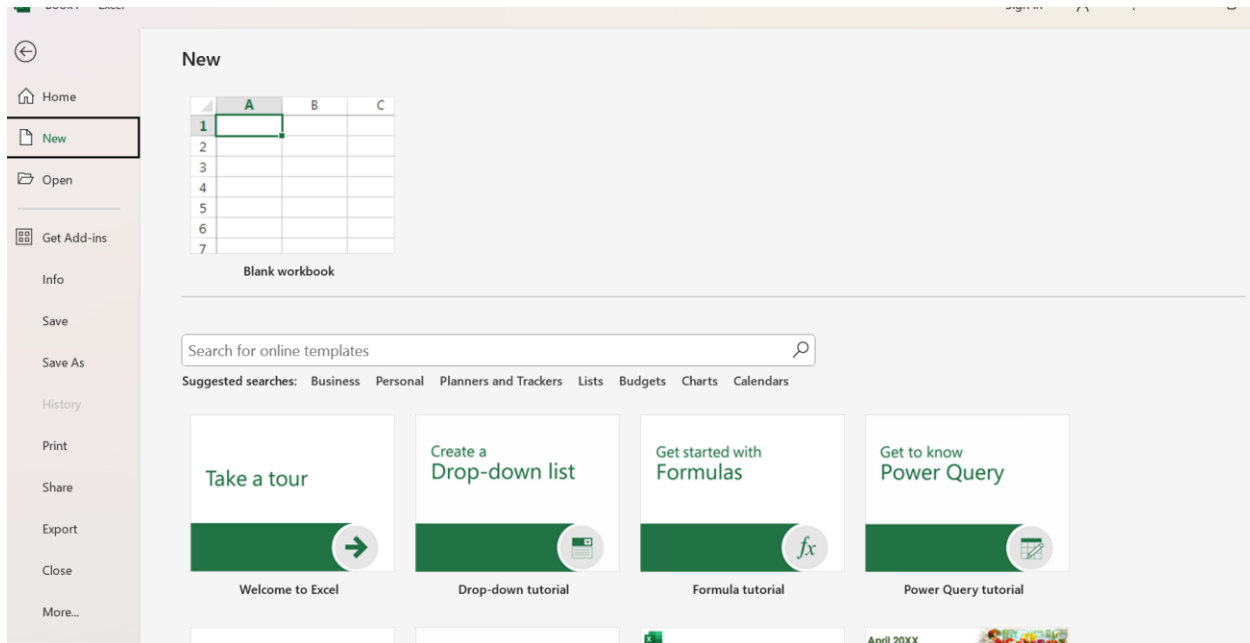
C- Document status: Is it in (Ready, Input, Edit) mode?



### **Create a new, empty workbook:**

When we run Excel, it opens a new workbook directly, but if we want to create another new workbook, we follow one of the following methods:

**1- From the File tab,** we choose the New command, then we choose the Empty Workbook command, then we click on the Create command, as in the figure below.



2- Using the shortcut key Ctrl + N on the keyboard.



3- From the tool  in the Quick Access Toolbar, the new workbook appears.

### Open a previously stocked workbook:

If we want to work with one of the workbooks that have previously been saved, we must open this workbook first. To open an existing workbook, the command (Open) is chosen from the (File) tab, and the dialog window (Open) appears as in Figure No. below, where the location and name of the workbook to be opened can be specified. Then press the Open button.