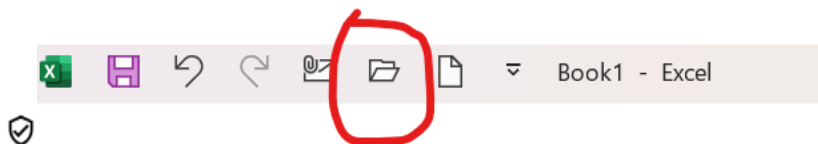


Note: You can execute the command (Open) and access the dialog window (Open) in other ways, including:

- 1- Through the shortcut key. Ctrl+O
- 2- Using the shortcut key Ctrl+F12.

3- From the tool  in the Quick Access Toolbar.



Saving an Excel workbook for the first time: To save an Excel workbook for the first time, we follow these steps:

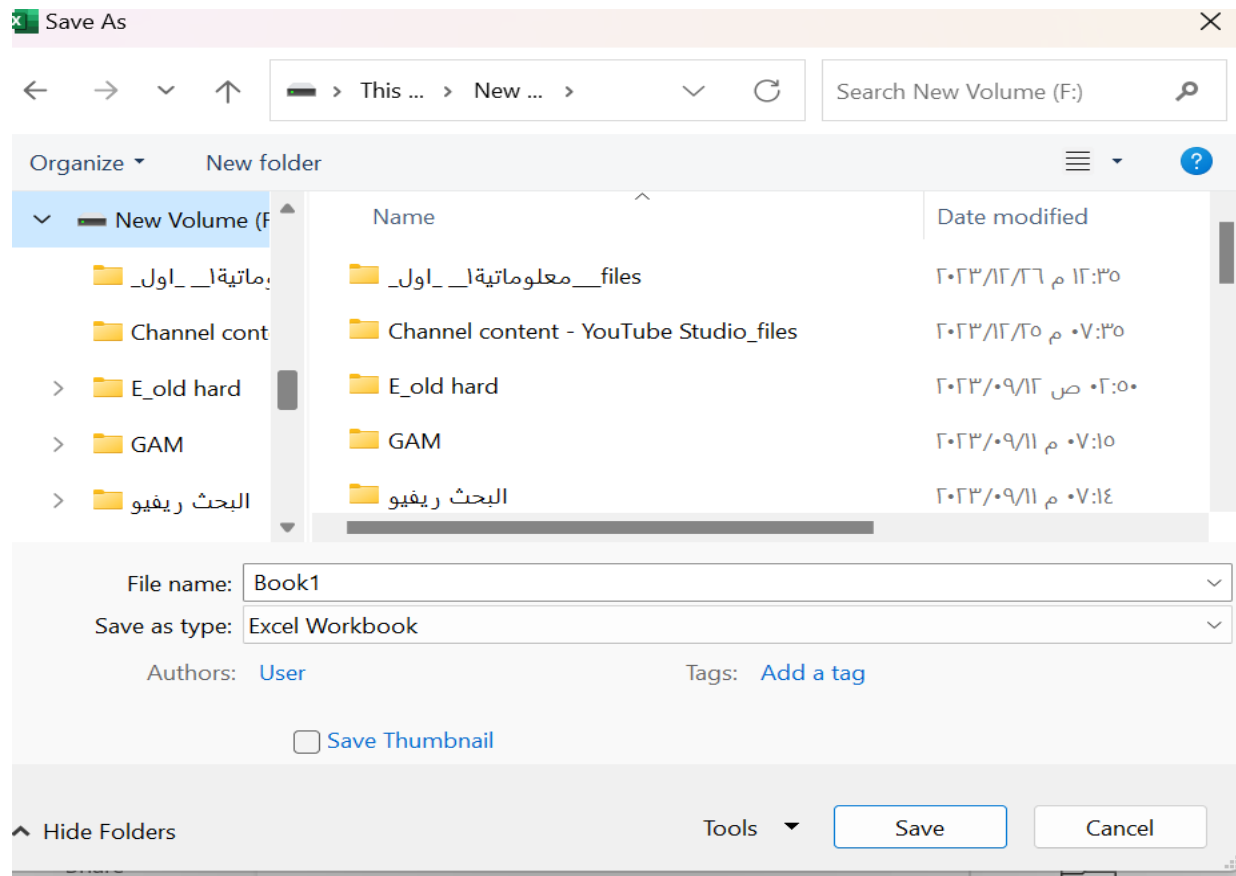
- 1- Open a dialog window (Save As) in one of the following ways:
 - A) From the (File) tab, choose the (Save) command.

b) Click the Save button on the Quick Access Toolbar.

c) Through the shortcut key. CTRL+S

d) Through the shortcut key Shift + F12.

Then a dialog window (Save As) will appear as in the figure below:



2-In the (Save in) box, choose the location where you want to save the workbook, and in the (File Name) box, write the name of the new workbook, and in the (Save as Type) box, we choose the stored file type, which is here ((Excel Workbook), then we click on the (Save) command to save it. The workbook with the new name and in the specified place. After that, we will notice that the new name has appeared in the title bar with the name of the program instead of the initial name of the workbook.

Important note: If the workbook was previously stored, executing the (Save) command does not display the (Save As) window, but rather saves the latest modifications to the existing workbook.

Navigate within the worksheet (active cell)

Navigating within a worksheet is the process of making a specific cell the active cell. The navigation process is as follows:

1- Using my agencies keyboard:

: PgUp • Page up.

: PgDn Page down.

: Alt + PgUp • To move to the right, page by page.

: Alt + PgDn • To move left, page by page.

: Ctrl + PgUp • Advance to the first sheet.

: Ctrl + PgDn • Advance to the last sheet.

: ← + Ctrl • Move to the last column in the worksheet.

: → Ctrl + Move to the first column in the worksheet.

: ↓ + Ctrl • Down arrow: Move to the last row in the worksheet.

: ↑ + Ctrl • Up arrow: Move to the first row in the worksheet.

•The four arrows: to move in four directions.

Tab: To move left cell by cell:

Shift + Tab: Move to the right cell by cell.2- Using the mouse, you can move to any cell in the worksheet by clicking on the cell directly with the left mouse button.

3- Using the formula bar, you can move to any cell in the worksheet by typing the cell address in the left part of the formula bar, then pressing a key. Enter

Data entry in Excel:

The active cell is selected first, and then writing is done directly in it. The writing appears in the active cell, and at the same time the writing appears in the right part of the formula bar. After the data entry is completed, the data must be installed in this cell in one of the following ways:

- 1- Press the Enter key on the keyboard.
- 2-Click on the \checkmark mark in the middle part of the formula bar.
- 3-Move to any other cell according to the above navigation methods.

If we want not to fix this data to the cell, it can be done in one of the following ways:

- 1- Press the Esc key on the keyboard.
- 2-Click on the \times sign in the middle part of the formula bar.

Data types in Excel

There are many types of data that can be written in a cell within a worksheet, such as textual or numerical data, mathematical formulas, or ready-made functions.

1) Textual data: It is a group of letters, numbers, and symbols, such as the names of people, cities, materials, etc., which may represent titles, notes, or names for the worksheet. This textual data is treated as text and no mathematical operations are performed on it.

2) Numeric data: It is numbers that are entered in the same way as text data, but instead of entering Arabic or English letters, integer or decimal numbers are

entered. Positive or negative signs, as well as international currency signs, can be entered with the numerical numbers and percentages.

3) **Mathematical formulas or mathematical equations:** They are a group consisting of numbers or cell addresses containing numbers separated by coefficients such as addition, subtraction, multiplication or division signs. Parentheses can be added to them, and any equation must be preceded by an equal sign (=) to indicate that it is equivalent to the Excel program. For example, the equation =C6+B5+88 means adding the value of cell C6 with the value of cell B5 with the number 88 the equal sign at the beginning of formulas indicates that it is a formula and not text, as Excel treats any data that does not begin with equality as text or numerical. For example, when entering C6+B5+88 into a specific cell, Excel treats it as if it were text and not a mathematical formula.

Example

You have the following table in Excel:

H	G	F	E	D	C	B	A	
				90	65	11	45	1
				21	54	3	67	2

Write the following two equations:

$$E1=A1+D1-C1-B1 \quad -a$$

$$H2=(A2*B1^2)-(E2/C1) \quad -b$$

4) **Ready-made functions:** They are mathematical formulas, mathematical equations, or functions with different applications that are ready in the Excel program and do not need to be rewritten, such as the sum function, the average function (arithmetic average), the largest value function, Max, and others.