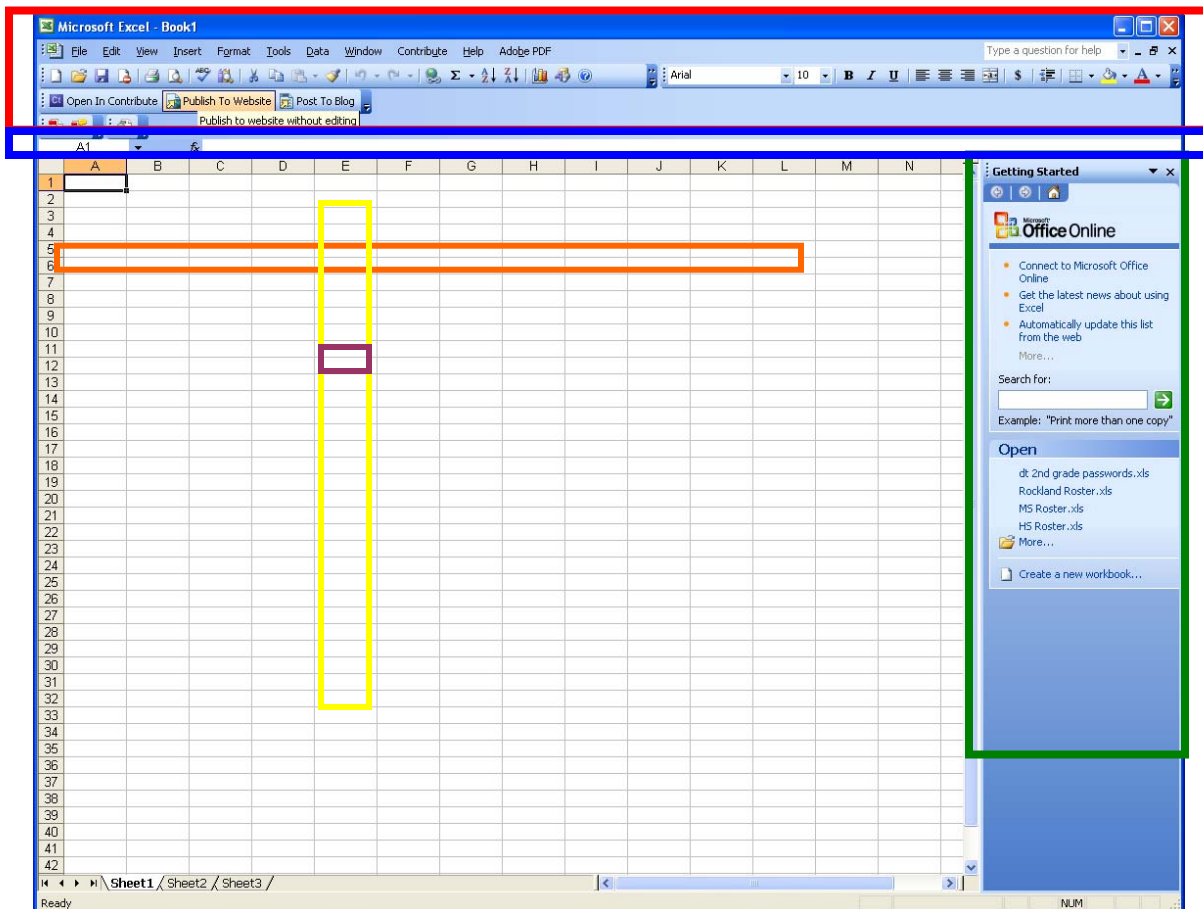








The Geography of Excel

Microsoft Excel is a spreadsheet program. So what's a spreadsheet? In more modern computer terms a spreadsheet is better defined as: **software for entering, editing, manipulating and printing structured, tabular information, such as accounting ledger sheets.** For a teacher, Excel can be a pretty powerful tool for quickly sorting, calculating and analyzing data, making charts and graphs and creating simple databases.

The Geography of Excel

Below you will find the different areas of the screen in excel.

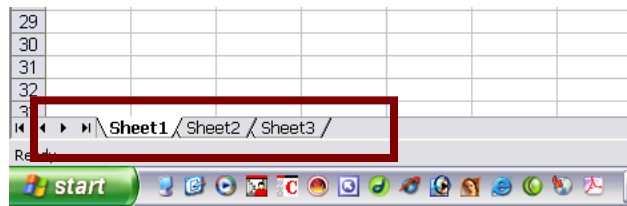


-  Menu bar and Tool Bar
-  Formula Bar
-  Task Pane
-  Row
-  Column
-  Cell

The **Menu Bar and Tool Bar** should look familiar from any other Microsoft program. The **formula bar** is unique to Excel and it gives you a place to enter mathematical formulas. The **task pane** is a place where special features are displayed.

The main part of the screen is taken up by the “worksheet” which is made up of **columns and rows**. Where a column meets a row is called a **cell**. Every cell (or box on the worksheet) has an address. Anyone who has ever played *Battleship* before can understand how cells get their addresses. Above column E is outlined in light blue and row 9 is outlined in yellow. Where they cross is the cell with the address “E9.” This becomes important later when we write formulas.

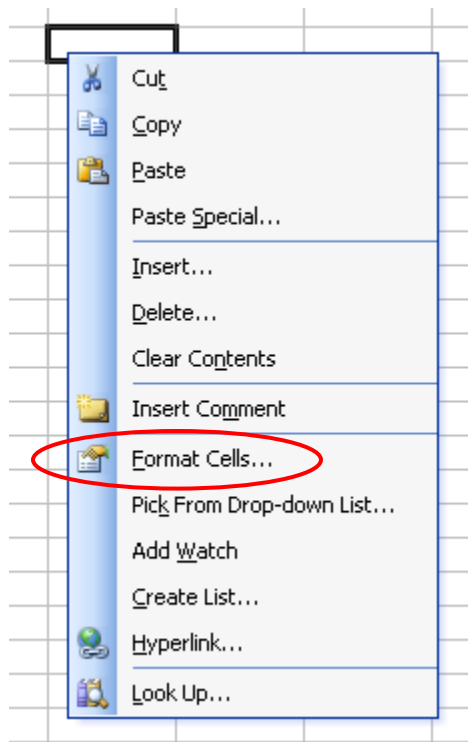
One more thing about the geography of excel. Whenever you open a new excel spread sheet you actually are looking at 3 worksheets. If you go to the bottom left hand corner of the screen you will see there are actually three “tabs” there, each one representing a different spreadsheet:



Just click on "Sheet2" or "Sheet3" to view those worksheets. You can even rename (just double-click on the sheet name) copy a sheet or delete them (just right-click for more options.)

You can change, modify an individual cell, or an entire row/column. Simply, right click on an individual cell or right-click on an entire column and you will get the following menu options:

First Option:



Second Option:

