

# Get started with Excel for beginners

Excel plays an important role in many areas. You work with computers and often use Excel. Are you still wondering and how to use Excel?

## 1. Start, turn off the Excel program.

+ Run the program

C1: Double-click the left mouse button on the Microsoft Excel icon

C2: Start / Program / Microsoft Excel

+ Exit the program

C1: Left-click the Close icon in the title bar

C2: File / Exit

C3: Alt + F4

## 2. Essential concepts in Excel

+ What is Excel:

Microsoft Excel is a good software or an application program, which when created will create a spreadsheet and this spreadsheet makes it easier to do:

- Algebra calculation, data analysis
- Make report tables, organize lists
- Access to different data sources
- Automate jobs with macros
- And many other applications to help us analyze many different types of problems.

+ Workbook: In Excel, a workbook is a file on which you work (calculate, graph, .) and store data. Because each workbook can contain multiple sheets (spreadsheets), so you can organize and store many types of related information together in just one file (file). A workbook contains many worksheets or chart sheets depending on your computer's memory.

+ **Worksheet:** Also called sheet, is a place to store and work with data, it is also called a spreadsheet. A worksheet contains many cells, cells are organized into columns and rows. Worksheet is contained in workbook. A Worksheet contains 16,384 columns and 1,048,576 rows (the old version only contained 256 columns and 65,536 rows).

+ **Chart sheet:** Also a sheet in the workbook, but it contains only one graph. A chart sheet is useful when you want to view each graph individually.

+ **Sheet tabs:** The names of the sheets will appear on the tabs located in the lower left corner of the workbook window. To move from one sheet to another, simply click on the sheet name you need in the sheet tab bar.

Excel 2010 uses the default file format of '.XLSX' (based on the XML standard that makes it easier to exchange data between applications) instead of the previous standard format, '.XLS'.

### **3. Familiarize yourself with Workbook in Excel.**

#### **a. What is the concept of Workbook?**

A workbook is a collection of spreadsheets (sheets) that are stacked on top of each other and stored in the computer's memory like a text file.

#### **b. Working with the Workbook**

+ Create a white Workbook

C1: File / New / Workbook / OK C3: Ctrl + N

C2: Left-click the New icon/on the Standard toolbar

+ Workbook archive

C1: File / Save C2: Ctrl + S

C3: Click the Save icon on the Standard toolbar

+ Close the current Workbook

C1: File / Close C2: Ctrl + W C3: Ctrl + F4

+ Open a Workbook saved in the machine

C1: File / Open C3: Ctrl + S

C2: Left-click the Open icon on the Standard toolbar

### **4. What is Sheet in Excel?**

#### **a. Concept**

Sheet is a spreadsheet in Workbook that allows receiving and editing data directly on a spreadsheet.

## **b. Working with Sheet**

+ Open sheet

+ Rename the sheet

B1: C1: Right-click on the Sheet to be renamed. Then select Rename

C2: Double click the left mouse button on the name of the Sheet to be changed

B2: Enter the name of the Sheet to be changed

B3: Press Enter

+ Insert more Sheet

C1: Right-click on any Sheet, then select Insert / Worksheet / OK

C2: Insert / Worksheet.

+ Delete sheet.

Right-click on the Sheet to delete / Delete / OK

+ Copy Sheet

Right-click on the Sheet to be copied / Move or copy / Create a copy / OK

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