



LITTERA PUBLIC SCHOOL

CLASS -V

COMPUTER

CHAPTER -6

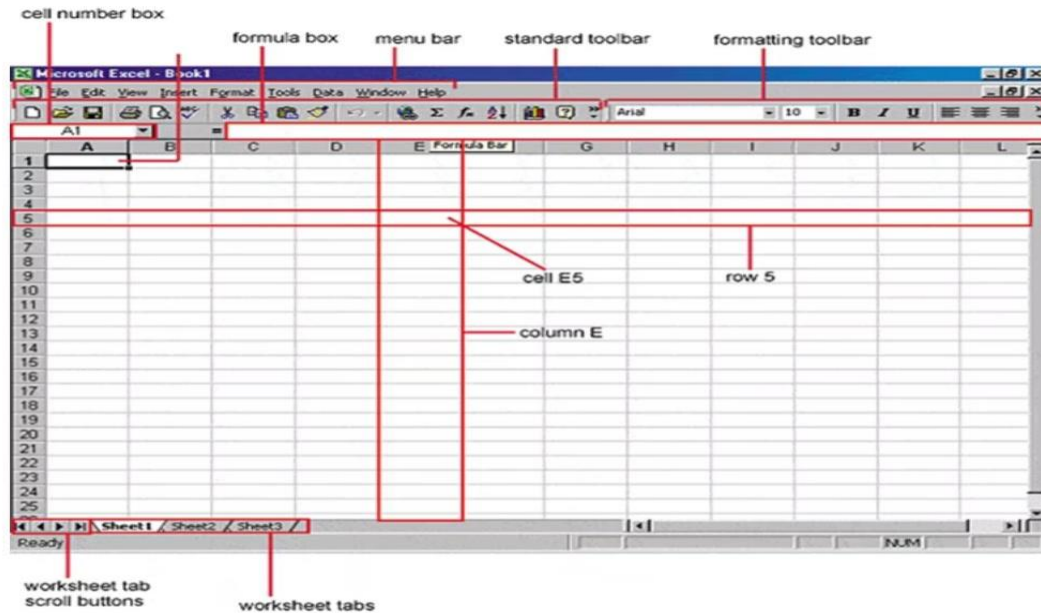
Introduction to MS Excel 2016

Microsoft Excel is a spreadsheet program. It is used for storing data in the form of rows and columns. It uses the concept of displaying data in the form of tables.

Excel is used to apply formulas and functions to perform calculations on the data (number and text) and present the data in a variety of professional looking charts.

Some of the main advantage of using Excel are:-

- 1. Calculation: Number and calculation are managed efficiently. Formula once written, can be easily copied to the rest of the worksheet.*
- 2. Database Management: Data is a collection of values. Data can easily be created, analyzed and maintained in Excel. Finding a value and sorting of the data is also easy.*
- 3. Charts: The pictorial representation of a data is called a chart. We can create a variety of charts, like pie chart, column chart, bar graph, etc.*



How to Start MS Excel?

Microsoft Excel is a component of the Microsoft Office suite of programs. Alternatively, one can even download it from the Microsoft website but you will have to purchase the license key. Working on Excel is not different from working with any other Windows program. If you are operating Windows with a GUI like (Windows XP, Vista, and 7) then to begin MS Excel on your computer, follow these steps:

Click on the Start Menu→Go to All Programs→Click on MS Office→ Lastly choose the MS-Excel option.

Alternatively, one can also begin it from the start menu(by typing MS Excel in the search option available)if it has been added there. You can open it from the desktop shortcut if you have created one.

Features of MS Excel

MS Excel is used for processing the data that is in tabular form and then performing mathematical functions on it to analyze it. This is what the Excel window looks like (version 2007):

MS Excel Terminologies

1. Cell- A cell is a rectangle block/box present in a worksheet. Any sort of data that a user wants to enter into the worksheet must be arranged in a cell.
2. Cells can be color-coded, show text, numbers, and the outcomes of calculations, based on the operations. An Active Cell is currently an open-cell for editing.
3. Workbook- The workbook relates to an Excel spreadsheet record. It includes all the data that have been listed/sorted/calculated. A workbook that is available to be seen and edited by various users on a network is recognized as a Shared Workbook.
4. Worksheet- Inside the workbook is where we get documents called worksheets. Also recognized as spreadsheets, a user can have multiple worksheets in a single workbook.
5. Workspace- Very similar to worksheets in a workbook, a workspace enables users to open numerous files simultaneously.
6. Formula Bar- The Formula Bar displays the data of an active cell. In the case of formulas, the formula bar will showcase all components of the formula.
7. Toolbar- The toolbar that holds quick shortcuts like save, undo and redo, etc.
8. Chart- An object that displays data visually / graphically.
9. Data Validation- This feature of MS Excel helps to limit incorrect data from being inserted into the worksheet. Data validation aids consistency and precision in the data to be entered.
10. Ribbon- Over the workbook is a section of command tabs named the Ribbon. Several options are present behind every tab of the ribbon.

Advantages of Using MS Excel

1. As there is no boundary to the amount of data that can be saved in a spreadsheet, MS Excel is extensively used to save or to analyze the data.
2. Earlier when working with pen-paper mode, data were to be stored in different files and registers. Now, this has become helpful as more than one worksheet can be attached to a single MS Excel file.
3. When the data is collected in the form of a table, explaining it becomes easier. Thus, data stored in the spreadsheet is more readable and recognizable.
4. Performing various mathematical calculations such as addition, subtraction, average, and other operations have become more manageable and less time-consuming with the choice of the formula in MS excel.
5. The information is drafted on a piece of paper, finding something in it may take longer, though this is not the case with excel spreadsheets. Locating and recovering data is easy and simple.

Shortcut Keys to Insert New Worksheet In Excel

There are two shortcut keys to insert a new worksheet in Excel, They are:

Alt + Shift Shortcut #1

1. Click on the “ALT” button from the keyboard u0026 hold it.
2. Now click on the “Shift” button from the keyboard u0026 hold it along with the “ALT” button.
3. Click on the “F1” key from the keyboard u0026 then release it.
4. Now release the alt and shift keys.

Now, we will add a new worksheet to an open workbook.

Shift + F11 Shortcut #2

Step #1 – Click on the ‘SHIFT’ button from the keyboard.

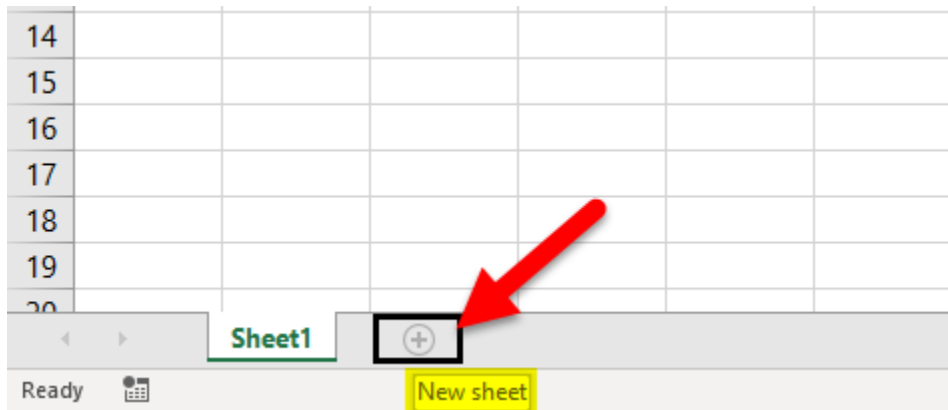
Step #2 – Click on the ‘F11’ key from the keyboard & release it.

Step #3 – Now release the “shift” key.

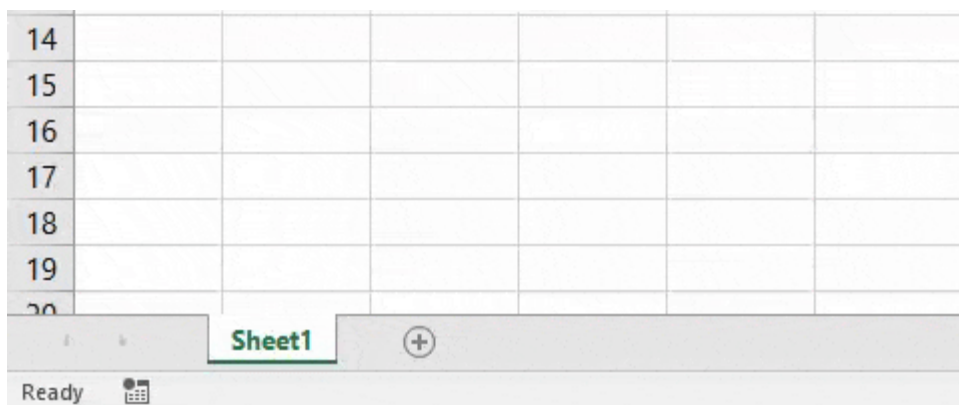
Now, we will add a new worksheet to an open workbook.

To Insert a New Worksheet Using the Mouse

Step #1 – We will find a “+” sign at the bottom of the sheet highlighted in dark red in a workbook.



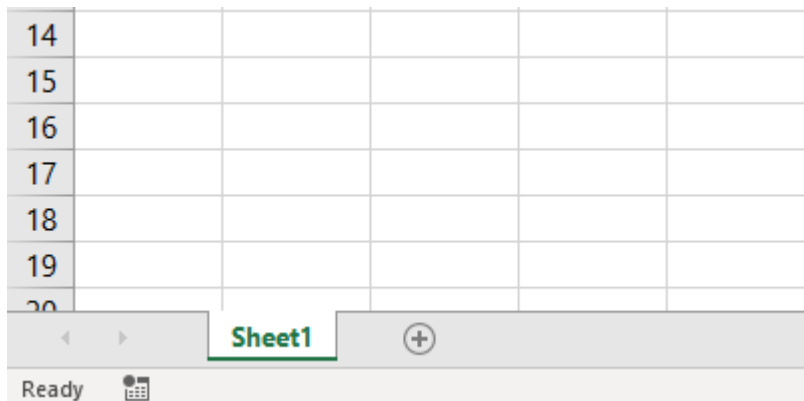
Step #2 – Click on the “+” sign to insert a new worksheet in Excel, as shown below.



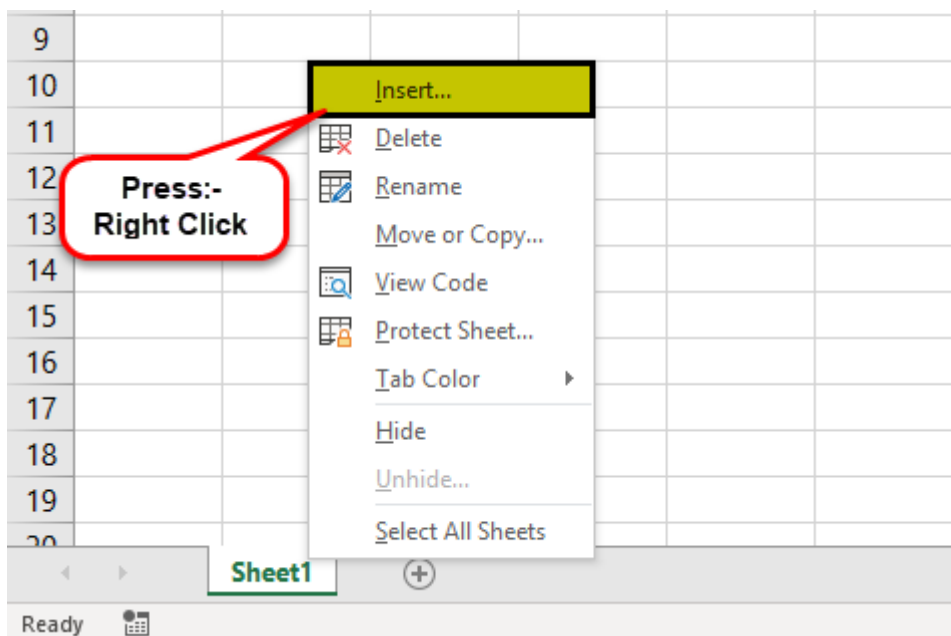
Example #3

There is another way to insert a new worksheet in Excel. Let us understand it with an example.

Step #1 – Open a new workbook, as shown below.

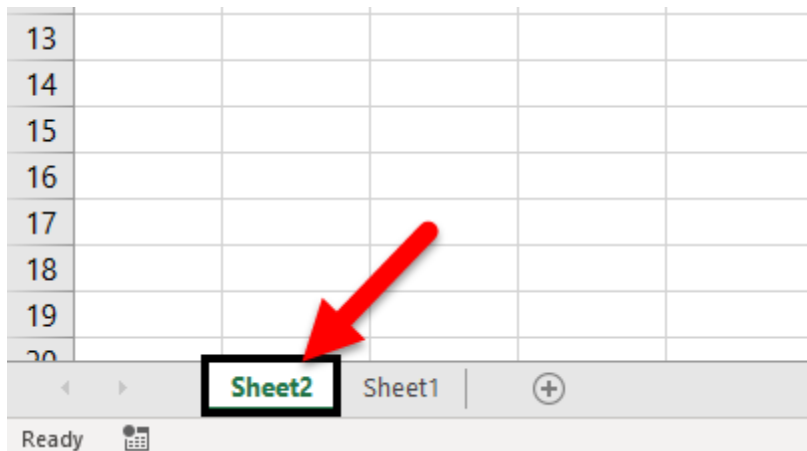


Step #2 – Now, right-click on the existing sheet named as 'Sheet1' by default



Step #3 – From the above image, click on the “INSERT” option to insert anything. Then, you will get a pop-up, as shown below.

Step #4 – Now, select the “Worksheet” option to insert a new worksheet and click on the “OK” button.

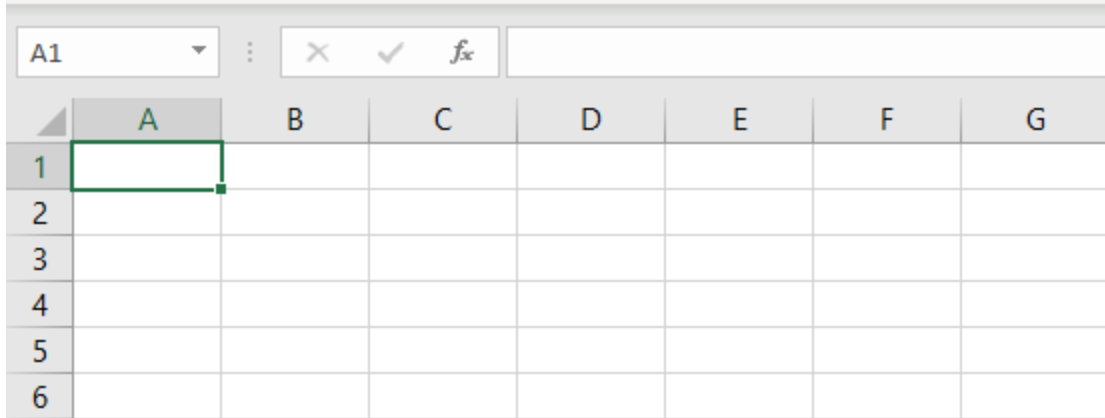


From the above image, we can see the second sheet, named “Sheet 2.” By default, this is the sheet inserted by us using the third procedure.

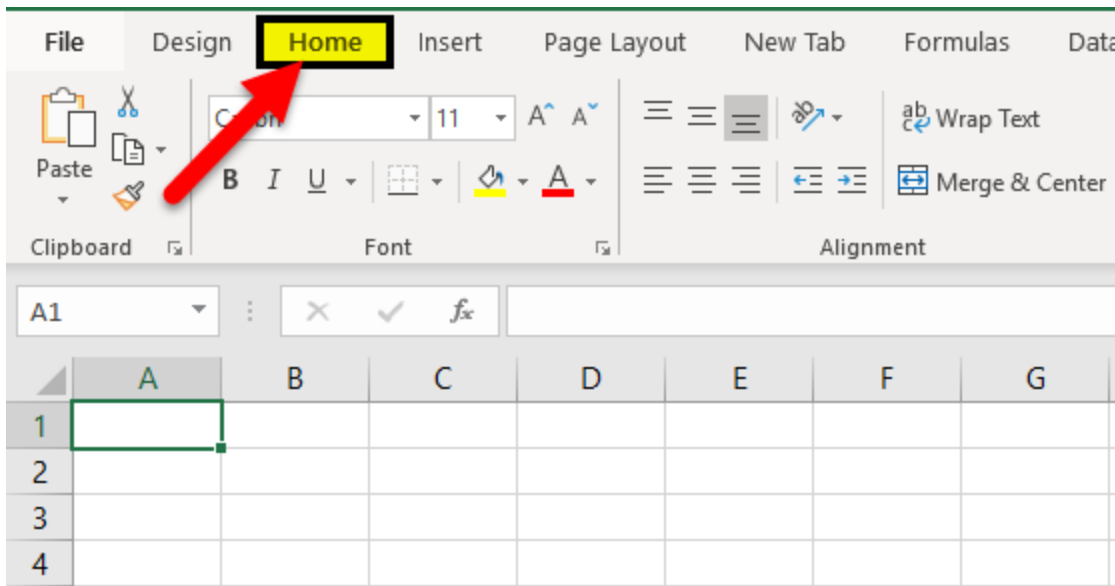
Example #4

Let us see a new way to insert a new worksheet in Excel, which is another easy and simplest way to insert a worksheet. In this procedure, we will use the “INSERT” option available in the [Ribbon bar of an excel](#). Let us understand it with the help of an example.

Step #1 – Open a new workbook, as shown below.



Step #2 – Click on the ‘Home’ tab available in the Ribbon bar of a workbook.



Step #3 – We may find an “Insert” tab on the right side of a ribbon bar under the “Home” tab.

