



# Excel



Zainelabideen Y. Mijbil

Computer laboratory

Lecture note 1

---



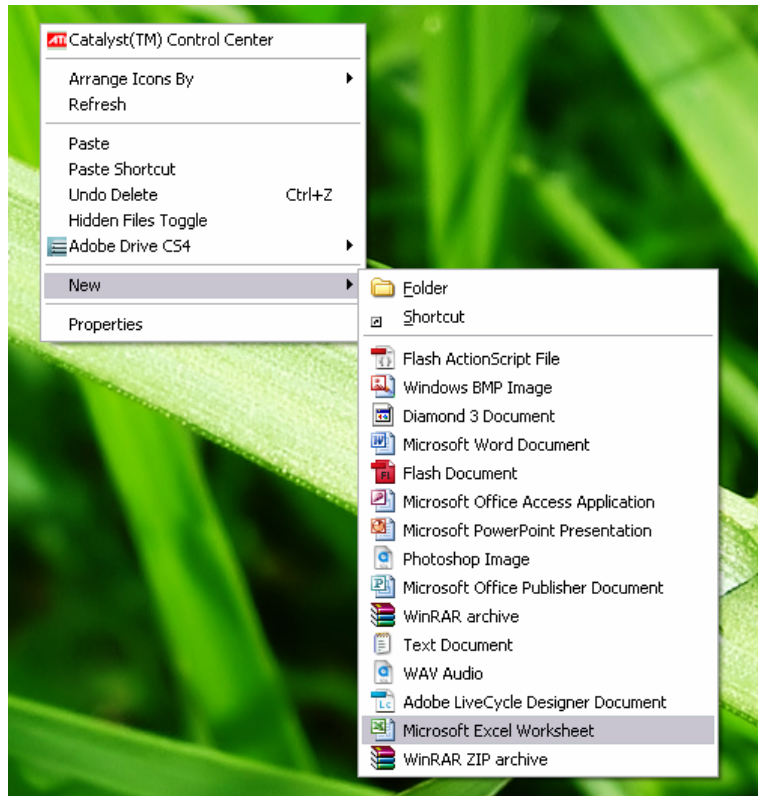
Contents:

1. How to enter the Excel.
2. Environment of the program.
3. Priority of simple mathematical operations.
4. How to apply an equation.
5. Drawing the data and results.



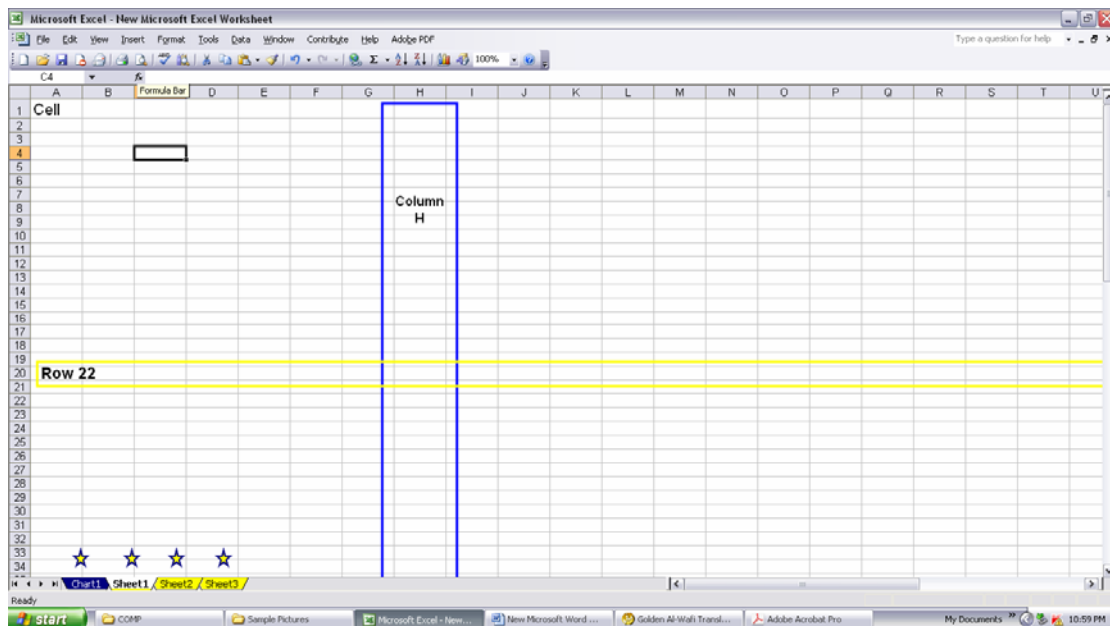
## 1. How to enter the Excel:

The simplest way is: Right click ► New ► Microsoft Excel Worksheet.



## 2. Environment of the program:

It contains formula bar, cells, rows, columns, sheets, and charts.



### 3. Priority of simple mathematical operations:

- (1) Exponent ( ^ ).
- (2) Multiplication and division ( \* , / ).
- (3) Sum and subtraction ( + , - ).


\* When parentheses are used, the operations inside them will be considered before those laid outside.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6				2	4	5	2		=D6^E6*F6+G6	
7										
8										
9										
10										
11				2	4	5	2		=D11^E11*(F11+G11)	
12										
13										
14										
15										
16				2	4	5	2		=D16^(E16*F16)+G16	
17										

### 4. How to apply an equation:

- (1) We must enter the data in a column or a row.
- (2) The simple of the equality ( = ) should be put firstly in the cell we desired the results in, as it shown in the previous figure.
- (3) The title of the cell is what we need to write, not the value. This title is composed from two parts, as it shown in the previous figure:
  - i. Letters as a, b, s, af, etc.
  - ii. Numbers 1, 34, 465, 8542, etc.

### 5. Drawing the data:

We must locate the data either by the left click just, or by L. cl. + ctrl, then we chose chart wizard icon from the standard bar , then we follow the instructions below:

Microsoft Excel - New Microsoft Excel Worksheet

File Edit View Insert Format Tools Data Window Contribute

Arial 10 B I U

	A	B	C	D	E	F
1	1	12				
2	2	13				
3	3	14				
4	4	15				
5	5	16				

Chart Wizard - Step 1 of 4 - Chart Type

Standard Types Custom Types

Chart type:

- Column
- Bar
- Line
- Pie
- XY (Scatter)
- Area
- Doughnut
- Radar
- Surface
- Bubble

Chart sub-type:

Scatter with data points connected by smoothed Lines.

Press and Hold to View Sample

Cancel < Back Next > Finish

Data Range Series

Data range: =Sheet1!\$A\$1:\$B\$5

Series in:

Rows

Columns

Cancel < Back Next > Finish

Chart Wizard - Step 3 of 4 - Chart Options

Titles Axes Gridlines Legend Data Labels

Chart title:

Value (X) axis:

Value (Y) axis:

Second category (X) axis:

Second value (Y) axis:

Cancel < Back Next > Finish

Chart Wizard - Step 4 of 4 - Chart Location

Place chart:

As new sheet: chart2

As object in: Sheet1

Cancel < Back Next > Finish

