

**Basic Elements of an MS Excel Spreadsheet**

**Workbook** = Multiple Worksheets ( Sheet 1, Sheet 2, Sheet 3, etc... )

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**Title Bar** Default Title for Workbook is Book 1

**Menu Bar** Contains normal MS Office commands

**Standard Bar** Contains normal MS Office Icons

**Formatting Bar** Contains normal MS Office Icons

**Name Box & Formula Bar** Contains position of active cell & Formula or Contents

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**Worksheet Elements**

**Cells** (rectangles) are arranged in Rows (Horizontal) and Columns (Vertical)

**Single Cell** is the **intersection** of a Row & Column ( Cell Address: Exp B5 or F7 )

**White Plus Symbol:** used to select single (active) cell or group of cells (click & drag)

**Horizontal Scroll Bar:** used to view contents of current or active sheet (Try it!)

**Vertical Scroll Bar:** used to view contents of current or active sheet (Try it!)

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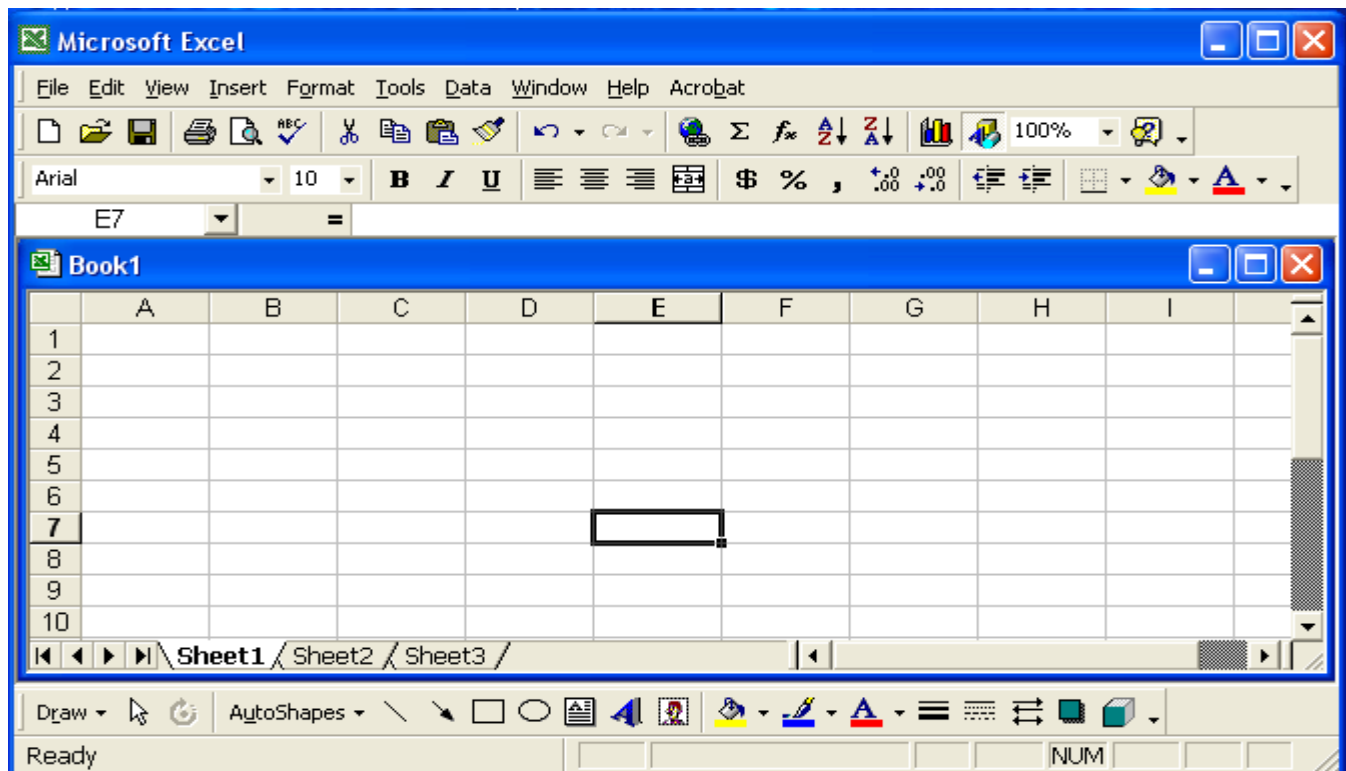
**Horizontal Scroll Bar** Contains Sheet 1, Sheet 2, Sheet 3, etc...

**Draw Bar** Contains normal Draw Tools for MS Office

**Status Bar** Ready or Condition of current or active document

**Task Bar** Start Button and Open Sheets & Documents

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**START BAR** Located at the very bottom of Excel Window.





**Communicating within Spreadsheets**

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**Applying Conditional Formatting (Select Cell)**

Format            Conditional Formatting            Basic (4) Parts  
Cell Value is            Between            Condition            Formatting (Txt or BG)

**Cell Comment**            Select Cell            Insert > Comment > Type            Small Red Handle Bar

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**Insert Picture from Clip Art**

ReSize            Click on Small Handle Bar  
Position            Click and Drag

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**Charts**            Insert > Chart            Click on Chart Tool

Area            Trends stresses change over period of time  
Bar            Comparisions between individual items  
Column            Trends over period of time and/or Comparisions  
DoughNut            Compares Wholet to Parts but allows more than 1 set of data  
Line            Trends in Data with equal intervals  
Pie            Compares Whole to Parts with 100%  
Scatter            Scientific Data with unequal intervals

**Save As...**            Embedded Chart            **or**            Separate Chart 1,2,3, etc...

**To Delete Chart**            Right Click then use **Clear**

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**Scatter Plot**            Enter a two column set of data such as:

X = 1,2,3,4,5    Y=2,4,6,8,10

**Highlight both sets of numbers only then click Chart Wizard and create a Scatter Plot.**

Example Excel Spreadsheet of a “Very” Small Company

ACME COMPANY PAYROLL LISTING									
REG. HRS.	OVT. HRS.	REG. RATE	OVT. RATE	GROSS PAY	DEDUT'S	NET PAY			
40	20	\$4.50	\$6.75	\$315.00	\$78.75	\$236.25			
40	10	\$5.75	\$8.63	\$316.25	\$79.06	\$237.19			
40	15	\$6.50	\$9.75	\$406.25	\$101.56	\$304.69			
40	15	\$3.75	\$5.63	\$234.38	\$58.59	\$175.78			
40	15	\$4.75	\$7.13	\$296.88	\$74.22	\$222.66			
40	20	\$6.25	\$9.38	\$437.50	\$109.38	\$328.13			
<b>EMPLOYEES</b>							6		
<b>MAXOVERTHRS</b>		20							
<b>AVG. RATE</b>		\$5.25							
<b>TOT. GROSS</b>				\$1,568.75					
<b>MINNETPAY</b>						\$175.78			

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The following URLs or Web Address are interactive spreadsheets created with MS Excel 2000.

Compound Interest Interactive Spreadsheet  
 Change Principal or Interest or Time  
 View the results of change in last region.  
<http://192.42.153.153:5000/~tlove/Page1.htm>

A Sample School System Salary Schedule  
 Change the Base Salary and view the number crunching  
<http://192.42.153.153:5000/~tlove/Page2.htm>

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[To Excel is Elementary: ABC's to Excel](#)

**Microsoft Office 2000 & Microsoft Excel 2000 Page 6**  
**A Selection of Online MS Excel Tutorials & Resource Materials to Learn MS Excel**

<p><b>Excel Tutorial</b>  <a href="http://www.usd.edu/trio/tut/excel/">http://www.usd.edu/trio/tut/excel/</a></p>	<p><b>Florida GC University – Excel Tutorial</b>  <a href="http://www.fgcu.edu/support/office2000/excel/">http://www.fgcu.edu/support/office2000/excel/</a></p>
<p><b>BayCon Group – Excel Tutorial</b>  <a href="http://www.baycongroup.com/el0.htm">http://www.baycongroup.com/el0.htm</a></p>	<p><b>Western Carolina University – Excel Tutorial</b>  <a href="http://www.wcu.edu/ccenter_inf/CatOnline/MSEX/">http://www.wcu.edu/ccenter_inf/CatOnline/MSEX/</a></p>
<p><b>Bay City Schools – Excel Tutorial</b>  <a href="http://www.bcschools.net/staff/ExcelHelp.htm">http://www.bcschools.net/staff/ExcelHelp.htm</a></p>	<p><b>John F. Lacher CPA – Excel Help Page</b>  <a href="http://lacher.com/toc.htm">http://lacher.com/toc.htm</a></p>
<p><b>The Microsoft Excel Knowdule</b>  <a href="http://isds.bus.lsu.edu/cvoc/learn/introit/excel/">http://isds.bus.lsu.edu/cvoc/learn/introit/excel/</a></p>	<p><b>Tiger Direct . Com Directory of Excel Tutorials</b>  <a href="http://keptin.net/virtualhelpdesk/excel/">http://keptin.net/virtualhelpdesk/excel/</a></p>
<p><b>The Land Grant Training Alliance – Excel Tutorial</b>  <a href="http://www.extension.iastate.edu/Pages/Excel/homepage.html">http://www.extension.iastate.edu/Pages/Excel/homepage.html</a></p>	<p><b>Internet 4 Classrooms – Excel Tutorial</b>  <a href="http://www.internet4classrooms.com/on-line_excel.htm">http://www.internet4classrooms.com/on-line_excel.htm</a></p>
<p><b>The University of Rhode Island – Excel Tutorial</b>  <a href="http://homepage.cs.uri.edu/tutorials/csc101/pc/excel97/excel.html">http://homepage.cs.uri.edu/tutorials/csc101/pc/excel97/excel.html</a></p>	<p><b>Vanderbilt University – Excel Tutorial</b>  <a href="http://www.vuse.vanderbilt.edu:8888/es130/lectures/lecture7/xlintro.html">http://www.vuse.vanderbilt.edu:8888/es130/lectures/lecture7/xlintro.html</a></p>

<p><b>East – West Project – Excel Tutorial MS 97</b>  <a href="http://teleeducation.nb.ca/it/module5/excel/">http://teleeducation.nb.ca/it/module5/excel/</a></p>	<p><b>IT Learning Materials – Excel Tutorial MS 97</b>  <a href="http://www.itlearningmaterials.com/msexcel.htm">http://www.itlearningmaterials.com/msexcel.htm</a></p>
<p><b>Advanced Technologies – Excel Tutorial MS 97</b>  <a href="http://www.barnard.columbia.edu/at/training/excel/">http://www.barnard.columbia.edu/at/training/excel/</a></p>	<p><b>Furman University – Excel Numerical Modeling</b>  <a href="http://s9000.furman.edu/mellonj/excel.htm">http://s9000.furman.edu/mellonj/excel.htm</a></p>
<p><b>Louisiana State University – Useful Links for Excel</b>  <a href="http://www.che.lsu.edu/links/computing/tutorials/excelt.htm">http://www.che.lsu.edu/links/computing/tutorials/excelt.htm</a></p>	<p><b>Microsoft Excel Resources</b>  <a href="http://www.sabine.k12.la.us/class/excel_resources.htm">http://www.sabine.k12.la.us/class/excel_resources.htm</a></p>
<p><b>Excel Tips dot Com</b>  <a href="http://www.exceltip.com/">http://www.exceltip.com/</a></p>	<p><b>Rutgers University - Excel Exercise</b>  <a href="http://www.scils.rutgers.edu/techsos/excel/exercise.htm">http://www.scils.rutgers.edu/techsos/excel/exercise.htm</a></p>
<p><b>Course Technology – Thomson Learning – Excel Tutorial</b>  <a href="http://www.course.com/downloads/NewPerspectives/office2000/excel_t01.html">http://www.course.com/downloads/NewPerspectives/office2000/excel_t01.html</a></p>	<p><b>Best Online Materials for MS Office</b>  <a href="http://www.educationonlineforcomputers.com/">http://www.educationonlineforcomputers.com/</a></p>
<p><b>On&amp;Off line Materials available for MS Excel</b>  <a href="http://www.walkthegeek.com/microsoft-excel-tutorial.shtml">http://www.walkthegeek.com/microsoft-excel-tutorial.shtml</a></p>	<p><b>On&amp;Off line Materials available for MS Excel</b>  <a href="http://www.gnumatic.com/Microsoft_Excel_Tutorial.html">http://www.gnumatic.com/Microsoft_Excel_Tutorial.html</a></p>