

STEPS

ST

- * Open a New Microsoft Excel spreadsheet by double-clicking the Excel icon.
- Click on cell A1 and enter the first number i.e. the set of numbers that you are investigating.
- Press "Enter" and the program will automatically select cell A2 for you.
- Enter the second number into cell A2 and continue until you have entered the entire set of numbers i.e. column A.
- Click on cell B1. Enter the following formula, without quotes, to find the arithmetic mean of your set of numbers.

= AVERAGE(A:A)

Press "Enter" to complete the formula and the mean of your numbers will appear in the cell.

- Select cell B2. Enter the following formula, without quotes, into the cell.

"=MEDIAN(A:A)"

Press "Enter" and the cell will display median of the data set.

- Click cell B3. Enter the following formula, without quotes, into the cell

"=MODE(A:A)".

Press 'enter' and the cell will display mode of the data set.

- Select cell B4. Enter the following formula, without quotes into the cell:

"=MAX(A:A)-MIN(A:A)"

Press "Enter" and the cell will display the **RANGE** for your set of data.

INTRODUCTION TO EXCEL

Start Menu

→ search / search in
computer.

• Double click

Home

New

Open



click once

• Quick Access tool Bar (Undo, Redo, Auto Save)

• RIBBON → since 2007

FILE HOME INSERT FORMULAS

* In Quick Access tool Bar we have office button
where we have New, open, save, save as, print, prepare,
send, publish, close.

* then we have save icon (Ctrl+S)

• then undo format cells (Ctrl+Z)

• then Redo format cells (Ctrl+Y)

• then we have Print preview (Ctrl+F2)

* then below the Quick Access tool Bar we have

RIBBON i.e. which we have —
(interface)

• HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA,
REVIEW, VIEW, DEVELOPER.

Below Formula Bar

- On view option if we uncheck the formula bar option that formula bar will be disappear from the sheet.
- If we double click the insert for ~~sheet~~ ~~tab~~, all the options of the Ribbon will go away.

- Status Bar. (Normal, Page layout, Page Break Preview)
- the options of status bar also available in view option.

By clicking right on the status bar, customize status bar menu opens.

Excel workbook (Below formula bar)
(above status bar)

To insert worksheet (ctrl shift + F11)
above status bar)

Cell (named as row & column)
like A1, F8.

file → open → Browse —
 (For opening an Existing Excel Document)

* Short cut keys.

Save — Ctrl + S
 Copy — Ctrl + C
 Paste — Ctrl + V
 Bold — Ctrl + B

* Labels.

Monthly Budget

BILLS	JAN	FEB	MARCH
RENT			
PHONE			
CREDIT CARD			
FOOD			
CANDY			
TOTAL			

By default
 TOTAL Text value
 comes left aligned
 Right aligned
 for Numeric
 value.

Some times Excel perceives text as number
 or vice versa. In that case the cell will show
 green border. To change that text into number
 option will appear as convert to number

SUM.

this is known as to be
 relative reference.

= $B5+B6+B7+B8+B9$

(675) if we double
 click.

selecting cell reference.

So that if value you want to change in cell
 then corrections will be done automatically.

Monthly Budget.

	B.	C	D	E
	Jan-19	Feb-19	March-19	total
Bills	1000	1000	1000	3000
Rent	140	125	100	365
phone	150	200	175	525
Credit Card	300	275	350	925
Food	100	100	125	325
Candy			1750	5140
total	1620	1700		

$B1+B2+B3+B4+B5$

you will
 get all the values of
 total in other cell.

just by copy and paste

Relative Reference

same cell in
other columns
are used.
in addition.

Absolute Reference

for division we have
to place same cell
in denominator.

& different cell in
numerator hence

fixed cell i.e. denominator
is known as to be
the absolute reference.

⇒ Suppose if E5.

then for Division.

E5

* ORDER OF OPERATIONS

PEMDAS
P → Parenthesis
E → Exponent
M → Multi
D → Divide
A → Add
S → Sub.

$$66^{(27+1)}$$