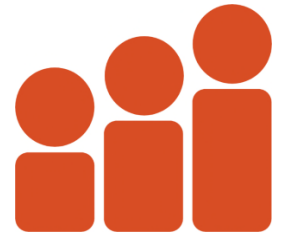ಐಟೆಕ್ ಅನಾಲಿಟಿಕ್ ಸಲೂಷನ್ಸ್

# iTech Analytic Solutions

**No. 9, 1st Floor,**
**8th Main, 9th Cross,**
**SBM Colony, Brindavan Nagar,**
**Mathikere, Bangalore – 560 054**

**Email: itechanalytcisolutions@gmail.com**
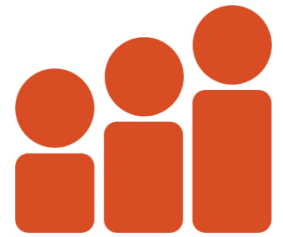**Website: www.itechanalytcisolutions.com**
**Mobile: 9902058793**

# Excel Training

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# What is a Spreadsheet?

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# What is a Spreadsheet?

➢ A spreadsheet application is a computer program such as Excel, OpenOffice Calc, or Google Docs Spreadsheets

➢ Has a number of built in features and tools, such as functions, formulas, charts, and data analysis tools that make it easier to work with large amounts of data

➢ A spreadsheet is a file used to store various types of data

➢ The basic storage unit for a spreadsheet file is a table

➢ In a table, the data is arranged in rows and columns to make it easier to store, organize, and analyze the information
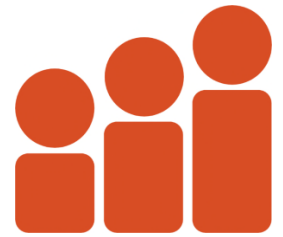
# What is a Spreadsheet?

➢ In Excel an individual spreadsheet file is referred to as a workbook.

➢ A term related to this is worksheet, which, in Excel, refers to a single page or sheet in a workbook. By default, Excel has three worksheets per workbook.

➢ A *spreadsheet* program, such as Excel, is used to create *workbook* files that contain one or more *worksheets* containing data
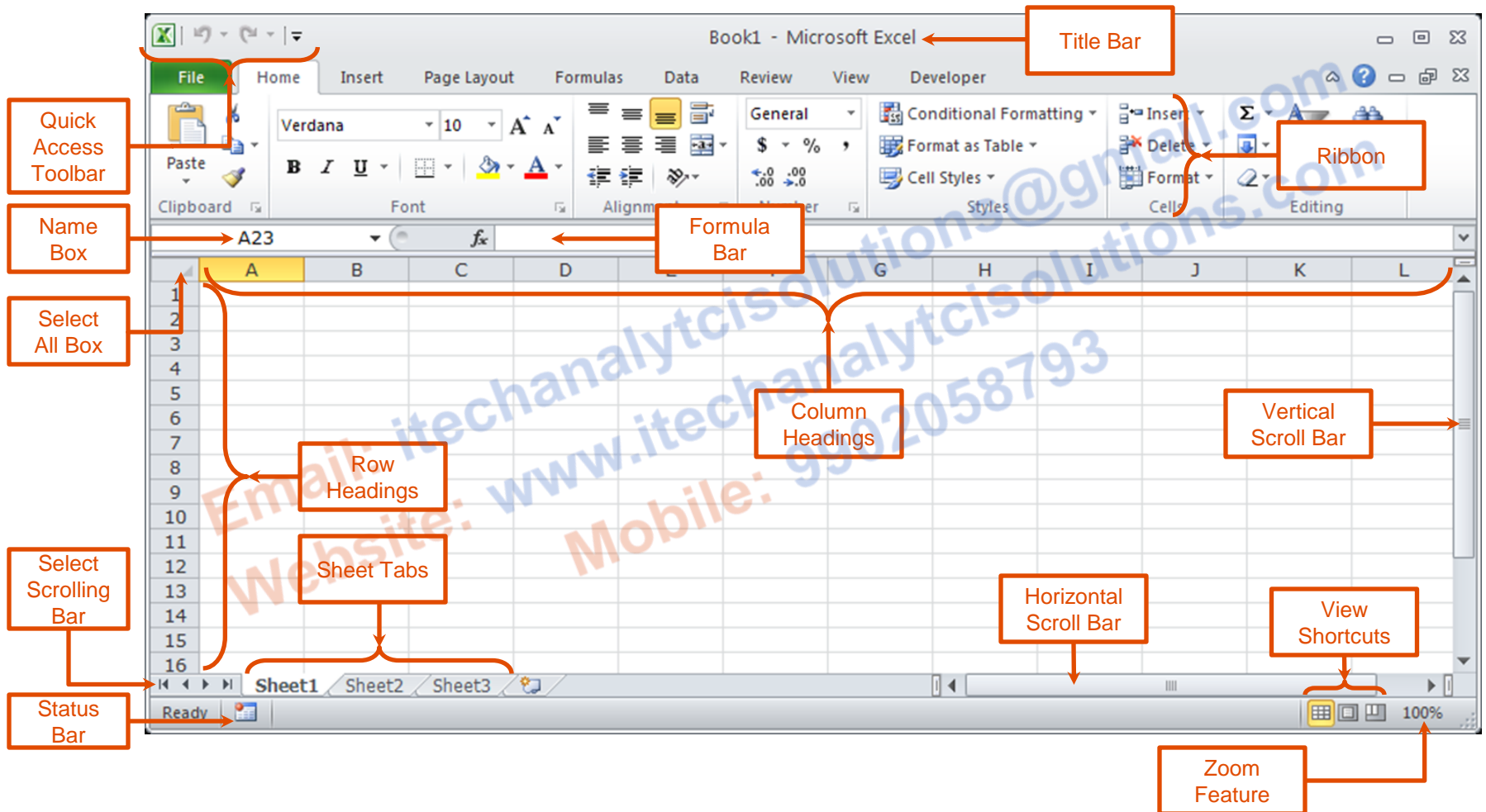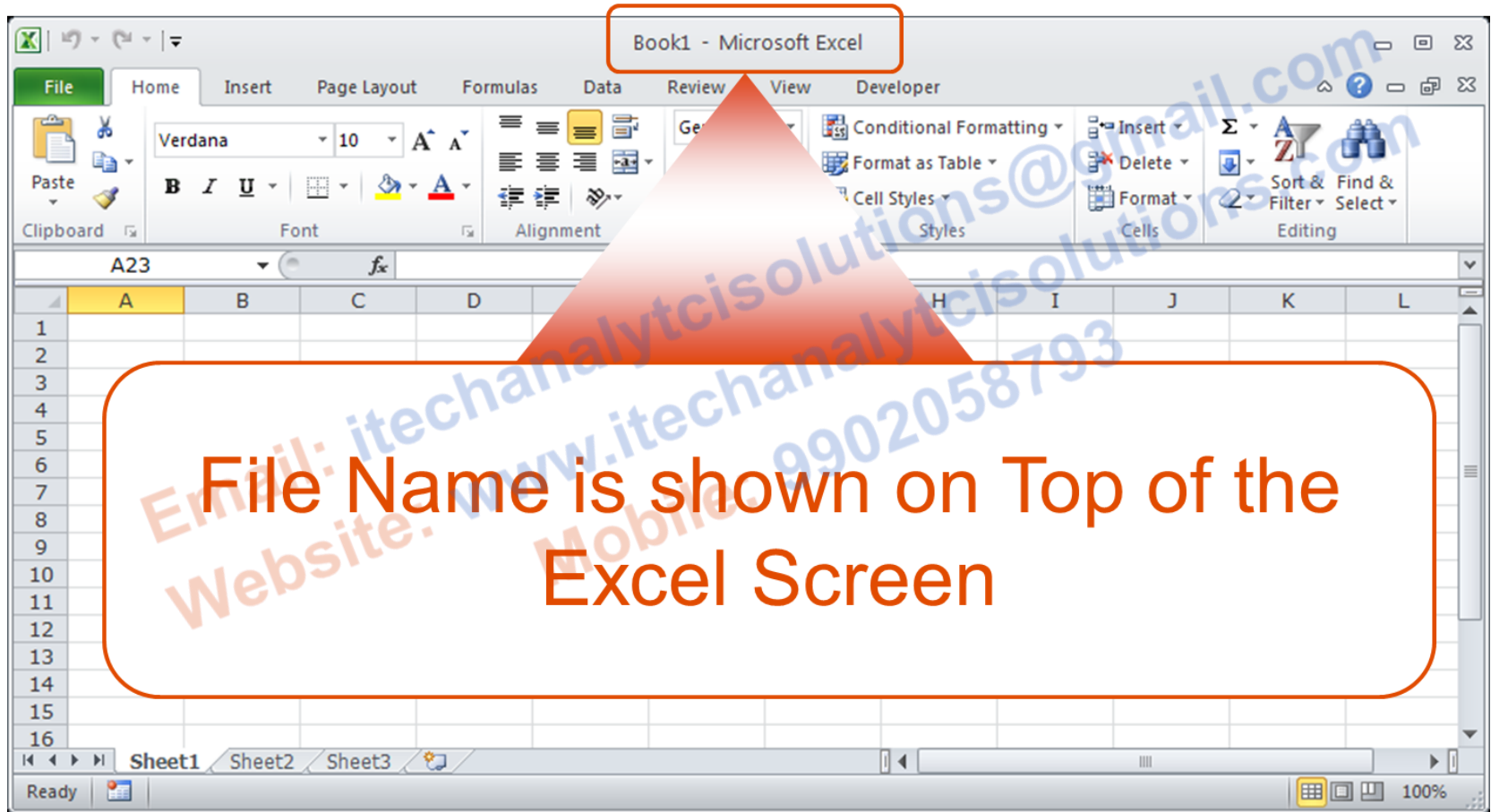
# Screen Layout

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# Screen Layout

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# File Name



File Name is shown on Top of the Excel Screen

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# Ribbon



The Ribbon is organized into various tabs, such as File, Home, Insert, etc and each tab contains related controls, which usually include buttons, lists, and check boxes

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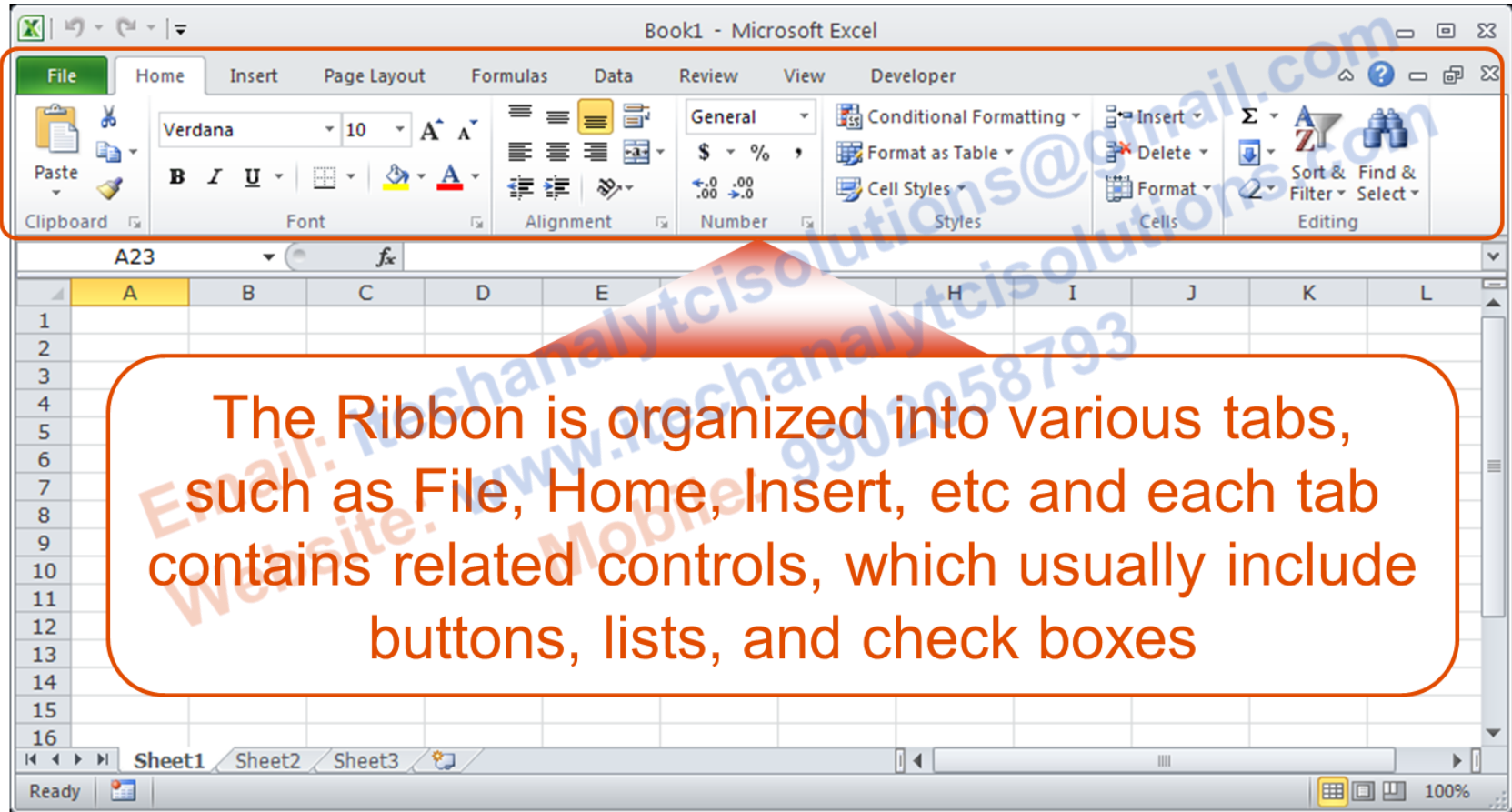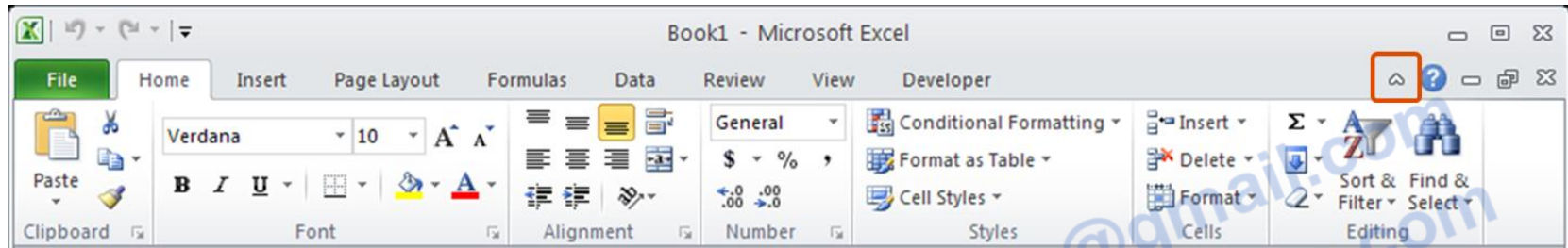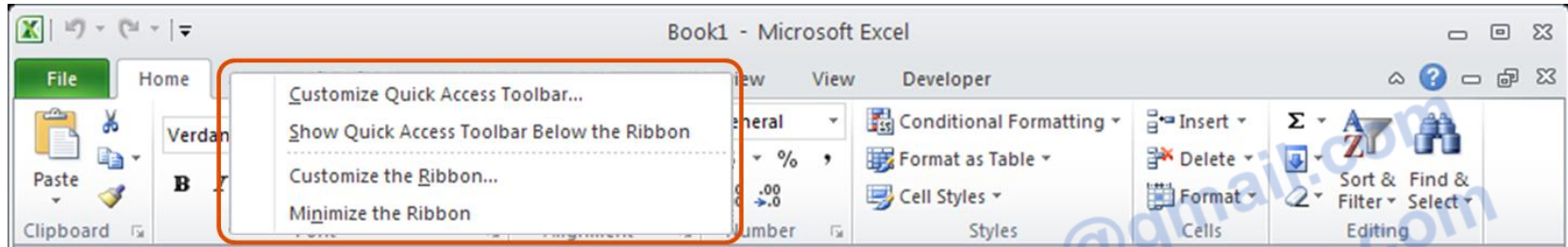
# Hide or Show the Excel Ribbon



➢ Clicking the down arrow in the upper right hand corner of the application (near the question mark) will open or close the ribbon interface (as shown above)

➢ Click the arrow again will expand the ribbon

➢ The keyboard shortcut **Ctrl + F1** can also be used to minimize or expand the ribbon
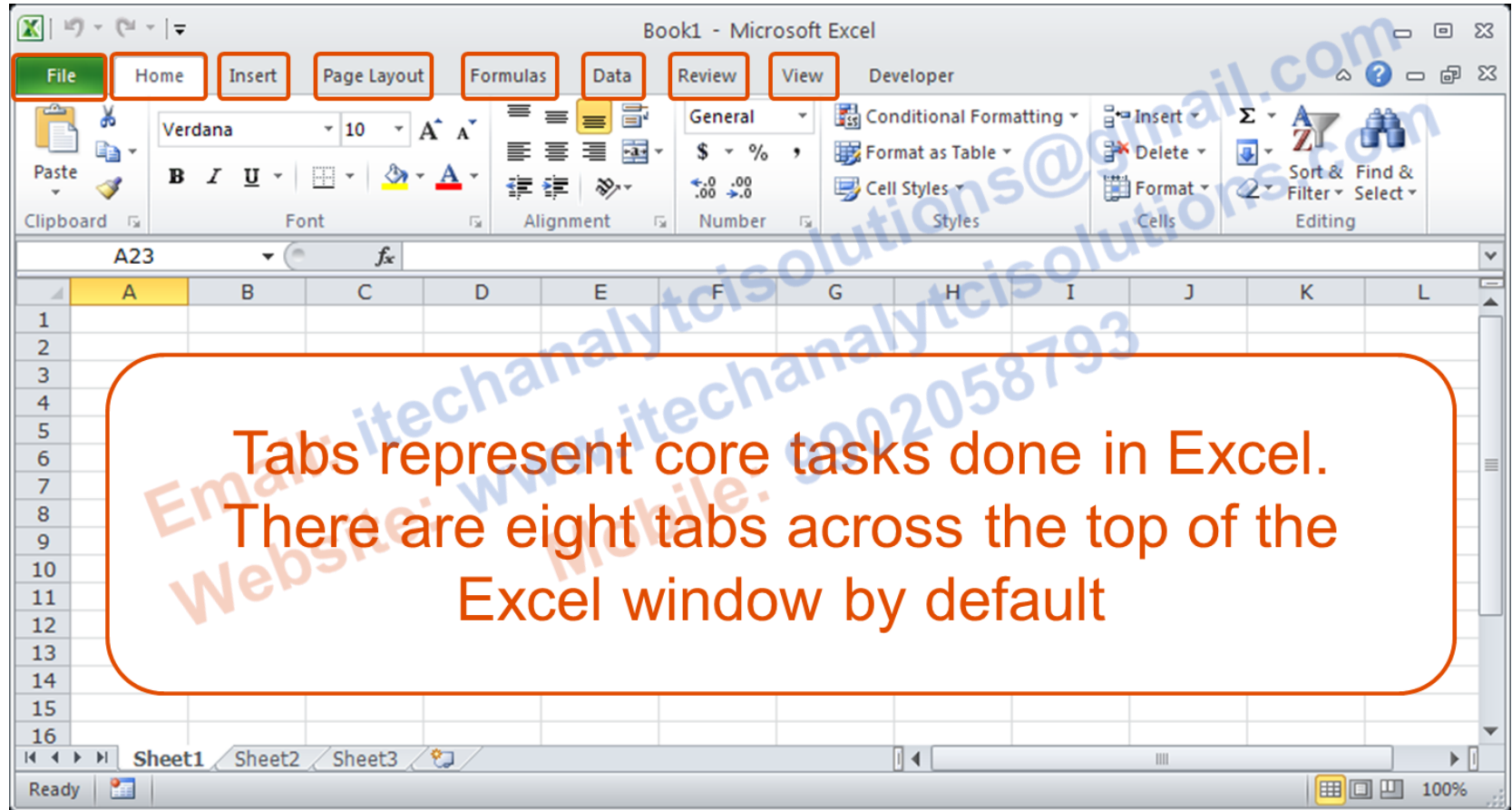
# Customize ribbon tab



➢ Right-click any part of the Ribbon and click **Customize the Ribbon**

➢ This will display the **Excel Options** dialog box with Customize Ribbon tab selected

# Tabs



Tabs represent core tasks done in Excel. There are eight tabs across the top of the Excel window by default

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# Different type of Tabs

## File tab

➢ Display basic commands such as open, save, print and a new Backstage View to options which allow sharing and sending documents

## Home tab

➢ Support tasks such as copying, pasting, editing and formatting text, finding and replacing text

## Insert tab

➢ Display items you might want to put on a worksheet — from tables, pictures, diagrams, charts, and text boxes to hyperlinks, headers, and footers

# Different type of Tabs

## Page Layout tab

➢ Change the format of data, use rulers to adjust width or height, change page orientation, set margins

## Formula tab

➢ Display prewritten formulas in function library, display all formulas

## Data tab

➢ Import data from different sources, sort or filter data.
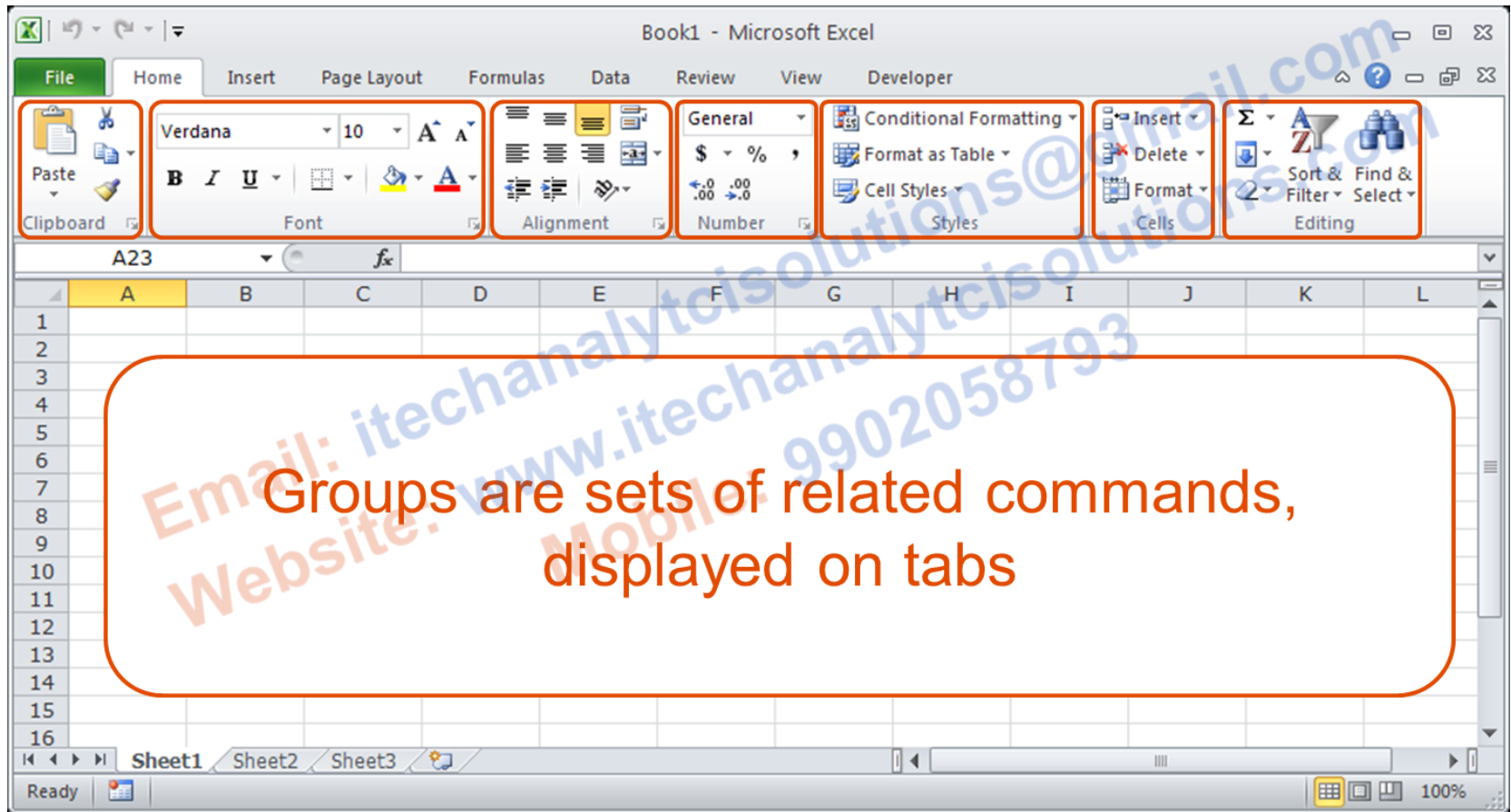
# Different type of Tabs

## Review tab

➢ Find the spelling checker, add comments, track changes. You can create annotations to review the worksheet and then review those comments.

## View tab

➢ Make a quick switch to page Layout view or page break view, turn on gridlines, zoom selection, freeze panes.
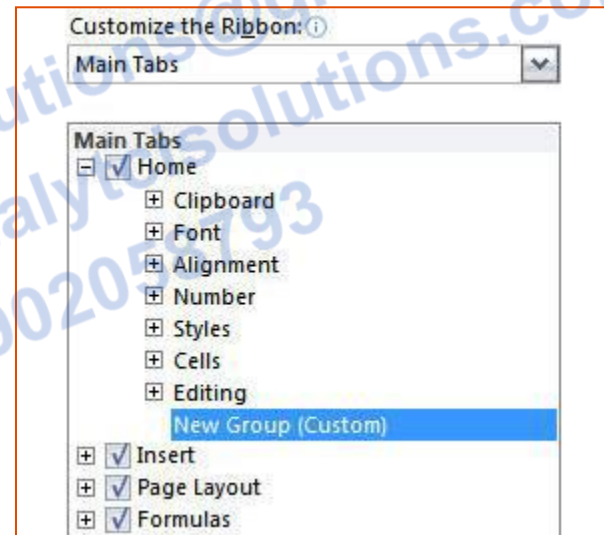
# Groups



Groups are sets of related commands, displayed on tabs

# Add a new Group or Tab

➢ From the **Excel Options** dialog box with **Customize Ribbon** tab selected displayed, click the tab you want to customize under the **Main Tabs** in the **Customize the Ribbon** section. For example, click on the Home.



➢ Click **New Group** button. Excel adds an entry called **New Group (Custom)**.
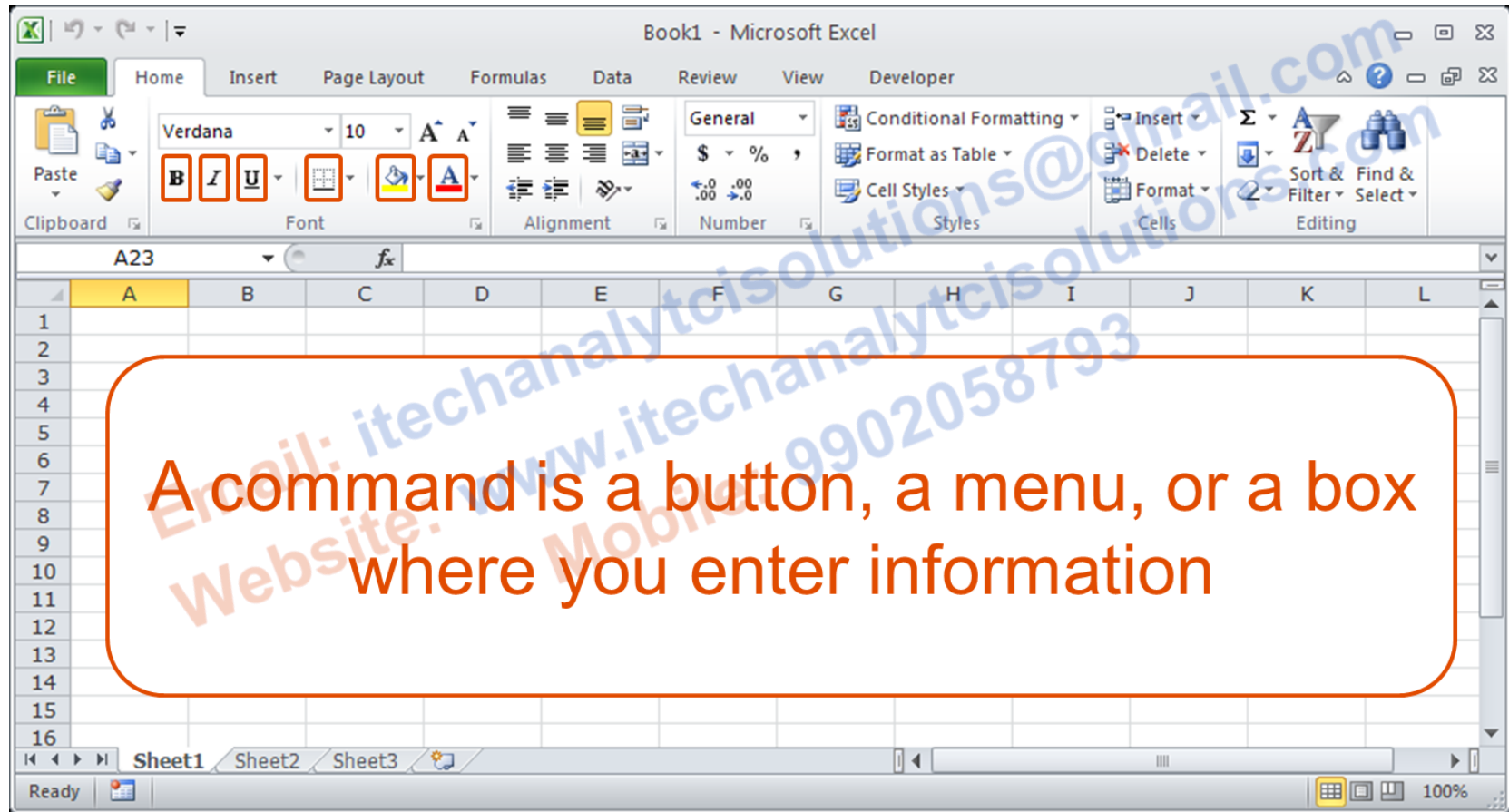
# Add a new Group or Tab

➢ Click **Rename** button. This will display the **Rename** dialog box.

➢ Type a new name for the group in the **Display name:** section (for example, type Test). You can also select a symbol that represents the group.
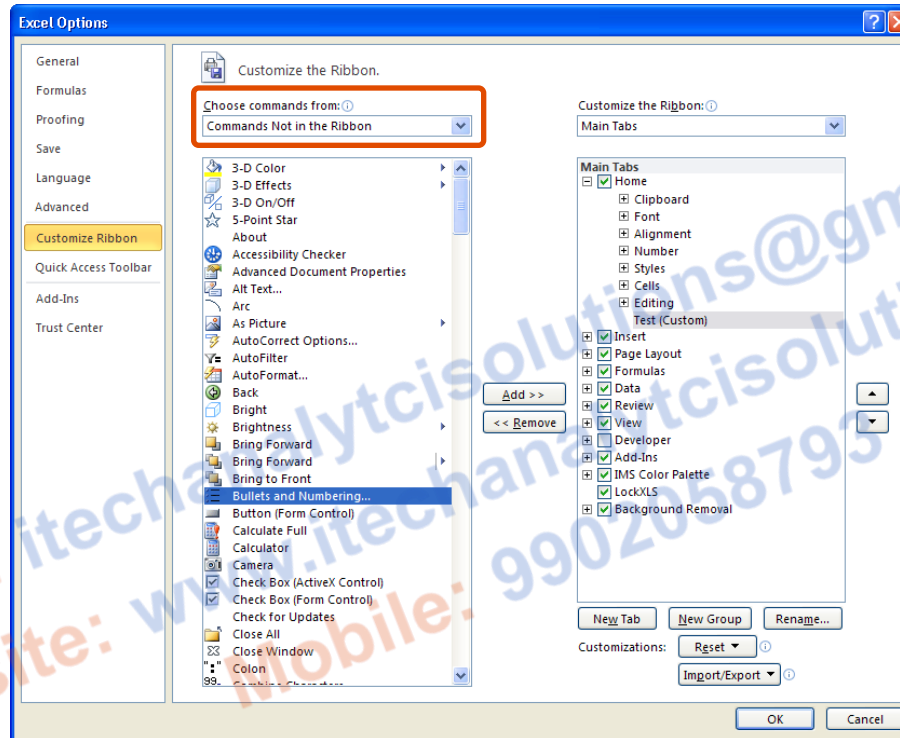
➢ Click **OK**

> **Note:**
> You can also click New Tab button to create a custom tab.

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# Commands



A command is a button, a menu, or a box where you enter information

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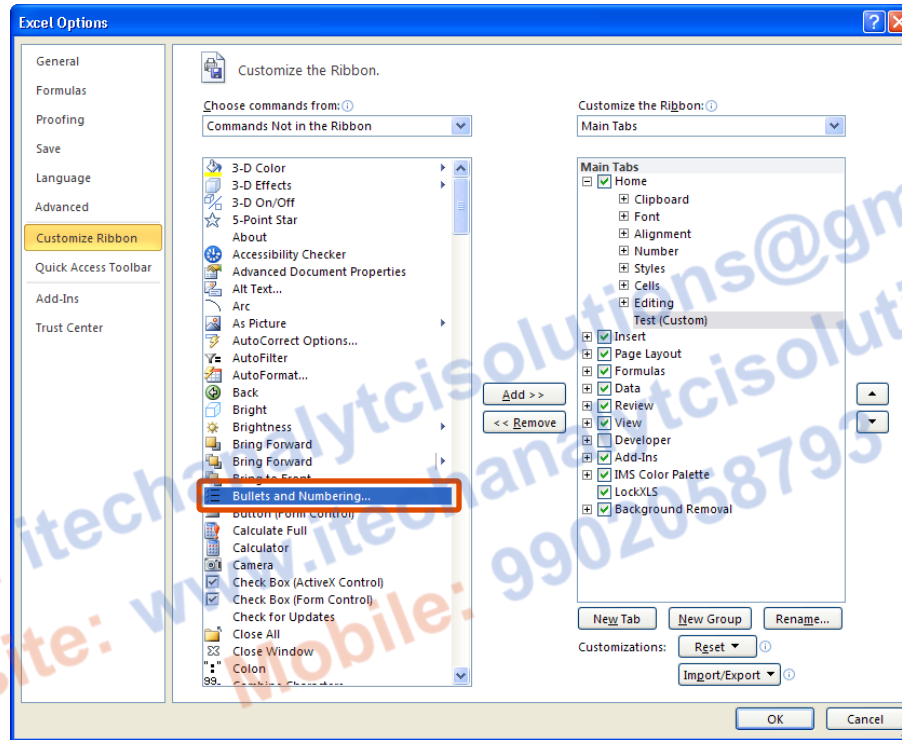
# Add commands to the Group



➤ From the Excel Options dialog box with Customize Ribbon tab selected displayed, click the **Choose commands from drop down menu**, choose the command category you want to use. For example, choose **Commands Not in the Ribbon`**
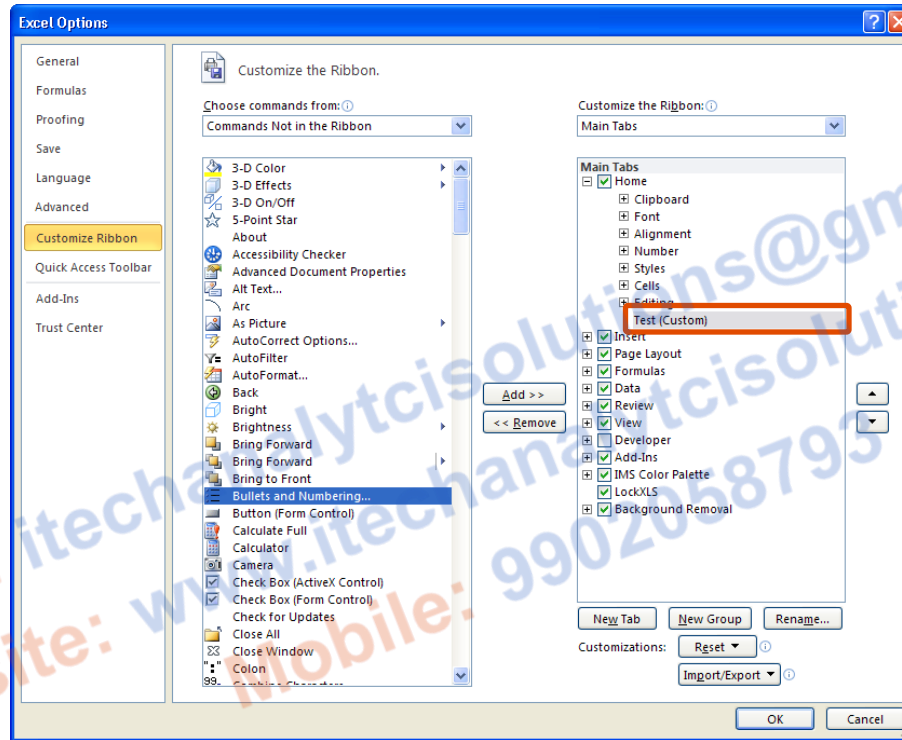
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# Add commands to the Group



➢ Then, it will display the whole list of commands. Click the command you want to add (for example, select **Bullets and Numbering**…)

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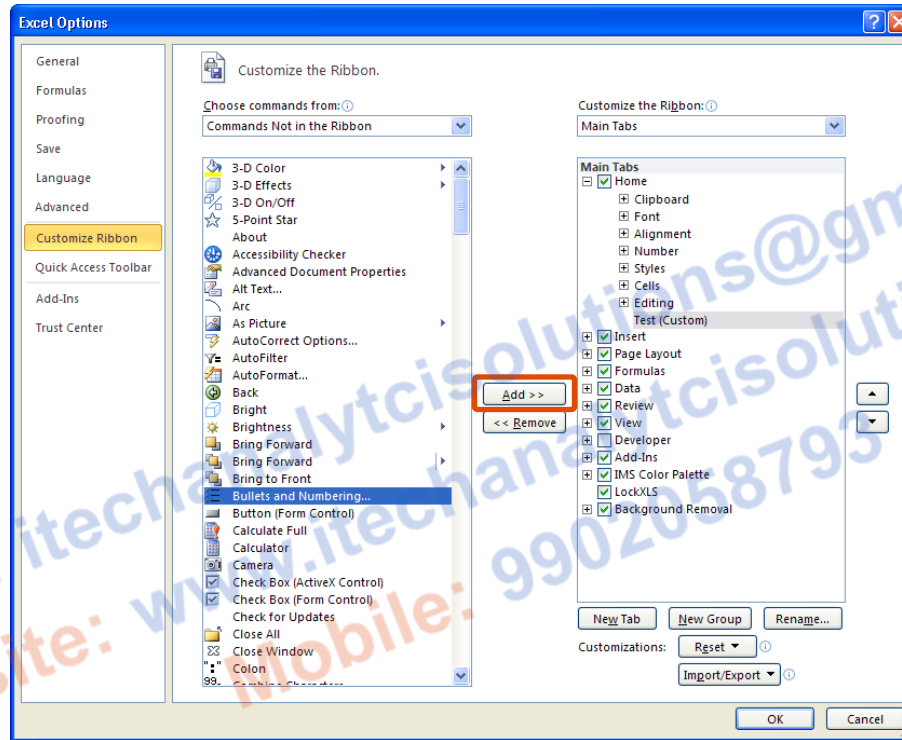
# Add commands to the Group



➢ Click the custom group or tab you want to use

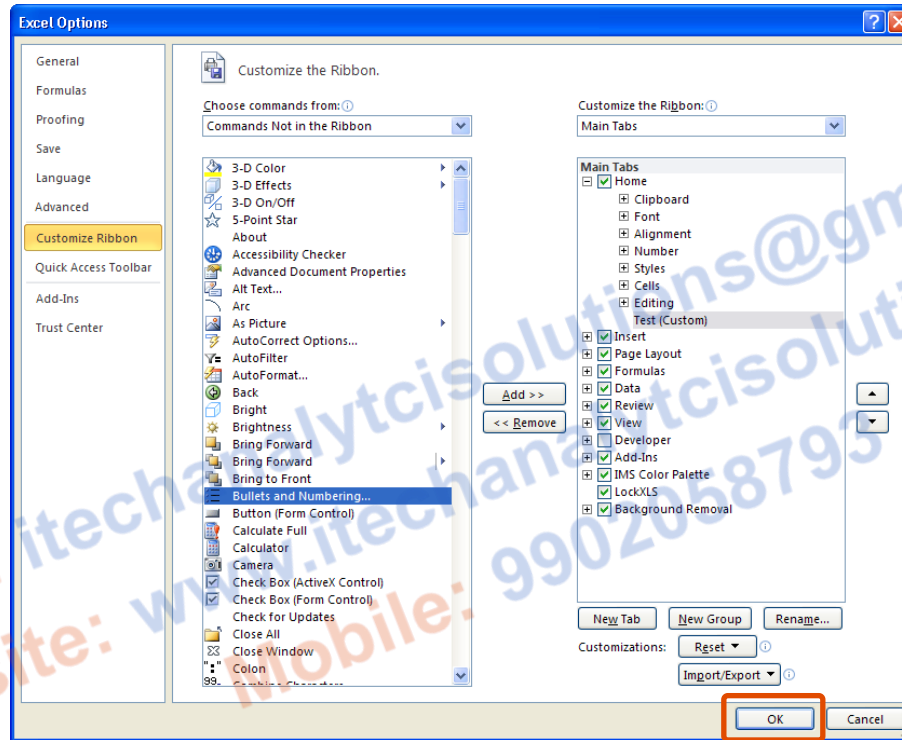➢ For example, click on the **Test** group that we just created

# Add commands to the Group



➤ Click **Add >>** button. Excel adds the **Bullets and Numbering** command to the Test group.

# Add commands to the Group



➢ Click **OK**

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# Dialog Box Launcher

➢ A dialog box launcher is a small arrow icon that appears in a group

➢ Users click this icon to open related dialog boxes or task panes that provide more options that relate to the group

➢ Appears in the lower-right corner of a group

➢ Indicates more options are available for the group

# Quick Access Toolbar (QAT)

# Quick Access Toolbar (QAT)

➢ An area of the user interface that provides quick access to commands

➢ Designed to reduce the amount of navigation you have to do in the Ribbon to access the features that you use frequently

➢ Contains three default commands
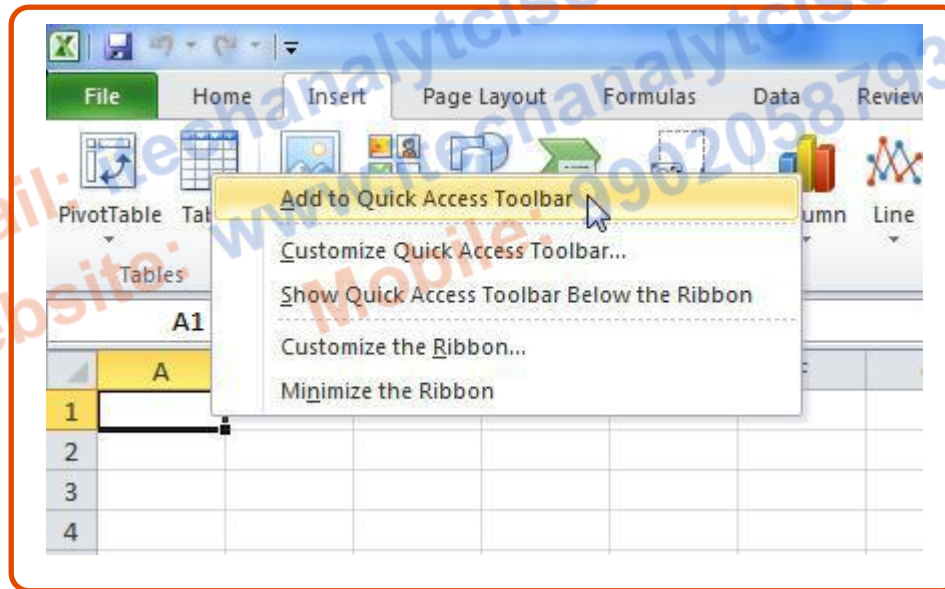
  o Save

  o Undo

  o Redo



> **Note:**
> The Excel logo is not part of QAT

# Add a command to the QAT

➢ Select the Ribbon tab that contains the command you want to add.

➢ Right-click the command and click **Add to Quick Access Toolbar** in the menu that appears
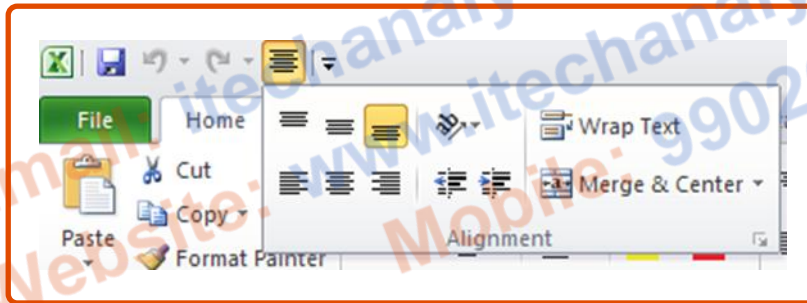
# Quickly add some commands to the QAT

➢ Click the arrow to the right of the quick access toolbar and choose a command from the menu

➢ The default 3 commands that appear on the QAT have the 'tick' beside the command
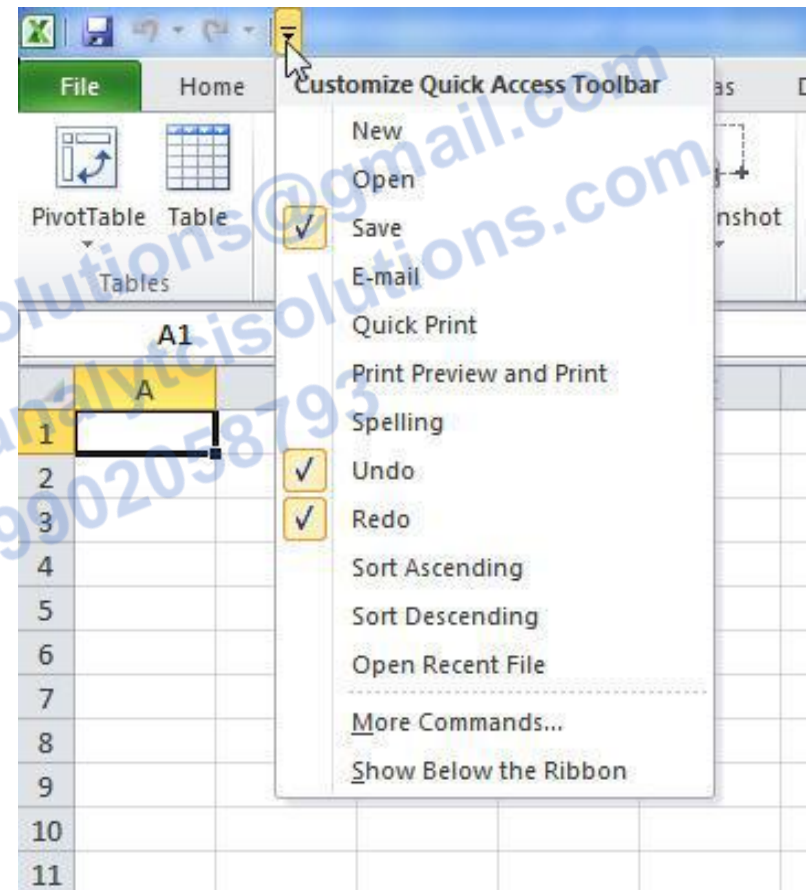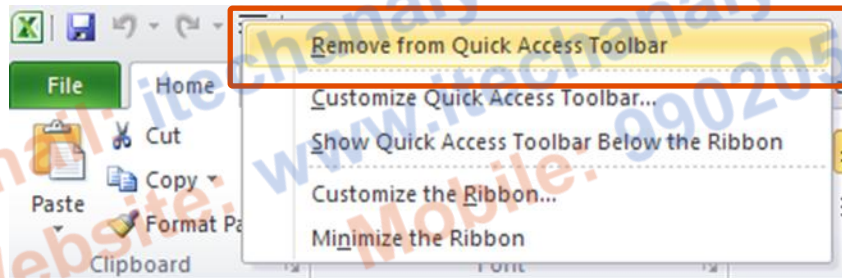
# Add entire Group commands to the QAT

➢ Right-click an area in the command group name

➢ For example, **Alignment** in the Home tab

➢ Choose **Add to Quick Access Toolbar**
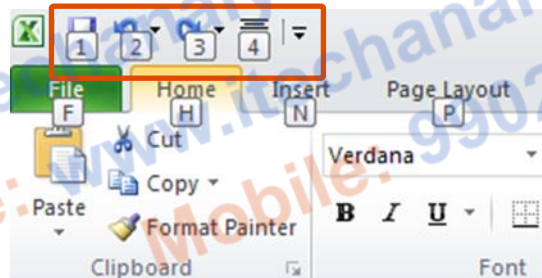
# Remove command(s) from the QAT

➢ Right-click the command you want to remove from the QAT

➢ Choose **Remove from Quick Access Toolbar** in the menu that appears

# Access commands on QAT using the keyboard

➢ Press the **Alt** key and then a number key that represents the KeyTip for the command you want to access

➢ For example, **Alt + 1** will save the worksheet.
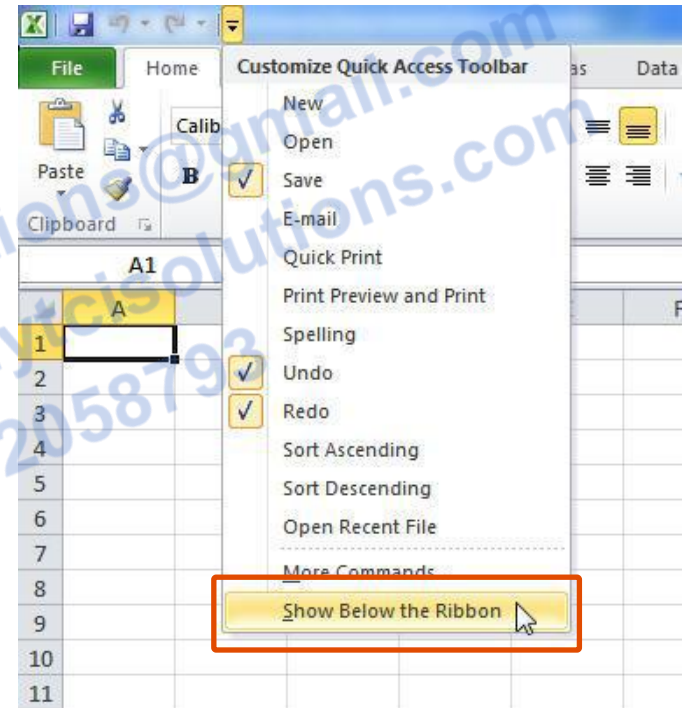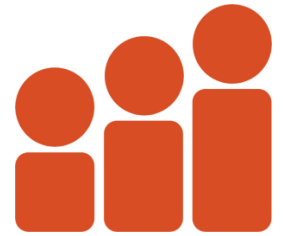
# Add / Remove Commands in QAT (Animation)

Add a button to the
Quick Access Toolbar

# Move the QAT

➢ Click the down arrow at the right to the **Customize Quick Access Toolbar** and from the menu displayed, click **Show Below the Ribbon** option. The QAT moved to the bottom of the Ribbon

➢ If you wish to move the toolbar back to the default location, click the down arrow at the right to the **Customize Quick Access Toolbar** and from the menu displayed, click **Show Above the Ribbon** option

# Smart Tags

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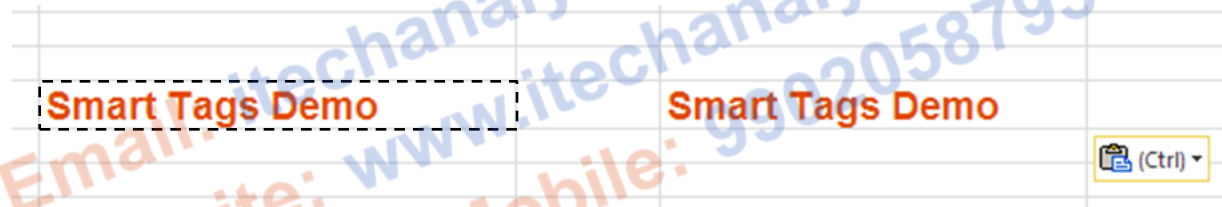
# Smart Tags

➢ **Smart Tags** is a special icon that appears when you perform certain Excel tasks, such as pasting data and using the AutoFill feature

➢ With the smart tags feature, you can make your Excel work faster and easier

➢ Generally, clicking the smart tag displays a list of options that enable you to control or modify the task you just performed

➢ Some smart tags appear automatically in response to certain conditions. For example, if Excel detects an inconsistent formula, it displays a smart tag to let you know
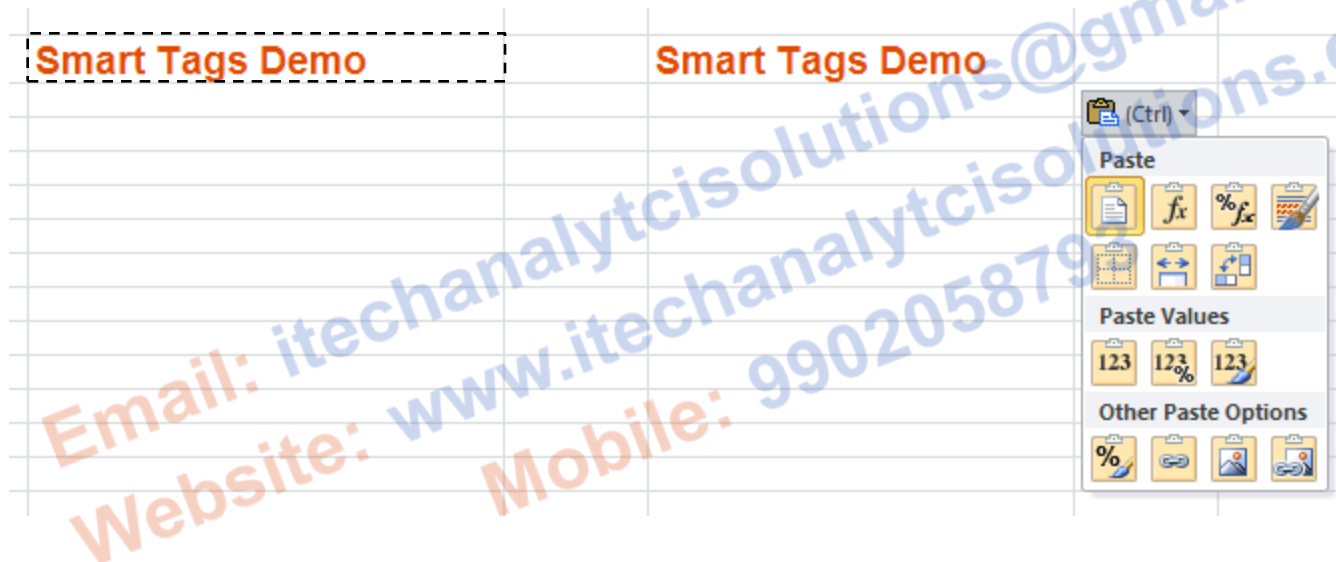
# To work with Excel 2010 smart tags

➢ Perform an action that displays a smart tag, such as copying and pasting data or object in a cell. We will look at how to copy and paste data in the worksheet.

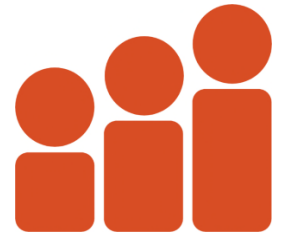➢ Once data is pasted, the smart tag appears (as shown below)

# To work with Excel 2010 smart tags

➢ Click the smart tag or press the **Ctrl** key and it will displays a list of its options



➢ Click the option you want to apply. Excel applies the option to the task you performed in the first step

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# Galleries and Live Preview
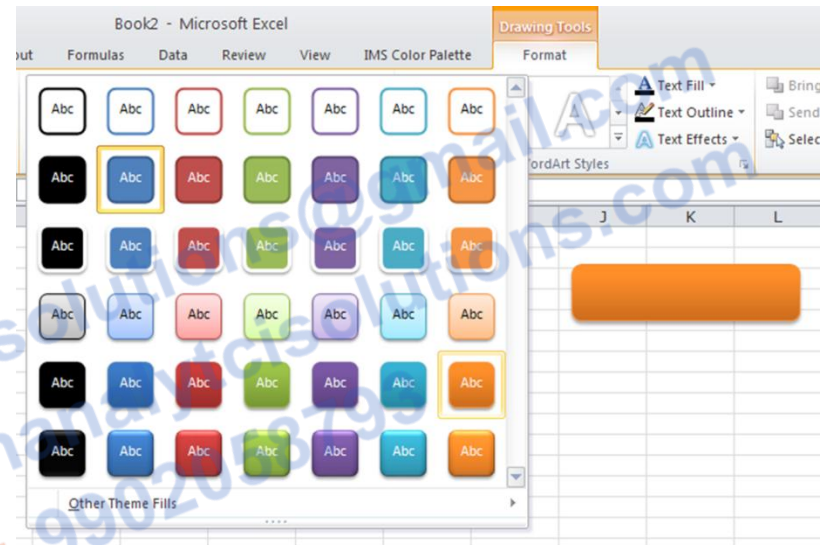
# Applying Galleries to the Spreadsheet Objects

➢ The **Excel Galleries** are a large collection of tools that look like the choice they represent.

➢ In Excel's Ribbon, a gallery is a collection of preset options that you can apply to the selected object in the worksheet. The objects can be charts, tables and lists of data, or graphics that you add to the worksheets

➢ Excel is jammed full of style galleries that make it a snap to apply new sophisticated and colorful formatting to the object in the spreadsheet. To get the most out of galleries, you need to know how they work

➢ Although some galleries are available all the time, in most cases you must select an object before you work with a gallery.
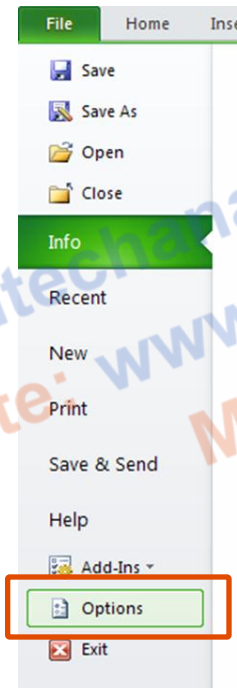
# Live Preview

➢ **Live Preview** displays your object or data as it will look right on the worksheet when you hover over the gallery tool

➢ By hovering mouse over the various tools in the gallery, you can see exactly what your object will look like before you commit to a format.
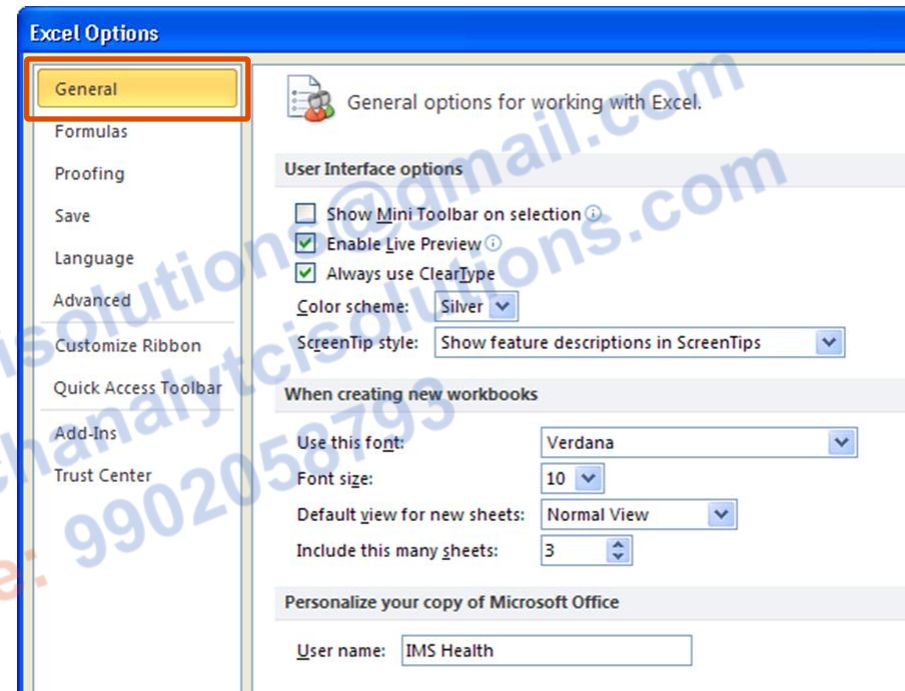
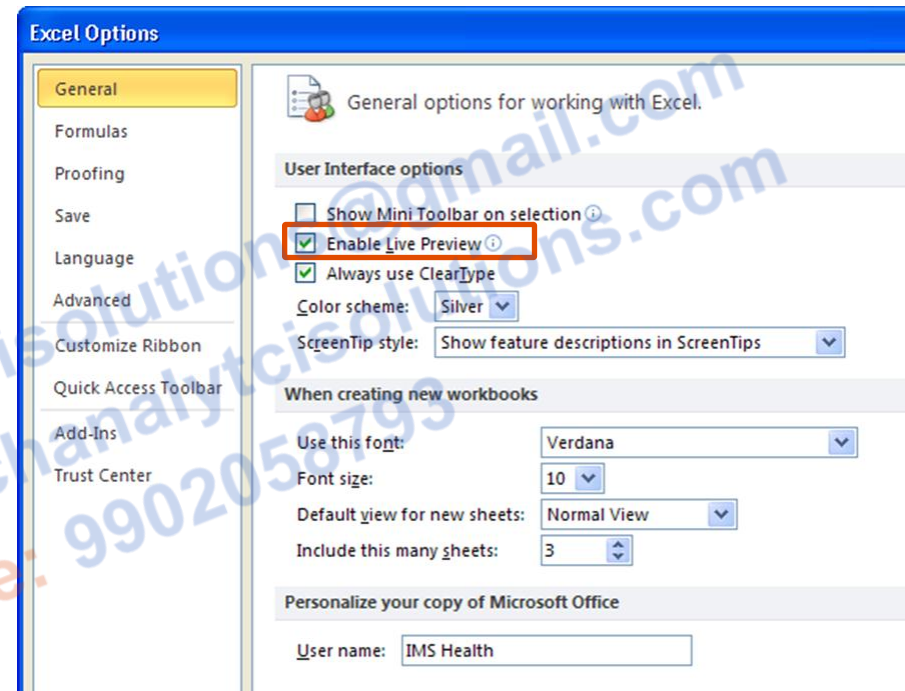# Disable Live Preview

➢ Click on File Tab

➢ Select Option

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# Disable Live Preview

➢ Select General Tab

# Disable Live Preview

➢ Uncheck the
**Enable Live Preview**
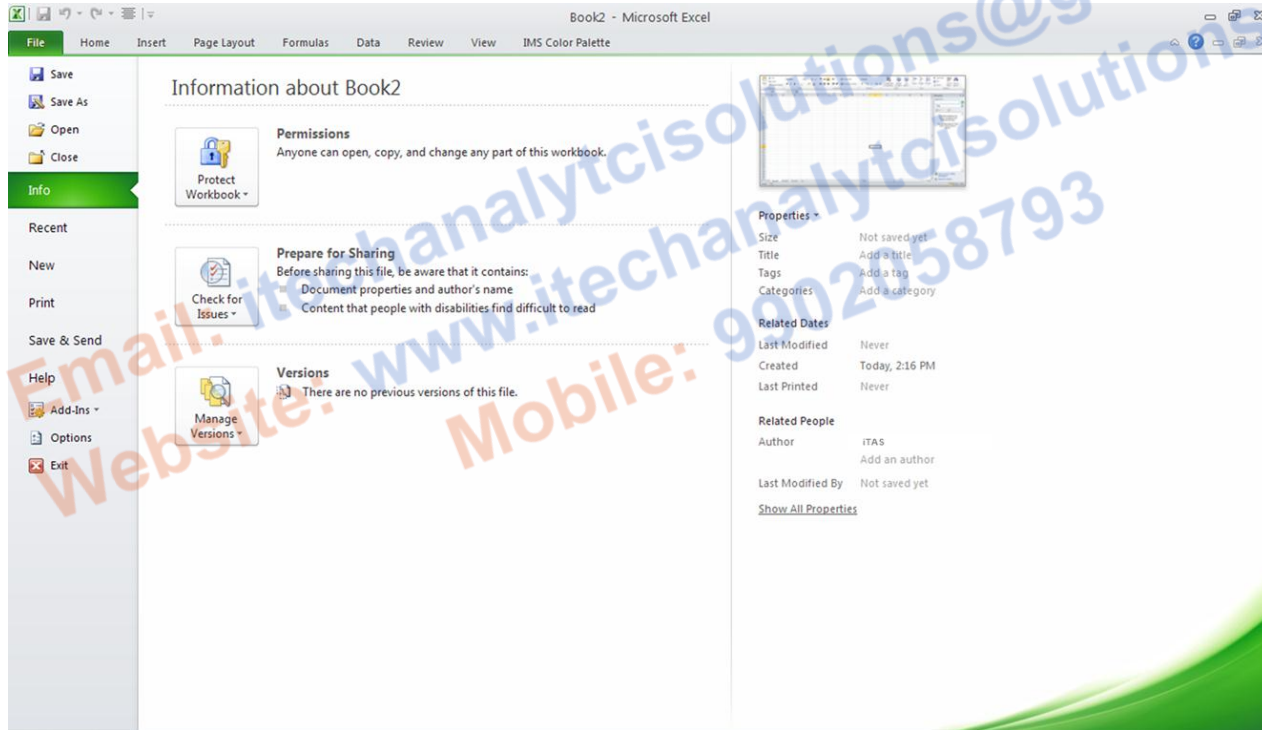
➢ Click on OK

# Backstage View

# Backstage View

➢ Backstage view is where you manage your files and the data about them — creating, saving, inspecting for hidden metadata or personal information, and setting options

➢ In short, it is everything that you do **to** a file that you don't do **in** the file.

# Backstage View

➢ Click the File Tab and notice that entire screen has changed

➢ What you can see now is called the Backstage View



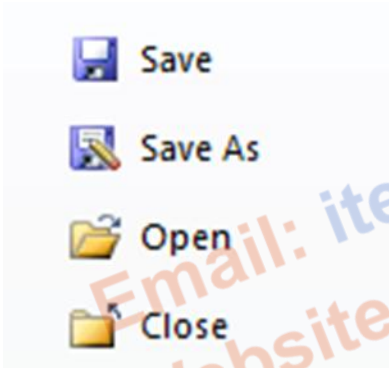**No. 9, 1ˢᵗ Floor, 8ᵗʰ Main, 9ᵗʰ Cross, SBM Colony, Brindavan Nagar, Mathikere, Bangalore – 560 054**

# Backstage View

## Standard Commands

➤ You can find here some standard commands such as: Save, Save As, Open, Close

Save

Save As

Open

Close

# Backstage View

## Additional Sections

➢ In the Backstage View you will find some additional options such as **Info**, **Recent**, **New**, **Print**, **Save & Send**, **Help** and **Options**

## Info

➢ You can protect your sheets or entire workbooks here. Set workbook as read only or prevent adding additional sheets to the workbook. You can also check here for different issues for compatibility sake and manage different versions of your file

# Backstage View

## Recent

➢ In Recent tab you can find recently opened files (up to 50), and places where you can find them. If you want to have some of your files always on the top of the list you can use a pushpin. When you click it, it will change color to blue

# Backstage View

## New

➤ In the New section you can create new files. There are many templates grouped into categories, e.g. Schedules, Statements, Expense Reports and other

## Print

➤ When you click print on the Backstage View you will have all options you need for printing on a single screen. You also have a Print Preview on the right side of the screen

## Save & Send

➤ In the Save & Send section you can save your files and send emails, save to the web or to share point online server. You can also change format of your file and save it to Adobe PDF.

Microsoft created a Backstage View as a place where you can work with your files easily and quickly.
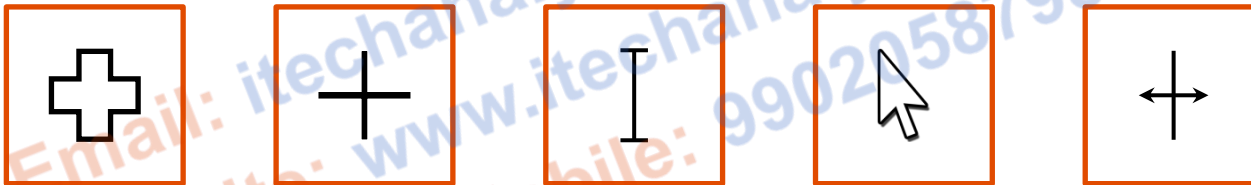
# Understanding various Mouse shapes

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# Understanding various Mouse shapes

➢ As you move the mouse over the Excel window it changes shape to indicate the availability of different functions

➢ The five main shapes are shown in the diagram below

# Understanding various Mouse shapes

| | |
|---|---|
| ✚ | General pointer for selecting cells singly or in groups |
| ✛ | Pointer used at bottom right of selection to extend and fill data. Selected cells are shown by means of a heavy border as shown.<br><br>The extension point is at the bottom right of the border and is a detached square. |
| I | Insertion point. When pointer is like this you may type in text in this area. You must double click the left mouse button to move the cursor (a flashing vertical line) into the cell area. Insertion and editing can then be done in the normal way. |
| ↖ | Pointer for menus or moving a selection. When Copying a selection a small cross appears |
| ↕ | Used where you can change the dimensions of a Row or column. This pointer indicates that you can drag a boundary in the direction of the arrows. |

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# What do the different mouse pointer shapes mean?

➢ The mouse pointer changes shape in Microsoft Excel depending upon the context

➢ The seven shapes are as follows:

# What do the different mouse pointer shapes mean?
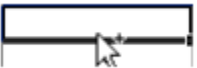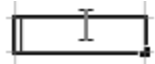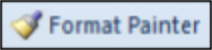
| Shape | Description |
|---|---|
| ✛ | Used for selecting cells |
| ╋ | The I-beam which indicates the cursor position when editing a cell entry. |
| I | The fill handle. Used for copying formula or extending a data series. |
| ➡ | To select cells on the worksheet. Selects whole row when positioned on the number heading label |
| ⬇ | To select cells on the worksheet. Selects whole column when positioned on the letter heading label. |
| ↔ | At borders of column headings. Drag to widen a column. |
| ↕ | At borders of row letters. Drag to increase height of row. |

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# Excel's cursor shapes

**The cursor in Excel takes on a number of different shapes, depending on where you are on the worksheet.**

| Shape | Used to: |
|---|---|
| | The Select Cursor. Select a cell or range. This is always used to select data before applying formatting commands. |
| | The Fill Handle. Use this to copy formulas or values. The fill handle only appears when you are in the lower right corner of the current selection. |
| | The White Arrow with a smaller 4-headed black arrow. Use this to drag and drop the selected cell or range. The white arrow only appears when you are at the edge of the current selection. |
| | The I-Beam. Use this to enter or edit data. The cursor (vertical line inside the cell) blinks. |
| | The 2-headed arrow (horizontal). Resize column width |
| | The 2-headed arrow (vertical). Resize row height |
| | The Format Painter. Use this to copy cell formats. Click on the text that is already formatted the way you want it. Then click on the Format Painter button (on the Home tab, in the Clipboard group). Click on one cell or drag the cursor over the cells that you want to format. They will be formatted exactly the same as the cell that you were in when you clicked on the Format Painter |

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# Excel Cursor Movements

| To achieve this: | Do this: |
|---|---|
| Move the active cell up one row | Press <up arrow> key |
| Move the active cell down one row | Press <down arrow> key |
| Move the active cell left one column P | Press <left arrow> key |
| Move the active cell right one column | Press <right arrow> key |
| Move the active cell one screen down | Press <Page Down> key |
| Move the active cell one screen up | Press <Page Up> key |
| Move the active cell to the first cell in the row | Press <Home> key |
| Move to the last active cell in a row | Press <End> key |
| Move to cell A1 | Press <Ctrl>+<Home> |
| Move to the intersection of the last active row and column | Press <Ctrl>+<End> |
| If the cursor is currently in a data cell, move in the direction of the arrow until it encounters an empty cell; if the cursor is currently in a blank cell, moves in the direction of the arrow until it encounters a non-blank cell | Press <End> followed by an arrow key (two consecutive keystrokes) |
| Enter a cell address and go directly to it | Press <F5> |

# To select any range of cells in Excel

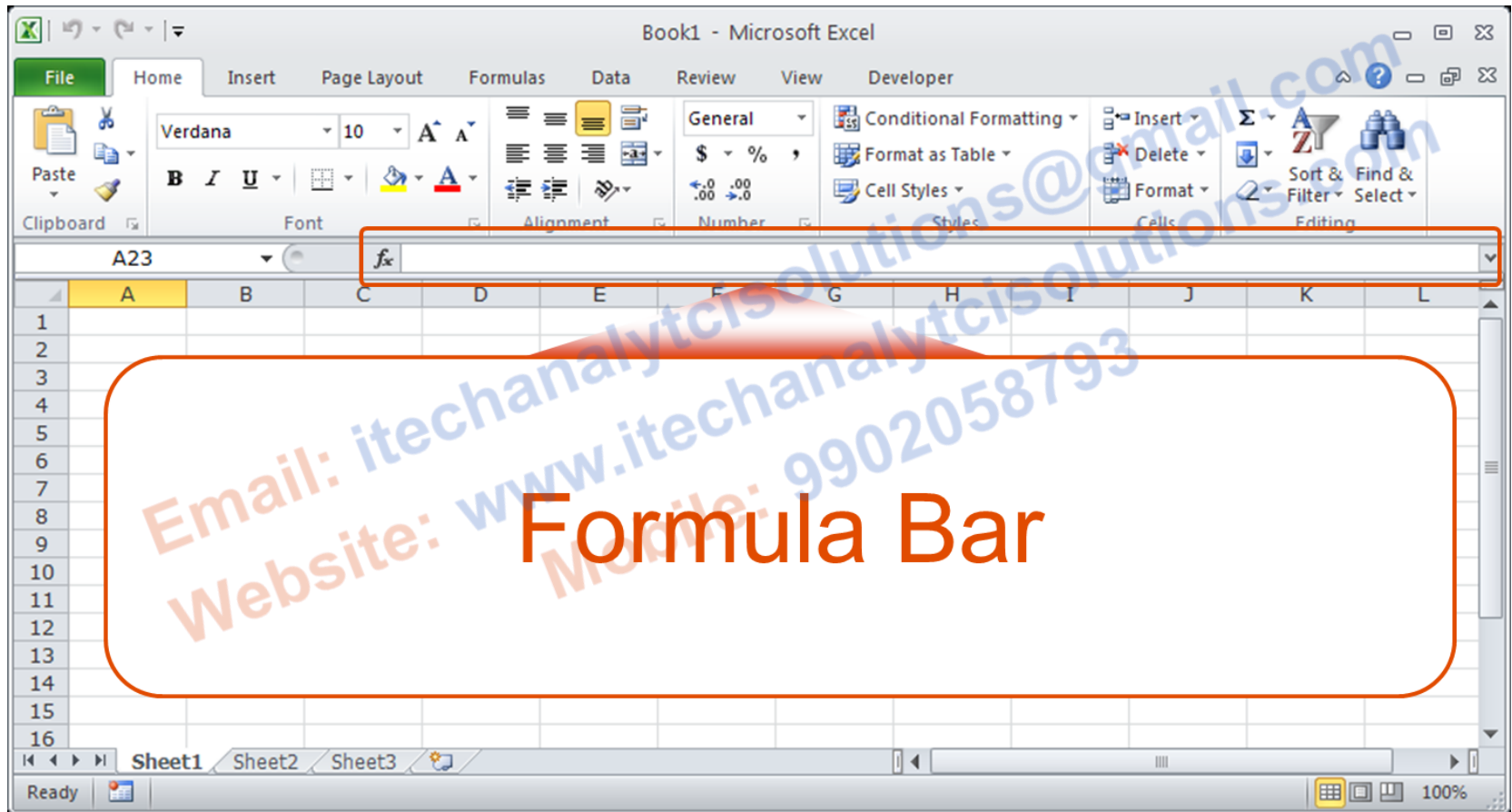| To achieve this: | Do this: |
|---|---|
| Select (highlight) cells using the keyboard | Hold the shift key down while using any of the above commands to move the cursor |
| Select (highlight) cells using the mouse | When the mouse is a white plus sign drag the mouse over the desired cells. |
| Select nonadjacent cells | Select the first range of cells with the mouse, then while holding the control key down, drag the mouse over each additional range of cells that you wish to select. |

# Formula Bar

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# Formula Bar



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# Formula Bar

- ➢ A toolbar at the top of the Microsoft Excel spreadsheet window

- ➢ It is labeled with function symbol (fx)

- ➢ By clicking the Formula Bar, or when you type an equal (=) symbol in a cell, the Formula Bar will activate

- ➢ The formula bar is located above the work area of the spreadsheet

- ➢ The formula bar displays the data or formula stored in the active cell

- ➢ The formula bar can be used to enter or edit a formula, a function, or data in a cell
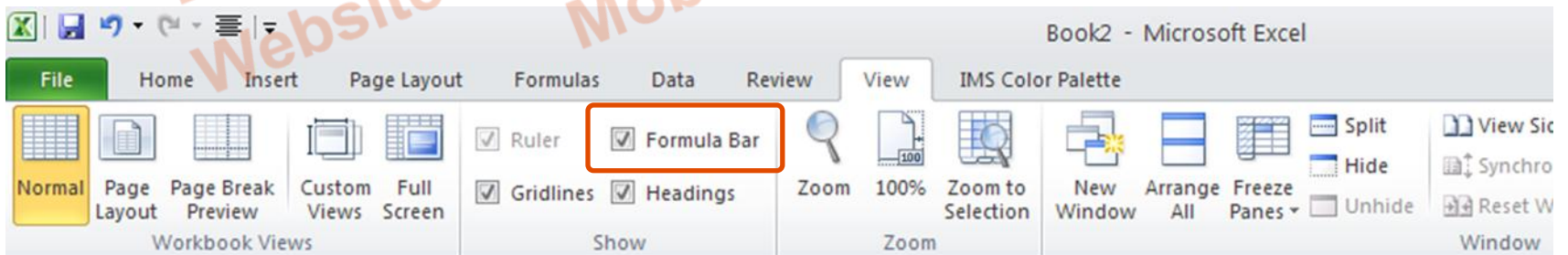
# Show / Hide Formula Bar

**There are two methods to Show / Hide the Formula Bar**

**Method 1: Formula Bar option under View tab**

➢ Formula Bar can be shown or hidden under **View** tab Ribbon with **Formula Bar** option in the **Show** group

➢ If you want to show the Formula Bar, check the Formula Bar option

➢ If you want to hide the Formula Bar, uncheck the Formula Bar option

# Show / Hide Formula Bar

## Method 2: Formula Bar option in Excel Options

➢ Click the **File** tab in Excel 2010 ( or **Office button** in Excel 2007);

➢ Click the **Options** button in Excel 2010 (or **Excel Options** button in Excel 2007);

➢ Now it displays the Excel Options dialog box, click the **Advanced** category at left side;

➢ Go to the **Display** section;

➢ Check the **Show formula bar** option;

➢ Click **OK** button to save setting.
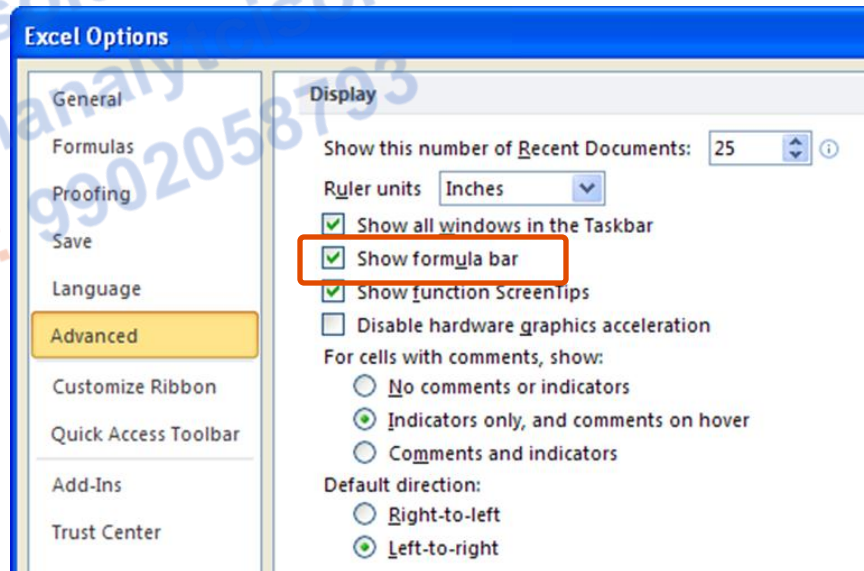
# Contextual Tabs

# Contextual Tab

- ➢ A Contextual tab is a hidden Tab control that is displayed in the tab row when an object in the application workspace, such as an image, is selected or highlighted

- ➢ Contextual tabs typically contain one or more Commands that are applicable to a selected or highlighted object only

- ➢ For example, when you create a table in Excel, tabs appear on your Ribbon to make it easier to format and modify that table. As soon as you navigate away from the table, the extra tabs disappear

# Contextual Tab

**When displaying contextual tabs, the Ribbon framework enforces a basic set of behaviors that include:**

➢ Contextual tabs are positioned in the order they are declared and to the right of core tabs in the ribbon tab row.

➢ When the ribbon is resized, tabs are scaled and tab labels are truncated as space requires. However, visible contextual tabs are given a higher display priority in which they are scaled and truncated last.

➢ The label for a Tab Group is displayed in the application title bar and spans all associated contextual tabs.

➢ When multiple Tab Group controls are displayed at the same time, one of five unique colors is assigned to the background of each Tab Group in the application title bar. This color is also used as a highlight color for the contextual tabs in the Tab Group.

➢ The Tab Group color assignment is based on the order the Tab Group elements are declared in markup. The colors are defined by the framework and cannot be specified by the application.

➢ The Tab Group colors defined by the framework can be modified indirectly through the Framework Propertiesproperty keys. For more information, see Customizing Ribbon Colors.

➢ When more than five Tab Group controls are displayed at any single time, the framework cycles the associated colors.

➢ The maximum number of Tab controls in a ribbon is limited to 100. This includes contextual tabs, visible or not.

# Different types of Contextual Tabs

**There are six different types of contextual tabs:**

➢ Format

➢ Design

➢ Layout

➢ Playback

➢ Arrange

➢ Page Setup

# Zoom

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# Zoom

- ➢ Zoom feature changes the scale that a spreadsheet is viewed electronically

- ➢ Zoom feature does not change the underlying characteristics of your spreadsheet

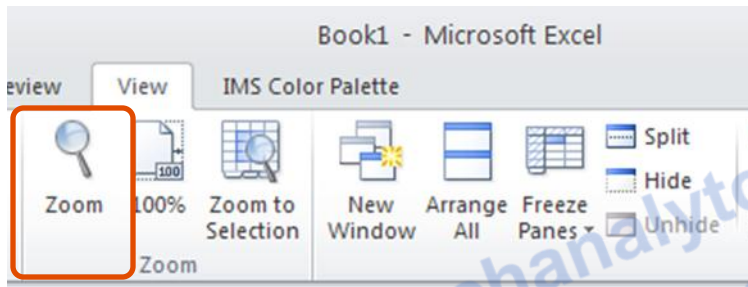- ➢ Printout of the spreadsheet remains constant, regardless of the selected zoom level
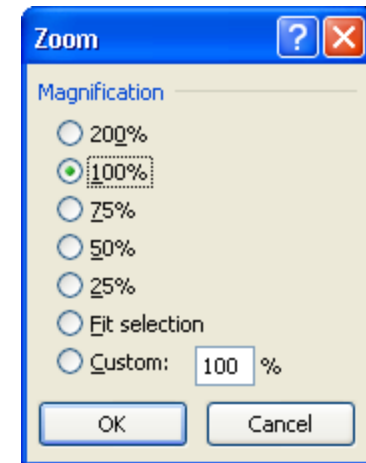
# Zoom

## Method 1

➢ **Click on View Tab**



➢ **Click on Zoom**

➢ Zoom options window pops up, as shown on the right. This window gives you the option to select a set magnification (eg. 200%, 400%, etc.), or to specify a magnification of your own
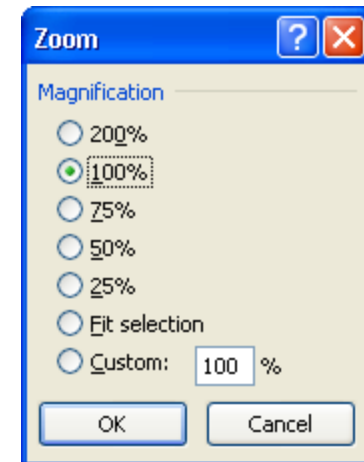
# Zoom

## Method 2

➢ **Click on Zoom % in right bottom on screen**

➢ Zoom options window pops up, as shown on the right. This window gives you the option to select a set magnification (eg. 200%, 400%, etc.), or to specify a magnification of your own

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# Zoom to Display Named Ranges

➢ If you zoom your Excel worksheet to less than 40%, Excel automatically displays all your named ranges, as shown in the image below

➢ This can be useful for helping you to keep track of the named ranges in your worksheet

# Zoom Keyboard Shortcut

➢ If, at any time, you want to quickly access the zoom window, you can simply press:

# ALT-V Z

i.e. press the ALT key, and while keeping this depressed, press V and then Z

# Zoom on Roll With IntelliMouse
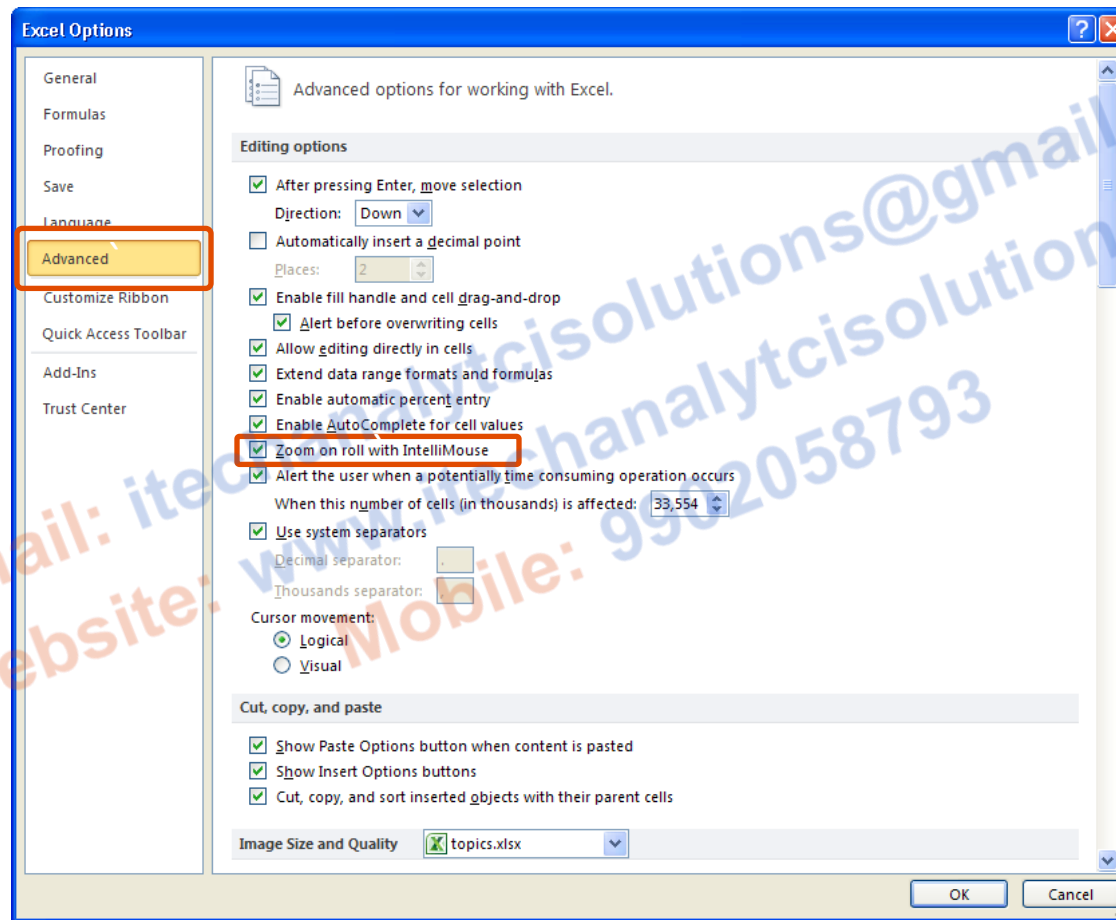
➢ If you have a mouse with a roller wheel, you can select the Excel option **Zoom on roll with IntelliMouse**. This enables the user to zoom in or out of a spreadsheet by rolling the wheel on the mouse up or down.

➢ Select the **File** tab, and from this, select **Options**

➢ The **Zoom on roll with IntelliMouse** option is found in the **Advanced** section of the Options menu
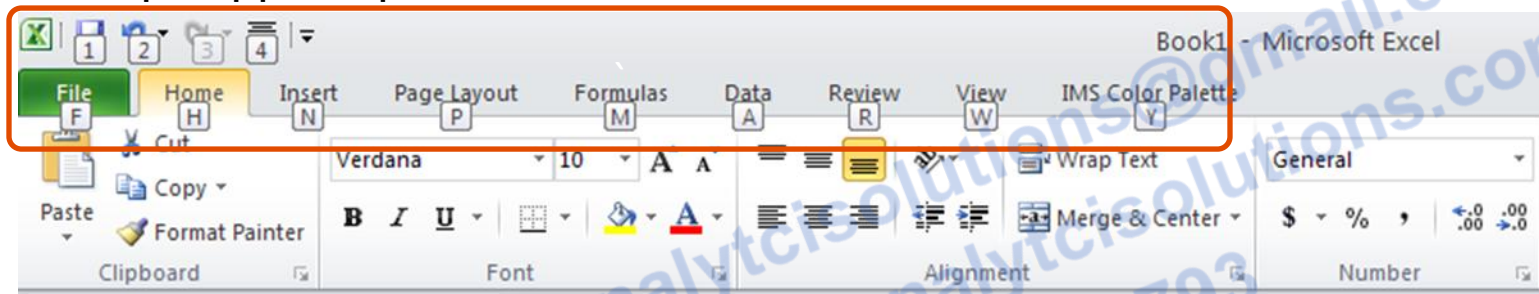
# Zoom on Roll With IntelliMouse



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# Access Keys (Shortcut keys)

# Access Keys (Shortcut keys)

➢ The ribbon comes with new shortcuts, called **Key Tips**. To make the Key Tips appear, press ALT



➢ To display a tab on the ribbon, press the key for the tab—for example, press the letter N for the **Insert** tab or M for the **Formulas** tab. This makes all the Key Tip badges for that tab's buttons appear. Then, press the key for the button you want.
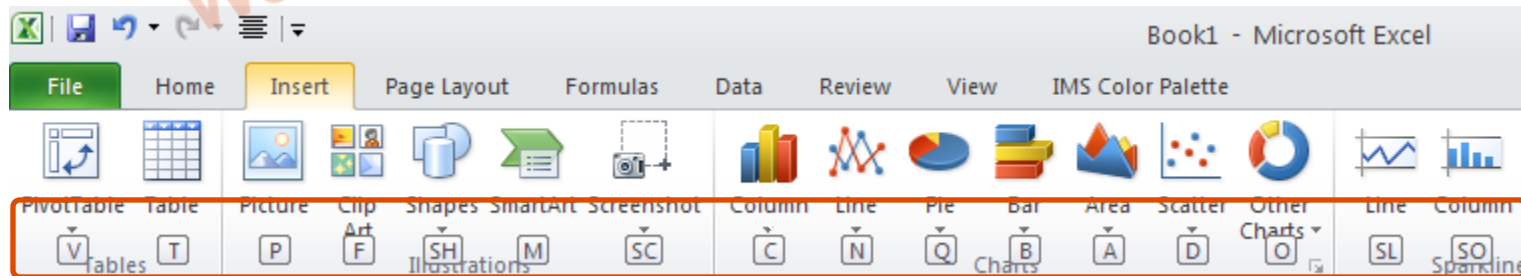
# File Format

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# A new file format



Excel has a new file format.

But you can still open and edit older workbooks and share files with people who don't have Excel 2010

➢ The new file format brings increased security for your files, reduced risk of file corruption, reduced file size, and new features.

# Working with files from earlier versions

In Excel 2010, you can open files created in Excel 95 through Excel 2003.

➢ But what if you're the first person in your office to have Excel 2010? What if you need to need to share files with departments that don't have Excel 2010 yet?

➢ Don't panic. You can all share workbooks with each other.

# Working with files from earlier versions

## Here's how:

➢ Old files stay old unless you choose otherwise.

  o Excel will save an older file in its original format unless you specify otherwise. For example, if it started in Excel 2003, Excel 2010 saves it in 2003 format by default.

➢ Newer features warn you if you save a file as older.

  o When you save a file in a previous version's format, and the 2010 features you used are not compatible with the previous version, a Compatibility Checker tells you so

# Working with files from earlier versions

## Here's how:

➢ You can always copy newer files in newer format first.

  o Just tell Excel you want an Excel Workbook (*.xlsx). That copy of the file will contain all the Excel 2010 features

➢ You can share documents between versions by using a converter.

  o Colleagues with Excel 2000 through 2003 can open 2010 files by downloading and using a converter.

# Benefits of the new format
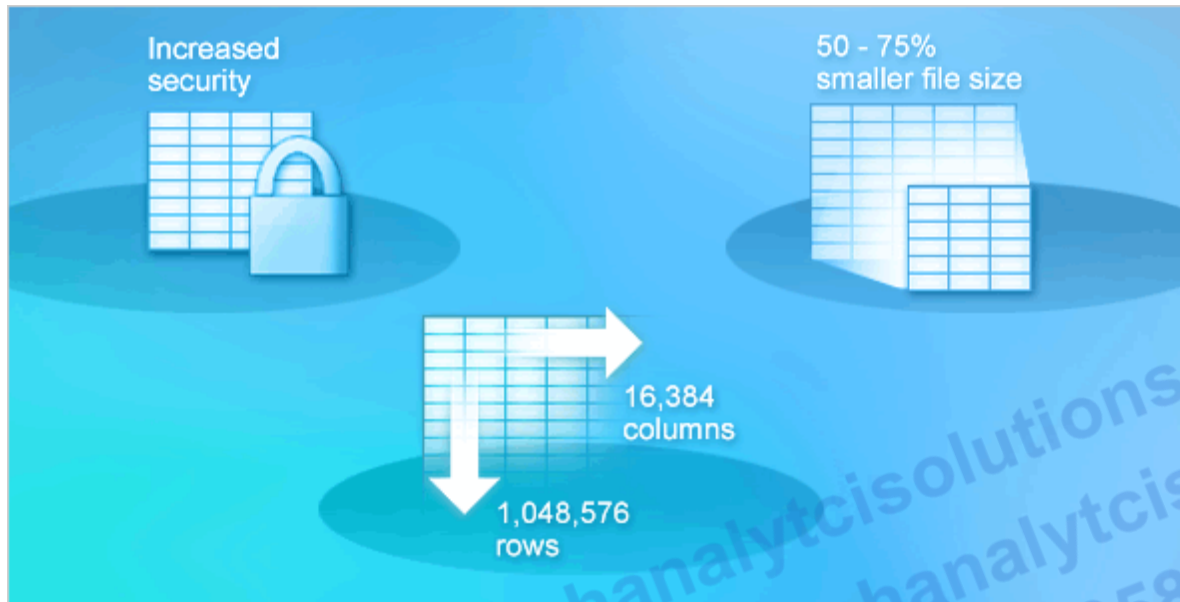
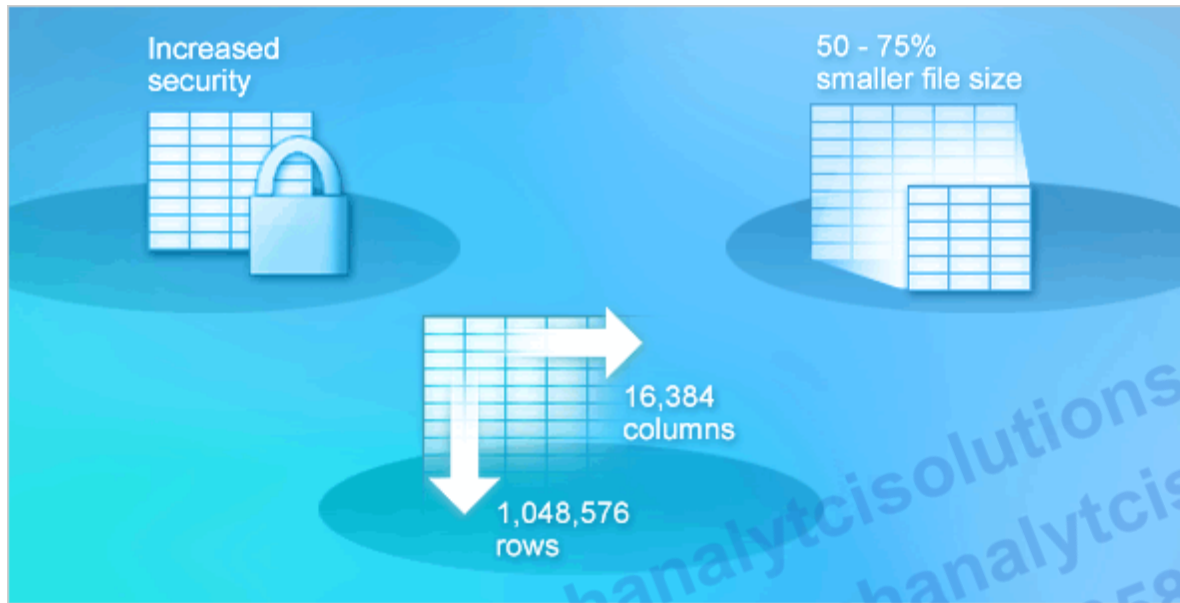The new file format means improvements to Excel.

**Here are its chief benefits:**

➢ New features

➢ Safer files

➢ Less risk of file corruption

# Benefits of the new format



The new file format means improvements to Excel.

---

## Here are its chief benefits:

➢ Reduced file size

➢ More useful data

---

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# New file formats, new options when you save



When you save a file in Excel 2010, you can choose from several file types.

---

➢ **Excel Workbook (*.xlsx).** Use when there are no macros or VBA code.

➢ **Excel Macro-Enabled Workbook (*.xlsm).** Use when there are macros or VBA code.

➢ **Excel Template (*.xltx).** Use when you need a template.

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# New file formats, new options when you save



When you save a file in Excel 2010, you can choose from several file types.

---

➢ **Excel Macro-Enabled Template (*.xltm).** Use when you need a template and the workbook contains macros or VBA.

➢ **Excel Binary Workbook (*.xlsb).** Use with an especially large workbook.

# New file formats, new options when you save

When you save a file in Excel 2010, you can choose from several file types.

- **Excel 97-Excel 2003 Workbook (*.xls).** Use when you need to share with someone working in a previous version of Excel.

- **Microsoft Excel 5.0/95 Workbook (*.xls).** Use when you need to share with someone using Microsoft Excel 5.0.

# Recently Used Files

# Recently Used Files

➢ Many Microsoft Office programs display the last few documents you opened in that program so that you can use those links to quickly access files. This feature is turned on by default, but you can turn it off, turn it back on, clear, or adjust the number of files that it displays.

➢ If this feature was turned off and you subsequently turn it back on, only the files that you open and save after you turn it on are listed.

➢ If you close a file, and then move it to another location, such as by using Windows Explorer, the link to that file in the program in which you created it no longer works. You must use the **Open** dialog box to browse to the file to open it. After you save the file in its new location, that link is added to the list
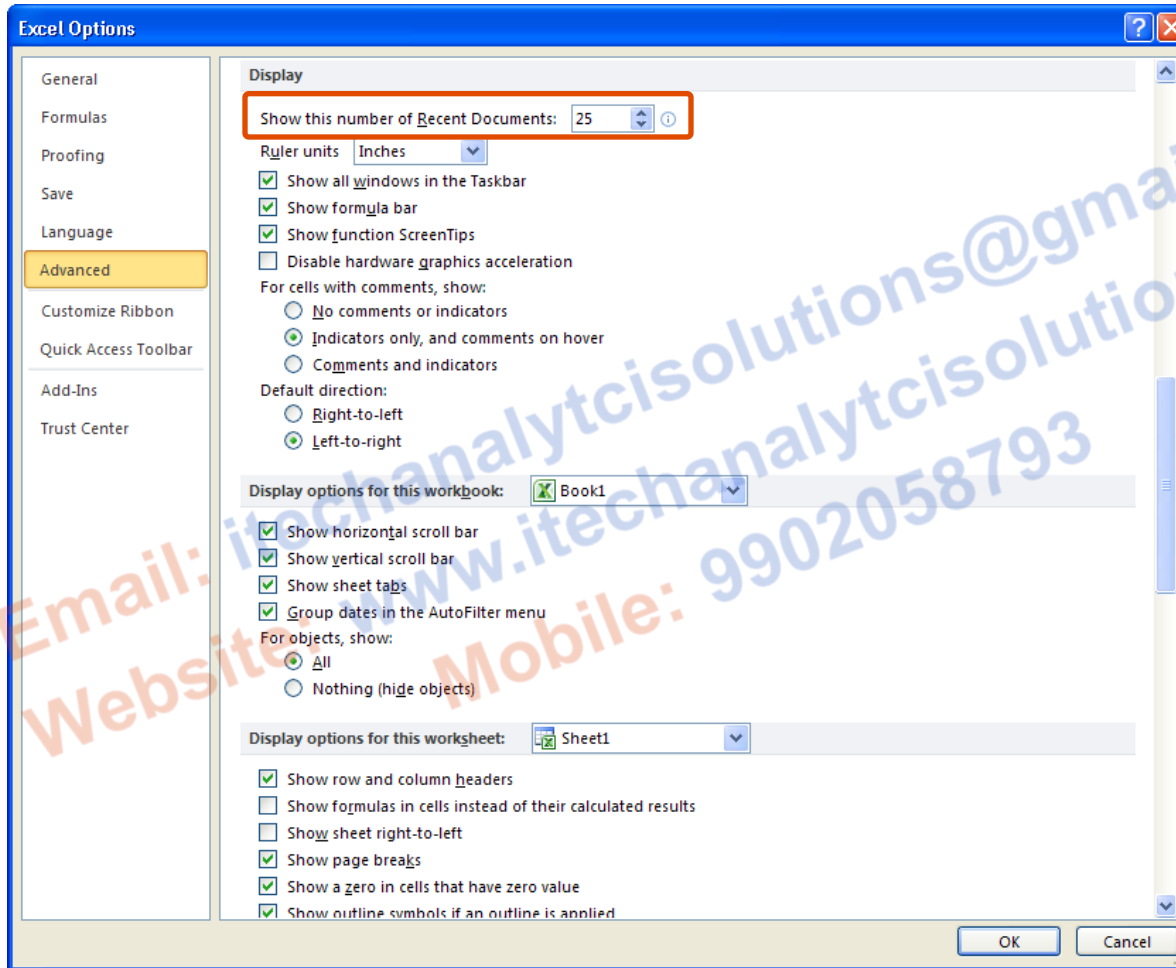
# Recently Used Files

**Change the number of files that appear in the list of recently used files**

➢ Click the **File** tab.

➢ Under **Help**, click **Options**.

➢ Click **Advanced**.

➢ Under **Display**, in the **Show this number of Recent Documents** list, click the number of files that you want to display.

# Recently Used Files

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# Recently Used Files
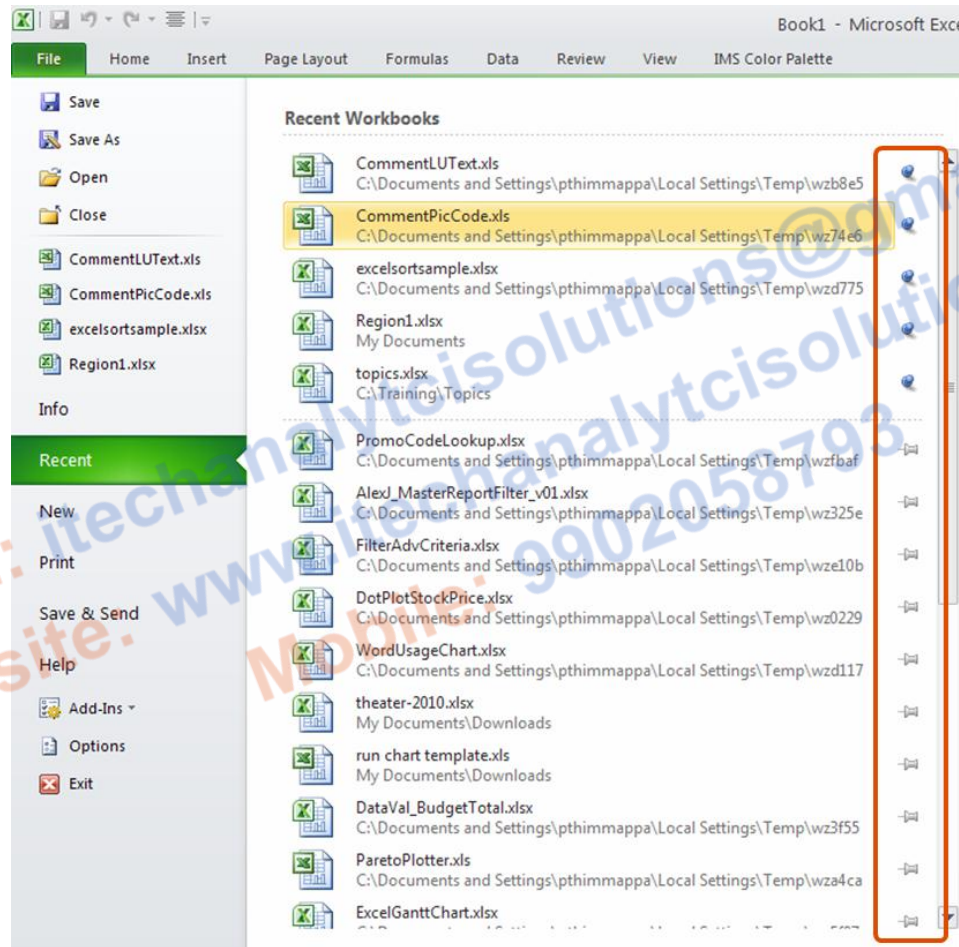
## Keep a file on the recently used files list

➢ Click the **File** tab.

➢ Click **Recent** to see a list of the recently used files.

➢ Right click the file you want to keep, and then select **Pin to list**, or click the pin icon: 

➢ When a file is pinned to the list, the pin icon looks like a push pin viewed from the top: 

➢ Click the pin button again to unpin the file.
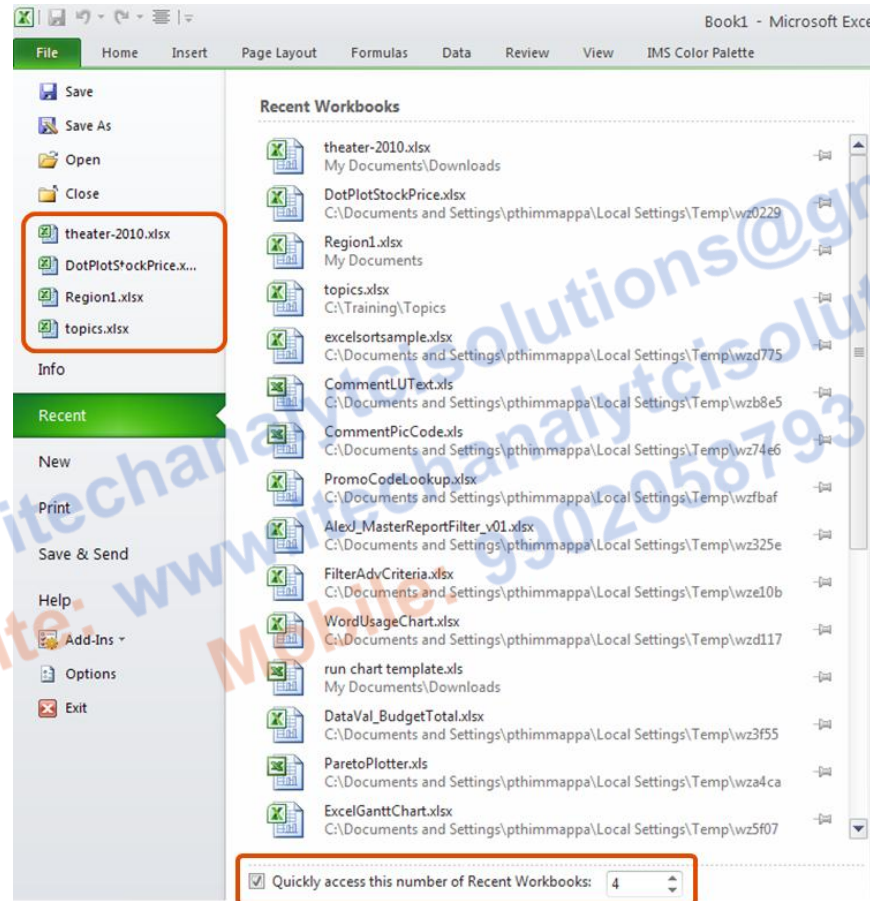
# Recently Used Files

# Recently Used Files

**Add a quick access list to the Backstage file navigation bar**

➢ Click the **File** tab.

➢ Click **Recent**.

➢ Select the check box to **Quickly access this number of recent documents:** and choose how many files you want to see.

➢ Links to those files will appear above Info in the navigation bar, regardless of where you are in the Backstage View.

# Recently Used Files

# Recently Used Files
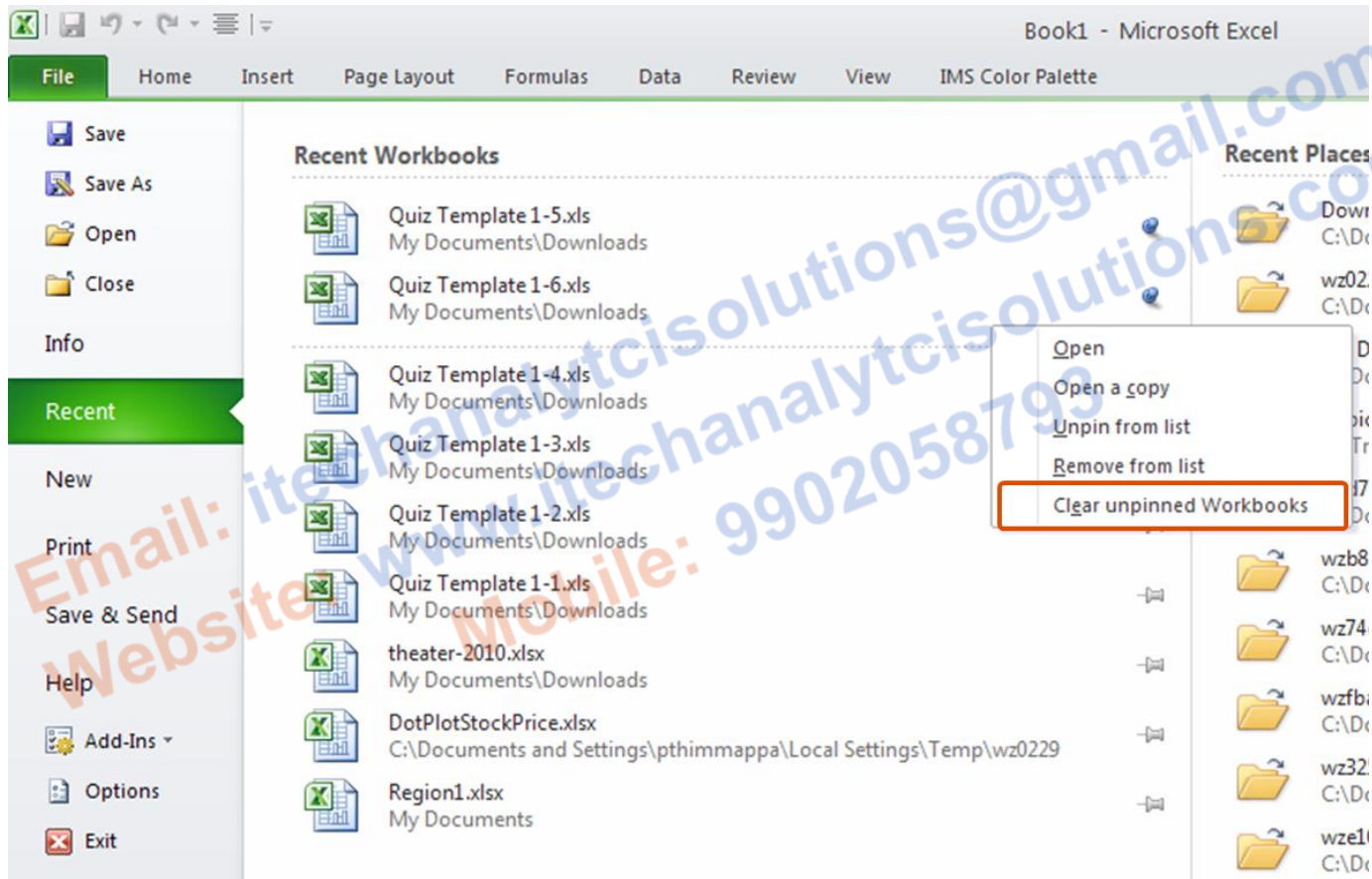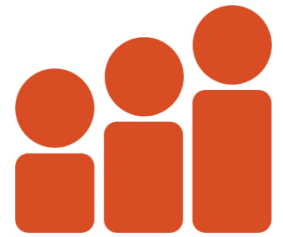
## Clear the list of recently used files

➢ Click the **File** tab.

➢ Click **Recent**.

➢ Right click a file in the list and select **Clear unpinned items**.

➢ Click **Yes** to clear the list.
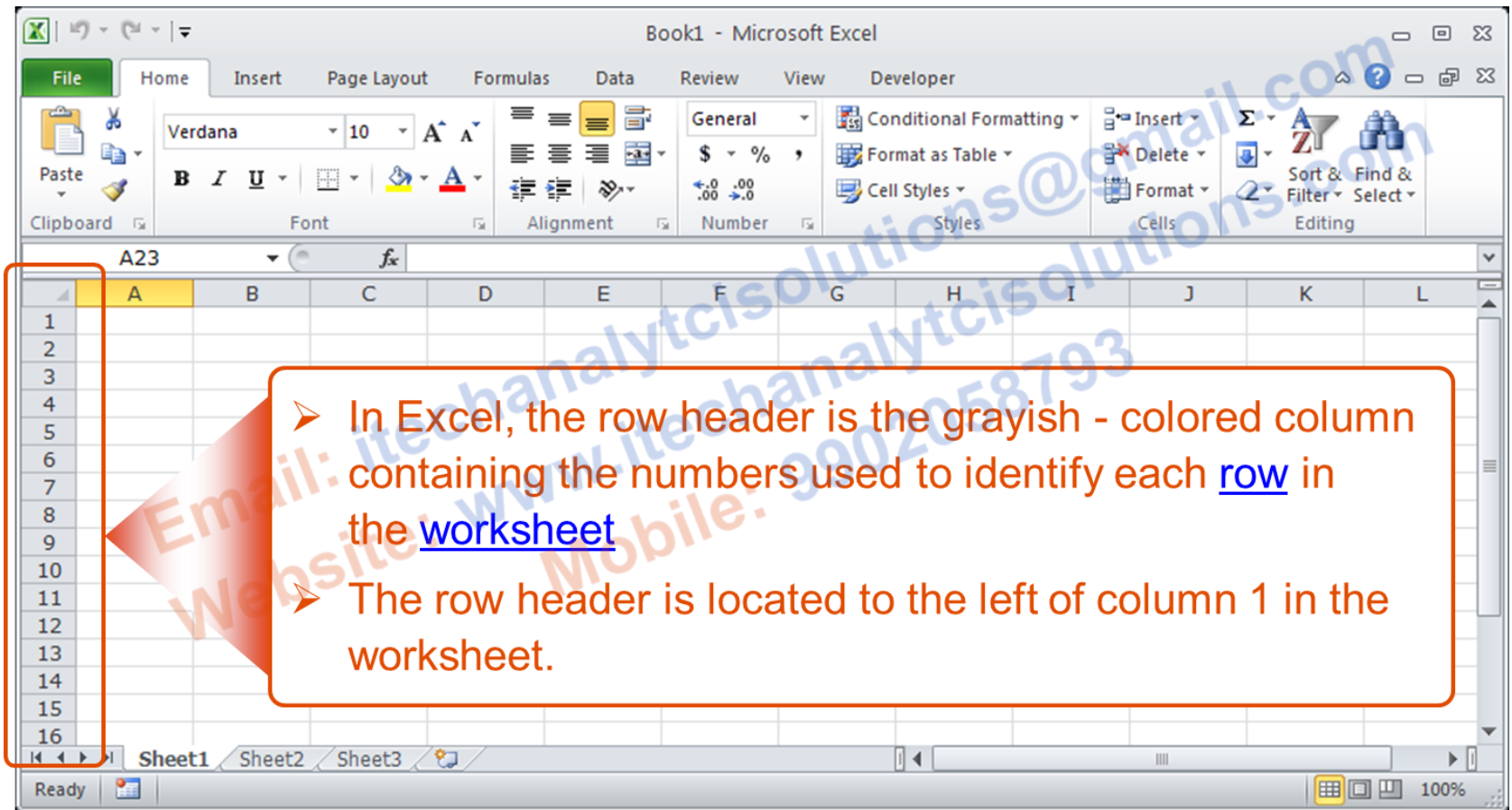
# Recently Used Files



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# Headers

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# Row Header



> In Excel, the row header is the grayish - colored column containing the numbers used to identify each row in the worksheet

> The row header is located to the left of column 1 in the worksheet.

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# Column Header



> In Excel, the column header is the grayish - colored row containing the letters used to identify each column in the worksheet

> The column header is located above row 1 in the worksheet.

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# Show / Hide Row & Column Headers

**Method : 1 - With this method, you can quickly hide and display the Row & Column headings of the current worksheet. Do as follows:**

➢ Click **View** tab in the ribbon

➢ Go to the **Show** group

➢ Then you will see the **Headings** option, check the **Headings** option to show Row & Column headings or uncheck it to hide the headings
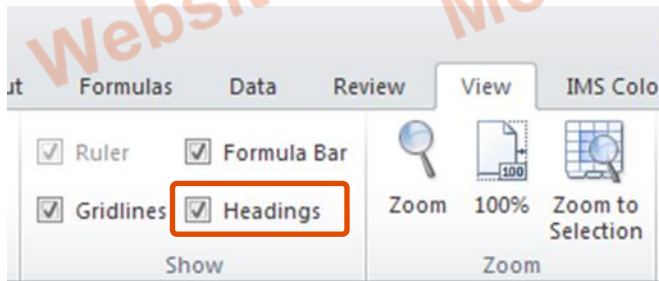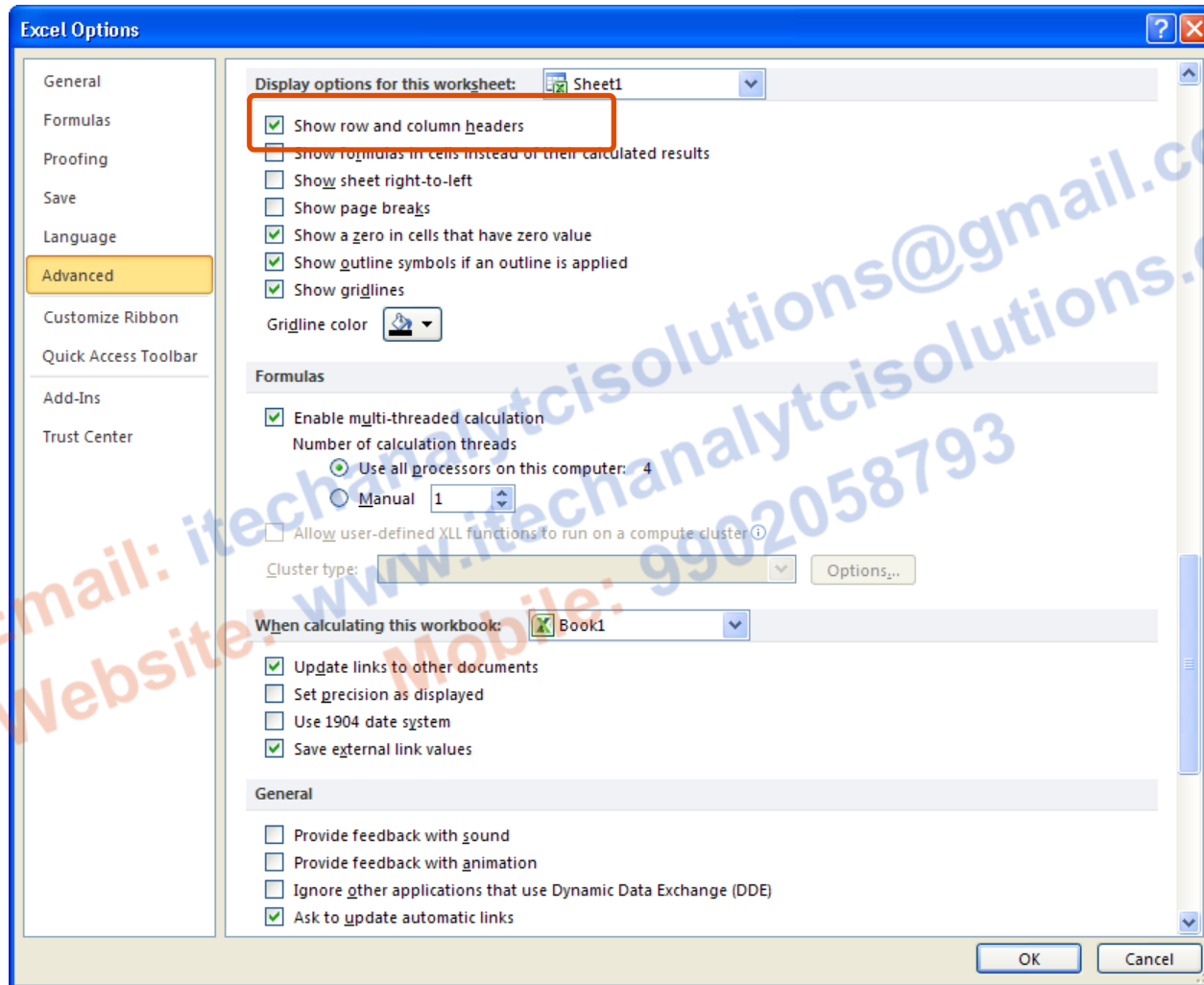
# Show / Hide Row & Column Headers

**Method : 2 – Use Excel Options function to display or hide Row & Column headings of a selected worksheet**

➢ Click **File** button

➢ Then click **Options** button, and in **Excel Options** dialog box, go to the **Advanced** category

➢ Scroll down to the **Display options for this worksheet** section. You can click the drop down list to choose the worksheet that you want to use. And then check or uncheck the **Show row and column headers** option according to your needs
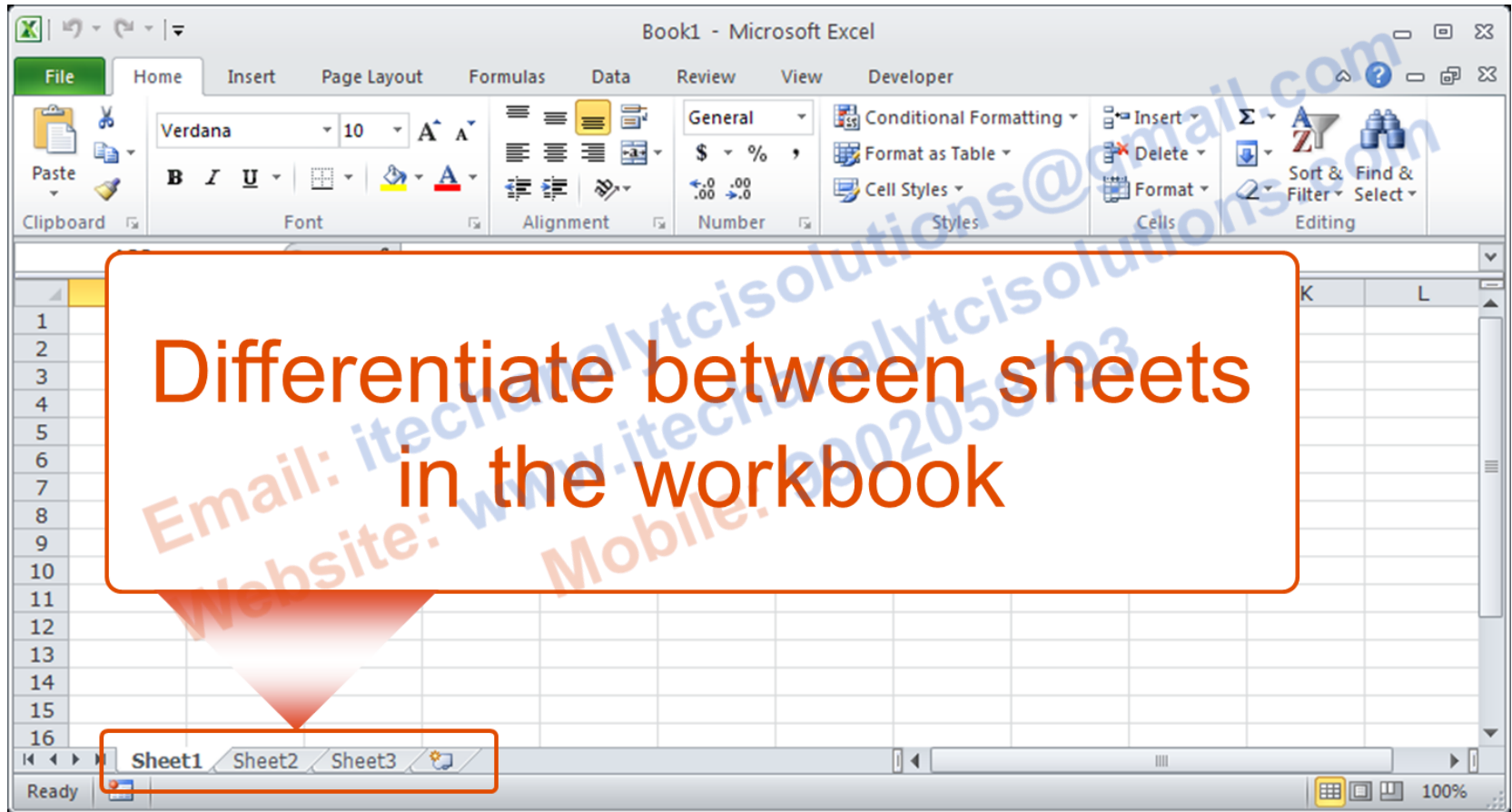
# Show / Hide Row & Column Headers



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# Sheet Tabs

# Sheet Tabs



Differentiate between sheets in the workbook

# Sheet Tabs

➢ Appears at the bottom of your worksheet

➢ Has the name of the worksheet on it, which can be changed and you can also change its color. This can be done by right clicking on it and picking the option from the shortcut menu that appears

➢ By clicking a sheet tab, you can make that sheet the active sheet so that you can work on it

➢ You can click on the sheet tab to move its position by dragging on it, or also from the shortcut menu
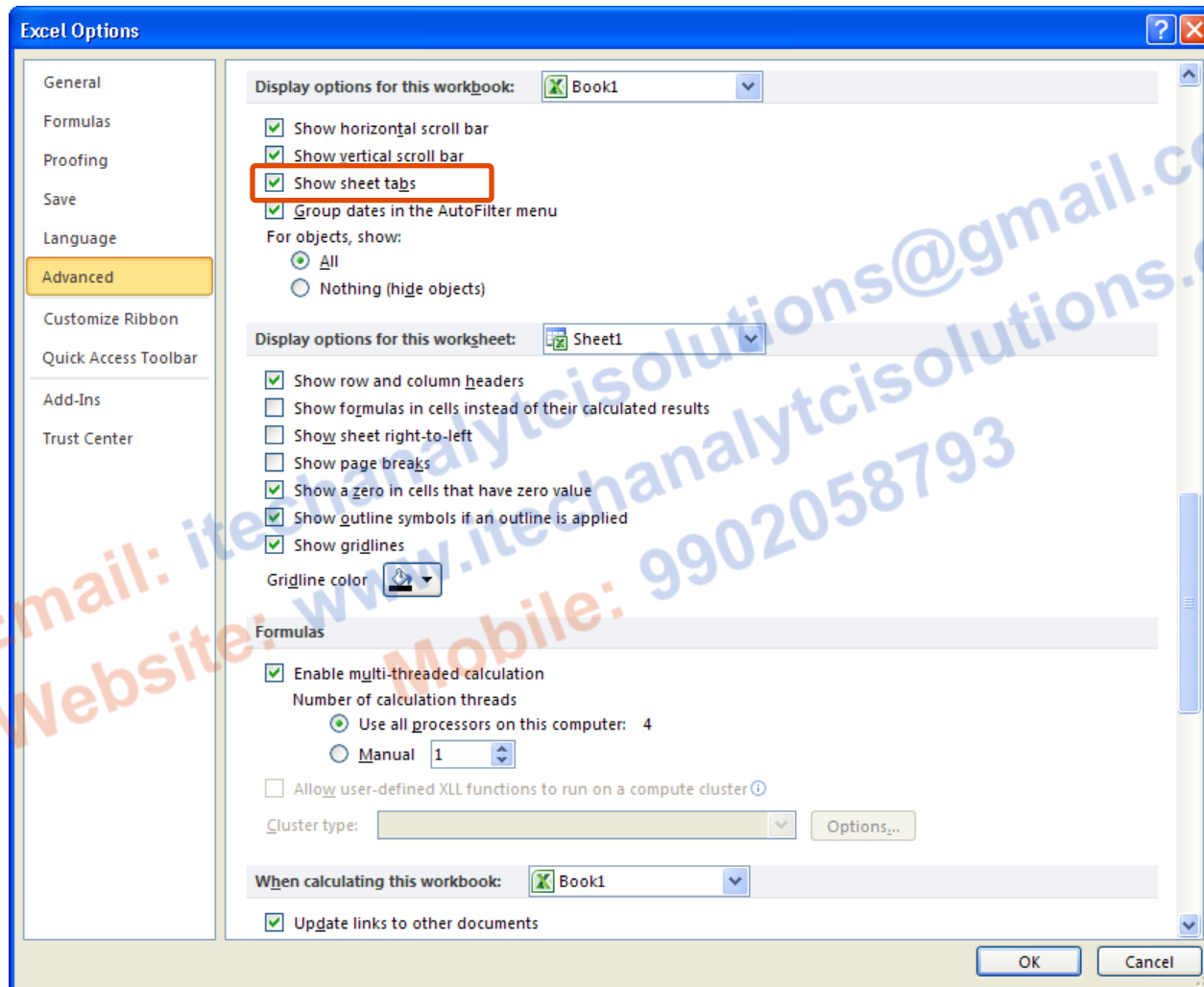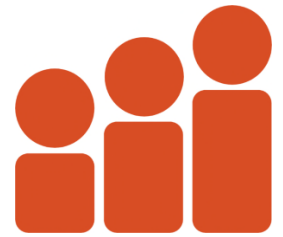
# Show / Hide Sheet Tabs

**We can display or hide sheet tabs with checking or unchecking the Show sheet tabs option in Excel Options dialog box.**

➢ Click the **File** tab

➢ Click the **Options** button

➢ In the Excel Options dialog box, go to the **Advanced** category

➢ Scroll down to the **Display options for this workbook** section

➢ Check or uncheck the **Show sheet tabs** option according to your needs

➢ Click **OK**

➢ All of the worksheet tabs will be displayed or hidden.

# Show / Hide Sheet Tabs



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# Understanding Objects

# Workbook

➢ A workbook is a spreadsheet file

➢ By default, each workbook in Excel contains three pages or worksheets

➢ The term spreadsheet is often used to refer to a workbook, when in actual fact, spreadsheet refers to the computer program, such as Excel

➢ So, strictly speaking, when you open the Excel **spreadsheet** program it loads an empty **workbook** file consisting of three blank **worksheets** for you to use

# Worksheet

➢ A worksheet is an arrangement of rows and columns, making up cells into which various types of data and formulas can be entered

➢ Each row is numbered

➢ Each column is headed by a letter or combination of letters

➢ A number of worksheets are contained in what is called a workbook

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# Row

➢ A row is a grouping of cells that run from the left to right of a page

➢ Rows run horizontally in an Excel worksheet

➢ They are identified by a number in the row header

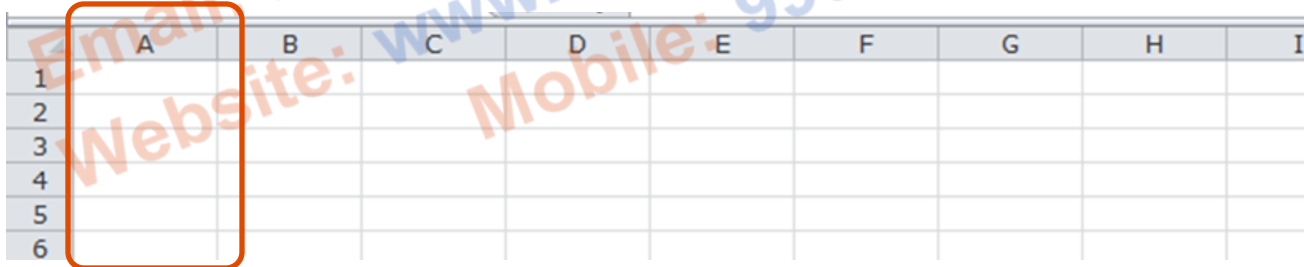➢ There are 10,48,576 rows in each Excel worksheet

# Column

➢ A column is a grouping of cells that run from the top to the bottom of a page

➢ Rows run vertically in an Excel worksheet

➢ They are identified by alphabets in the column header

➢ There are 16,384 columns in each Excel worksheet



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# Cells

➢ The intersection point between a row and a column is a cell, which is the basic storage unit for data in a spreadsheet

➢ A place on the spreadsheet, which can hold text, numbers, or formulas

➢ The formulas will perform calculations based on the data in other cells, to arrive at the displayed answer