

Week 13 and 14: Microsoft Excel



DBA 303

Business Information System

Learning Outcome

- At the end of the lecture, student should be able:
 - To acquire hands-on experience on basic Microsoft Office application – Microsoft Excel

Introduction into Microsoft Excel

- Microsoft Excel allows you to create professional spreadsheets and charts.
- It performs numerous functions and formulas to assist you in your projects

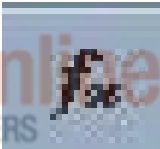

Starting Microsoft Excel

- Two ways to start using Microsoft Excel:
 1. Double click on the Microsoft Excel icon on the desktop.



2. Click on Start --> Programs --> Microsoft Excel



Creating Formulas

1. Click the cell that you want to enter the formula.
2. Type = (an equal sign).
3. Click the Function Button  The logo for Stamford Online, featuring the text 'stamfordonline' in a stylized font with a blue and orange swirl, and the tagline 'EDUCATION BEYOND BORDERS' below it.
4. Select the formula you want and step through the on-screen instructions

Order of Operations Excel Uses

Precedence	Operation	Operator
1	Exponentiation	^
2	Multiplication	*
2	Division	/
3	Addition	+
3	Subtraction	-
4	Concatenation (putting 2 strings together, like Jenn & ifer)	&
5	Equal To	=
5	Greater Than	>
5	Less Than	<

Adding Borders and Shading to Cells

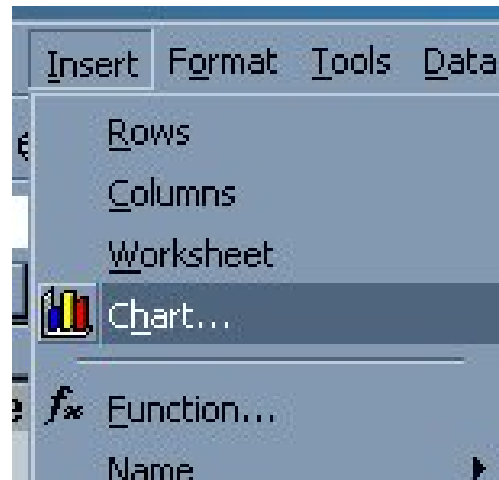
1. Make sure you have the **Formatting** toolbar visible
 - Click on View --> Toolbars --> Formatting
2. Select cells you wish to format by left clicking on them and highlighting them
3. Click the  button to shade a cell and/or the  to give a cell a border

Inserting A Chart

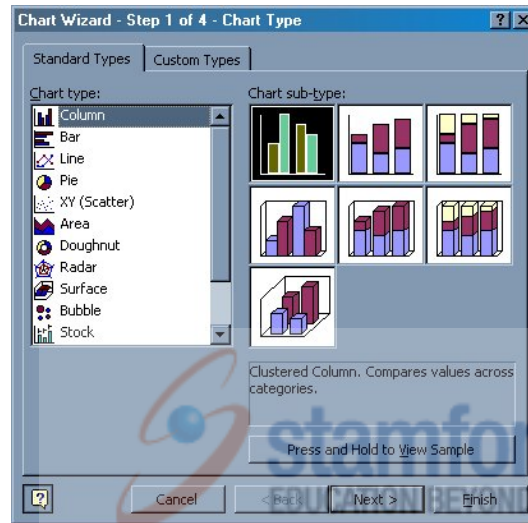
1. Select over the text you want to make your chart with:

Year	State	Population
2000	Indiana	5,000,000
2000	Ohio	7,000,000
2000	Michigan	12,000,000

2. Click **Insert --> Chart**

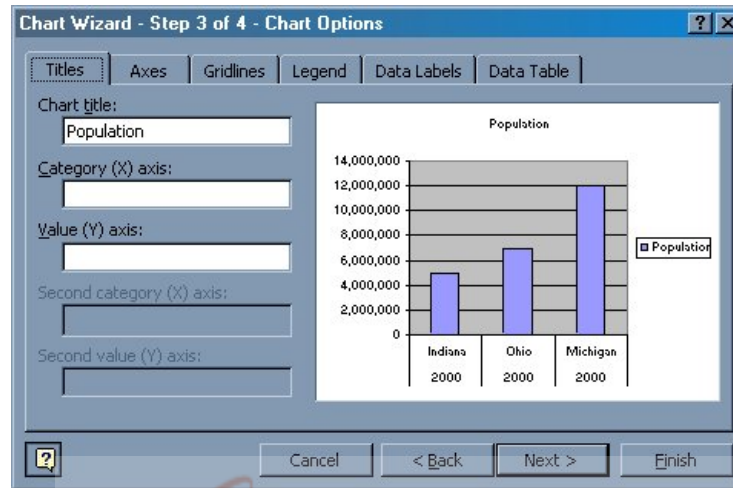


3. Select the type of chart you want



4. Confirm or change your data range

5. Update the Chart Options



6. Select if you want to put it into the current worksheet or into a new worksheet

