



Lecture
1

أكسل Excel

قسم تقنيات الأشعة / المرحلة الثالثة

إعداد:

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2023 - 2022

Introduction

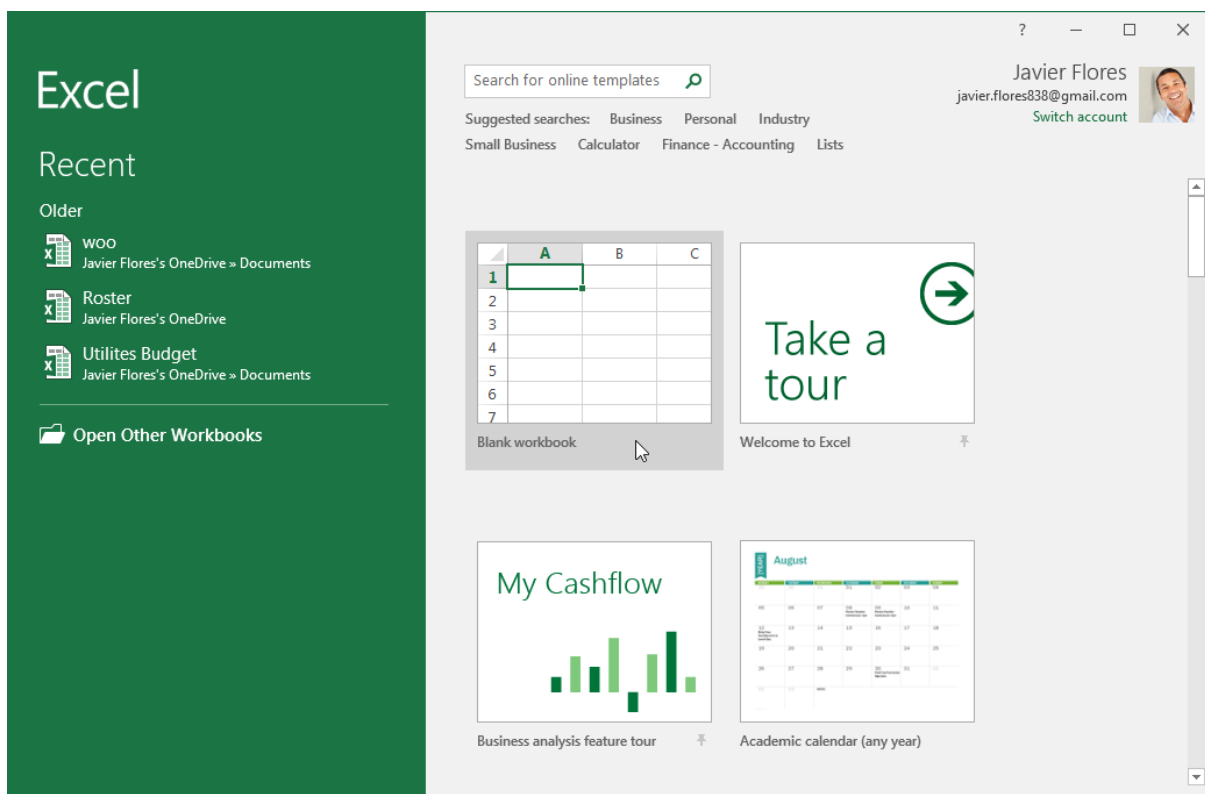
Excel is a **spreadsheet program** that allows you to **store, organize,** and **analyze information.**

If you've previously used Excel 2010 or Excel 2013, then Excel 2016 should feel familiar. If you are new to Excel or have more experience with older versions, you should first take some time to become familiar with the **Excel interface.**

The Excel interface

When you open Excel 2016 for the first time, the **Excel Start Screen** will appear. From here, you'll be able to create a **new workbook,** choose a **template,** and access your **recently edited workbooks.**

From the **Excel Start Screen,** locate and select **Blank workbook** to access the Excel interface.

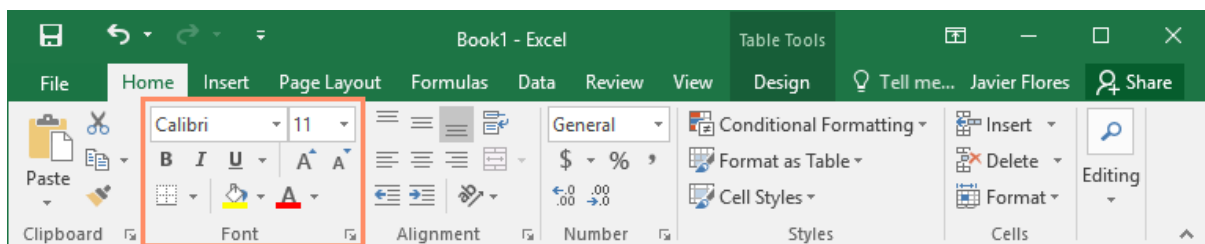


Working with the Excel environment

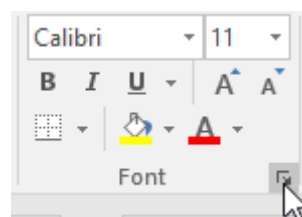
The **Ribbon** and **Quick Access Toolbar** are where you will find the commands to perform common tasks in Excel. The **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document.

The Ribbon

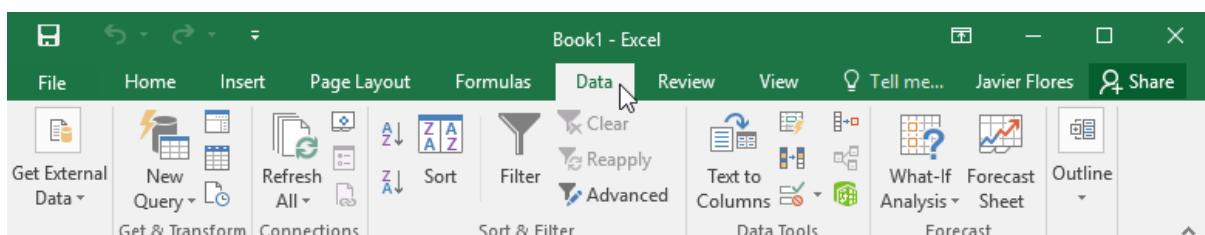
Excel 2016 uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Excel.



Some groups will have an arrow you can click for more options.

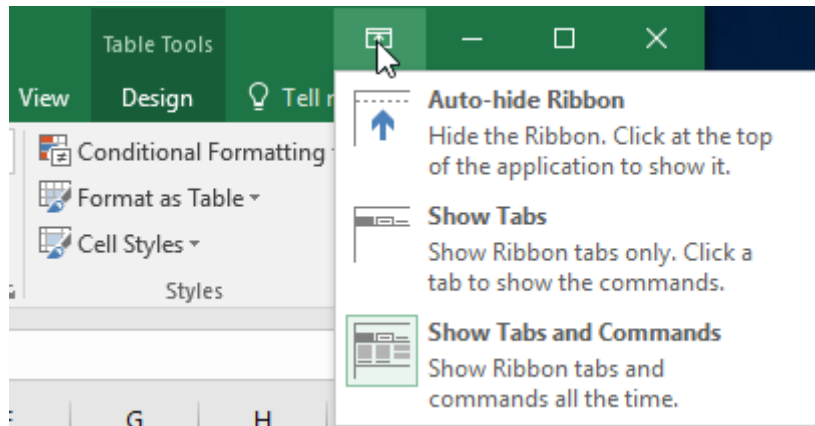


Click a tab to see more commands.



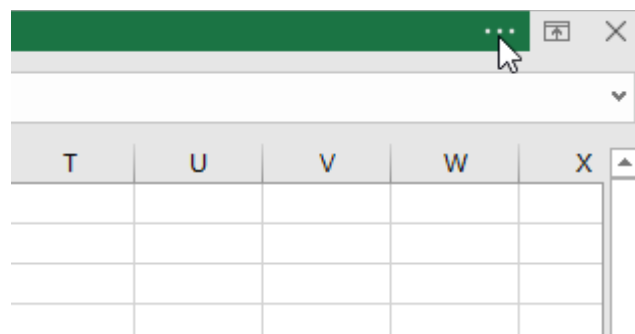
To change the Ribbon Display Options:

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon to display the drop-down menu.

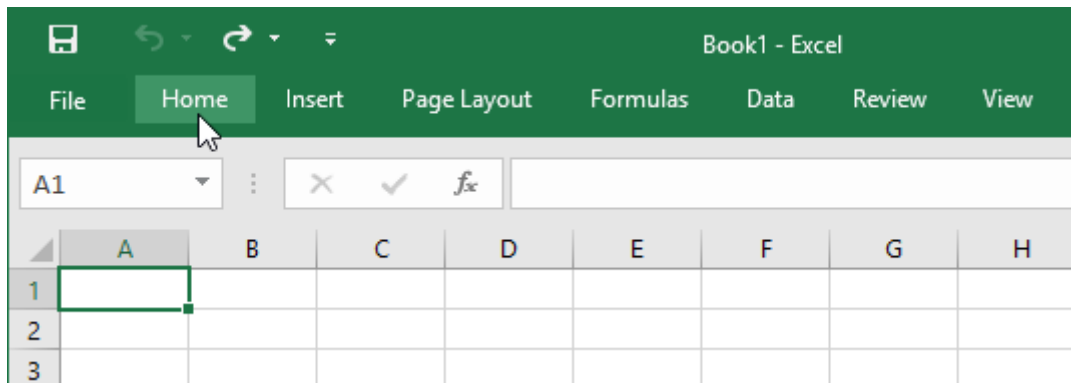


There are three modes in the Ribbon Display Options menu:

Auto-hide Ribbon: Auto-hide displays your workbook in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.



Show Tabs: This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.



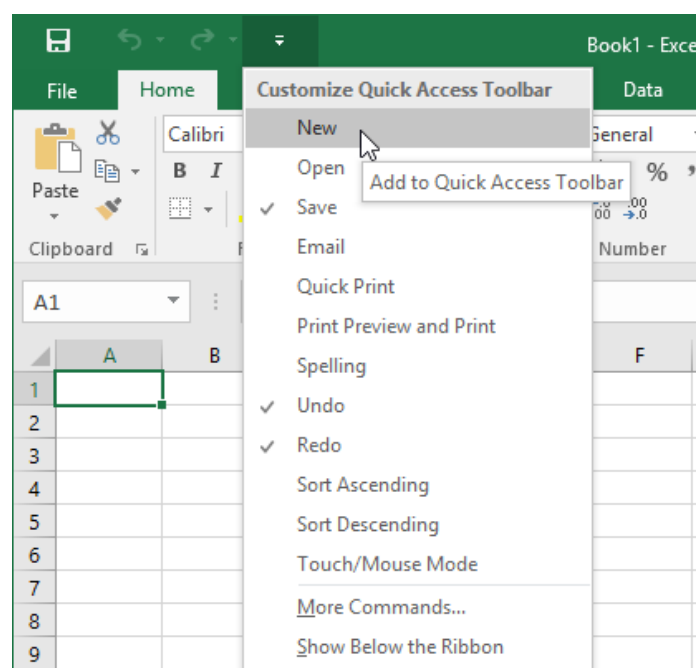
The Quick Access Toolbar

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, and Repeat commands. You can add other commands depending on your preference.

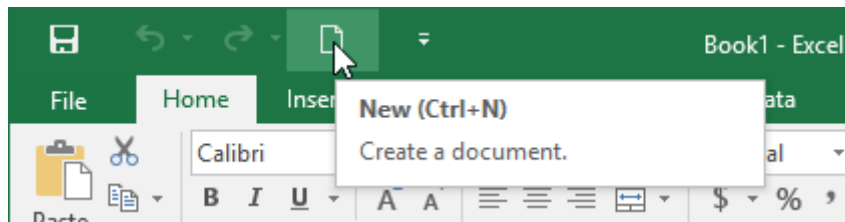
To add commands to the Quick Access Toolbar:

Click the drop-down arrow to the right of the Quick Access Toolbar.

Select the command you want to add from the drop-down menu. To choose from more commands, select More Commands.

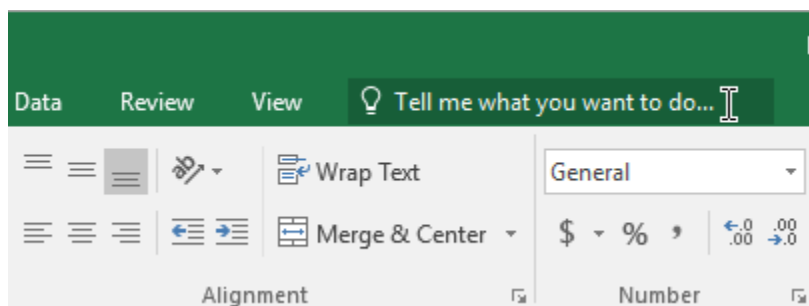


The command will be **added** to the Quick Access Toolbar.

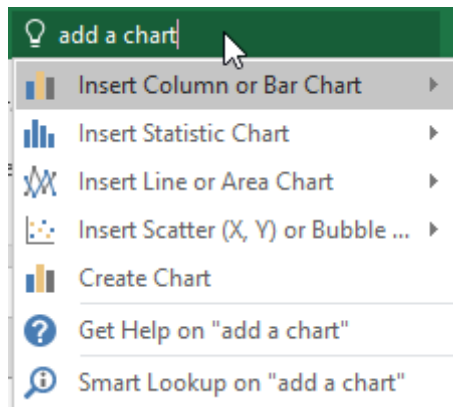


How to use Tell me:

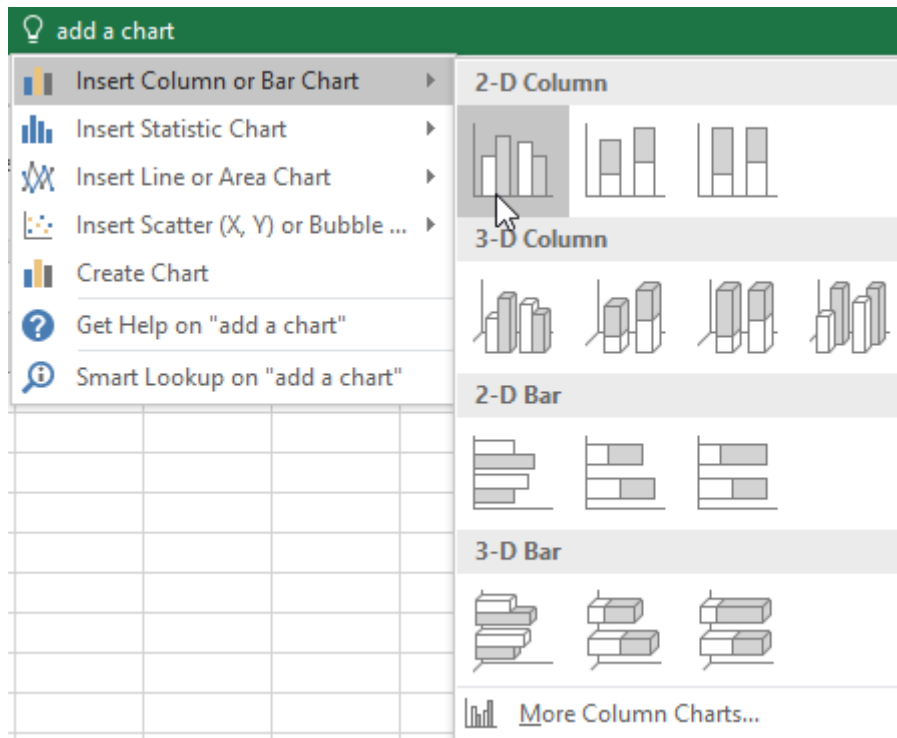
The Tell me box works like a search bar to help you quickly find tools or commands you want to use.



Type in your own words what you want to do.



The results will give you a few relevant options. To use one, click it like you would a command on the Ribbon.

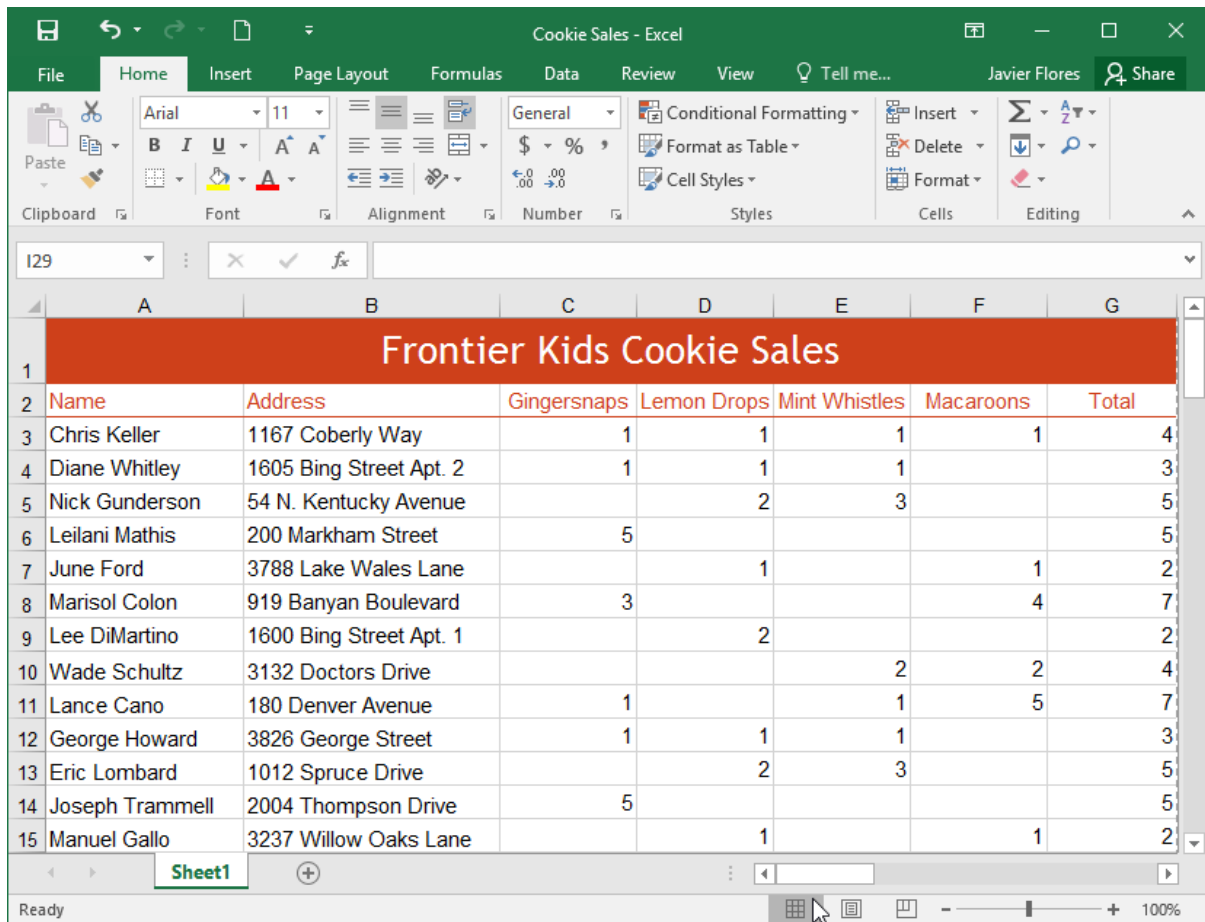


Worksheet views

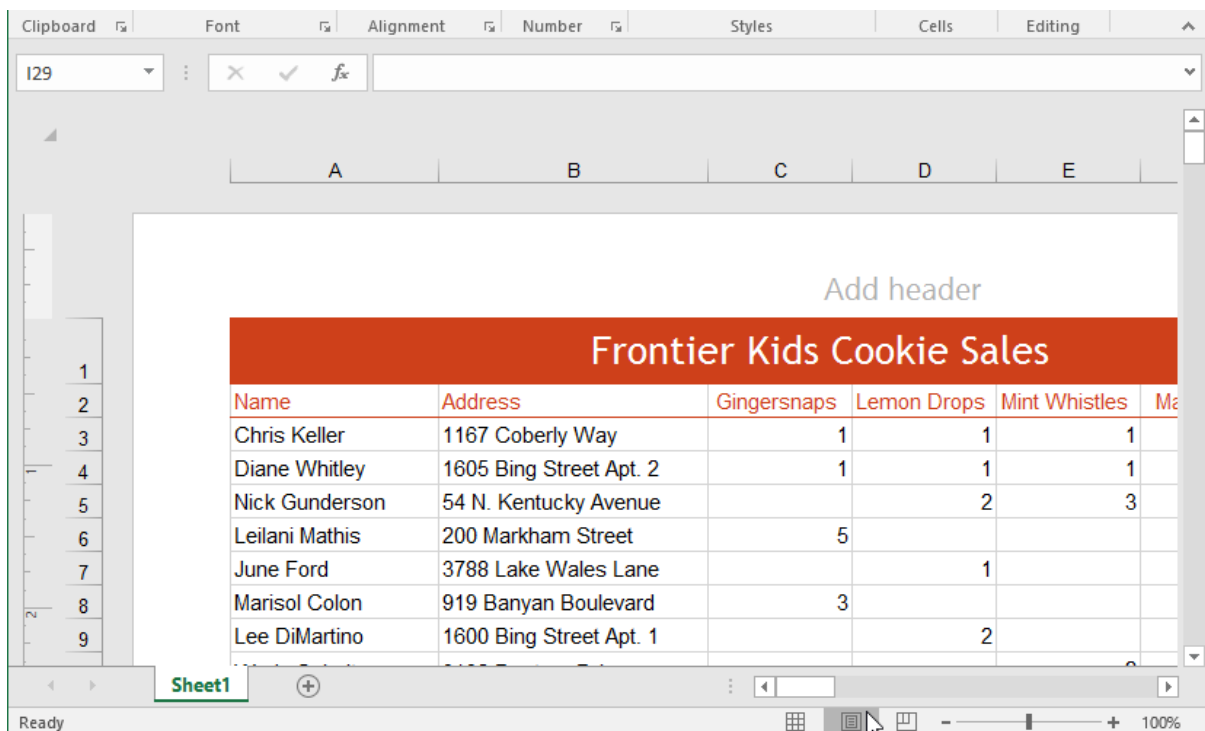
Excel 2016 has a variety of viewing options that change how your workbook is displayed. These views can be useful for various tasks, especially if you're planning to **print** the spreadsheet. To **change worksheet views**, locate the commands in the bottom-right corner of the Excel window and select **Normal view**, **Page Layout view**, or **Page Break view**.



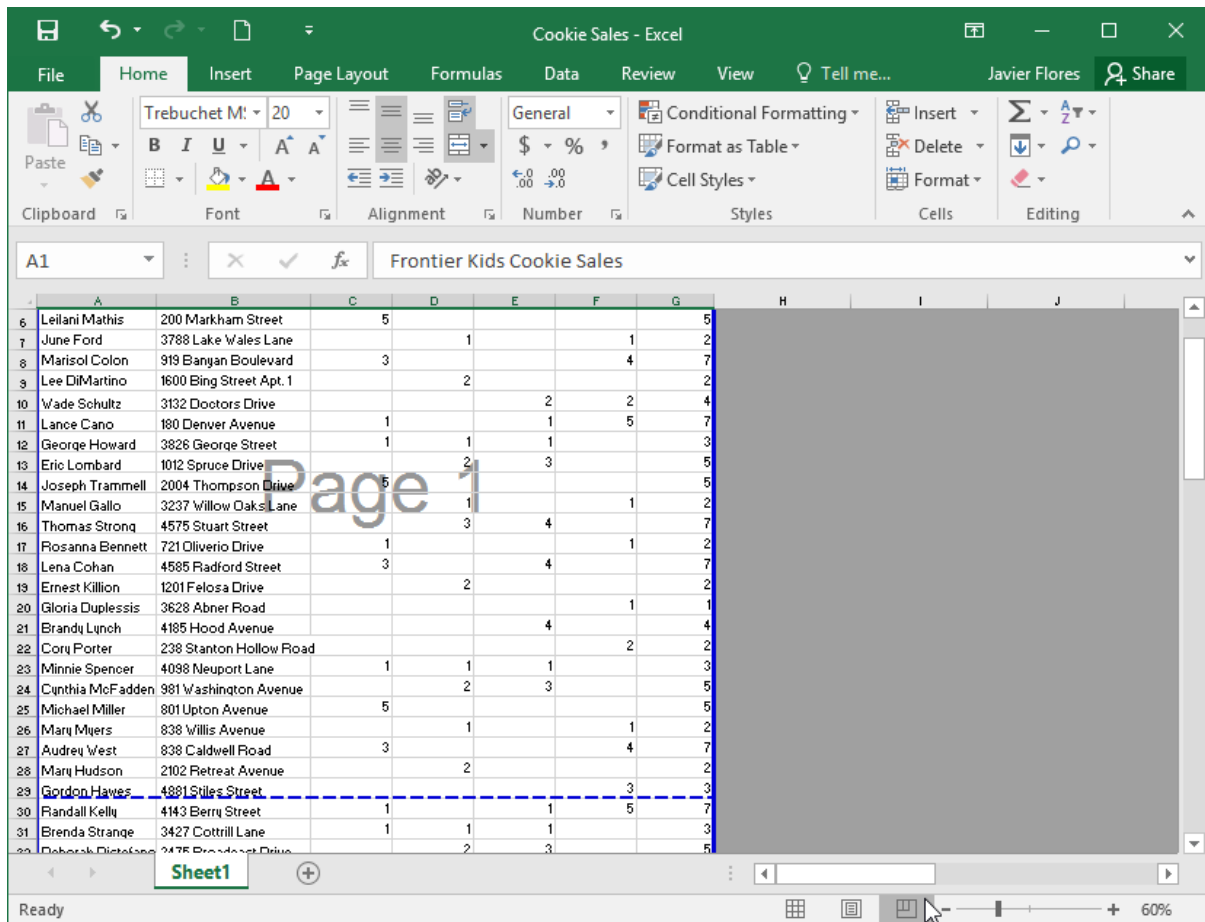
Normal view is the default view for all worksheets in Excel.



Page Layout view displays how your worksheets will appear when printed. You can also add headers and footers in this view.



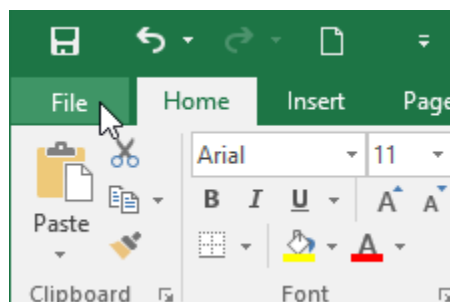
Page Break view allows you to change the location of page breaks, which is especially helpful when printing a lot of data from Excel.



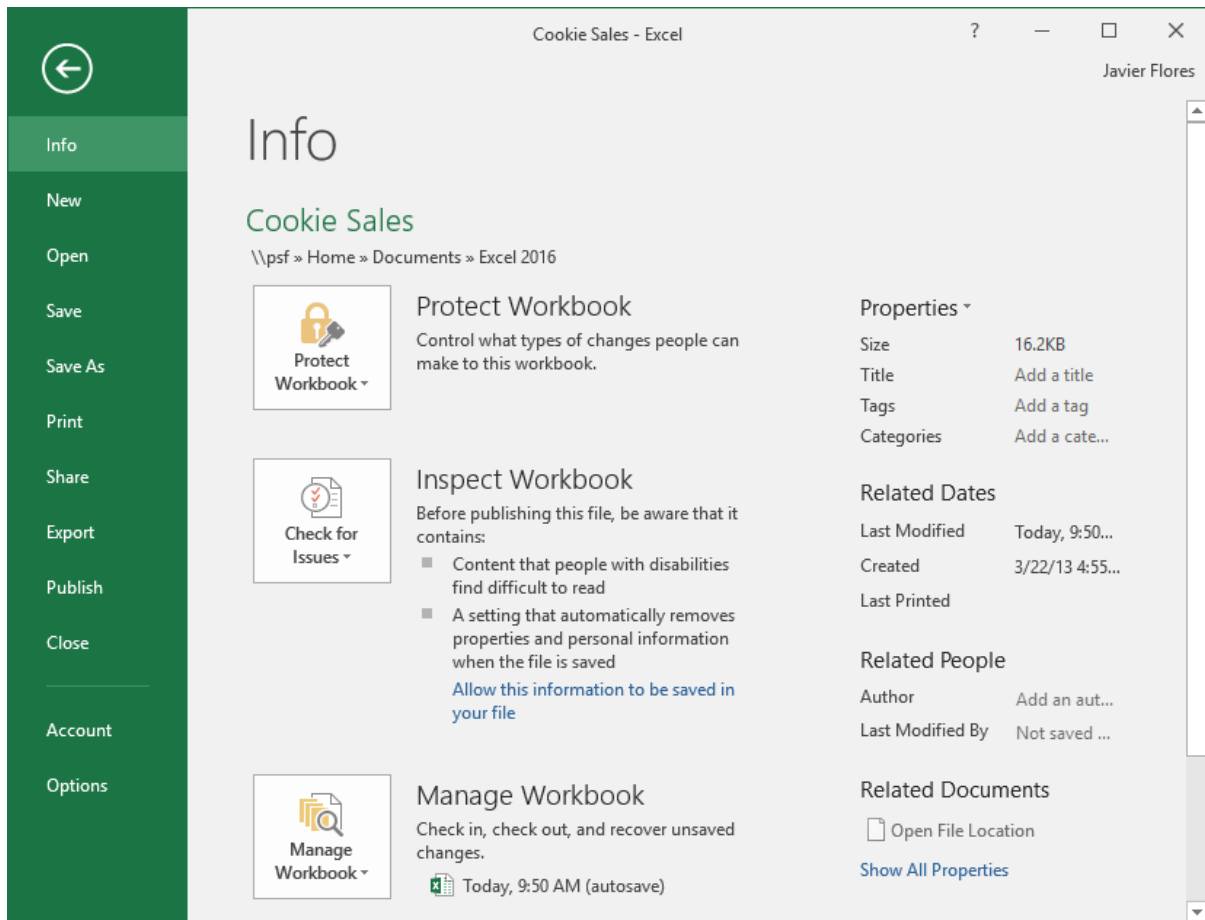
Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your workbooks.

Click the **File** tab on the **Ribbon**. **Backstage view** will appear.

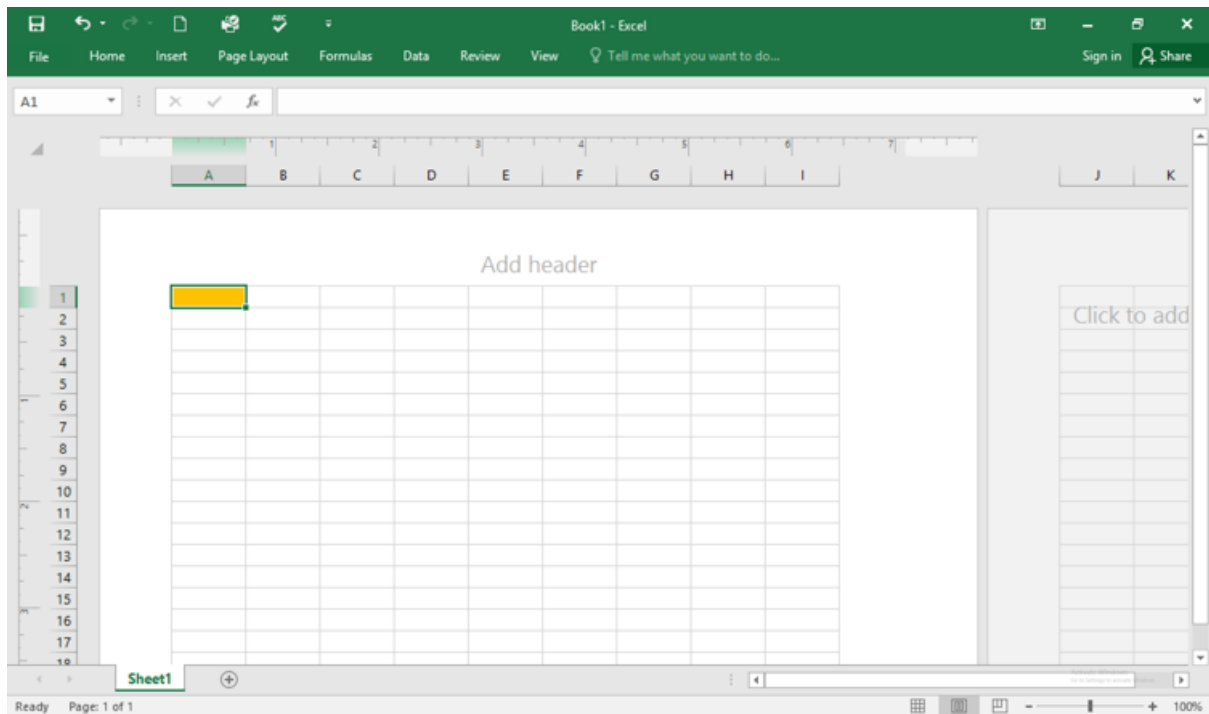


Click the buttons in the interactive below to learn more about using Backstage view.



Challenge!

1. Open **Excel 2016**.
2. Click **Blank Workbook** to open a new spreadsheet.
3. Change the **Ribbon Display Options** to **Show Tabs**.
4. Using the **Customize Quick Access Toolbar**, click to add **New**, **Quick Print**, and **Spelling**.
5. In the **Tell me bar**, type the word **Color**. Hover over **Fill Color** and choose a **yellow**. This will fill a cell with the color yellow.
6. Change the worksheet view to the **Page Layout** option.
7. When you're finished, your screen should look like this:



8. **Change the Ribbon Display Options back to Show Tabs and Commands.**
9. **Close Excel and Don't Save** changes.

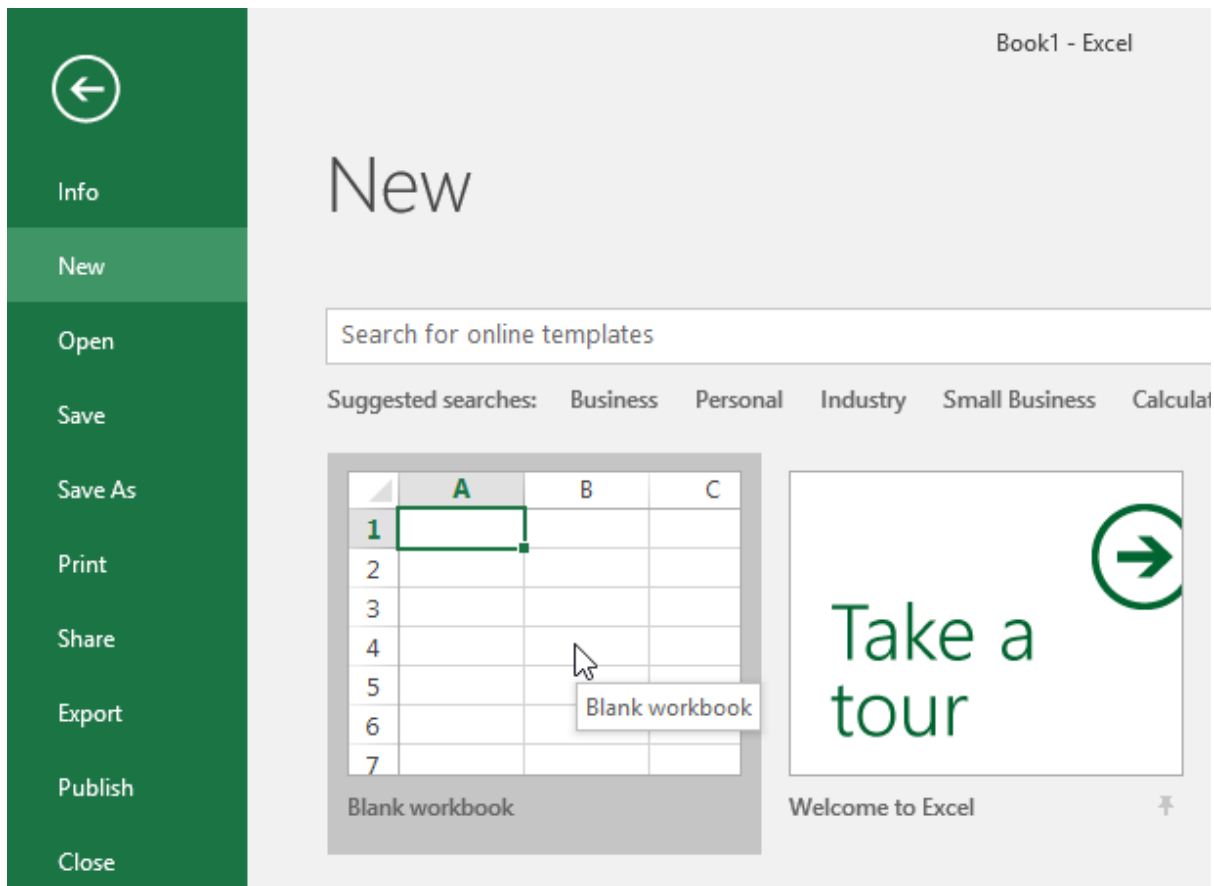
Creating and Opening Workbooks

Excel files are called **workbooks**. Whenever you start a new project in Excel, you'll need to **create a new workbook**. There are several ways to start working with a workbook in Excel. You can choose to **create a new workbook**—either with a **blank workbook** or a predesigned **template**—or **open an existing** workbook.

To create a new blank workbook: Select the **File** tab. **Backstage view** will appear.



Select **New**, then click **Blank workbook**.

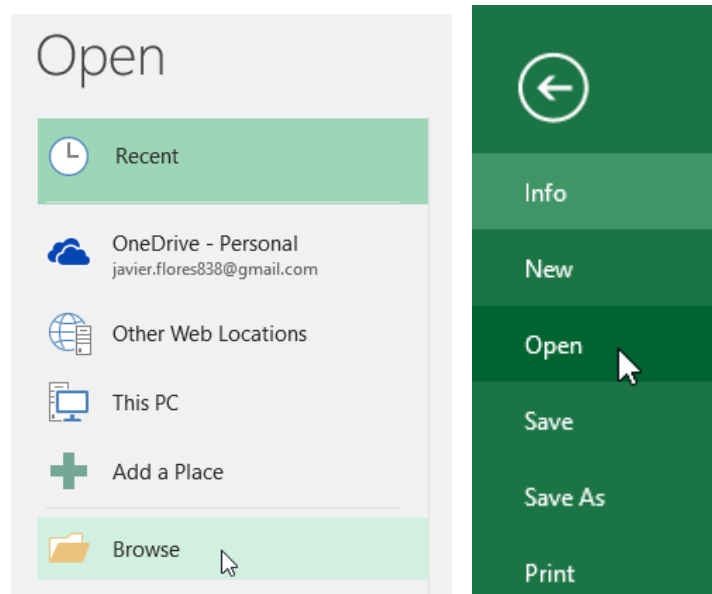


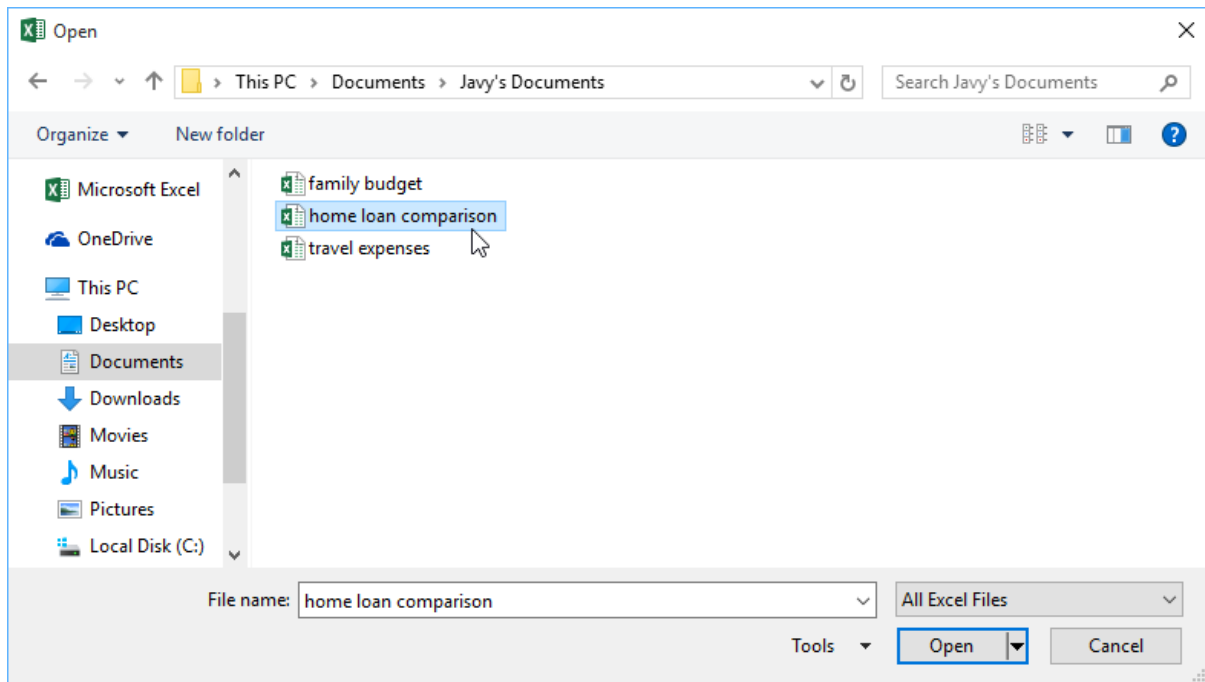
To open an existing workbook: In addition to creating new workbooks, you'll often need to open a workbook that was previously saved. To learn more about saving workbooks, visit our lesson on Saving and Sharing Workbooks.

Navigate to Backstage view, then click Open.

Select Computer, then click Browse.

The **Open** dialog box will appear. Locate and select your **workbook**, then click **Open**.

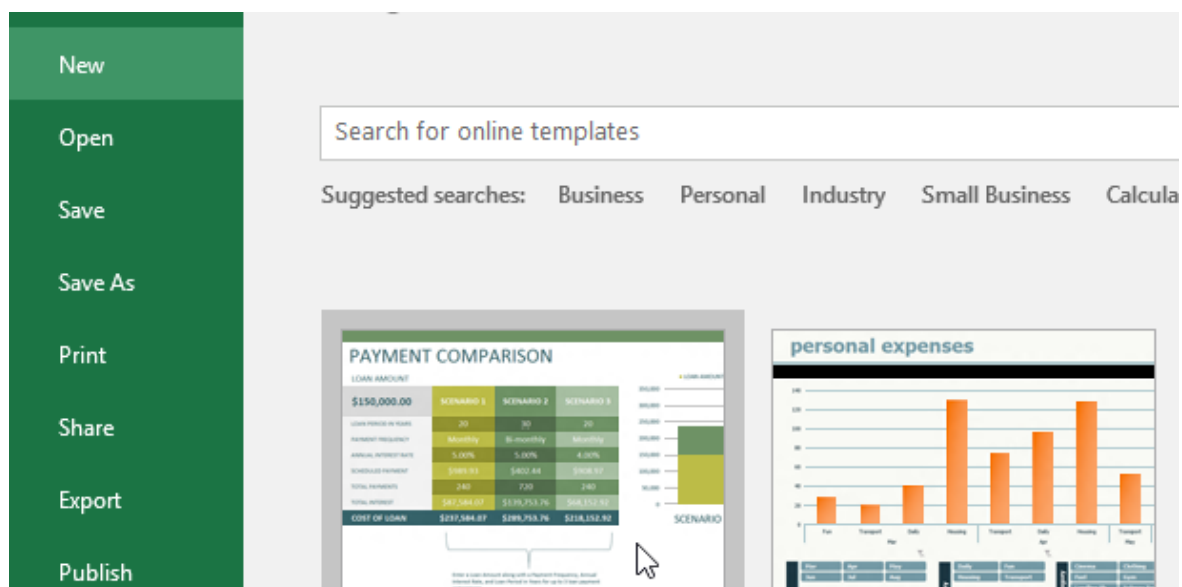




Using templates

A **template** is a **predesigned spreadsheet** you can use to create a new workbook quickly. Templates often include **custom formatting** and **predefined formulas**.

To create a new workbook from a template; Click the **File** tab to access **Backstage view**. Select **New**. Several templates will appear below the **Blank workbook** option. Select a template to review it.



A **preview** of the template will appear, along with **additional information** on how the template can be used. Click **Create** to use the selected template.

PAYMENT COMPARISON

LOAN AMOUNT	SCENARIO 1	SCENARIO 2	SCENARIO 3
\$150,000.00			
LOAN PERIOD IN YEARS	20	30	20
MONTHLY PAYMENT	Monthly	Bi-monthly	Monthly
ANNUAL INTEREST RATE	5.00%	5.00%	4.50%
SCHEDULED PAYMENT	\$922.93	\$702.74	\$928.97
TOTAL PAYMENTS	240	720	240
TOTAL INTEREST	\$87,584.07	\$139,725.70	\$62,172.92
COST OF LOAN	\$237,584.07	\$282,753.70	\$218,152.92

Download size: 152 KB

Create

Save and Save As

Excel offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- **Save:** When you create or edit a workbook, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a workbook while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

Exporting workbooks

By default, Excel workbooks are saved in the **.xlsx** file type. However, there may be times when you need to use **another file type**, such as

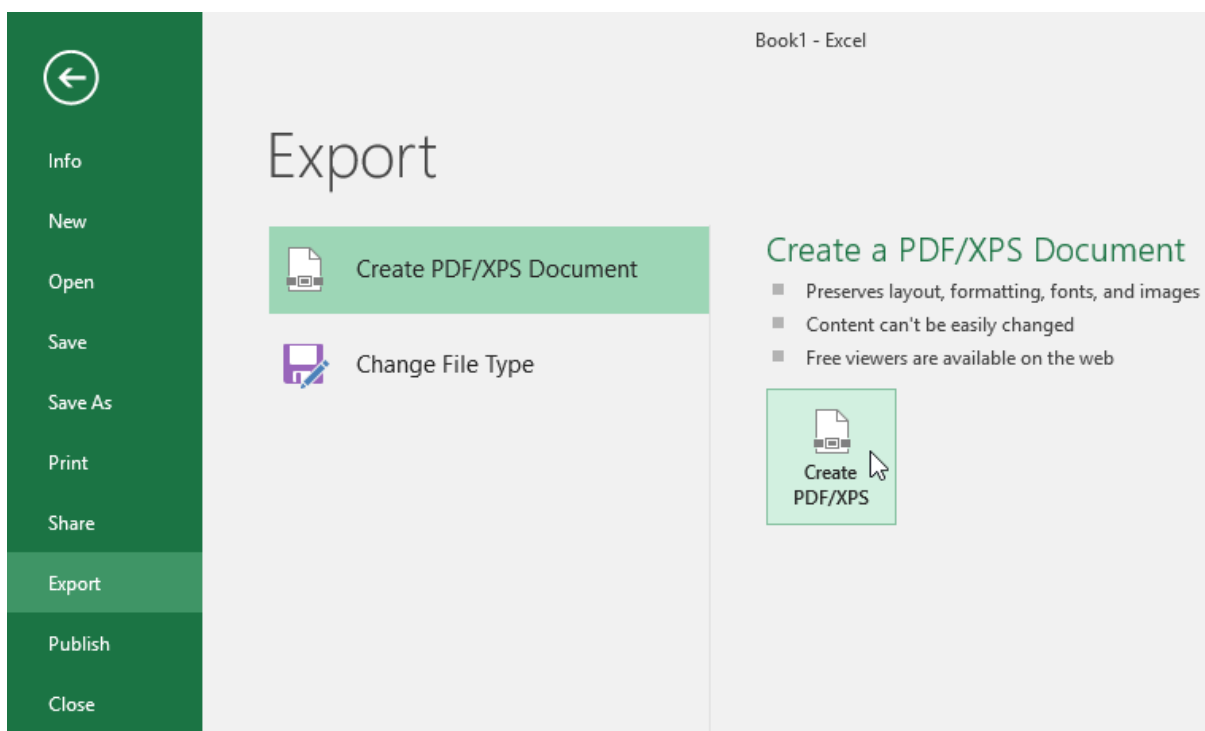
a **PDF** or **Excel 97-2003 workbook**. It's easy to **export** your workbook from Excel to a variety of file types.

To export a workbook as a PDF file:

Exporting your workbook as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a workbook with someone who does not have Excel. A PDF will make it possible for recipients to view but not edit the content of your workbook.

Click the **File** tab to access **Backstage view**.

Click **Export**, then select **Create PDF/XPS**.



The **Save As** dialog box will appear. Select the **location** where you want to export the workbook, enter a **file name**, then click **Publish**.

