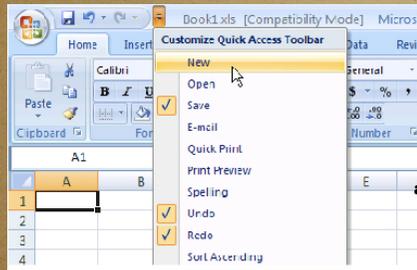


USING QUICK ACCESS TOOLBARS



Clicking on an Excel menu reveals a drop-down menu that offers several options. These options will be followed by symbols indicating the kind of action that will follow if they are selected.

Toolbars provide shortcuts to commands that are also available through the menus. However, while toolbar commands are useful, they often do not offer as complete a range of options as menus do.

Menus display basic command options. Custom menus can be created and command options can be added to existing menus to meet a user's specific needs.

Menus and toolbars contain options that help users give Microsoft Excel instructions about what to do.

A menu displays a list of command options. Most menus are located on the menu bar at the top of the window. Various shortcut menus appear when the user right-clicks the mouse while pointing on text, objects, or other items.

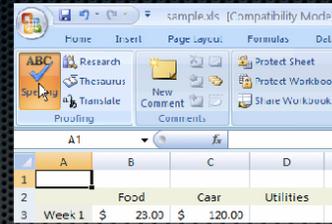
Toolbars display basic commands and buttons. Custom toolbars can be created and buttons can be added to or deleted from existing toolbars as needed.

ONE OF THE MOST BASIC EDITING FUNCTIONS IS THE SPELL CHECKER. MOST SPREADSHEETS WILL NOT HAVE LENGTHY BLOCKS OF TEXT, BUT THEY LIKELY CONTAIN LABELS AND COLUMN HEADINGS.

ALTHOUGH MISSPELLED WORDS WILL ONLY AFFECT THE SPELLING IN A SPREADSHEET THERE IS NO MACHINE OR PROGRAM THAT WILL CHECK THE ACCURACY OF NUMBERS OR THE ANSWERS OF SUMS

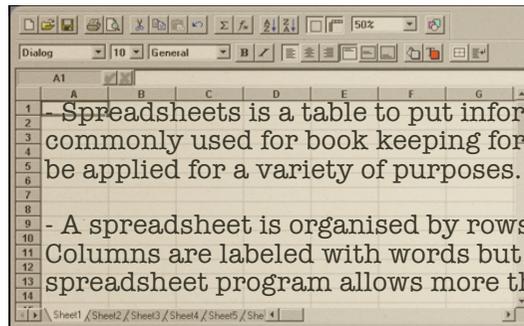
SPREADSHEETS CAN BE CREATED FROM A TEMPLATE OR FROM A BLANK WORKBOOK.

SPREADSHEETS CAN BE PRINTED ON PAPER OR PRINTED TO A FILE. BEFORE YOU PRINT A SPREAD SHEET YOU CAN USE THE PRINT PREVIEW FEATURE TO DECIDE WHAT YOU WANT THE FILE TO LOOK LIKE WHEN IT HAS PRINTED. YOU CAN ALSO CHANGE THE LAY OUT FROM THE PRINT MENU.



LIKE ANY OTHER DOCUMENTS, SPREADSHEETS CAN BE PRINTED ON TO PAPER OR FOR ANY OTHER EDITING PURPOSE, SOMETIMES IT IS EASIER FOR PEOPLE EDITING THE SOFTWARE TO SEARCH FOR ERRORS IN PRINTED DOCUMENTS AS OPPOSED TO ELECTRONIC VERSIONS

TO MAKE DATA EASIER TO UNDERSTAND SOME SPREADSHEETS CAN CONVERT DATA INTO CHARTS OR GRAPHS TO DO THIS YOU HIGHLIGHT THE DATA RANGE AND SELECT THE TYPE OF CHART FOR THE DISPLAY



WHAT IS A SPREADSHEET?

- Spreadsheets is a table to put information into. Spreadsheets are commonly used for book keeping for financial data but the format can be applied for a variety of purposes.

- A spreadsheet is organised by rows and columns that intersect in cell. Columns are labeled with words but rows are labeled in numbers. most spreadsheet program allows more than 1000 rows and 100 columns.

- A cell may contain three main types of data.

- .Numbers
- .Formulas
- .Text labels



- Spreadsheet are saved in individual files. Worksheets can be accessed through the workbook files.

- Spreadsheet has two layers.

- Most spreadsheets are display numbers in different ways.
- After data is entered, it can be rearranged by sorting.