



Meet Me at A and 25th

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using Microsoft Excel 2001®

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Microsoft Excel is part of the Office suite of programs. Excel is a powerful and complex spreadsheet program. This Guide covers the basics of creating worksheets, simple formulas, and charts. Excel refers to spreadsheets as worksheets. A collection of worksheets are called workbooks. A worksheet is a collection of information organized in columns and rows. All of this sounds pretty overwhelming, but through this Guide, you will have fun, quick activities that will make working with data interesting and easier than you think. Click on Excel Workbook in the Project Gallery.



Name Box Edit Formulas Formula Bar

The screenshot shows the Microsoft Excel 2001 interface. At the top, the Name Box displays 'A1', the Edit Formulas area contains icons for undo, redo, and insert, and the Formula Bar is empty. Below the title bar 'Workbook1', the spreadsheet grid is visible with columns A through H and rows 1 through 25. The active cell is A1. Labels with arrows point to various interface elements: 'Name Box' points to the 'A1' box; 'Edit Formulas' points to the icons; 'Formula Bar' points to the input field; 'Current Cell Reference' points to the small box in the top-left corner of the active cell; 'Column Headings' points to the letters A-H above the grid; 'Row Headings' points to the numbers 1-25 to the left of the grid; 'Scroll Bars' points to the vertical scroll bar on the right; 'Active Sheet Tab' points to the 'Sheet1' tab; 'Sheet Tabs' points to the 'Sheet2' and 'Sheet3' tabs; and 'Tab Scrolling Buttons' points to the navigation buttons on the left of the sheet tabs.