



# Introduction to Excel

**ELEC1006: ENGINEERING COMPUTING**

# Excel

- Excel:

Excel is **spreadsheet** application.

- *Spreadsheet:*

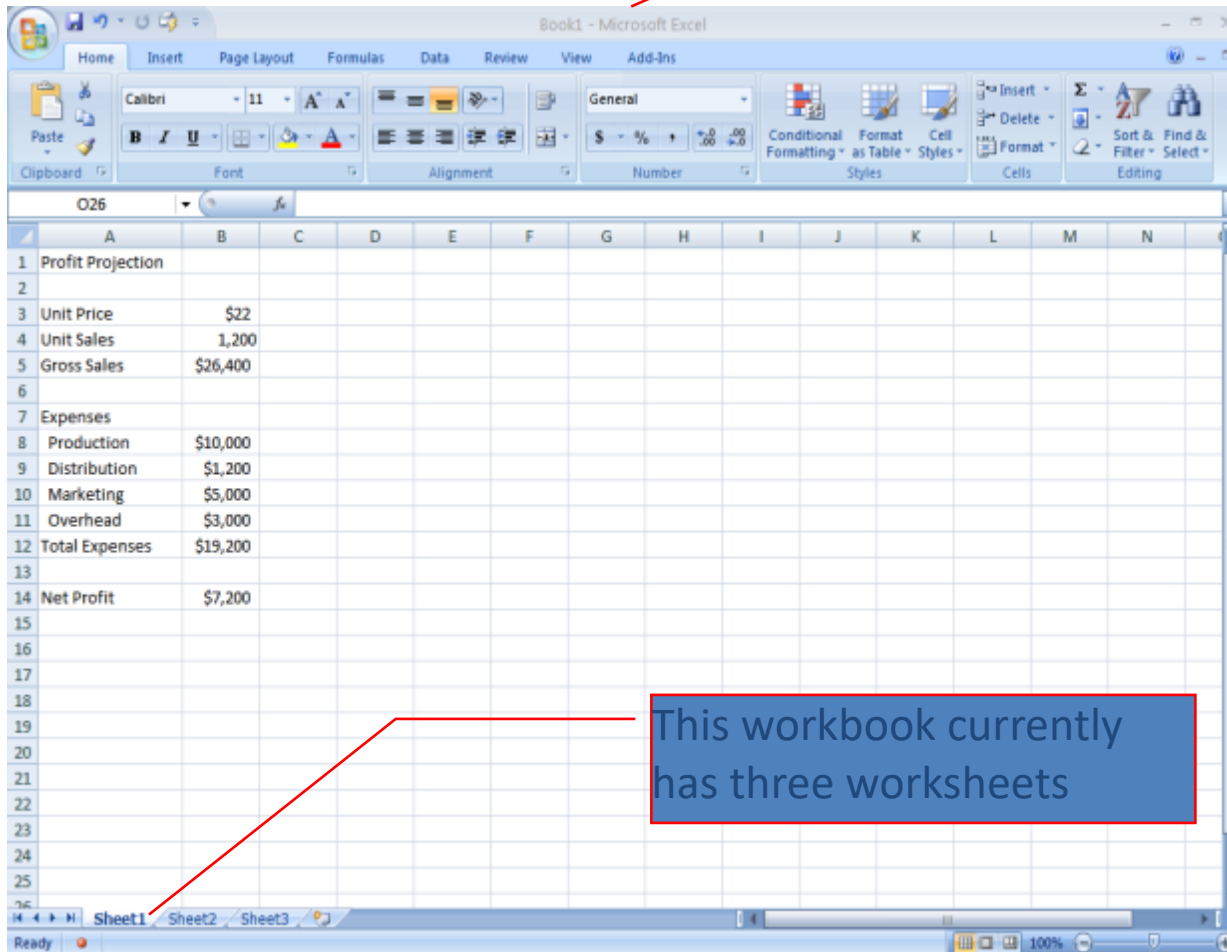
A spreadsheet is an electronic **worksheet** consisting of tables of rows and columns of data that can be manipulated to store, process, and display data.

# Excel allows you to ...

- **Import, export, store, and process data**
- **Display data graphically**
- **Solve single and simultaneous algebraic equations**
- **Fit algebraic equations through datasets**
- **Analyze data statistically**

# Worksheet & Workbook

Excel workbook



This workbook currently has three worksheets

**Workbook** — a collection of related worksheets within one file

**Worksheet** — may contain data, values, formulas, and/or charts

# Components

Name  
Box

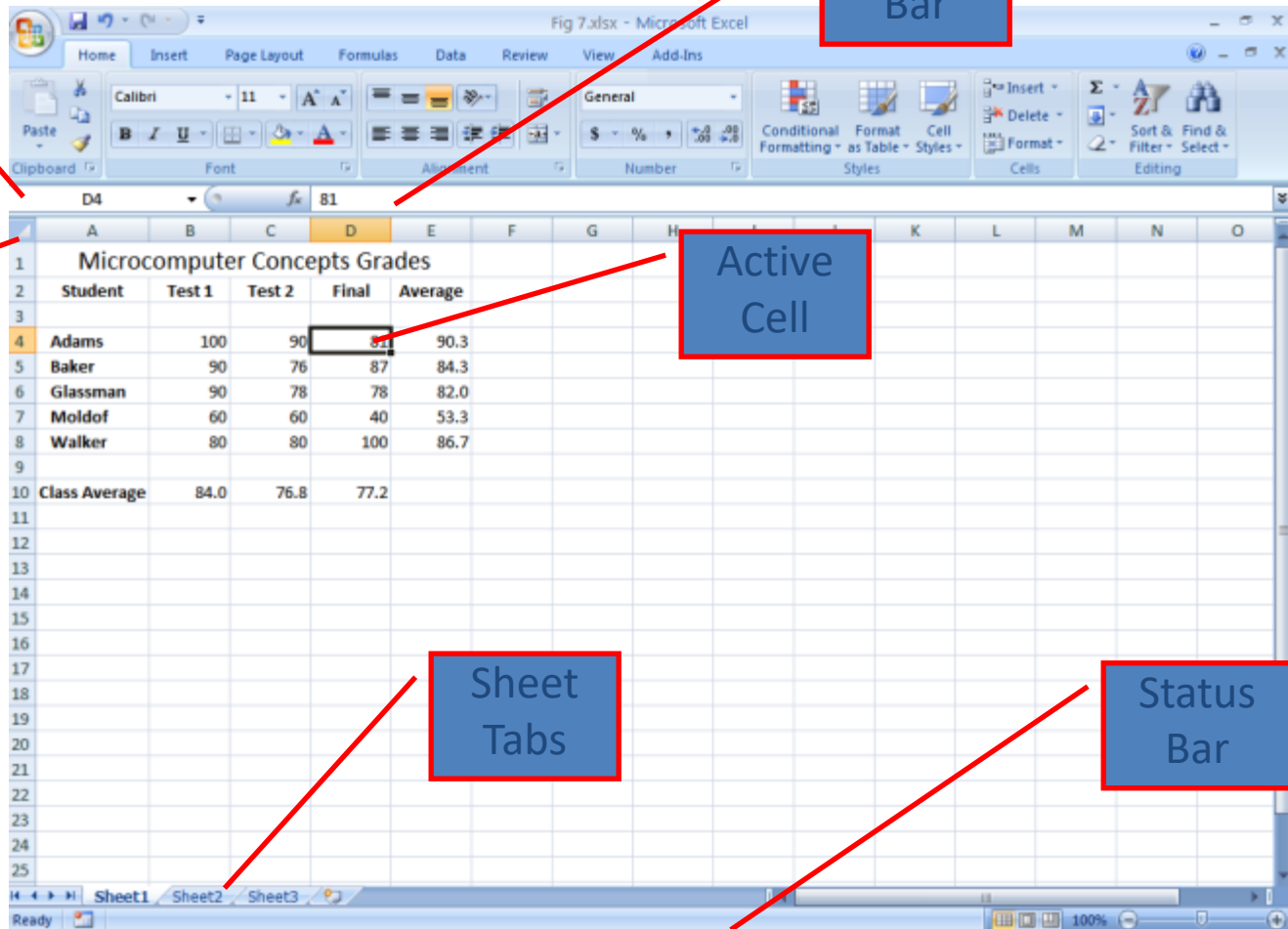
Formula  
Bar

Select All  
button

Active  
Cell

Sheet  
Tabs

Status  
Bar



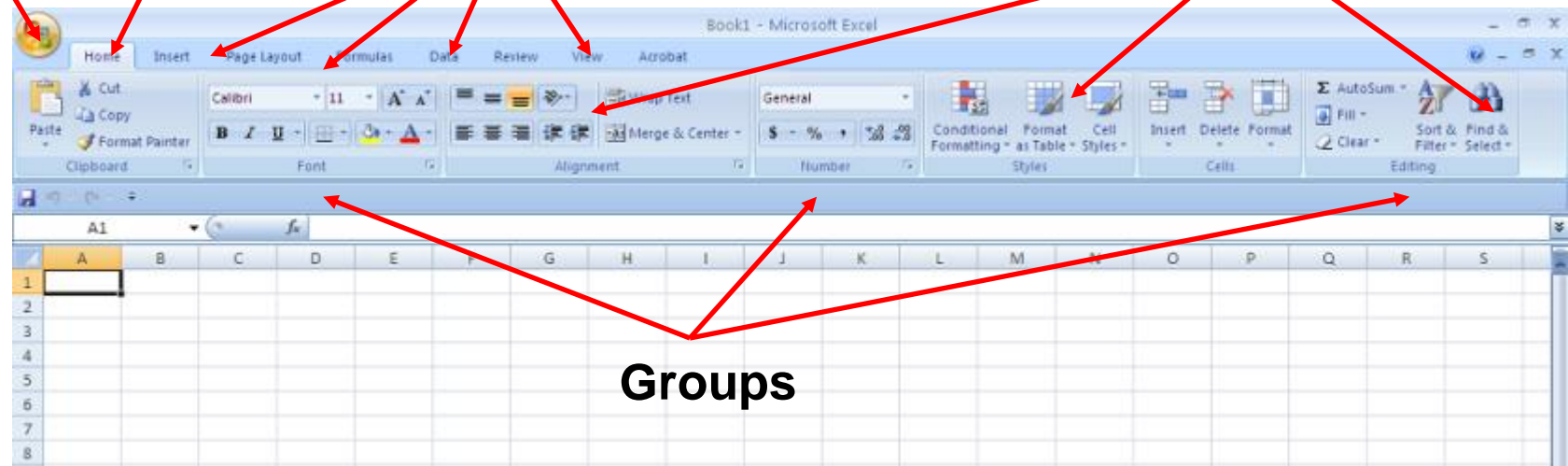
# Ribbon

Office button

Active tab

tabs

Commands



Groups

Office button: open, save, print the workbook.

Tabs: a collection of related groups of buttons.

Groups: a collections of related buttons.

Commands: buttons.

# More info

- References
  - Excel online help
  - Number of good books on Excel: e.g. Larsen, R. W. (2021). *Engineering with Excel* (5th ed.). Boston: Pearson.
  - Numerous online resources
- Widely available, learn by using