



Excel Basics

ELEC1006: ENGINEERING COMPUTING

Table

- A *table* is a set of rows and columns of cells used for representing data.

	A	B	C	D
1		Quantity	Price	Subtotal
2	Milk	2	\$3.50	\$7.00
3	Cookies	1	\$2.10	=B3*C3
4	Honey	3	\$4.20	\$12.60
5	Total			\$21.70

Columns

- A *column* is a vertical slice of a table, or a vertical set of cells.
- In Excel, these are given letter names
 - (e.g. A, B, C, ... , Z, AA, AB,...)

	A	B	C	D
1		Quantity	Price	Subtotal
2	Milk	2	\$3.50	\$7.00
3	Cookies	1	\$2.10	=B3*C3
4	Honey	3	\$4.20	\$12.60
5	Total			\$21.70

Rows

- A *row* is a horizontal slice of a table, or a horizontal set of cells.
- In Excel, these are given number names
 - (e.g. 1, 2, 3, ...)

	A	B	C	D
1		Quantity	Price	Subtotal
2	Milk	2	\$3.50	\$7.00
3	Cookies	1	\$2.10	=B3*C3
4	Honey	3	\$4.20	\$12.60
5	Total			\$21.70

Cell

- Cells can contain different types of data
 - Text (“Milk”)
 - Numbers (1)
 - Currency (\$2.10)
 - Dates / Time (Jan 1 2008)
 - Formulae (=B3*C3)

B3



	A	B	C	D
1		Quantity	Price	Subtotal
2	Milk	2	\$3.50	\$7.00
3	Cookies	1	\$2.10	=B3*C3
4	Honey	3	\$4.20	\$12.60
5	Total			\$21.70

Cell Address

- Cell address (Cell reference):
“column name” “row name”, such as B3.
- It is especially useful for formulas
 - Formulae (=B3*C3)

	A	B	C	D
1		Quantity	Price	Subtotal
2	Milk	2	\$3.50	\$7.00
3	Cookies	1	\$2.10	=B3*C3
4	Honey	3	\$4.20	\$12.60
5	Total			\$21.70

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