

## LESSON 2: MS Excel Program

Before we enter into the program itself, let us know more about the MS Excel Program first. Our goal

- What is the History of MS Excel?
- How do you operate the MS Excel Program?
- What are the key features of MS Excel?
- What is the MS Excel Interface?

### Connect: Intro for lessons

We as human enjoy stories of life that is shared to us from our peers it gives us information that is personal for them. It gives us an eye-opening experience. Our goal for our lesson is to know the history of Ms Excel and how to use it in order for us to understand the importance of using it. Let us start by looking at its history.

<https://www.exceldimensions.com.au/microsoft-excel/microsoft-excels-history-from-1982-until-today/>

The electronic spreadsheet has been in existence since 1978, but it was 1982 that Microsoft became involved.

The first major leap occurred in 1978 when VisiCalc was created by Dan Bricklin, a student at Harvard Business School. It was basic software, capable of producing a spreadsheet of only 5 columns by 20 rows. Bob Frankston partnered with Bricklin to create the version that eventually hit the markets and became a major success.

The next major spreadsheet success after VisiCalc was Lotus 1-2-3, created by a team headed by Mitch Kapor in 1983. Lotus 1-2-3 improved on VisiCalc by including charting and basic database functions in addition to VisiCalc's calculation capabilities. It became a huge success, far outshining VisiCalc.

In 1982, while major progress was being made by Lotus 1-2-3, Microsoft developed their own spreadsheet application called MultiPlan. Developed to work on CP/M and MS-DOS based systems it was roundly beaten by Lotus 1-2-3 on MS-DOS based platforms.

MultiPlan was improved, then in 1985 was renamed Excel and, for the first time, included a graphical interface. It was usable only on the Apple Mac, which first came into production in 1984.

After Microsoft produced (and stabilized) the Windows operating system, Excel was re-engineered for this new platform and in 1987 Microsoft produced the first version of Excel for windows, called Excel 2.0.

### Compu-Bits:

It is said that if you are not good in Math, Excel is the top arsenal that you must have in your personal computer.

Here's a timeline created by John Walkenbach at his excellent website [www.j-walk.com](http://www.j-walk.com). We recommend you bookmark John's site – as well as being the author of many authoritative books on Excel, it's an excellent resource for Excel users.

Version Released	Comments
1 1985	Version 1, for the Macintosh was released.



### **Compu-Bits:**

A computer responds to your personal input, don't be mad at them when it seems it is not following what you want to do. The lighter side of this is, it is your actions he process, so more likely it is your fault. PEACE OUT!

### **Collaborate: Group Activity**

The class will be divided into three groups and explain how the following works. You need to detail every step that the following follows:

1. The Garbage Collection Process
2. Ordering Online
3. Teaching a 4 year-old kid to write letters and numbers.

## **LESSON 2: MS Excel Program**

### **Active Cell**

In an Excel 2007 worksheet, you click on a cell to make it the active cell. It displays a black outline. This is what you also call a selected cell or cell-lected. When you are in the active cell phase, it can lead into different other actions that we can do.

### **Office Button**

Clicking on the Office Button displays a drop-down menu containing a number of options, such as Open, Save, and Print. The option buttons represents the home button for all of the Microsoft products. You can also access the option menu and preferences in this function.

### **Ribbon**

The Ribbon is the strip of buttons and icons located above the work area in Excel 2007. The Ribbon replaces the menu and toolbar that is evident in MS Excel 2003. This is contains organized function of Excel that is labeled with what we call a Group or Group Name located in the bottom center of a grouped function.

### **Column Letter**

Columns run vertically on a worksheet and each one is identified by a letter in the column header.

### **Row Numbers**

Rows run horizontally in a worksheet and are identified by a number in the row header. Together a column letter and a row number create a **cell reference**. Each cell in the worksheet can be identified by this combination of letters and numbers such as A1, F456, or AA34.

### **Formula Bar**

The Formula bar is located above the worksheet. This area displays the true content of the active cell. You can directly write on this tab. This also helps you in checking the formula, as for the active cell displays the answer of your formula. This part also can be used to check whether your formula is working or has an error.

### **Name Box**

Located next to the formula bar, the Name Box display the coordinates or cell reference of the active cell. You can also type in an alphanumeric value into this part so that

### **Sheet Tabs**

By default, there are three worksheets in an Excel 2007 file. There can be more. The tab at the bottom of a worksheet tells you the name of the worksheet, such as Sheet1 or Sheet2. You switch between worksheets by clicking on the tab of the sheet you want to access.

Renaming a worksheet or changing the tab color can make it easier to keep track of data in large spreadsheet files.

### **Quick Access Toolbar**

This customizable toolbar allows you to add frequently used commands. Click on the down arrow at the end of the toolbar to display the available options.