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# LESSON 2

# HOW TO USE EXCEL

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VIRT-EXCH- Virtual Exchanges



## What is Excel?

- Excel is a spreadsheet program developed by Microsoft.
- It allows users to organize, format, and calculate data with formulas using a system of rows and columns.

## Why Use Excel?

- Excel is widely used for data analysis, financial modeling, and project management.
- It offers powerful tools for data visualization and automation.





## GETTING STARTED WITH EXCEL

### Opening Excel

- Launch Excel from your desktop or start menu.
- Open a new or existing workbook.

### Navigating the Interface

- Ribbon: Contains tabs with various tools and features.
- Worksheet: The grid where you enter and manipulate data.
- Status Bar: Displays information about your workbook.





## BASIC FUNCTIONS AND FORMULAS

### Common Functions



```
=SUM(A1:A5)  
=COUNT(A1:A5)  
=AVERAGE(A1:A5)  
=MIN(A1:A5)  
=MAX(A1:A5)  
=IF(A1>33,"P","F")
```

- **SUM:** Adds a range of cells.
- **AVERAGE:** Calculates the average of a range.
- **COUNT:** Counts the number of cells in a range.

### Using Formulas

- Start with “=” to create a formula.
- Example: “=SUM(A1:A10)” to add values in cells A1 through A10



## WORKING WITH DATA

### **Entering and Editing Data**

- Click on a cell and start typing to enter data.
- Press Enter to move to the next cell or Tab to move horizontally.

### **Sorting and Filtering Data**

- Use the Sort feature to arrange data in ascending or descending order.
- Use Filter to display only the data that meets certain criteria.



## CREATING CHARTS AND GRAPHS

### **Types of Charts**

- Column Chart, Line Chart, Pie Chart, Bar Chart, etc.

### **Creating a Chart**

- Select the data you want to chart.
- Go to the Insert tab and choose a chart type.





## ADVANCED FEATURES

### Pivot Tables

- Summarize and analyze large data sets.
- Create by going to “Insert > PivotTable.

### Conditional Formatting

- Highlight cells based on certain conditions.
- Found under the “Home” tab.





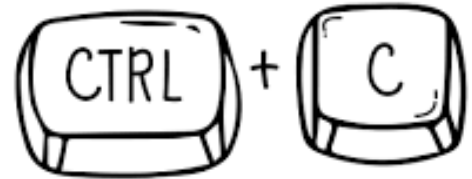
## TIPS AND TRICKS

### Keyboard Shortcuts

- Ctrl + C to copy, Ctrl + V to paste, Ctrl + Z to undo.
- Ctrl + F to find, Ctrl + H to replace.

### Useful Tips for Efficiency

- Use AutoSum to quickly sum a range of cells.
- Freeze panes to keep headers visible while scrolling.







## SAVING AND SHARING YOUR WORK

### **Saving Your Excel File**

- Click File > Save As to save your workbook.
- Choose a location and file format (e.g., .xlsx, .xls).

### **Sharing Your File**

- Share via email or cloud services like OneDrive.
- Use File > Share to explore sharing options.





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