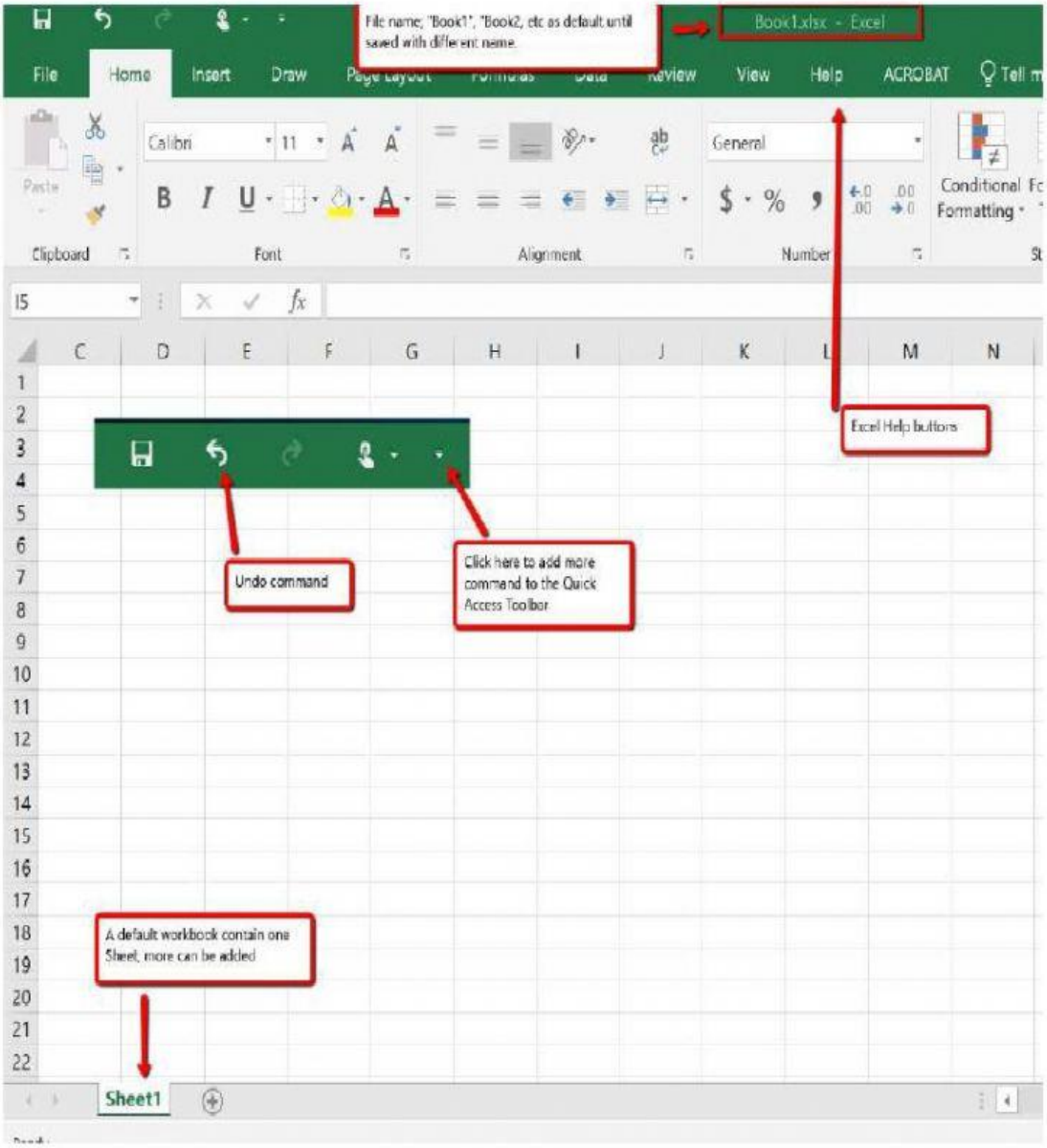
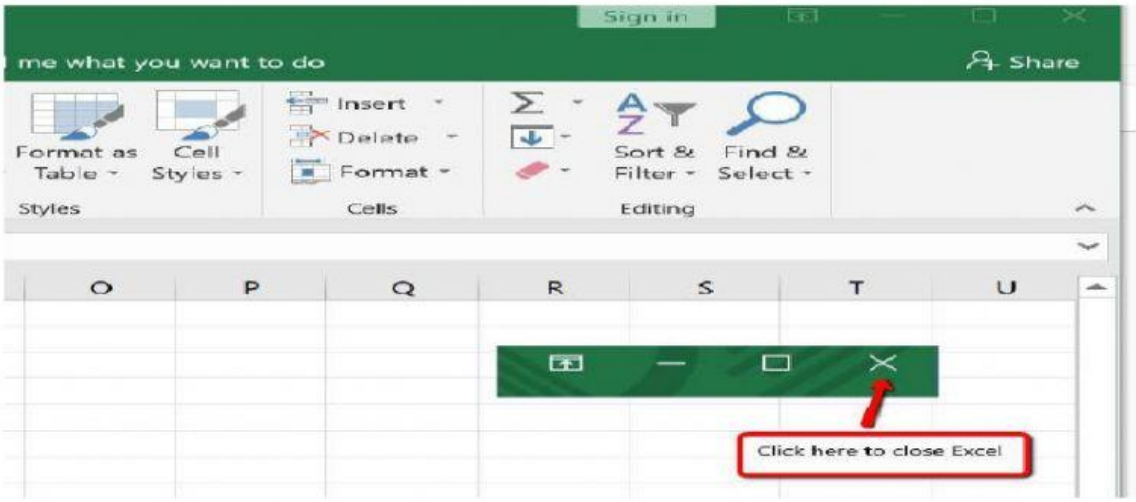


UNDERSTANDING WORKBOOKS

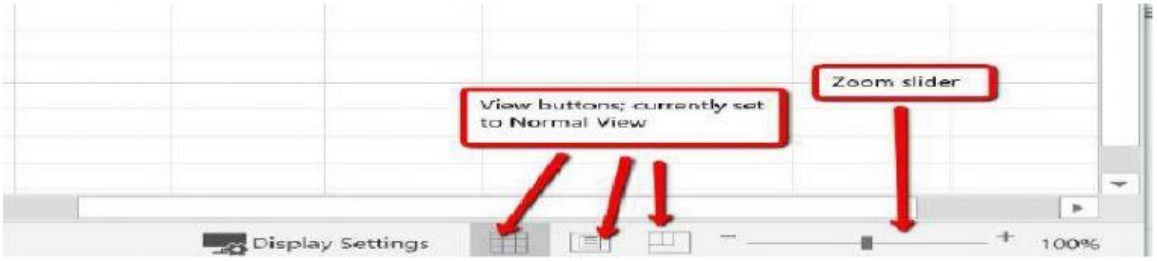
In Microsoft Excel the data you enter, whether it Consists of numbers, text, or formulas, is stored In a file known as a ***workbook***. Workbooks are Just like huge electronic books with pages (or ***Sheets***) that have been ruled into columns and Rows. Before using Excel it is helpful to know what The various parts and elements that make up a Workbook are.

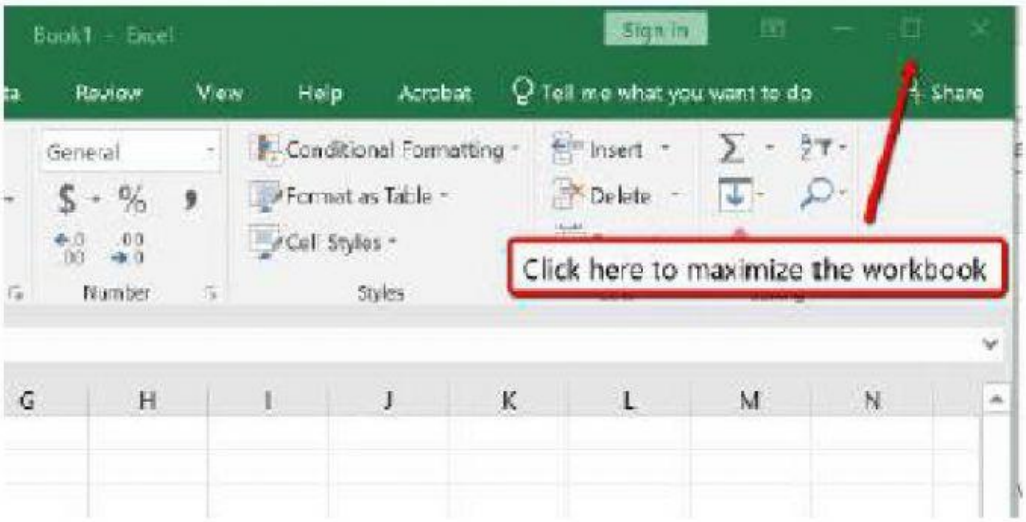
LIVEWORKSHEETS





LIVEWORKSHEETS





1. A worksheet (or page) in a workbook contains 16,384 ***columns*** that are labelled using letters of the alphabet. The first column in a worksheet is labelled column ***A***, while the last is labelled ***XFD***

2. A worksheet (or page) in a workbook contains 1,048,576 ***rows*** that are labelled using numbers from 1 to 1,048,576

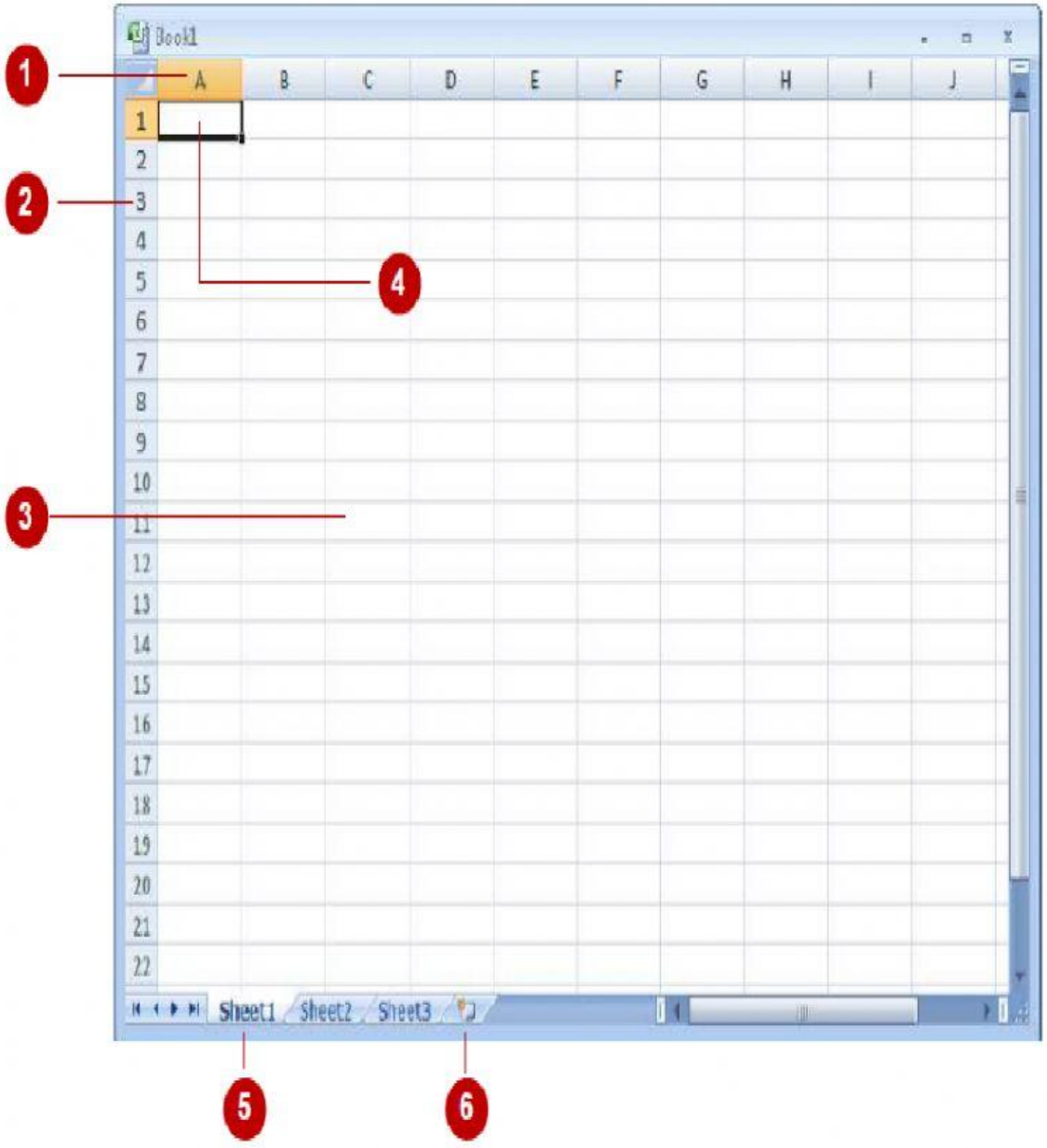
3. Where a column and row intersect we get what is known as a ***cell***. You enter your data into these cells. Each cell in a worksheet can hold up to 32,767 characters – although it would be unrealistic to ever push it this far. Cells are referred to by their column and row labels. For example, in the screen above the cell we are pointing to is ***C11*** – this reference is known as the ***cell address*** and is most important as it is frequently used in commands and formulas

4. When you start typing something, you want it to appear somewhere in the worksheet. As a consequence when the Status Bar shows ***Ready*** mode, at least one cell in the worksheet will be highlighted – this is known as the ***active cell***. In the screen above, the active cell is cell ***A1*** – notice that the column label and the row label also appears coloured to indicate the active cell. You can have more than one active cell – when this occurs you have what is known as a ***range***

LIVEWORKSHEETS

5 A workbook (as you would expect) is made up of pages known as ***worksheets***. You can have as many sheets in a workbook as your computer resources can accommodate. As a default, a new blank workbook normally has 3 worksheets labelled *Sheet1*, *Sheet2*, and *Sheet3*. Of course these labels are pretty boring and meaningless and can be changed to something more relevant

6 The ***Insert Worksheet*** button here will insert another worksheet into the current workbook should you need it



LIVEWORKSHEETS