



MICROSOFT EXCEL 2016



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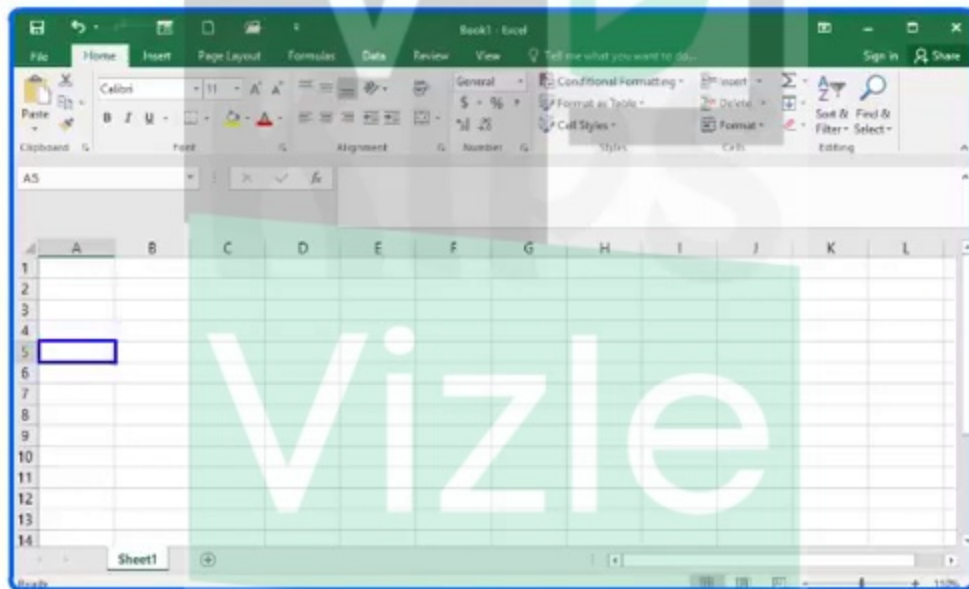
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COMPONENTS OF A WORKSHEET

CELL

For example, A5 refers to the cell at the intersection of column A and row 5



ENTERING DATA

- Click on the cell D1 and type 'Weekly E.

The screenshot displays the Microsoft Excel interface. The ribbon at the top includes the 'Clipboard' group (Paste), the 'Font' group (Bold, Italic, Underline, text color, background color), the 'Alignment' group (text alignment, orientation), the 'Number' group (currency, percentage, increase/decrease decimal, comma separator), and the 'Styles' group (Format as Table, Cell Styles). The active cell is D1, and the formula bar shows the text 'Weekly Expen'. The spreadsheet grid shows columns A through K and rows 1 through 14. A yellow plus sign is visible in cell D4, indicating a fill handle. A large, semi-transparent 'Vizle' watermark is overlaid on the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K
1				Weekly Expen							
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											

PERFORMING CALCULATIONS

The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	I
1				Weekly Expenses					
2	Items	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	
3	Eatables	5	0	5	7	10	10	37	
4	Coldrinks	10	0	0	0	10	0		
5	Milk	0	10	0	10	0	10		
6	Transport	5	5	5	5	5	5		
7	Stationary	2	0	15	10	20	5		
8	Gift	0	25	0	0	15	0		
9	other	0	5	15	10	0	0		
10	Total Expenses								
11									
12									



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