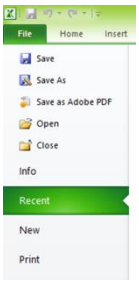
Knowledge Organiser for Computing: Digital Literacy – MS Excel

Key Enquiry Questions:	
What is Microsoft Excel (MS Excel)?	• Microsoft Excel is a software program produced by Microsoft that allows users to organise, format and calculate data with formulae using a spreadsheet system.

Key Vocabulary and File Tabs on the Office Ribbon

For more detailed key vocabulary please see separate Microsoft Key Vocabulary Sheet

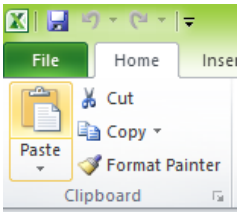
File Tab:



The 'File tab' is a section on the Office ribbon that gives you access to file functions. For example, from the file tab, you can access the **Open, Save, Close, Properties**, and **Recent file** options.

You can also select to print from this tab.

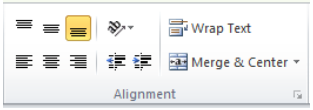
Home Tab:



The 'Home tab' brings up the most used selections and shortcuts to further selections. Which include:

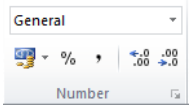
- **Your Clipboard** (used for copying and pasting)
- **Font** (edit your font style and size)

Alignment:



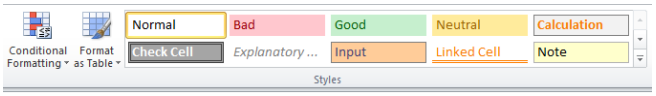
Allows you to edit each cell and how data is displayed/positioned in that cell.
Also allows you to combine cells (merge).

Number:



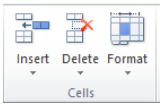
The number group allows users to define what data represents in any given cell. It could be set to show a monetary value or to display as text only.

Styles:



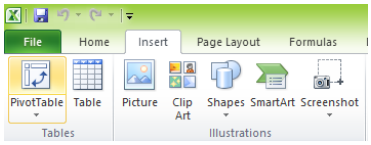
Allows users to change the colour of font and the cell depending on given criteria being met or at the user's discretion. It is similar to filling a cell in a table.

Cells:



Allows users to change the layout of rows, columns and cells by inserting, deleting and formatting them.

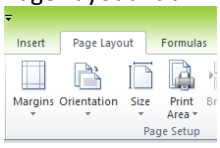
Insert Tab:



The 'Insert tab' is used to add or insert different elements into your Word document. For example:

- **Tables**
- **Pictures** (either from a saved file or from the internet)
- **Illustrations**
- **Charts** (requires a data series to be entered on the spreadsheet)
- **Sparklines** (to show data trends)
- **Links** (to websites or points in the spreadsheet/workbook)
- **Text** (via text boxes – you cannot write in MS PPT unless you have inserted a text box)
- **Symbols**

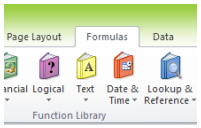
Page Layout Tab:



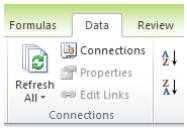
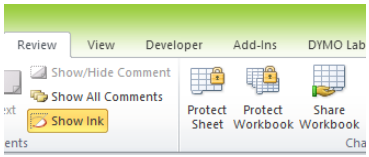
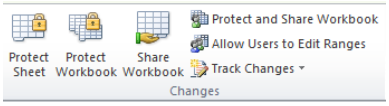
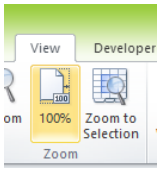
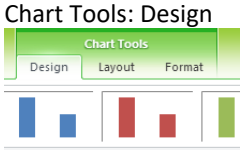
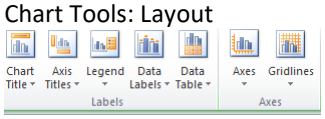
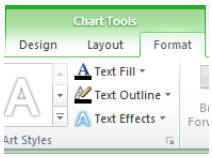
Provides users with various options to edit the layout of the printable area as well as being able to adjust the size of columns and rows.
It also has additional groups for:

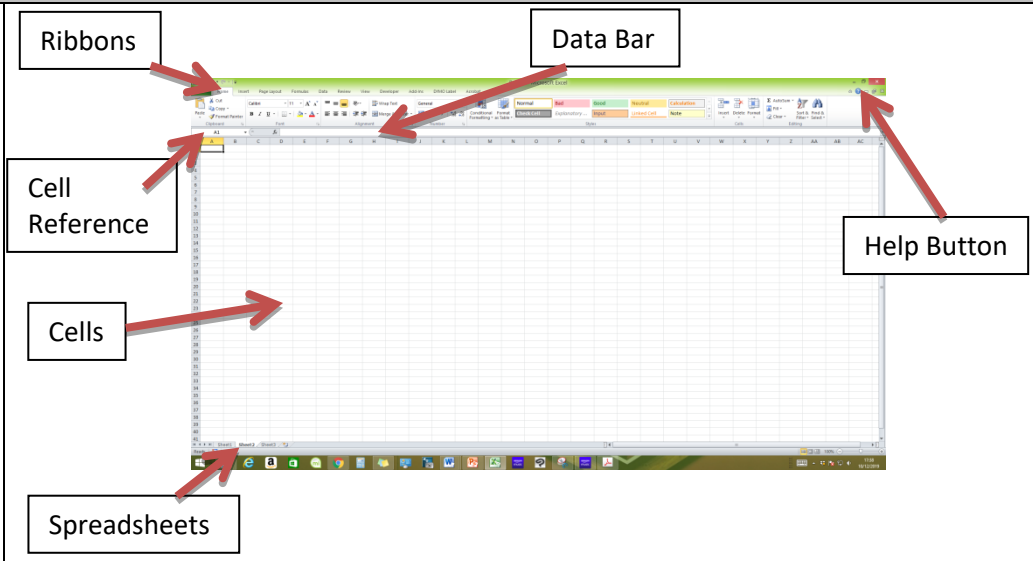
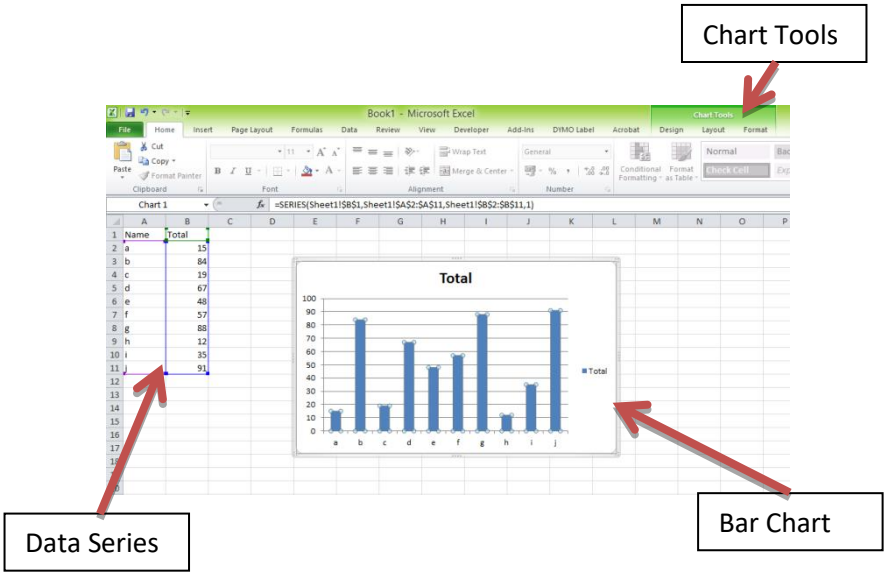
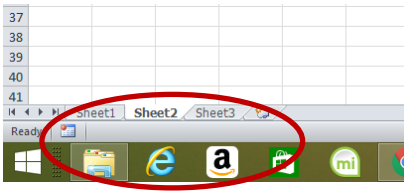
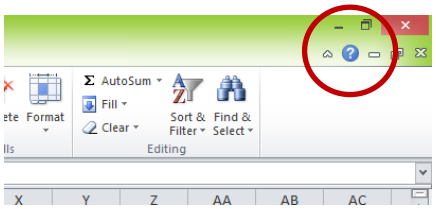
- **Themes**
- **Background**
- **View**
- **Arrange**

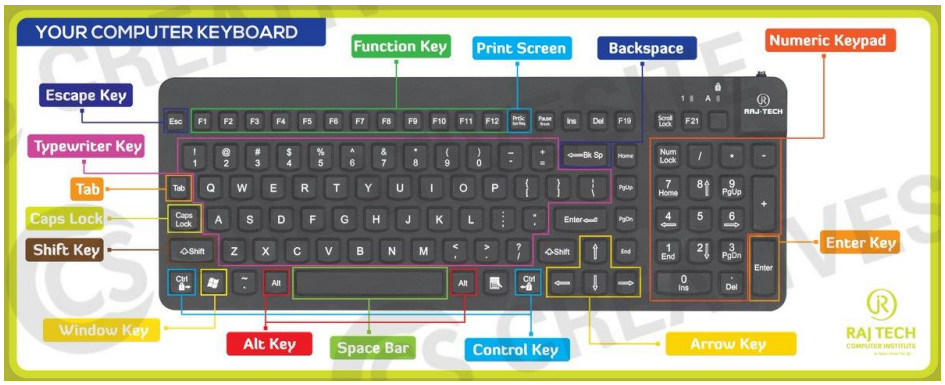
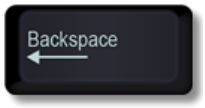
Formulas Tab:



The 'Formulas tab' provides support for the many functions available in Excel. Excel allows for many complex and time consuming calculations to be calculated instantly, even if data changes.
The formulas tab provides information and references for using these formulas correctly. For additional support on specific functions, use MS Help. This button in the corner of every MS software application:

Data Tab: 	The 'Data tab' is for working with a list or group of data. It is very complex and requires a great degree of familiarity with Excel to be able to use successfully. More details about how to use the groups in this tab ca be found in MS help:
Review Tab: 	The 'Review tab' is useful in a number of ways. For instance, it can be used for proofing documents, adding or removing comments, and tracking changes among other things. **Proofing Group** - **Spelling and grammar** – the spelling and grammar tool are used for checking the spelling and grammar of documents. Additionally, it allows the user to protect their work. This can be done in the **Changes Group:**  Using a password can protect individual sheets or the whole workbook.
View Tab: 	The 'View tab' allows the user to change how their spreadsheet displays. There are simple **Workbook Views** and additional options to view gridlines, rulers etc. under the Show Group. The most useful tool in this tab is in the Window Group. The split function allows users to split spreadsheets into separate windows which are a duplicate of the original spreadsheet. Once done, part of the spreadsheet (like names in column 1) can be shown whilst scrolling through the remaining data or columns to see a specific piece of data which would not be possible otherwise.
Additional Tabs:	
Depending on what has been created, additional editing tabs will appear in the Microsoft Ribbon at the top of the page when items are selected. Below there is a list of common pop-up tabs that will appear for tables and pictures (they need to be selected in order to appear – this means they will not be visible until the item in the document has been selected using the mouse.	
Chart Tools: Design 	The 'Design tab' allows the user to edit the design and theme of a chart that has been created.
Chart Tools: Layout 	The main function of the 'Layout tab' is to allow users to define and edit the data labels on their chart. This can include the axes and also titles for their chart.
Chart Tools: Format 	This option allows the chart to be edited using font and similar table options seen in MS Word and MS PowerPoint.

Visual Support	
Page Layout:	
Chart Example:	
Spreadsheet Locations:	Simply click on the numbered sheets at the bottom of the work book to enter a new page. New pages can be added by clicking the last tab with a star on it:  Each spreadhseet can be edited by right clicking on the name (Sheet 1 etc.). Once done you can deleted, copy, move, rename and other functions.
Help Button Location:	

Main Keyboard Keys and Shortcuts:	
Keyboard Layout	
Caps lock: 	When pressed and released, it makes all letter keys capital letters until turned off (by pressing it down again).
Shift Key: 	When held down, it will either make letters capital letters, or will select the upper symbol/ punctuation on other keys: If you press and hold shift with the number 7 key you will get &. Similarly, if you press and hold shift with all the blue highlighted keys you will get the symbol at the top of the key. **Please note every keyboard is slightly different and that the layout will change and keys will not always be in the same place. However, their functionality will remain the same.**
Windows Key: 	The Windows key is a standard key on most keyboards on computers built to use a Windows operating system. It is labelled with a Windows logo, and will bring up the Windows start menu or the Windows Screen.
Control Key: 	The Control key on a computer keyboard is a key that is used by pressing it in combination with other keys, enabling other keys on the keyboard to perform secondary functions. See shortcuts below for further help.
Enter Key: 	Alternatively referred to as a Return key, when referring to a keyboard, the Enter key is used to send the cursor to the next line or execute a command or operation. This allows users to create new paragraphs and line spaces within their work.
Back Space Key: 	The Backspace key is a keyboard key that deletes any character before the cursor's current position on the left.
Tab Key: 	Advances the cursor to the next Tab Stop. This allows users to create indentations.

Shortcuts:	
F1	View help information (F1 is used by almost every Windows program to display help).
Ctrl+N	Create a new or blank document in some software, or open a new tab in most Internet browsers.
Ctrl+O	Open a file in the current software.
Ctrl+A	Select all text.
Ctrl+B	Change selected text to be bold.
Ctrl+I	Change selected text to be in italics.
Ctrl+U	Change selected text to be underlined.
Ctrl+F	Open find window for current document or window.
Ctrl+S	Save current document file.
Ctrl+C	Copy selected item.
Ctrl+V	Paste
Ctrl+Y	Redo last action.
Ctrl+Z	Undo last action.
Ctrl+P	Print the current page or document.
Home	Goes to beginning of current line.
Ctrl+Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl+End	Goes to end of document.
Shift+Home	Highlights from current position to beginning of line.
Shift+End	Highlights from current position to end of line.