

الجداول الإلكترونية
EXCEL
الجزء الاول

١٩٩٩

الفصل الأول

تشغيل إكسيل

. (SPREADSHEETS)

. ()

-:

. ()

(WORKSHEET)

. (CHARTS)

()

-: -

. () -
. (**SVGA** **VGA**) -
. [() - ()] -
. (-) **HD** -
. -
. -
. (- -) -

-: -

. **WINDOWS** -
. (**A**) (**SETUP**) -
 (**MAIN**) -
. (**OK**) (**SETUP**) (**A**) -
 = **MINIMUM** -
 = **COMPLETE**
 = **CUSTOM**
WINDOWS -

-: **EXCEL** -

. -
. -
. -

-: -

(**SHEET 1**)

: -

-:

OPTIONS () -
DISPLAY -
RIGHT TO LEFT SHEET -
OK -

LEFT SHIFT + ^ US ← (E)
RIGHT SHIFT + ^ ← ()

() -:

-: ()

. ()

. ()

. ()

-: ()

(ALT. + Spacebar) ()

-: ()

(=) ARABIC ()

(=) SYSTEM ()

()

() ()

()

. ()

() -: -

FILE = -: ()
EXIT ()

-: ()

(X) (F) (ALT.) -: ()
FILE = F
EXIT = X

-: EXCEL -

() EXCEL -
) EXCEL -
(
[.XLS] EXCEL -

() -:

-: ()

-: -

-	
.	I
.	
.	
.	
.	
.	
.	

-: -

" "

-: -

(SHORTCUT KEYS)

(...)

()

()

+ ALT. ()

[ESC]

()

(DIALOG BOX):

-

()
= TAB
= TAB +SHIFT
(+ALT.

() (EXCEL)

-

-) () EXCEL - (EXCEL)
EXCEL ..
(-) (-

(MAXIMIZING)

-
-

= ()
(X) + + ALT. ()

(MINIMIZING)

-

= ()
(N) + + ALT. ()

(RESTORING)

-

= ()
(R) + + ALT. ()

(SHEET 1)

()

-:
-

= ()

) SIZE= (S)

+ ALT. = ()

-: ()
-: (CONTENTS)

-: ()
-:
. ()
. () () + ALT. ()

-: ()
()
()
()

-: ()

. HELP -
. BASIC CONCEPTS -
. CONTENTS -

-: (KEYWORD) - ()
[] -
() -
SCALE -

-: (CONTEXT HELP) - ()
(F1 + SHIFT) ? -
-

-: - ()

-: INTRODUCING M.E -()

-:

. ()

. , ()

. - - ()

-: LEARNING M.E -()

-:

. (WORK SHEETS) ()

. (CHARTS) ()

. (DATA BASE) ()

. (MACROS) ()

. (TOOLS BAR) ()

-: - ()

-:

. = ()

. EXIT = ()

. F4 + ALT. ()

. C ALT. + SPACEBAR ()

الفصل الثاني

إنشاء المستند

EXCEL -
EXCEL
) EXCEL -
(
EXCEL -
[.XLS]
-:
-
()
-:
-:

.	-
.	
.	
.	
.	
.	
.	
.	

" " -:

-: -

(SHORTCUT KEYS)

-

-

(...)

-

()

-

+ALT (-)

-

. [ESC]

. ()

-

(DIALOG BOX) :

-

) [TAB +SHIFT/ TAB])

(+ALT

() (EXCLE)

-

EXCEL - (EXCEL)

) () EXCEL ..

. (-) (-) -

: -

(X) + + ALT =(MAXIMIZING) -

. (N) + + ALT =(MINIMIZING) -

+ ALT =(RESTORING) -

. (R) +

(SHEET1) ()

-: -

= ()

) SIZE= (S) + ALT = ()

.

-: -
= ()

MOVE = (M) + ALT= ()

.

-: -

. CLOSE FILE ()

. (C) (F) ALT = ()

. = ()

-: EXCEL -

.

-: -

:

. HELP -

.

-

.

-

.

-

.

-

-: (HELP MENU) -

-: ()

-: (H + ALT) (HELP) -

= CONTENTS ()

= SEARCH ()

= PRODUCT SUPPORT ()

= INTRODUCING M.E ()

= LEARNING M.E ()

. LOUTS 1-2-3 = LOUTS 1-2-3 ()

-: (CONTEXT HELP) -

(F1 + SHIFT) -

-: -

-: INTRODUCING M.E -

-:

()

()

()

-: LEARNING M.E -

-:

. (WORK SHEETS) ()

. (CHARTS) ()

. (DATA BASE) ()

. (MACROS) ()

. (TOOL BARS) ()

-: -

-:

. = ()

. EXIT = ()

. F4 + ALT ()

. C ALT + SPACEBAR ()

-: -

-

-

-

-

-: _____ -

-:

. (TEXT) -

. (NUM) -

. (FORMULAS) -

-: (Entering Text) _____ ()

-] ()

. [-

تمرين (١) إدخال العناوين:-

. -

. (A1) -

. () -

. -

. (A2) -

. () -

. -

. (A3) -

. () -

. -

-:

-:

. -

. -

-: _____ ()

. (A5) -

. (A6) -

. (A7) -

. (A8) -

. (A9) -

. (A10) -

-: ()
 (F5 B5) -
 . C5 B5 -
 . D5 C5 -
 . F5 D5 -
 D5 -

-: (Entering Numeric) ()

###

-: ()
 . D9 B6 -
 (B6) -
 . B7 -
 -: -

الرقم	الخلية
٢٠٠٠	B7
٢٥٠٠	B8
٣٠٠٠	B9
٣٥٠٠	C6
٤٠٠٠	C7
٤١٠٠	C8
٤٢٠٠	C9
١٥٠٠	D6
١٦٠٠	D7
١٧٠٠	D8
١٨٠٠	D9

-: (Entering Formulas) ()

. (- - -)
 .
 -: (=)

.(<) (>) (^) (/) (*) (-) (+)

-: ()

.()
.()

-
-
-

:

(=C9*D10)-

. C15 C9

(C9:C15)-

(=C10+B7+3)-

-: ()

[B9 B6]

()

+ + + =:

B10

-:

-: ()

. B10

-

(=)

-

+ + + =:

-

(B10) ()

-

-: ()

(C9 C6)

()

[= C6+C7+C8+C9] :

(C10)

-:

-: ()

. C10

-

. [] (=)

-

. [=C6+C7+C8+C9]:

-

(C10) () -

-: -

.. () ..

-: ()

. (D10) () -

. (D10) -

. [] (=) -

(D6) -

(Marquee)

. + -

. D7 -

. (D9 D8) () -

(D10) () -

. [D9+D8+D7+D6 =:]

-: -

(Functions) () ()

[] . () = (SUM)

(BLOCK)

. ((10) (5)) SUM (5,10) : -

A3]) SUM (A3,H5) : -

. ([H5

) SUM (C5:C10) : -

. ([C10 C5]

: -
) SUM (50,SUM(C5:C10))
.[C10 C5]

-:
-:
-:()

. (F6) D6 B6
= SUM (B6:D6)
(F6) ()

:(Auto Sum Tool) :
:()

-(F7)
SUM (B7:)
= SUM (B7:E7)
F7 ()
.(B7:E7)

-([PASTE FUNCTION])
[SUM()] ()
FORMULA [PASTE FUNCTION] .. ()
(=)

:()

PASTE

. (F8)

FORMULA

FUNCTION

. F8 -

] PASTE FUNCTION

FORMULA -

. [T R ALT

:

: PASTE FUNCTION

. [FUNCTION CATEGORY]

PASTE FUNCTION

(SUM)

[PASTE FUNCTION]

-

(PASTE FUNCTION)

(TAB)

SUM

(X) (PASTE ARGUMENT)

-

. (ALT + A)

/

OK -

. (F8) SUM()

(D8)

(B8)

-

(F8) ()

-

-: -

. () -)

(SAVE AS) : -

(SAVE AS)

FILE

-

. (ANWER)

FILE NAME

-

(.XLS)

OK

-

⋮
- FILE SAVE -

(C F ALT) - CLOSE FILE -

⋮

. -
.
.
.
.
.
.
.

(O F ALT) OPEN FILE -
 . OPEN ().

(FILE NAME) -
 (ANWER.XLS)

⋮

OK -

⋮

⋮

-:

	. (A8) -	
	() -	
. (IP)	. (A9) -	
)	(IP) -	
	. (A10) -	
	(END) -	
	(BACKSPACE) -	
	. (D9) -	
()	(F2) -	
. () ()	-	

INSERTING CELLS (-): -

. (A9) -

INSERT EDIT -

-:

= SHIFT CELLS LEFT -

= SHIFT CELLS DOWN -

= ENTIR ROW -

= ENTIR COLUMN -

() OK -

. (A9)

-: (DELETING CELLS) -

.
-:
DELETE EDIT (A10) -
-: () -
= SHIFT CELLS RIGHT -
.
= SHIFT CELLS UP -
.
= ENTIRE ROW -
.
= ENTIRE COLUMN -
-
-

-: (CLEARING CELL CONTENTS) -

. (F6) -
.(F8 F6) -
() CLEAR EDIT -
-: () -
= ALL -
= FORMATS -
= FORMULAS -
() = NOTES -
OK -

-: -

..
.#REF!

الفصل الثالث

تعديل المستند

: MOVING DAT -

-:()

: DRAG AND DROP -

. (A3) -

. (B5) (A3) -

. () -

) -

(Drag To Move Cell Contents)

) (G5 F3) -

. (

:- -

. (G5) -)

() () EDIT CUT -

(MARQUEE)

. (A3) -

A3) (= PASTE) -

. (B9

-: COPYING DATA

-

:()

-

: (AUTOFILL COPYING) ()

(F9)

-

E9]

-

[C9

F9

-

-

. (+)

(FILL HANDLE)

(F12)

-

F12 F10

-

. (F12 F10)

() F9

-

-

:

: FILL ()

. E14

-

. (F)

F14 E14

-

:

(FILL DOWN)

:() -

: ()

. (B5 A3) -

. () -

(+) (+ CTRL) -

. (G5 F3) -

. OK DEL () -

-(COPY) ()

C12 C9 -

MARQUEE COPY -

. H9 -

.H12 H9 . PASTE -

: CHANGING COLUMN WIDTH : -

. () -

. ##### -

: () -

(A) -

COLUMN WIDTH FORMAT -

() -

: () -

= F -

-

OK COLUMN WIDTH -

:() () -

COLUMN WIDTH -
USE STANDARD WIDTH -

OK -

(B) (A) () -

: -

(A) (A5) -

FORMAT (T+ALT) -

COLUMN WIDTH C -

(BEST FIT) TAB -

: CHANGING ROW HIGHTS : -

=

=

-: .. =

: -

() -

ROW HIGHT FORMAT -

		: ()	-
	. ROW HIGHT	FORMAT	-
OK	USE STANDARED HIGHT		-

		: ()	-
		. ()	-
OK		ROW WIDTH	-

		:	-
		:	-
	. FORMAT	(T + ALT)	-
	. ROW HIGHT	R	-
USE STANDARD HIGHT		TAB	-

CONVERTING FORMULAS TO VALUES

-:	(F9)		-
		. (F9)	-
		(F2)	-
		(F9)	-

الفصل الرابع

تنسيق المستند

: FORMATING NUMBERS ()

GENERAL NUMBER FORMAT

.
:
-:
(SALES3.XLS) ()
(F14) (C9) ()
. NUMBER FORMAT ()
. NUMBER CALEGORY ()
(.) . . ## # FORMAT CODE ()
SAMPLE
OK ()
:
. UNDO NUMBER EDIT .

: ALIGNING CELL CONTENTS ()

-:
()
:
(F7) (A7) -
() (ALIGNMENT) FORMAT -

: CHANGING FONTS ()

(+ +) SAMPLE

. (F5 A3) -

. FONT -

. OK -

⋮

: UNDERLINE AND OUTLINE CELLS ()

-: ()

BORDER

. (F7 A7) -

FORMAT -

. = BORDER -

. = STYLE -

. = COLOR -

. OK -

. (F14 A14) -

. BORDER -

. OUTLINE BORDER -

. STYLE -

OK -

: USING AUTOMATIC FORMATING ()

()

⋮

.(F14 A7) -

-(AUTOFORMAT) FORMAT -

= TABLE FORMAT =

= SAMPLE =

. SAMPLE CLASSIC(2) -

OK -

-: USING STYLE ()

(STYLE)

-:

. NUMBERS -

. BORDERS -

. FONTS -

. ALIGUMENT -

. PATTERNS -

. PROTECTION -

: CREATING A STYLE

-: ()

.() MONSTMT.XLS -

STYLE FORMAT -

.(NORMAL)

DEFINE -

. NORMAL () -
 [NUMBER , STYLE INCLUDES -
 BORDER,PATTERN,PROTECTION]
 . CHANGE
 . FONT FONT CHANGE -
 (CENTER ALIGNMENT CHANGE -
 . ACCROSS SELECTION)
 . ADD -
 . OK -
 : _____
 . STYLE
 : _____
 . (B2:D4) -
 -:
 = COMMA -
 . ,
 = COMMA (O) -
 . ,
 = CURRENGCY -
 -
 \$1,000.00 , .
 - - = CURRENCY (O) -
 :
 . 1,001 . ,
 = NORMAL -
 . % % = PERCENT -
 -

STYLE

FORMAT

STYLE

. FRAME

:

()

. (D14 C10)

. NUMBER

FORMAT

#, ## 0 ; [RED] - # , ## 0

OK

:

()

. NUMBER FORMAT

(IP)

CODE

. C8

NUMBER

- ## -

. [

]

NUMBER FORMAT

NUMBER

CANCEL

NUMBER

FORMAT

-:

1/03/95
1-MAR-95
MAR - 95
1/MAR/95 5:20

D/MM/YY
D-MMM-YY
MMM-YY
D/MM/YY H:MM

الفصل الخامس

استخدام الاسماء والملاحظات

:	-
-	
-:	(QTR1.XLS)
.	<u>: Defining Names</u> -
.	(RANGE)
-:	:
.	(B9 B5) -
.	(DEFINE NAME) FORMAT -
.	REFER TO -
.	: <u>(B9 : B5 =)</u>
-:	() -
.	C9 : C5
.	D9 : D5
.	E9 : E5
.	F9 : F5

USING RELATIVE AND ABSOLUTE AND MIXED CELL ADDRESSES

(RELATIVE)

= SUM (B5:F5) G5
 =SUM (B6:F6) G6 G9 G6
 = SUM (B7:F7) G7

:- Absolute Cell Addresses

:-
 G5 G5
 (F15) (B5) = B5*B15
 + (Fill Handl)
 G9 +
 (X)
 G6
 = B6 * B16
 () B16

:-
: (F4)

:-
 . F5
 (F2)

	(B15)	(F4)	-
	()		-
B5	= B5*\$B\$15		-
		B15	
	() G9 G6	G5	-
	\$B\$15	G6	-
		F4	-
			-

. Absalute

		B15	-
	Define Name	Formula	-
	(B15) ()	ok ()	-
		G5	-
	()	G5 F2	-
B5*		(Back Space)	-
	Past Name	Formule	-
	*= B5:		-
			- 9
		[G6 G9]	-
	*= B6	G6	-

: Mixed Cell Addresses

()

= ()
 = ()
 = ()

:

.		B5
		\$B\$5
-		B\$1
- 5		\$B5

: USING CELL NOTES

-

:

: ADDING CELL NOTE

-

. NOTES.XLS

-

. G5

-

:-

NOTE

FORMULA

-

:

()

NOTES IN SHEET

=

IP

TEXT NOTE

=

TEXT NOTE

. B15

()

:

-

.

(+ CTRL)

(BACKSPACE)

-

: EDITING NOTES

-

G5

-

NOTE

FORMULA

-

IP

CELL NOTE

-

.(

ESC)

-

:

CELL NOTE

: DISPLAYING CELLS NOTE

-

G5

-

WORK SPACE

OPTIONS

-

. OK

INFO WINDOW

-

INFO

-

: MARKING CELLS

-

:-

WORKSPACE

OPTIONS

-

. OK

NOTE INDICATOR

-

-

. CELL NOTE

-

		⋮	-
		<hr/>	
		. C3	-
	FREEZE PANES	WINDOW	-
		. ()	
	(C3)	HOME + CTRL	-
		⋮	-
	UNFREEZE PANES	WINDOW	:

: SPLITTING THE SCREEN

		⋮	-
		<hr/>	
		A,B	
	:	(C1)	-
	. SPLIT	WINDOW	-
		(PANE)	
		⋮	-
	REMOVE SPLIT	WINDOW	

		⋮	-
		<hr/>	
	. A	A3	-
	SPLIT	WINDOW	-
		⋮	-
	REMOVE SPLIT	WINDOW	

		⋮	-
		<hr/>	
		C3	-
	. REMOVE SPLIT	WINDOW	-

-

()

()

-:ZOOMING OF WORK SHEET

/

-

-. % %

ZOOM

WINDOW

-

%

-

%

-

%

-

-: HIDING ROWS AND COLUMNS

-

:

E

-

HIDE

COLUMN

FORMAT

-

:-

-

. **F,D**

-

. **COLUMN**

FORMAT

-

. **E**

UNHIDE

-

:

SUPPERISING GRIDLINES , HEADINGS ZERO VALUES:

GRIDLINES

VIEW	OPTIONS	TOOLS	-
GRIDLINES		:	-
ROW&COUMN HEADINGS		:	-
ZERO VALUES		:	-
		OK	-
		:	-
		:	-
ROTECTION	CELLS	. B6 B3	-
		FORMAT	-
		HIDDEN	-
		. OK	-

-:
-
-:

ROTECT PROTECTION TOOLS -

. OK SHEET

OK -

-:

ESC OK -

B5 -

:
-

PROTECTION TOOLS -

. Ok

-:

PROTECT SHEET PROTECTION TOOLS -

.OK

US (LEFT SHIFT +CTRL) -

. PASSWORD -

-:

.() -

. ESC OK -

:
-

PROTECT SHEET PRROTECTION TOOLS -

. OK

-:

الفصل السابع

طباعة المستند

: SELECTING THE PRINTER -

. PAGE SETUP FILE -

PRINTER SETUP -

. OK -

: PRINTING WORK SHEET -

CANCEL

: SETTING UP THE PAGE -

:

BOX PAGE SETUP DIALOG

:

. PAGE SETUP PRINT FILE -

. PAGE SETUP FILE -

:

:-

. MARGINS PAGE SETUP FILE -

. LEFT MARGINS IP -

. (I) RIGHT TAB = (I) -

. () TAB () TAB -

= = = =

-:

-:

FILE. PAGE SETUP -
CELL GRIDLINES -

:

HEADER PAGE SETUP FILE -

. []

. []

.() -

.() -

.() -

: []

. **FONT** -

. -

. -

. -

. -

. -

IP TAB -

. ()&F **DEL** -

. -

IP ALT + -

(&D) -

.(**PAGE SETUP**) **OK** -

:

: PREVIEWING THE WORKSHEET

: [-]
PRINT PREVIEW FILE
-:
PRINT PREVIEW
.
.
MARGINS
.
.
CLOSE