

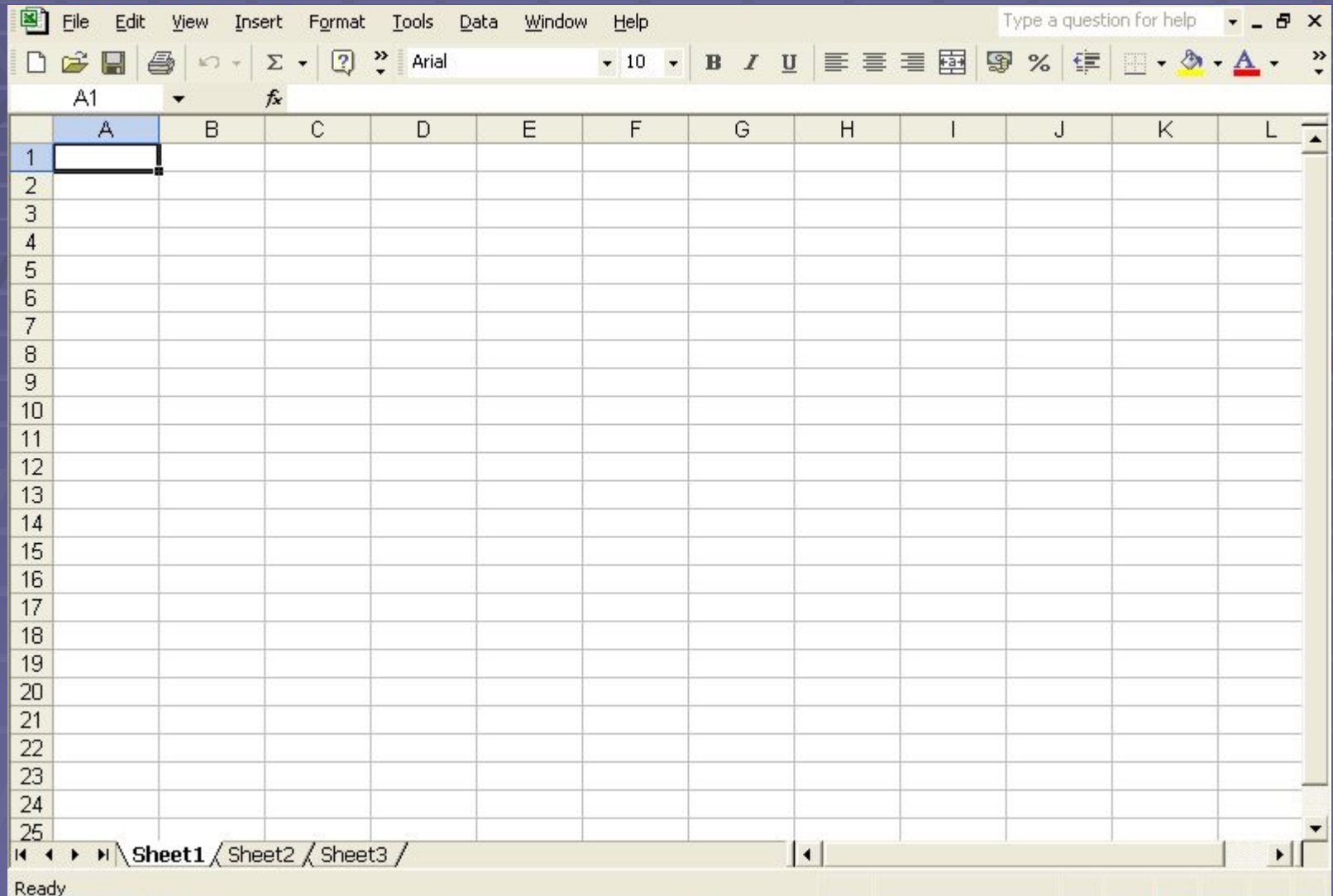
MS Excel

Это электронные таблицы

Назначение электронных таблиц:

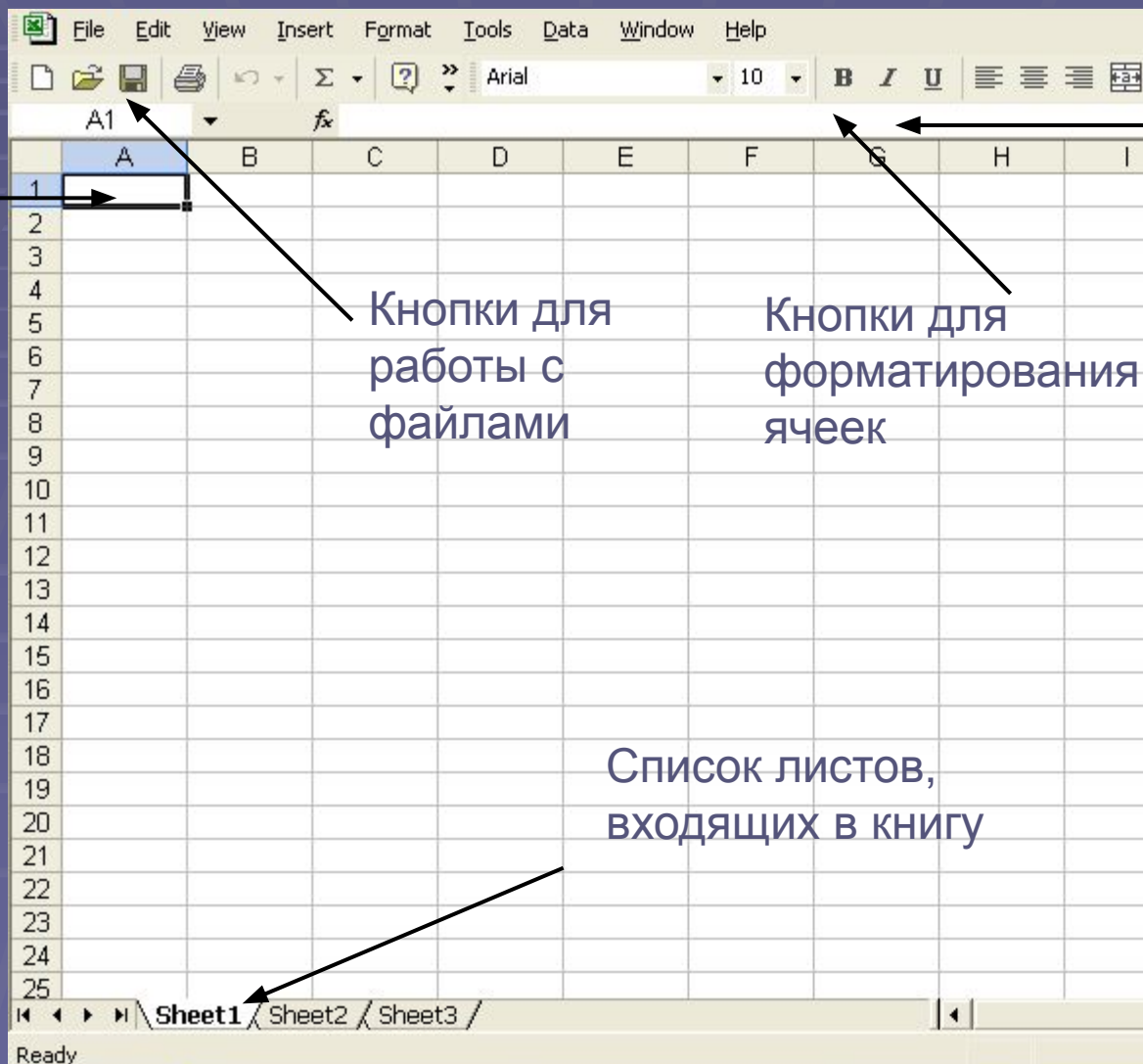
- Организация как числовых, так и текстовых данных
- Работа с небольшим количеством данных (вычисления)
- Анализ данных (статистика, графики, ...)

Рабочее окно MS Excel



Рабочее окно MS Excel

Ячейка
A1 (\$A\$1)



Кнопки для
работы с
файлами

Кнопки для
форматирования
ячеек

Список листов,
входящих в книгу

Поле состояния
содержимого
ячейки.

Виды данных

Ввод

Числа

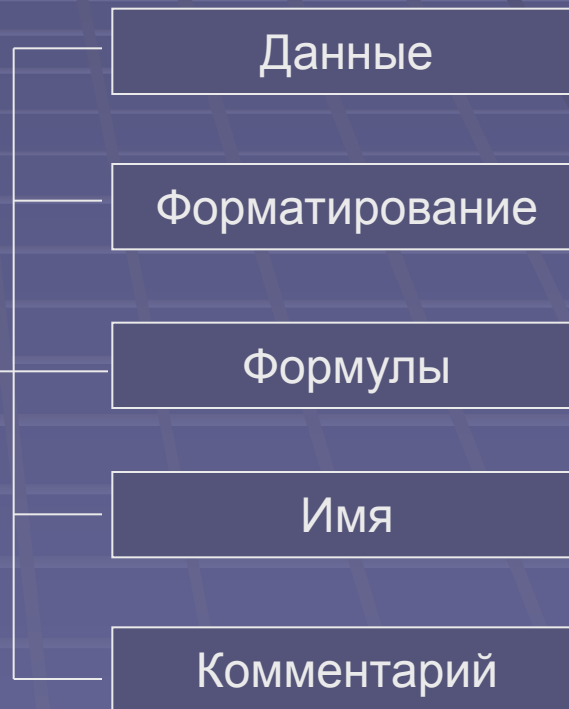
Формулы

Текст



Ячейка

Содержимое

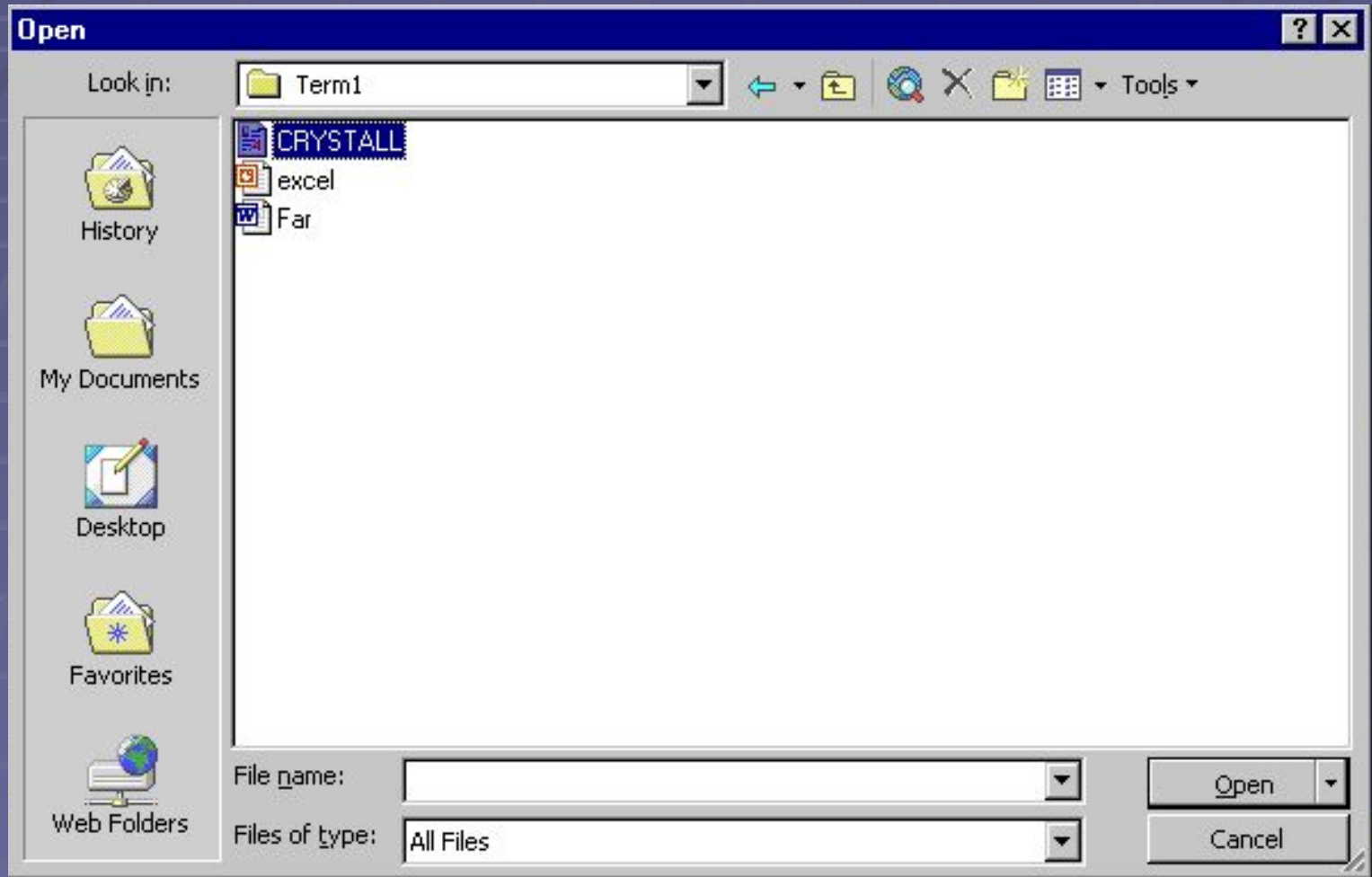


Пример листа с данными

Microsoft Excel - Students_04.xls

	A	B	C	D	F	G	H	I	
1	N	Фамилия	Имя	Отчество	Last name	First name	Group	Subgroup	User (ma
2	1	Андреева	Маргарита	Николаевна	Andreeva	Margarita	102	2	Madge
3	2	Андреева	Мария	Алексеевна	Andreeva	Maria	101	1	mashik
4	3	Армаш	Татьяна	Дмитриевна	Arماش	Tatiana	102	2	tanya_a
5	4	Бабаян	Тигран	Арменович	Babayan	Tigran	102	2	Gilza
6	5	Байрамукова	Диана	Азрет-Алиевна	Bayramukova	Diana	101	1	alamat
7	6	Бархатов	Владимир	Игоревич	Barkhatov	Ivan	101	1	Vovan_C
8	7	Борщёв	Иван	Владимирович	Borschev	Ivan	101	1	Zemfira
9	8	Бурков	Борис	Андреевич	Burkov	Boris	102	2	TheWato
10	9	Бурлин	Антон	Иванович	Bulin	Anton	102	2	Solnish
11	10	Волкова	Екатерина	Григорьевна	Volkova	Ekaterina	102	2	volkova
12	11	Галкин	Иван	Ильич	Galkin	Ivan	102	3	Galkin_
13	12	Глотова	Ирина	Вячеславовна	Glotova	Irina	101	1	igpers
14	13	Диброва	Дарья	Владимировна	Dibrova	Darja	102	2	UdavDas
15	14	Долудин	Юрий	Валерьевич	Doludin	Yuri	101	1	Kaspers
16	15	Дыдычкин	Сергей	Александрович	Dydychkin	Sergei	102	3	dydychk
17	16	Закирзянова	Виоланта	Владимировна	Zakirzianova	Violanta	101	1	Violant
18	17	Карпусь	Ольга	Николаевна	Karpus	Olga	102	3	vershir
19	18	Ким	Александр	Робертович	Kim	Alexandr	101	1	Try2Fly
20	19	Кононова	Светлана	Владимировна	Kononova	Svetlana	102	2	Syrena
21	20	Коростелёв	Юрий	Дмитриевич	Korostylev	Yuri	101	1	Lan787
22	21	Кривоzubов	Михаил	Сергеевич	Krivozubov	Mikhail	101	1	Human
23	22	Кривошей	Александр	Владимирович	Krivoshej	Alexandr	102	3	krivoshe

Импорт данных из текста



Импорт данных из текста

Тип текстовой таблицы

Кодировка

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 25 File origin: 1254 : Turkish (Windows)

Preview of file F:\users\sas\FBB\Term1\CRYSTALL.pdb.

23	SCALE2	0.000000	0.021316	0.000000	0.000000						
24	SCALE3	0.000000	0.000000	0.006089	0.000000						
25	ATOM	1	N	LYS	A	74	18.732	8.253	-20.201	1.00	9
26	ATOM	2	CA	LYS	A	74	18.339	9.325	-19.243	1.00	9
27	ATOM	3	C	LYS	A	74	18.492	8.867	-17.798	1.00	9

Cancel < Back Next > Finish

Импорт данных из текста

Разделители данных

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier: "

Data preview

SCALE2	0.000000	0.021316	0.000000	0.000000				
SCALE3	0.000000	0.000000	0.006089	0.000000				
ATOM	1	N	LYS	A	74	18.732	8.253	-20.2
ATOM	2	CA	LYS	A	74	18.339	9.325	-19.2
ATOM	3	C	LYS	A	74	18.492	8.867	-17.7

Cancel < Back Next > Finish

Импорт данных из текста

Microsoft Excel - Book1

Type a question for help

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A1

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format:

- General
- Text
- Date: DMY
- Do not import column (skip)

Data preview

	Gener	Cener	Cener	Cener	Cener	Gener	Gener	General	Gener	Gener	Gener
ATOM 1	1	N	LYS	A	74	18.732	8.253	-20.201	1.00	92.76	N
ATOM 2	2	CA	LYS	A	74	18.339	9.325	-19.243	1.00	92.81	C
ATOM 3	3	C	LYS	A	74	18.492	8.867	-17.798	1.00	93.32	C
ATOM 4	4	O	LYS	A	74	18.009	7.798	-17.422	1.00	93.66	O
ATOM 5	5	CB	LYS	A	74	16.904	9.750	-19.500	1.00	90.24	C

Cancel < Back Next > Finish

Sheet1 Sheet2 Sheet3

Ready NUM SCRL

Определение
типа данных
в колонке

Импорт данных из текста

Microsoft Excel - Crystal

File Edit View Insert Format Tools Data Window Help

Type a question for help

K802 29.06.2004

	A	B	C	D	E	F	G	H	I	J	K	L	M
781	ATOM	781	C	LYS	B	177	-11.358	14.982	2.784	1.00	35.38	C	
782	ATOM	782	O	LYS	B	177	-10.387	15.202	3.509	1.00	33.89	O	
783	ATOM	783	CB	LYS	B	177	-13.415	16.431	2.836	1.00	36.37	C	
784	ATOM	784	CG	LYS	B	177	-13.993	17.791	2.461	1.00	37.76	C	
785	ATOM	785	CD	LYS	B	177	-15.468	17.927	2.812	1.00	42.33	C	
786	ATOM	786	CE	LYS	B	177	-15.717	17.914	4.309	1.00	44.59	C	
787	ATOM	787	NZ	LYS	B	177	-17.165	18.102	4.605	1.00	47.49	N	
788	ATOM	788	N	ASN	B	178	-11.807	13.757	2.533	1.00	36.51	N	
789	ATOM	789	CA	ASN	B	178	-11.162	12.587	3.110	1.00	36.13	C	
790	ATOM	790	C	ASN	B	178	-9.721	12.485	2.633	1.00	34.95	C	
791	ATOM	791	O	ASN	B	178	-8.830	12.129	3.402	1.00	32.72	O	
792	ATOM	792	CB	ASN	B	178	-11.934	11.319	2.739	1.00	38.55	C	
793	ATOM	793	CG	ASN	B	178	-12.971	10.952	3.779	1.00	40.52	C	
794	ATOM	794	OD1	ASN	B	178	-14.111	10.623	3.453	1.00	43.43	O	
795	ATOM	795	ND2	ASN	B	178	-12.573	10.999	5.044	1.00	43.93	N	
796	ATOM	796	N	TRP	B	179	-9.487	12.809	1.366	1.00	32.96	N	
797	ATOM	797	CA	TRP	B	179	-8.134	12.741	0.839	1.00	30.78	C	
798	ATOM	798	C	TRP	B	179	-7.227	13.733	1.567	1.00	33.00	C	
799	ATOM	799	O	TRP	B	179	-6.110	13.390	1.949	1.00	35.23	O	
800	ATOM	800	CB	TRP	B	179	-8.113	13.040	-0.663	1.00	29.30	C	
801	ATOM	801	CG	TRP	B	179	-6.775	12.755	-1.280	1.00	29.83	C	
802	ATOM	802	CD1	TRP	B	179	-6.337	11.560	-1.773	1.00	29.июн	C	
803	ATOM	803	CD2	TRP	B	179	-5.672	13.665	-1.390	1.00	27.85	C	
804	ATOM	804	NE1	TRP	B	179	-5.028	11.667	-2.182	1.00	28.59	N	
805	ATOM	805	CE2	TRP	B	179	-4.599	12.947	-1.962	1.00	26.55	C	
806	ATOM	806	CE3	TRP	B	179	-5.492	15.014	-1.066	1.00	27.59	C	
807	ATOM	807	CZ2	TRP	B	179	-3.351	13.536	-2.205	1.00	27.83	C	
808	ATOM	808	CZ3	TRP	B	179	-4.252	15.600	-1.310	1.00	29.64	C	
809	ATOM	809	CH2	TRP	B	179	-3.200	14.859	-1.877	1.00	27.58	C	
810	ATOM	810	N	VAL	B	180	-7.709	14.956	1.774	1.00	32.28	N	
811	ATOM	811	CA	VAL	B	180	-6.908	15.980	2.442	1.00	30.59	C	

CRYSTALL

Ready NUM SCRL

Текстовая формула

The screenshot displays the Microsoft Excel interface. The title bar reads "Microsoft Excel - Book1". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Data", "Window", and "Help". The toolbar shows various icons for file operations and formatting. The active cell is C3, and the formula bar displays the formula `=CONCATENATE(A3;B3)`. The spreadsheet grid shows the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3	КОНЬ	ЯК	КОНЬЯК										
4													
5													
6													
7													
8													
9													
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27													
28													
29													
30													
31													

The status bar at the bottom shows "Ready" and "NUM SCRL". The sheet tabs at the bottom indicate "Sheet1", "Sheet2", and "Sheet3", with "Sheet2" being the active sheet.

Мастер формул

Menu – Insert – Function

Меню – Вставка – Функция

The screenshot shows the Microsoft Excel interface with the 'Insert Function' dialog box open. The spreadsheet has a formula bar containing 'CONCATENATE' and a cell in column C, row 2 containing '8 ='. The dialog box is titled 'Insert Function' and has a search field with the text 'Type a brief description of what you want to do and then click Go'. Below the search field, there is a section 'Or select a category:' with a dropdown menu set to 'Text'. A list of functions is displayed, with 'BAHTTEXT' selected. The description for 'BAHTTEXT' is 'Converts a number to'. The dialog box has 'OK' and 'Cancel' buttons at the bottom right, and a 'Help on this function' link at the bottom left.

Category	Function	Description
Text	BAHTTEXT	Converts a number to
Text	CHAR	
Text	CLEAN	
Text	CODE	
Text	CONCATENATE	
Text	DOLLAR	
Text	EXACT	
Financial		
Date & Time		
Math & Trig		
Statistical		
Lookup & Reference		
Database		
Text		
Logical		
Information		
Engineering		

Мастер формул

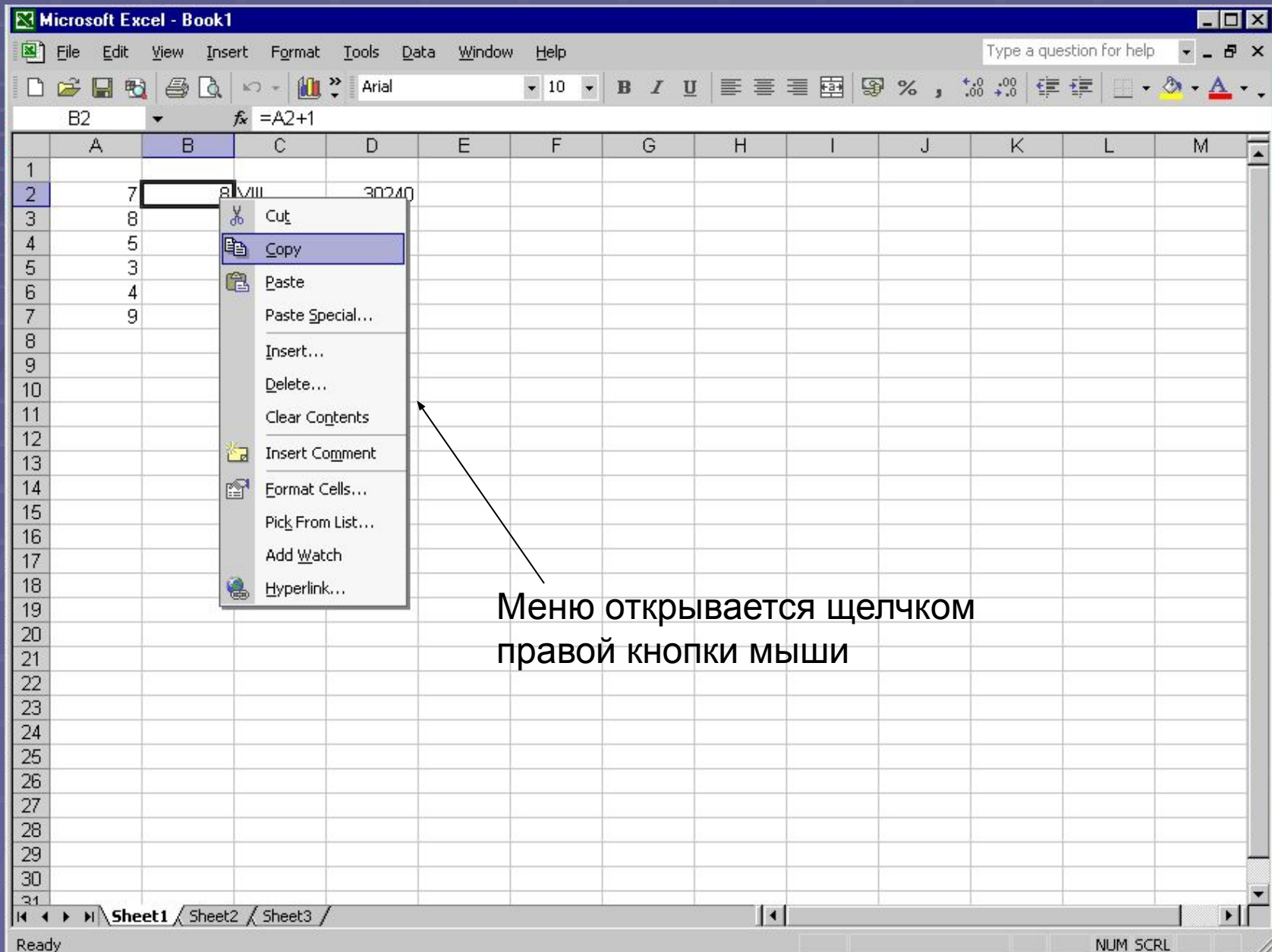
The screenshot displays the Microsoft Excel interface with the 'Function Arguments' dialog box open for the PRODUCT function. The dialog box shows the following details:

- Function:** PRODUCT
- Number1:** A2:A7 (represented as an array {7;8;5;3;4;9})
- Number2:** (empty, represented as a number)
- Result:** = 30240
- Description:** Multiplies all the numbers given as arguments.
- Formula result =** 30240
- Buttons:** OK, Cancel, and a link to 'Help on this function'.

The background spreadsheet shows the following data in column A:

Row	Column A	Column B	Column C	Column D
1				
2	7	8 VIII		{A2:A7}
3	8			
4	5			
5	3			
6	4			
7	9			

Копируем формулу...



The screenshot shows the Microsoft Excel interface with a spreadsheet open. Cell B2 is selected, and a right-click context menu is displayed over it. The menu items are: Cut, Copy (highlighted), Paste, Paste Special..., Insert..., Delete..., Clear Contents, Insert Comment, Format Cells..., Pick From List..., Add Watch, and Hyperlink... The formula bar shows the formula $=A2+1$. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	7	8	9	10									
3	8												
4	5												
5	3												
6	4												
7	9												
8													
9													
10													
11													
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27													
28													
29													
30													
31													

Menu options:

- Cut
- Copy
- Paste
- Paste Special...
- Insert...
- Delete...
- Clear Contents
- Insert Comment
- Format Cells...
- Pick From List...
- Add Watch
- Hyperlink...

Menu открывается щелчком правой кнопки мыши

Относительные ссылки

The screenshot displays the Microsoft Excel interface with the following data and formula:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		7	8	VIII	30240								
3		8	9										
4		5	6										
5		3	4										
6		4	5										
7		9	10										
8													
9													
10													
11													
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23													
24													
25													
26													
27													
28													
29													
30													
31													

The formula bar shows the active formula: $=B2+1$

Построение диаграмм

Menu – Insert – Chart

Меню – Вставка – Диаграмма

The screenshot shows the Microsoft Excel interface with the Chart Wizard dialog box open. The spreadsheet data is as follows:

Row	Column A
1	
2	7
3	8
4	5
5	3
6	4
7	9

The Chart Wizard dialog box is titled "Chart Wizard - Step 1 of 4 - Chart Type". It has two tabs: "Standard Types" and "Custom Types". Under "Standard Types", the "Chart type:" list includes Column, Bar, Line, Pie, XY (Scatter), Area, Doughnut, Radar, Surface, Bubble, and Stock. The "Column" chart type is selected. Under "Chart sub-type:", there are several options, and "Clustered Column" is selected. A description for "Clustered Column" reads: "Clustered Column. Compares values across categories." Below the description is a button that says "Press and Hold to View Sample". At the bottom of the dialog box are buttons for "Cancel", "< Back", "Next >", and "Finish".

Построение диаграмм

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Type a question for help

A2 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	7												
3	8												
4	5												
5	3												
6	4												
7	9												
8													
9													
10													
11													
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28													
29													
30													
31													

Chart Wizard - Step 2 of 4 - Chart Source Data

Data Range Series

Category	Value
1	7
2	8
3	5
4	3
5	4
6	9

Data range: =Sheet1!\$A\$2:\$A\$7

Series in:

- Rows
- Columns

Cancel < Back Next > Finish

Построение диаграмм

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Type a question for help

A1

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		7											
3		8											
4		5											
5		3											
6		4											
7		9											
8													
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30													
31													

Chart Wizard - Step 3 of 4 - Chart Options

Titles Axes Gridlines Legend Data Labels Data Table

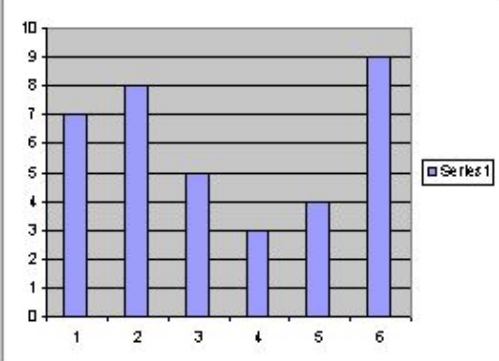
Chart title:

Category (X) axis:

Value (Y) axis:

Second category (X) axis:

Second value (Y) axis:



NUM SCRL

Ready

Category (X)	Value (Y)
1	7
2	8
3	5
4	3
5	4
6	9

Построение диаграмм

The screenshot displays the Microsoft Excel interface with a data table and the Chart Wizard dialog box open.

Data Table:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		7											
3		8											
4		5											
5		3											
6		4											
7		9											
8													
9													
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30													
31													

Chart Wizard - Step 4 of 4 - Chart Location

Place chart:

- As new sheet: Chart1
- As object in: Sheet1

Buttons: Cancel, < Back, Next >, Finish

Sheet tabs: Sheet1, Sheet2, Sheet3

Status bar: Ready, NUM SCRL

Диаграмма

