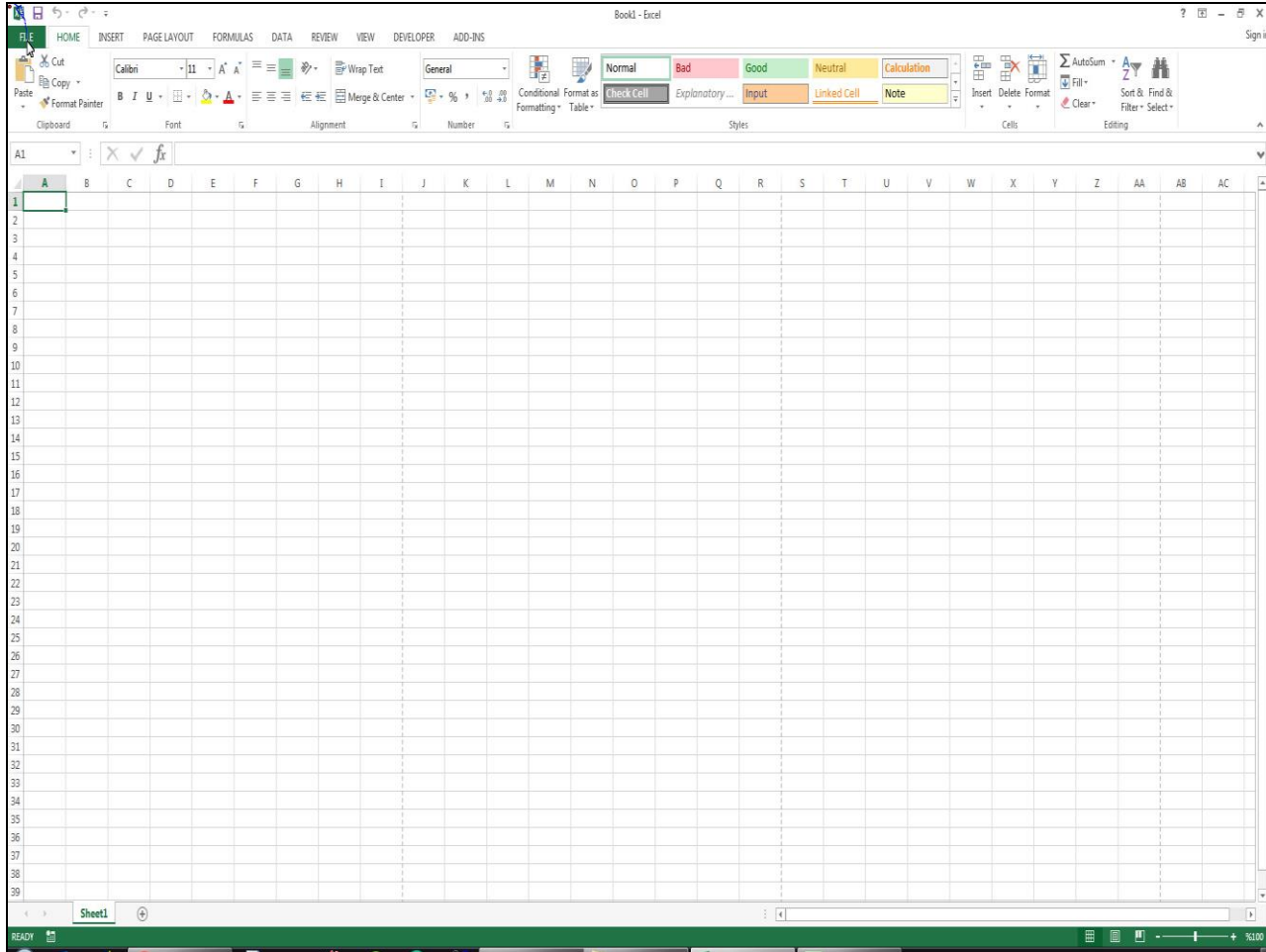


3. HAFTA – MS EXCEL

Bu derste MS EXCEL programının temel kullanımını öğreneceğiz. Temel kullanım parametreleri adım adım slaytlarda gösterilmiştir.

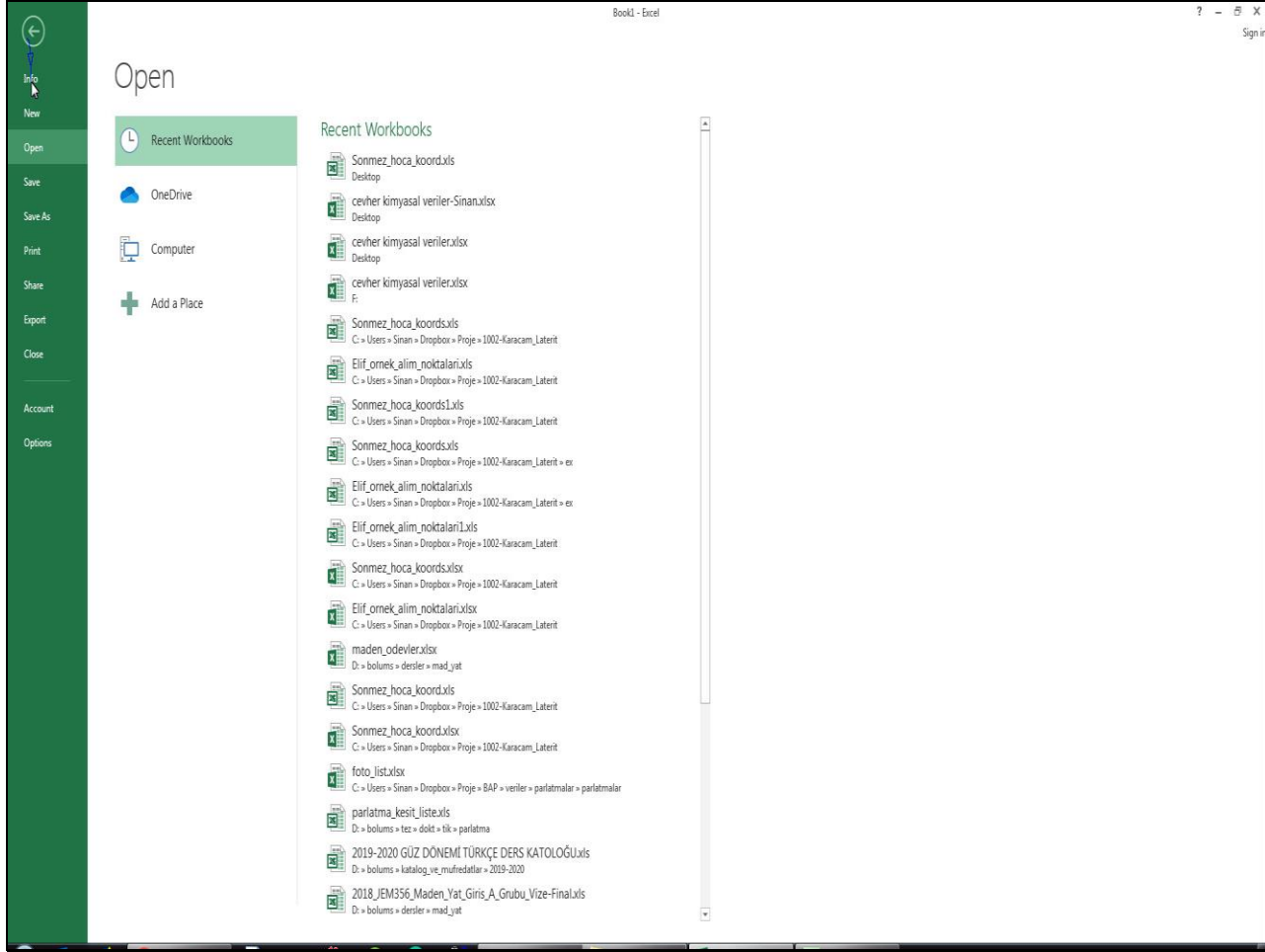
Slide 1 - Slide 1



Text Captions

Click the **File Tab** button

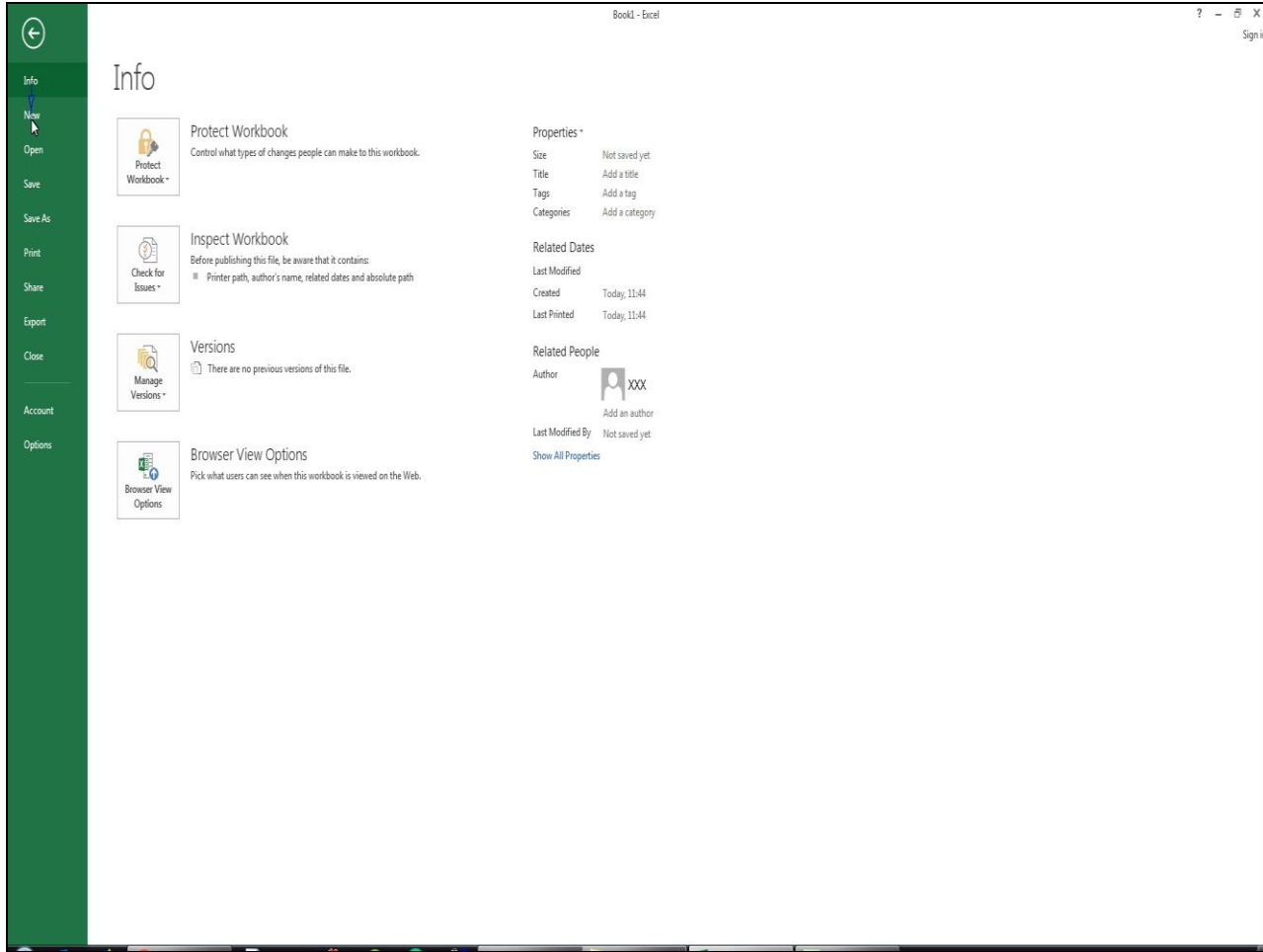
Slide 2 - Slide 2



Text Captions

Select the **Info** tab

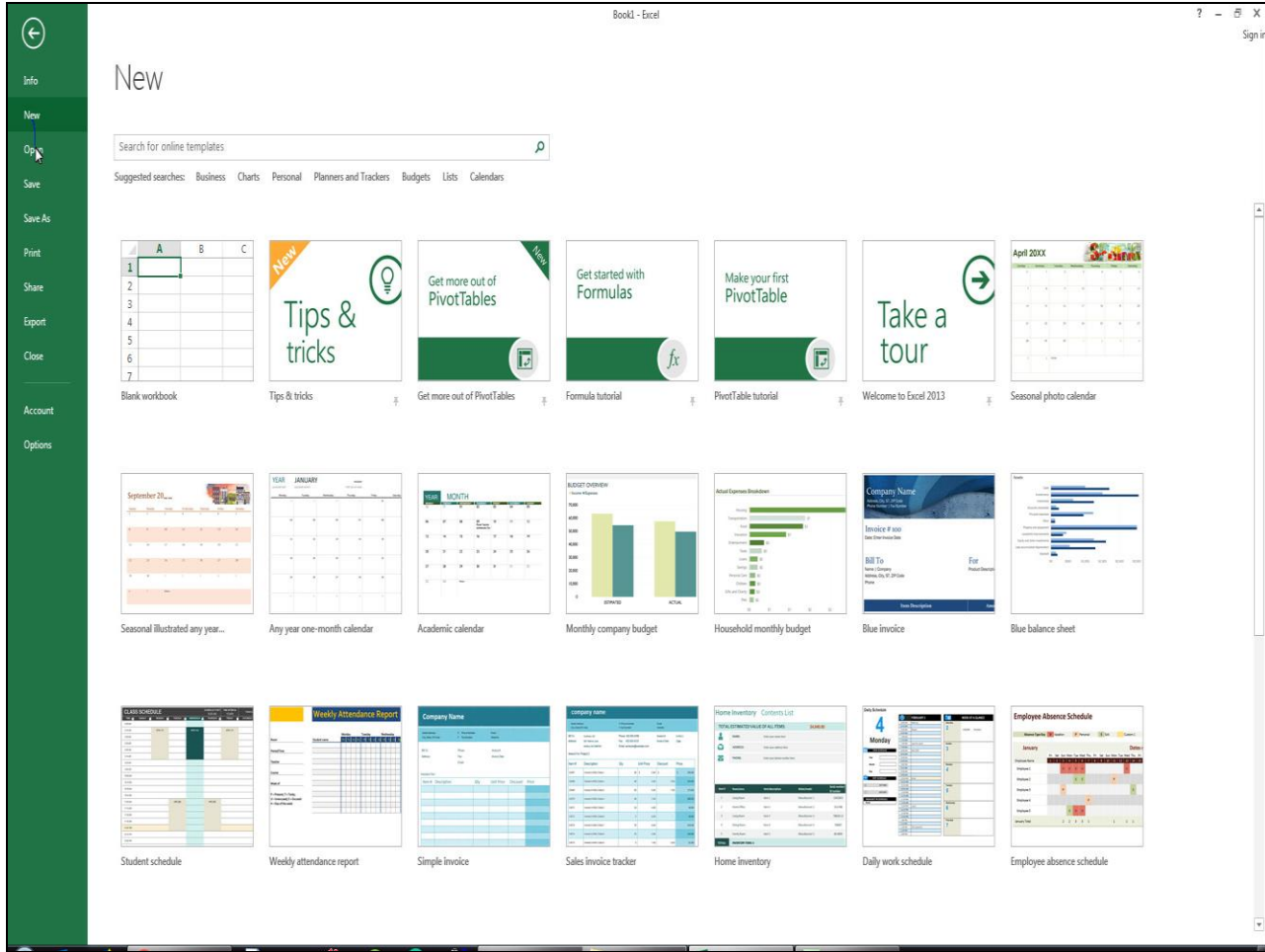
Slide 3 - Slide 3



Text Captions

Select the **New** tab

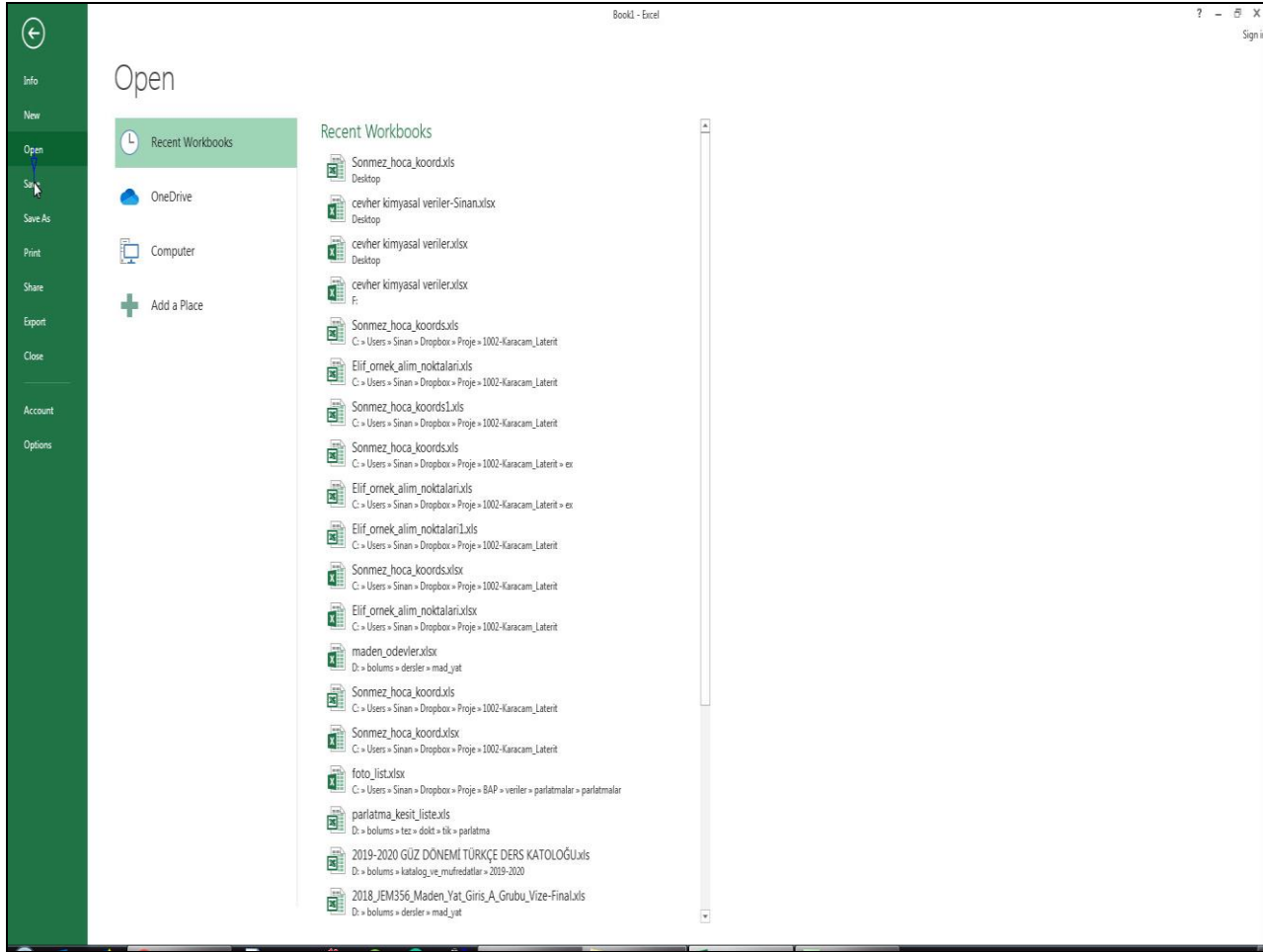
Slide 4 - Slide 4



Text Captions

Select the **Open** tab

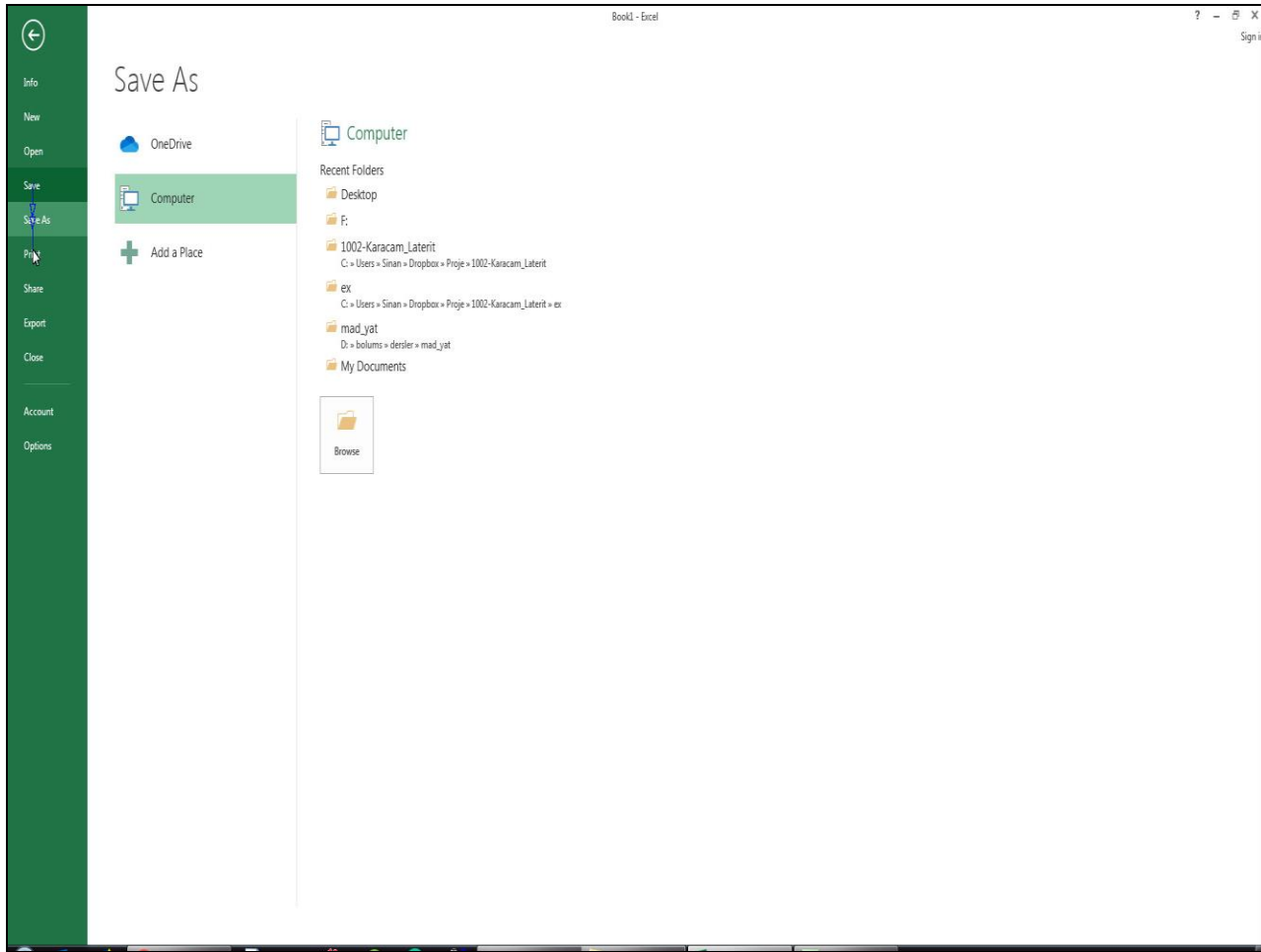
Slide 5 - Slide 5



Text Captions

Select the **Save** menu item

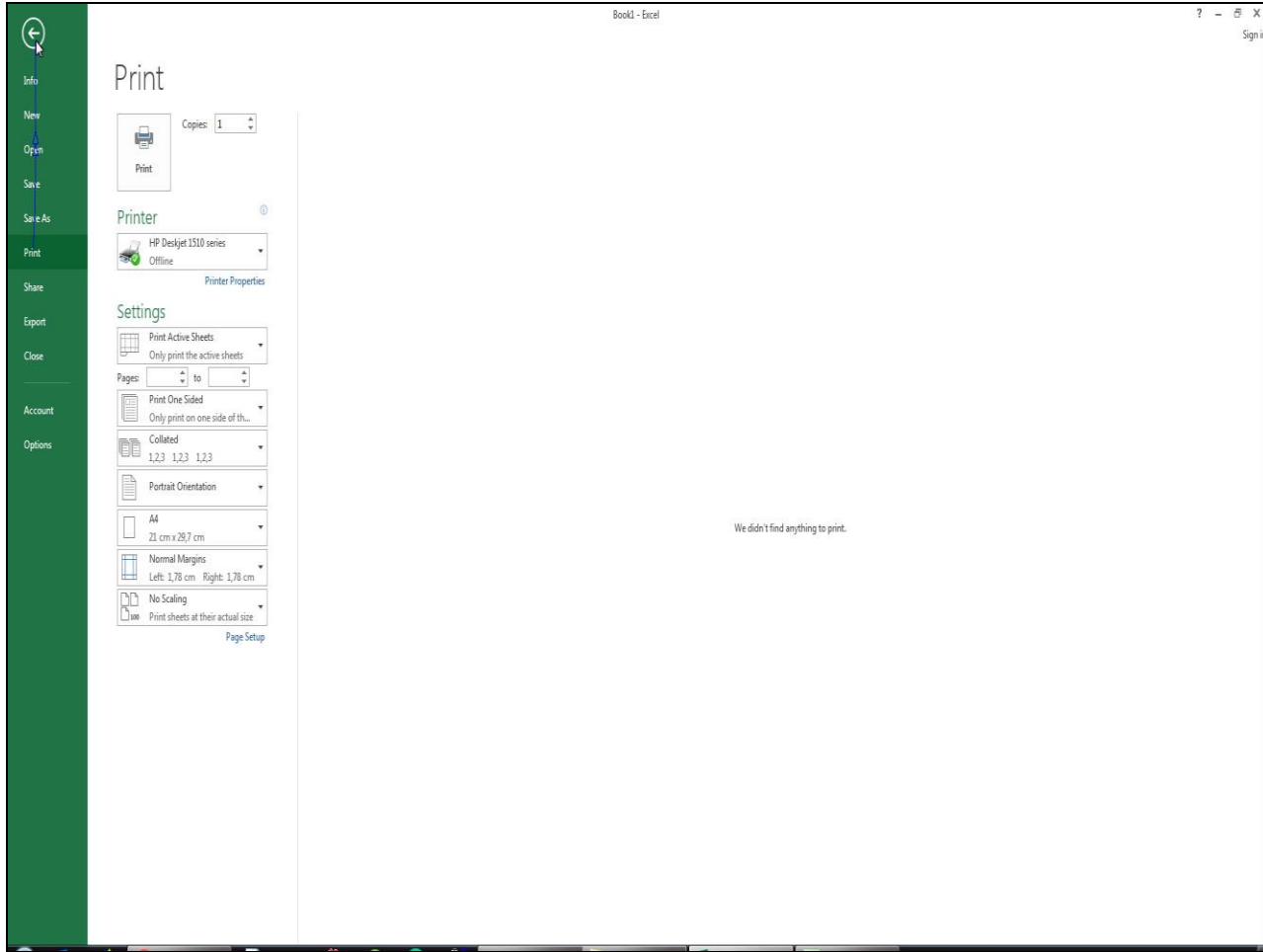
Slide 6 - Slide 6



Text Captions

Select the **Print** tab

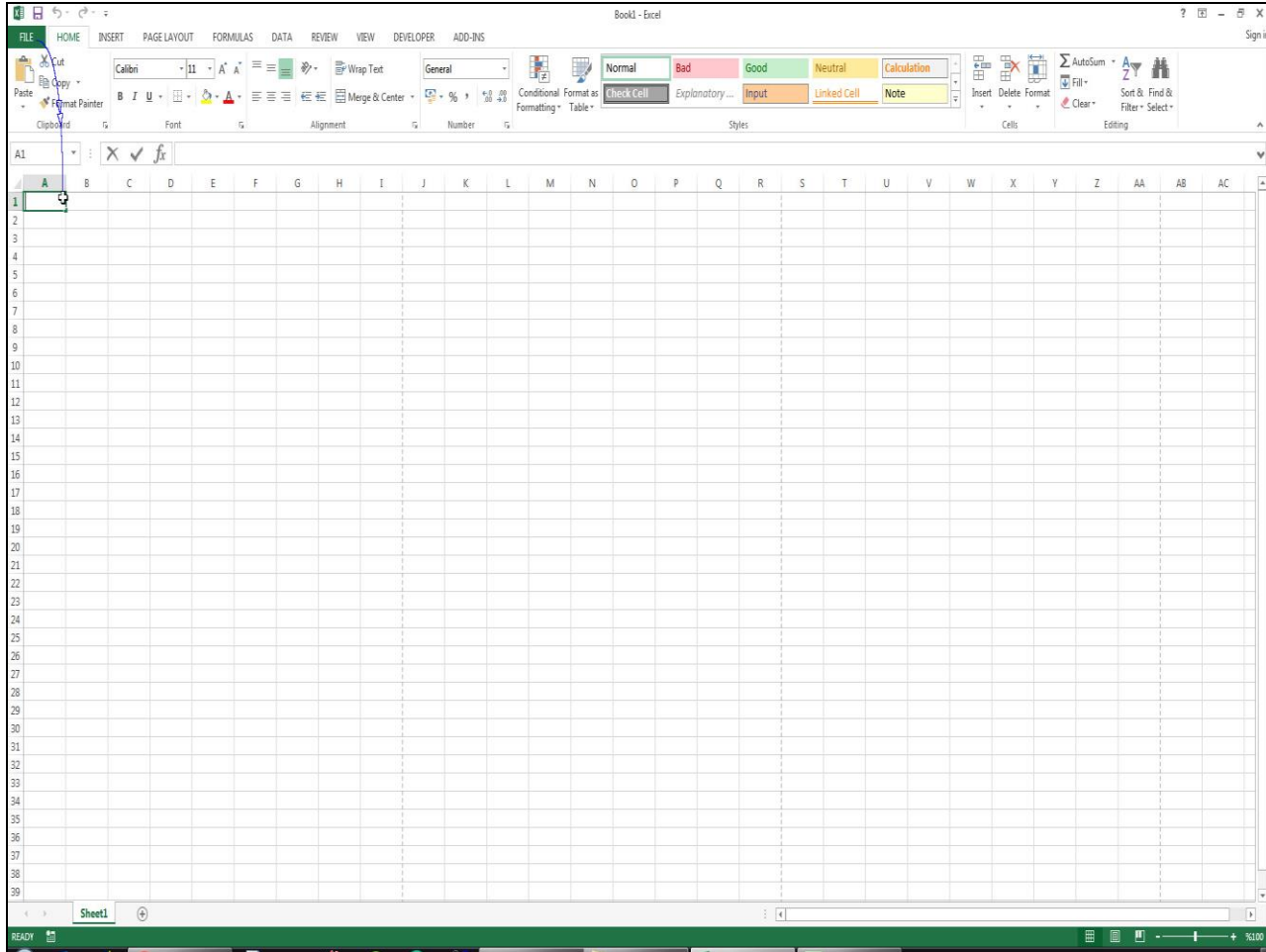
Slide 7 - Slide 7



Text Captions

Click the **Back** button

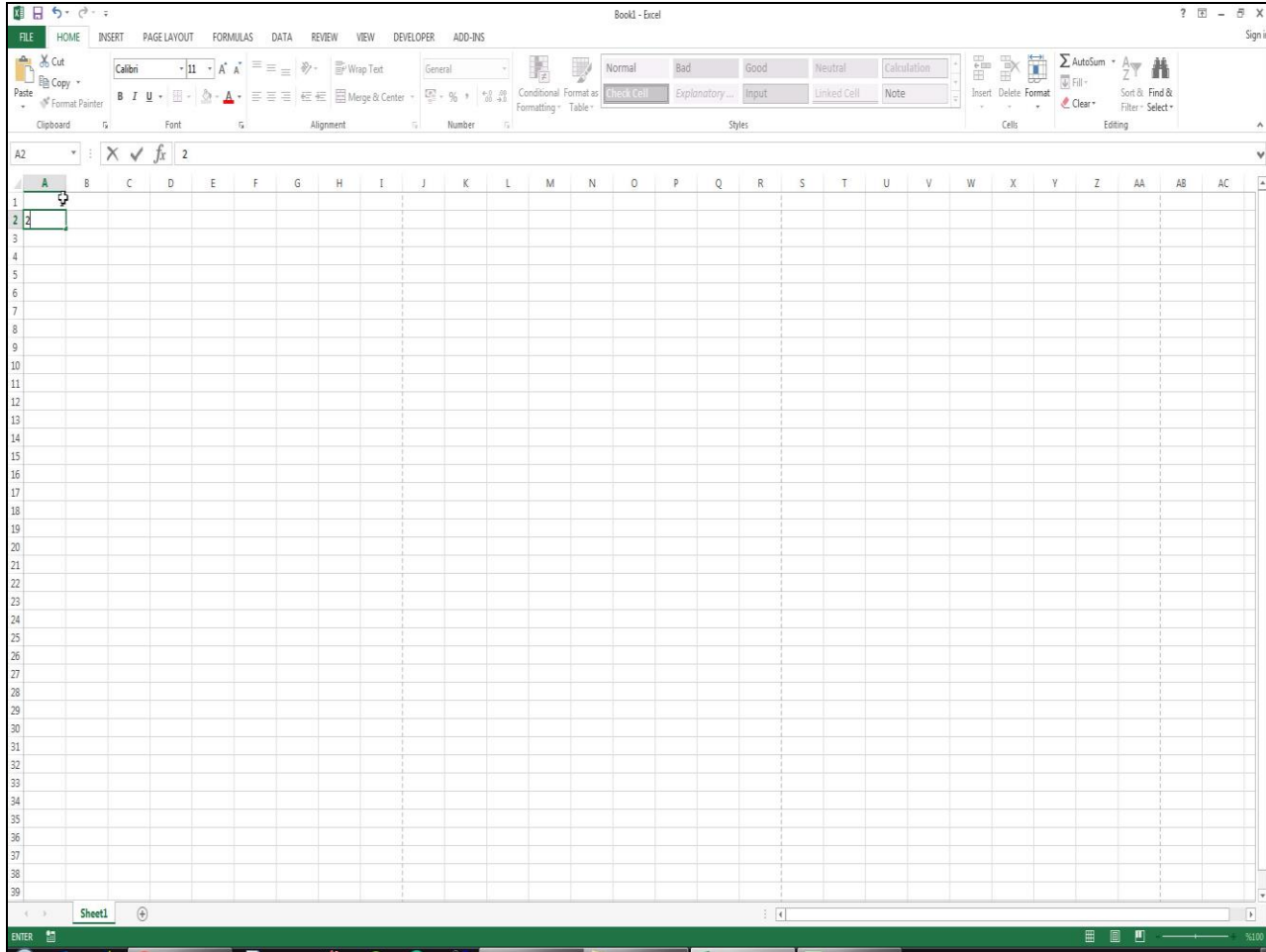
Slide 8 - Slide 8



Text Captions

Press **Enter** key

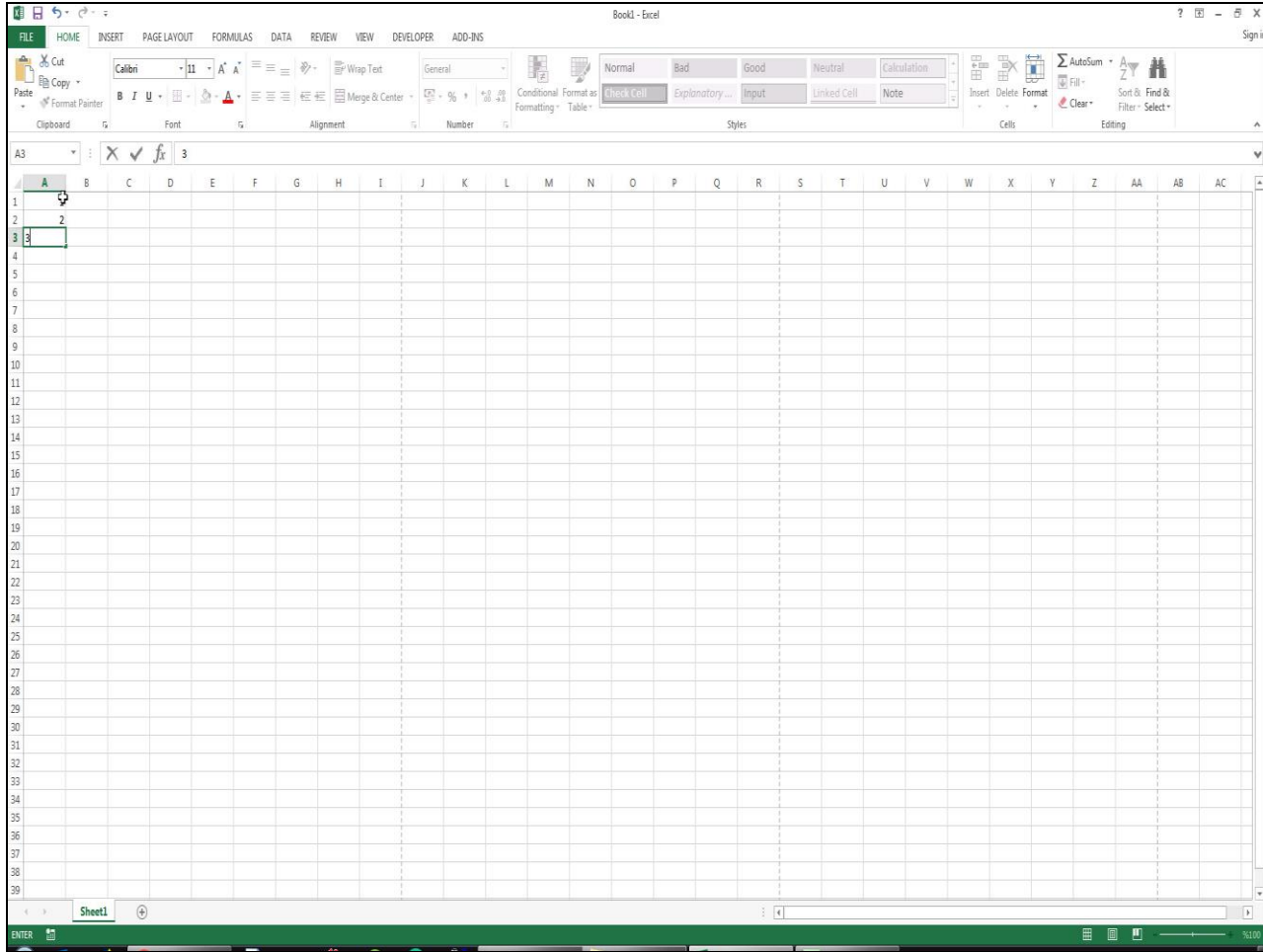
Slide 9 - Slide 9



Text Captions

Press **Enter** key

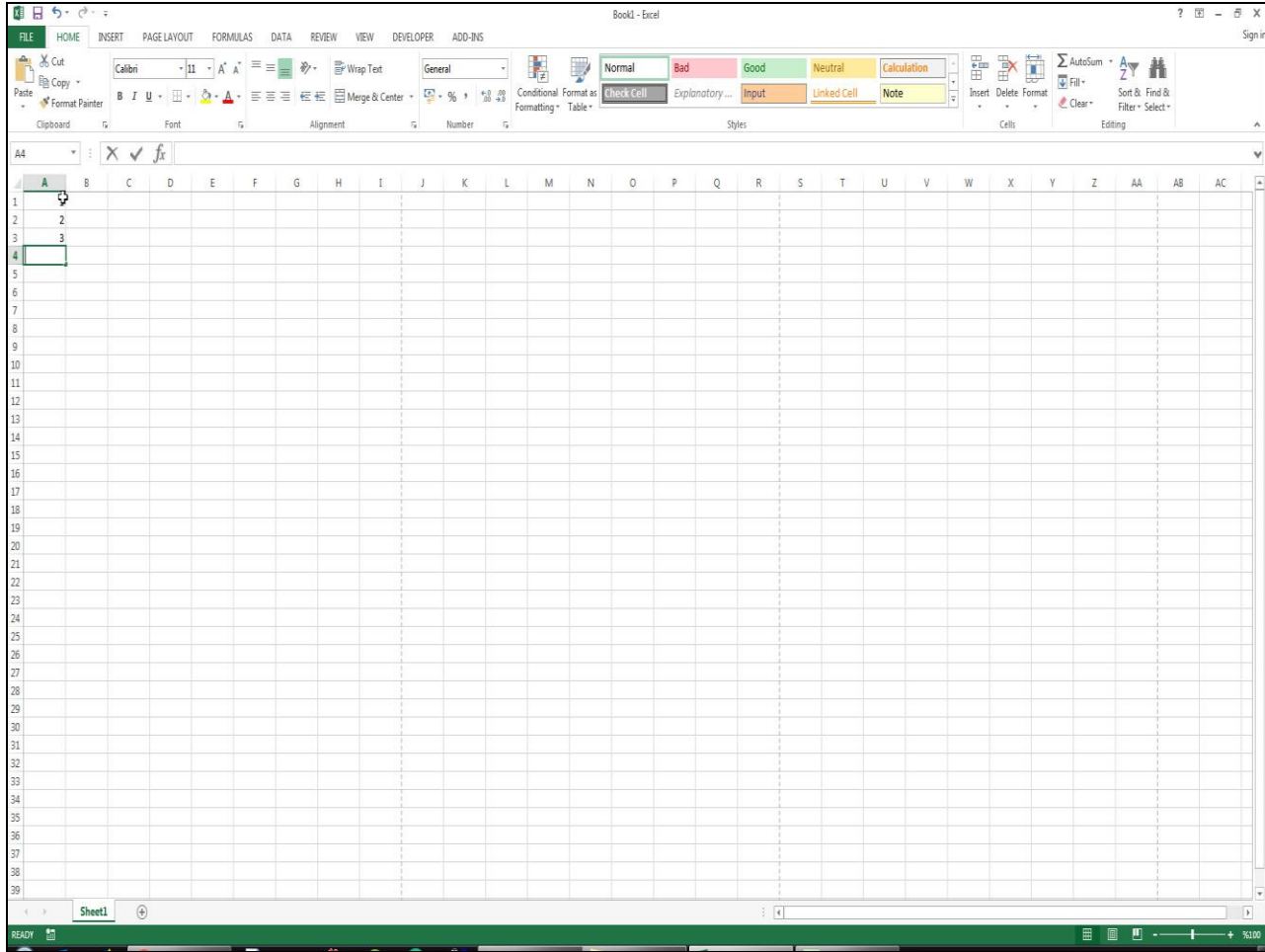
Slide 10 - Slide 10



Text Captions

Press **Enter** key

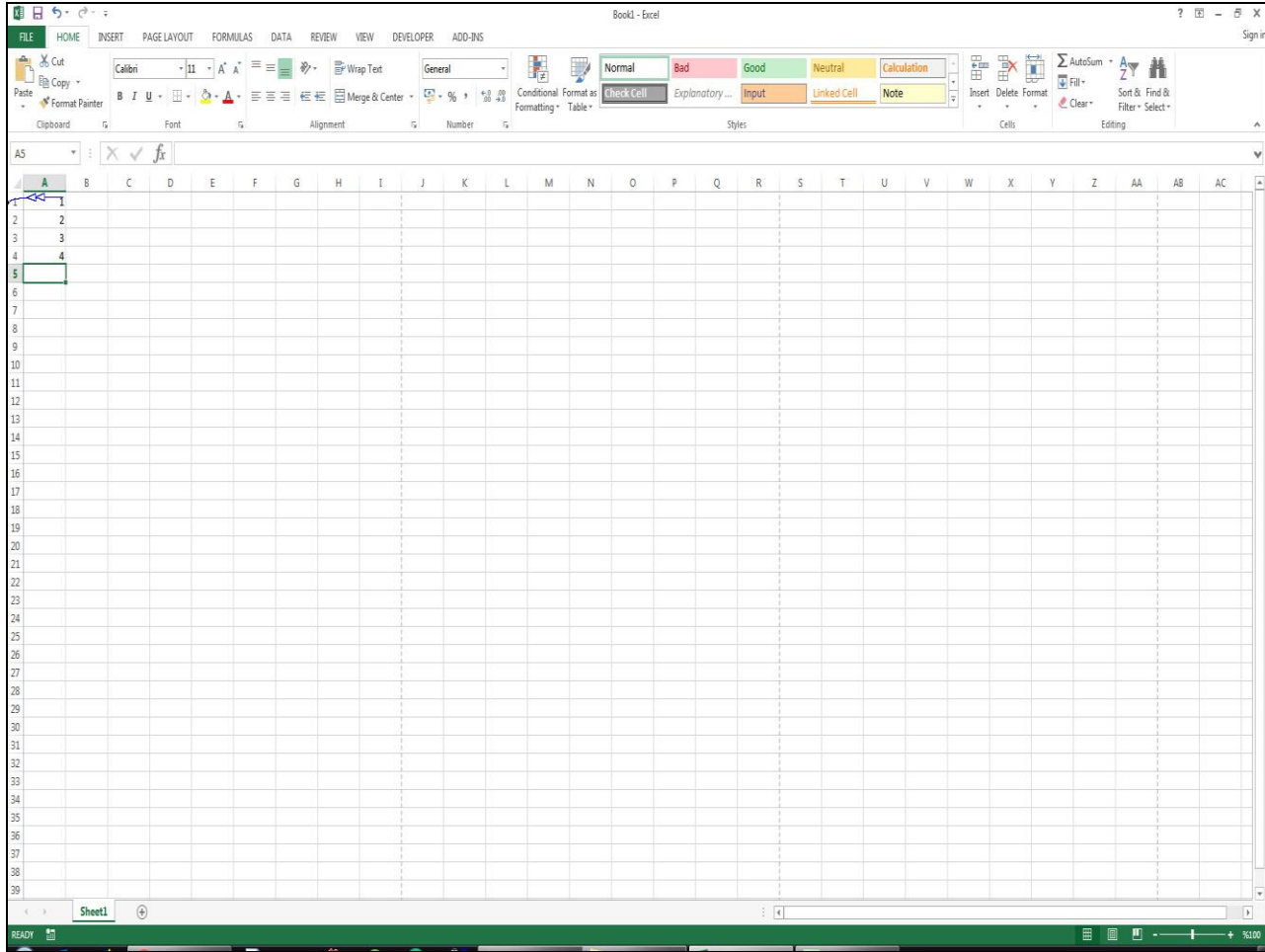
Slide 11 - Slide 11



Text Captions

Press **Enter** key

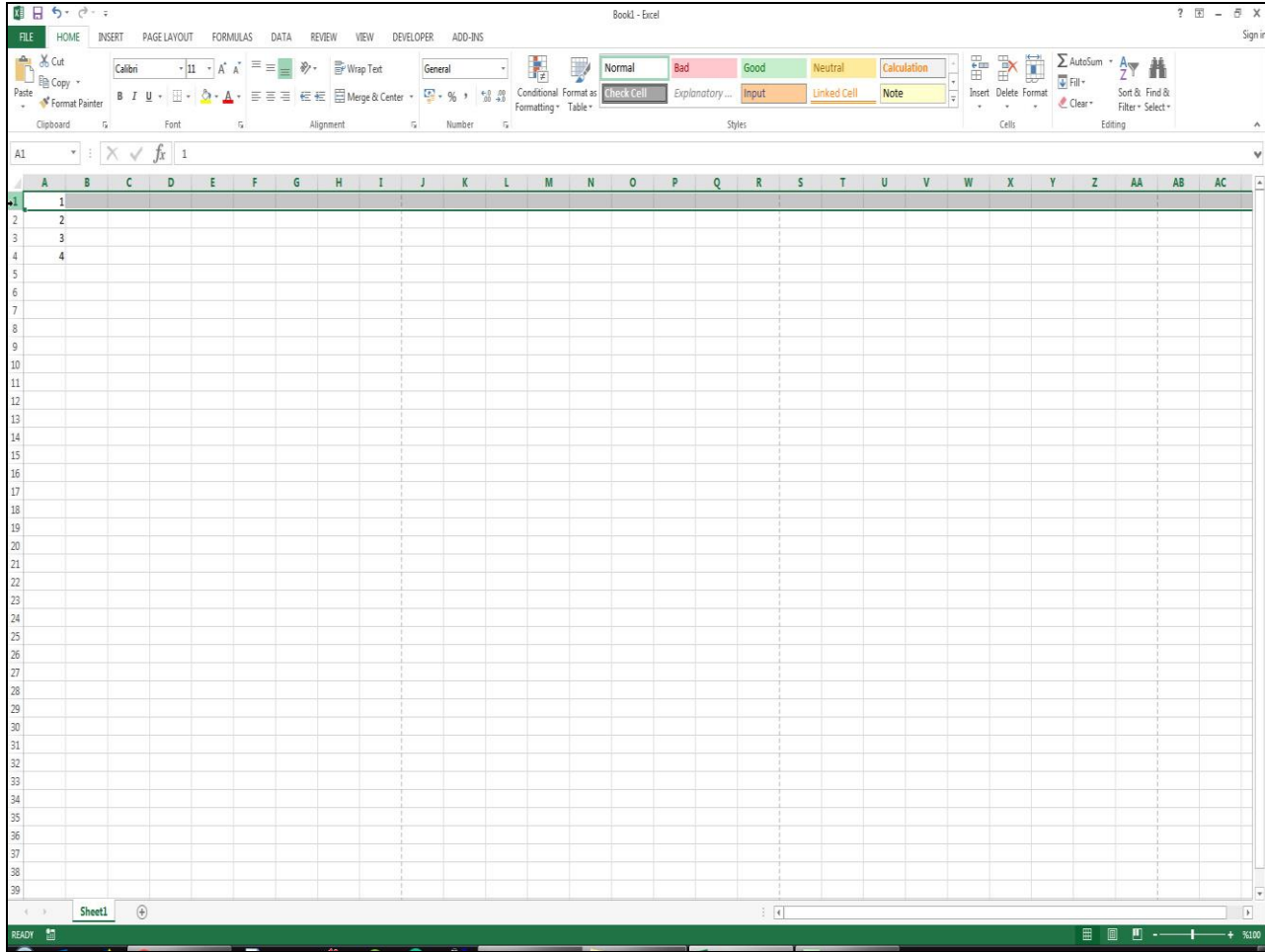
Slide 12 - Slide 12



Text Captions

Select **Book1**

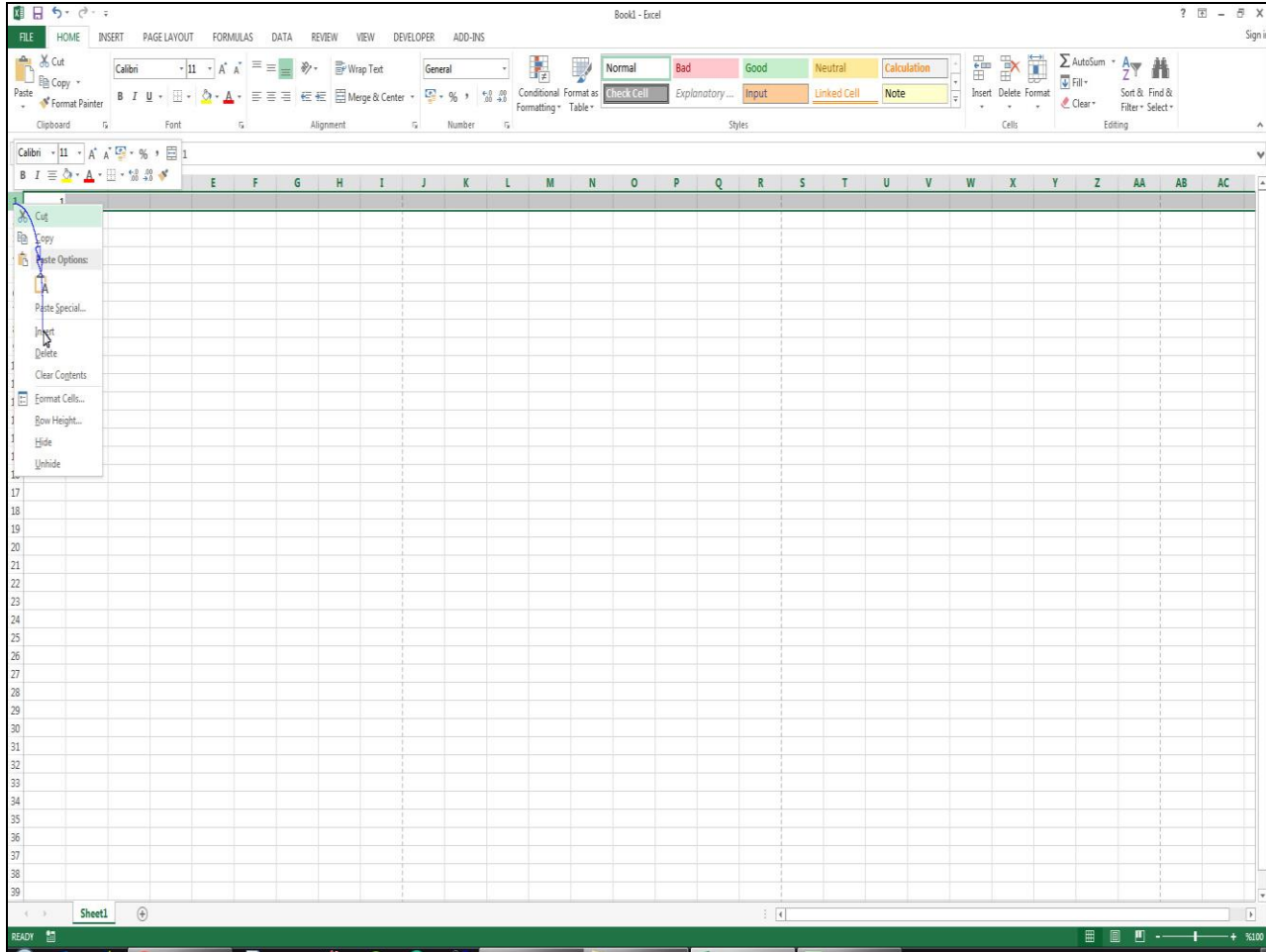
Slide 13 - Slide 13



Text Captions

Right Click **Book1**

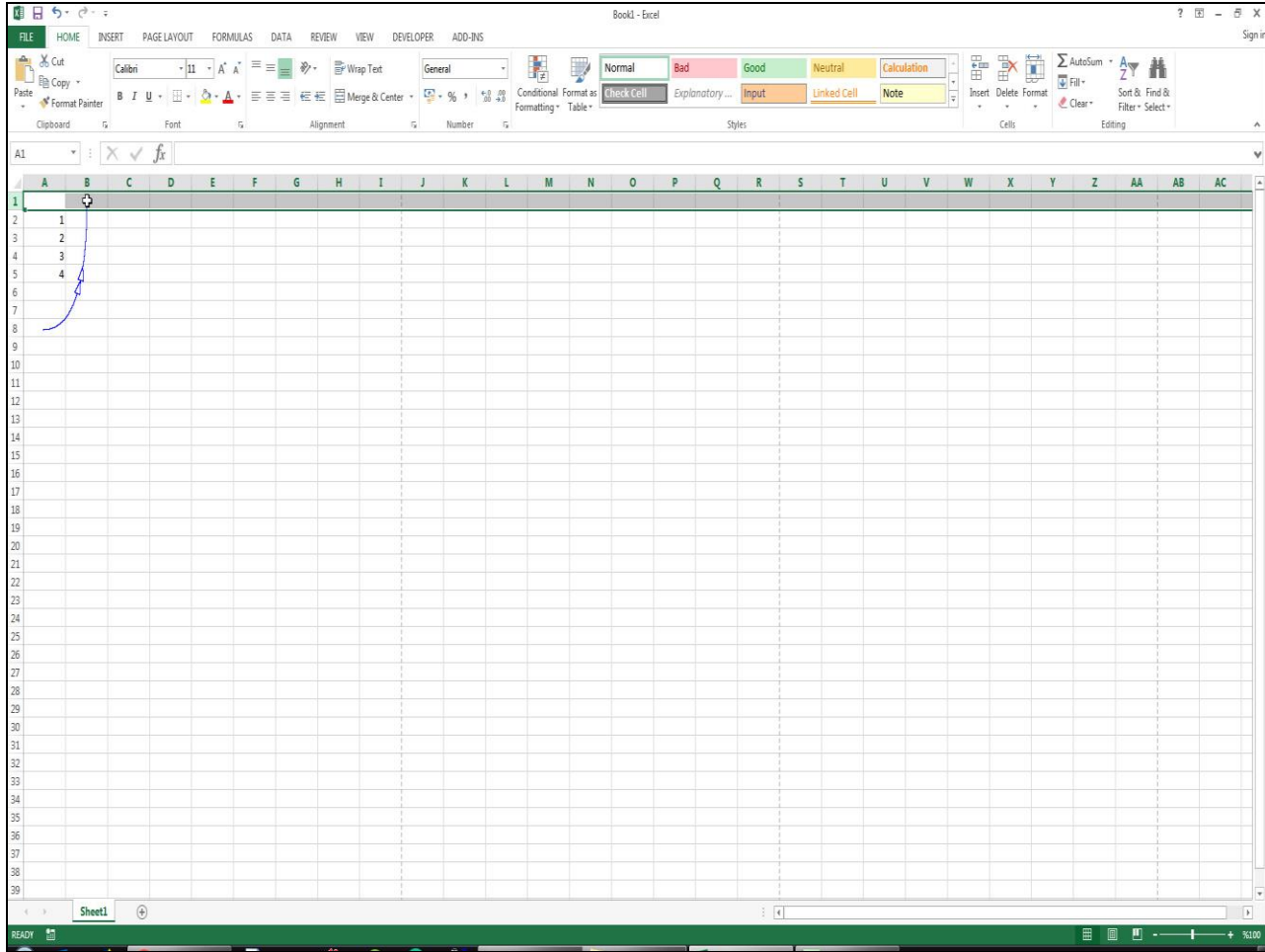
Slide 14 - Slide 14



Text Captions

Select the **Insert** menu item

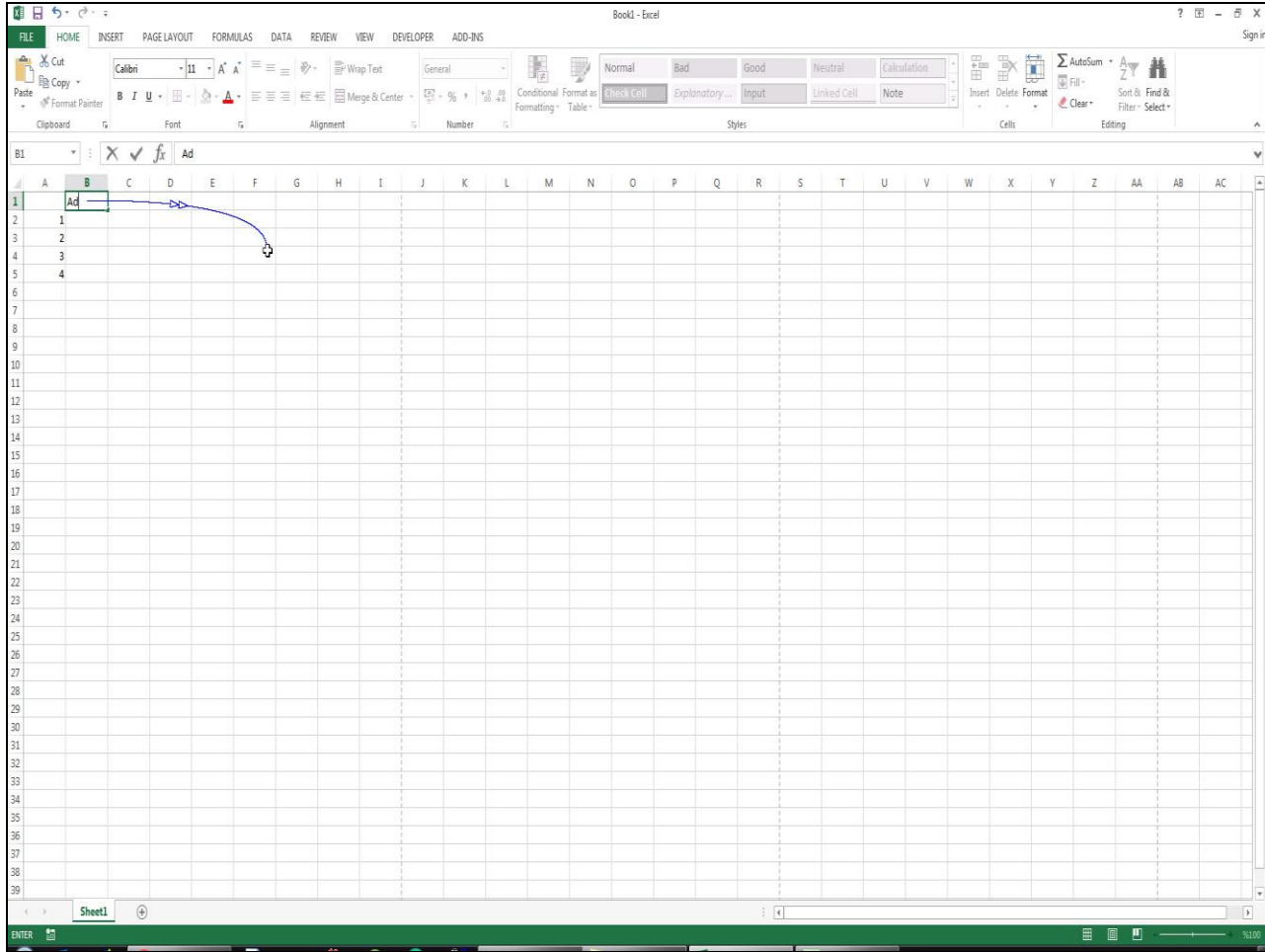
Slide 15 - Slide 15



Text Captions

Select **Book1**

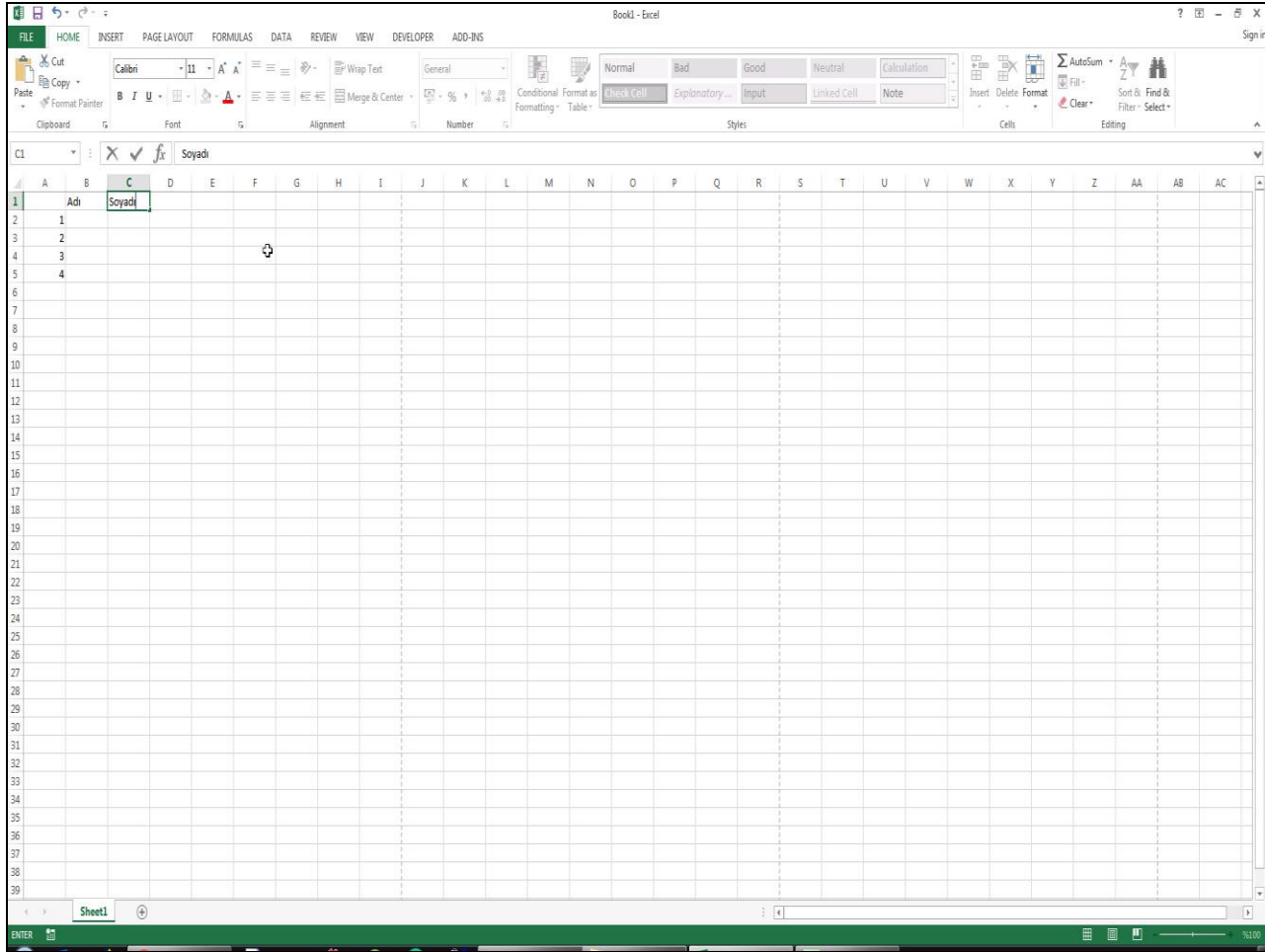
Slide 16 - Slide 16



Text Captions

Press **Tab** key

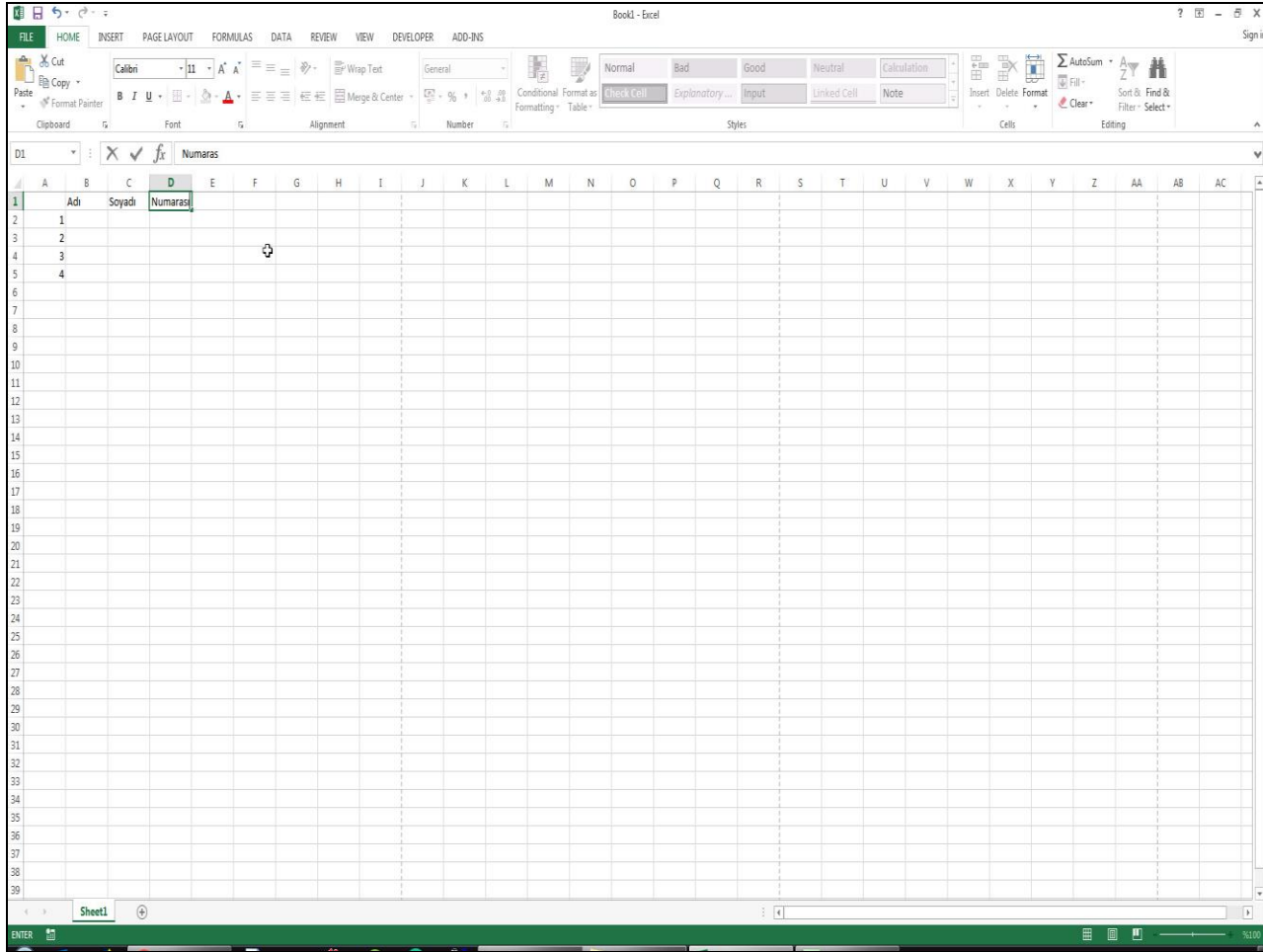
Slide 17 - Slide 17



Text Captions

Press **Tab** key

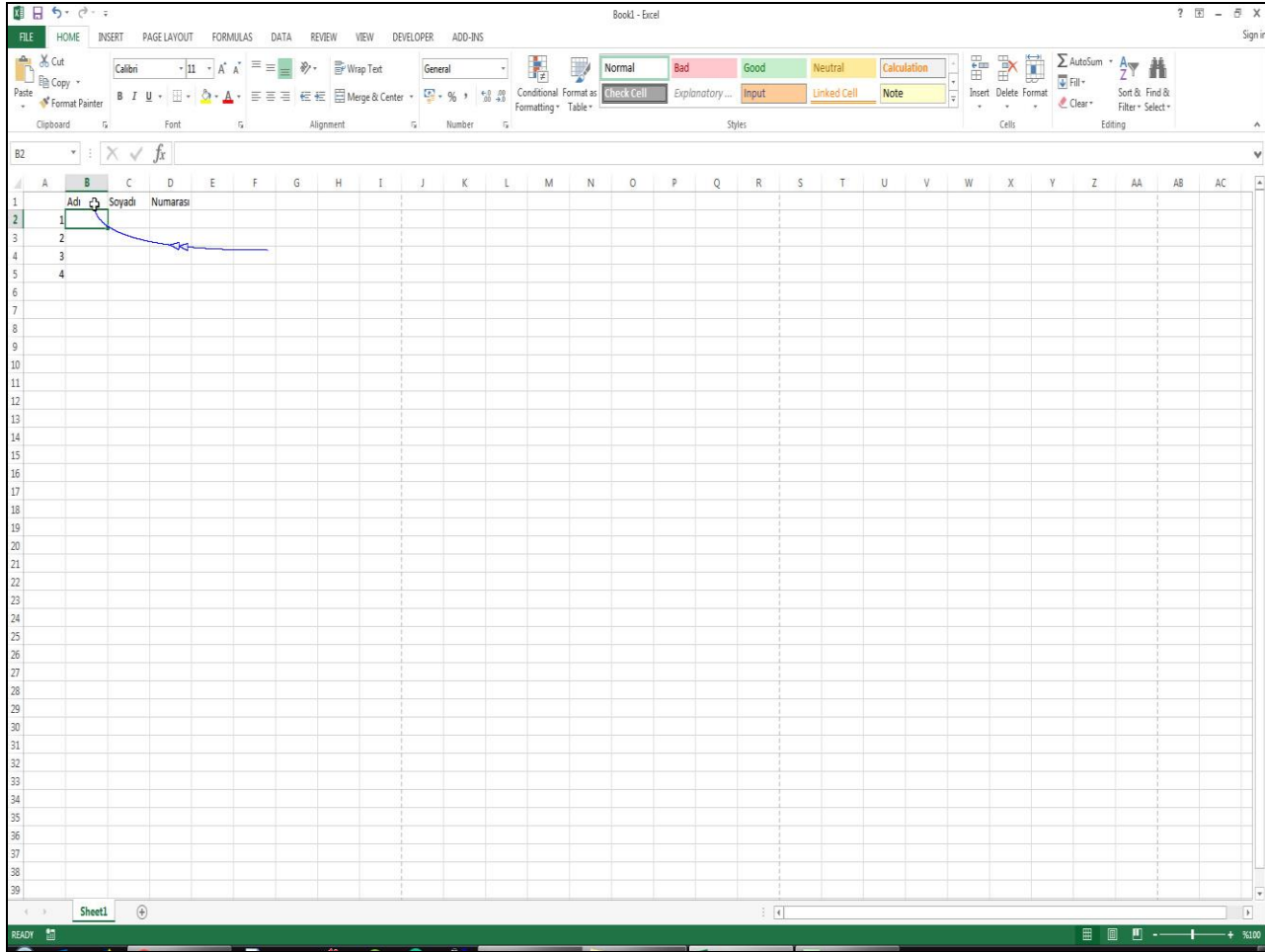
Slide 18 - Slide 18



Text Captions

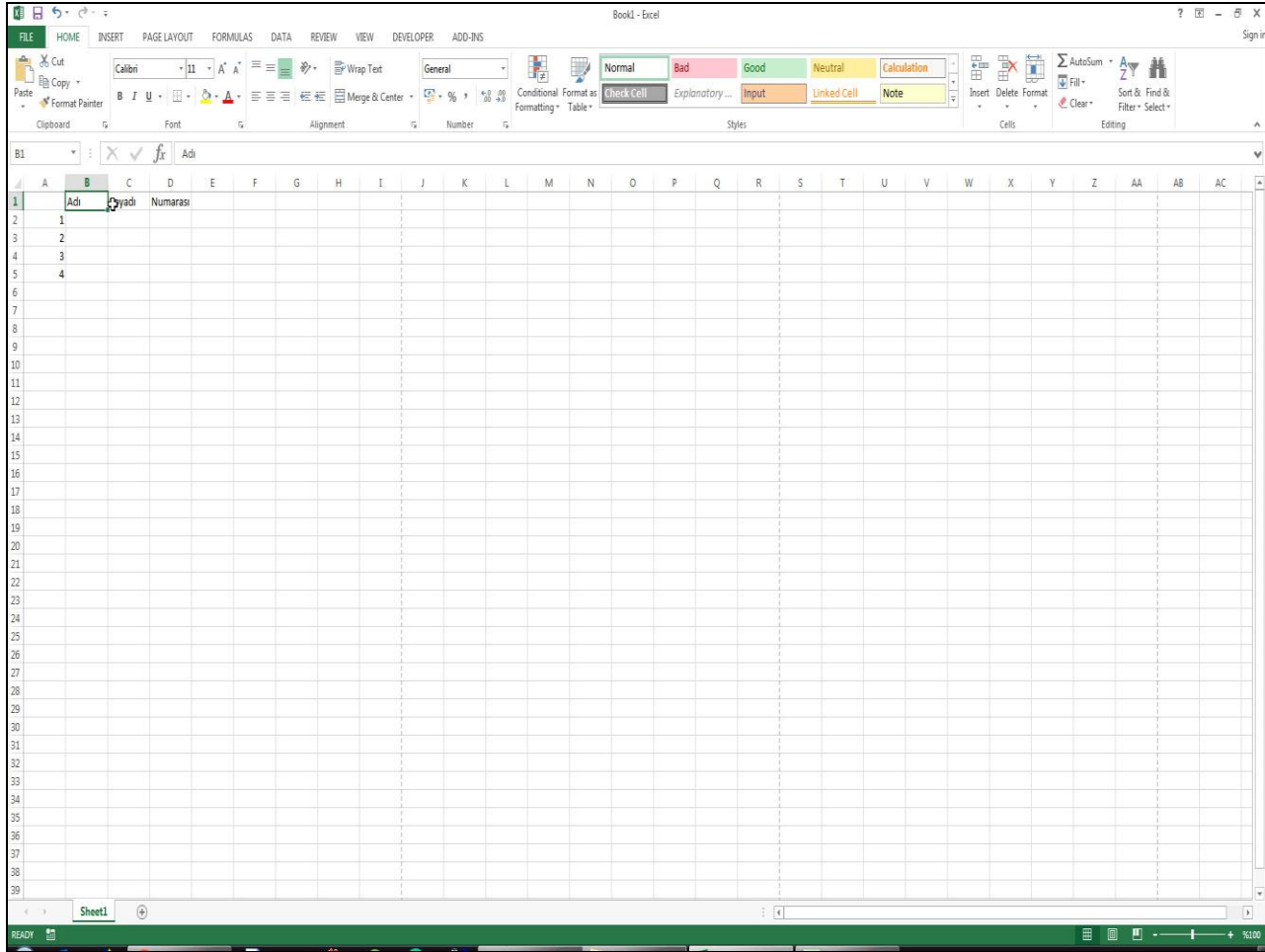
Press **Enter** key

Slide 19 - Slide 19



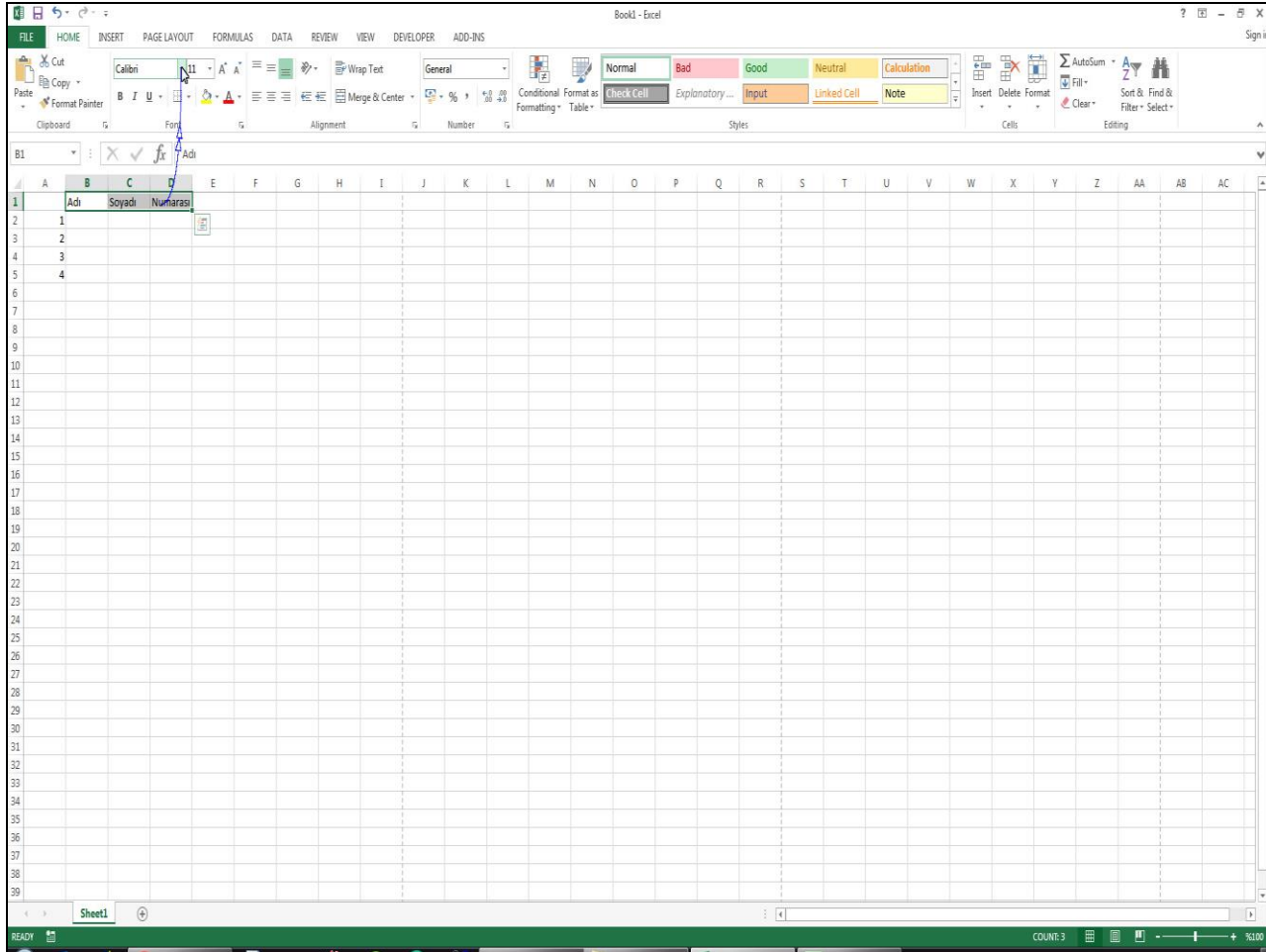
Text Captions

Slide 20 - Slide 20



Text Captions

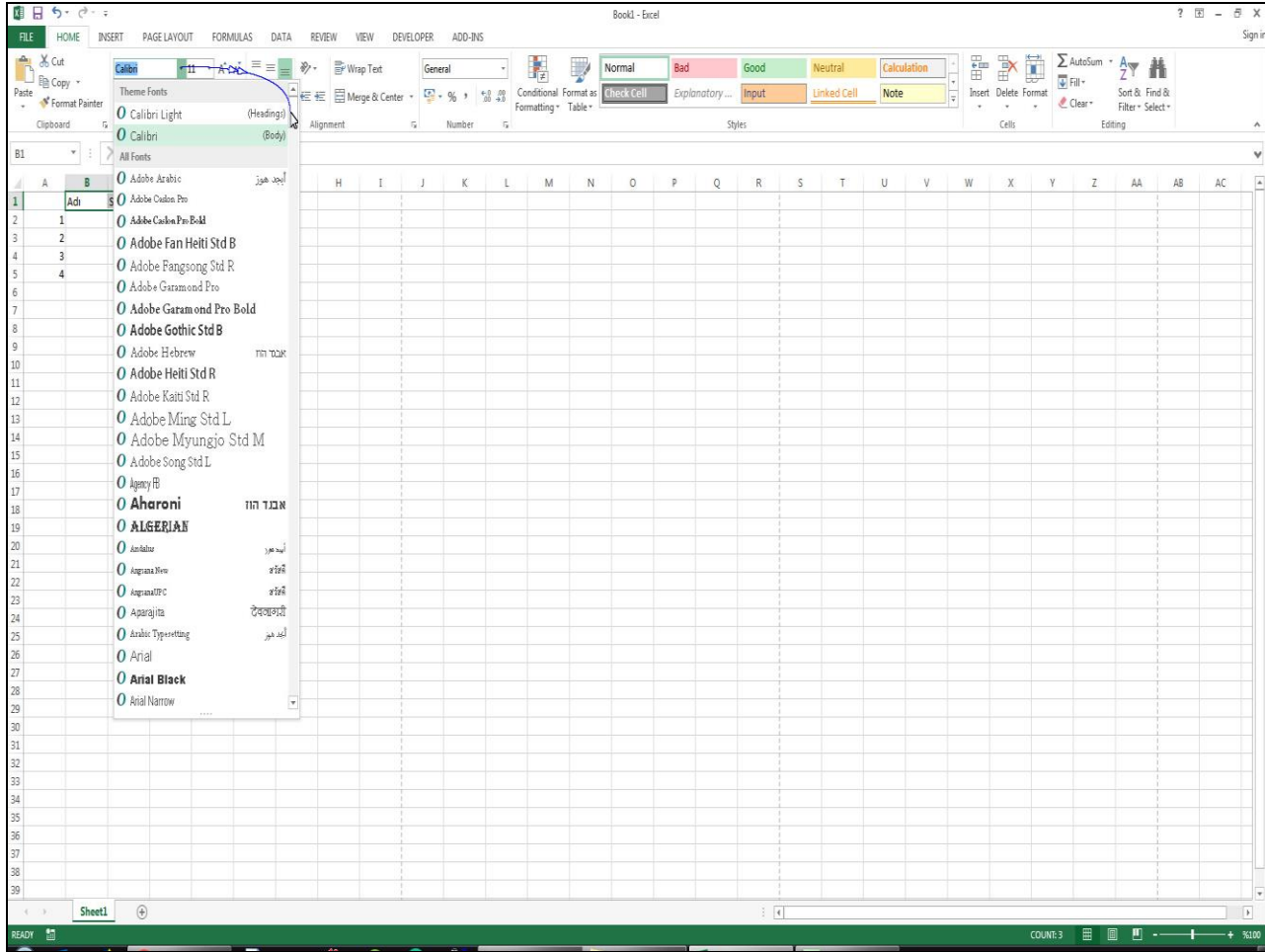
Slide 21 - Slide 21



Text Captions

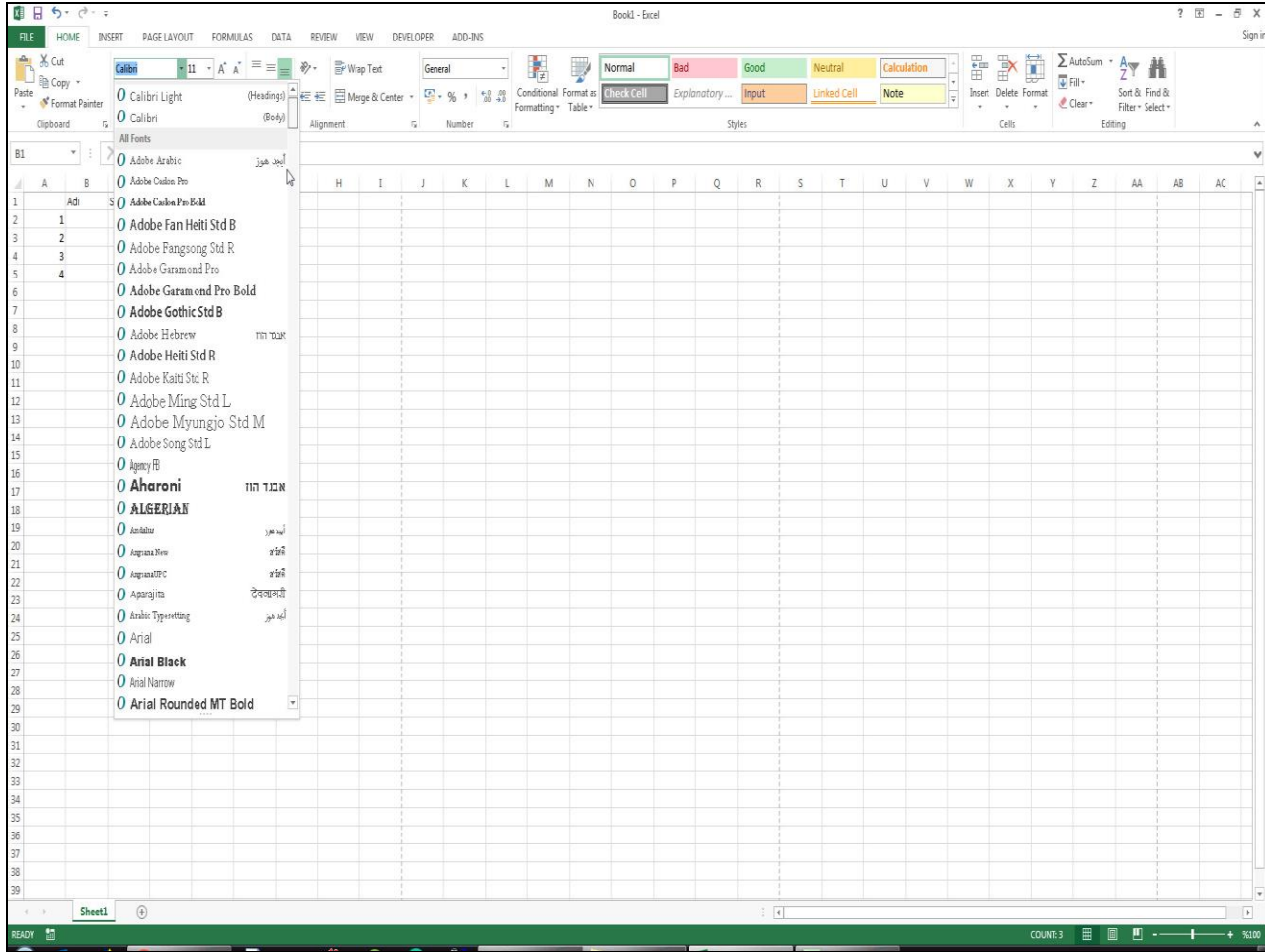
Click the **Open** button

Slide 22 - Slide 22



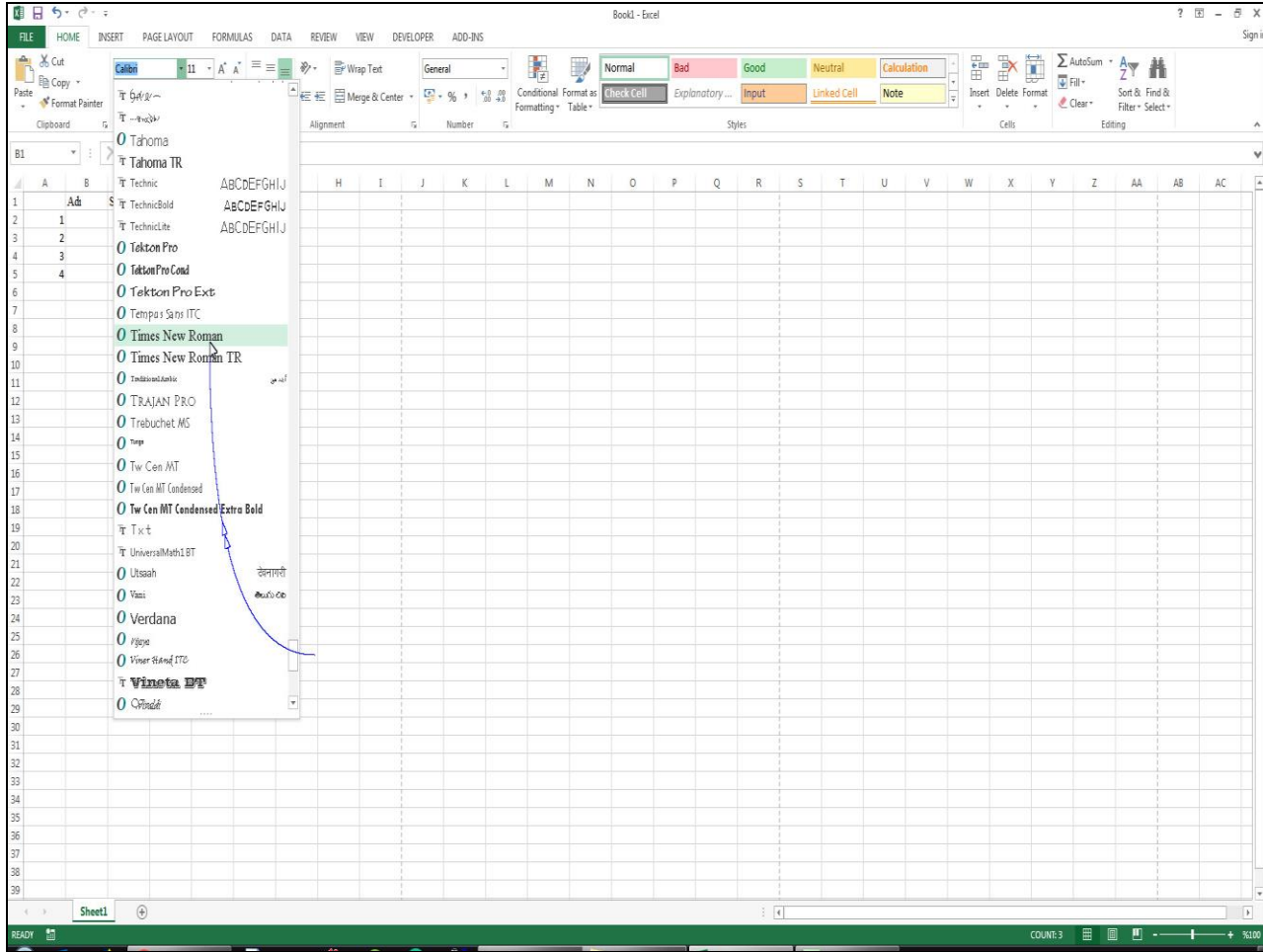
Text Captions

Slide 23 - Slide 23



Text Captions

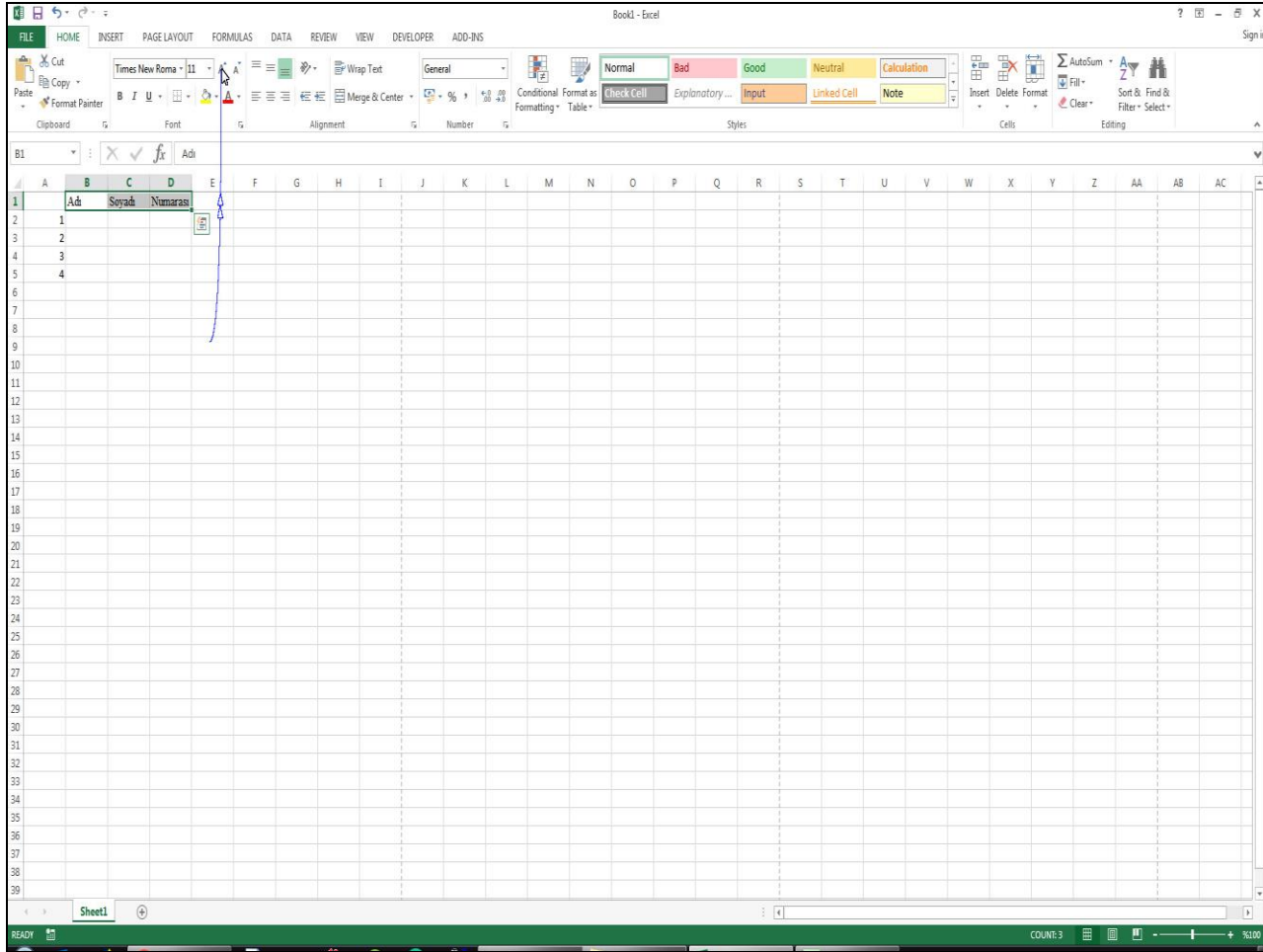
Slide 24 - Slide 24



Text Captions

Select the **Times New Roman** item

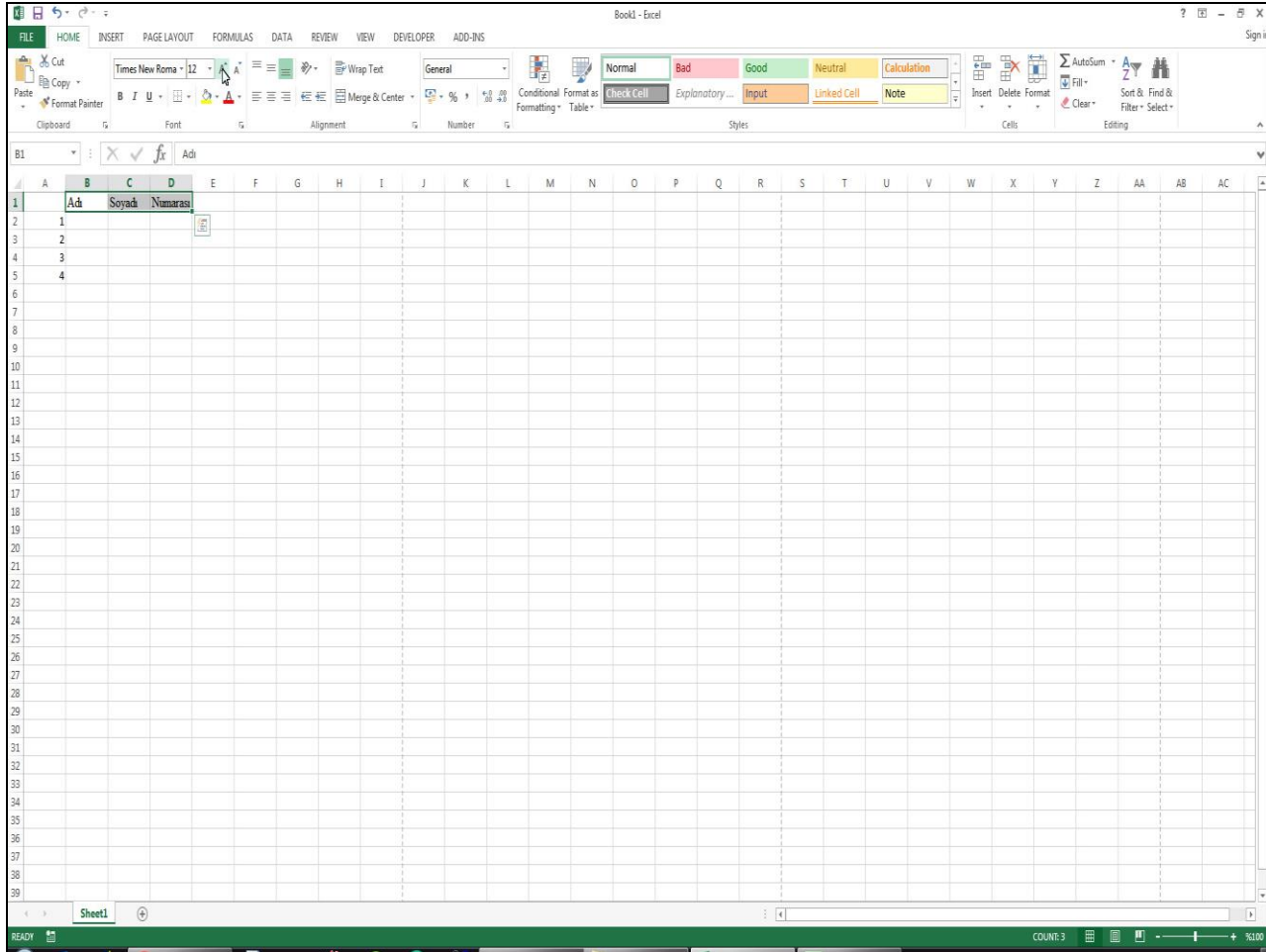
Slide 25 - Slide 25



Text Captions

Click the **Increase Font Size** button

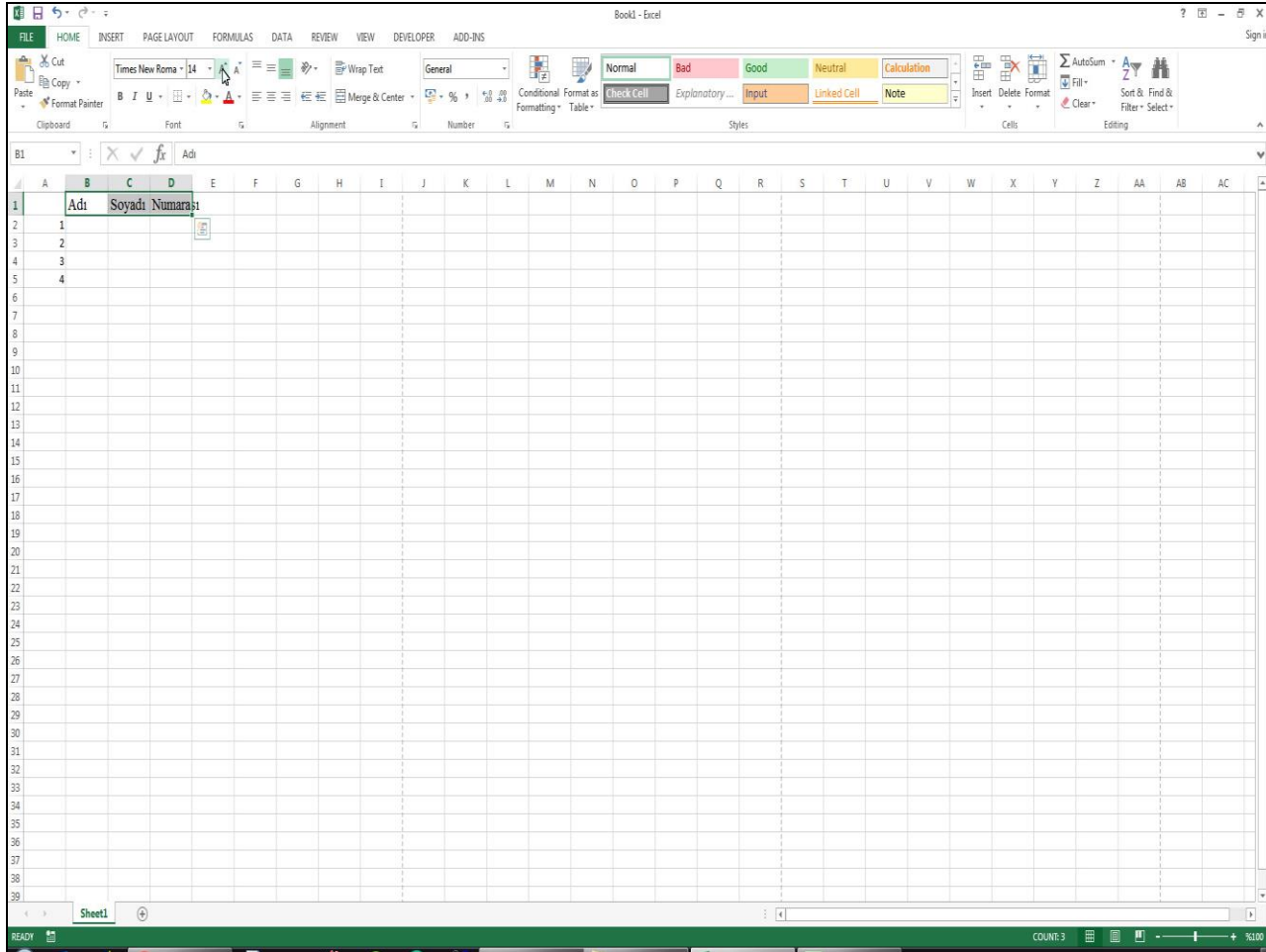
Slide 26 - Slide 26



Text Captions

Click the **Increase Font Size** button

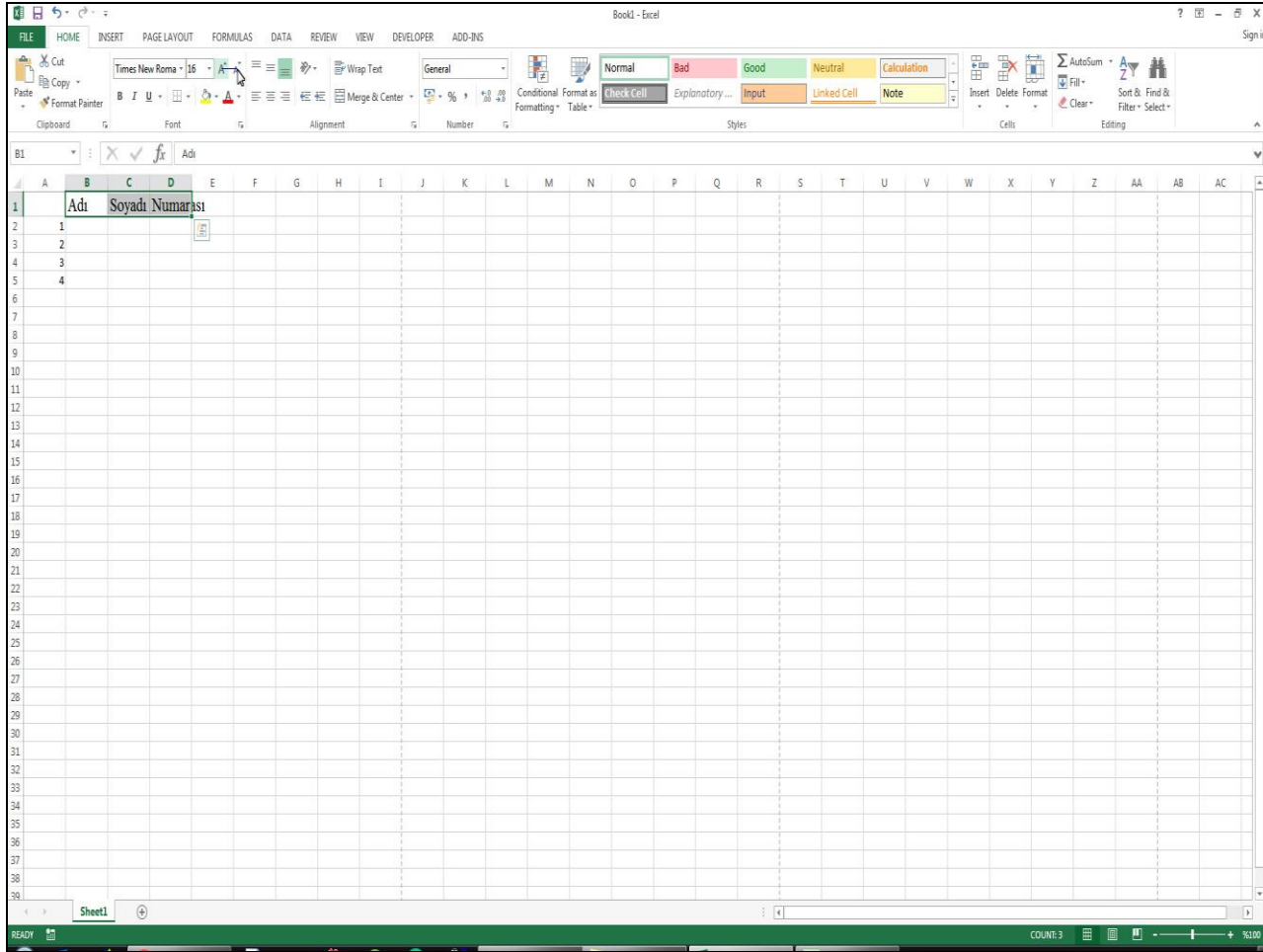
Slide 27 - Slide 27



Text Captions

Click the **Increase Font Size** button

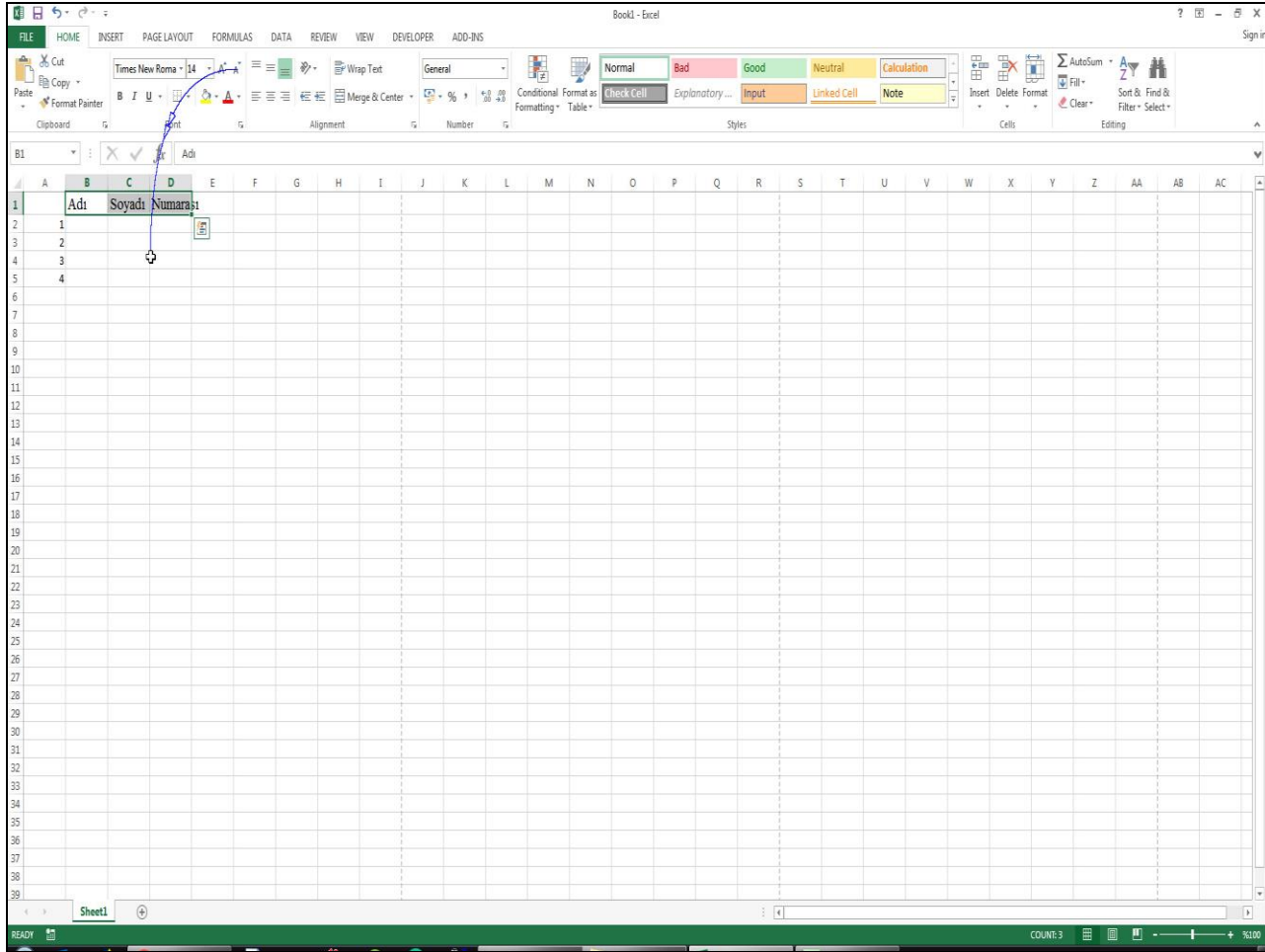
Slide 28 - Slide 28



Text Captions

Click the **Decrease Font Size** button

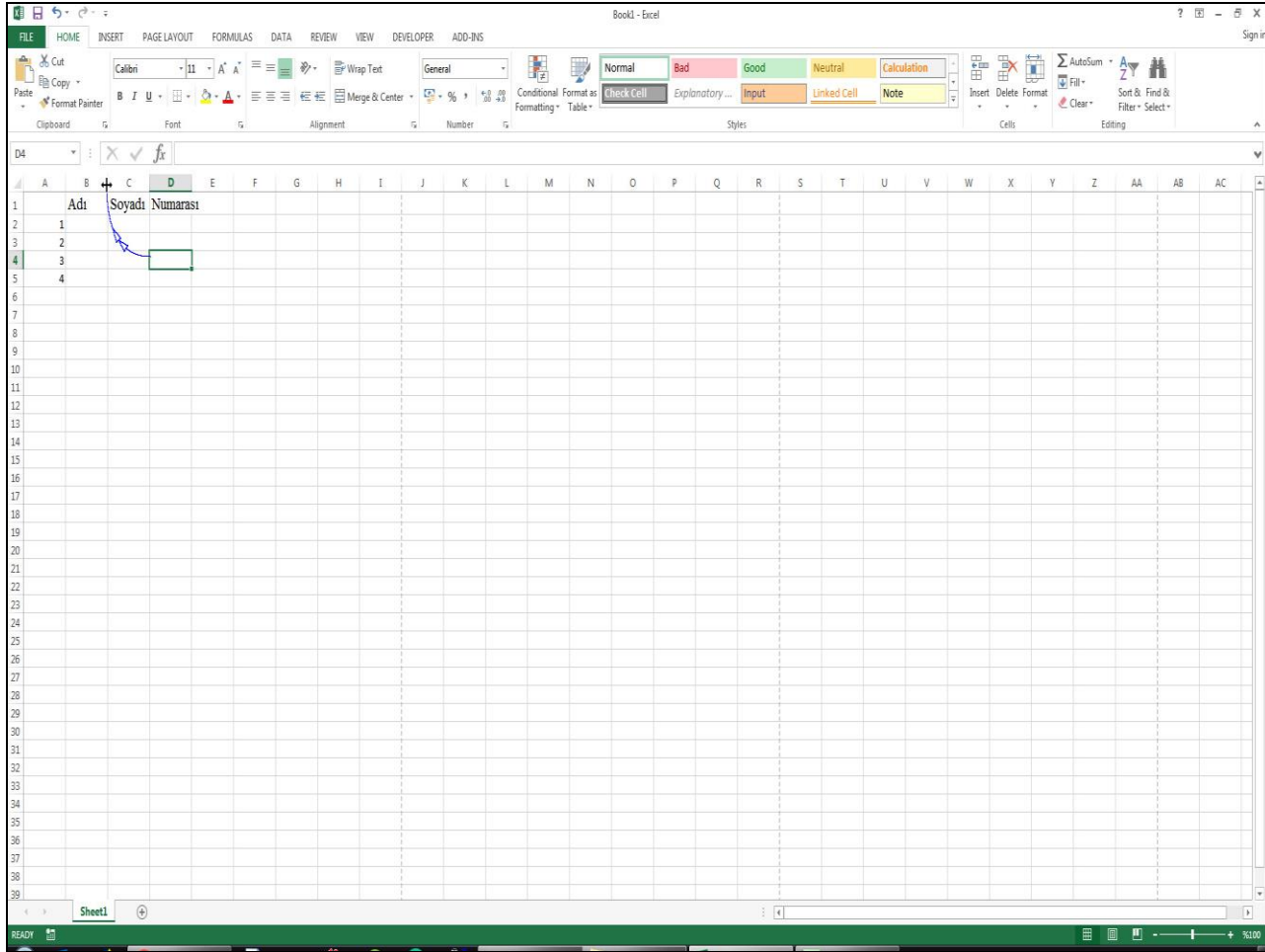
Slide 29 - Slide 29



Text Captions

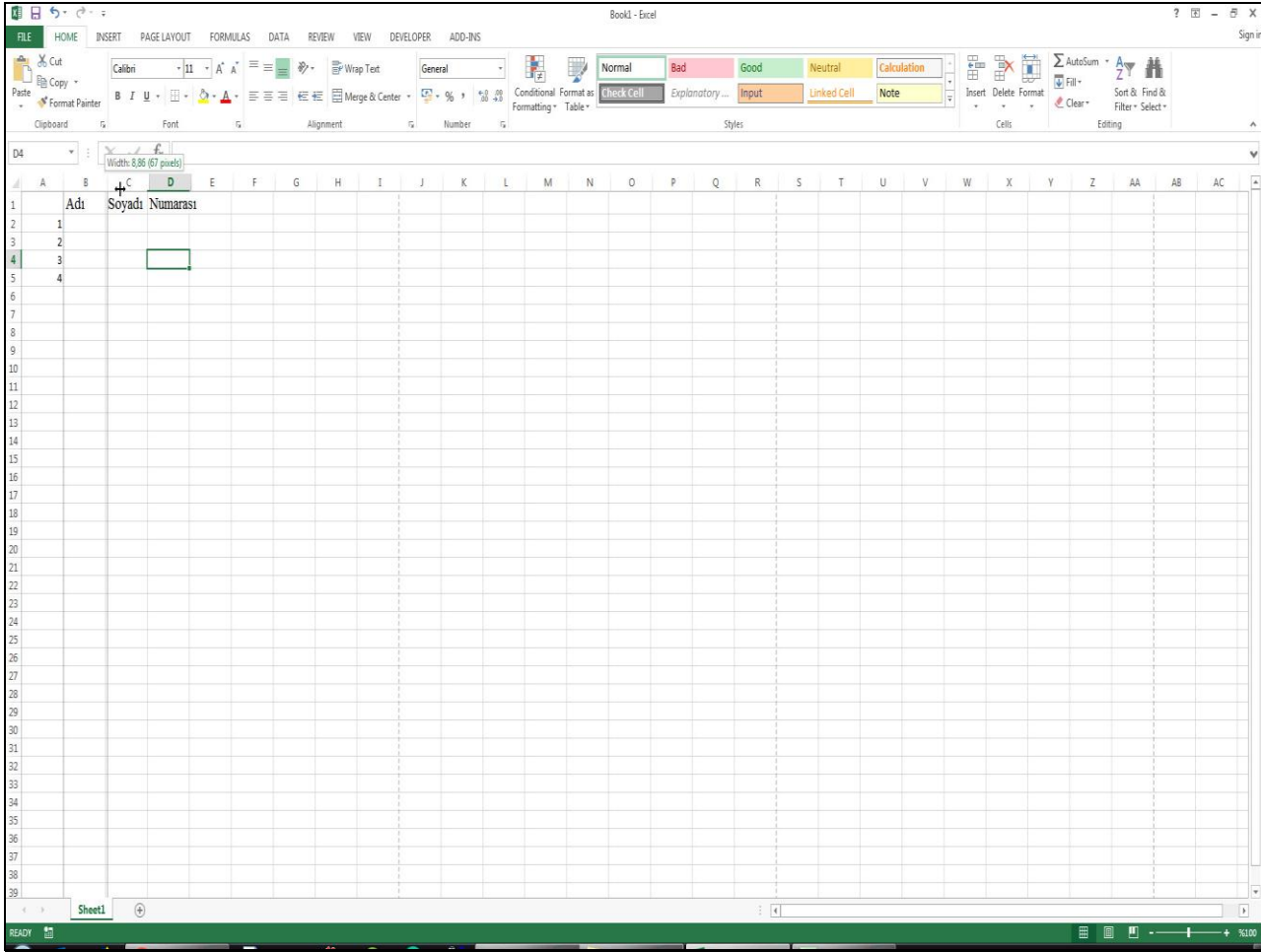
Select **Book1**

Slide 30 - Slide 30



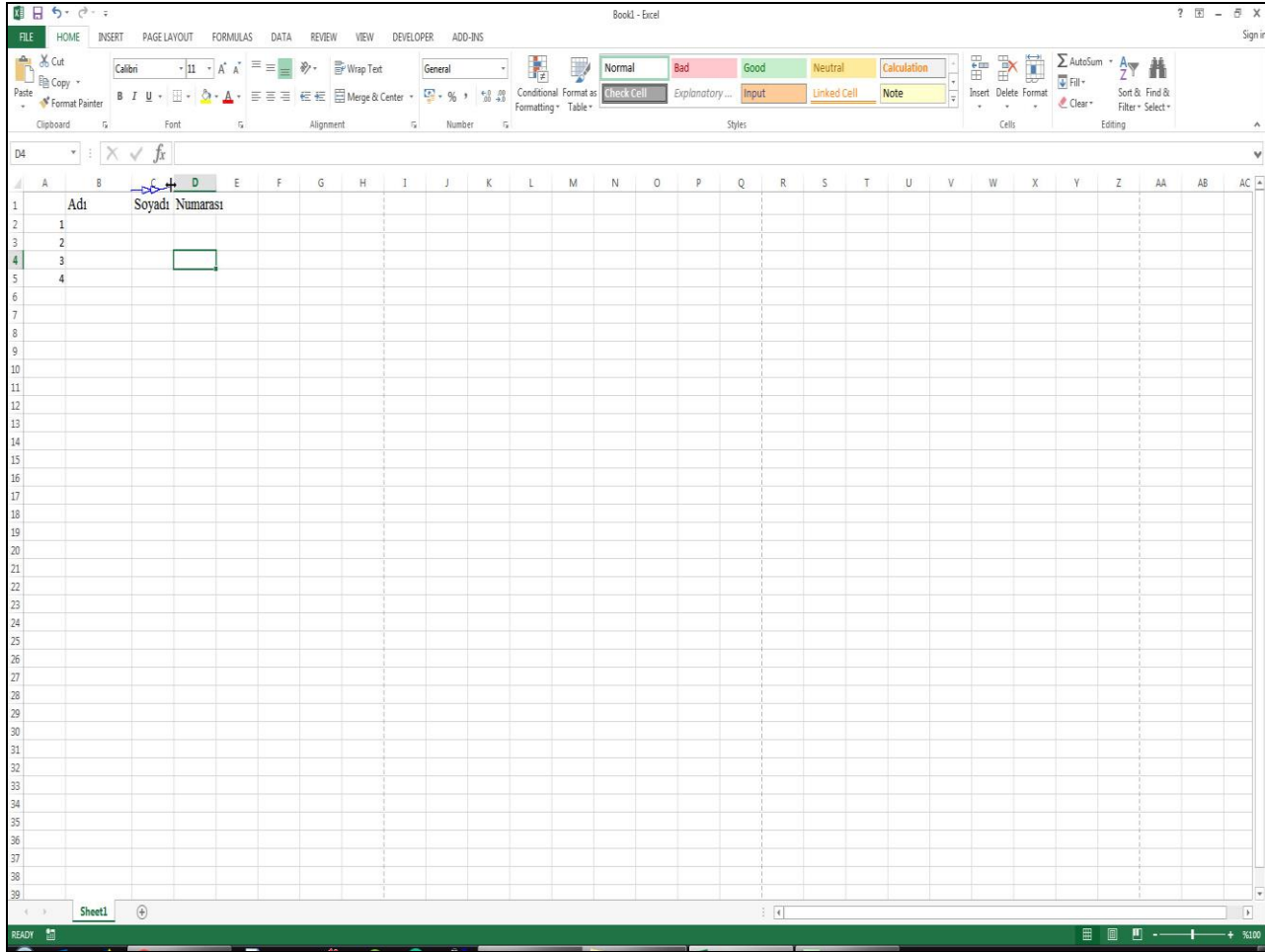
Text Captions

Slide 31 - Slide 31



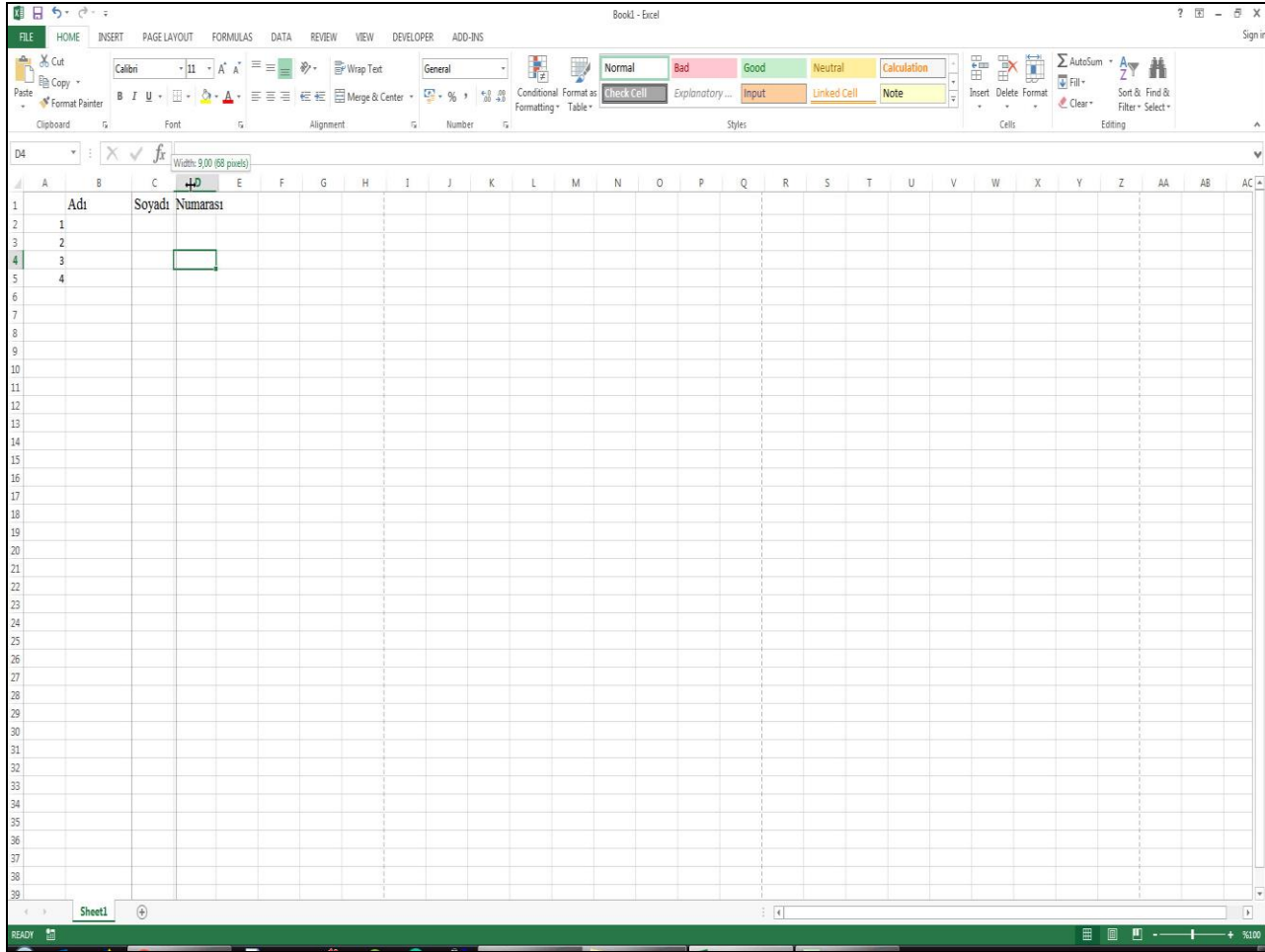
Text Captions

Slide 32 - Slide 32



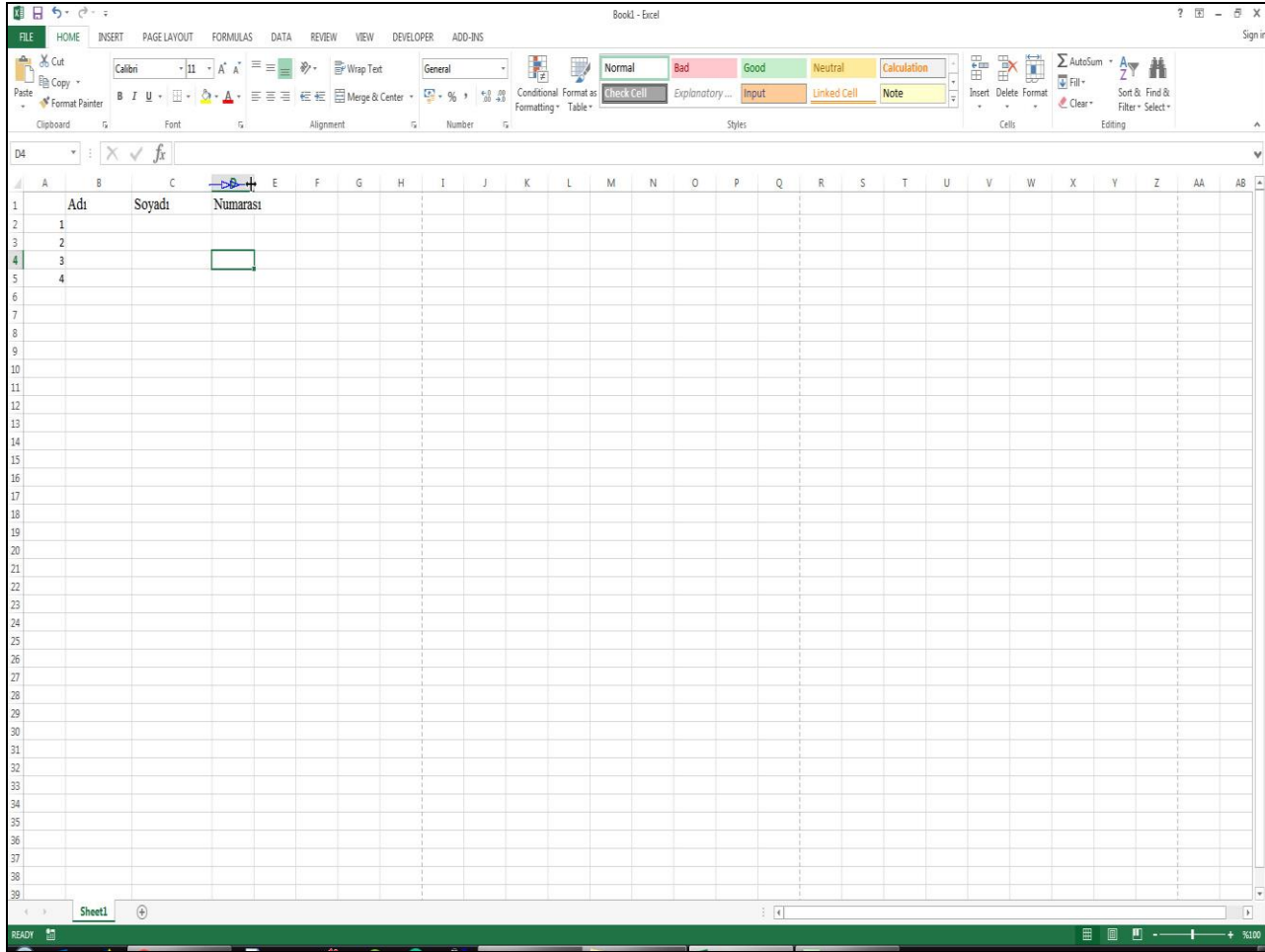
Text Captions

Slide 33 - Slide 33



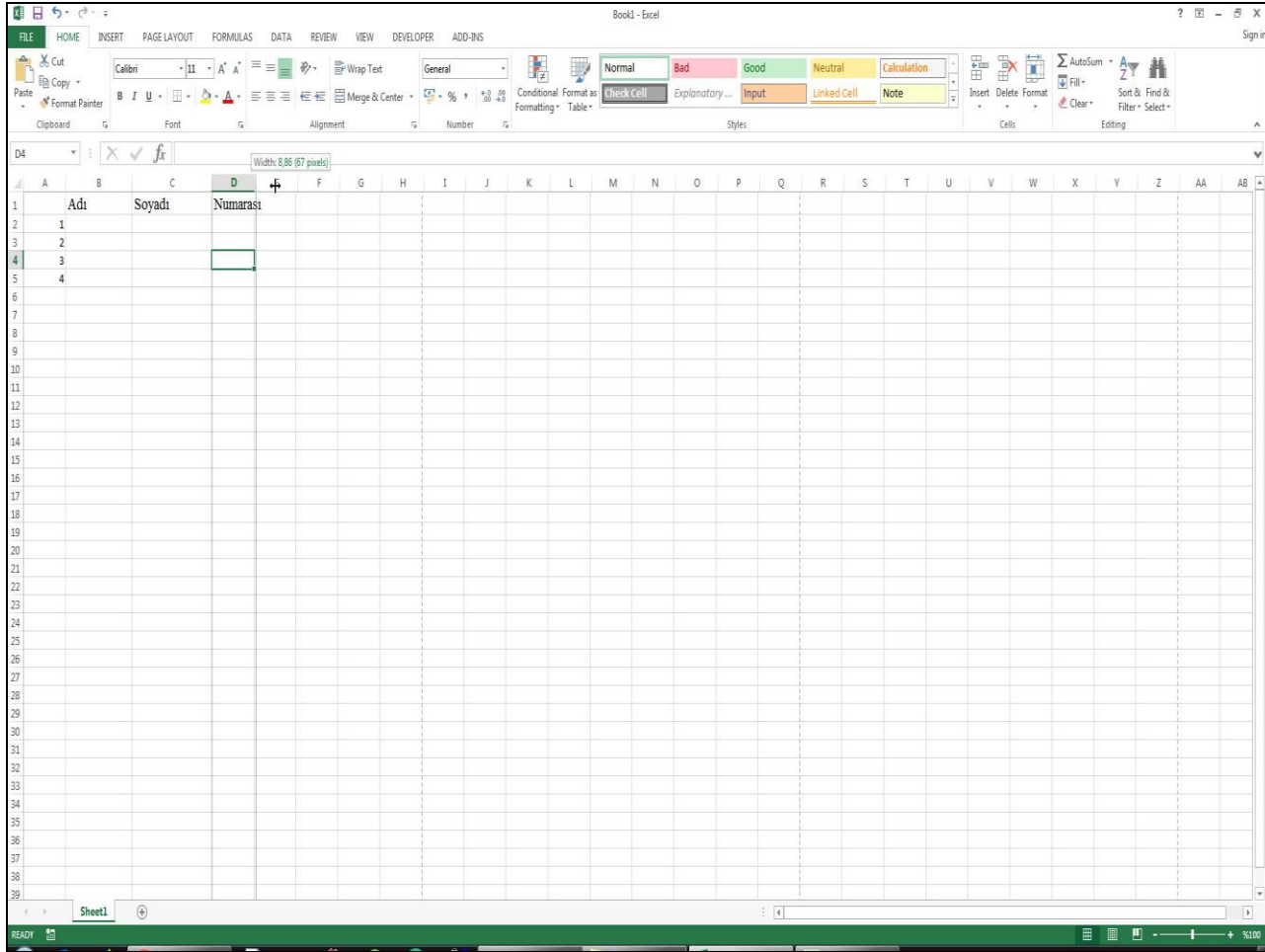
Text Captions

Slide 34 - Slide 34



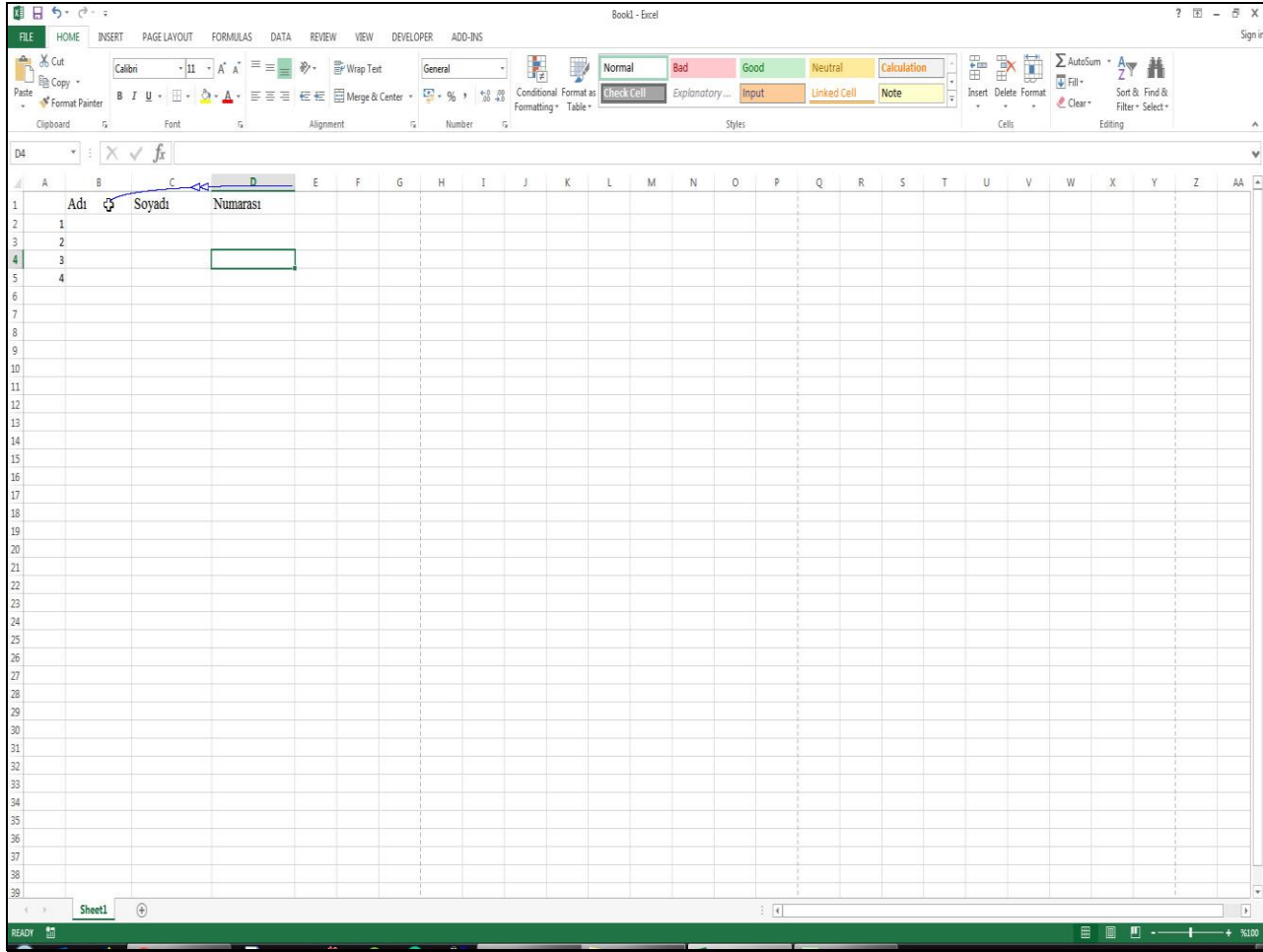
Text Captions

Slide 35 - Slide 35



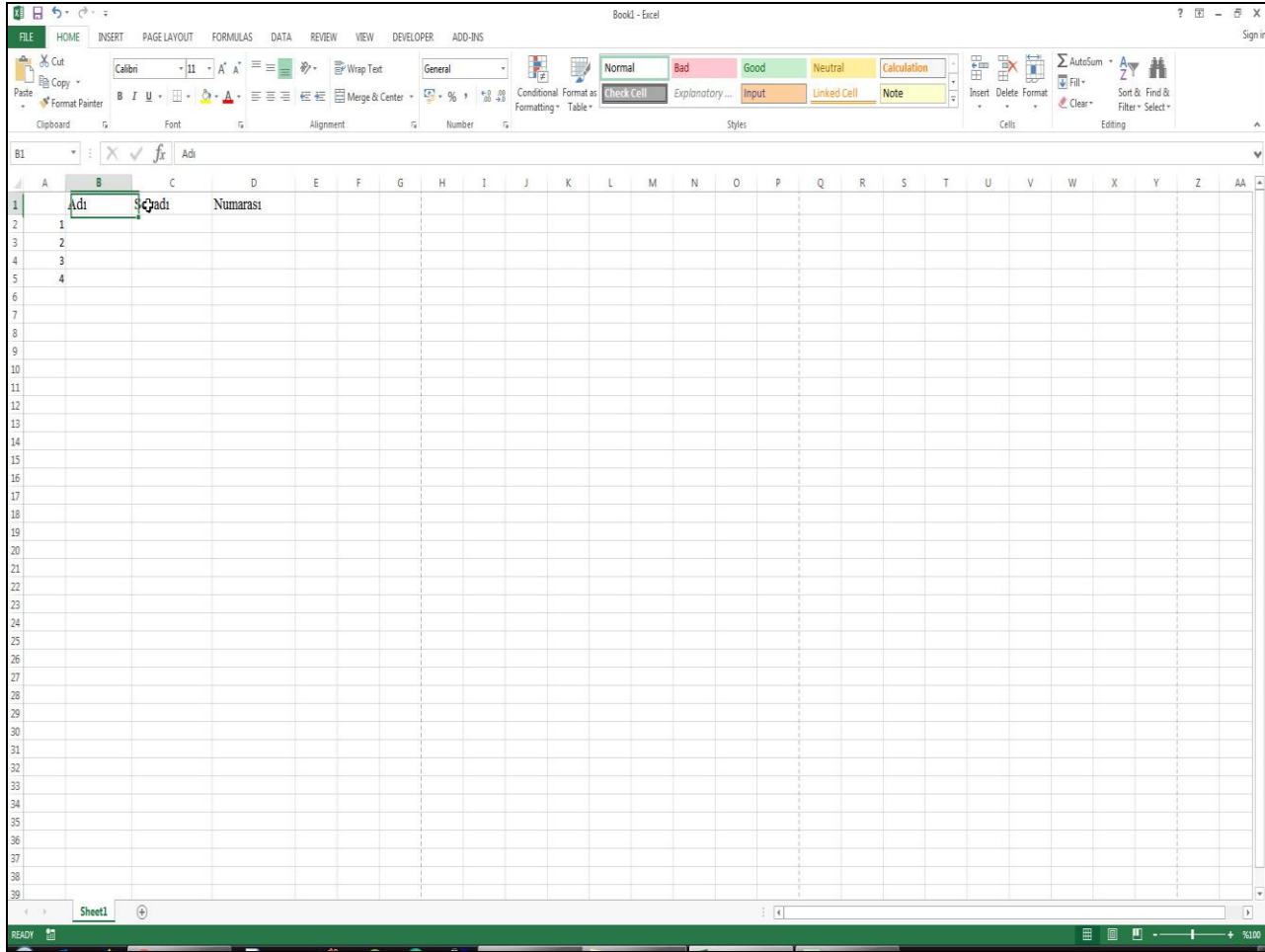
Text Captions

Slide 36 - Slide 36



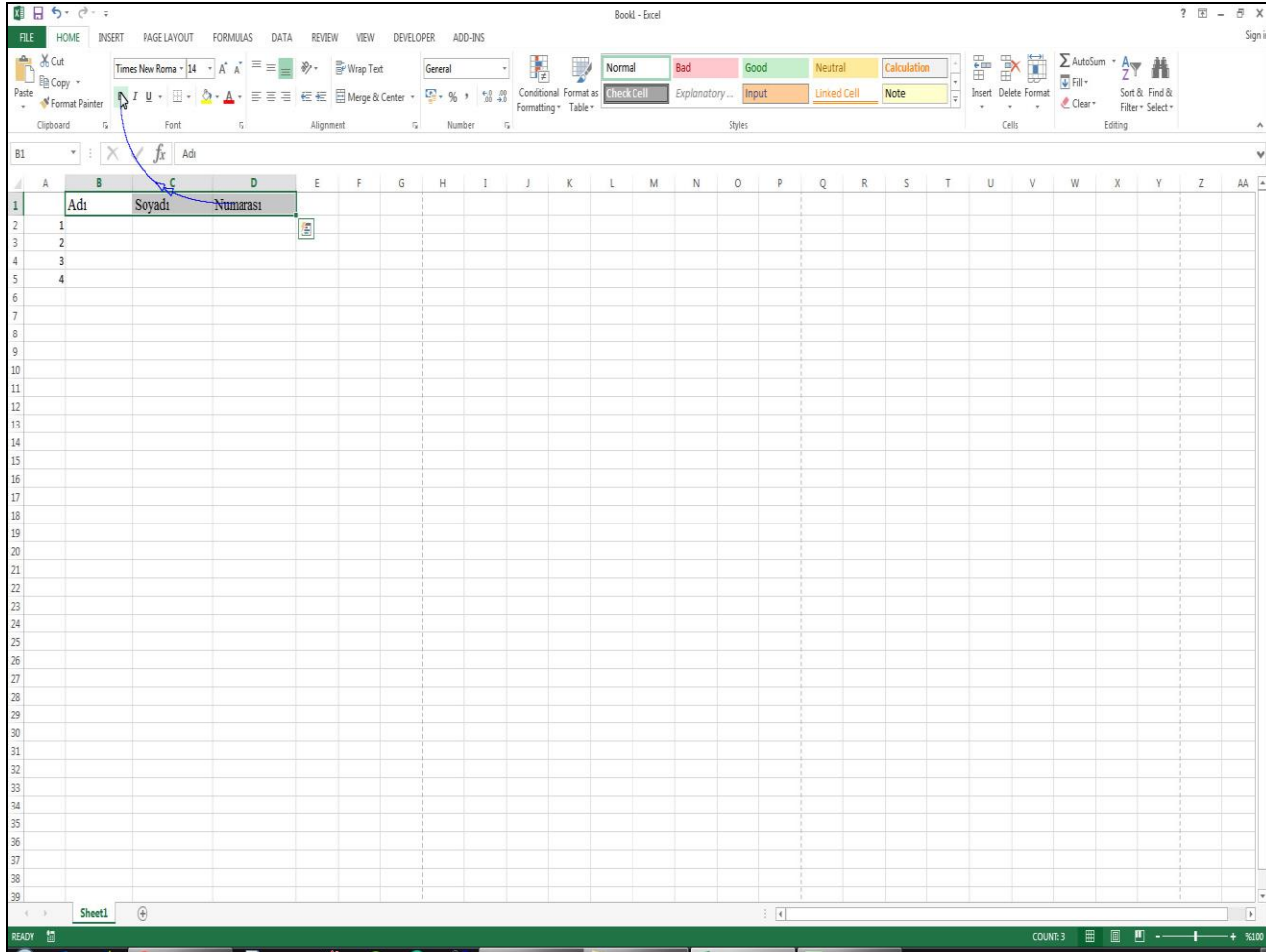
Text Captions

Slide 37 - Slide 37



Text Captions

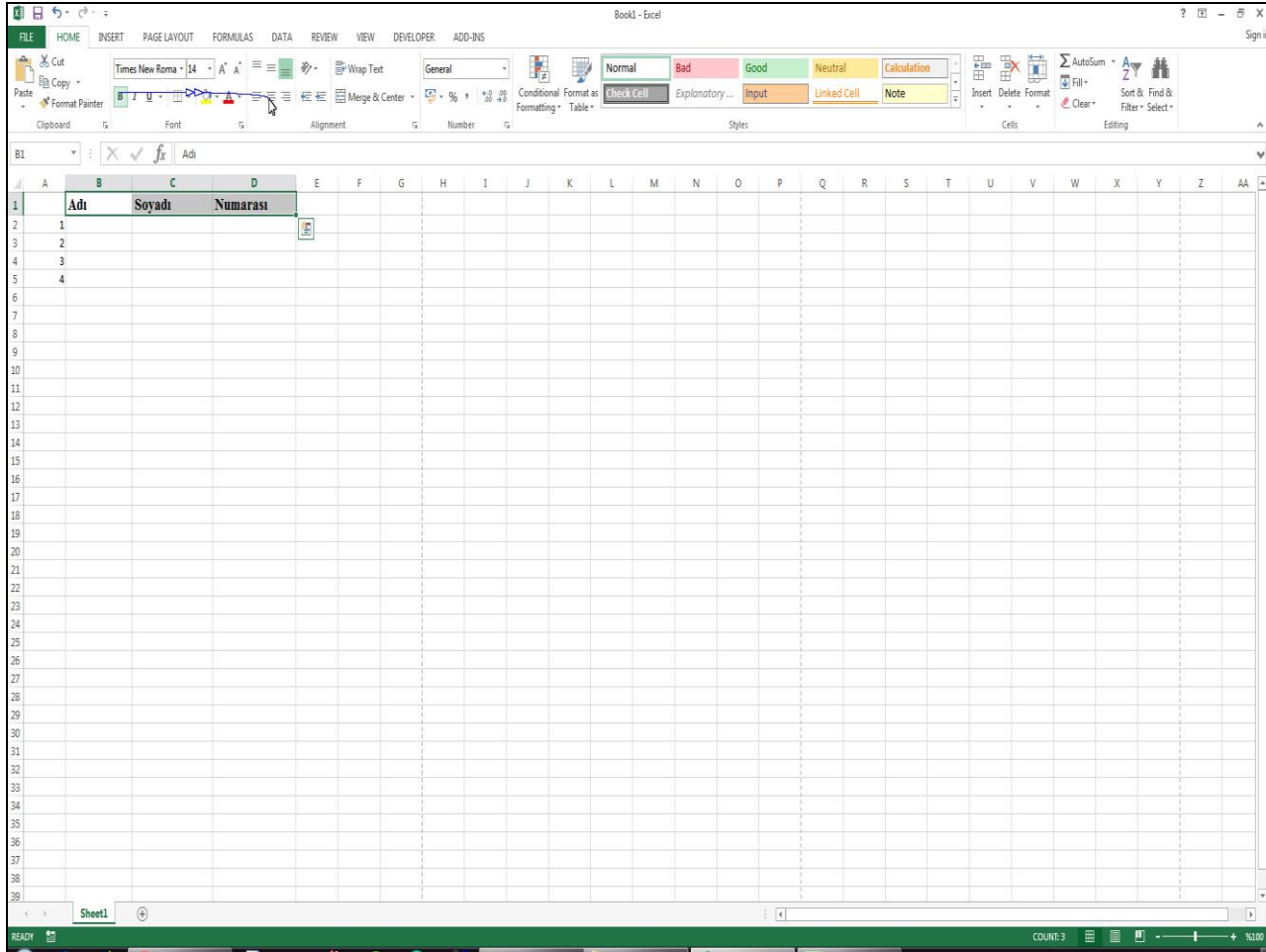
Slide 38 - Slide 38



Text Captions

Click the **Bold** button

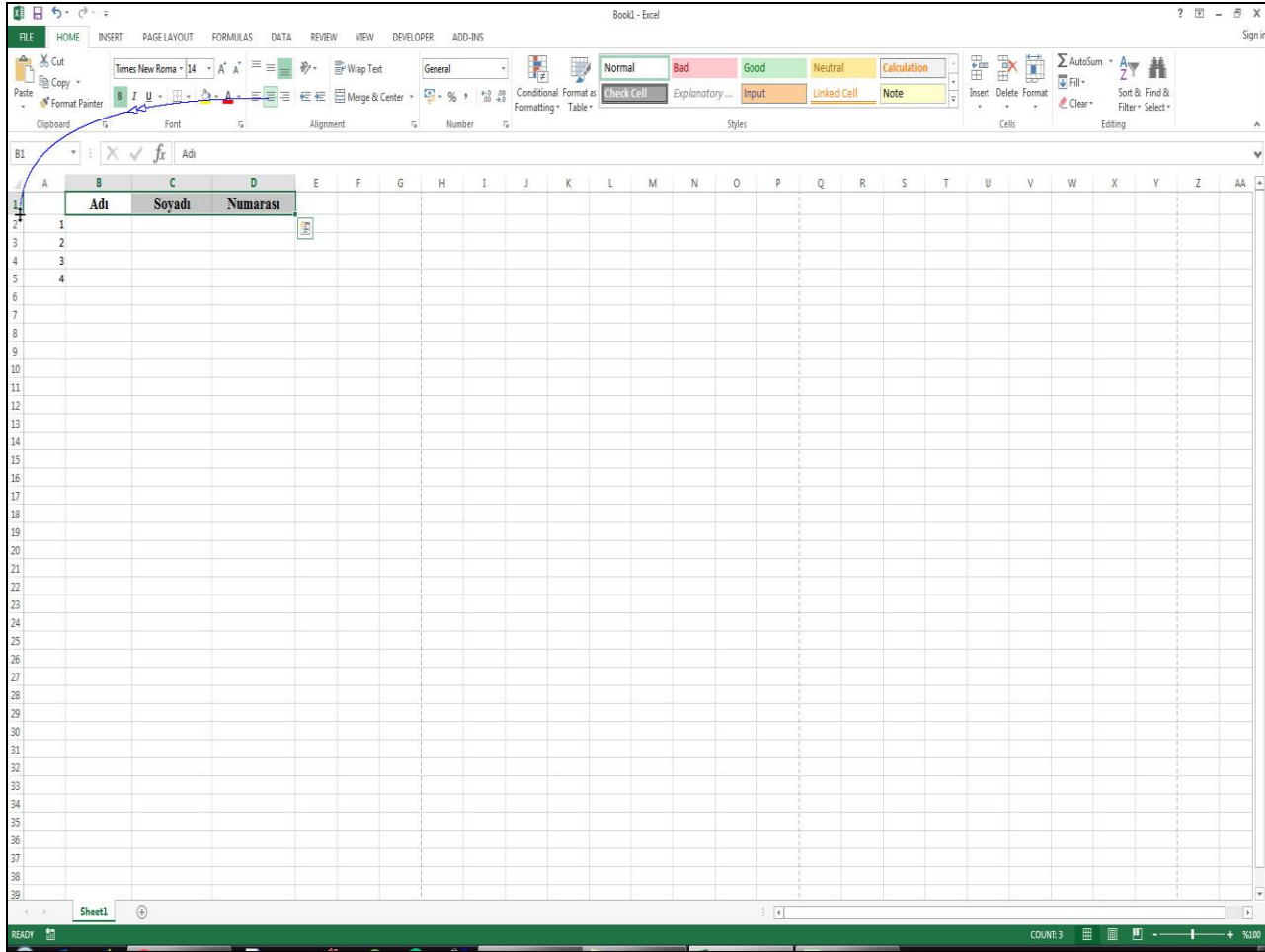
Slide 39 - Slide 39



Text Captions

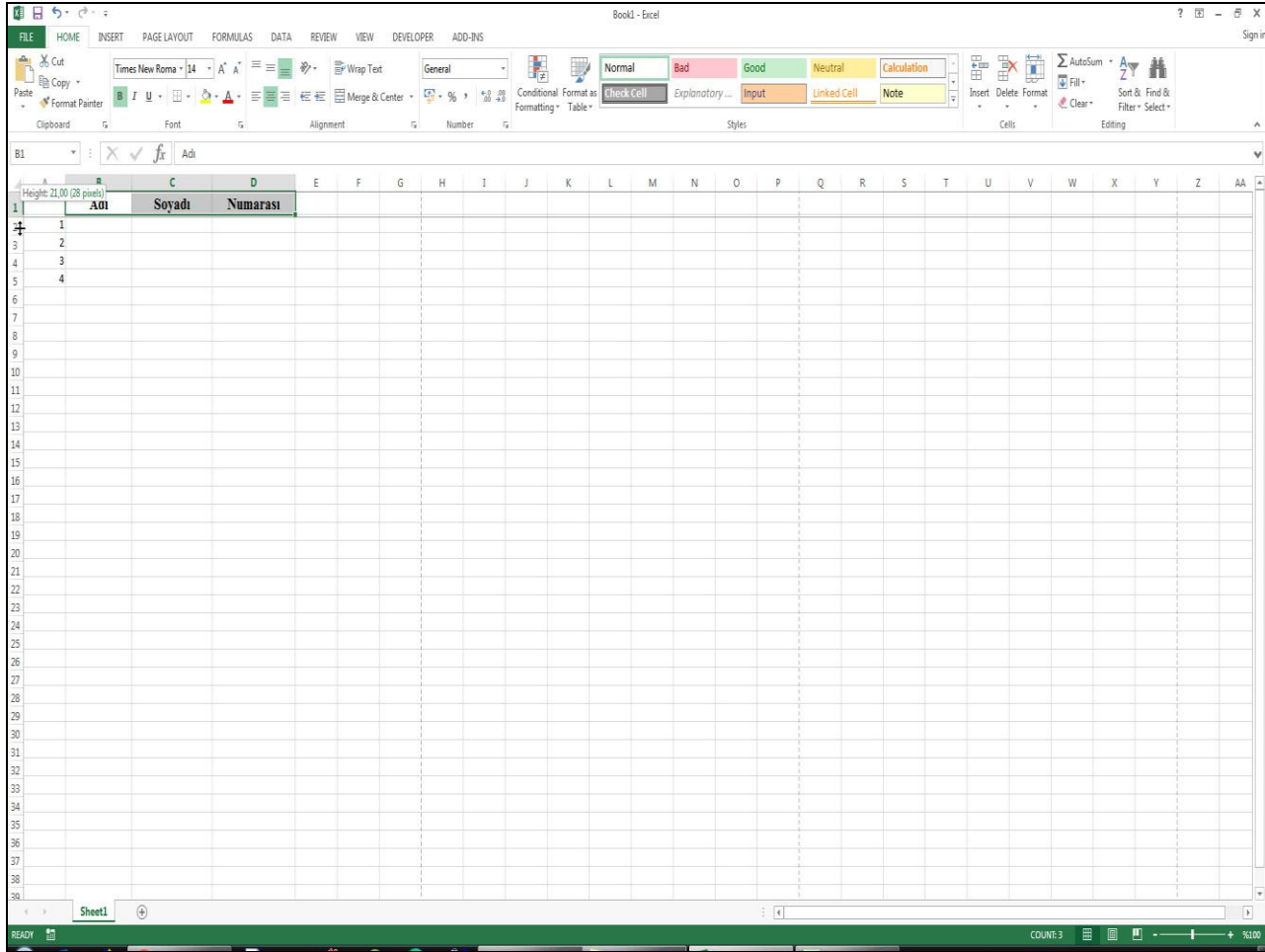
Click the **Center** button

Slide 40 - Slide 40



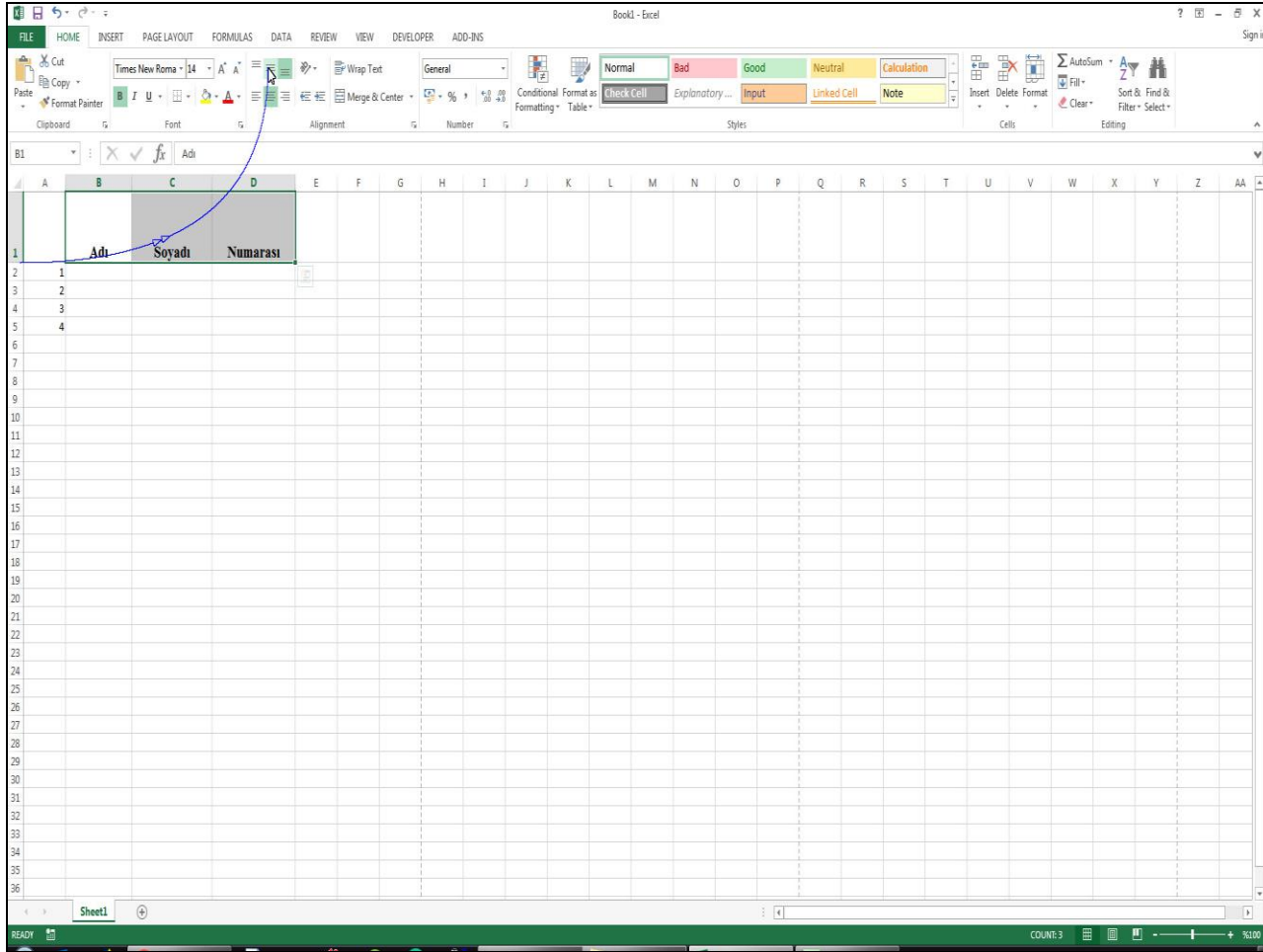
Text Captions

Slide 41 - Slide 41



Text Captions

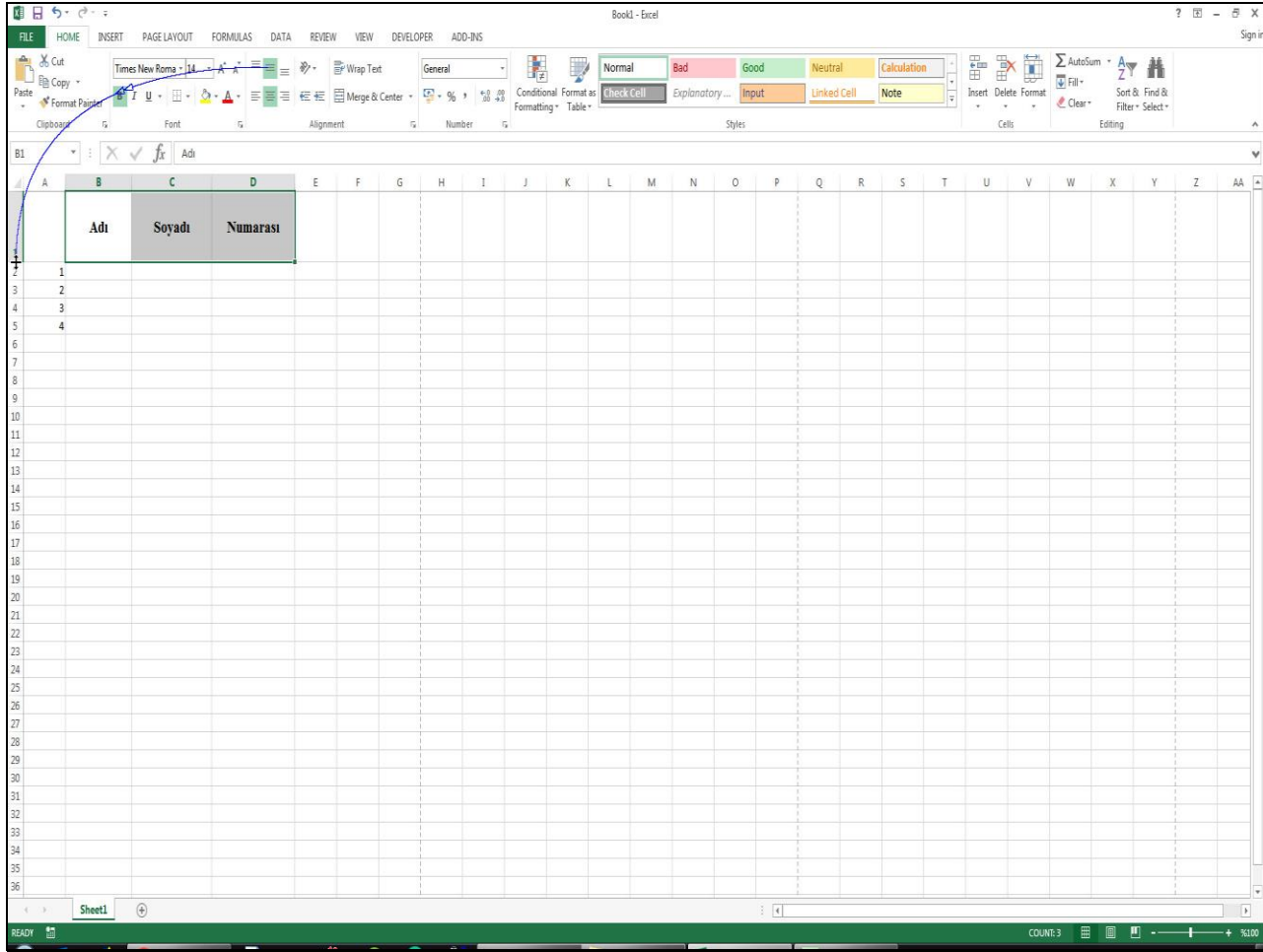
Slide 42 - Slide 42



Text Captions

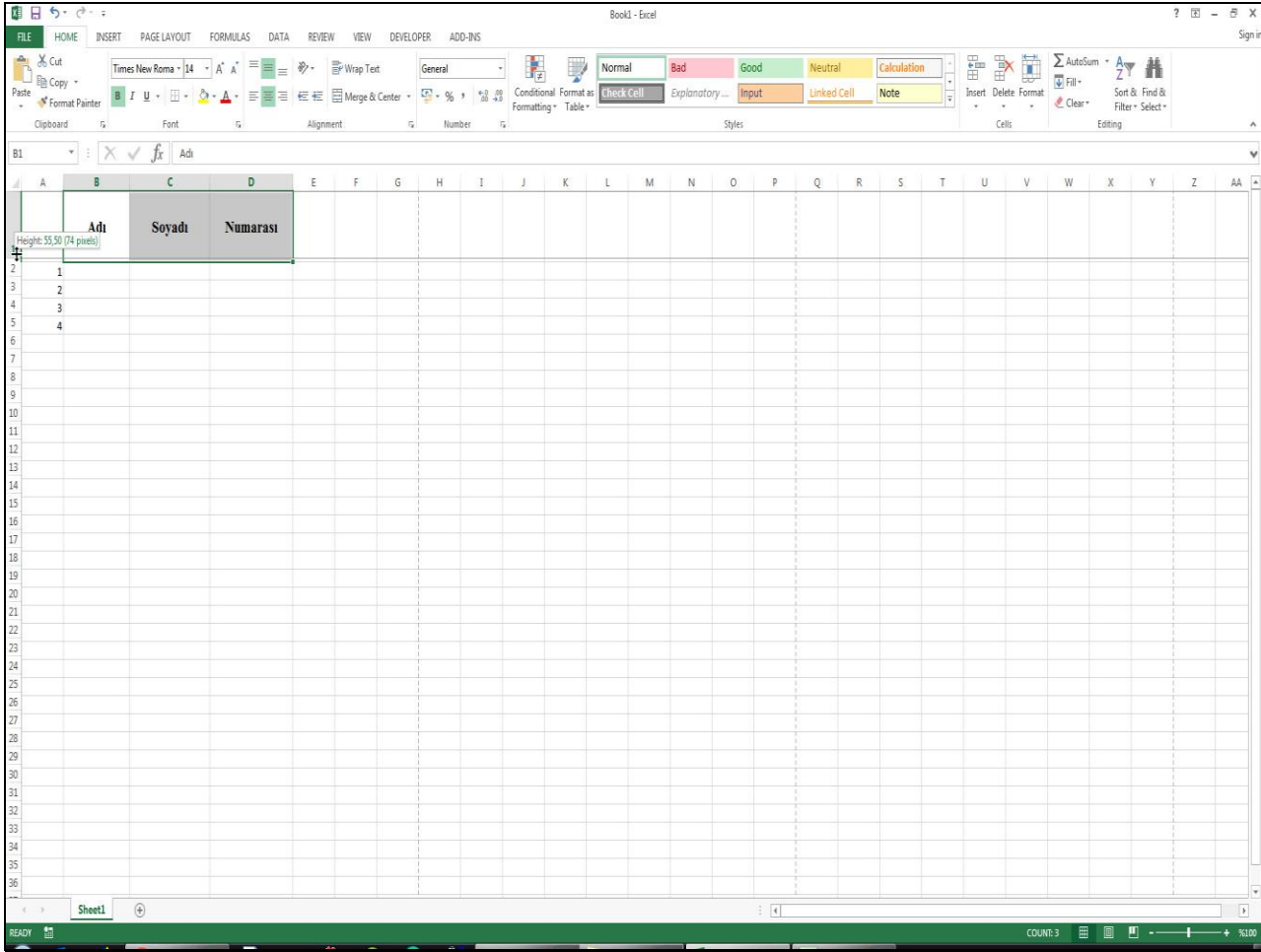
Click the **Middle Align** button

Slide 43 - Slide 43



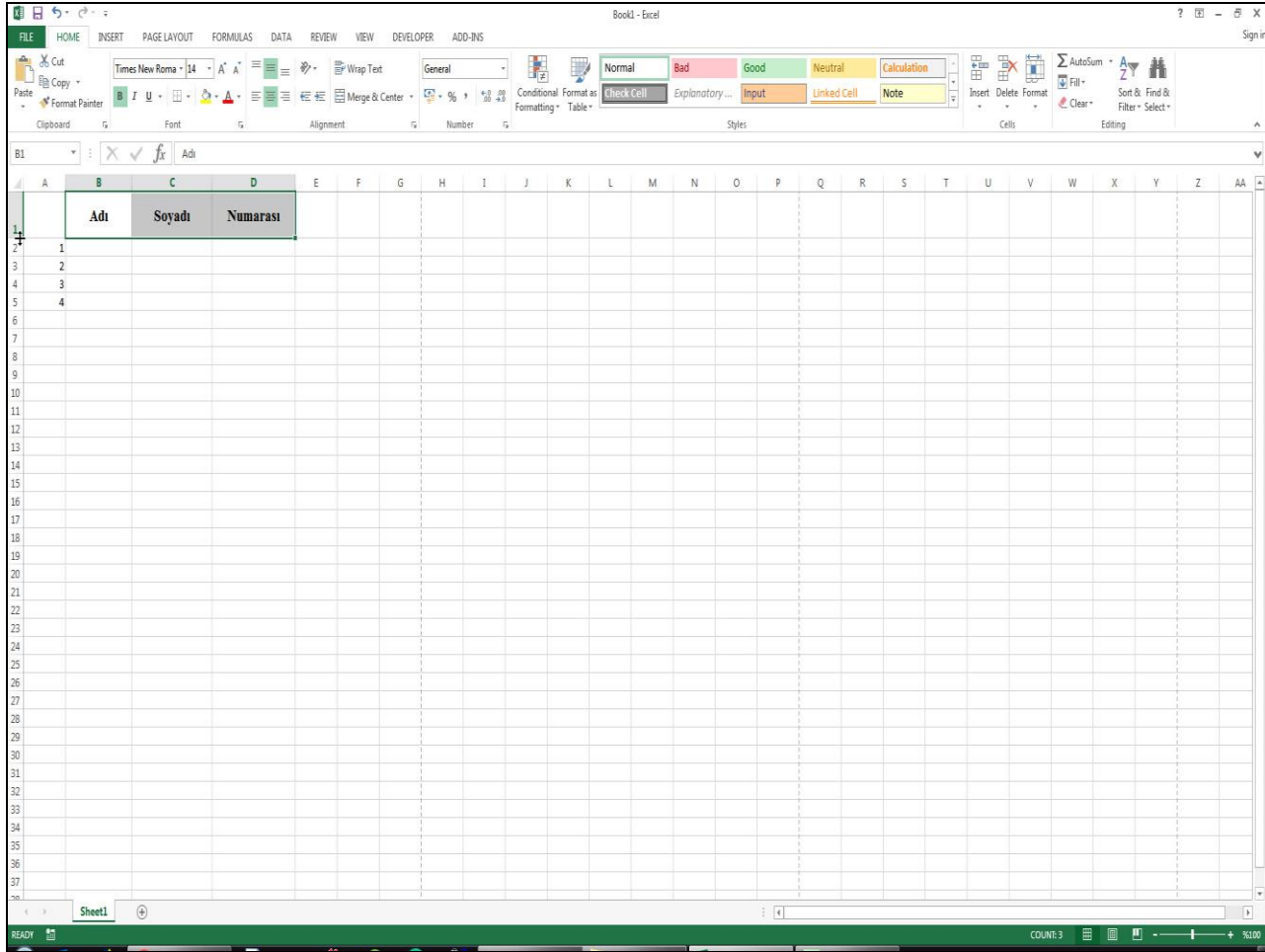
Text Captions

Slide 44 - Slide 44



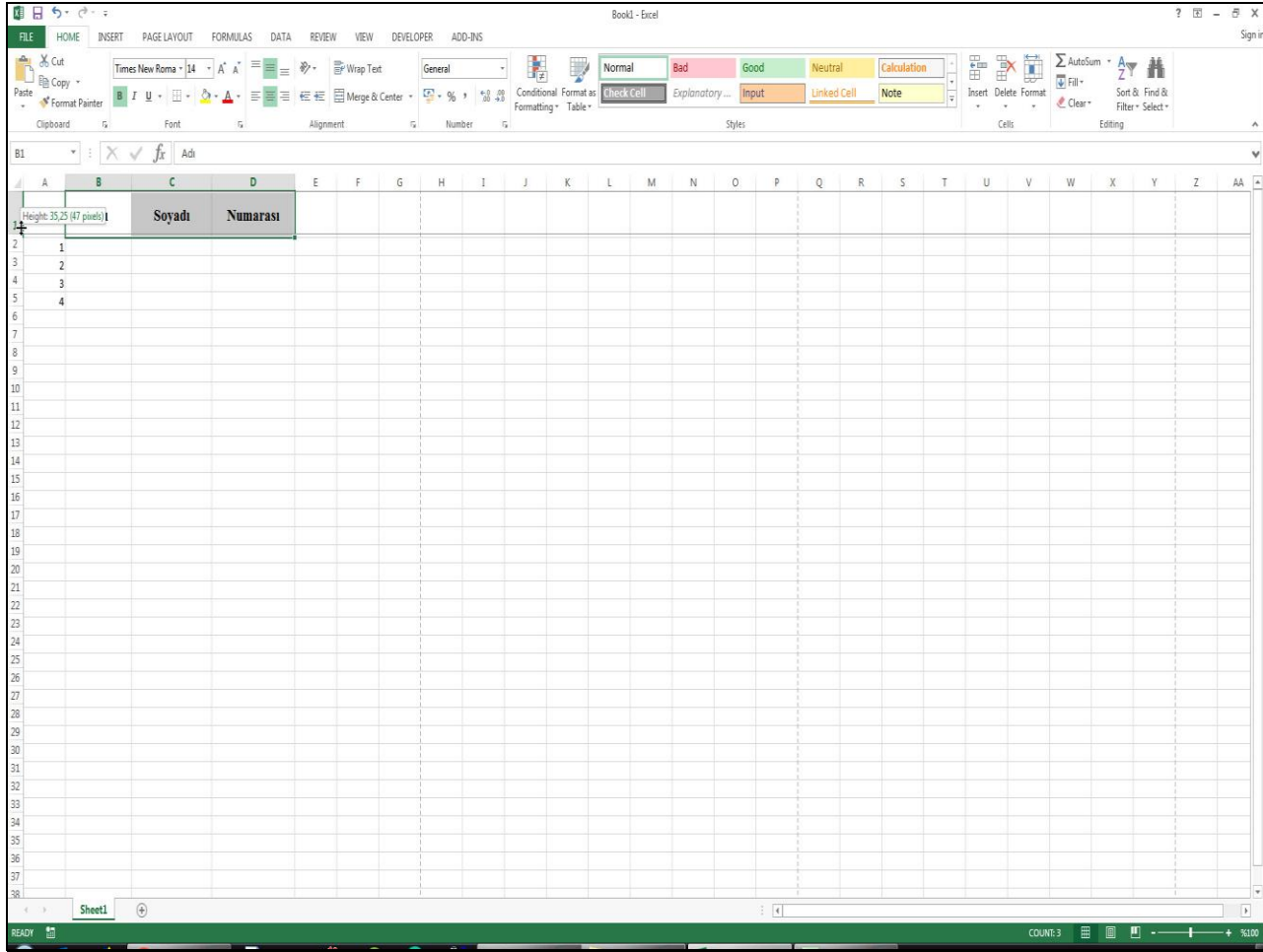
Text Captions

Slide 45 - Slide 45



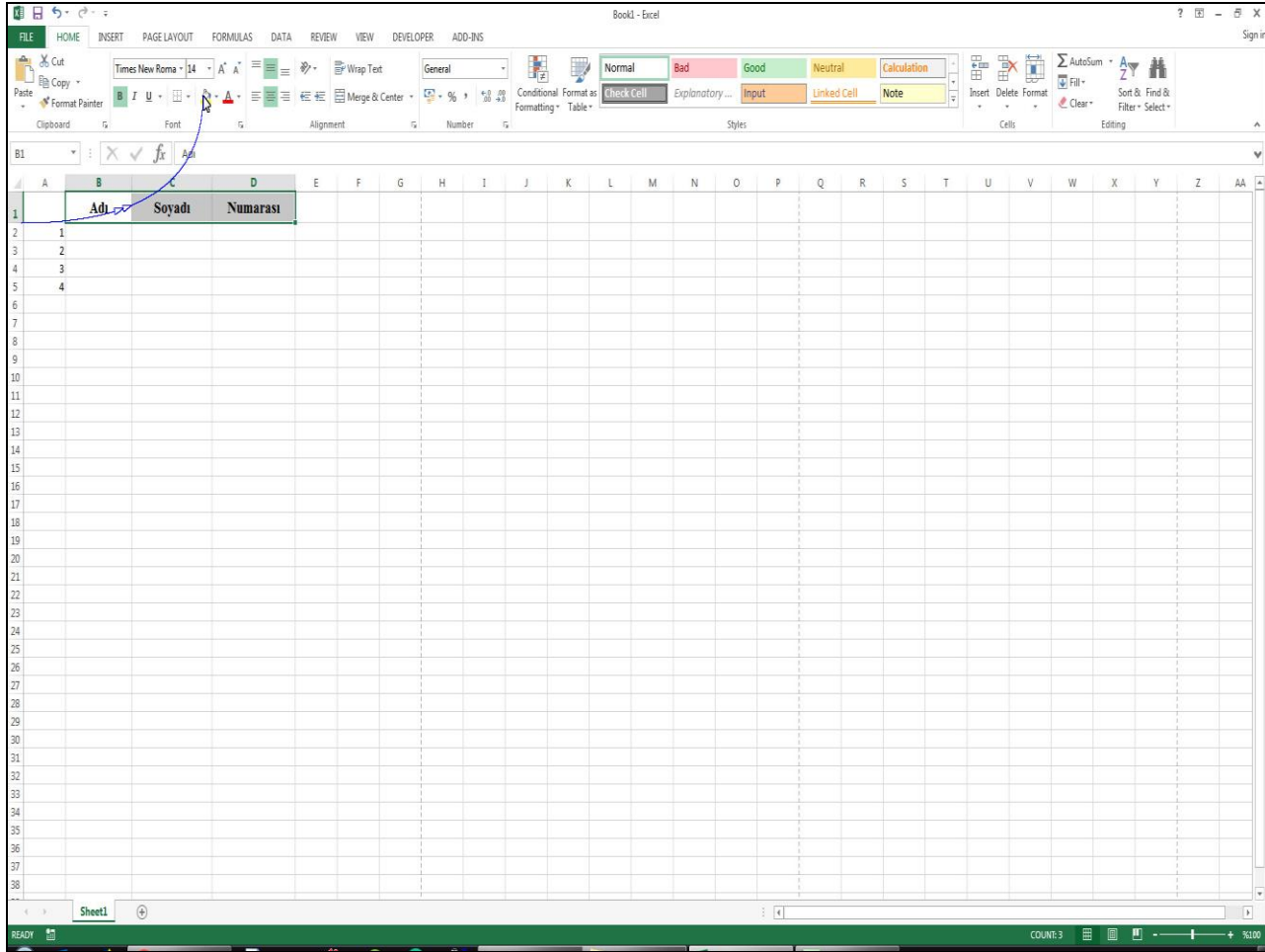
Text Captions

Slide 46 - Slide 46



Text Captions

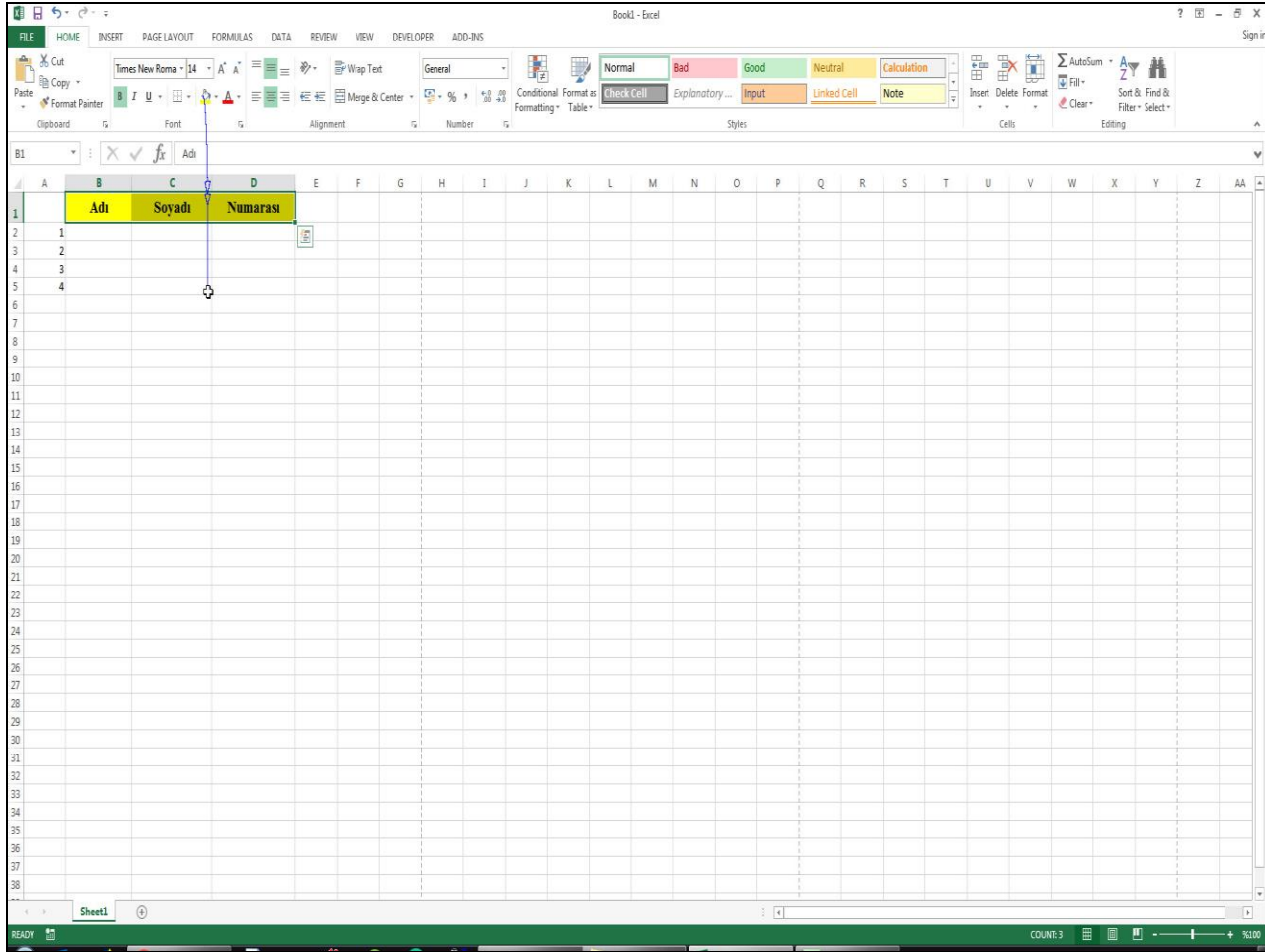
Slide 47 - Slide 47



Text Captions

Select Shading

Slide 48 - Slide 48



Text Captions

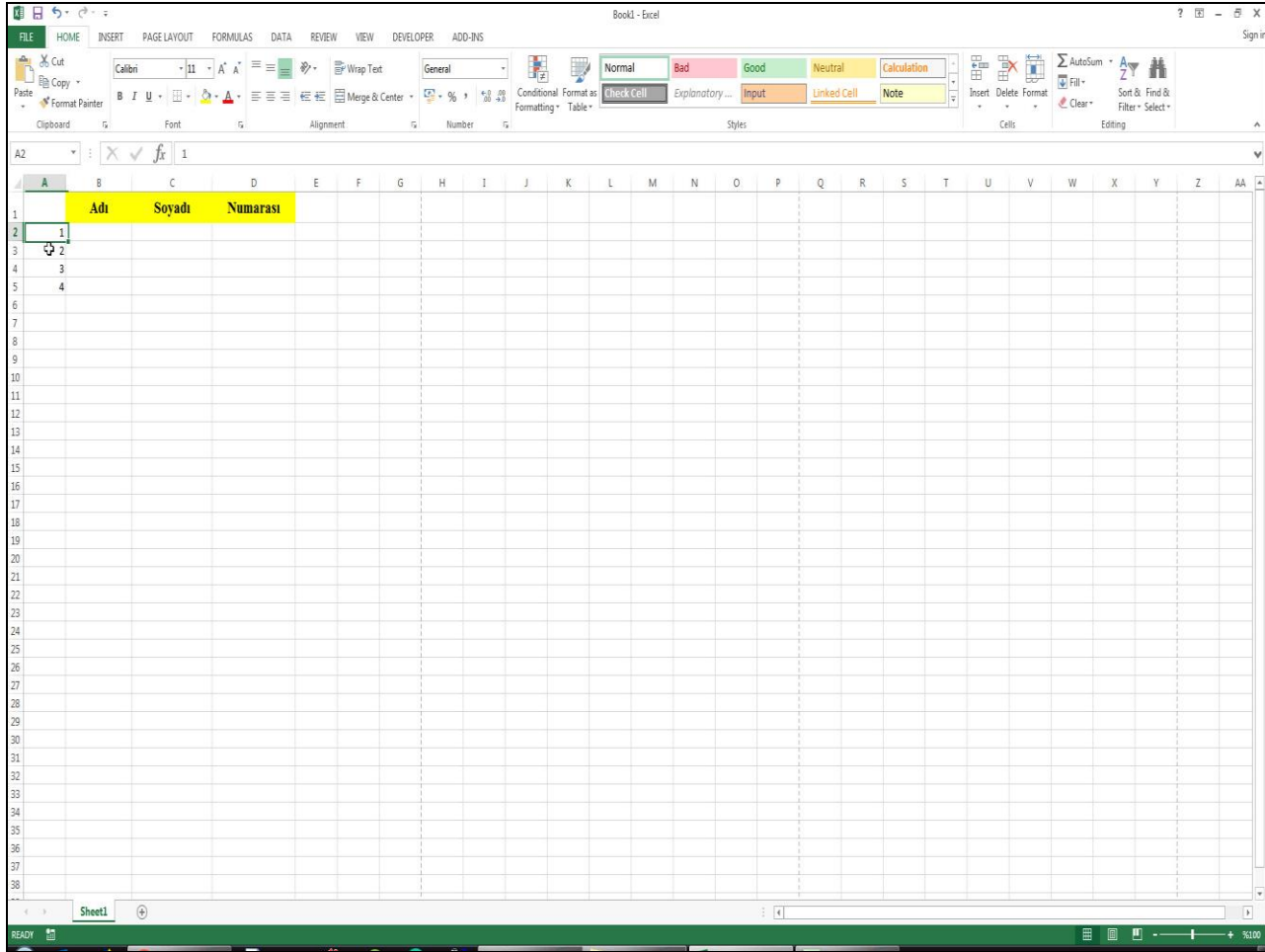
Select Book1

Slide 49 - Slide 49

The image shows a screenshot of the Microsoft Excel application. The title bar reads "Book1 - Excel". The ribbon is set to "HOME" and includes tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, DEVELOPER, and ADD-INS. The ribbon contains various toolbars for Clipboard, Font, Alignment, Number, Conditional Formatting, Styles, Cells, and Editing. The spreadsheet grid shows columns A through AA and rows 1 through 38. The first three columns are highlighted in yellow and labeled "Adı", "Soyadı", and "Numarası" respectively. A blue selection box is visible around the cells in row 4, columns B and C. The status bar at the bottom indicates "Sheet1" and "93.00".

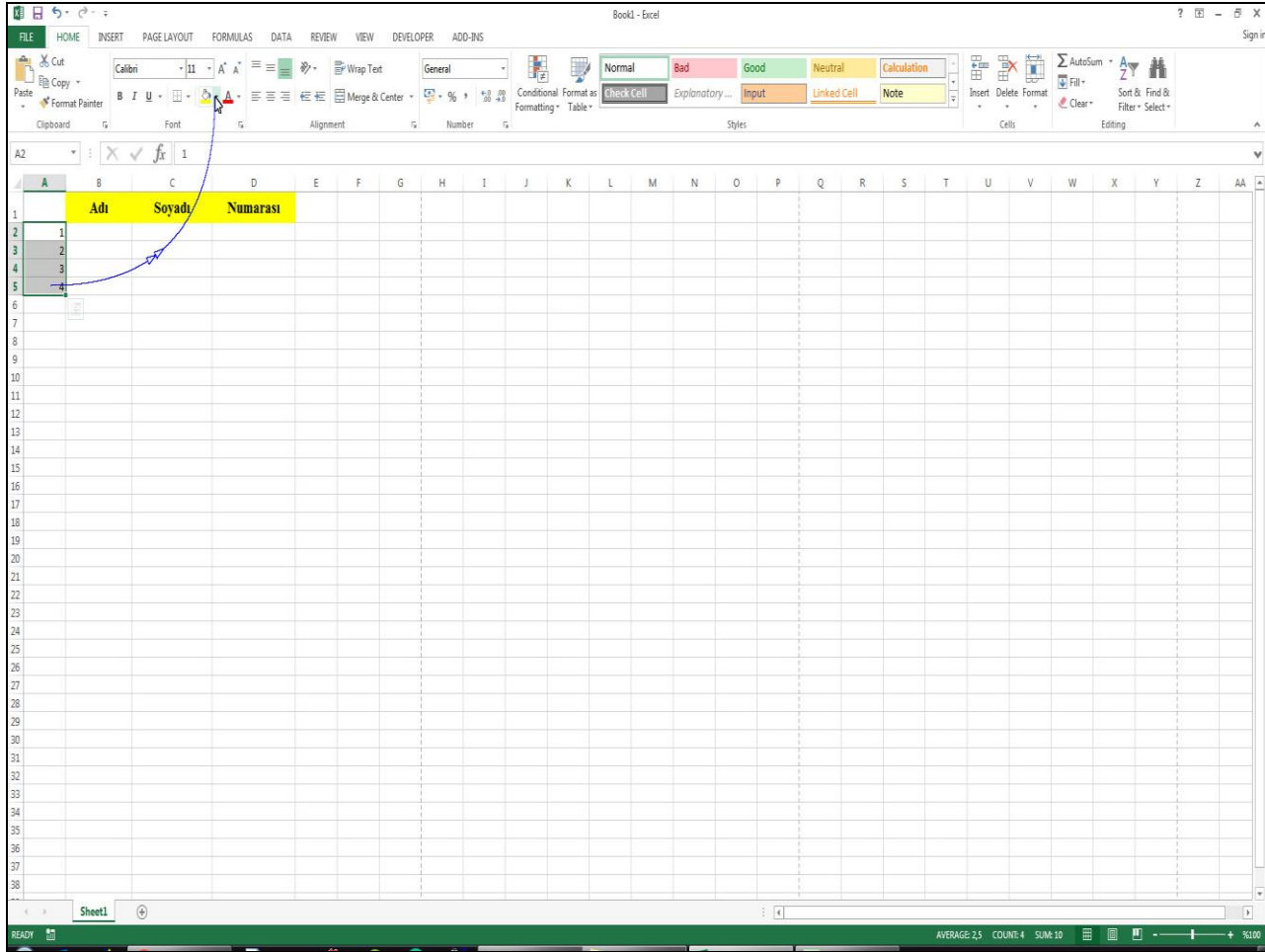
Text Captions

Slide 50 - Slide 50



Text Captions

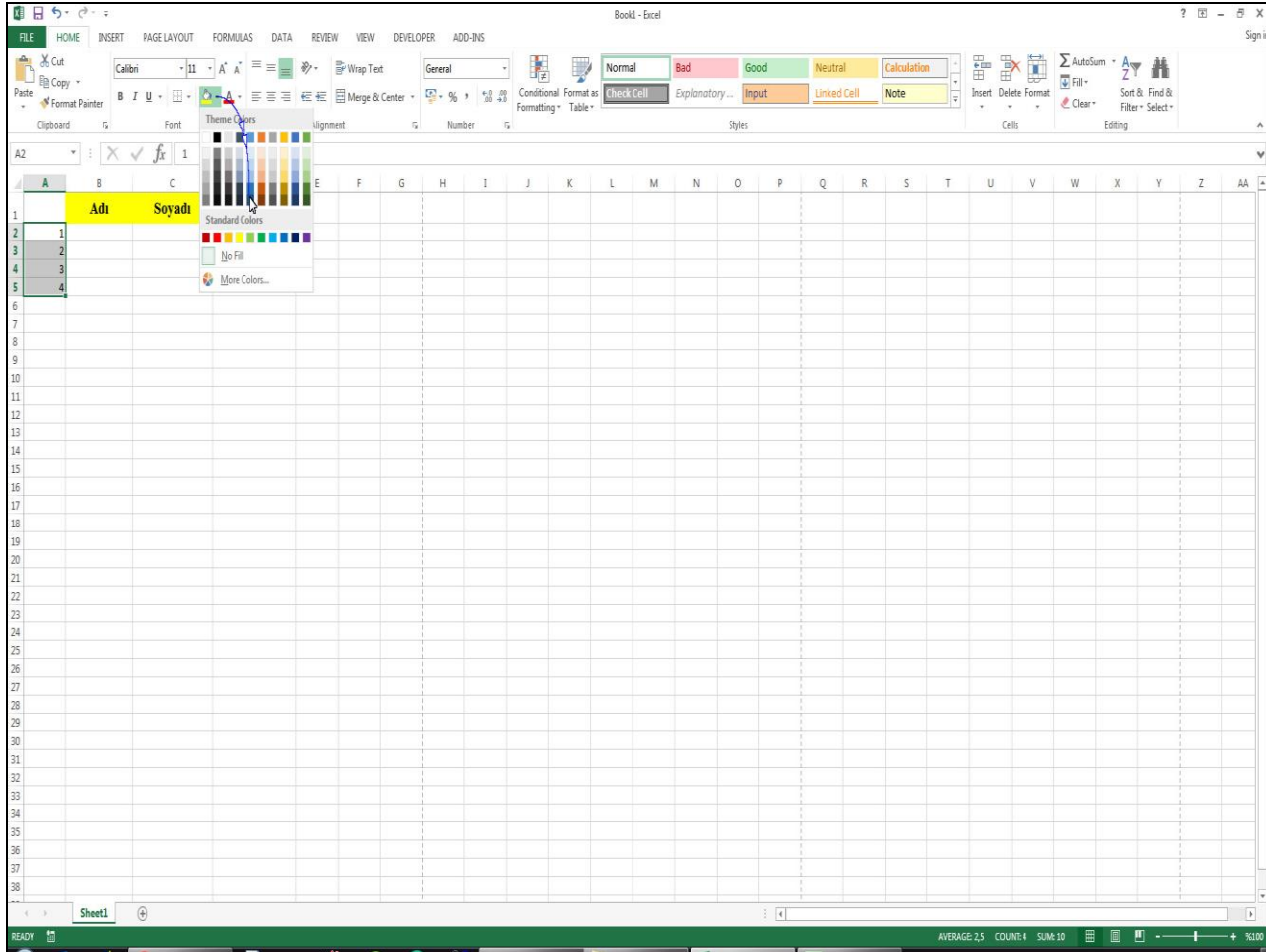
Slide 51 - Slide 51



Text Captions

Select Shading

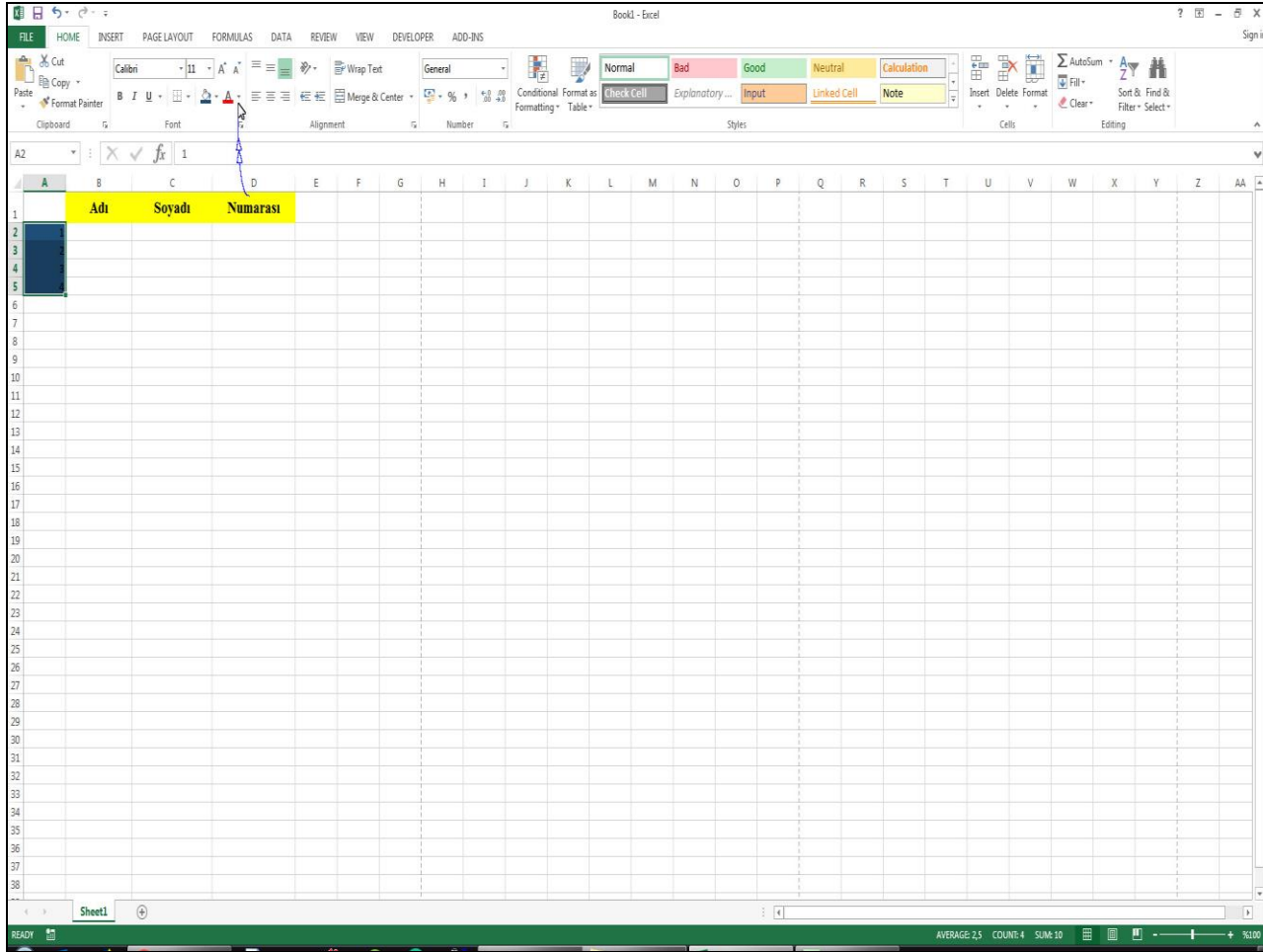
Slide 52 - Slide 52



Text Captions

Select the **Blue, Accent 1, Darker 50%** item

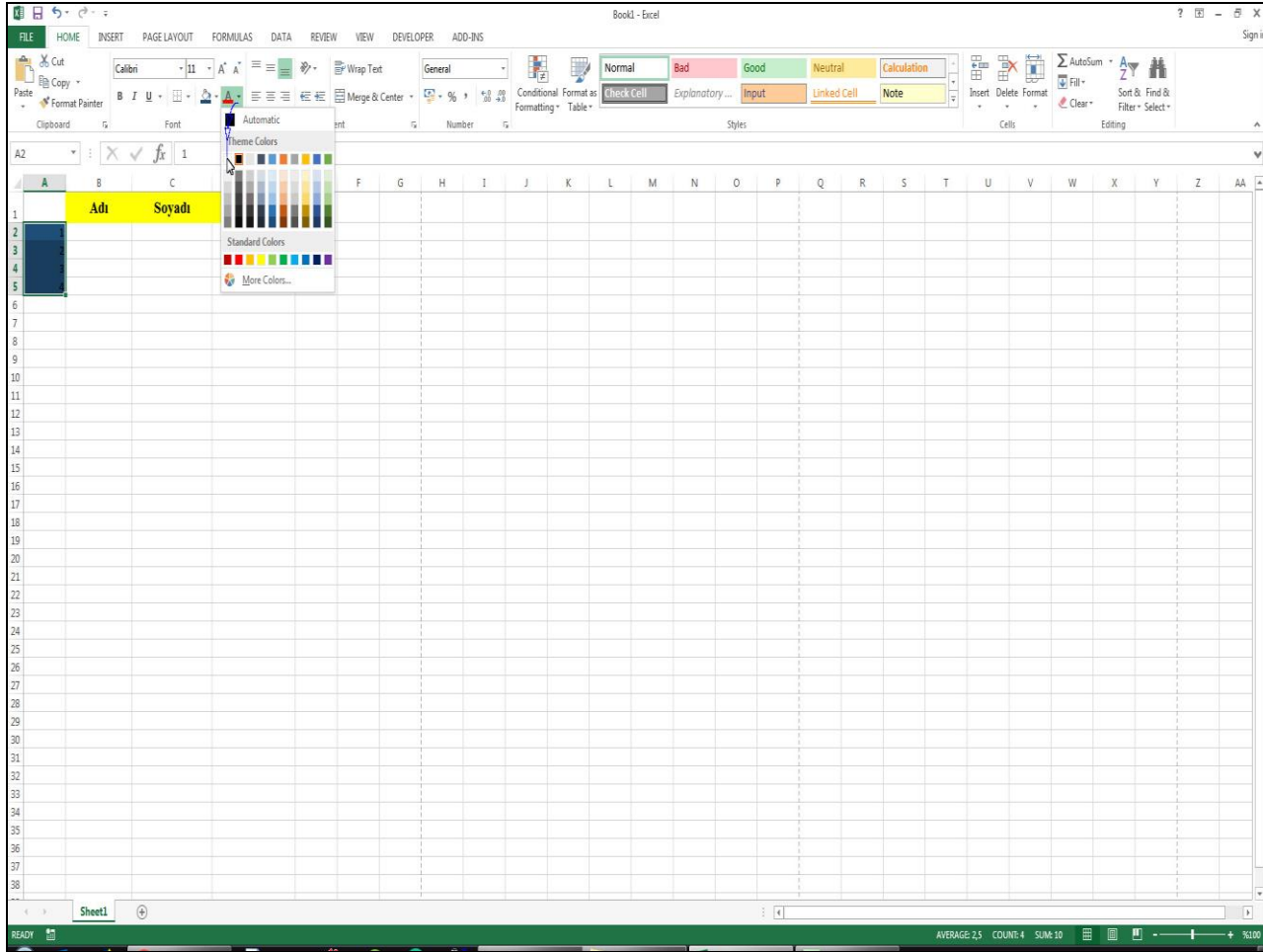
Slide 53 - Slide 53



Text Captions

Select Font Color

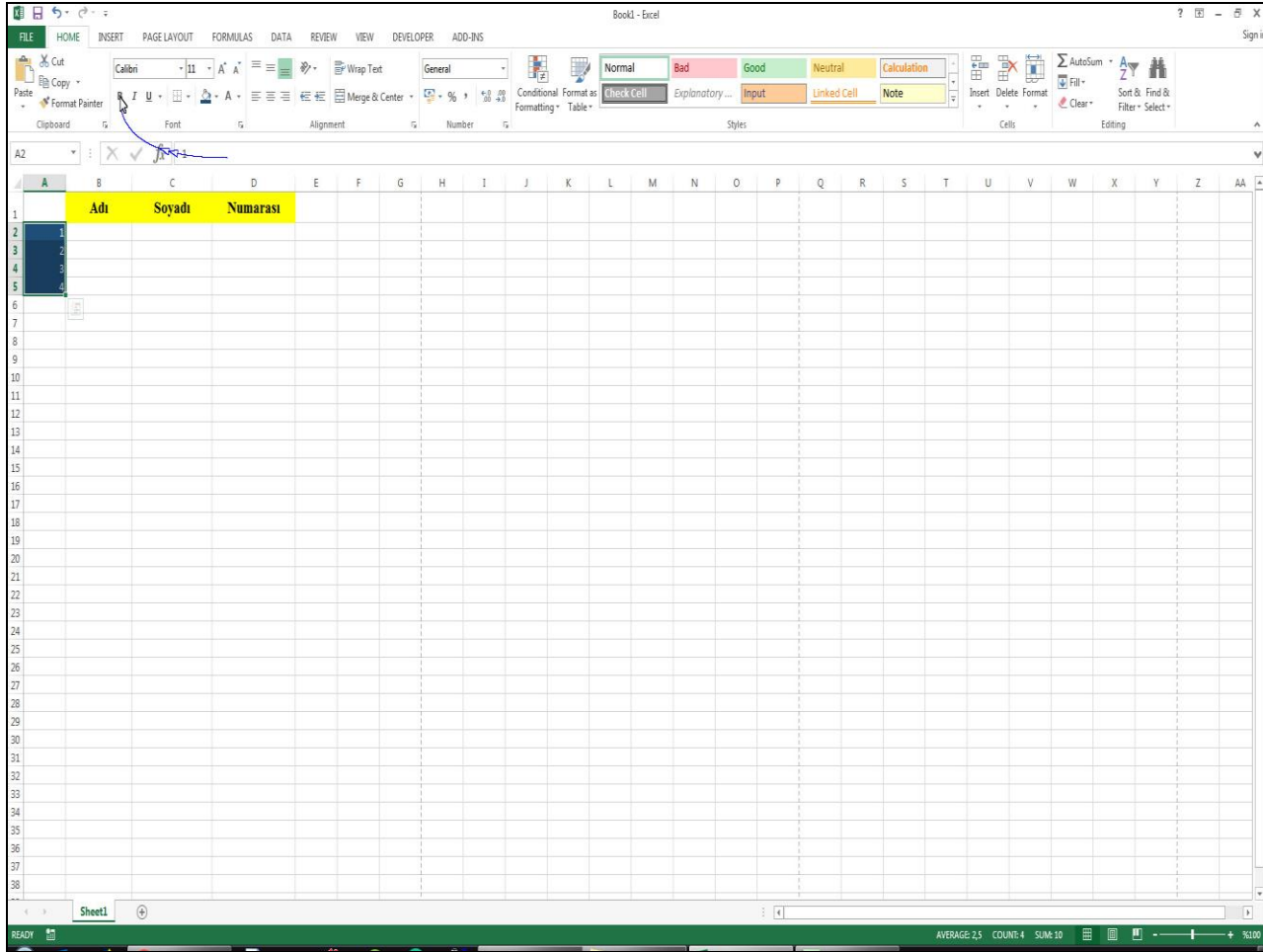
Slide 54 - Slide 54



Text Captions

Select the **White, Background 1** item

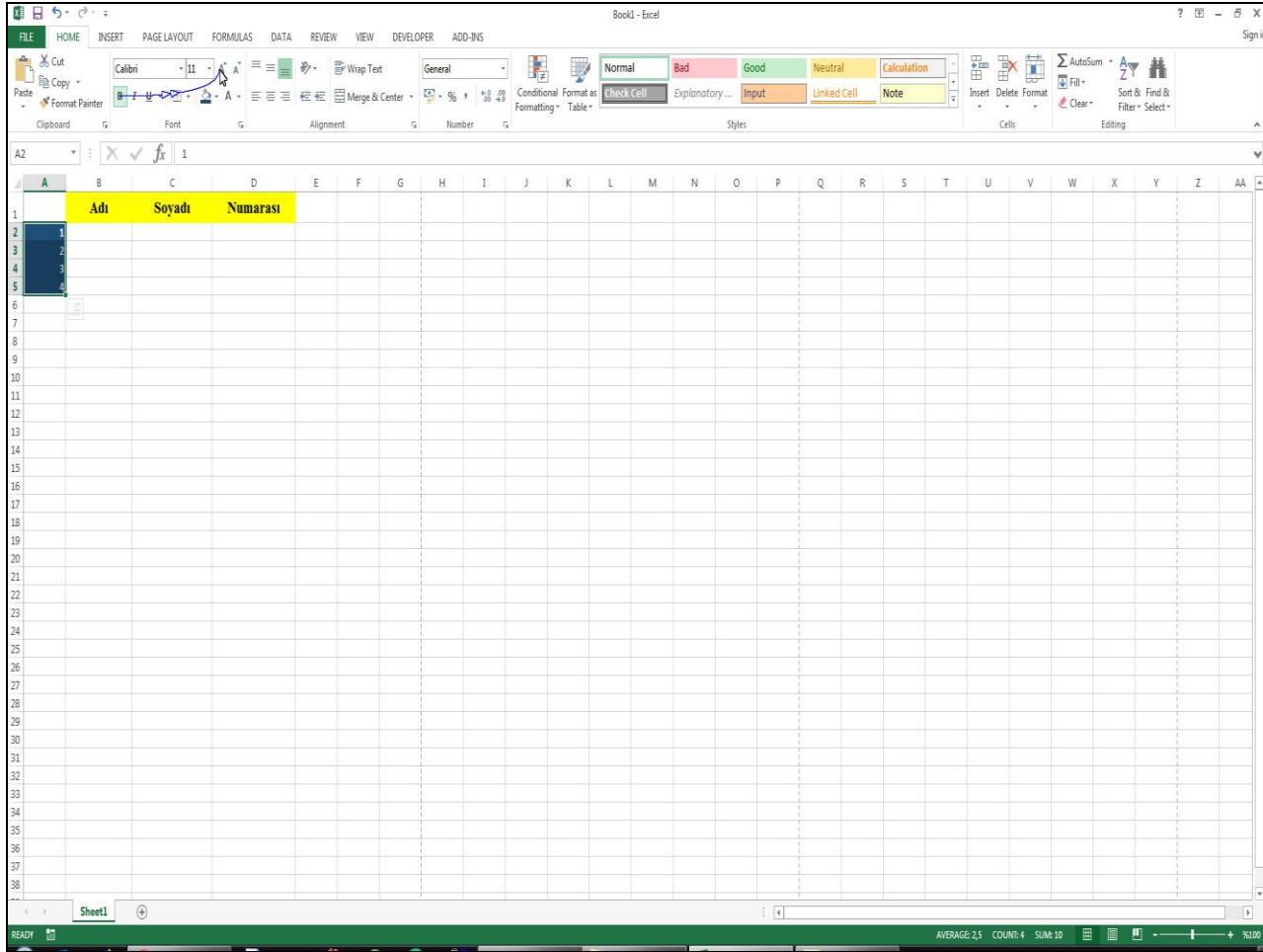
Slide 55 - Slide 55



Text Captions

Click the **Bold** button

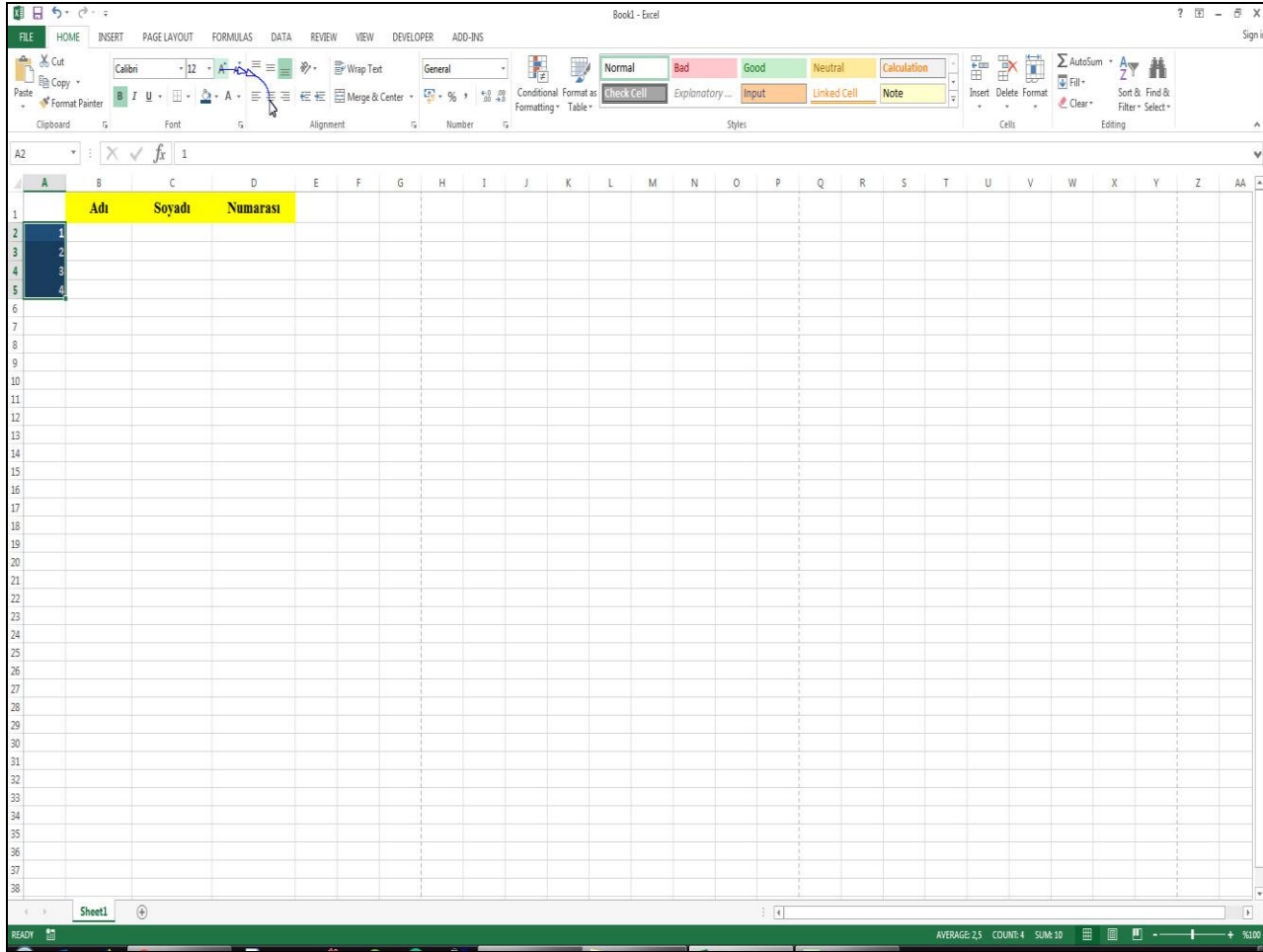
Slide 56 - Slide 56



Text Captions

Click the **Increase Font Size** button

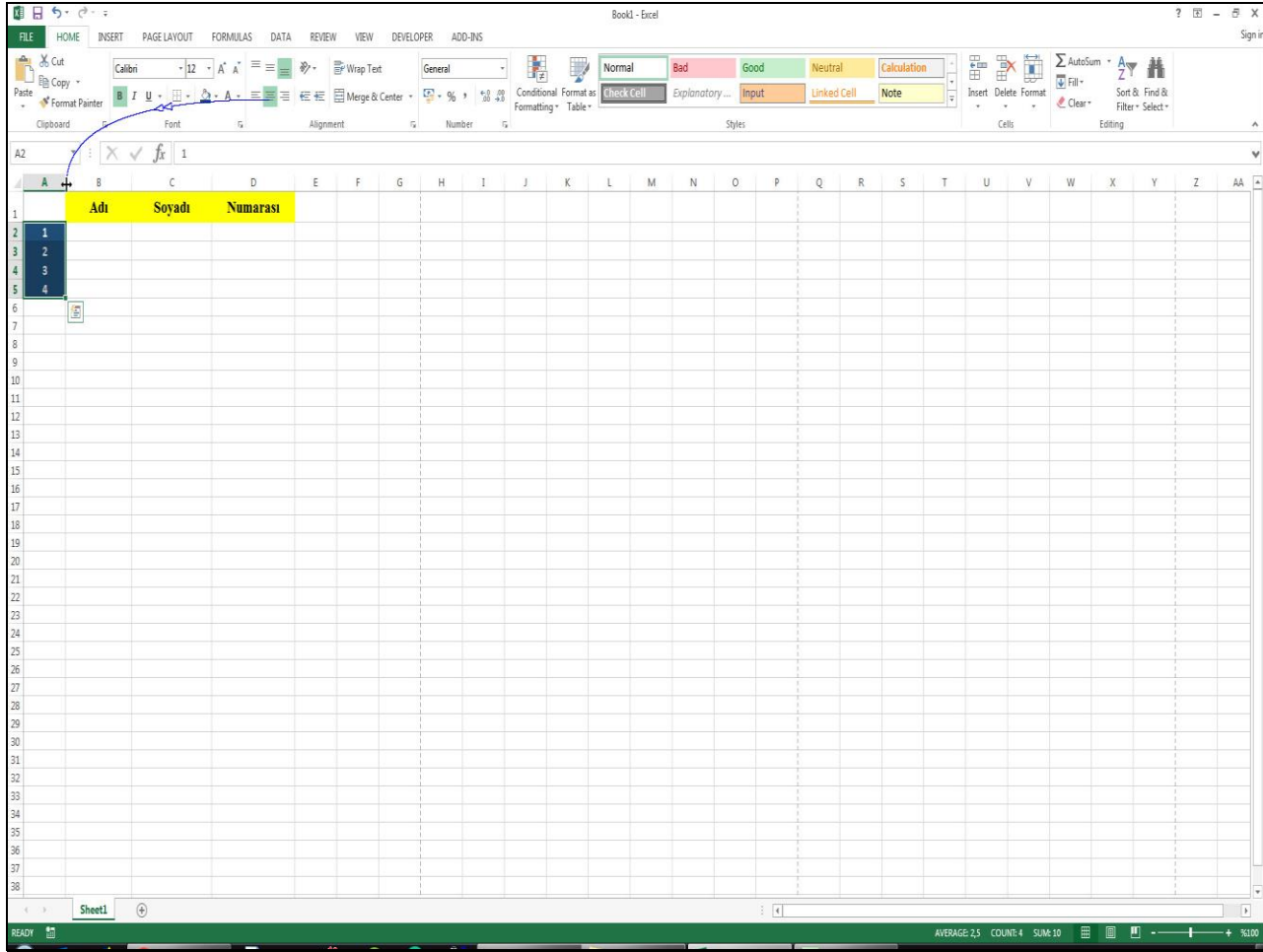
Slide 57 - Slide 57



Text Captions

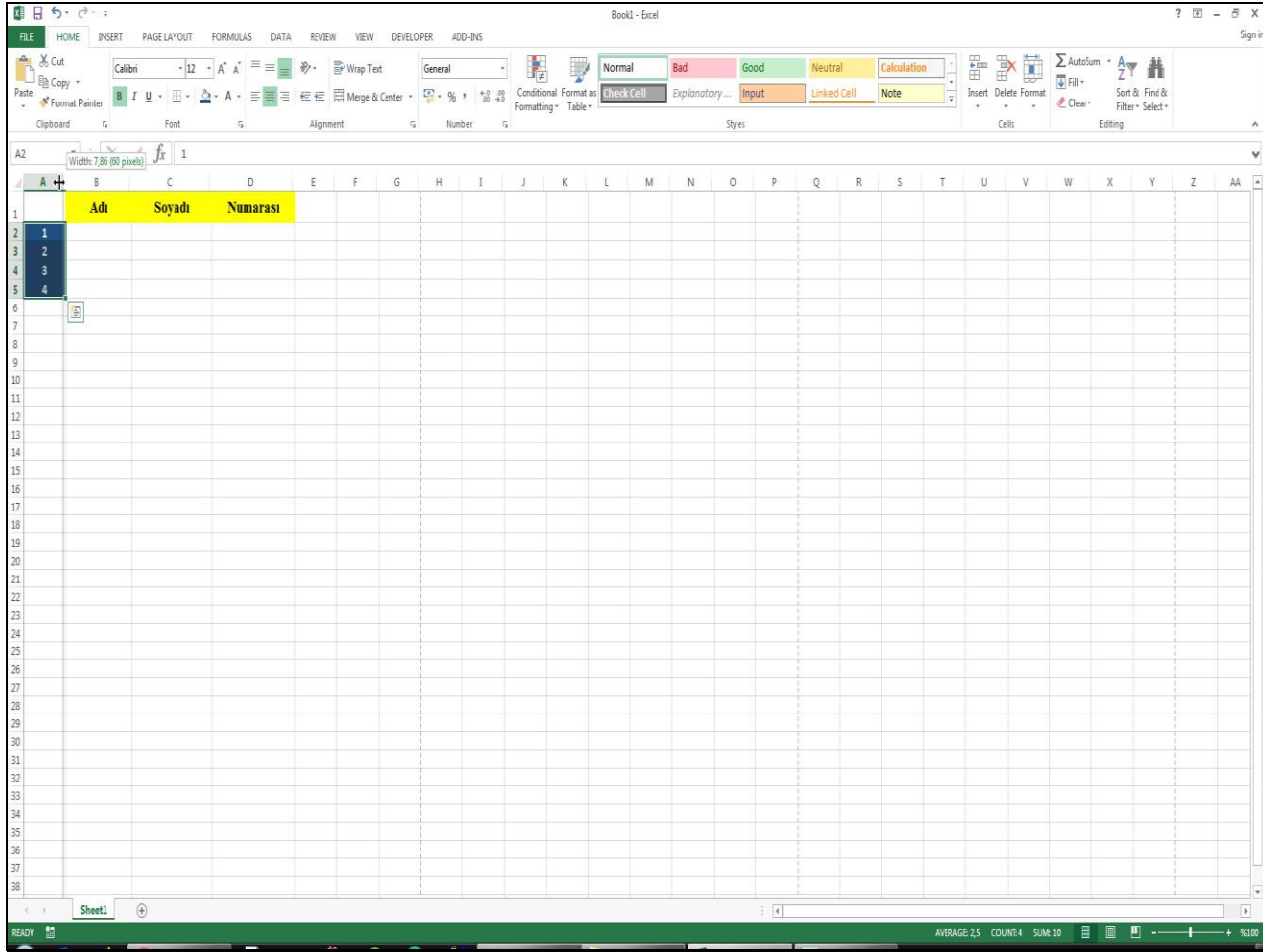
Click the **Center** button

Slide 58 - Slide 58



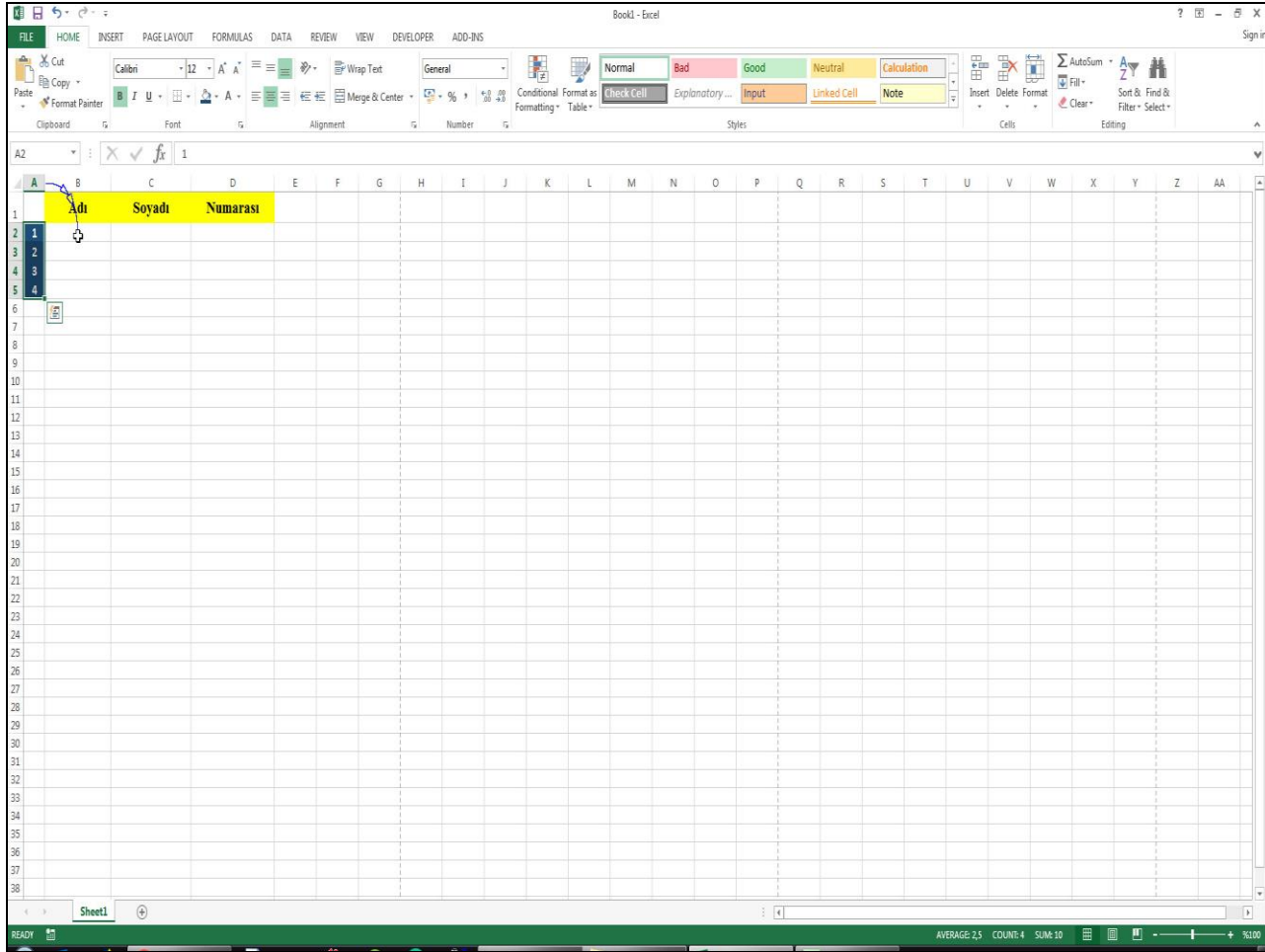
Text Captions

Slide 59 - Slide 59



Text Captions

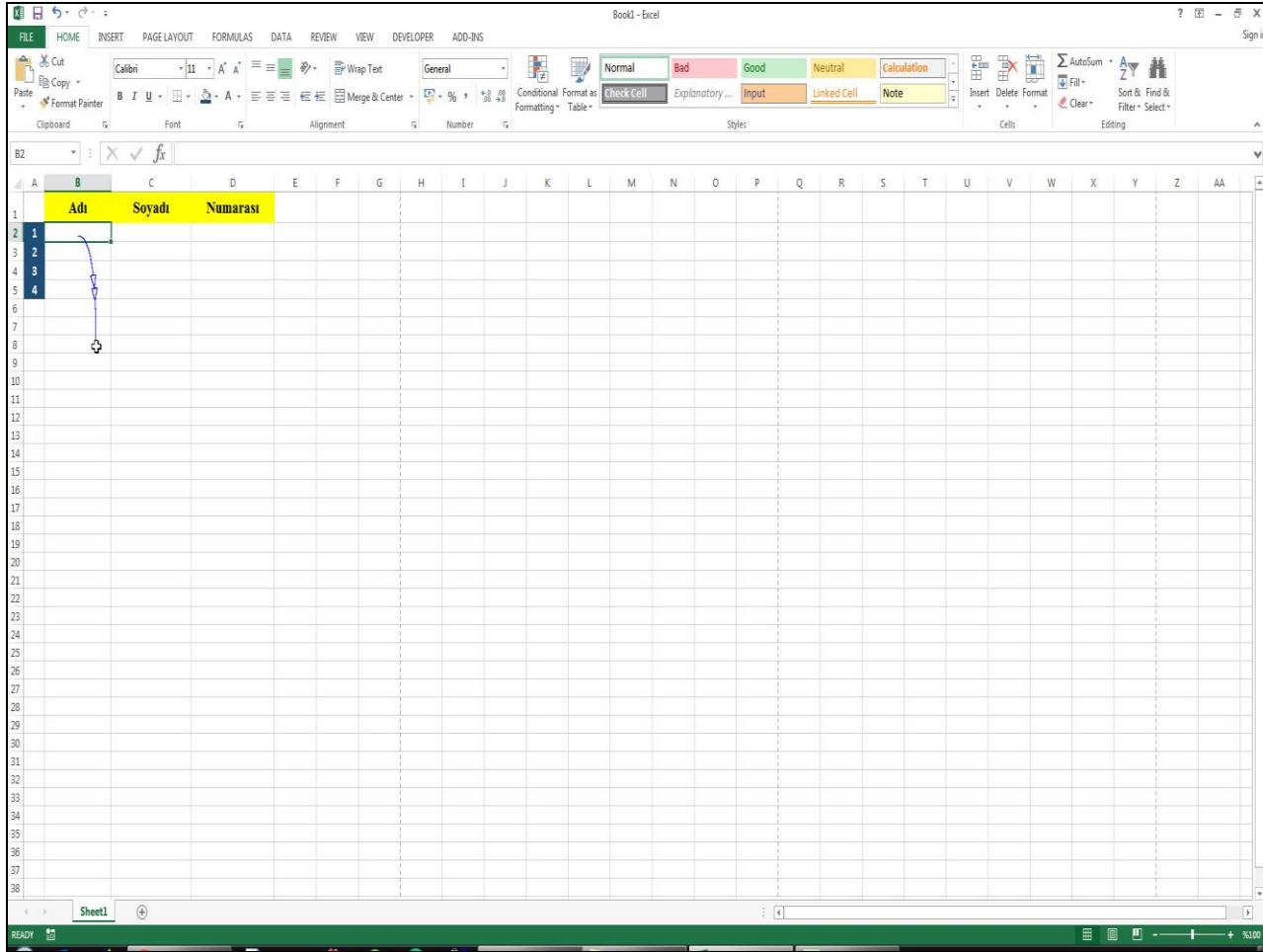
Slide 60 - Slide 60



Text Captions

Select Book1

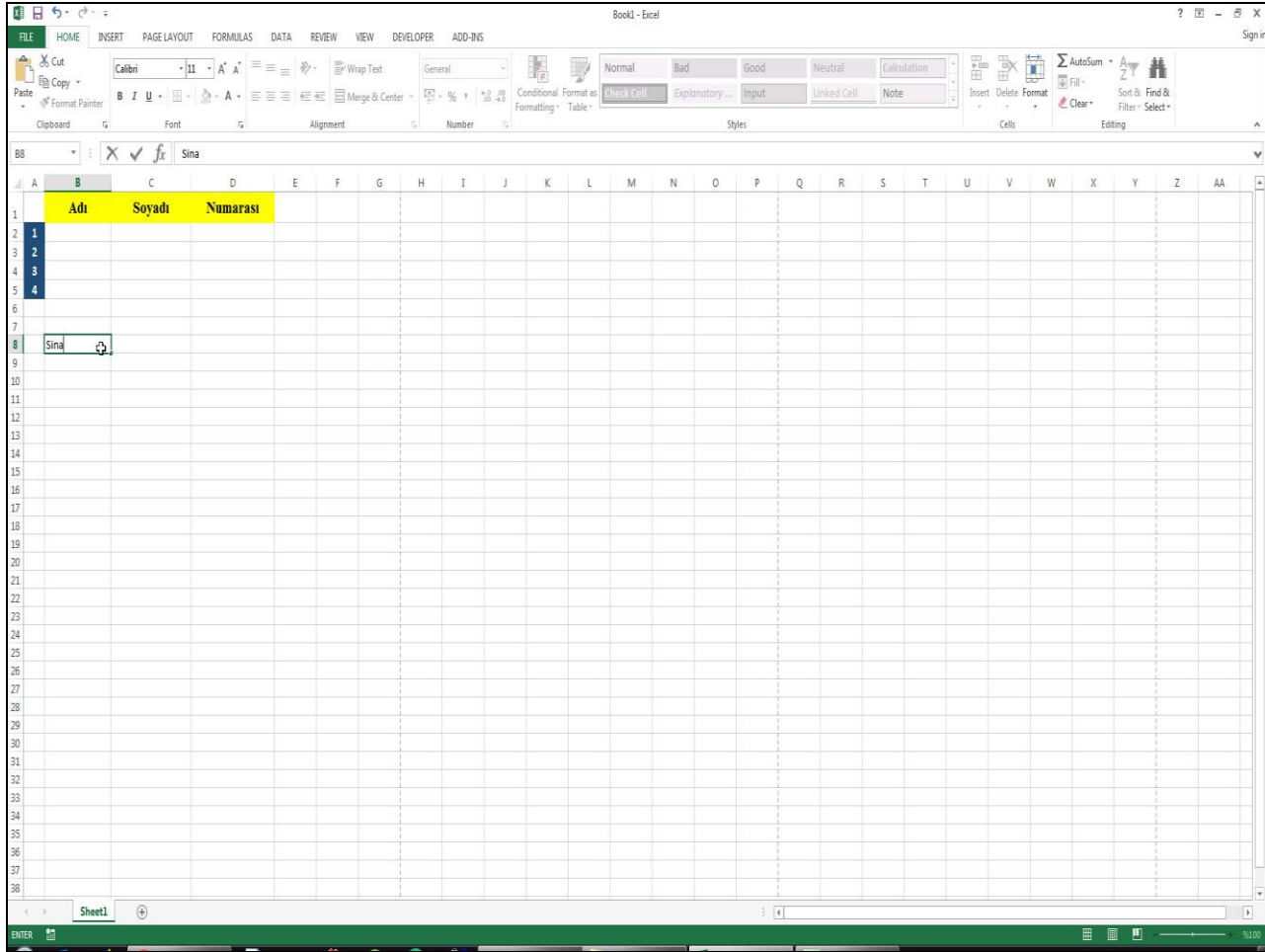
Slide 61 - Slide 61



Text Captions

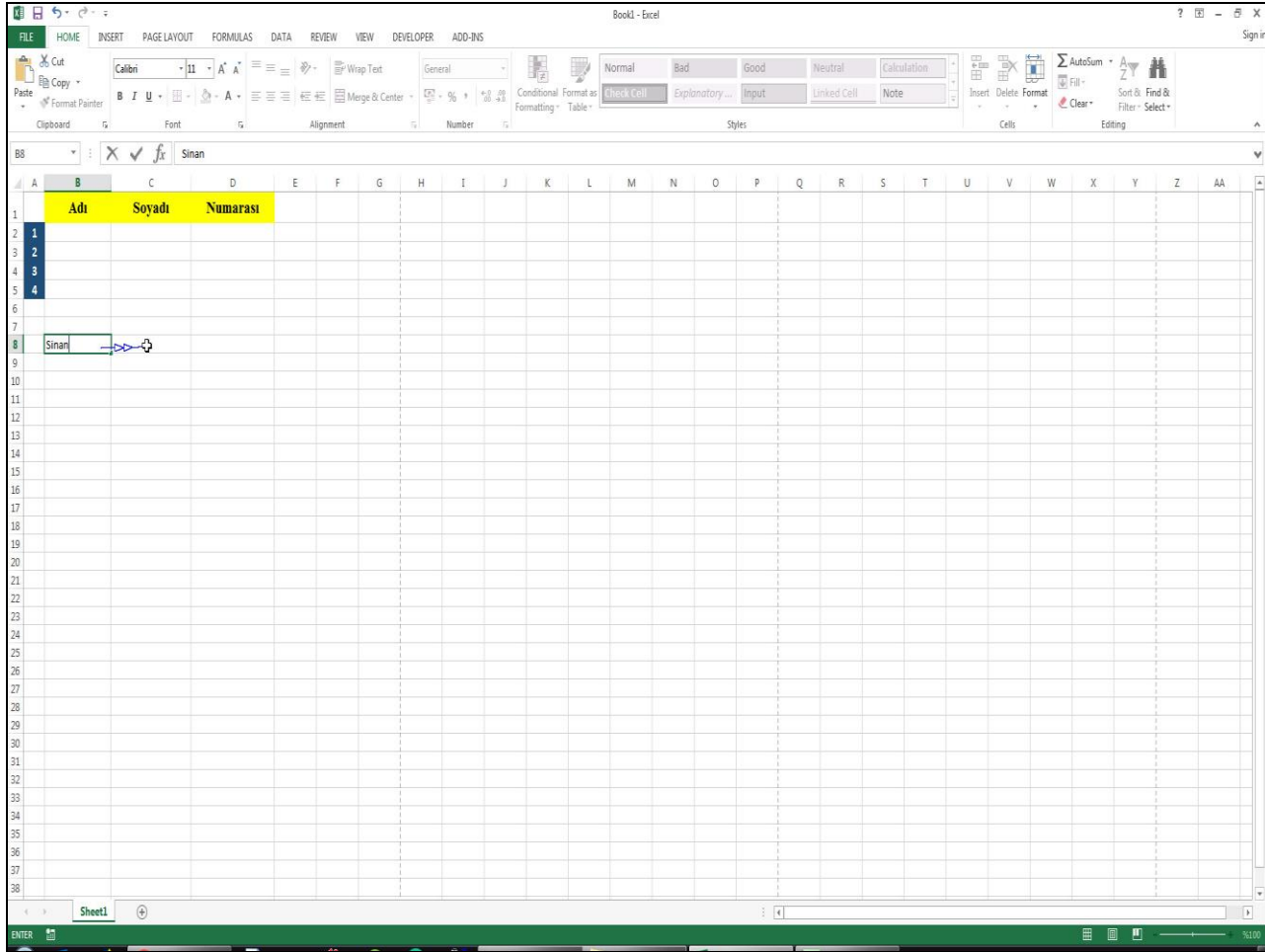
Select **Book1**

Slide 62 - Slide 62



Text Captions

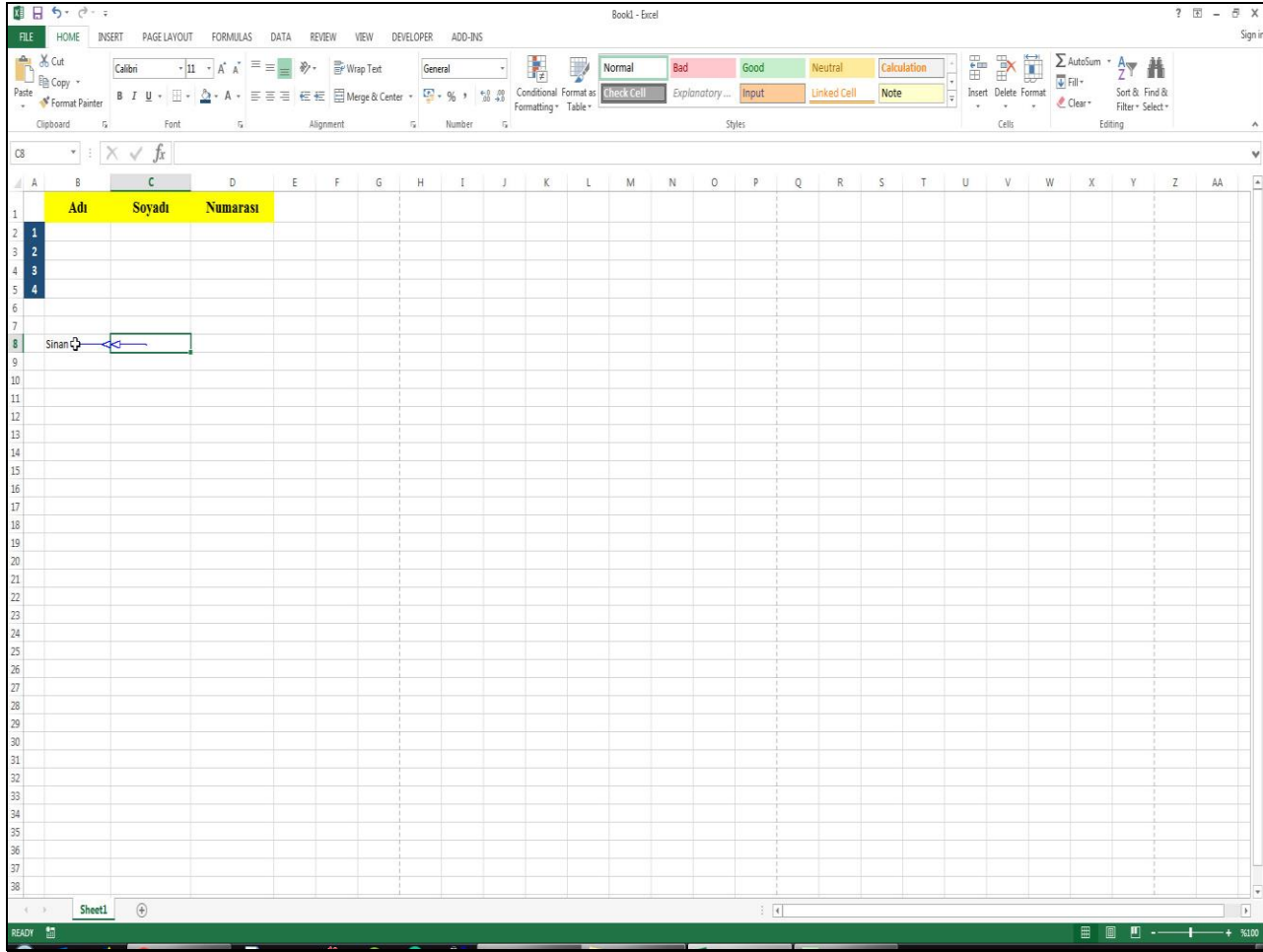
Slide 63 - Slide 63



Text Captions

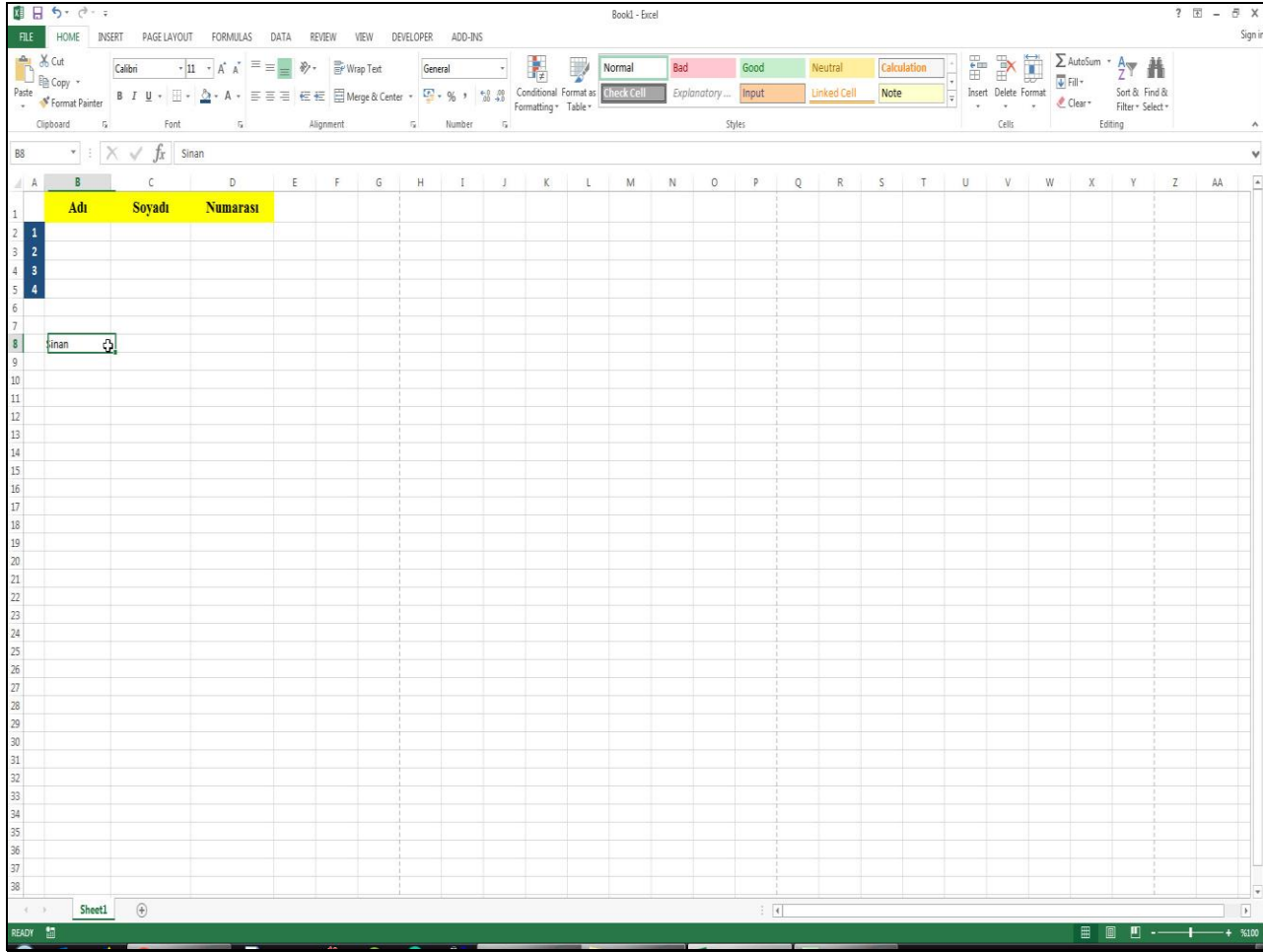
Select Book1

Slide 64 - Slide 64



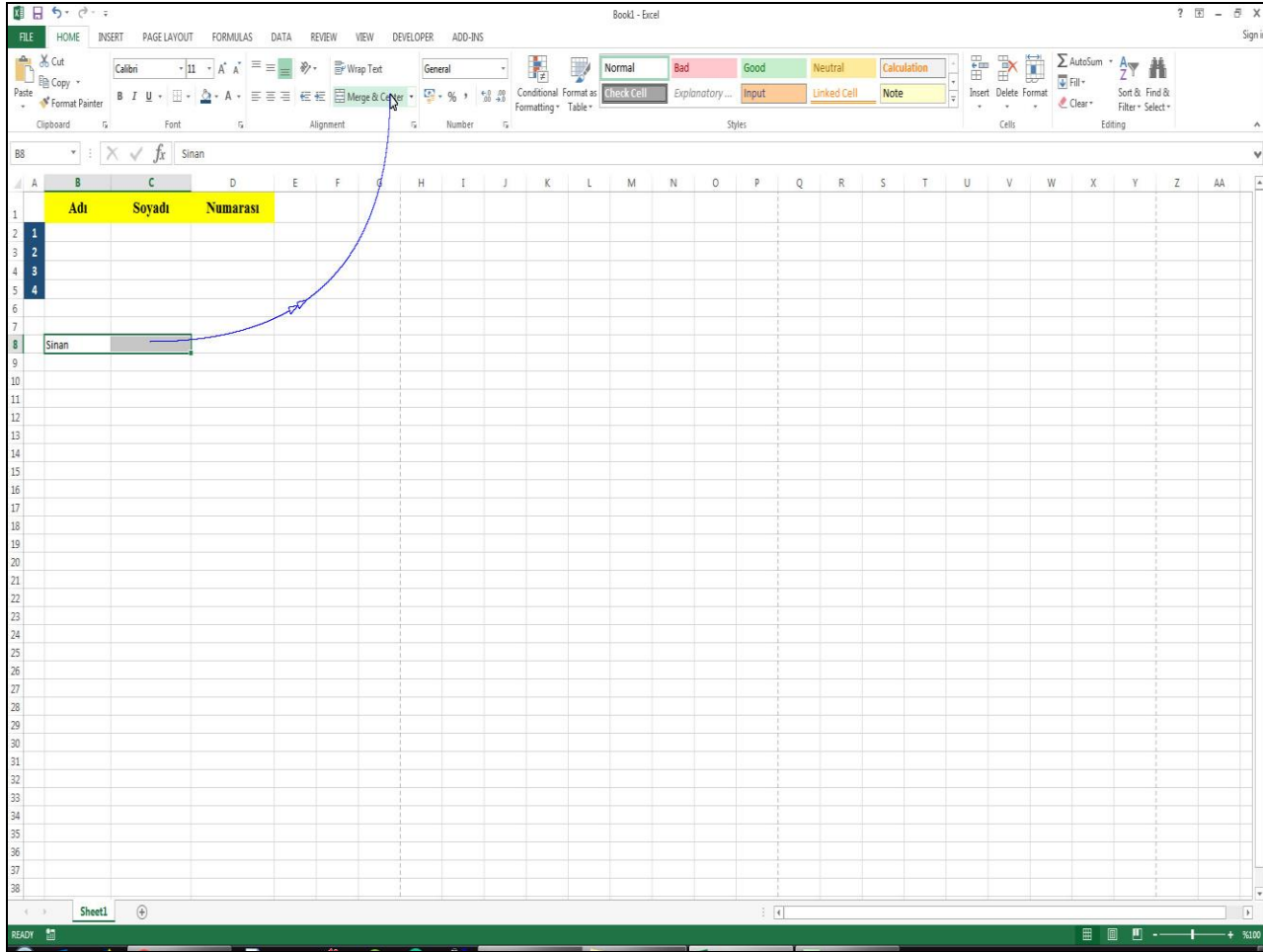
Text Captions

Slide 65 - Slide 65



Text Captions

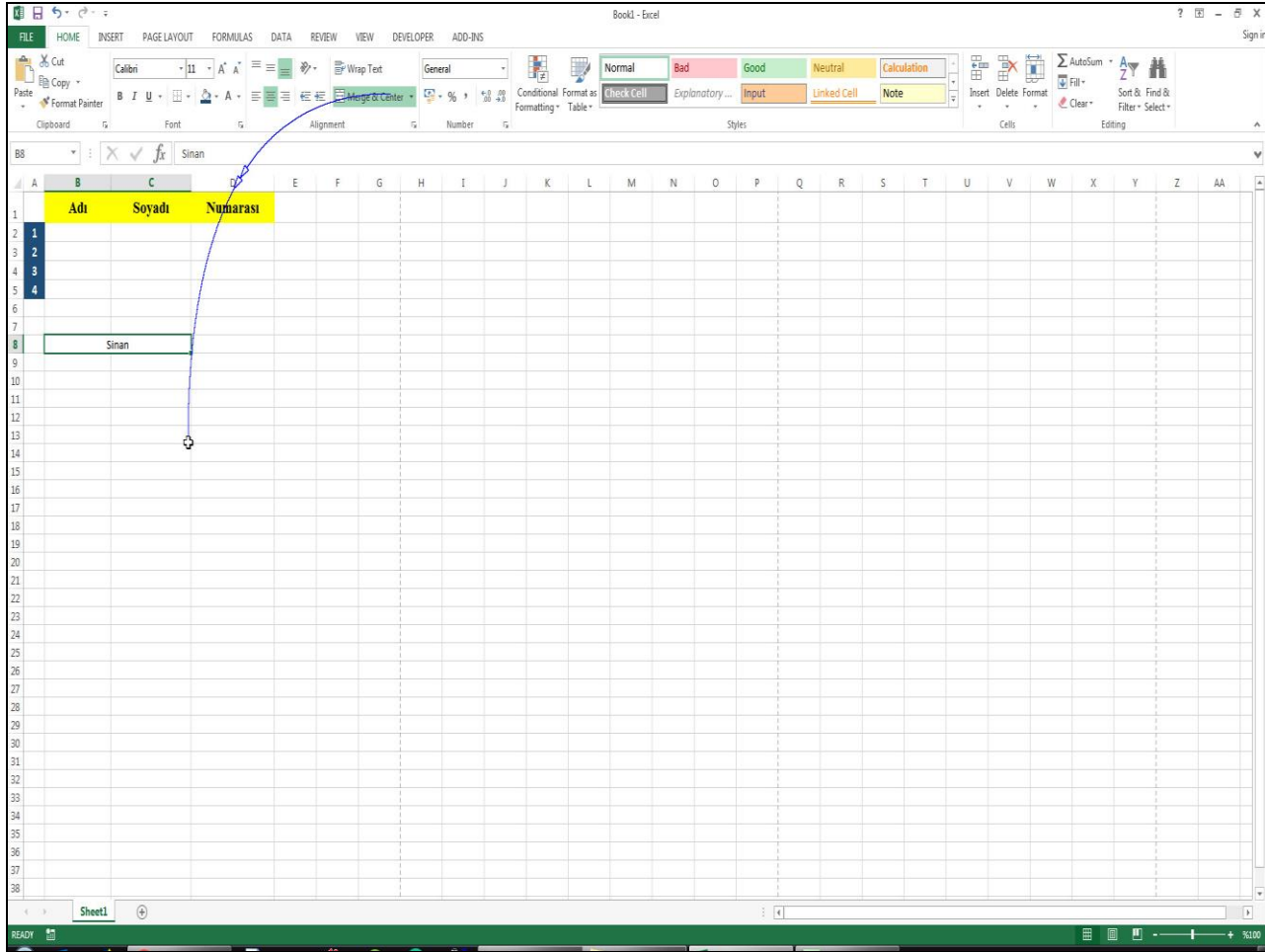
Slide 66 - Slide 66



Text Captions

Select **Merge & Center**

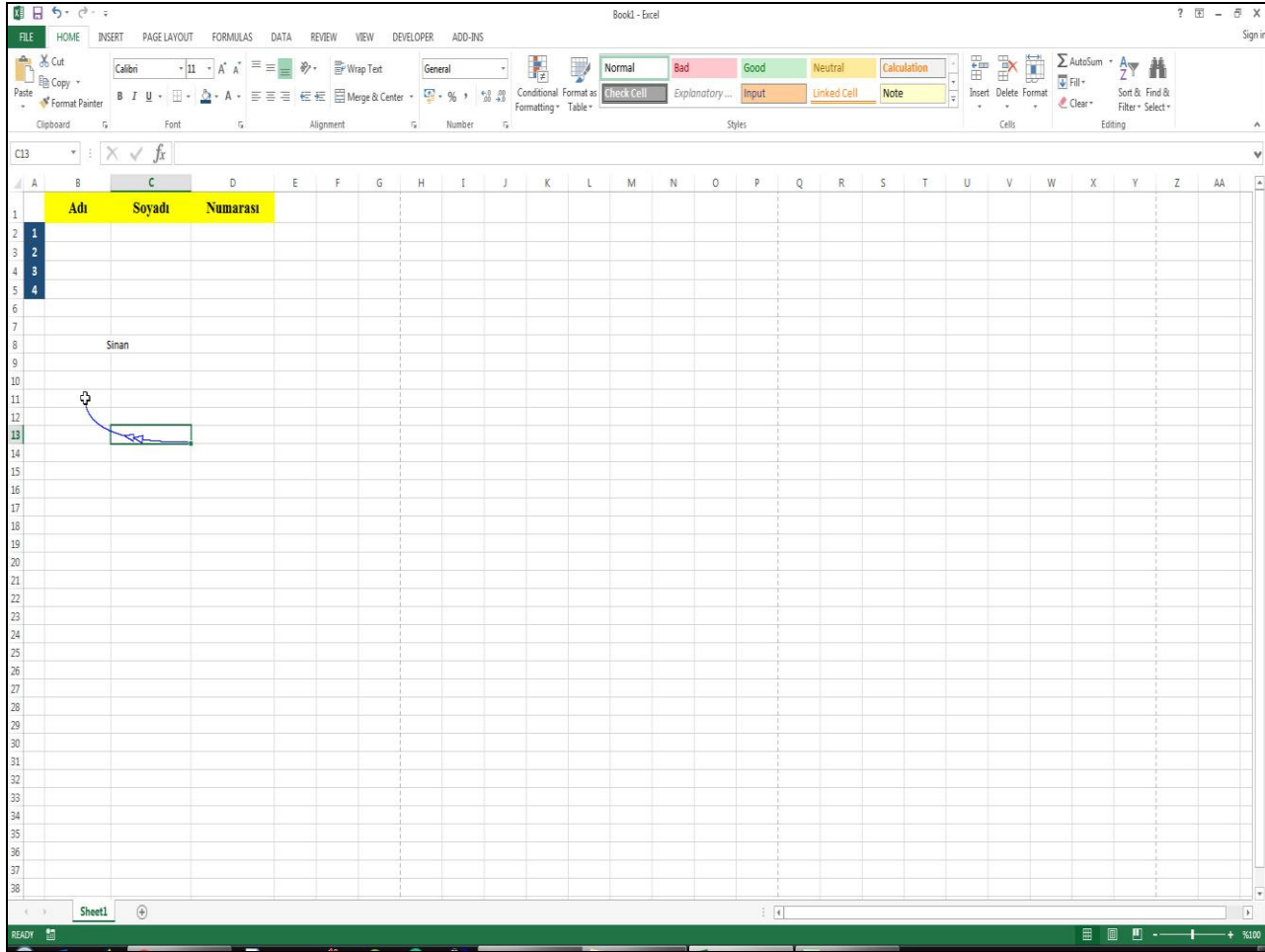
Slide 67 - Slide 67



Text Captions

Select Book1

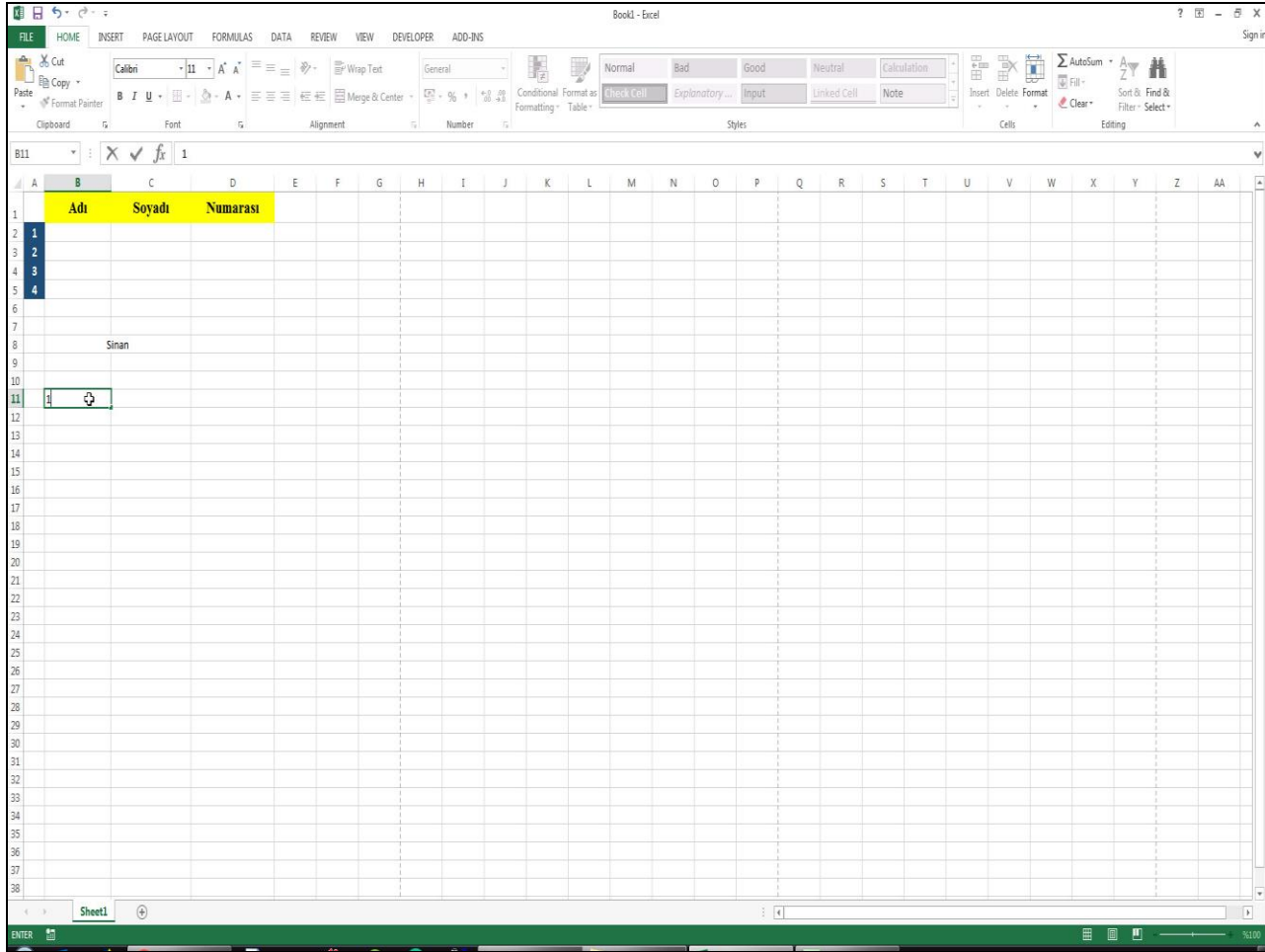
Slide 68 - Slide 68



Text Captions

Select Book1

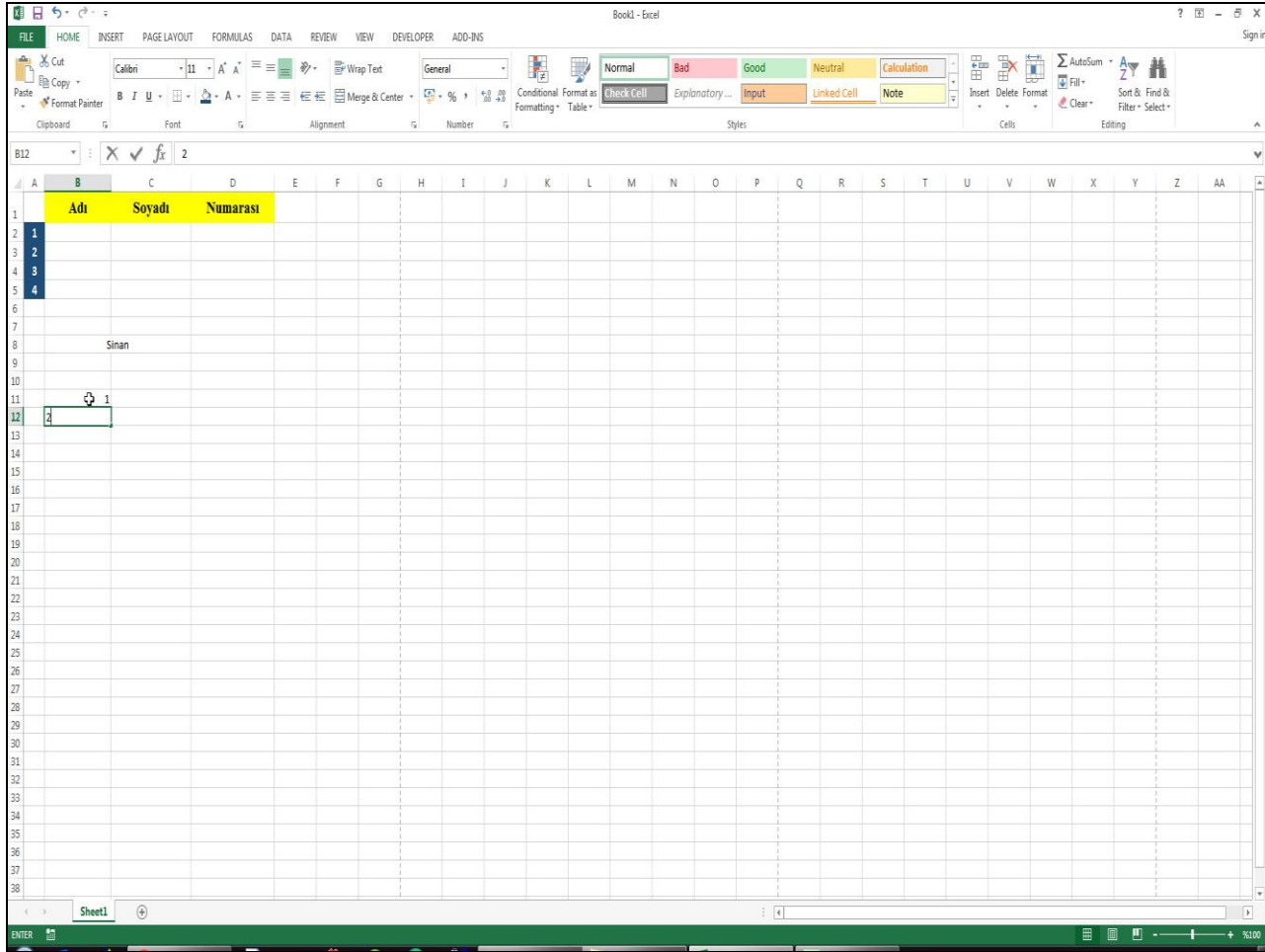
Slide 69 - Slide 69



Text Captions

Press **Enter** key

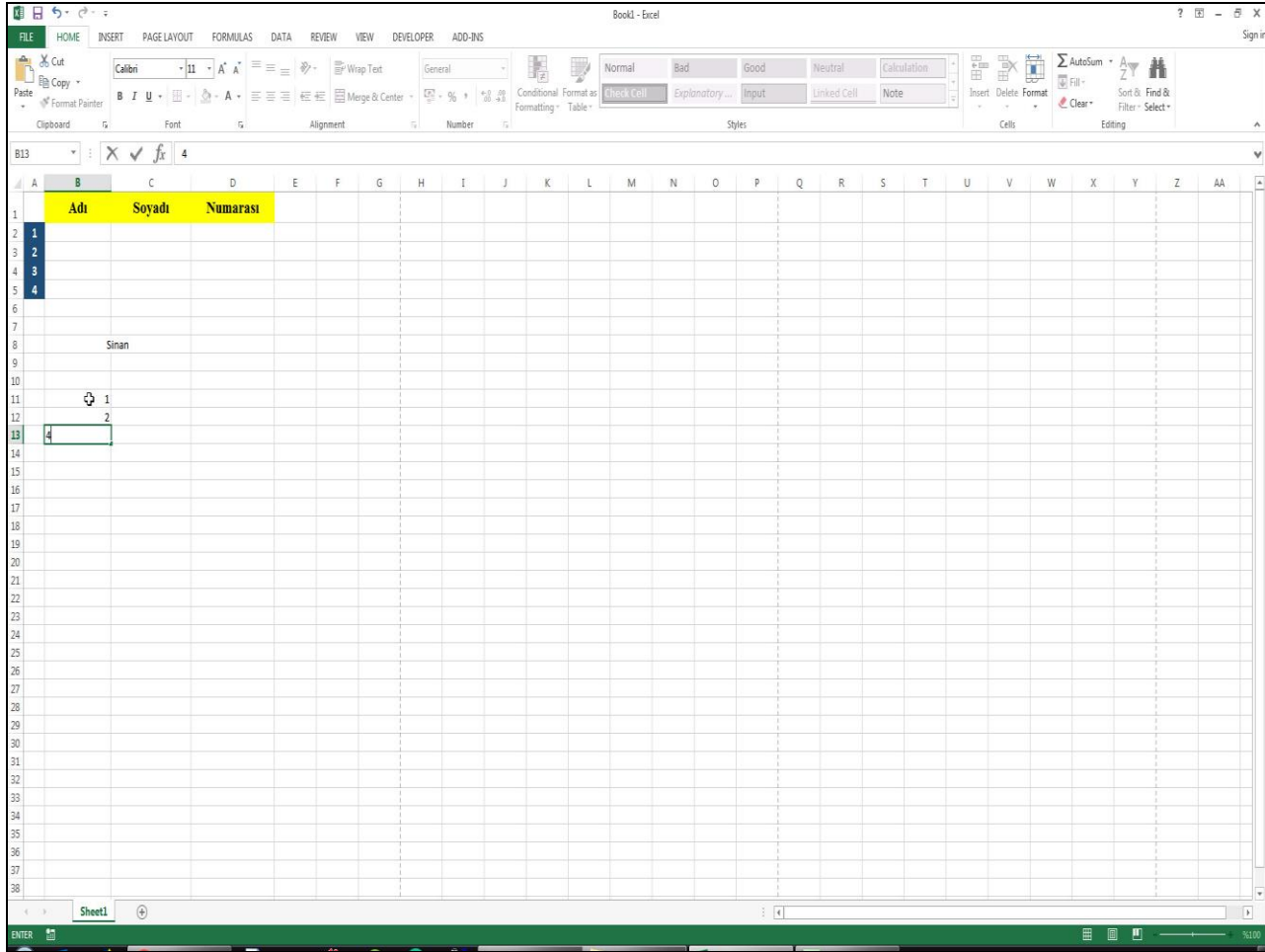
Slide 70 - Slide 70



Text Captions

Press **Enter** key

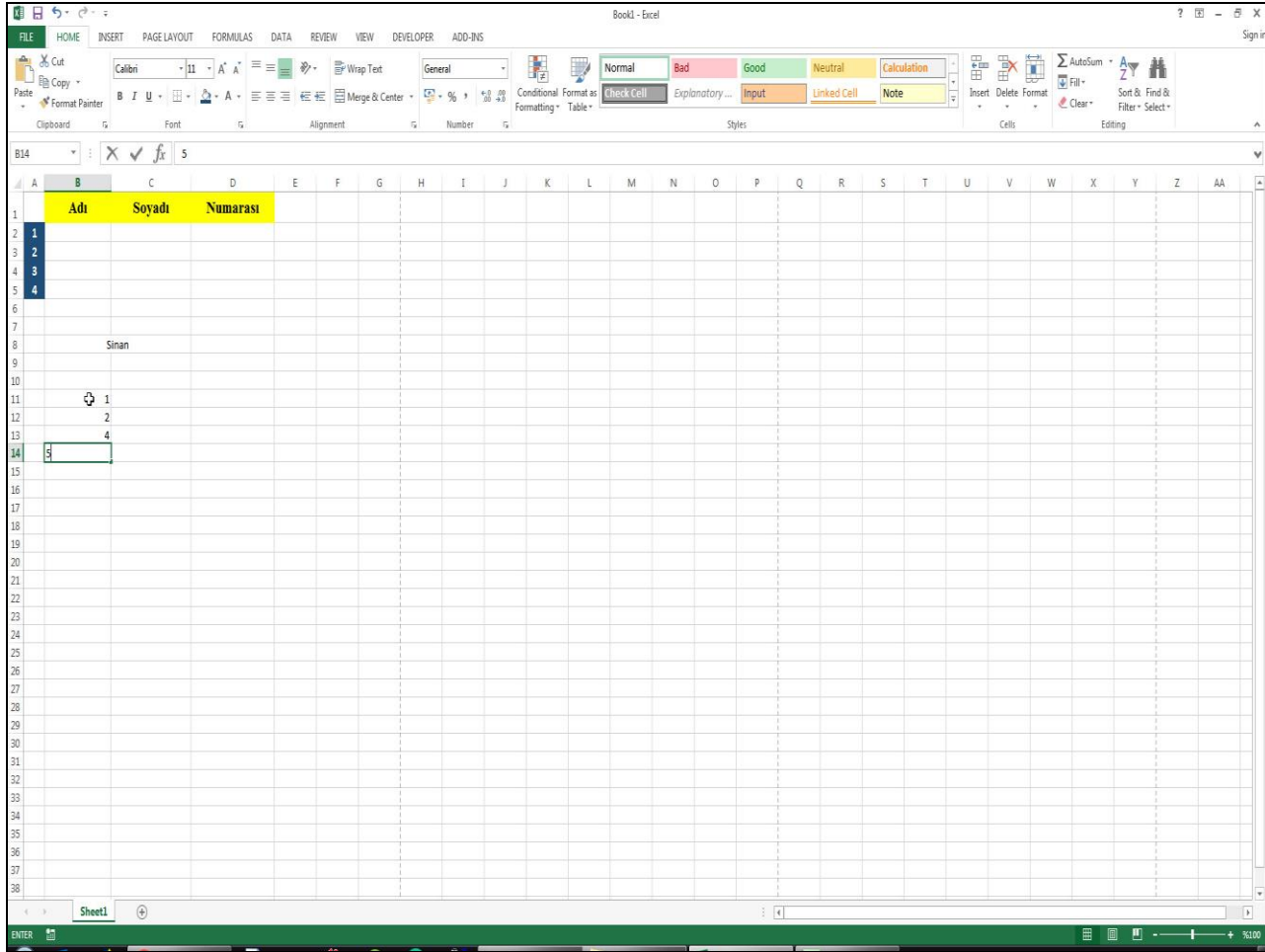
Slide 71 - Slide 71



Text Captions

Press **Enter** key

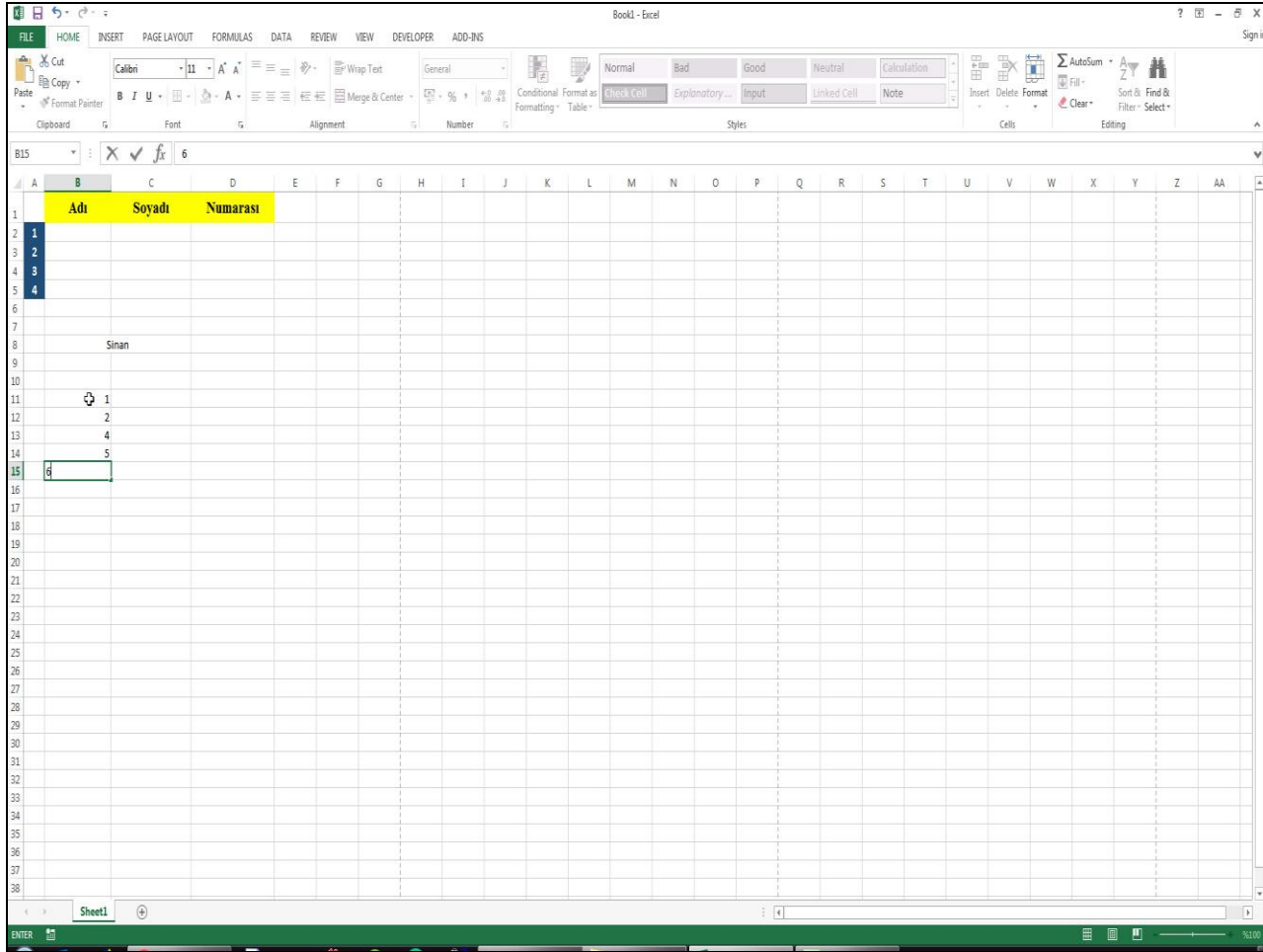
Slide 72 - Slide 72



Text Captions

Press **Enter** key

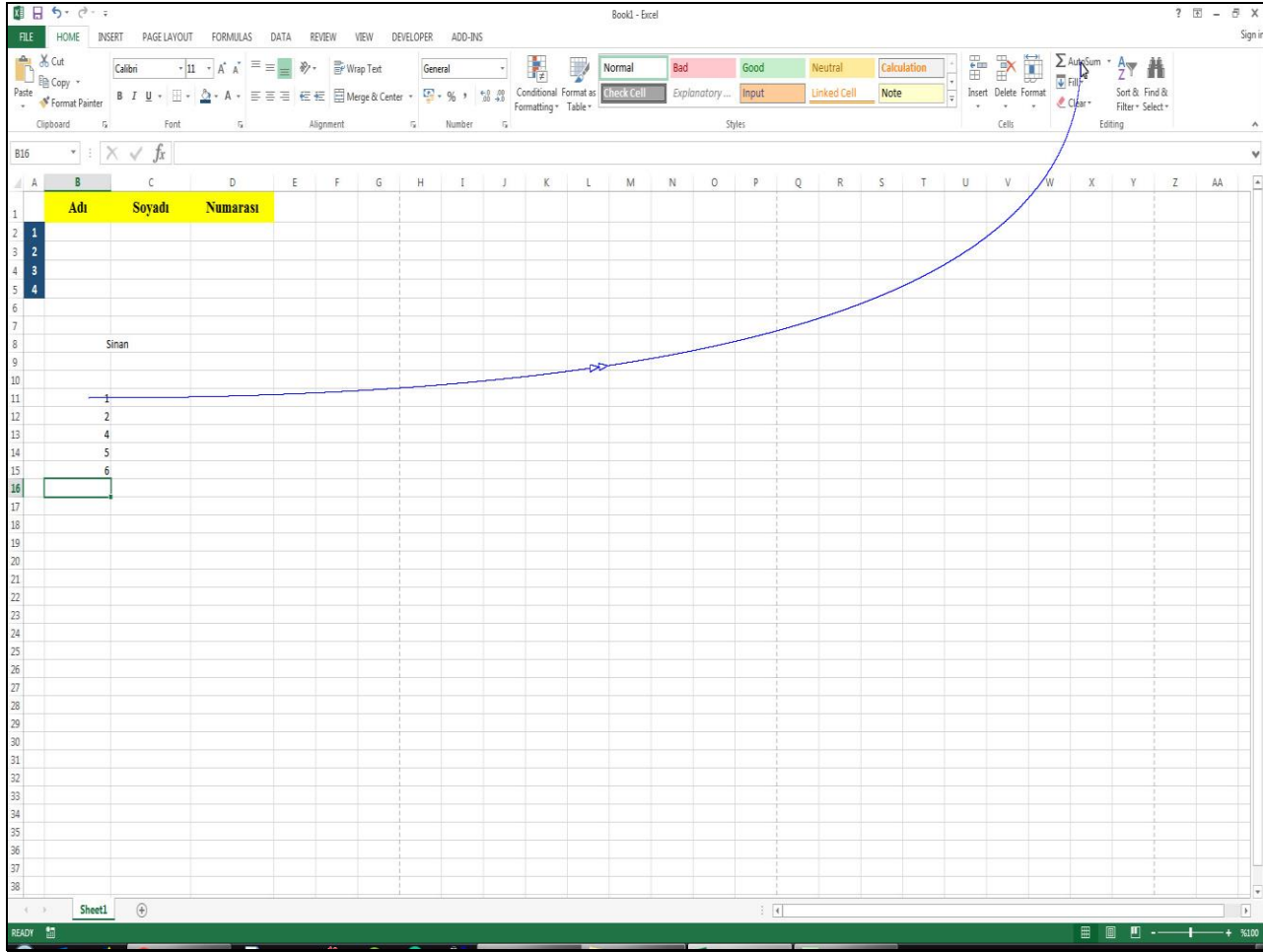
Slide 73 - Slide 73



Text Captions

Press **Enter** key

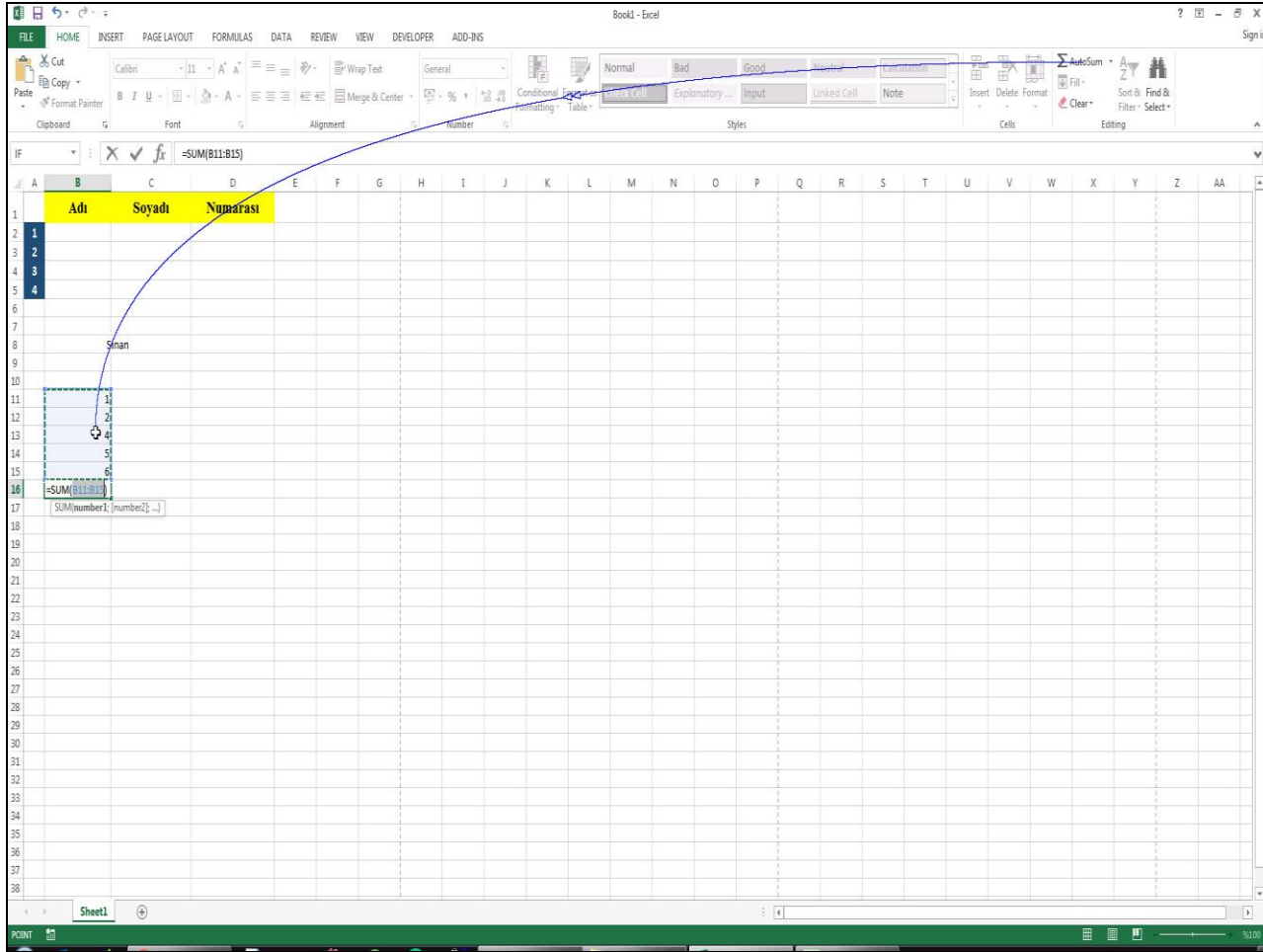
Slide 74 - Slide 74



Text Captions

Select **Sum**

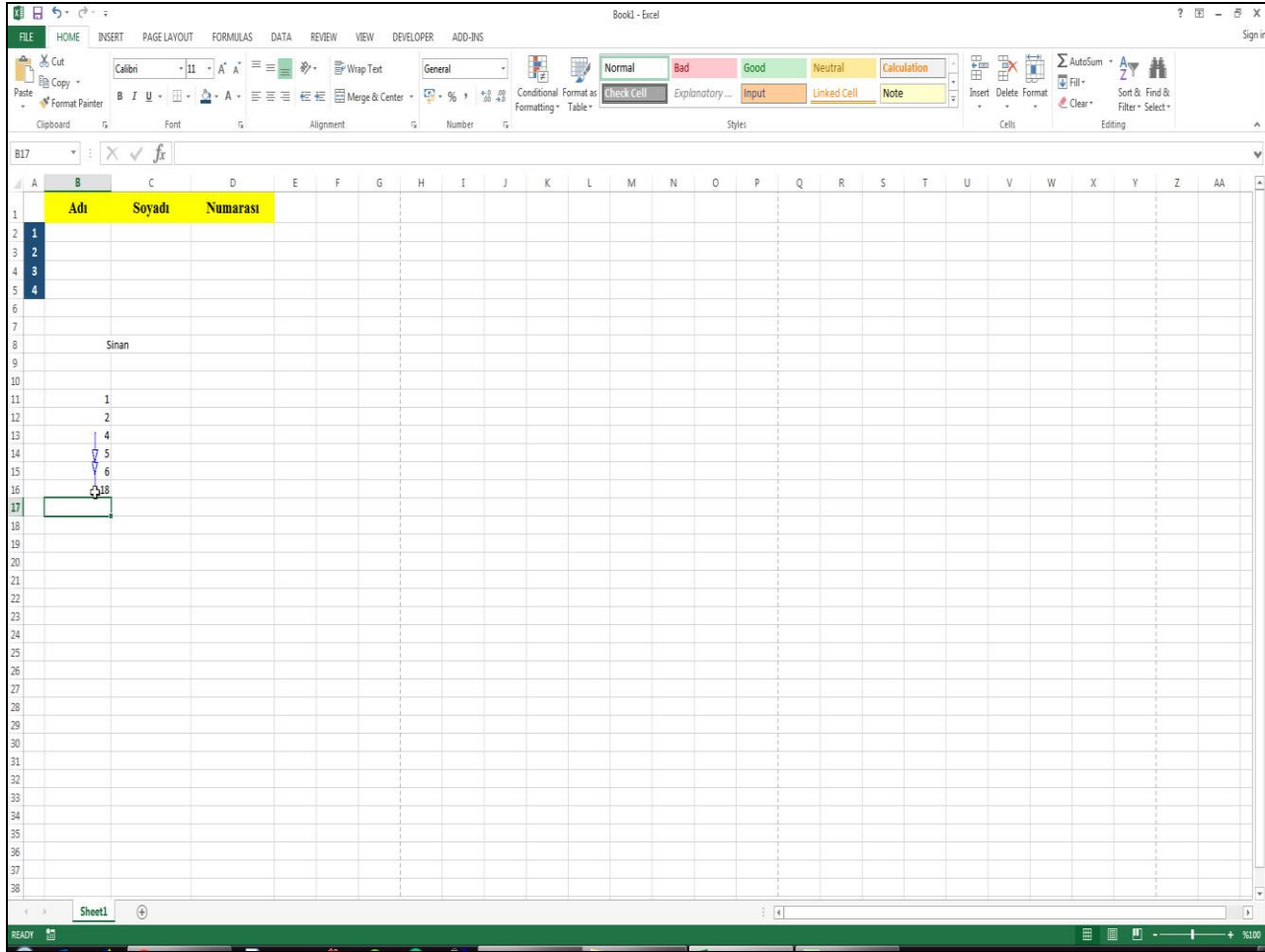
Slide 75 - Slide 75



Text Captions

Press **Enter** key

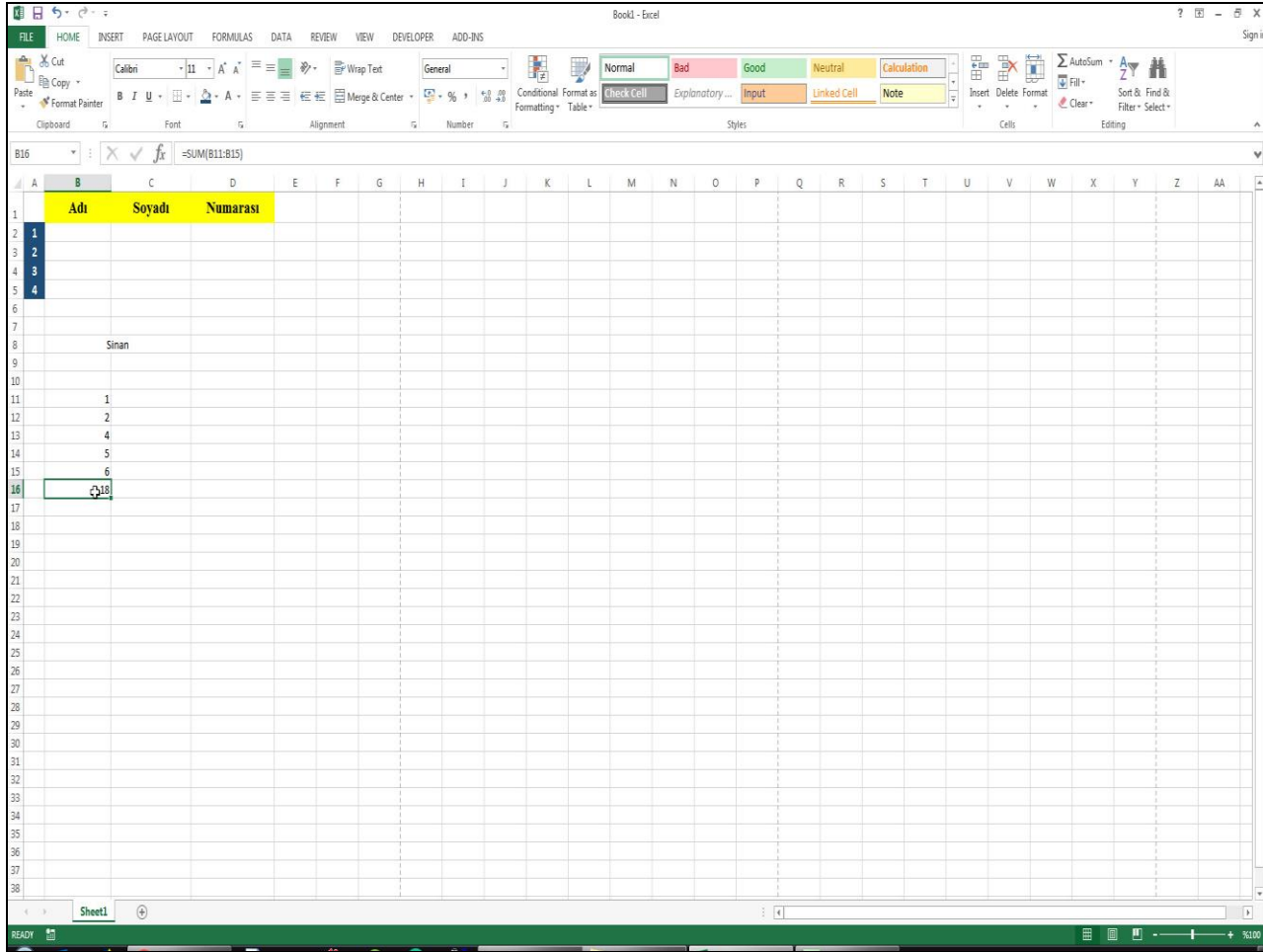
Slide 76 - Slide 76



Text Captions

Select Book1

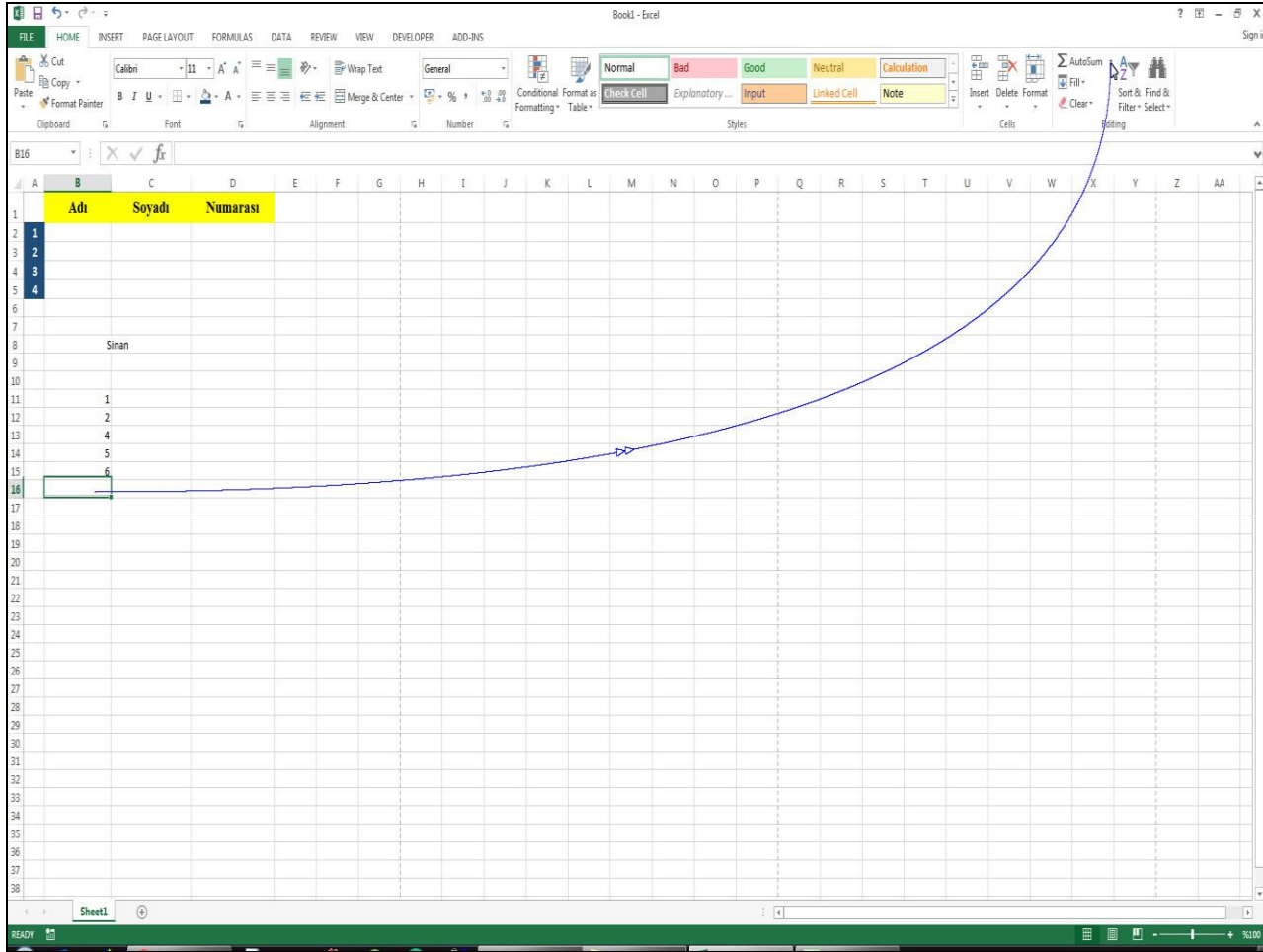
Slide 77 - Slide 77



Text Captions

Press **Delete** key

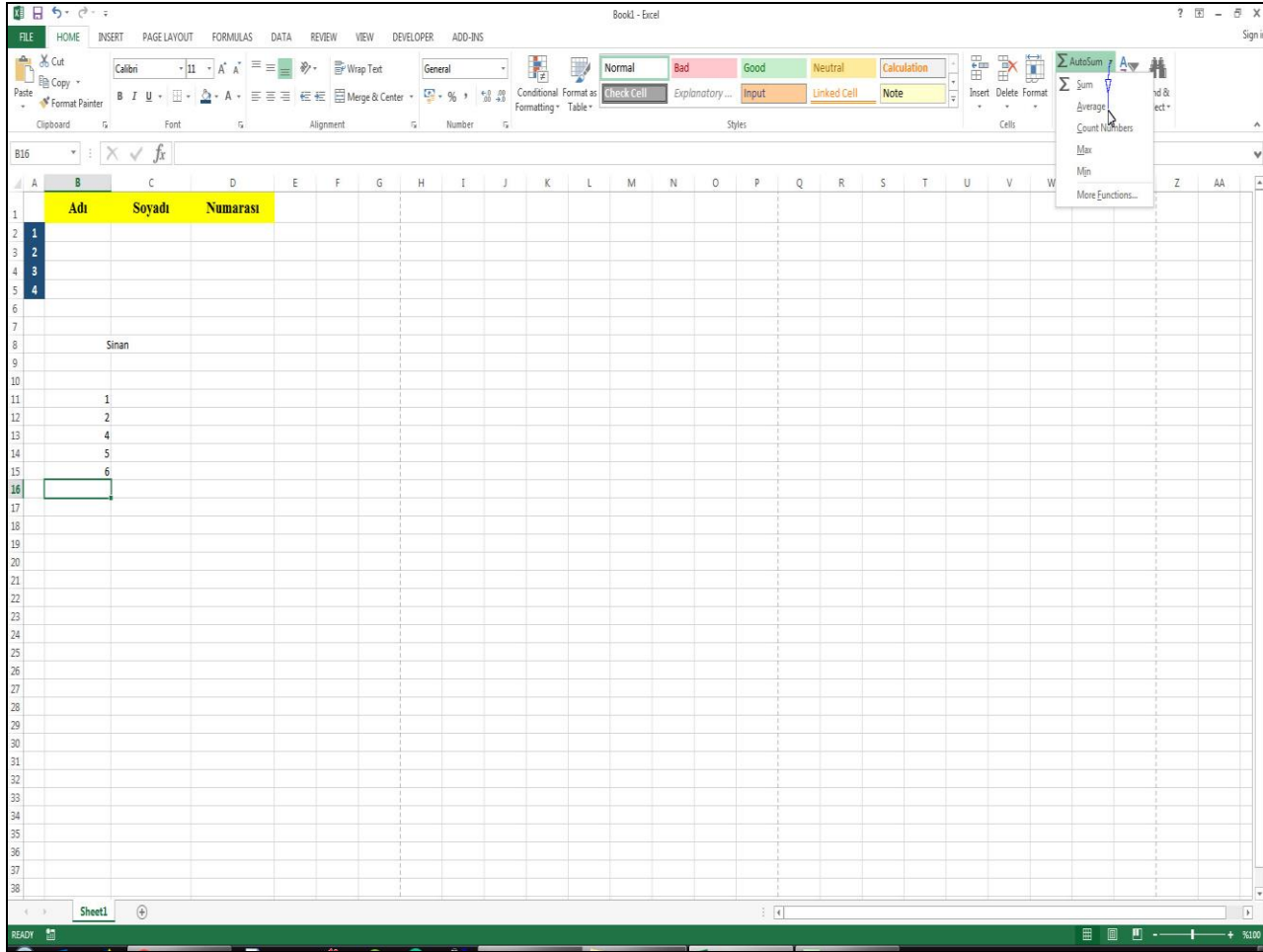
Slide 78 - Slide 78



Text Captions

Select **AutoSum**

Slide 79 - Slide 79



Text Captions

Select the **Average** menu item

Slide 80 - Slide 80

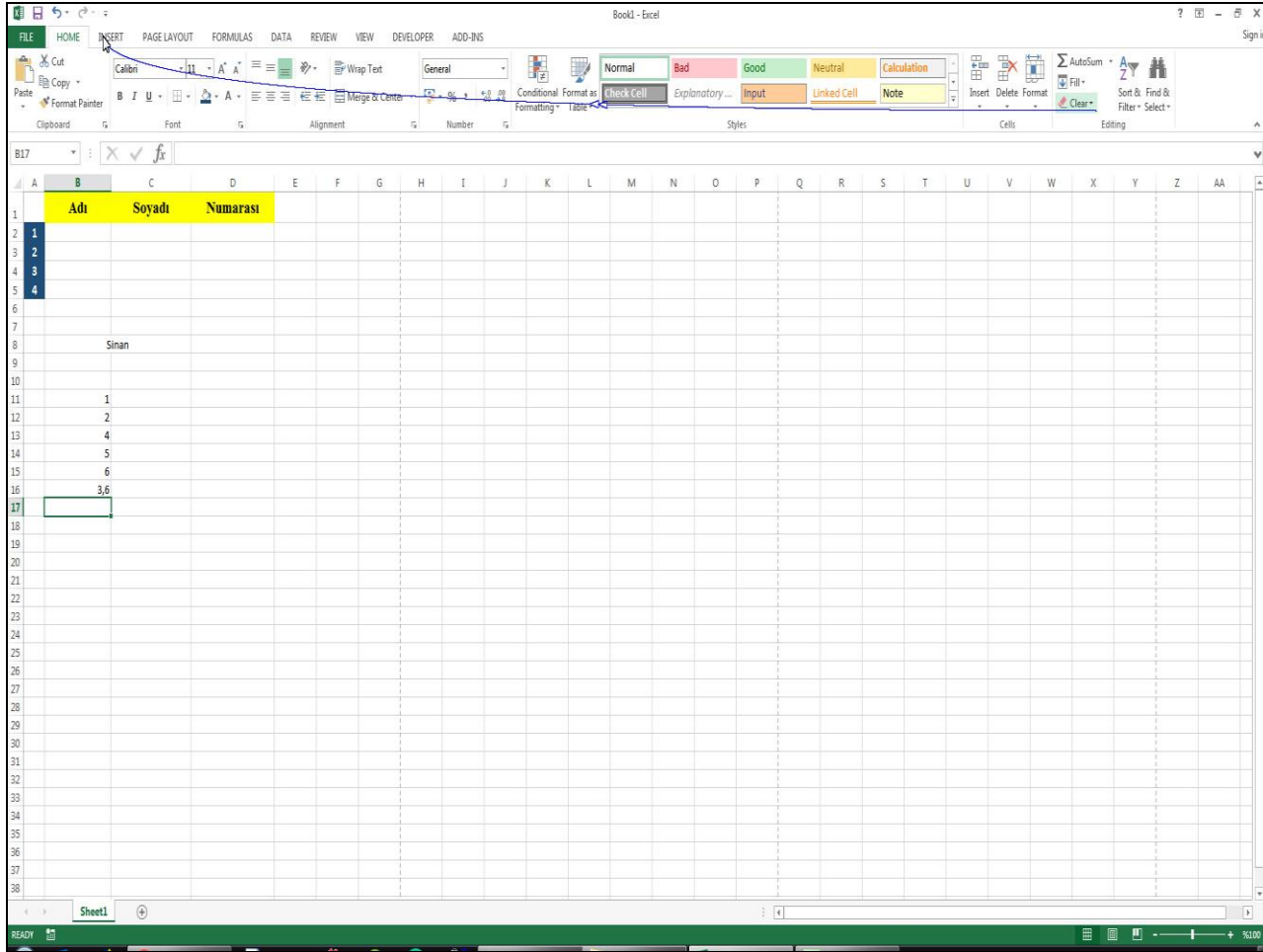
The screenshot shows the Microsoft Excel interface. The ribbon is set to the 'FORMULAS' tab. The active cell is B16, which contains the formula `=AVERAGE(B11:B15)`. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1		Adı	Soyadı	Numarası																							
2																											
3																											
4																											
5																											
6																											
7																											
8				Sinan																							
9																											
10																											
11																											
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Text Captions

Press **Enter** key

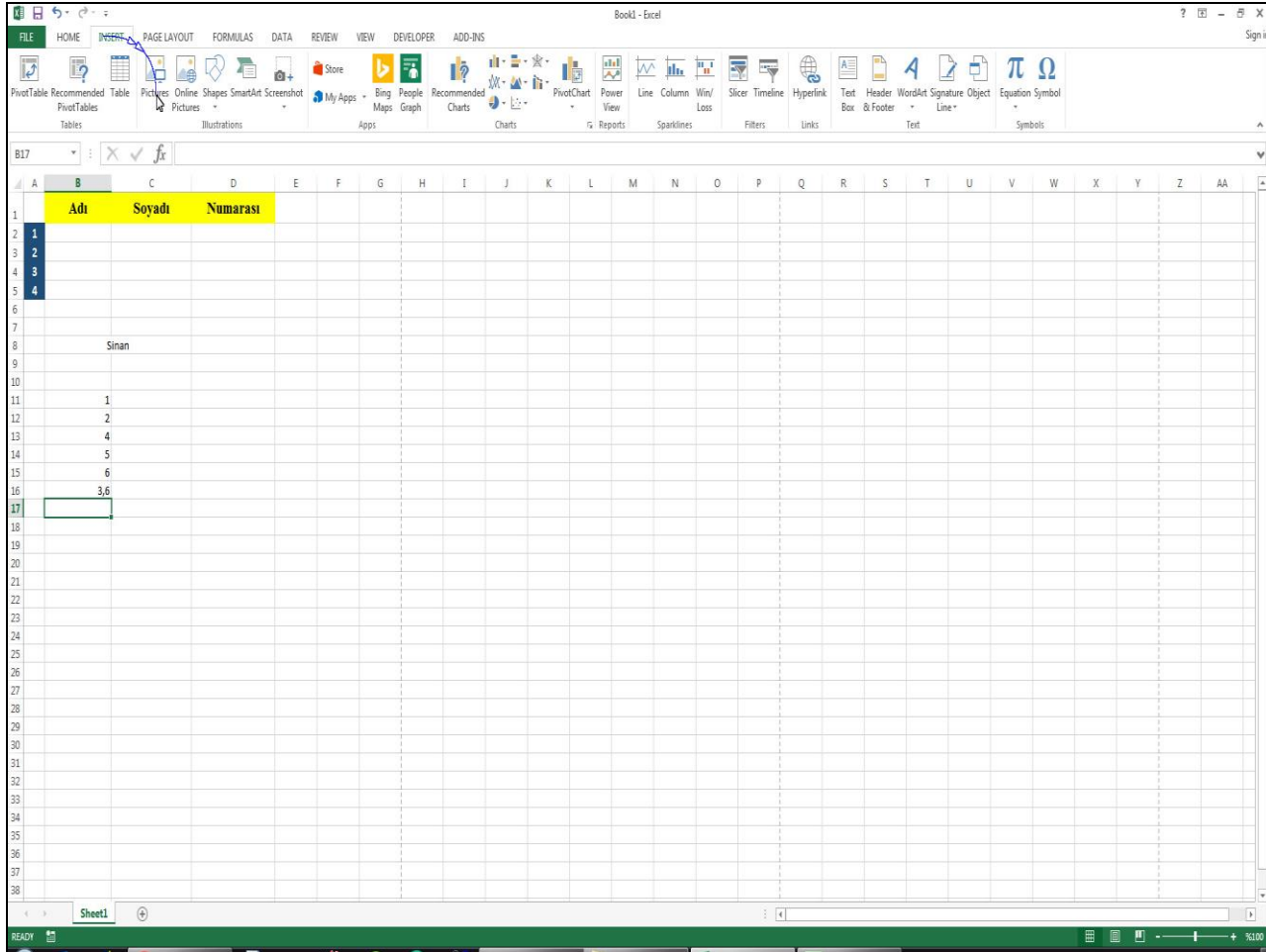
Slide 81 - Slide 81



Text Captions

Select the **Insert** tab

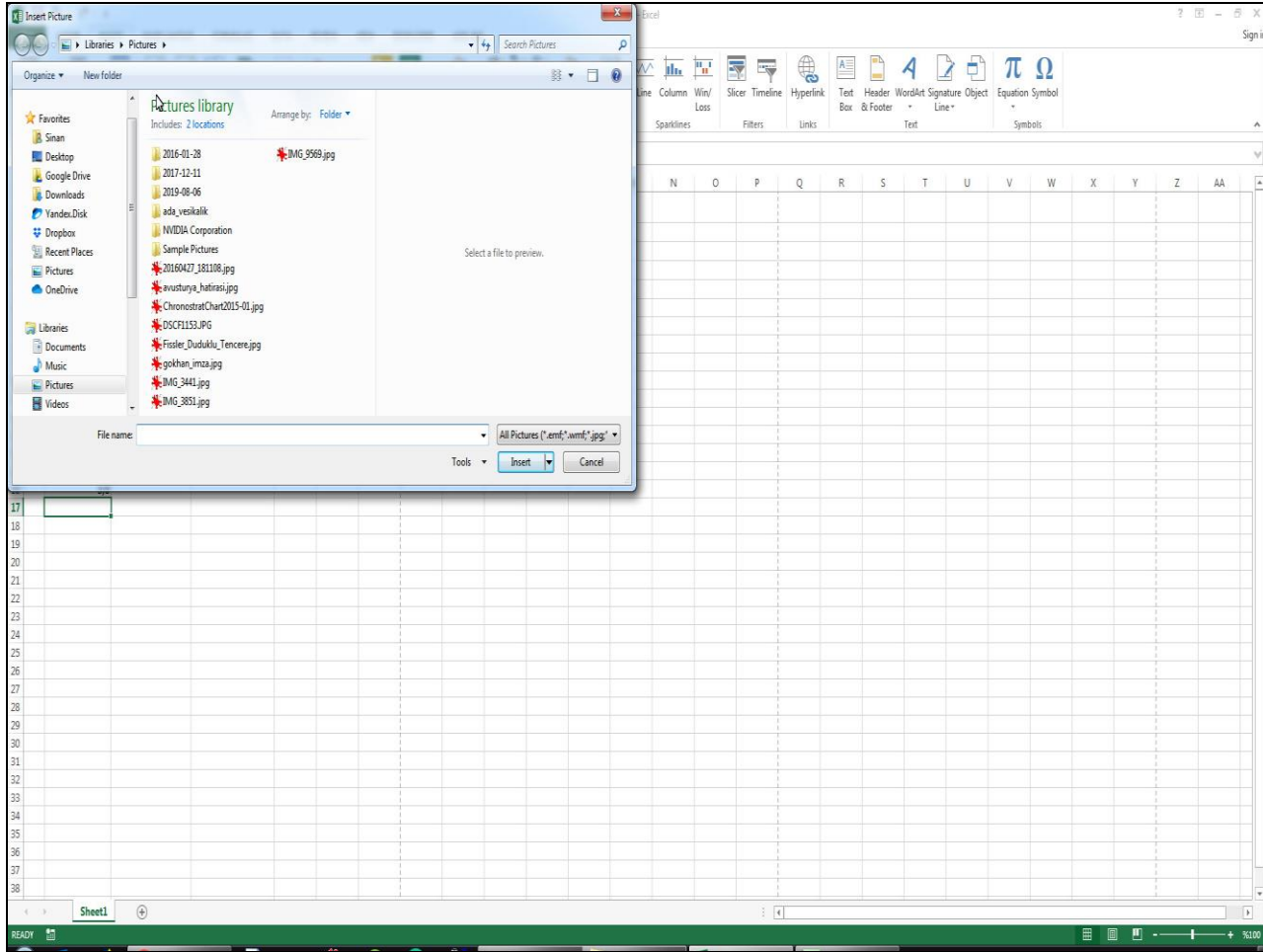
Slide 82 - Slide 82



Text Captions

Click the **Pictures...** button

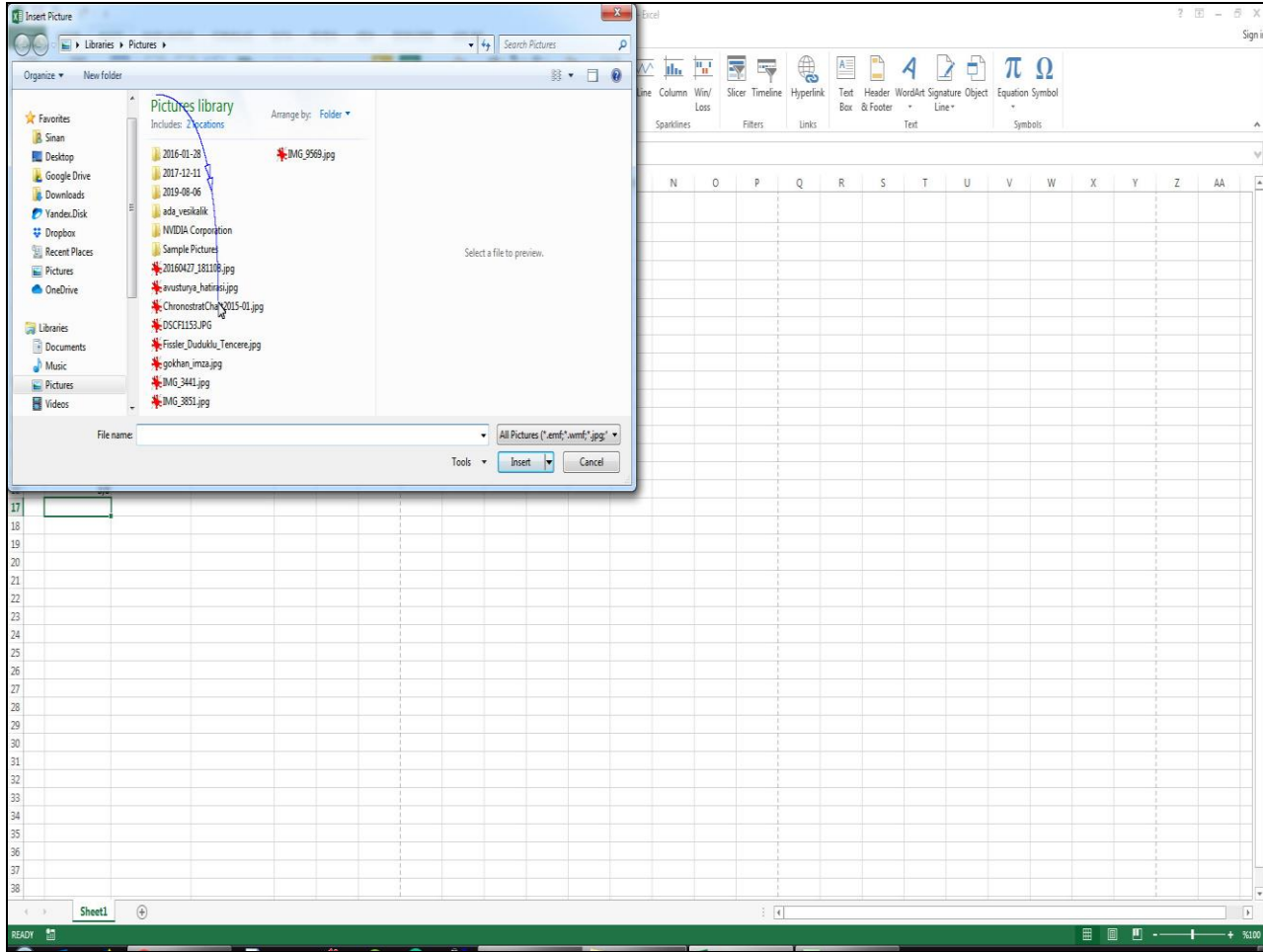
Slide 83 - Slide 83



Text Captions

The **Insert Picture** window opens

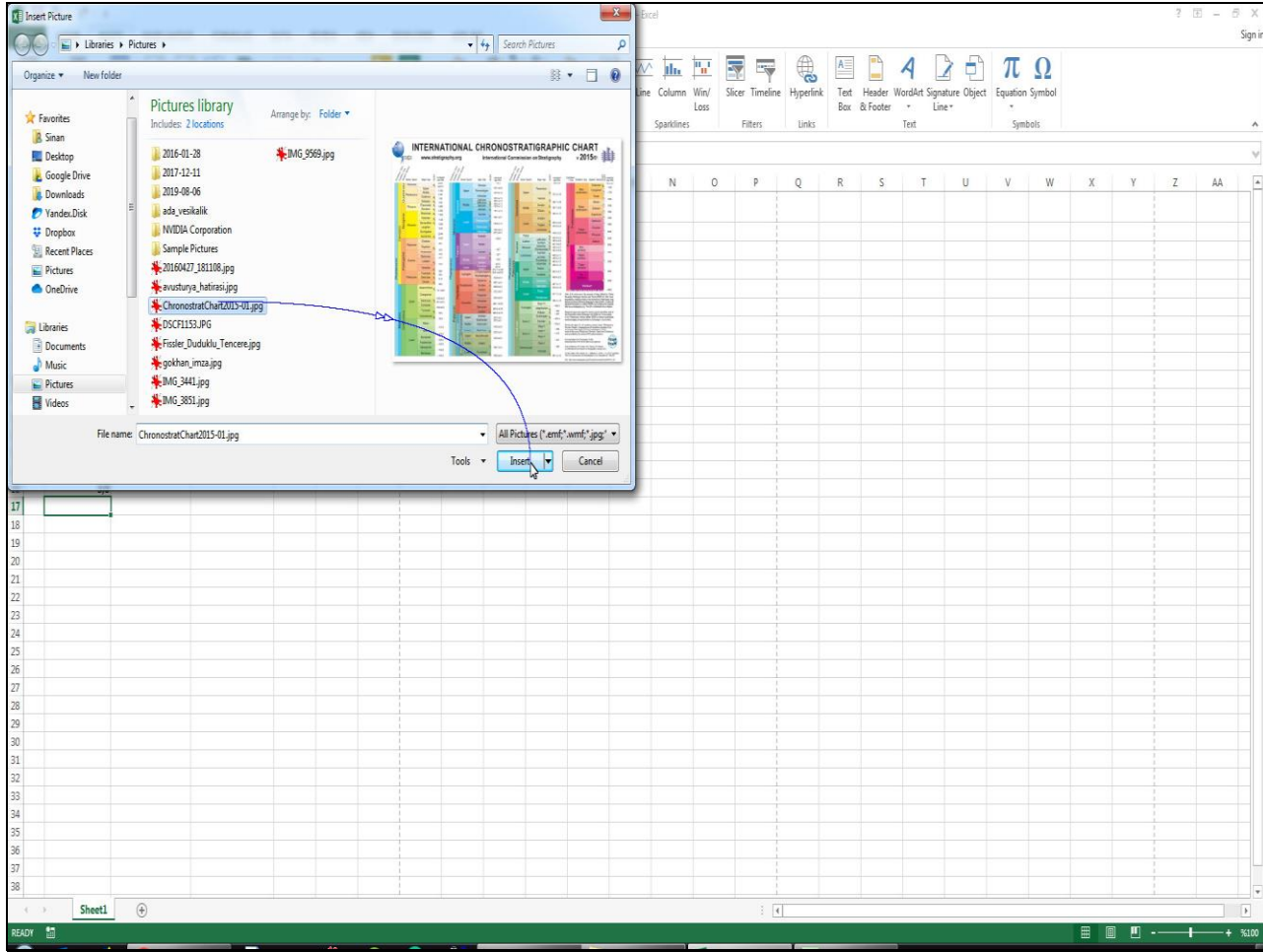
Slide 84 - Slide 84



Text Captions

Select the **Name** text box

Slide 85 - Slide 85



Text Captions

Select

Slide 86 - Slide 86

The screenshot shows a Microsoft Excel spreadsheet with a table and an embedded chart. The table has columns for 'Adı', 'Soyadı', and 'Numarası'. The data includes a name 'Sinan' and a list of numbers from 1 to 6. An 'INTERNATIONAL CHRONOSTRATIGRAPHIC CHART' is embedded in the spreadsheet, with a blue arrow pointing from the number '3,6' in the table to the corresponding point on the chart.

Adı	Soyadı	Numarası
Sinan		1
		2
		4
		5
		6

INTERNATIONAL CHRONOSTRATIGRAPHIC CHART

Text Captions

Slide 87 - Slide 87

The screenshot shows the Microsoft Excel interface with the 'Picture Tools' ribbon active. The worksheet contains a table with the following data:

Adı	Soyadı	Numarası
	Sinan	
	1	
	2	
	4	
	5	
	6	
	3,6	

An image of the 'INTERNATIONAL CHRONOSTRATIGRAPHIC CHART' is inserted into the worksheet. The chart is a complex diagram showing geological time scales and their subdivisions. The title of the chart is 'INTERNATIONAL CHRONOSTRATIGRAPHIC CHART' and it includes the text 'International Commission on Stratigraphy - 2015'.

Text Captions

Slide 88 - Slide 88

The screenshot shows the Microsoft Excel interface with the 'Picture Tools' ribbon active. The worksheet contains a table with the following data:

Adı	Soyadı	Numarası
	Sinan	
	1	
	2	
	4	
	5	
	6	
	3,6	

An image titled 'INTERNATIONAL CHRONOSTRATIGRAPHIC CHART' is inserted into the worksheet. The image shows a complex chart with various colored bars and text, likely representing geological or stratigraphic data. The chart is positioned in the lower-left area of the worksheet, spanning approximately from column A to column D and rows 18 to 30.

Text Captions

Slide 89 - Slide 89

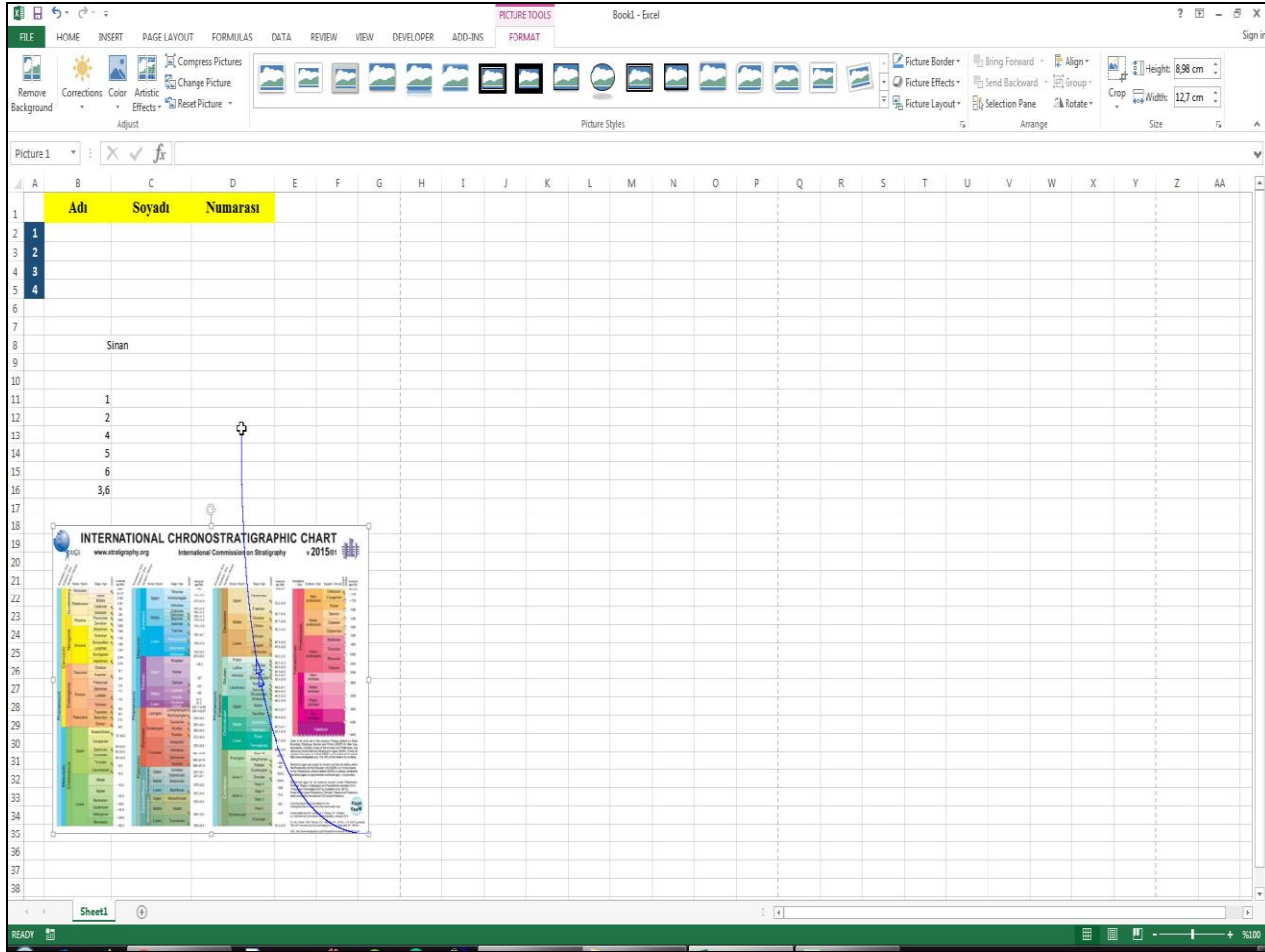
The screenshot shows the Microsoft Excel interface with the 'Picture Tools' ribbon active. The worksheet contains a table with the following data:

Adı	Soyadı	Numarası
	Sinan	
	1	
	2	
	4	
	5	
	6	
	3,6	

An image titled 'INTERNATIONAL CHRONOSTRATIGRAPHIC CHART' is inserted into the worksheet. The image shows a complex chart with multiple columns of data and a color-coded legend. The chart is positioned in the lower-left area of the worksheet, with a mouse cursor over it.

Text Captions

Slide 90 - Slide 90



Text Captions

Select **Book1**

Slide 91 - Slide 91

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Adı	Soyadı	Numarası
Sinan		
1		
2		
4		
5		
6		
3,6		

An 'INTERNATIONAL CHRONOSTRATIGRAPHIC CHART' is embedded in the spreadsheet, showing geological time scales from the Quaternary to the Precambrian.

Text Captions

Slide 92 - Slide 92

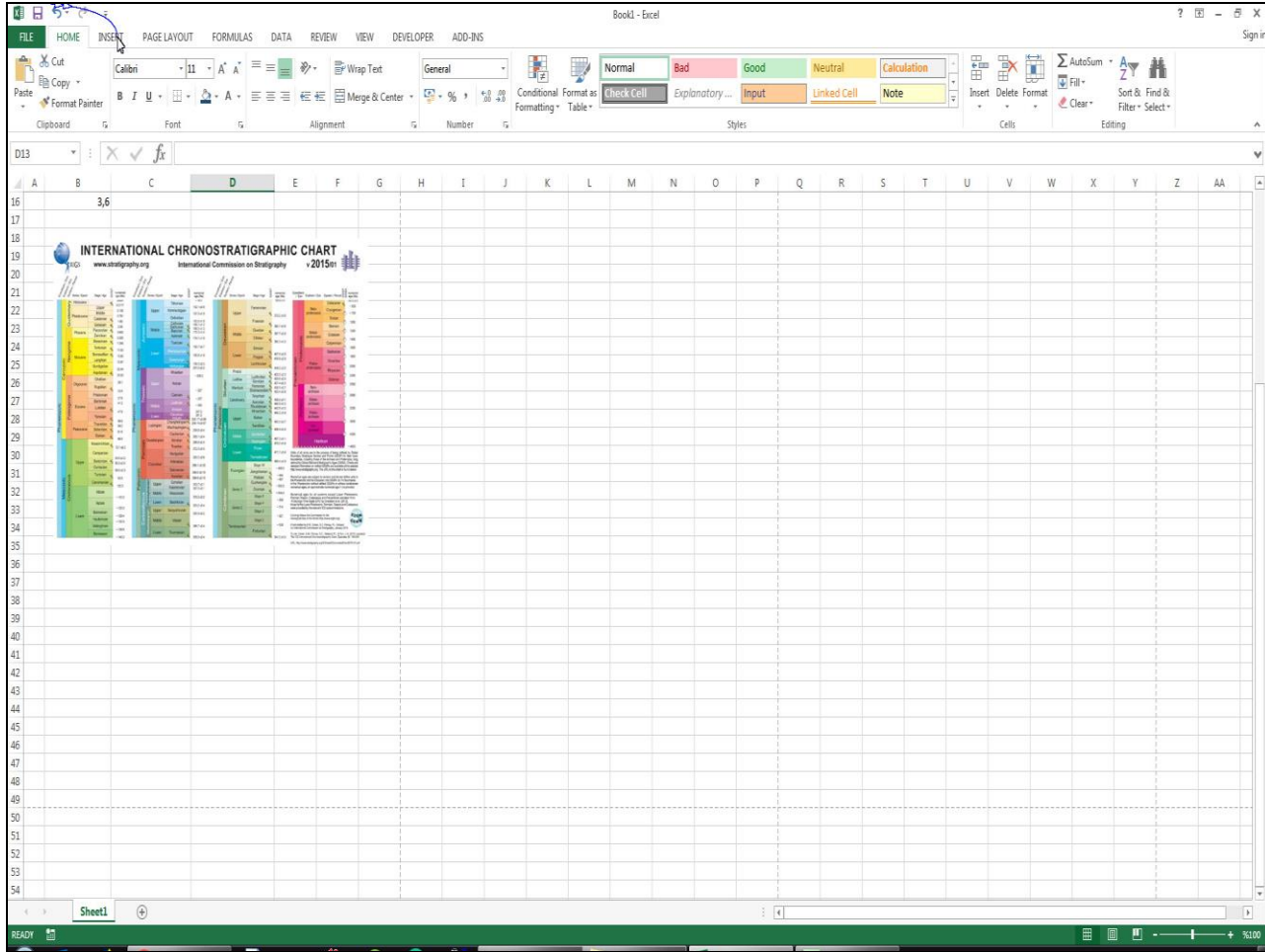
The screenshot shows a Microsoft Excel spreadsheet with the following content:

- Row 4:** Cell B4 contains the number 3.
- Row 5:** Cell B5 contains the number 4.
- Row 8:** Cell B8 contains the text "Sinan".
- Row 11:** Cell B11 contains the number 1.
- Row 12:** Cell B12 contains the number 2.
- Row 13:** Cell B13 contains the number 4.
- Row 14:** Cell B14 contains the number 5.
- Row 15:** Cell B15 contains the number 6.
- Row 16:** Cell B16 contains the number 3,6.

An image of the **INTERNATIONAL CHRONOSTRATIGRAPHIC CHART** is embedded in the spreadsheet, starting at row 19, column A. The chart is a complex diagram showing geological time scales and stratigraphic units, with the title "INTERNATIONAL CHRONOSTRATIGRAPHIC CHART" and the website "www.istratigraphy.org" visible at the top of the image.

Text Captions

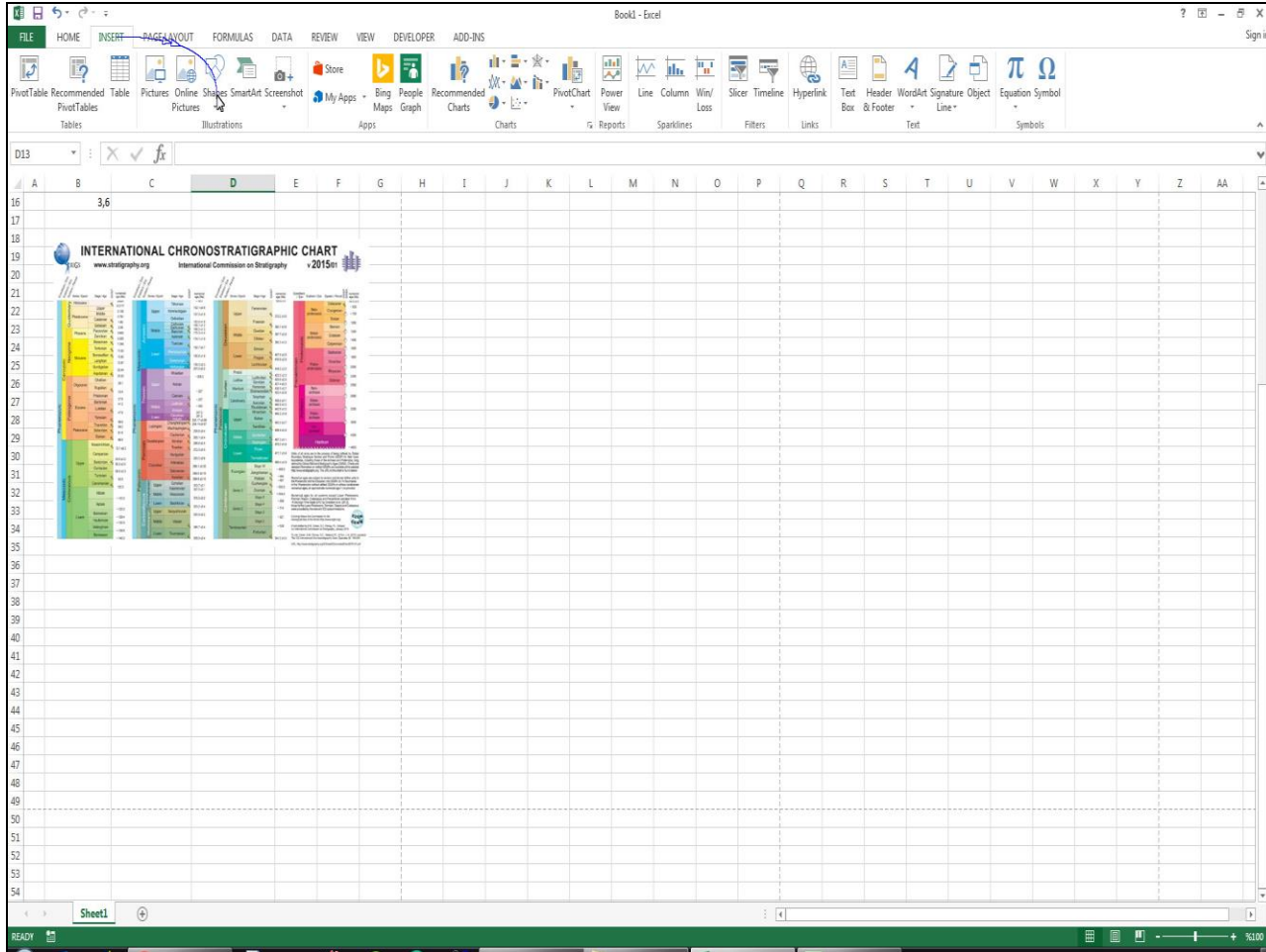
Slide 93 - Slide 93



Text Captions

Select the **Insert** tab

Slide 94 - Slide 94

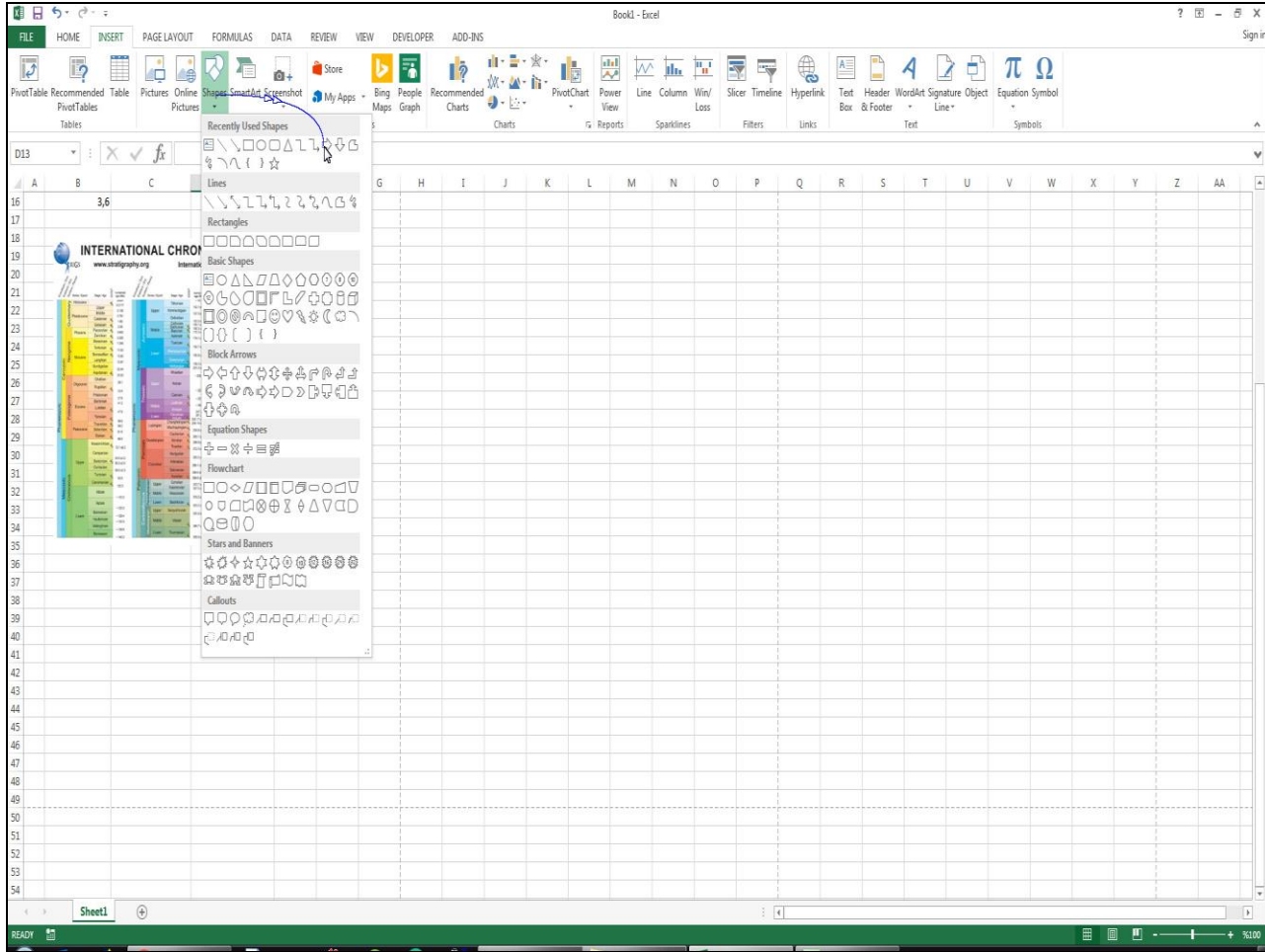


Text Captions

Select **Shapes Insert** ready-made shapes, such as **circles, squares, and arrows.**

Tell me more

Slide 95 - Slide 95



Text Captions

Select the **Right Arrow** item

Slide 96 - Slide 96

The image shows a screenshot of the Microsoft Excel application interface. The title bar reads "Book1 - Excel". The ribbon is set to the "HOME" tab, with various icons for font, alignment, and styles. The spreadsheet grid is visible, with columns labeled A through AA and rows labeled 16 through 54. An image of the "INTERNATIONAL CHRONOSTRATIGRAPHIC CHART v. 2015" is embedded in the grid, spanning approximately from column B to column M and row 19 to row 34. The chart is a complex diagram with multiple columns of colored bars representing geological time periods. A blue curved arrow is drawn over the chart, starting from the top left and pointing towards the bottom right. The status bar at the bottom indicates "Sheet1" and "93.00".

Text Captions

Slide 97 - Slide 97

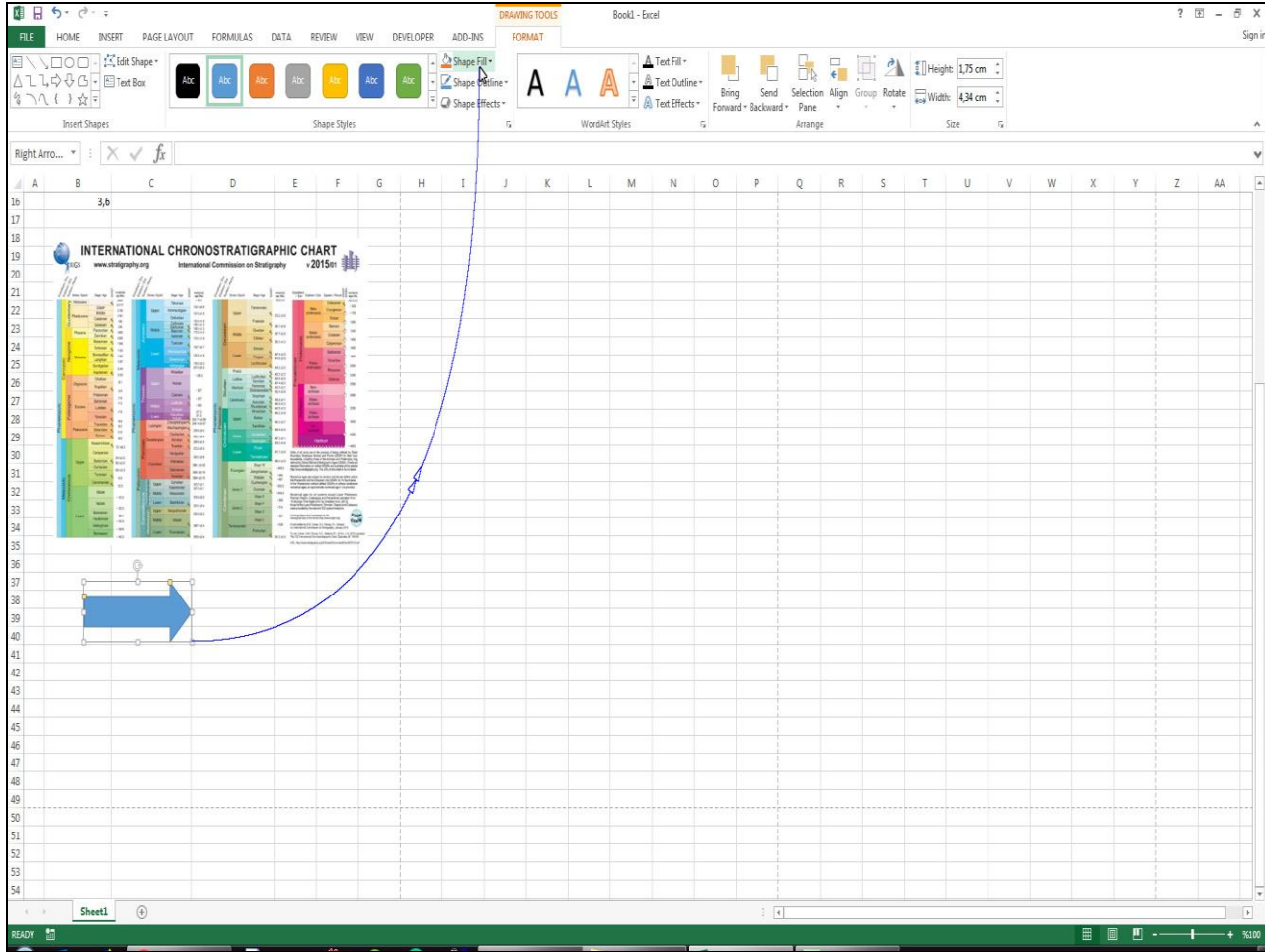
The screenshot shows the Microsoft Excel interface with a slide titled "INTERNATIONAL CHRONOSTRATIGRAPHIC CHART" pasted into a worksheet. The slide content includes the following text and graphics:

- INTERNATIONAL CHRONOSTRATIGRAPHIC CHART**
- www.stratigraphy.org
- International Commission on Stratigraphy
- 2015

The chart is a complex geological time scale diagram with multiple columns representing different geological periods and their durations. The periods shown include the Quaternary, Neogene, Paleogene, Mesozoic, and Paleozoic eras, with various sub-periods like the Pleistocene, Pliocene, Miocene, Pliocene, Eocene, Oligocene, Cretaceous, Jurassic, Triassic, Permian, Carboniferous, Devonian, Silurian, Ordovician, Cambrian, and Precambrian. The chart uses color-coding to distinguish between different geological units and includes a scale for time in millions of years (Ma).

Text Captions

Slide 98 - Slide 98



Text Captions

Select Shape Fill

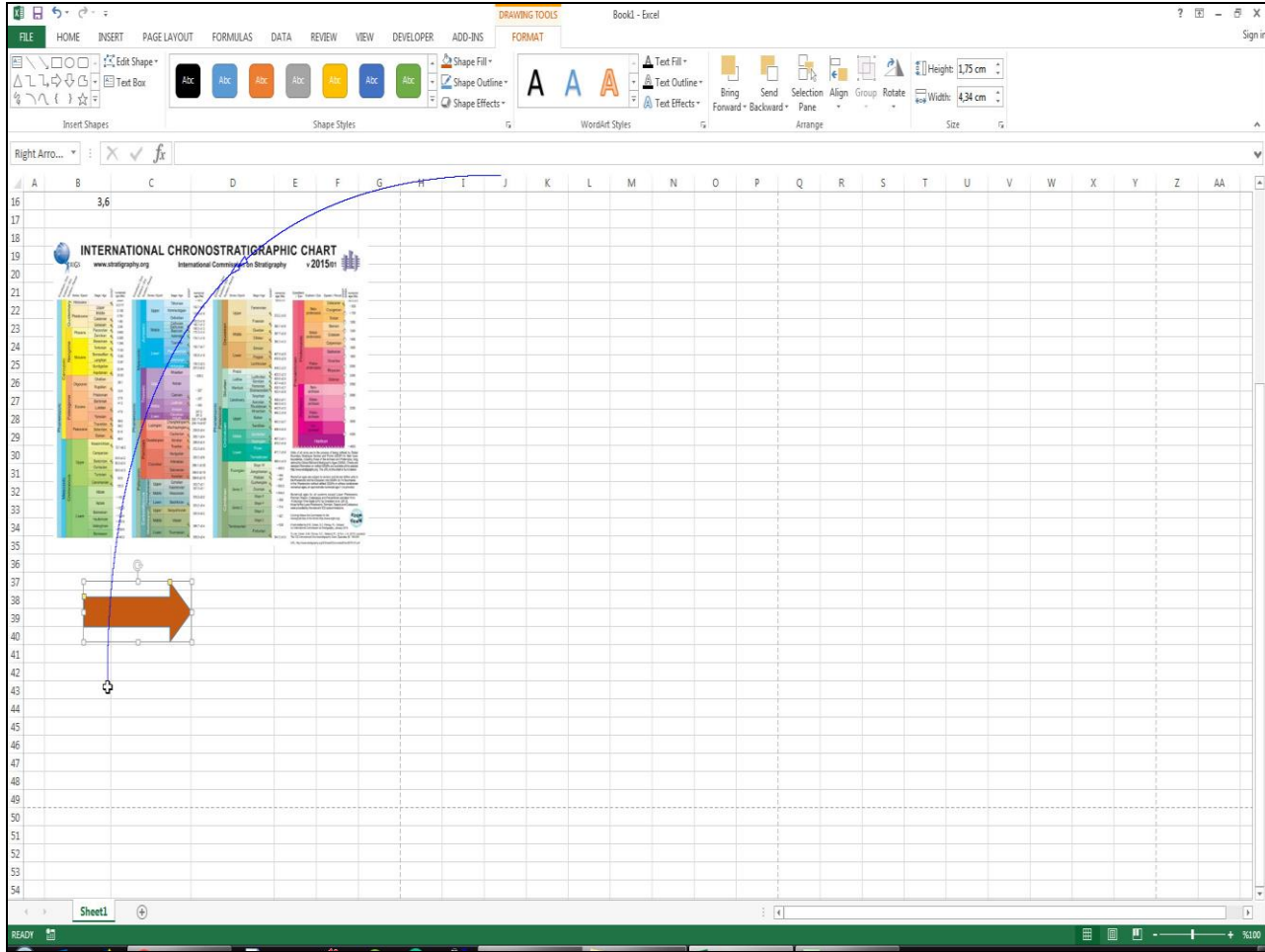
Slide 99 - Slide 99

The screenshot displays the Microsoft Excel interface. The 'DRAWING TOOLS' ribbon is active, and the 'FORMAT' tab is selected. The 'Shape Fill' dropdown menu is open, showing 'Theme Colors' as the selected category. Within the 'Theme Colors' palette, the 'Orange, Accent 2, Darker 25%' color swatch is highlighted. The worksheet background features a large 'INTERNATIONAL CHRONOSTRATIGRAPHIC CHART' and a blue arrow shape that is currently selected and being formatted.

Text Captions

Select the **Orange, Accent 2, Darker 25%** item

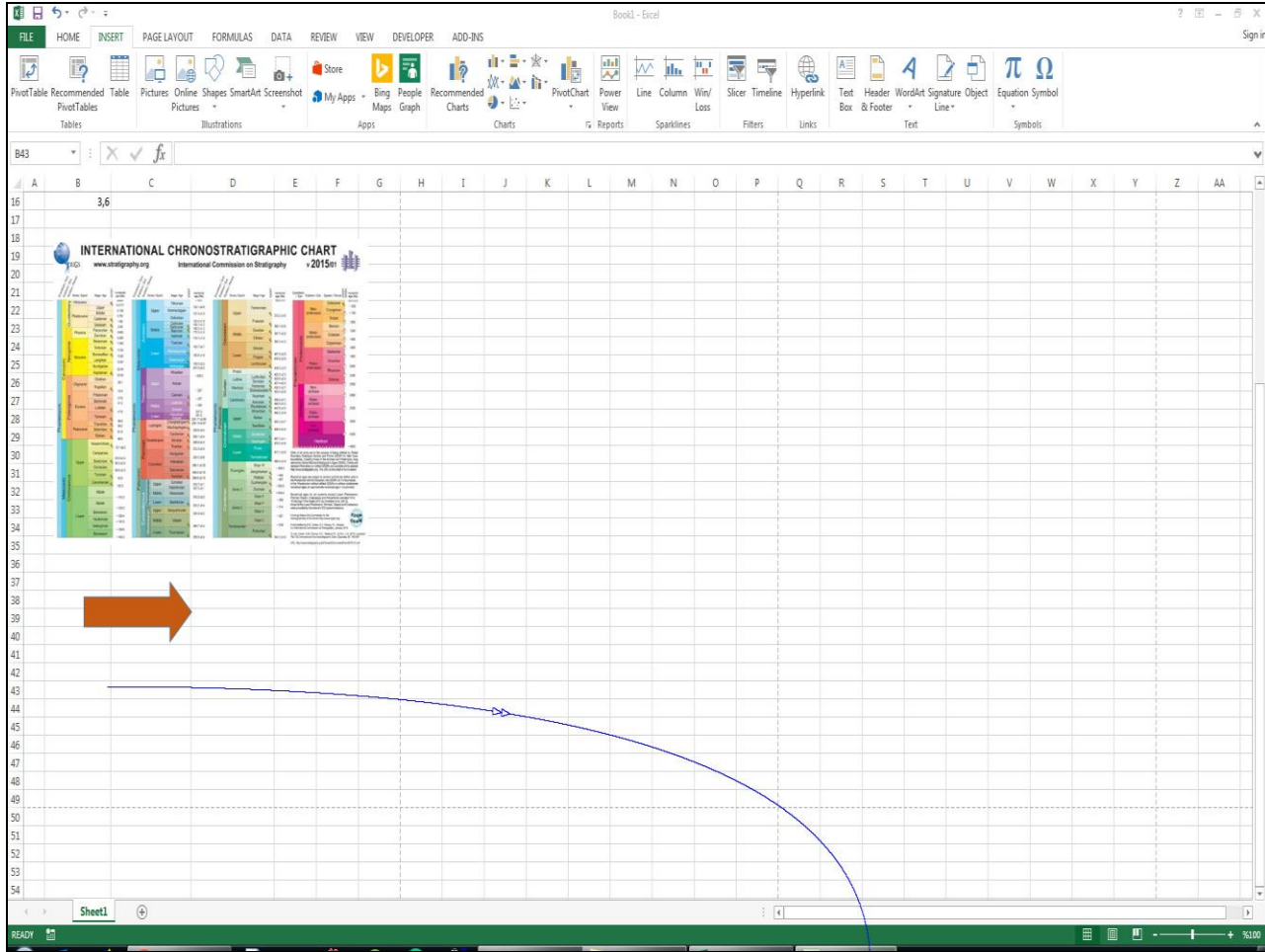
Slide 100 - Slide 100



Text Captions

Select **Book1**

Slide 101 - Slide 101



Text Captions