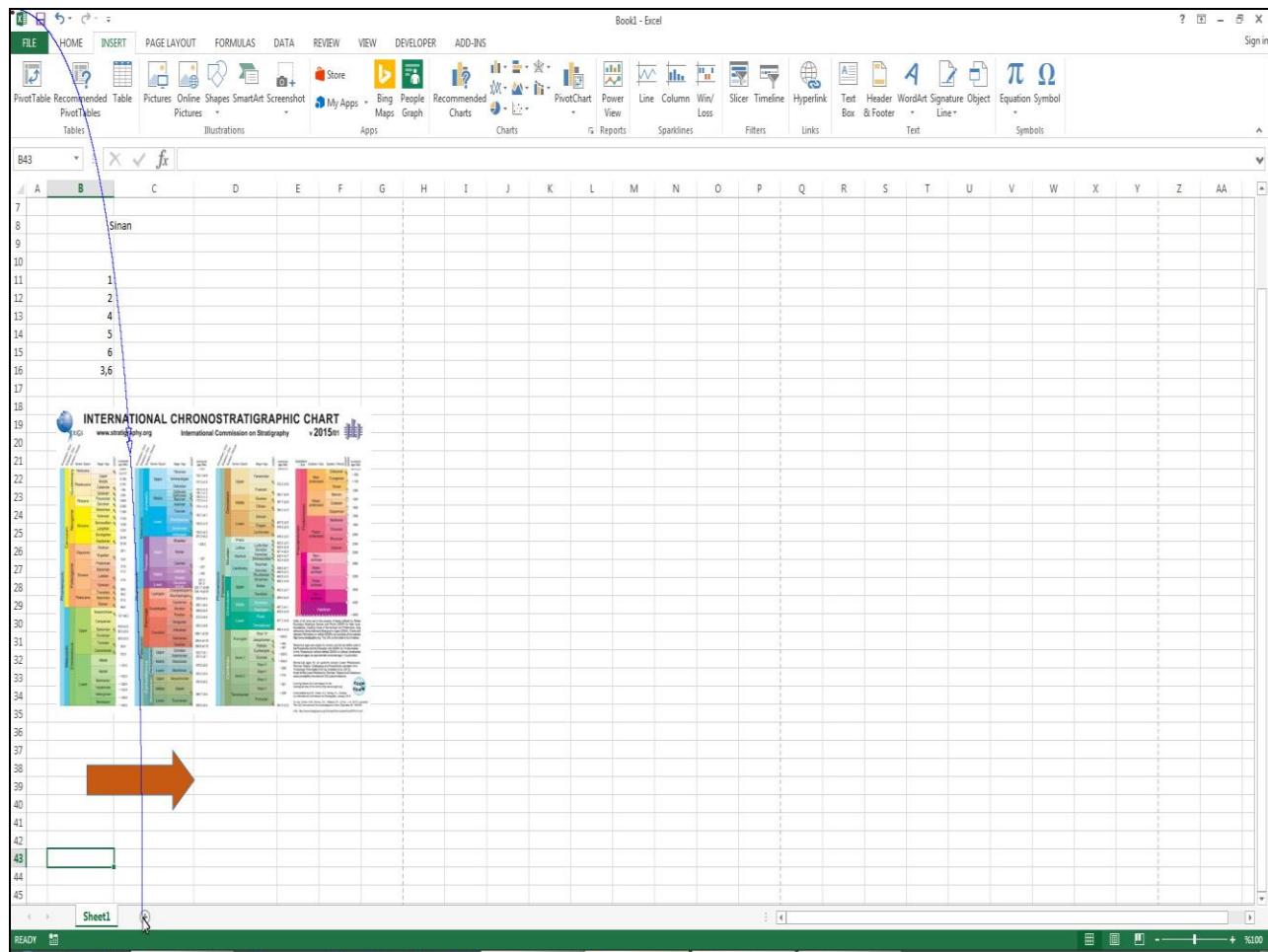


4. HAFTA – MS EXCEL

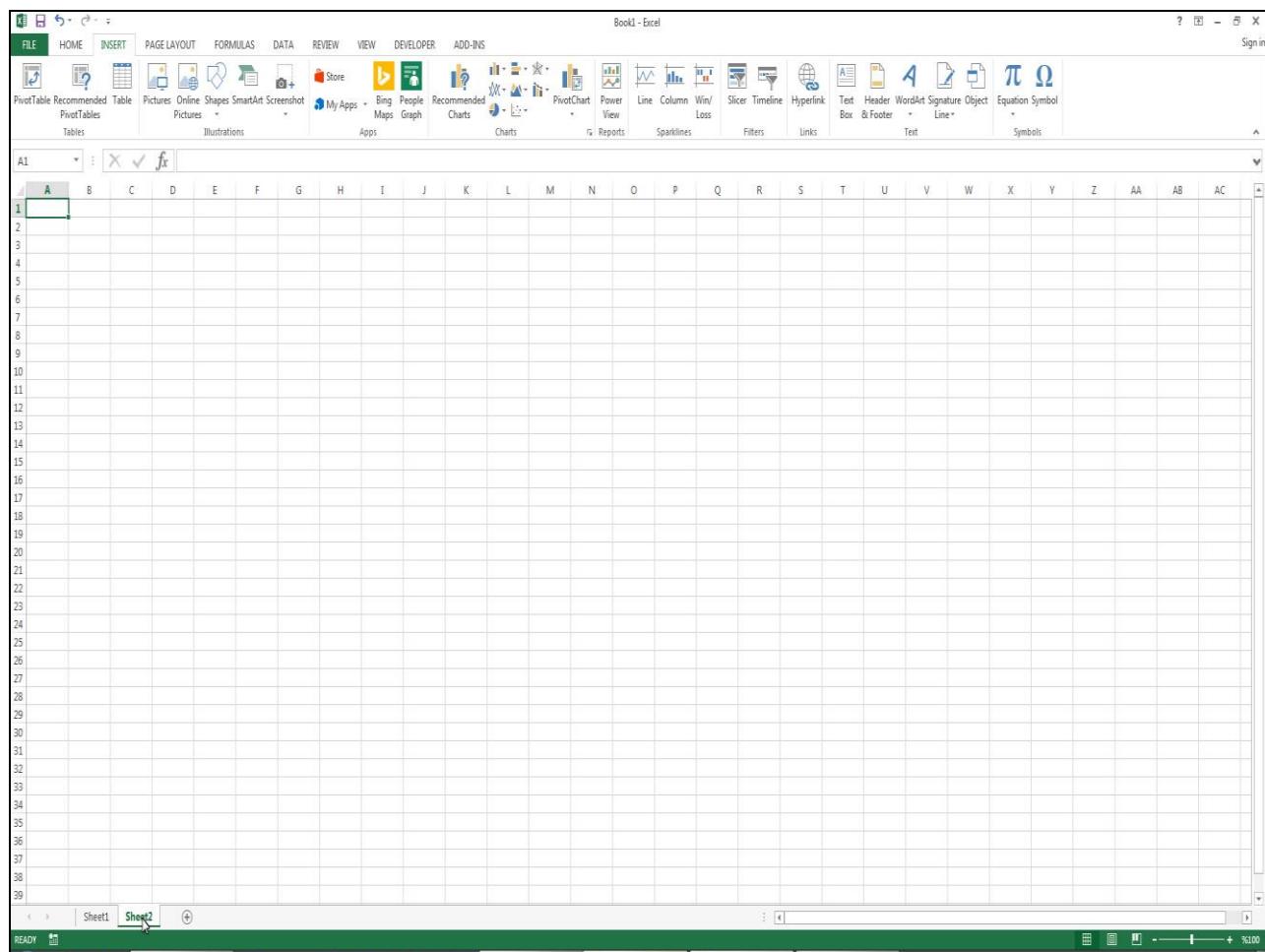
Bu derste MS EXCEL programının temel kullanımını öğreneceğiz. Grafik ayarları ve Formül ekleme adım adım slaytlarda gösterilmiştir.

Slide 1 - Slide 1



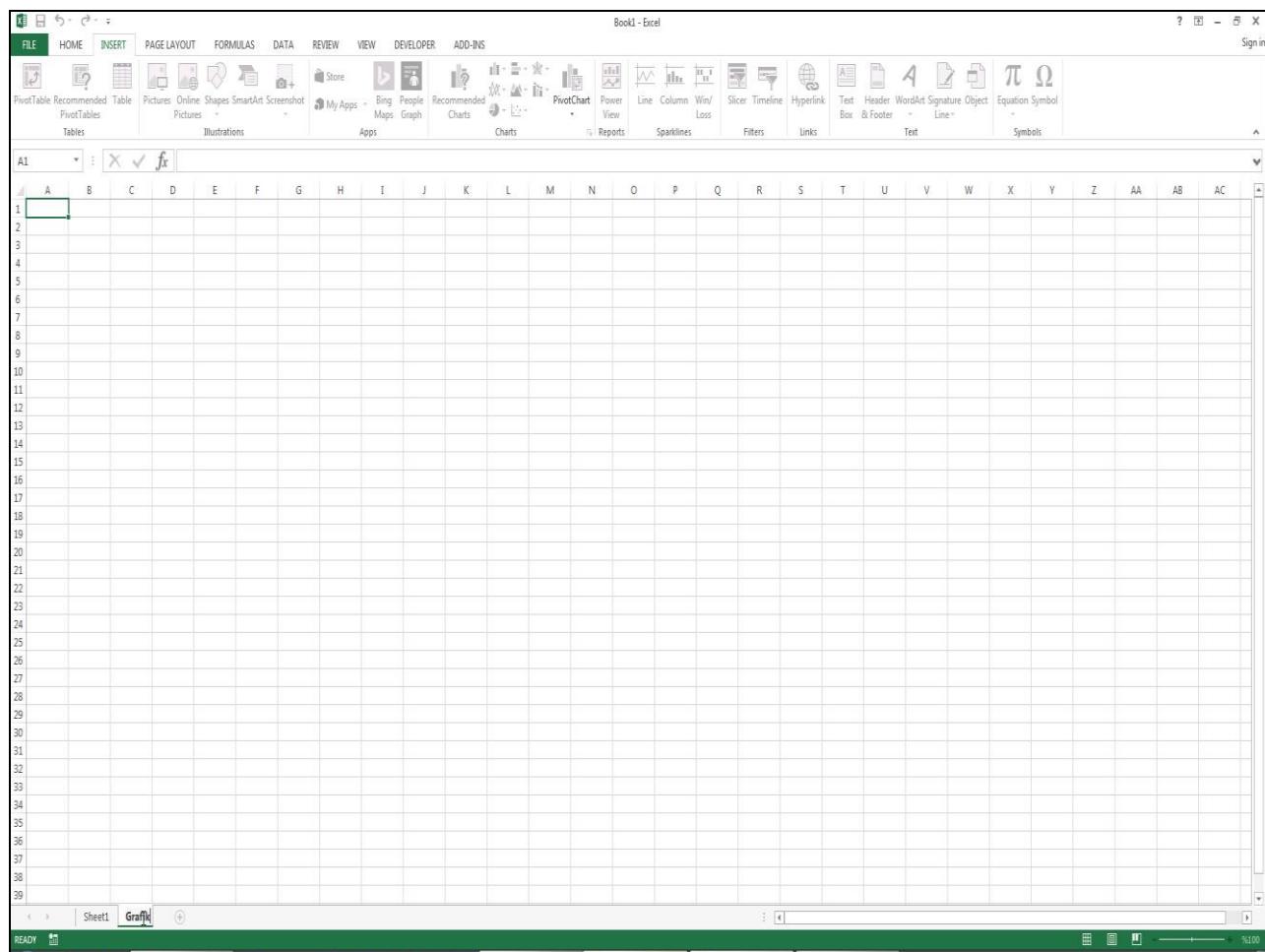
Text Captions

Select Sheet Navigation Bar

Slide 2 - Slide 2**Text Captions**

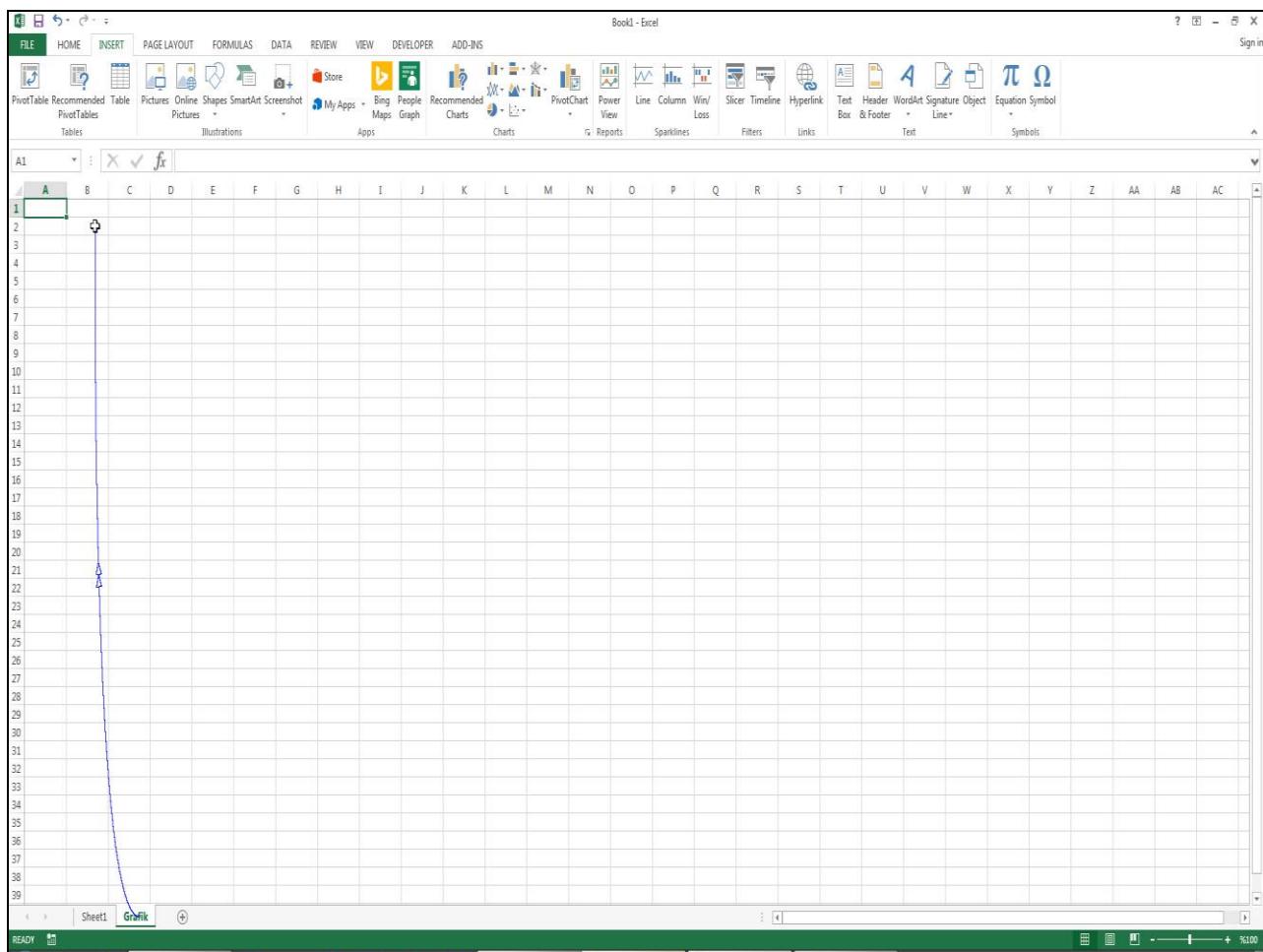
Double-click Sheet Navigation Bar

Slide 3 - Slide 3



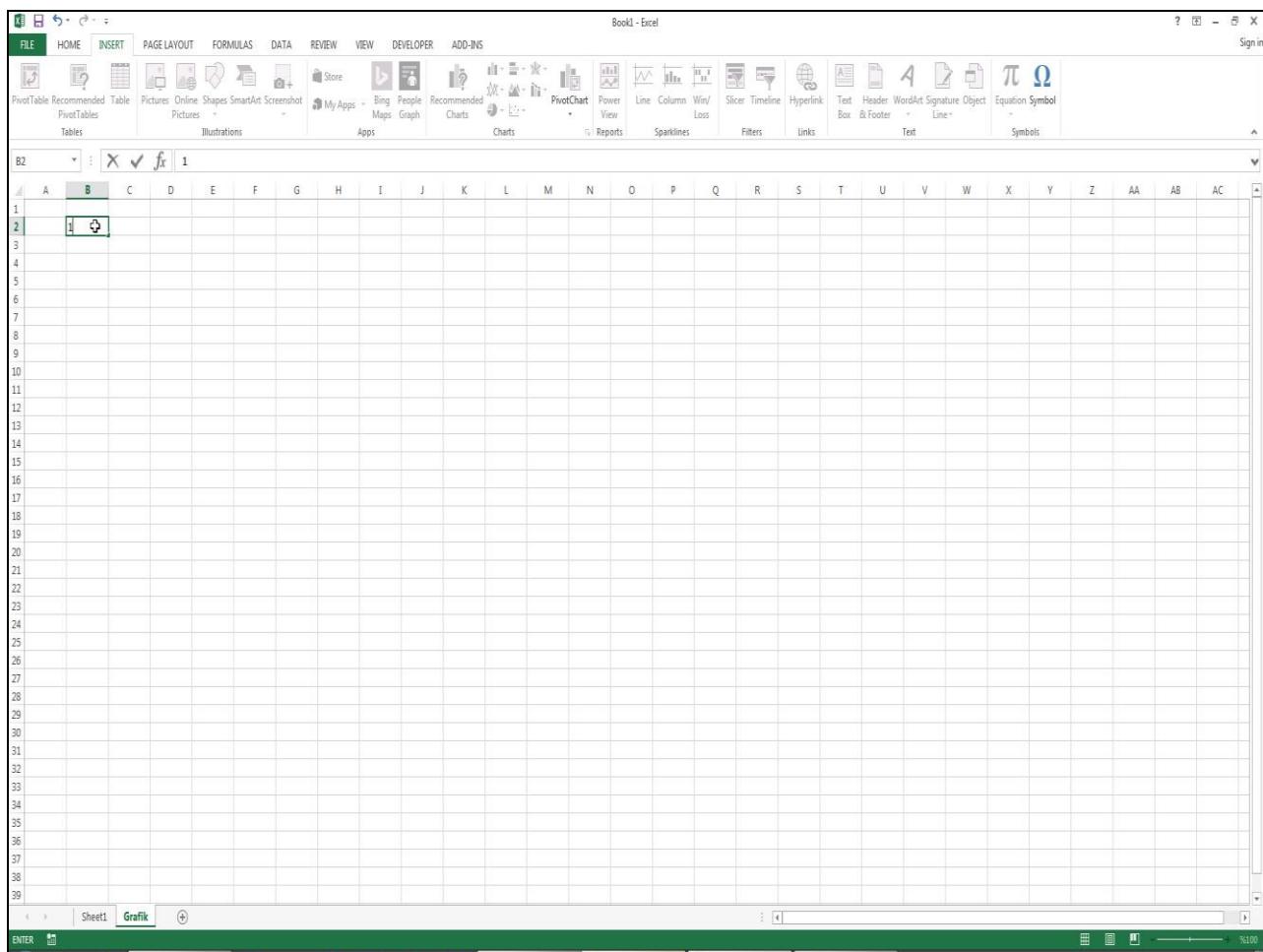
Text Captions

Press **Enter** key

Slide 4 - Slide 4**Text Captions**

Select Book1

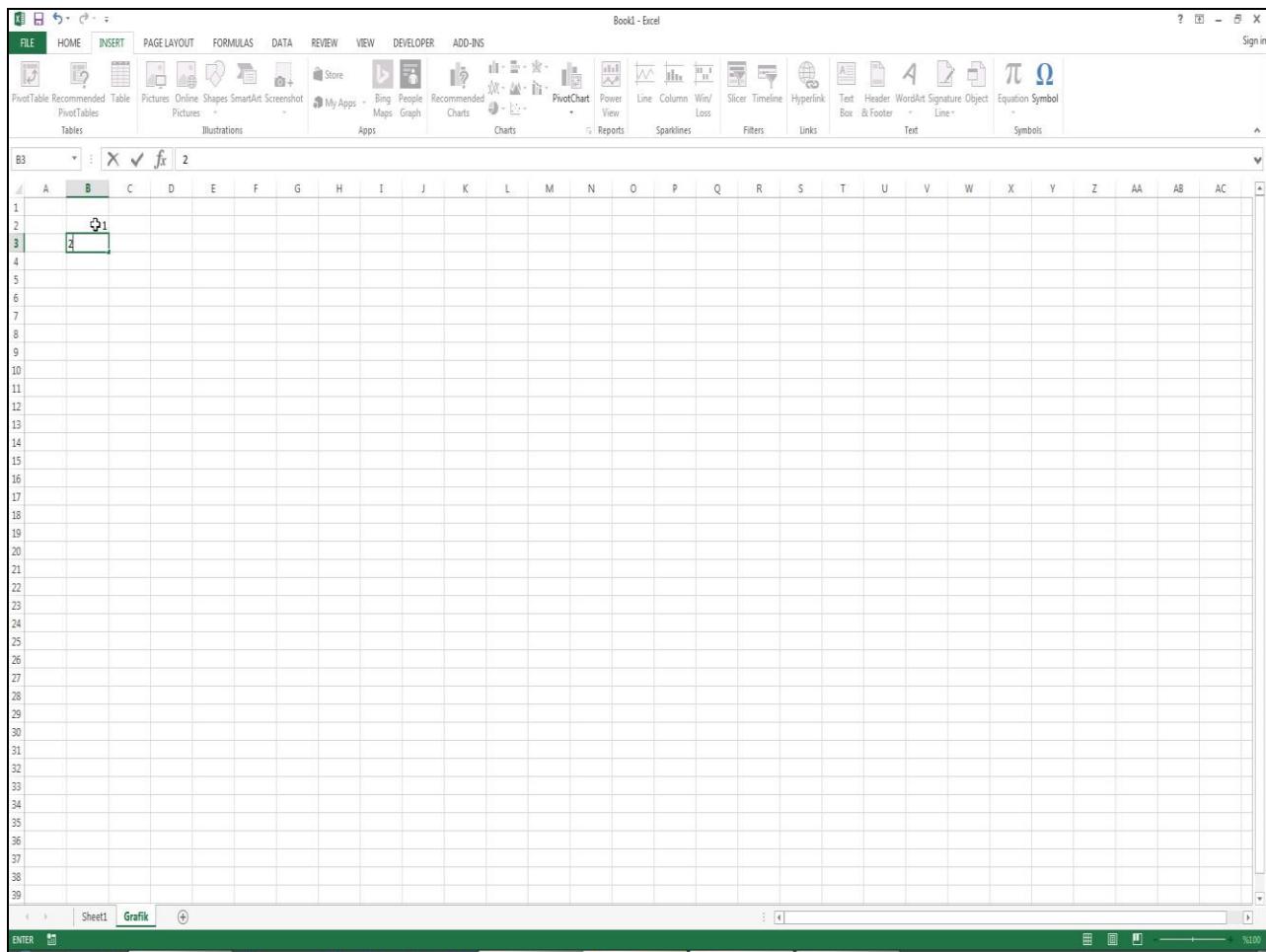
Slide 5 - Slide 5



Text Captions

Press **Enter** key

Slide 6 - Slide 6



Text Captions

Press **Enter** key

Slide 7 - Slide 7

A screenshot of Microsoft Excel showing a worksheet titled "Book1 - Excel". The ribbon menu is visible at the top, with the "FILE" tab selected. The main area shows a 2x3 grid of cells. Cell A1 contains the number 1, cell B1 contains the number 2, and cell C1 contains the number 3. The cell containing the number 2 is currently selected. The status bar at the bottom indicates "Sheet1 Grafik" and "100%".

Text Captions

Press **Enter** key

Slide 8 - Slide 8

A screenshot of Microsoft Excel showing a simple 1x4 grid of numbers. The grid consists of four cells: A2 contains '1', B2 contains '2', A3 contains '3', and B3 contains '4'. The formula bar at the top shows the formula '=B2'. The Excel ribbon is visible at the top, and the status bar at the bottom shows 'Sheet1' and 'Grafik'.

Text Captions

Press **Enter** key

Slide 9 - Slide 9

A screenshot of a Microsoft Excel spreadsheet titled "Book1 - Excel". The worksheet is named "Sheet1" and contains the following data:

	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	AB	AC
1																													
2		1																											
3		2																											
4		3																											
5		4																											
6		5																											
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Text Captions

Press **Enter** key

Slide 10 - Slide 10

The screenshot shows a Microsoft Excel window titled 'Book1 - Excel'. The ribbon menu is visible at the top, with the 'HOME' tab selected. The worksheet area contains a grid of cells from A1 to AC39. Cell A1 is highlighted with a green border. Cell B7 contains the number '2'. Cell B6 contains the number '5'. The status bar at the bottom indicates 'Sheet1 Grafik'.

Text Captions

Select Book1

Slide 11 - Slide 11

A screenshot of Microsoft Excel showing a 1x5 grid of cells. The first cell, C2, contains the number '1' and has a green border, indicating it is selected. The second cell, D2, contains the number '2'. The third cell, E2, contains the number '3'. The fourth cell, F2, contains the number '4'. The fifth cell, G2, contains the number '5'. The rest of the cells in the row are empty. The Excel ribbon is visible at the top, and the status bar at the bottom shows 'Sheet1' and 'Grafik'.

Text Captions

Press **Enter** key

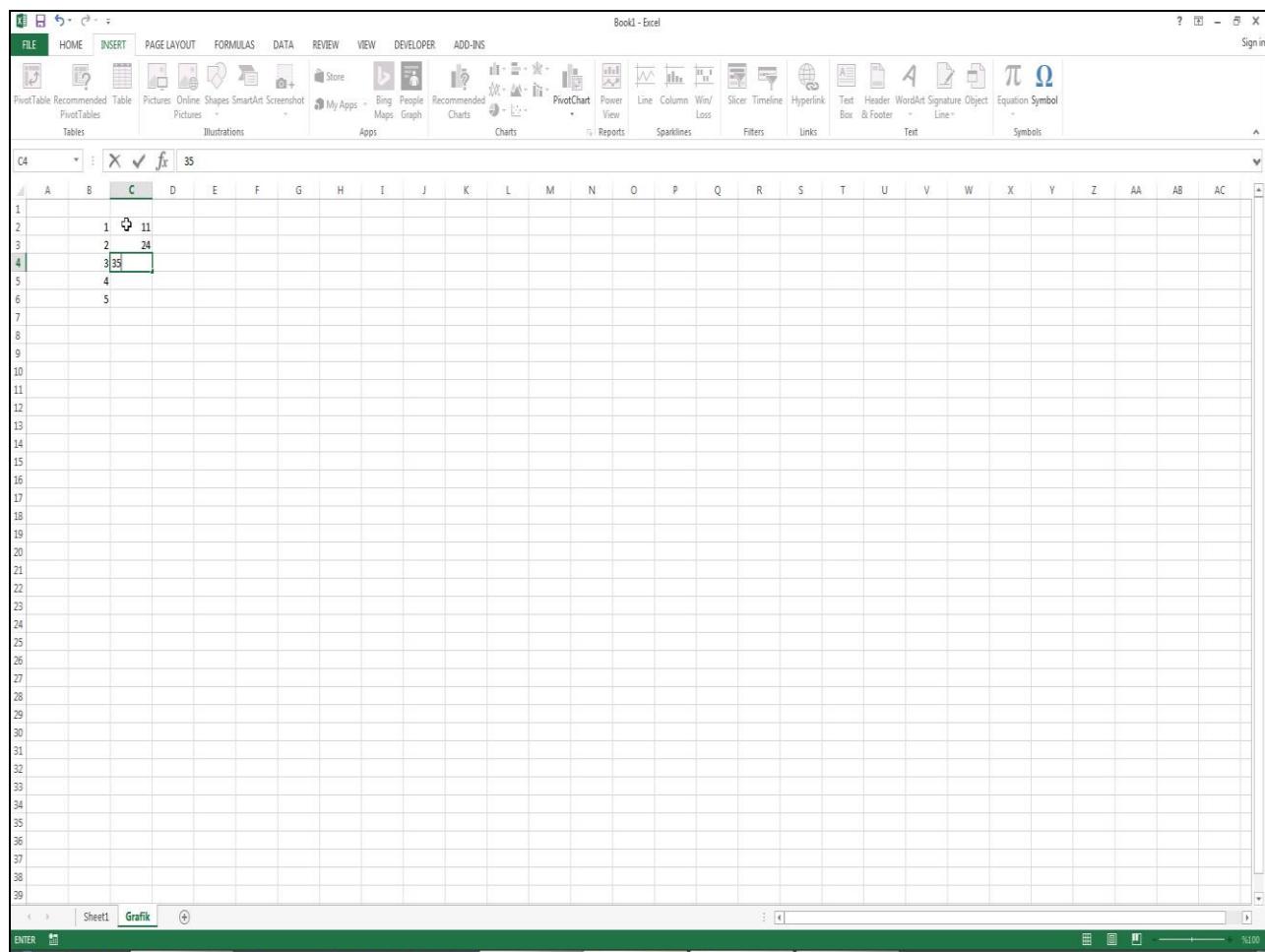
Slide 12 - Slide 12

The screenshot shows a Microsoft Excel spreadsheet with a single sheet named "Grafik". The cells C2 and C3 contain the numbers 1 and 2 respectively. Cells D2 and D3 contain the numbers 3 and 4 respectively. Cell C3 is currently selected, as indicated by the black border around it and the presence of a small black square selection handle in its bottom-right corner. The rest of the spreadsheet is empty, with rows from 1 to 39 visible in the left margin.

Text Captions

Press **Enter** key

Slide 13 - Slide 13



A screenshot of Microsoft Excel showing a 5x5 grid of numbers from 1 to 25. The grid is as follows:

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

The cell C4 contains the value 35, which is highlighted with a green border. The Excel ribbon is visible at the top, and the status bar at the bottom shows "Sheet1 Grafik".

Text Captions

Press **Enter** key

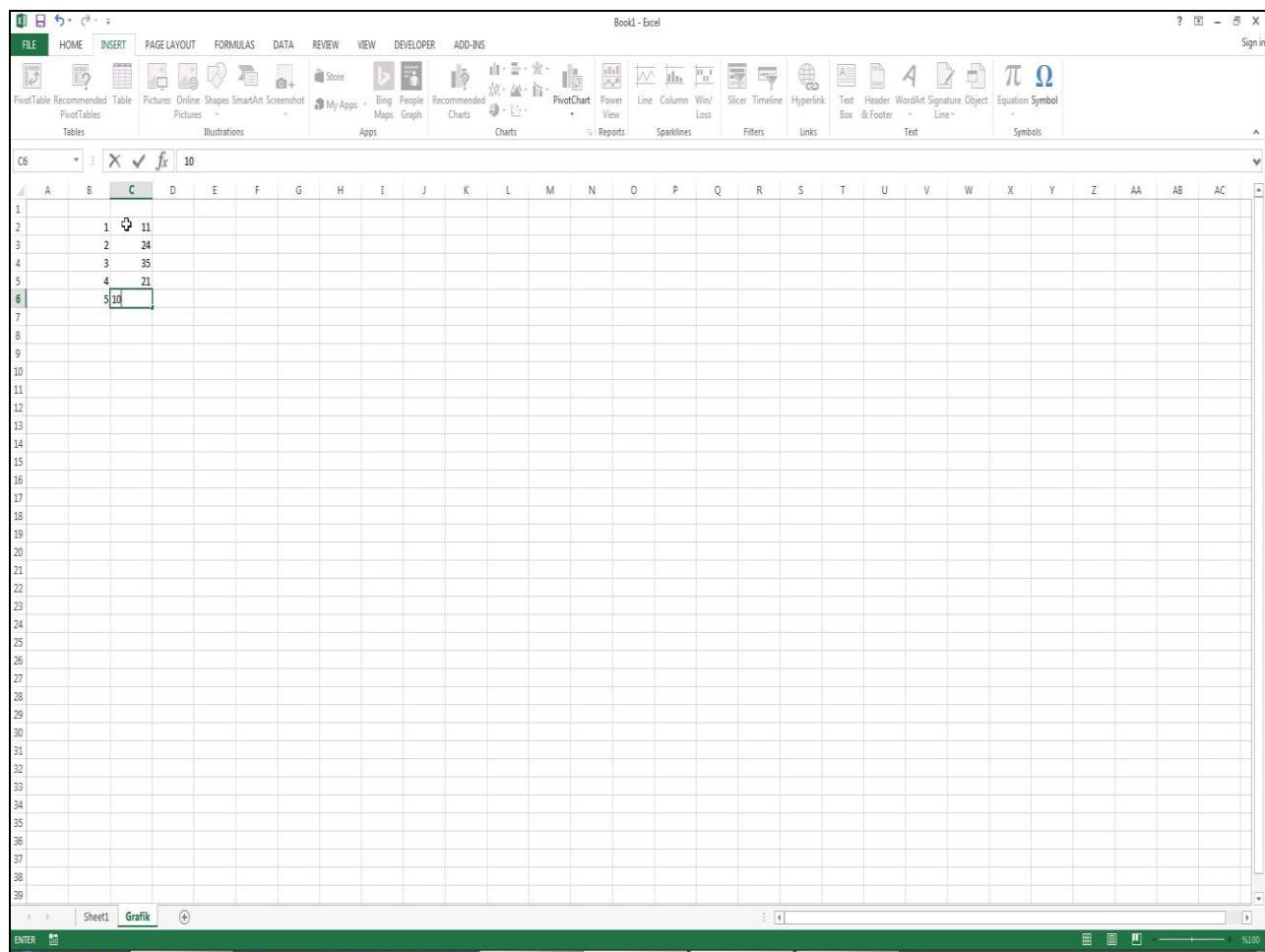
Slide 14 - Slide 14

	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	AB	AC
1			1																										
2			2																										
3			3																										
4			4																										
5			5																										
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39																													

Text Captions

Press **Enter** key

Slide 15 - Slide 15



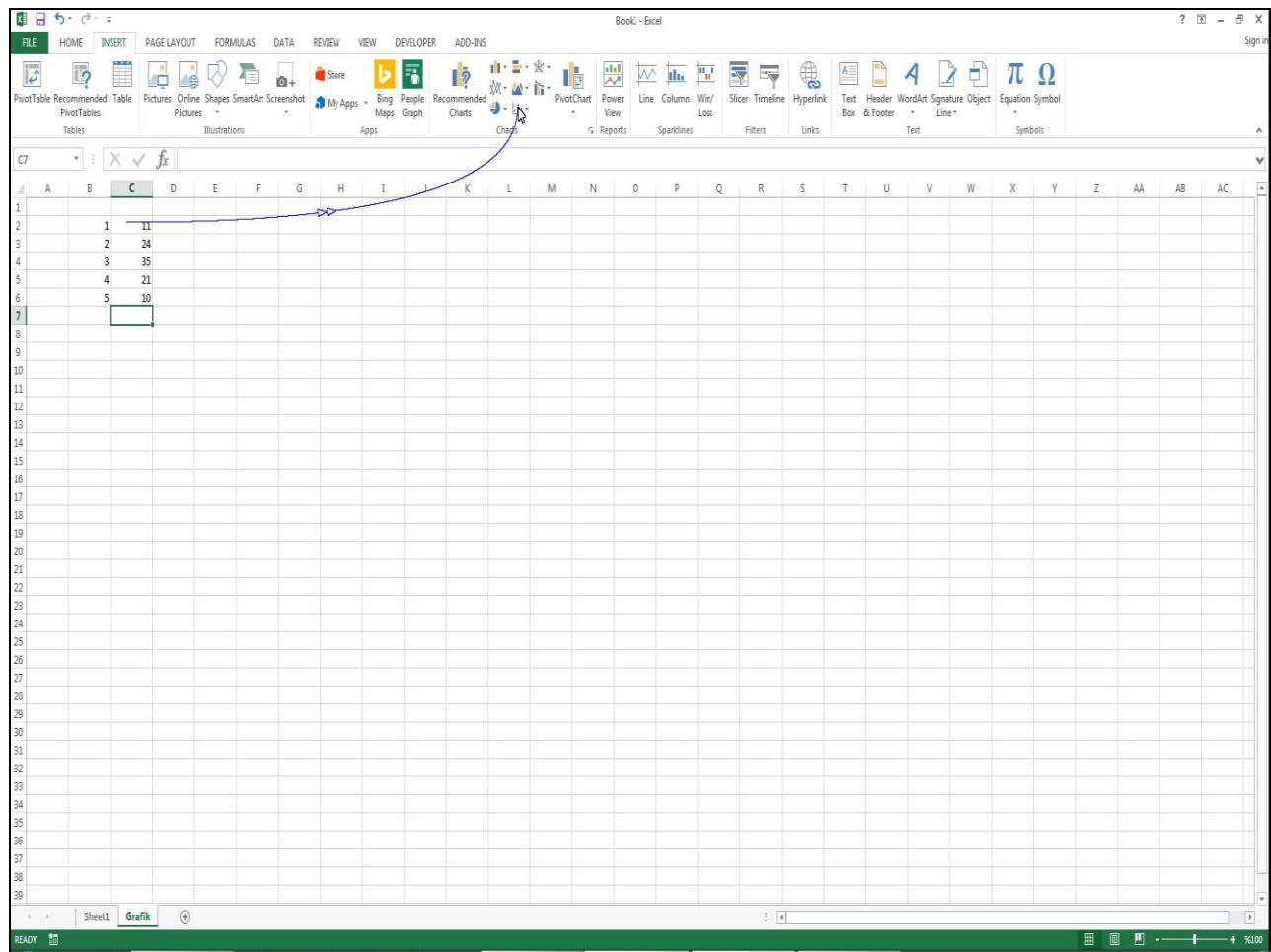
A screenshot of Microsoft Excel showing a 5x10 grid of numbers. The grid starts at cell A1 with the value 1 and ends at cell J5 with the value 50. Cell C6 contains the value 10. The Excel ribbon is visible at the top, and the formula bar shows the address C6.

	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	AB	AC
1																													
2	1	11																											
3	2	24																											
4	3	35																											
5	4	21																											
6	5	10																											
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Text Captions

Press Enter key

Slide 16 - Slide 16



Text Captions

Select Insert Scatter (X, Y) or Bubble Chart Use this chart type to show the relationship between sets of values.

Click the arrow to see the dif...

Slide 17 - Slide 17

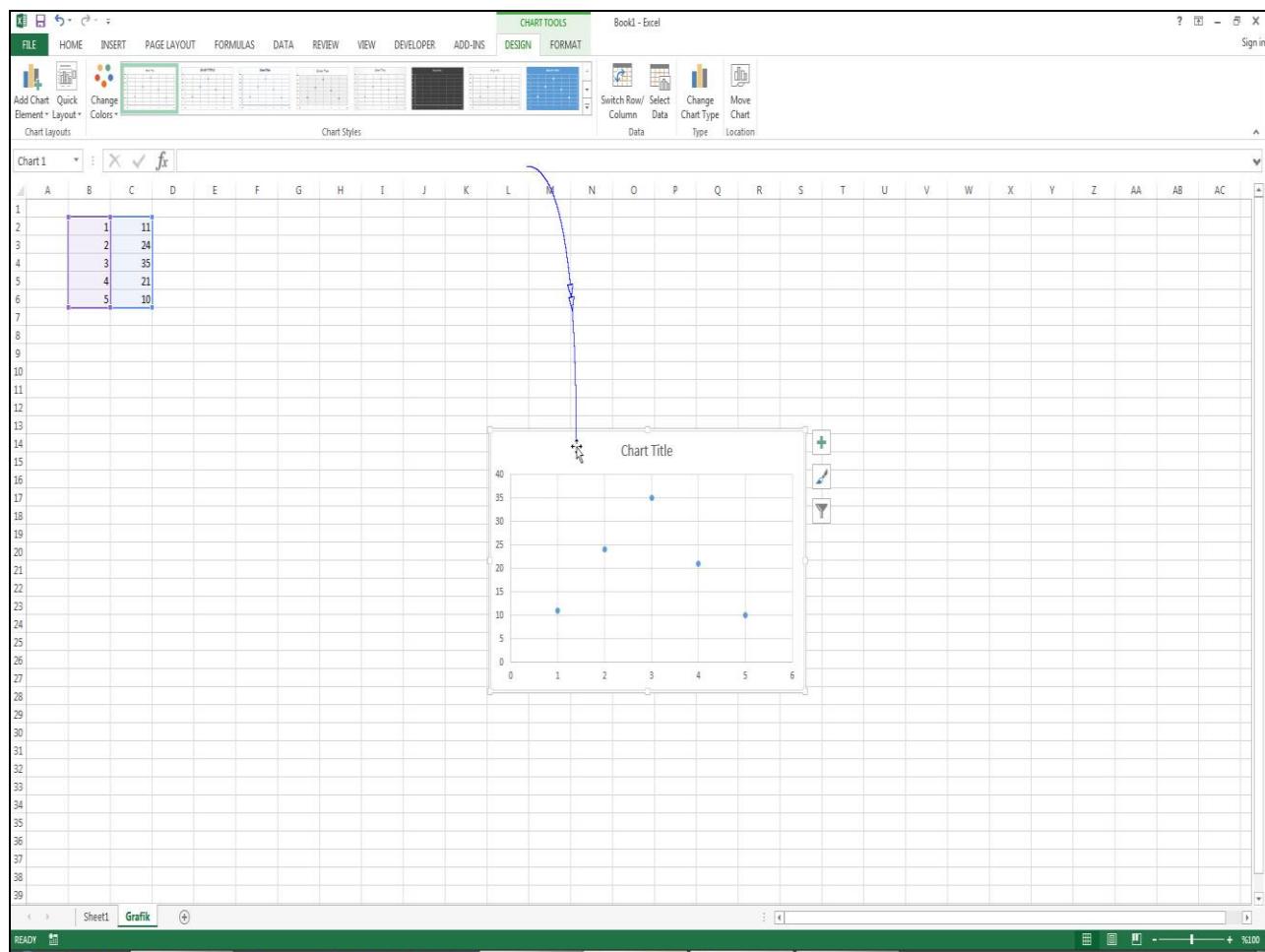
The screenshot shows a Microsoft Excel window with the following details:

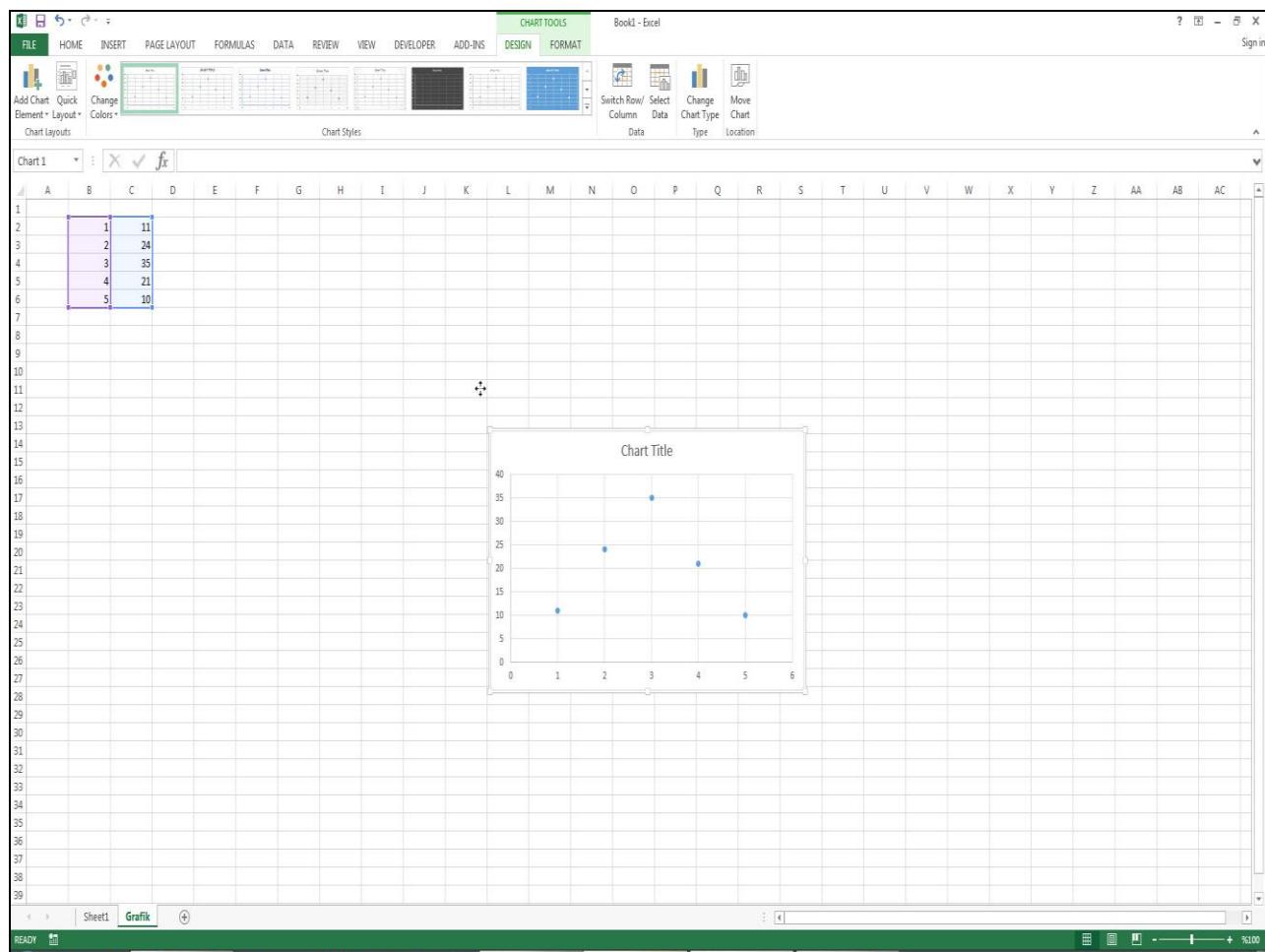
- File Ribbon:** FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, DEVELOPER, ADD-INS.
- Insert Tab:** PivotTable Recommended Tables, PivotTables, Pictures, Online Shapes SmartArt Screenshots, My Apps, Bing Maps, People Graph, Recommended Charts, Power View.
- Charts Section:** Line, Column, Win/Loss, Slicer, Timeline, Hyperlink, Text, Header, WordArt, Signature, Object, Sparklines, Filters, Links, Text Box & Footer, Line, Equation, Symbol.
- Scatter Chart Selection:** The "Scatter" icon is highlighted with a red box.
- Data Table:** A small data table is shown in the background with columns A through AC and rows 1 through 7. The data is as follows:

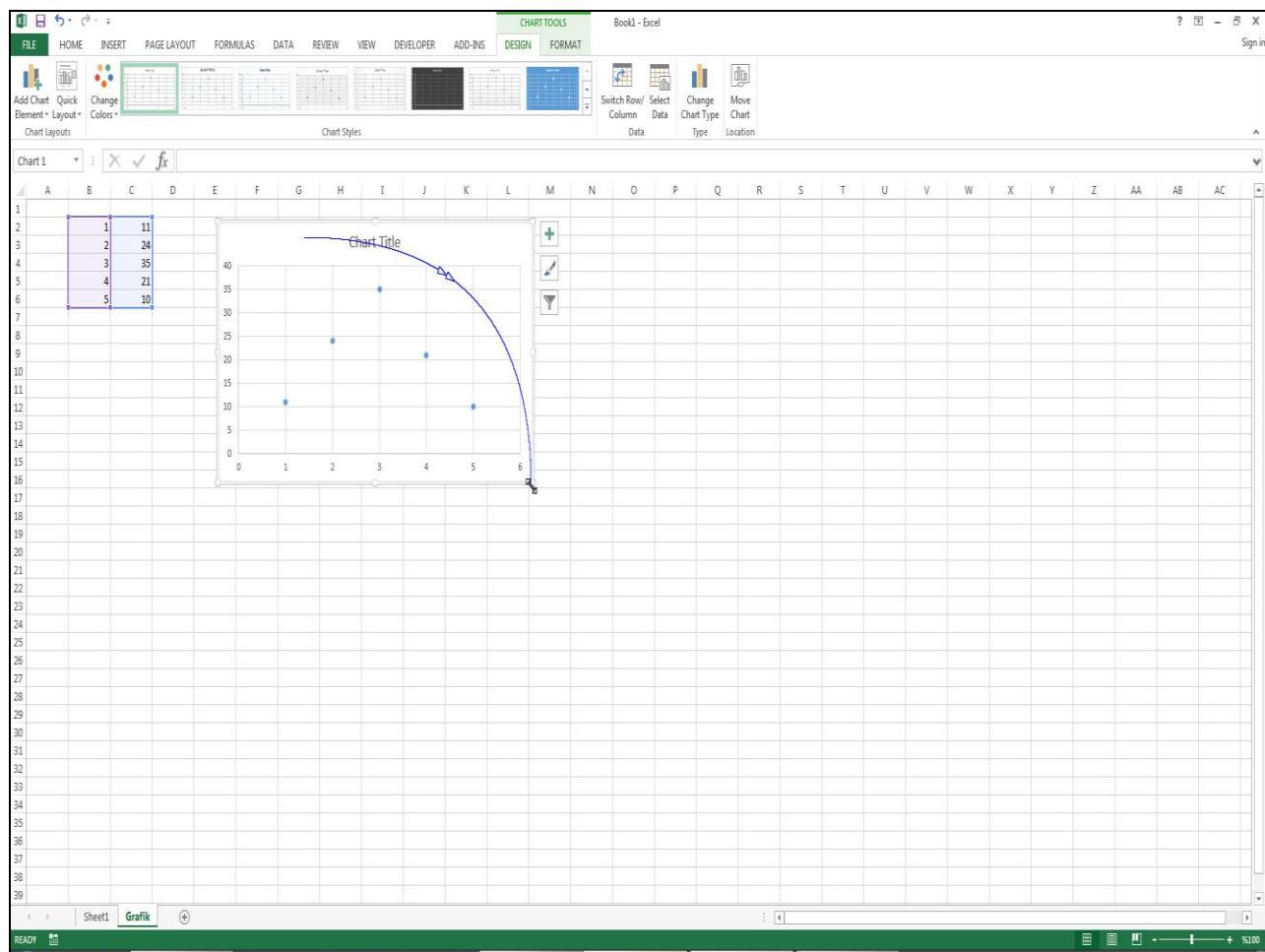
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC		
1			11																												
2		1	24																												
3		2	35																												
4		3	21																												
5		4	10																												
6		5																													
7																															

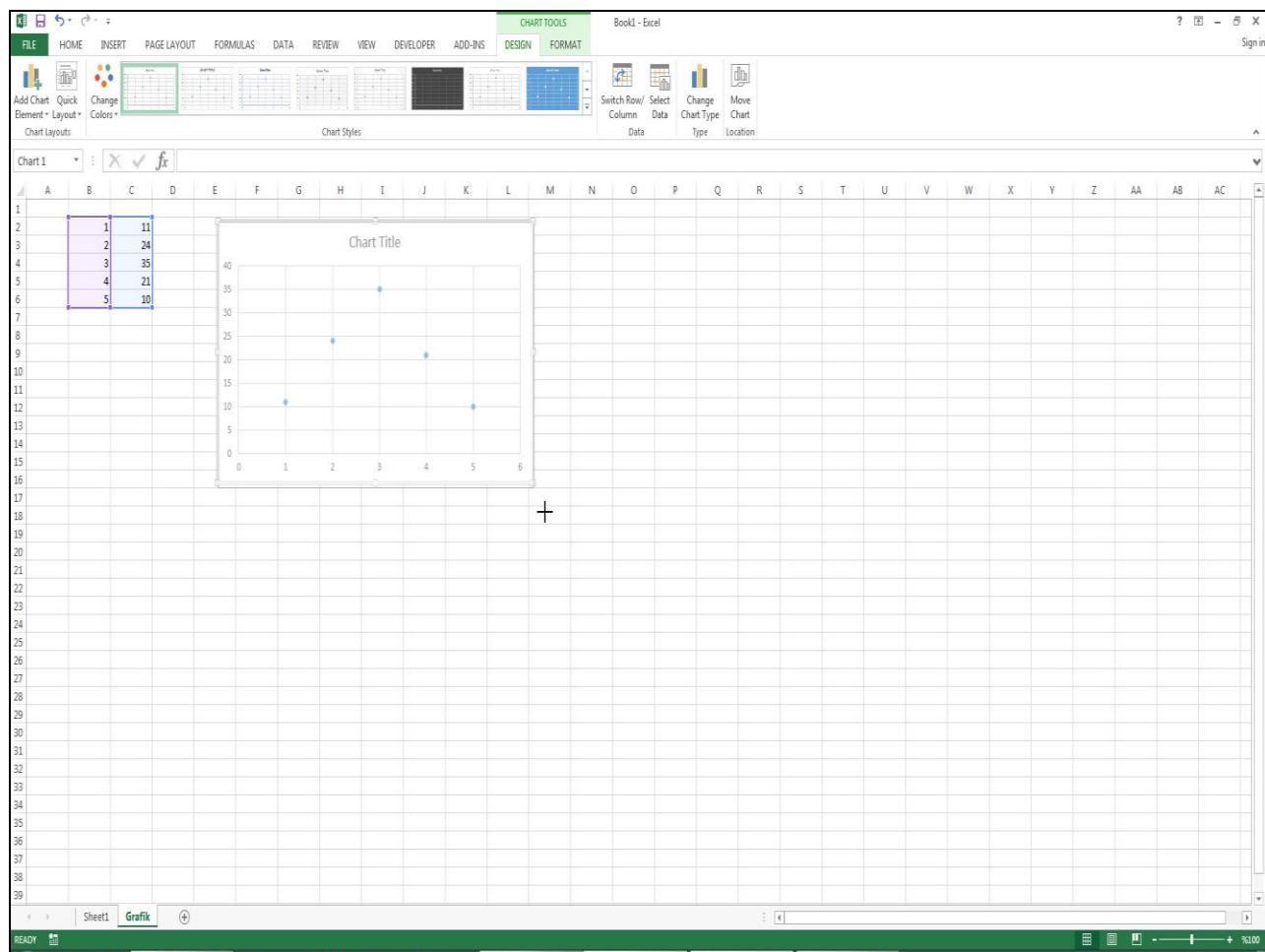
Text Captions

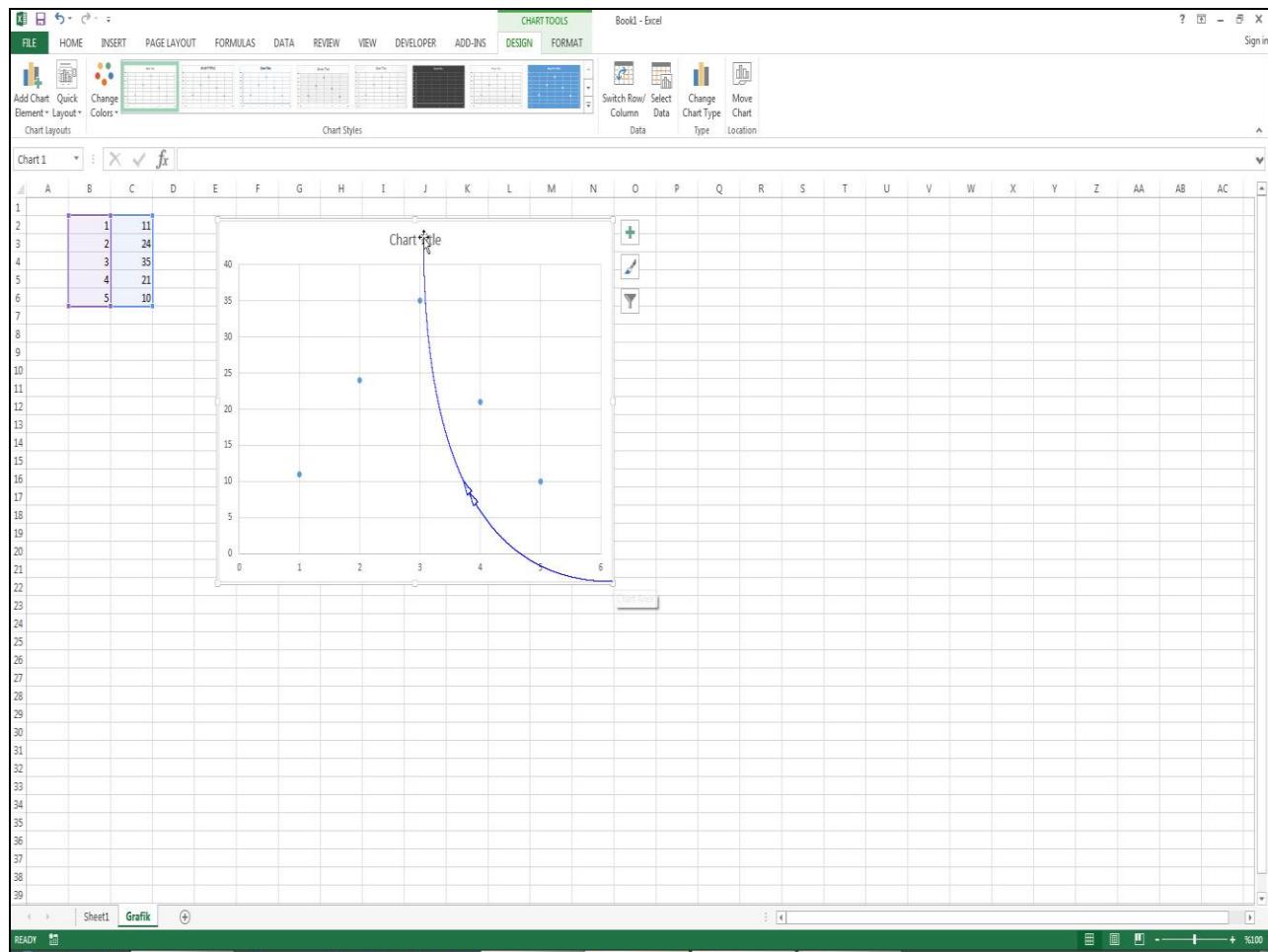
Select the **Scatter** item

Slide 18 - Slide 18**Text Captions**

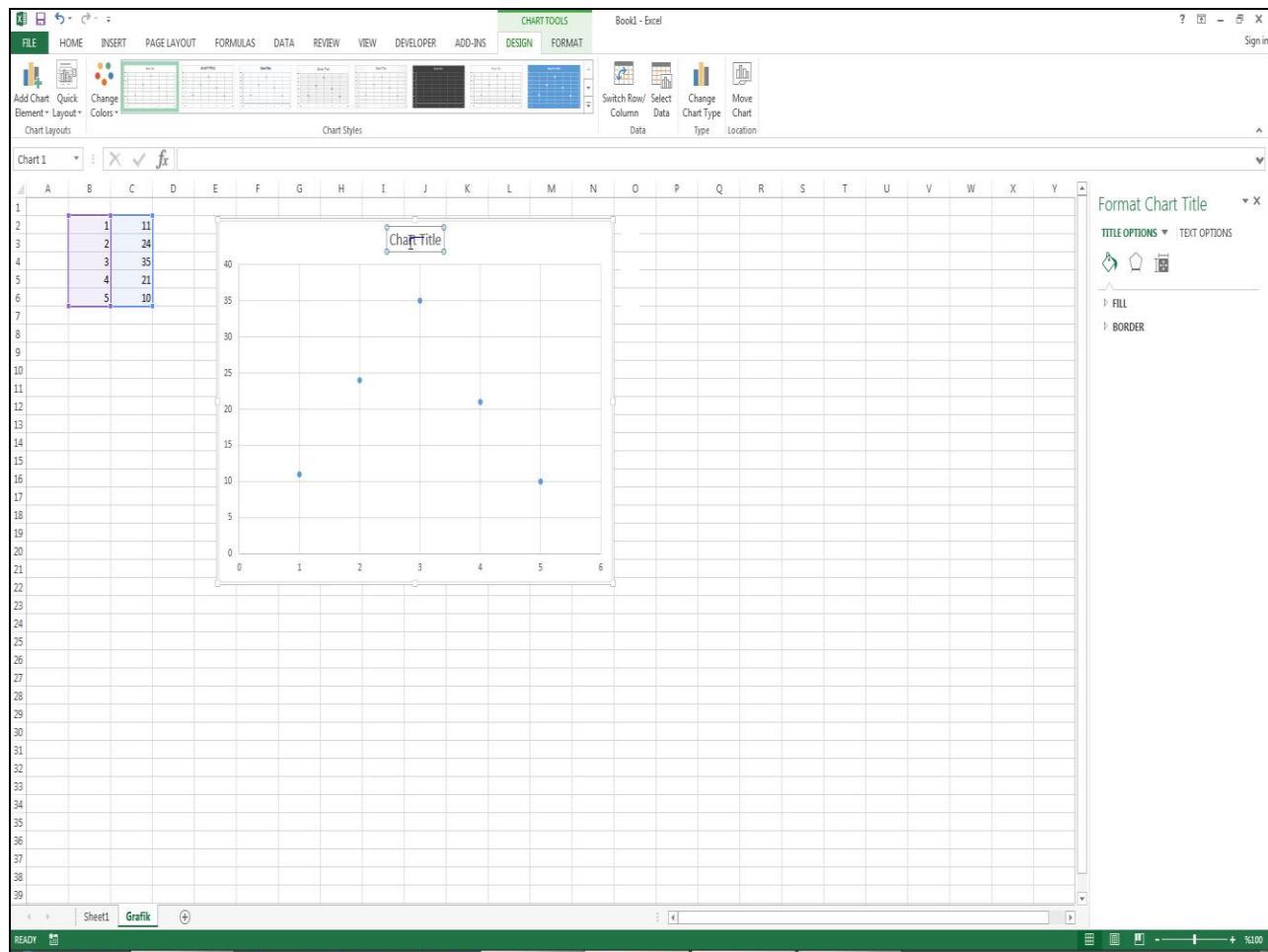
Slide 19 - Slide 19**Text Captions**

Slide 20 - Slide 20**Text Captions**

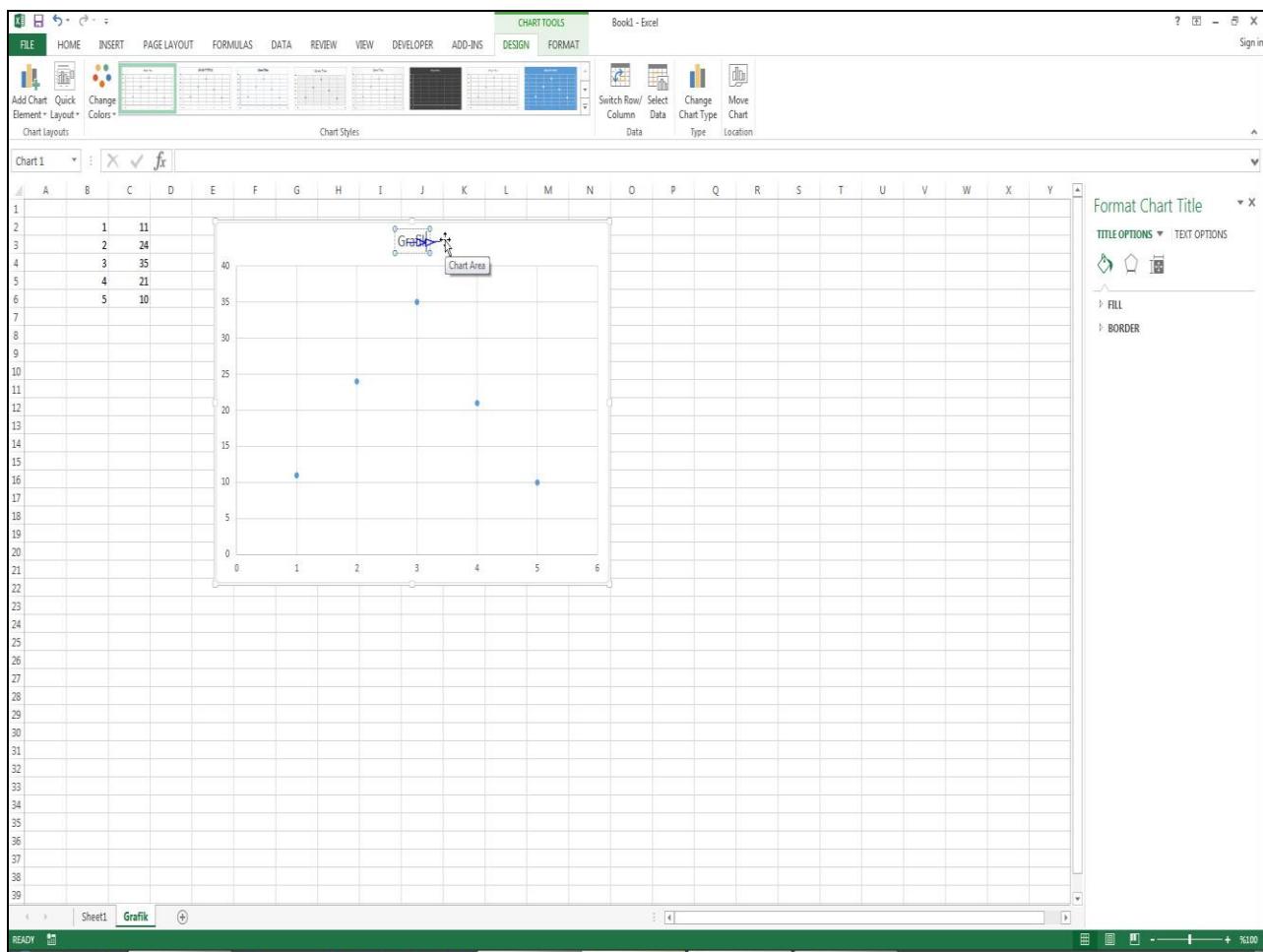
Slide 21 - Slide 21**Text Captions**

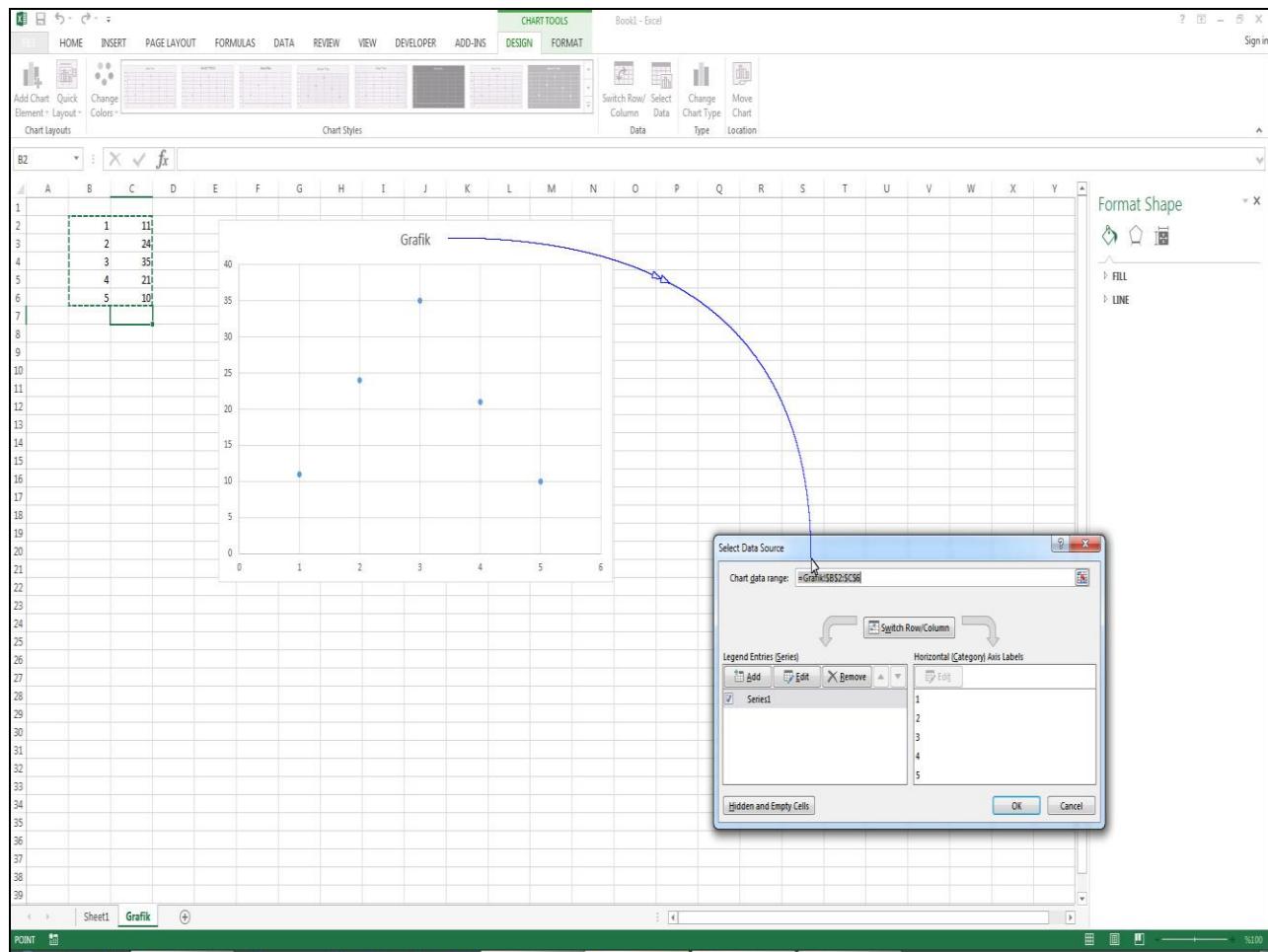
Slide 22 - Slide 22**Text Captions**

Double-click Book1

Slide 23 - Slide 23**Text Captions**

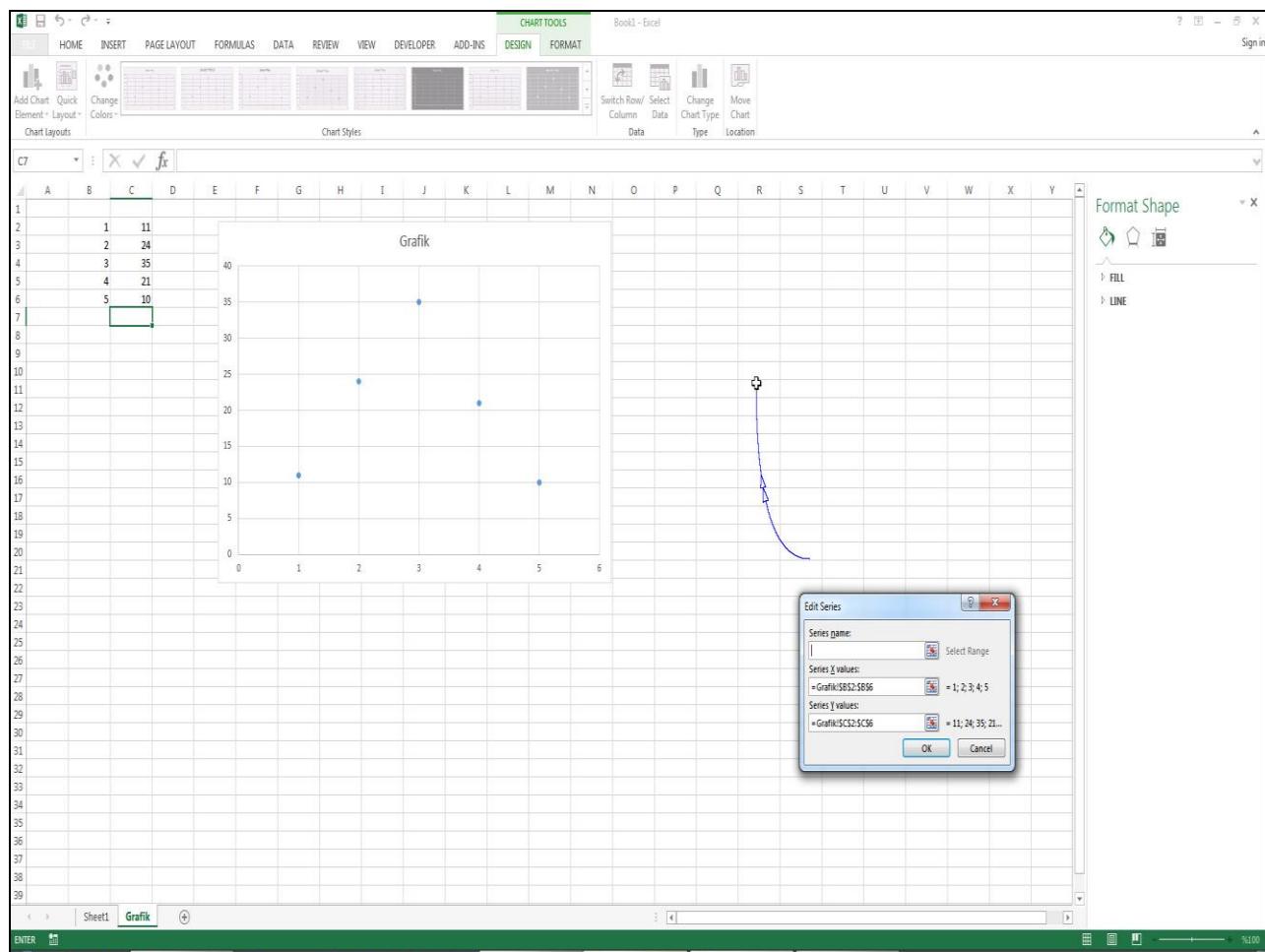
Double-click Book1

Slide 24 - Slide 24**Text Captions**

Slide 25 - Slide 25**Text Captions**

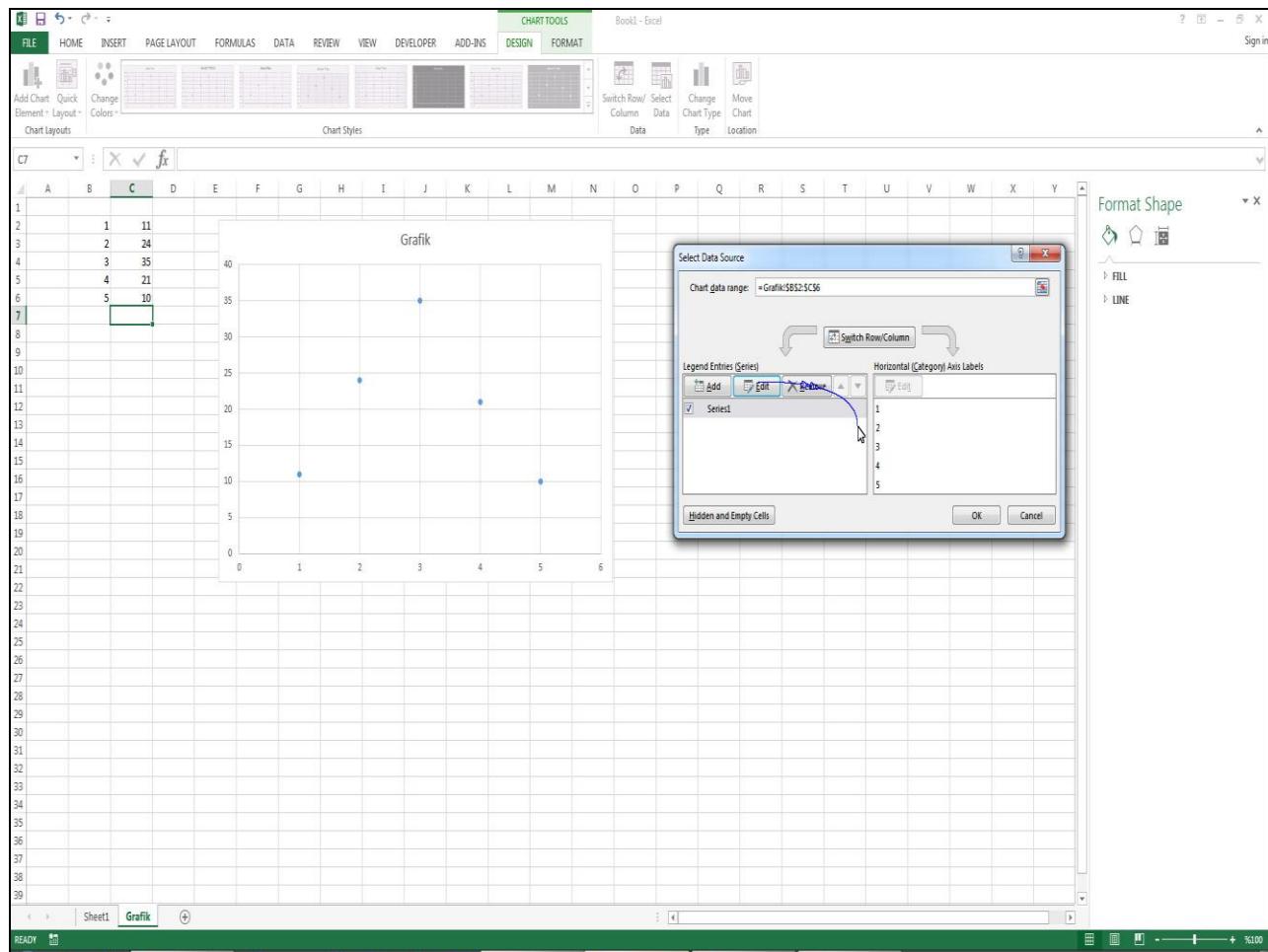
The Select Data Source window opens

Slide 26 - Slide 26

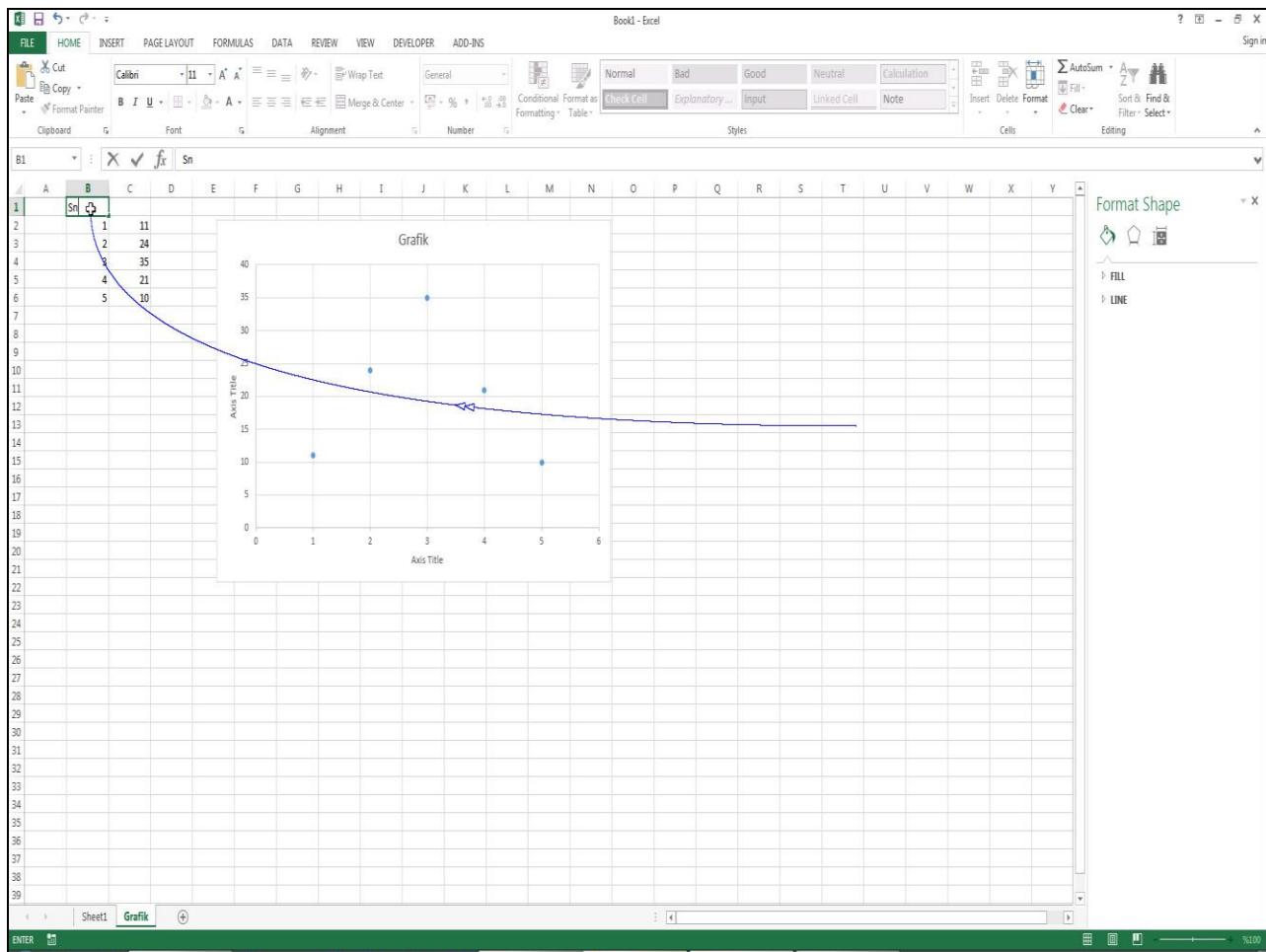


Text Captions

The **Edit Series** window opens

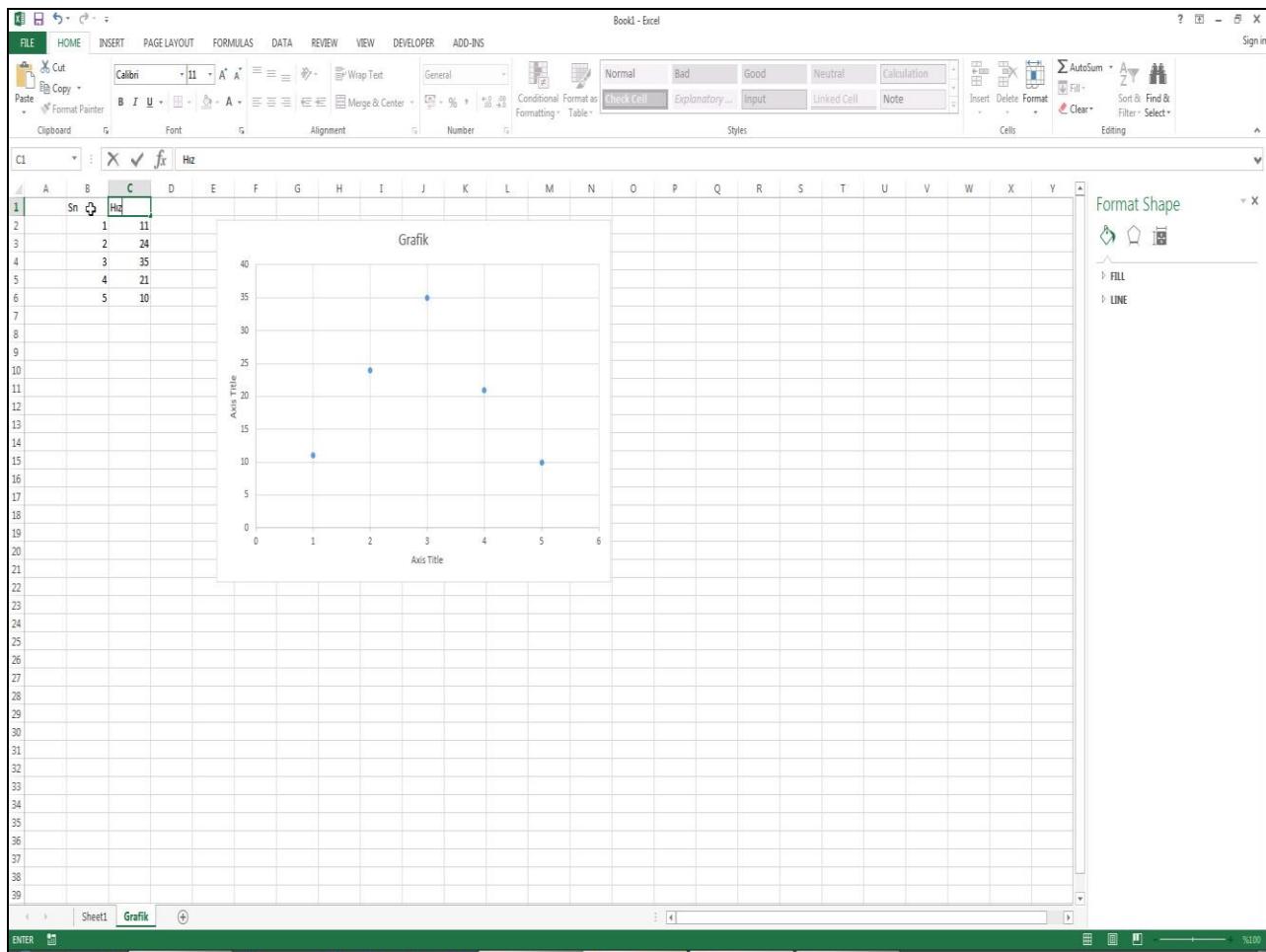
Slide 27 - Slide 27**Text Captions**

The Select Data Source window opens

Slide 28 - Slide 28**Text Captions**

Press **Tab** key

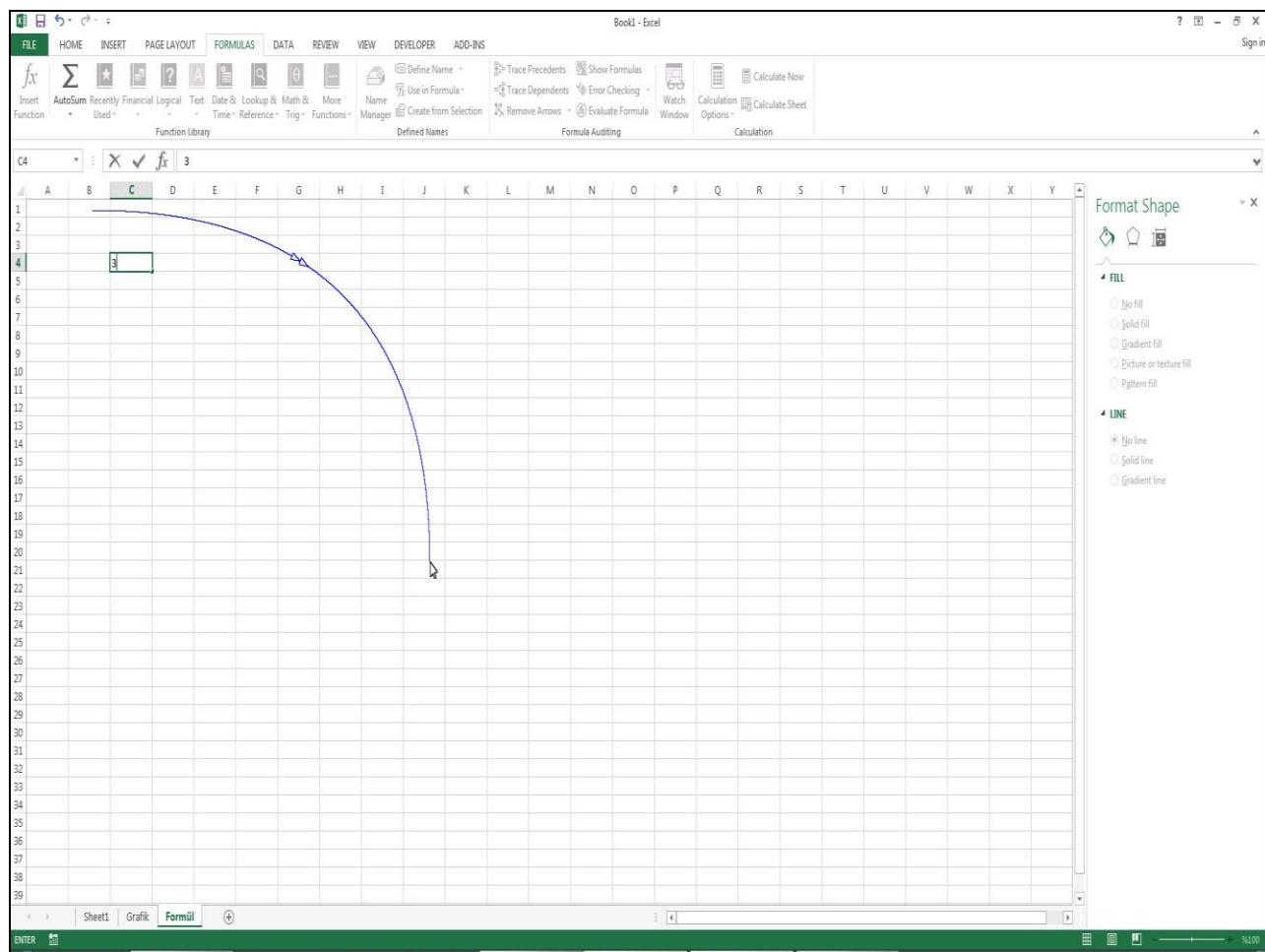
Slide 29 - Slide 29



Text Captions

Press **Enter** key

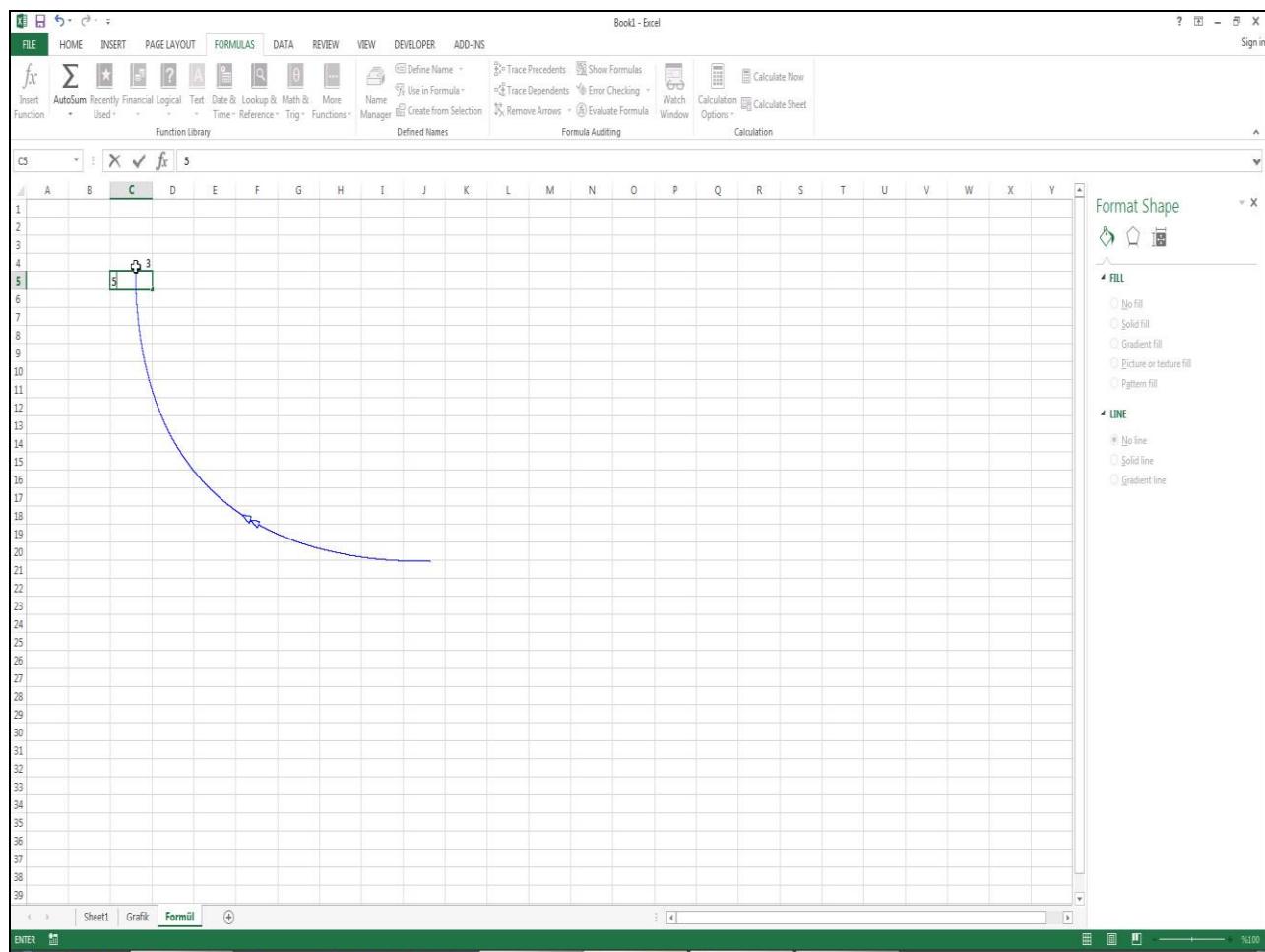
Slide 30 - Slide 30



Text Captions

Press **Enter** key

Slide 31 - Slide 31



Text Captions

Press **Enter** key

Slide 32 - Slide 32

The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The formula bar at the top displays the formula $=C4+C5$. The cell C6 contains the value 8. The cell C4 contains the value 3 and has a small blue plus sign icon above it. The cell C5 contains the value 5. The "FORMULAS" tab is selected in the ribbon. A "Format Shape" sidebar is open on the right, showing options for fill (No fill, Solid fill, Gradient fill, Picture or texture fill, Pattern fill) and line (No line, Solid line, Gradient line). The spreadsheet has columns labeled A through Y and rows labeled 1 through 39.

Text Captions

Press **Enter** key

Slide 33 - Slide 33

The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The "FORMULAS" tab is selected in the ribbon. A formula, "=C4+C5+C6", is being typed into cell C7. The cell C7 is highlighted with a green border. The status bar at the bottom shows "ENTER". On the right side of the screen, the "Format Shape" pane is open, showing options for "FILL" (No fill, Solid fill, Gradient fill, Picture or texture fill, Pattern fill) and "LINE" (No line, Solid line, Gradient line). The formula bar at the top shows the formula =C4+C5+C6.

Text Captions

Press **Enter** key

Slide 34 - Slide 34

The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The formula bar at the top displays the formula $=\sum$. The cell C8 contains the value 12. The cell C7 contains the value 9. The cell C6 contains the value 8. The cell C5 contains the value 5. The cell C4 contains the value 3. The formula auditing ribbon tab is selected, showing options like Trace Precedents, Show Formulas, and Error Checking. A "Format Shape" context menu is open on the right side of the screen, with the "FILL" section active, showing options for fill color and pattern.

Text Captions

Press **Enter** key

Slide 35 - Slide 35

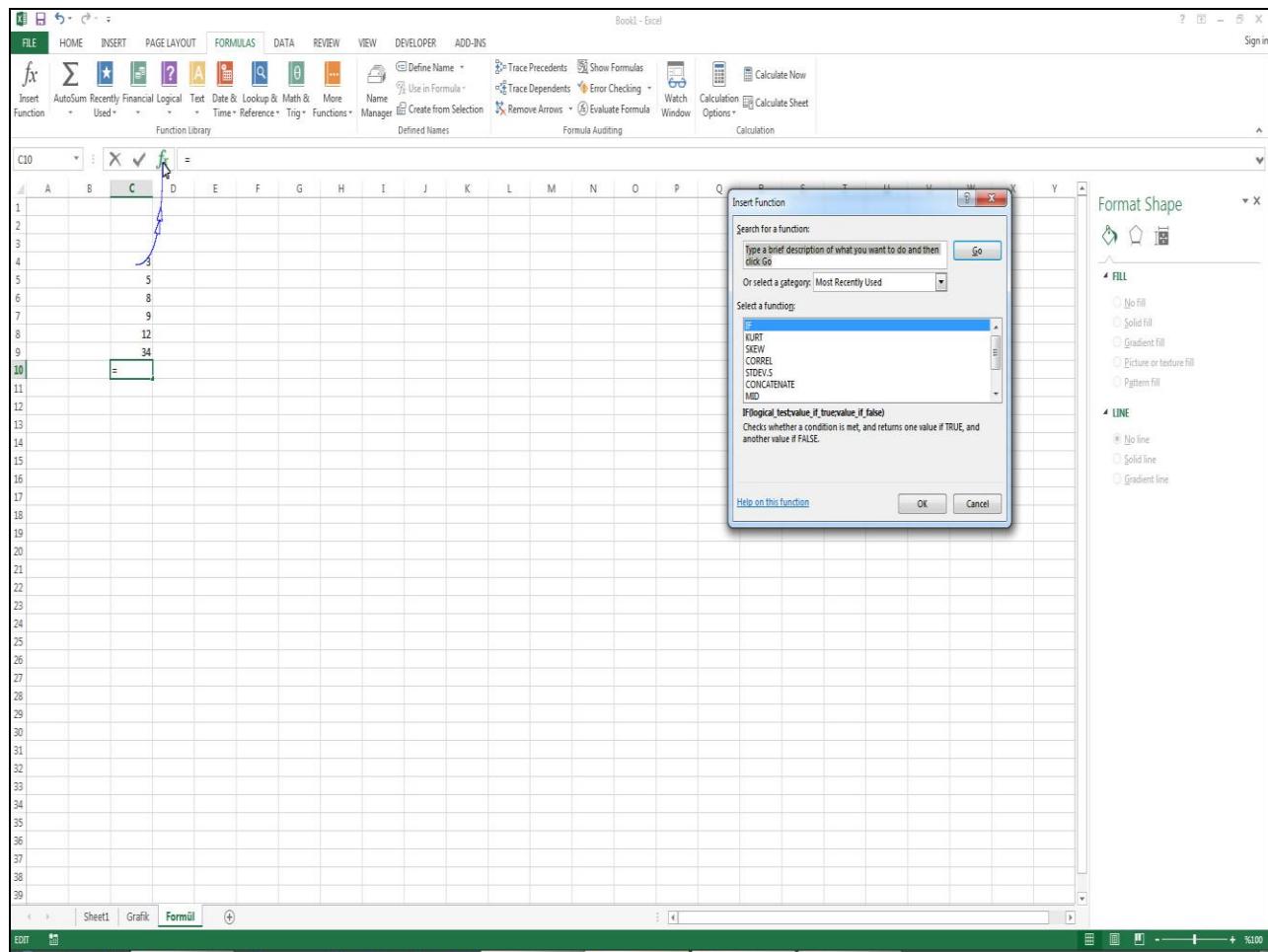
The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The ribbon menu is visible at the top with tabs like FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, DEVELOPER, and ADD-INS. The FORMULAS tab is selected. The formula bar shows the formula =C4+C5+C6+C7. The main worksheet area displays a 2x2 grid of numbers:

		3	
		5	
		8	
		9	
		12	
		34	

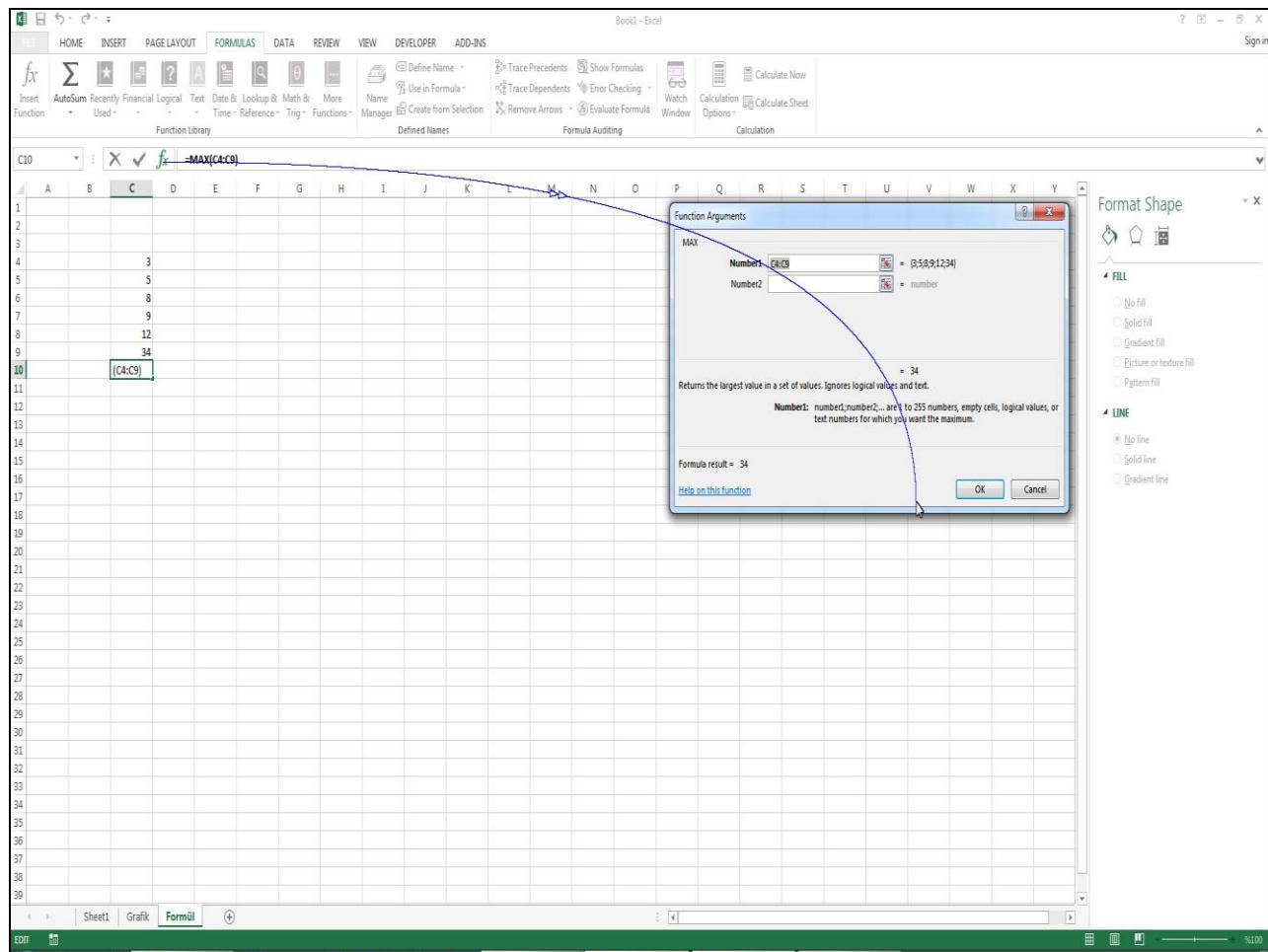
The cell C9 contains the formula =C4+C5+C6+C7 and has a green border. The status bar at the bottom shows "Sheet1 | Grafik | Formüll". The "Format Shape" ribbon is open on the right, showing the "FILL" tab selected with "No fill" chosen.

Text Captions

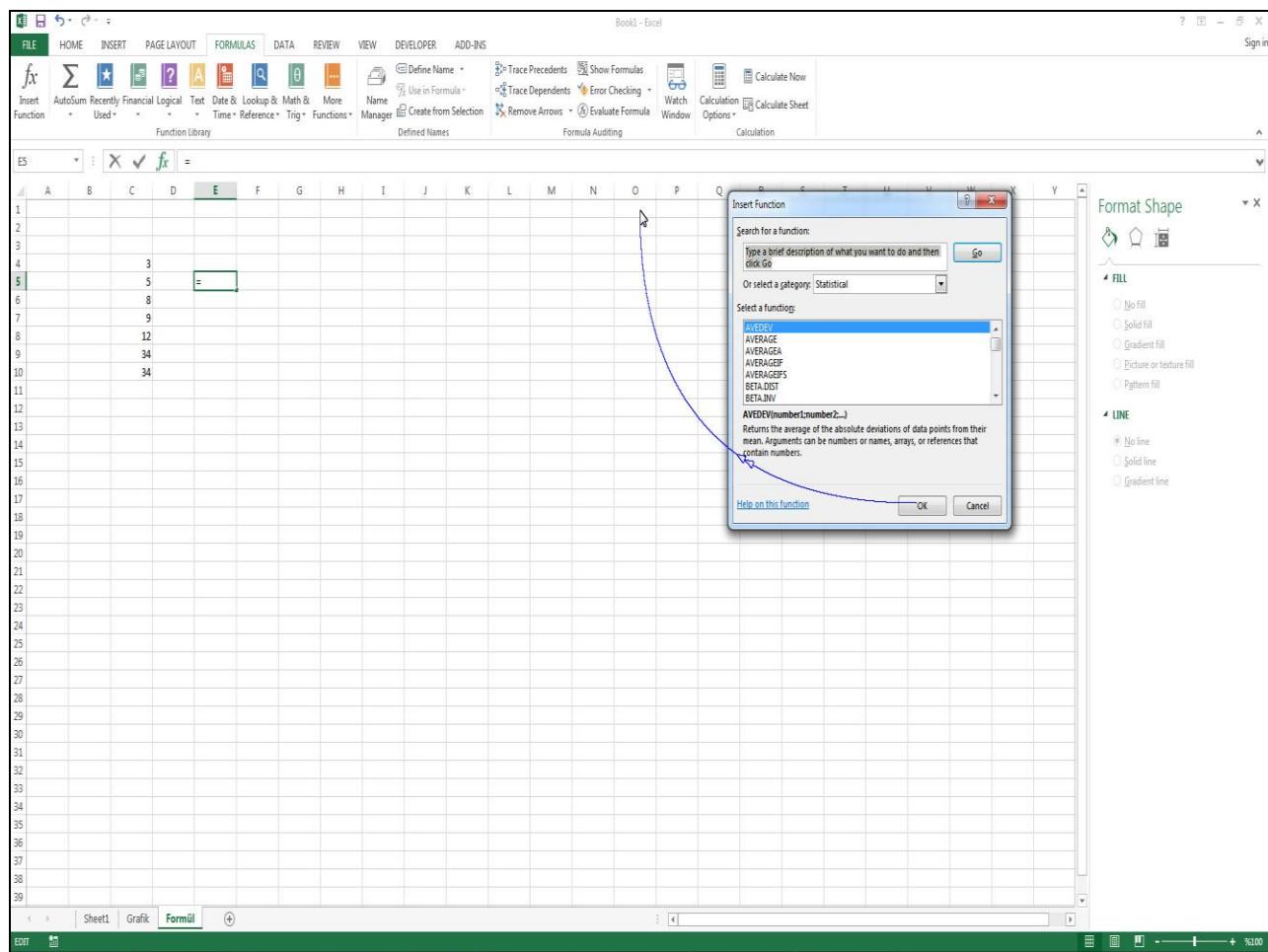
Press Enter key

Slide 36 - Slide 36**Text Captions**

The Insert Function window opens

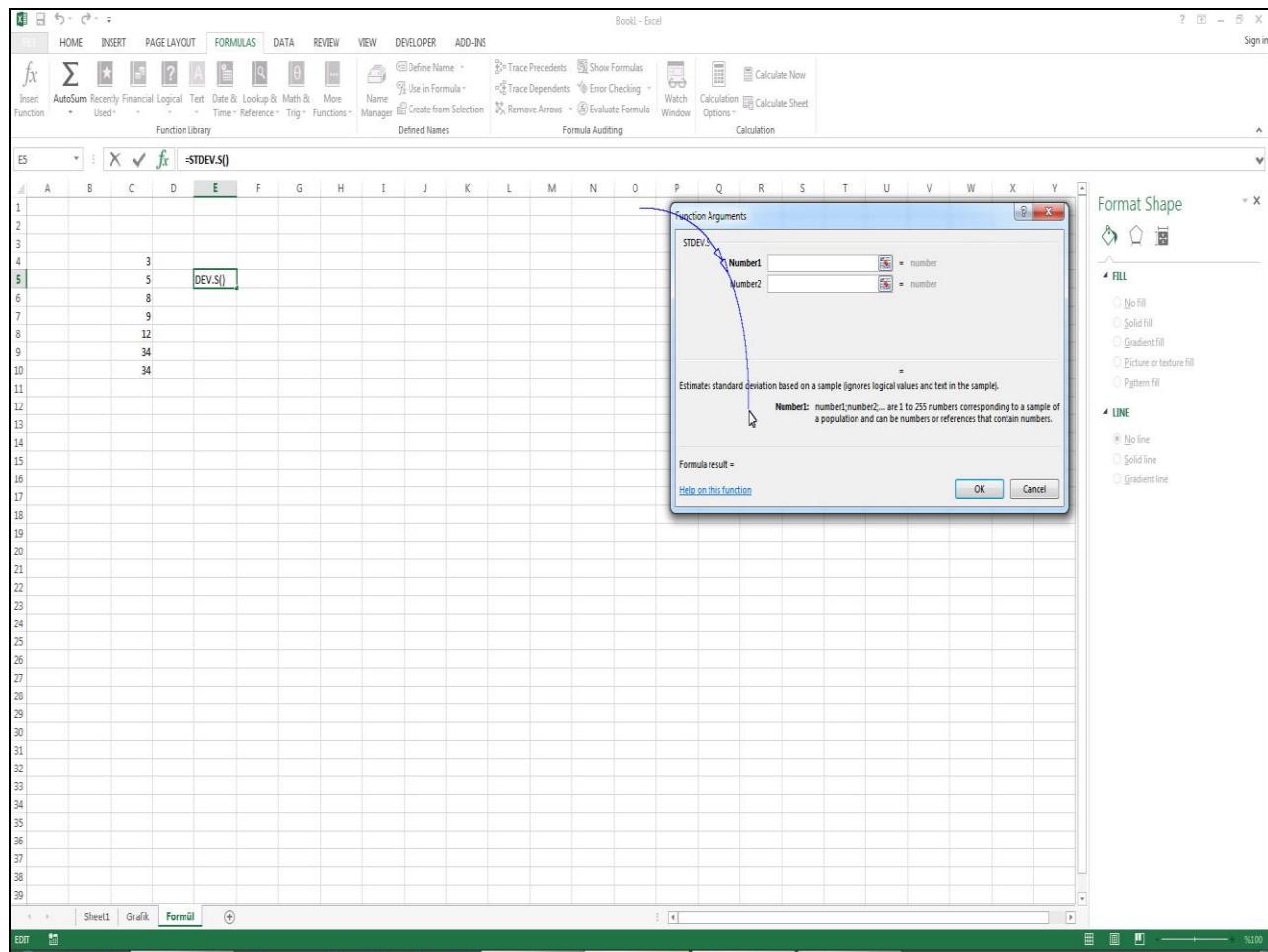
Slide 37 - Slide 37**Text Captions**

The Function Arguments window opens

Slide 38 - Slide 38**Text Captions**

The **Insert Function** window opens

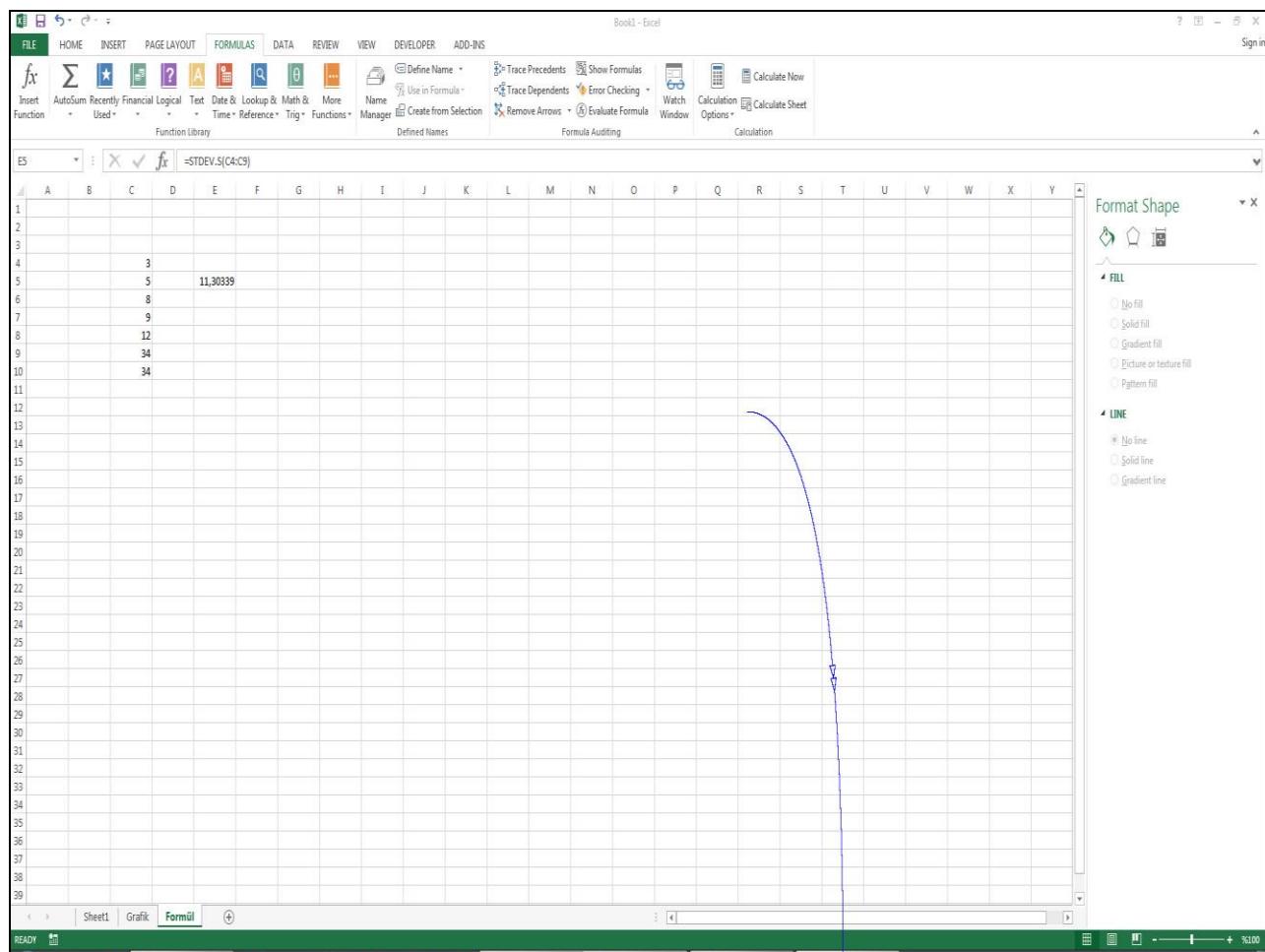
Slide 39 - Slide 39



Text Captions

The Function Arguments window opens

Slide 40 - Slide 40



Text Captions