

**ESSENTIAL TOOL FOR ACCOUNTANTS  
MICROSOFT EXCEL™**

**JEFFERSON HASKINS CPA**

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**ESSENTIAL TOOL FOR ACCOUNTANTS  
MICROSOFT EXCEL™**

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## ABOUT THE AUTHOR

Jefferson Haskins is a Certified Public Accountant and president of the consulting firm “Jefferson Haskins Inc.” ([www.jeffersonhaskins.com](http://www.jeffersonhaskins.com)). He has a BS in Accounting from University of Illinois at Chicago and a MS in Accounting from Roosevelt University in Chicago, IL. For many years, Jeff was Assistant Professor of Accounting at Roosevelt University where he taught Accounting, Auditing, Taxes, and Information Systems. He is a collector of everything “Apple” and is proud of his collection of Apple PCs and Macintosh SE for which he wrote general purpose accounting software.

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# PART 1 – LEARN THE MECHANICS OF MICROSOFT EXCEL

## CHAPTER 1 INTRODUCTION TO MICROSOFT EXCEL

Whether you work in a big, medium, or small organization as an accountant, you will be a lot more productive if you master the tools provided in Microsoft Excel™. Microsoft Excel is a spreadsheet product that is included in the Microsoft Office Suite of Products. It is a powerful tool for solving and presenting complex financial problems. Microsoft Excel consists of four (4) objects which we will manipulate to solve financial problems: (1) Application Object (i.e. the Microsoft Excel Program), (2) Workbook Object, (3) Worksheet Object, and (4) Range Object. When you open Microsoft Excel, your screen looks like Figure 1.1.

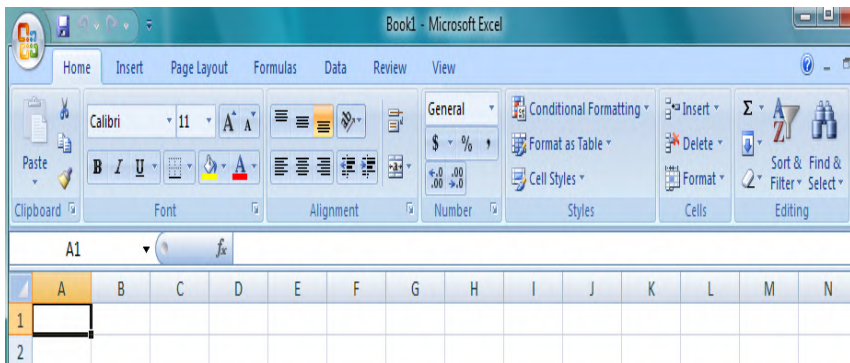


Fig.1.1

Each time you open Microsoft Excel you create a new Workbook which has a default name of “Book1” until you save it with a more descriptive name. The Workbook has three Worksheets by default. Don’t worry, you can add more if you like. On each Worksheet are cells (an intersection of a column and a row). A single cell or a group of adjacent cells is called a range. Cells are important because that is where we enter data in our Microsoft Excel Worksheet. We refer to the active cell (it is the cell with the dark border) using the column heading first, then the Row heading. In Figure 1.1 the active cell is referred to as A1 (Column A and Row 1). Some advanced users use a different notation which we will discuss later. To summarize, when you open Microsoft Excel you are creating four objects which you will use to manipulate and solve financial problems.

## MICROSOFT EXCEL 2007 INTERFACE

Look closely at Figure 1.1. If you have used an earlier version of Microsoft Excel (this book is about Microsoft Excel 2007) you will not recognize the user interface (the user interface is the means by which user tells Microsoft Excel what she wants to do). In versions 2003 and earlier the interface consisted of Menus and Toolbars. There was a major redesign of Microsoft Excel in 2007. Now the interface consists of a Ribbon organized around “TABS”. Each TAB has a number of “GROUPS” of similar or related activities, and each GROUP has a number of command buttons which are selected to perform the desired activity.

When you open Microsoft Excel the “HOME” tab is selected by default. In order to get anything done you have to be able to navigate to the command button necessary to perform the desired action. So knowing your way around the RIBBON is very important. You have to know which TAB on the RIBBON contains the GROUP and command button you need to perform the desired activity on the Worksheet. On the HOME tab you will find seven GROUPS. (1) The “Clipboard” group has command buttons to paste copied ranges to your worksheet. (2) The “FONT” group allows you to change the Font type and size. (3) The “Alignment” group allows you to align the position of data in the cells as either: left, right, center, top, middle, or bottom. (4) The “Number” group is where you change the format (look) of numbers; General, Accounting, and number of decimal places. (5) The “Styles” group lets you perform the following activities: Conditional formatting, Format as Table, Change Cell types. (6) The “Cells” group is where you insert, delete, and format cells. And (7) the “Editing” group is where you perform the activities: AutoSum, Sort and Filter, and Find and Sort. There are seven TABs on the RIBBON when Microsoft Excel opens, more can be added to perform specialized tasks.

The INSERT tab has groups that let you insert objects into your worksheet. See Figure 1.2.

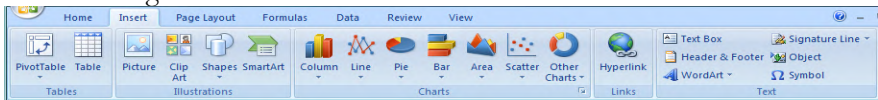


Fig. 1.2

The PAGE LAYOUT tab has groups that let you change the look or layout of your worksheet. See Figure 1.3.

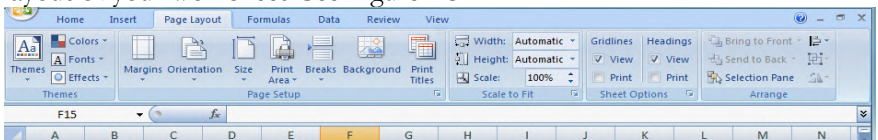


Fig. 1.3

The FORMULAS tab has groups that let you manipulate Formulas and also gives you access to Microsoft Excel's many built in Functions. See Figure 1.4.

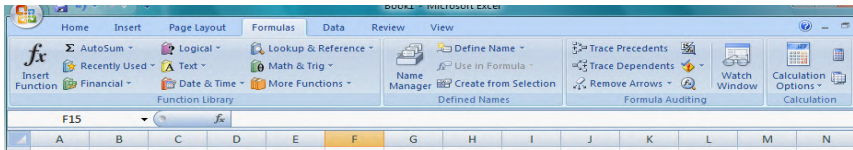


Fig. 1.4

OK do you see a trend here? The DATA tab has groups that let you do things to Data. See Figure 1.5.

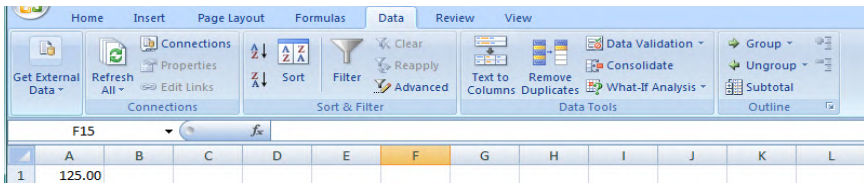


Fig. 1.5

The REVIEW tab is where you check spelling, add comments, protect the Worksheet and Workbook, and share the Workbook with others. See Figure 1.6.

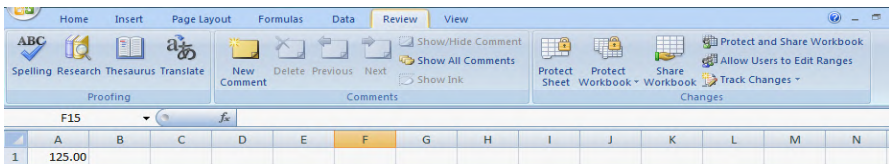


Fig. 1.6

And the final tab is VIEW. This is where you manipulate the view of your Worksheets and also access the Macro capability of Microsoft Excel. See Figure 1.7.

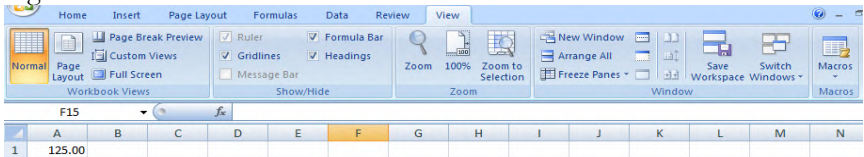


Fig. 1.7