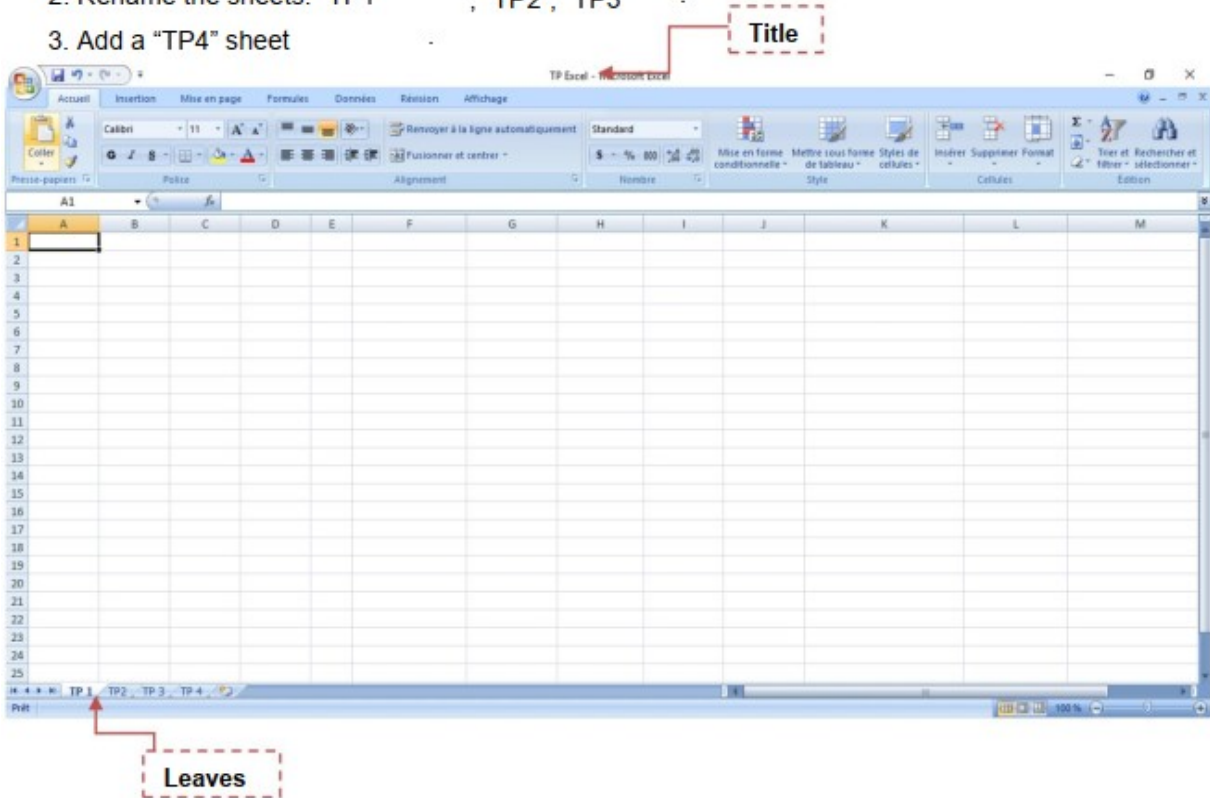


TP 05

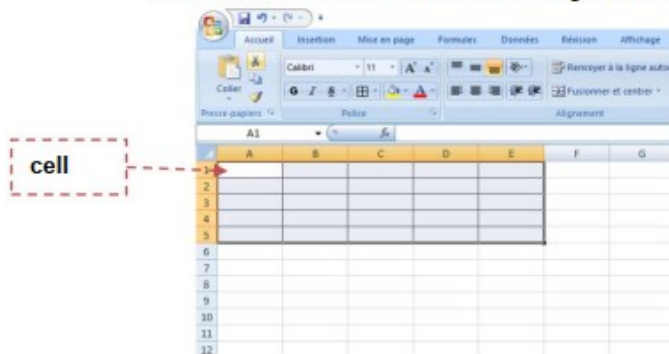
Step 1 : Creating an Excel Workbook

1. Create an Excel file , name it "TP Excel"
2. Rename the sheets: "TP1" , "TP2", "TP3"
3. Add a "TP4" sheet



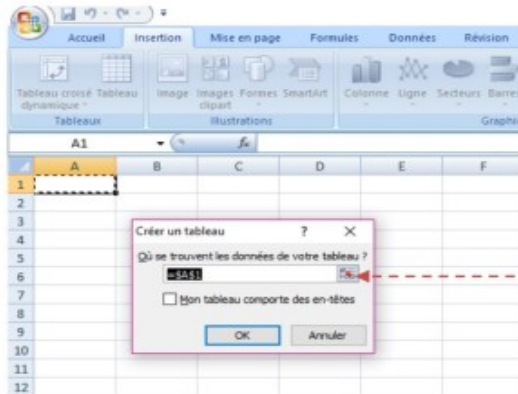
Step 2 : Creating a Table

1. In the Excel workbook on the "TP 1" sheet, we will create a Table with **5 columns** and **5 rows**
You can create the table in two different ways
has. Position the mouse on the starting cell, and drag through 5 columns and 5 rows.



b. In the "Insert" tab, click on the "Table" icon

will be displayed



, a dialog box

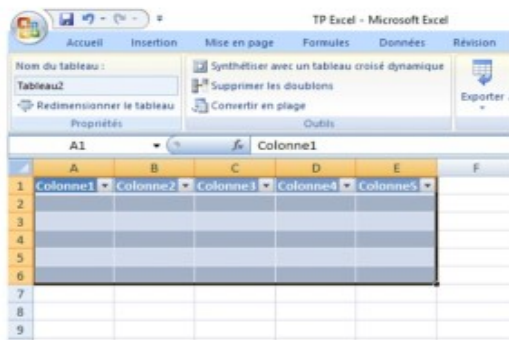
We then indicate from which columns the table begins and which rows it ends at. finished .

Try the following formula

=\$A\$1:\$E\$5

(HAS , E) columns (1.5) rows

Here is the table displayed:



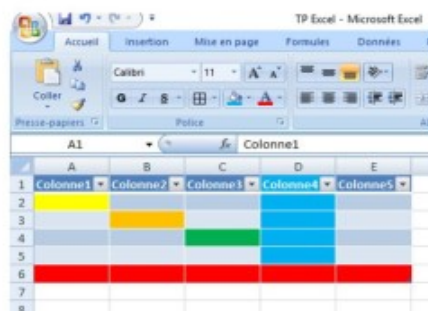
Step 3 : Manipulating a table

1. To insert a row or column in your table, **Right click -> insert-> row** to the rows, **Right click -> insert-> column** for the columns
2. To delete a row or column , **Right click -> delete-> row** or **Right click -> delete -> column**.

Step 4 : Color scheme

You can color each cell apart from the headers of your table

, rows, columns



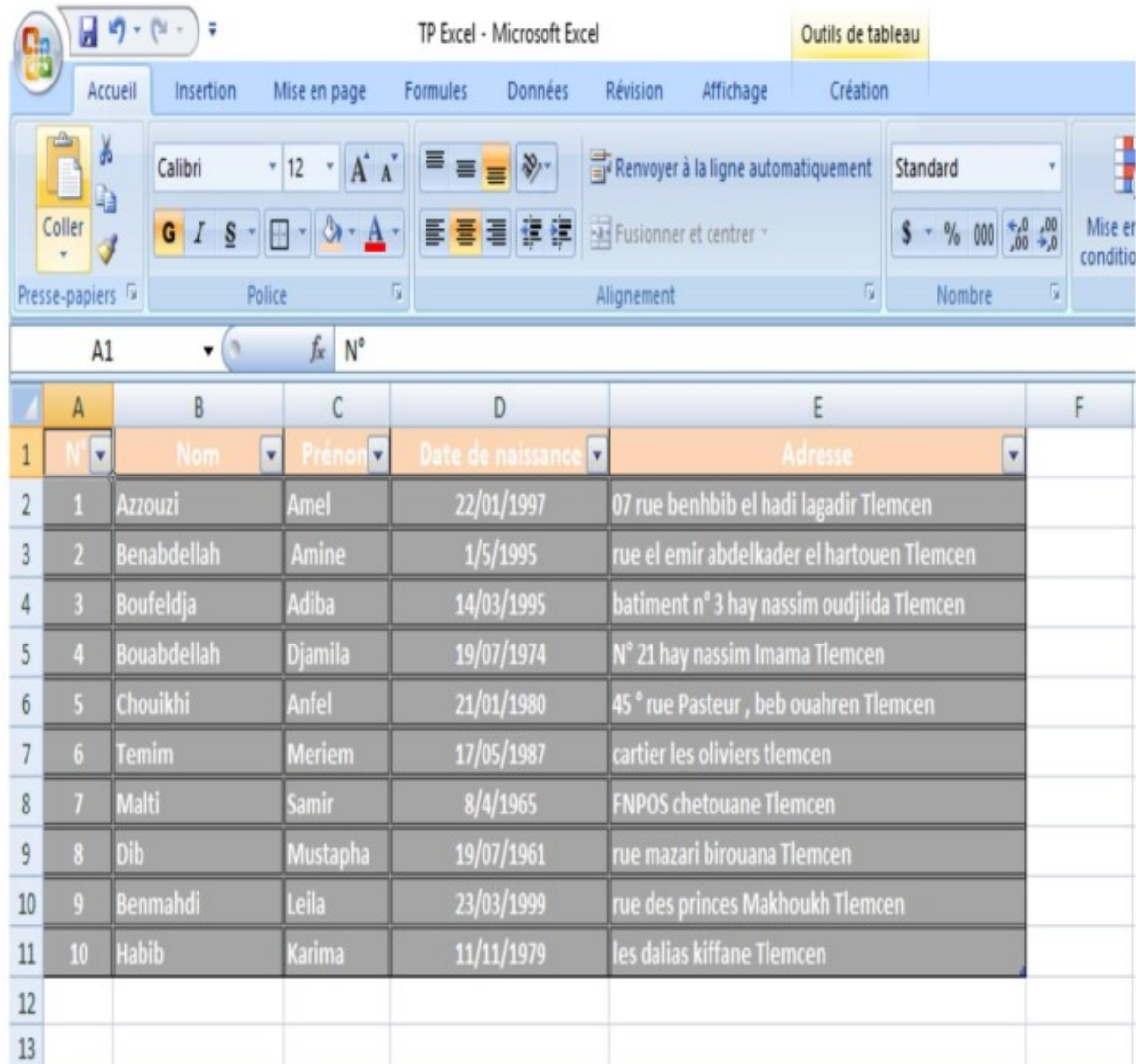
You are free ...

Module of Information and communication technology (ICT)

Department of English

University of Mohamed Khider Biskra

Exercise: Create the following table



The screenshot shows the Microsoft Excel interface with the 'Outils de tableau' (Table Tools) ribbon active. The table is created with the following data:

	A	B	C	D	E	F
1	N°	Nom	Prénom	Date de naissance	Adresse	
2	1	Azzouzi	Amel	22/01/1997	07 rue benhib el hadi lagadir Tlemcen	
3	2	Benabdellah	Amine	1/5/1995	rue el emir abdelkader el hartouen Tlemcen	
4	3	Boufeldja	Adiba	14/03/1995	batiment n° 3 hay nassim oudjlida Tlemcen	
5	4	Bouabdellah	Djamila	19/07/1974	N° 21 hay nassim Imama Tlemcen	
6	5	Chouikhi	Anfel	21/01/1980	45 ° rue Pasteur , beb ouahren Tlemcen	
7	6	Temim	Meriem	17/05/1987	cartier les oliviers tlemcen	
8	7	Malti	Samir	8/4/1965	FNPOS chetouane Tlemcen	
9	8	Dib	Mustapha	19/07/1961	rue mazari birouana Tlemcen	
10	9	Benmahdi	Leila	23/03/1999	rue des princes Makhoukh Tlemcen	
11	10	Habib	Karima	11/11/1979	les dalias kiffane Tlemcen	
12						
13						

Ms .Jamila Mammeri