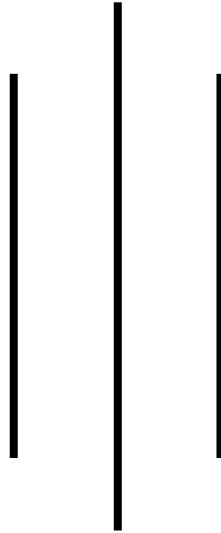TRIBHUVAN UNIVERSITY

PATAN MULTIPLE CAMPUS

LAB REPORT ON: IIT

LAB REPORT NO: 03

SUBMITTED BY   **SUBMITTED TO**

NAME: SURESH DAHAL   DEPARTMENT OF IT

CLASS: BIT – I/I - A

ROLL NO: 23

DATE: ………........

TITLE: FAMILIARIZATION OF MS-EXCEL

THEORY:

INTRODUCTION:

Microsoft Excel is developed by Microsoft which stands as a wildly used tool for data management and analysis. In this lab, we'll delve into its essential functions, covering basic data entry, formatting, formula creation, and charts. By the conclusion of this session, we will have gained fundamental Excel skills crucial for effective data manipulation and analysis.

How to open MS-Excel?

Press WINKEY + R, type excel and hit enter or search Excel from search box and click to open MS-Excel.

ADVANTAGES:

1. Versatility
2. User-friendly interface
3. Data visualization
4. Integration
5. Data manipulation and calculation

DISADVANTAGES:

1. Size Limits
2. Errors and Mistakes can happen on using complex formulae
3. Limited Analysis Capabilities
4. Security Risks
5. Compatibility Issues

FEATURES:

- Spreadsheet Creation
- Data Entry and Organization
- Formulas and Functions
- Charting and Graphing
- Data Analysis Tools
- Export to PDF

CONCLUSION:

In conclusion, this lab has illuminated the versatility of Microsoft Excel. Despite its advantages in data management and analysis, we've also noted its limitations, such as potential issues with large datasets and susceptibility to error. In conclusion, we have learned to work with Excel to enter data, use formulae, and visualize data using different charts.