

# “Introduction To MS Excel”

Pre Read



**Relevel**  
by Unacademy

## Introduction to MS Office

### 1.1 MS OFFICE Suite

Microsoft Office is a suite of office-related programs. Each application serves a distinct purpose and provides a special service to its users. As an example,

- Microsoft Word is used to create documents.
- Microsoft PowerPoint is used to create presentations.
- Microsoft Outlook is used to manage email and calendars.
- Microsoft Excel is a spreadsheet program that features calculation, graphic tools, pivot tables, and macro programming language support
- Microsoft OneNote is a free-form note-taking program

There are others as well.

**HOMEWORK** – Identify other tools from MS OFFICE SUITE and read about their usage.

### 1.2 History

Bill Gates first announced it at COMDEX in Las Vegas on August 1, 1988. The first version of Office was a marketing term for an office suite (a bundled set of productivity applications), and it included Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

### Office 365

It's a Web-Based Office Suite Application. What makes Microsoft 365 stand out from older editions of MS Office because it integrates all aspects of the apps with the cloud. It's a subscription service, too, which means users pay a monthly or yearly fee to use it, and upgrades to newer versions are included in this price. Previous versions of Microsoft Office, including Office 2016, didn't offer all the cloud features that Microsoft 365 did and were not subscription-based. Office 2016 was a one-time purchase, just as other editions were, and as Office 2019 is.

## What this class will cover

- 1) Features of Excel
- 2) Basic shortcuts in Excel
- 3) Basic formulas in Excel
- 4) Basic functions in Excel
- 5) Formatting