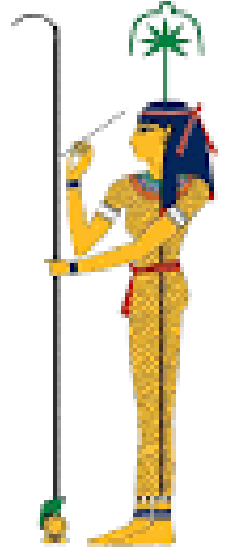




وزارة الاتصالات
وتكنولوجيا المعلومات



Hello excel



What is excel?

- Excel is a spreadsheet program from Microsoft and a component of its Office product group for business applications. Microsoft Excel enables users to format, organize and calculate data in a spreadsheet.



رواد مصر الرقمية

Who use excel?

- collection and verification of business data;
- business analysis;
- data entry and storage;
- data analysis;
- performance reporting;
- strategic analysis;
- accounting and budgeting;
- administrative and managerial management;
- account management;
- office administration



Lets start with the excel overview



Excel

Home

New

Open

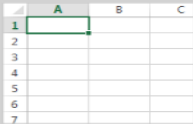
Account

Feedback


Options

Good morning


New




Blank workbook



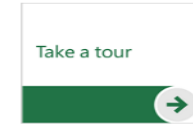
Monthly company budget



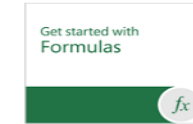
PivotTable tutorial




Sales invoice tracker



Welcome to Excel



Formula tutorial









Gantt project planner

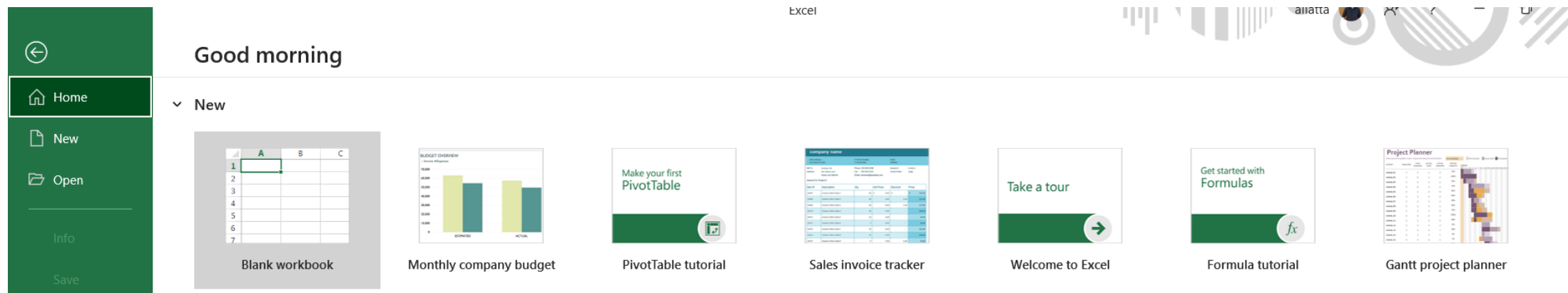
More templates →

Search

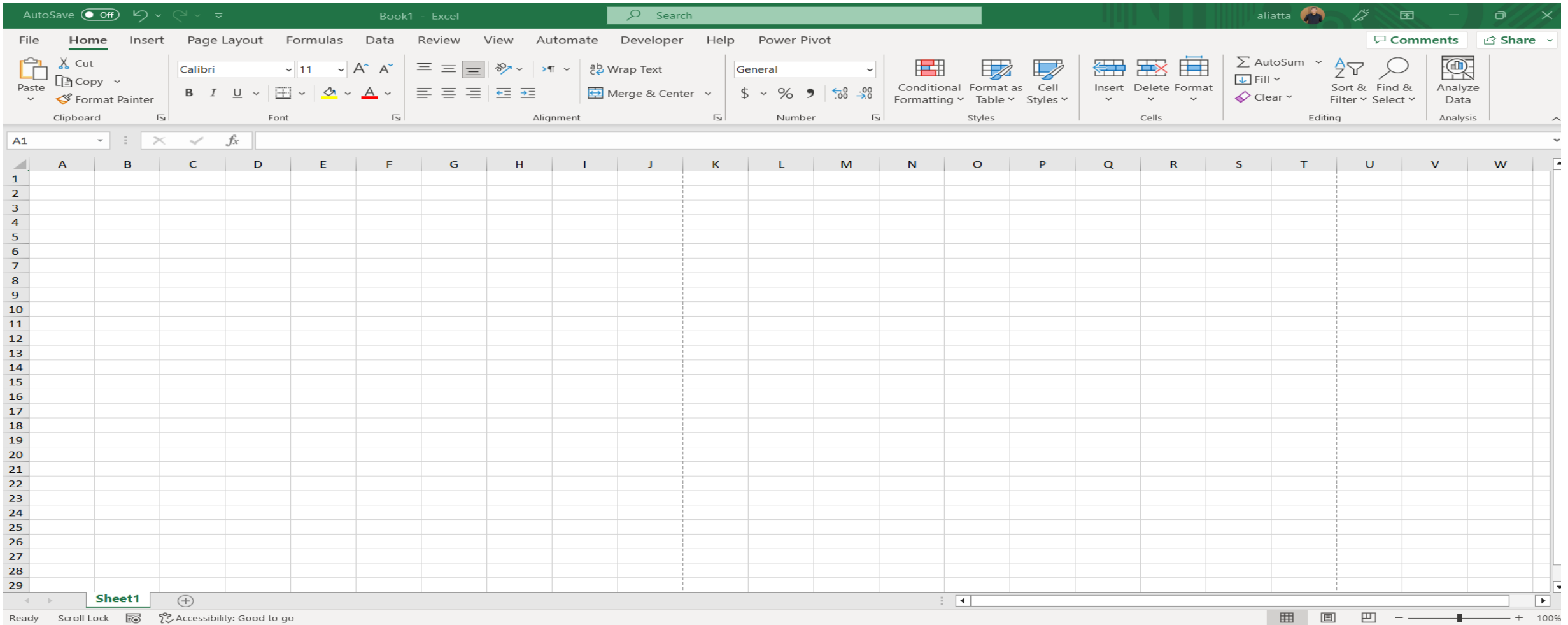
RecentPinnedShared with Me

	Name	Date modified
	Book1 OneDrive - Beni-suef University faculty of fcis	Thu at 1:11 AM
	pandas32 Desktop » New folder	Tue at 12:30 AM
	data Desktop	Tue at 12:09 AM
	SampleSuperstore D: » abdel	Mon at 9:49 PM
	rabee Desktop » New folder	Mon at 9:45 PM
	ali Desktop » ali	Sun at 3:52 AM

How to open a new file?



Look what will happen



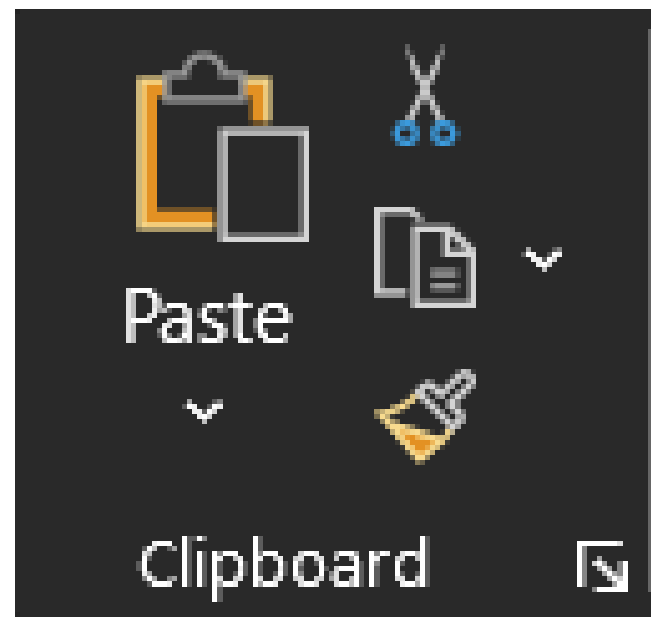


THE CELL IN EXCEL

- Cell the intersection of row and column in work sheet

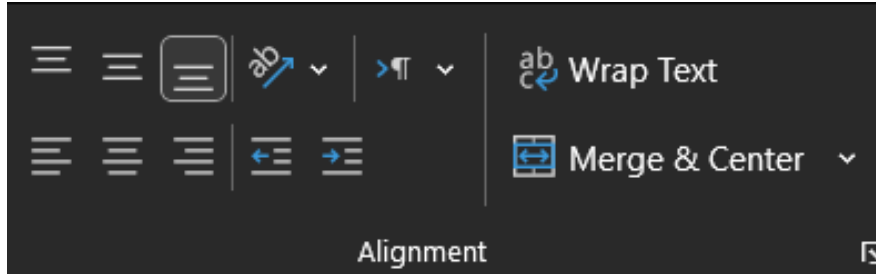


THE CLIBBOARD





F O N T

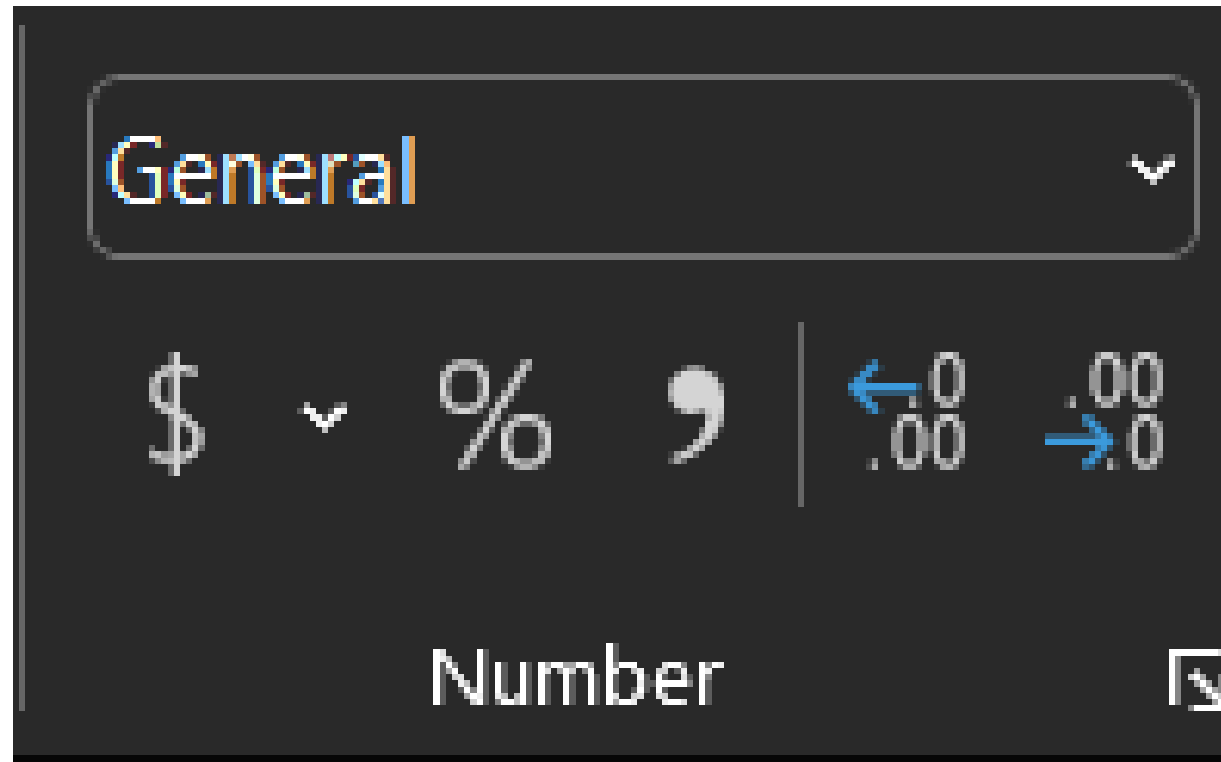


A L I G N M E N T

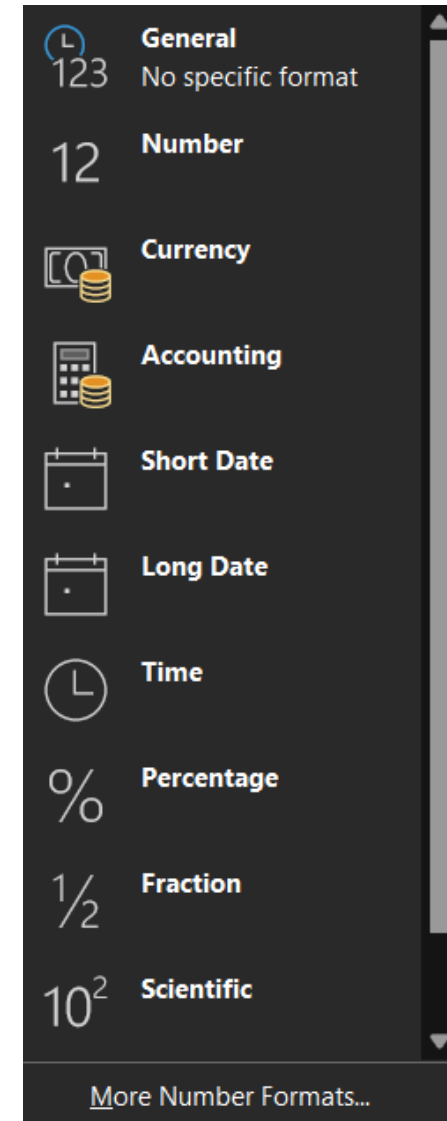
calculator			
number1	3		
number2	2		
sum	5		
sub	1		
multiply	6		
divide	1.5		
moduls	0.03		

S I M P L E P R O G R A M

Numbers

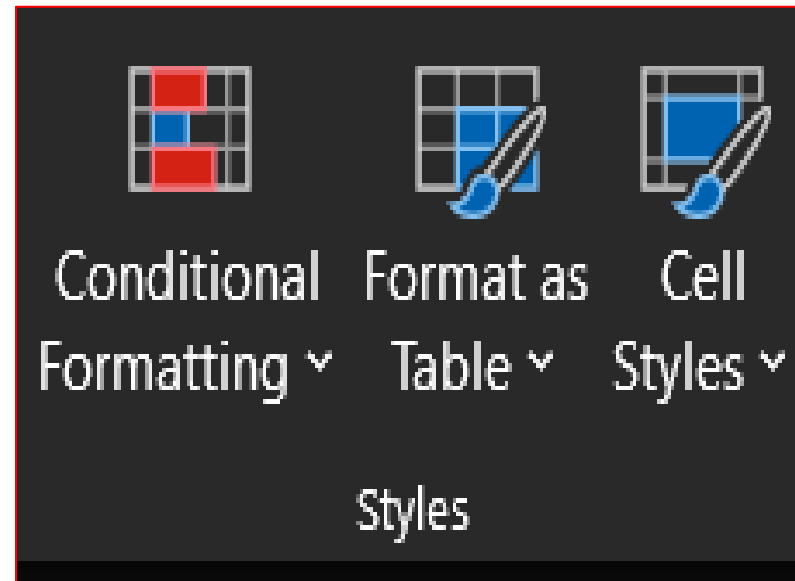


We will take
about defining
the data types

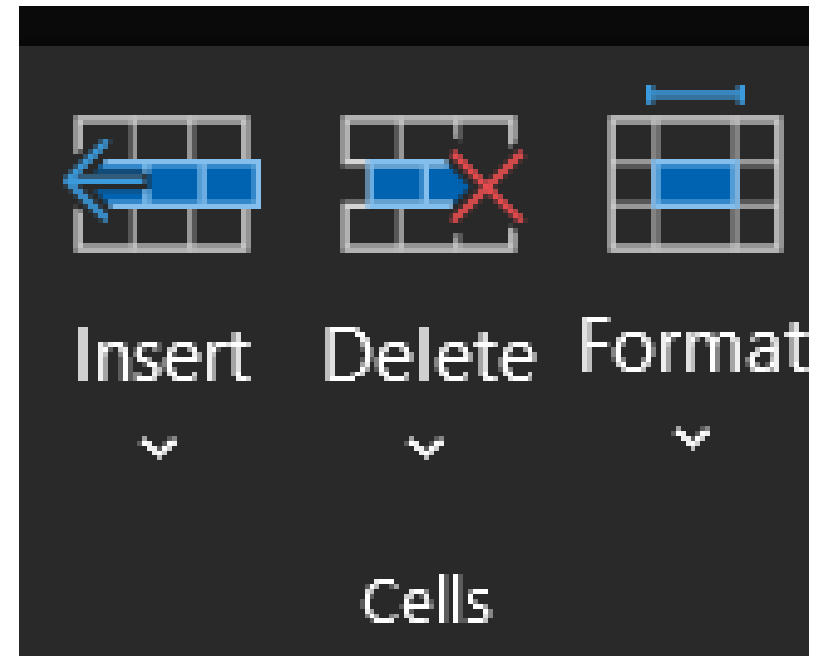




style

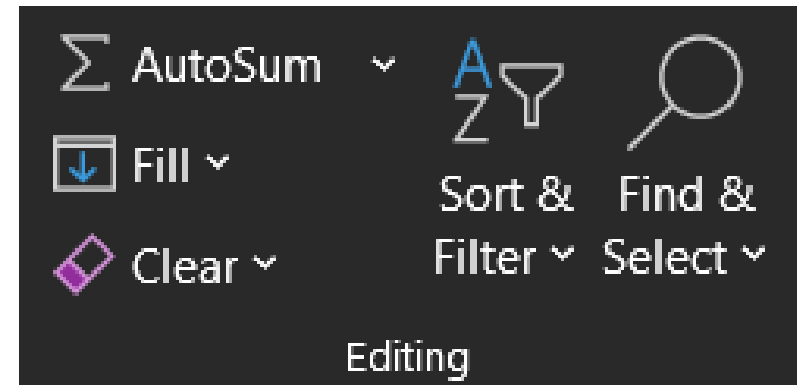


cells





editing





Analyze data

