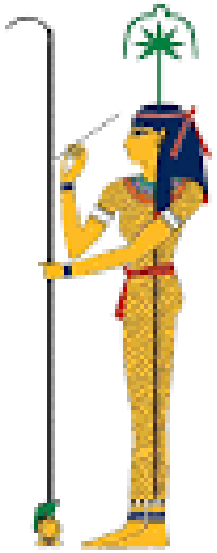
رواد مصر الرقمية

وزارة الاتصالات
وتكنولوجيا المعلومات



Hello excel

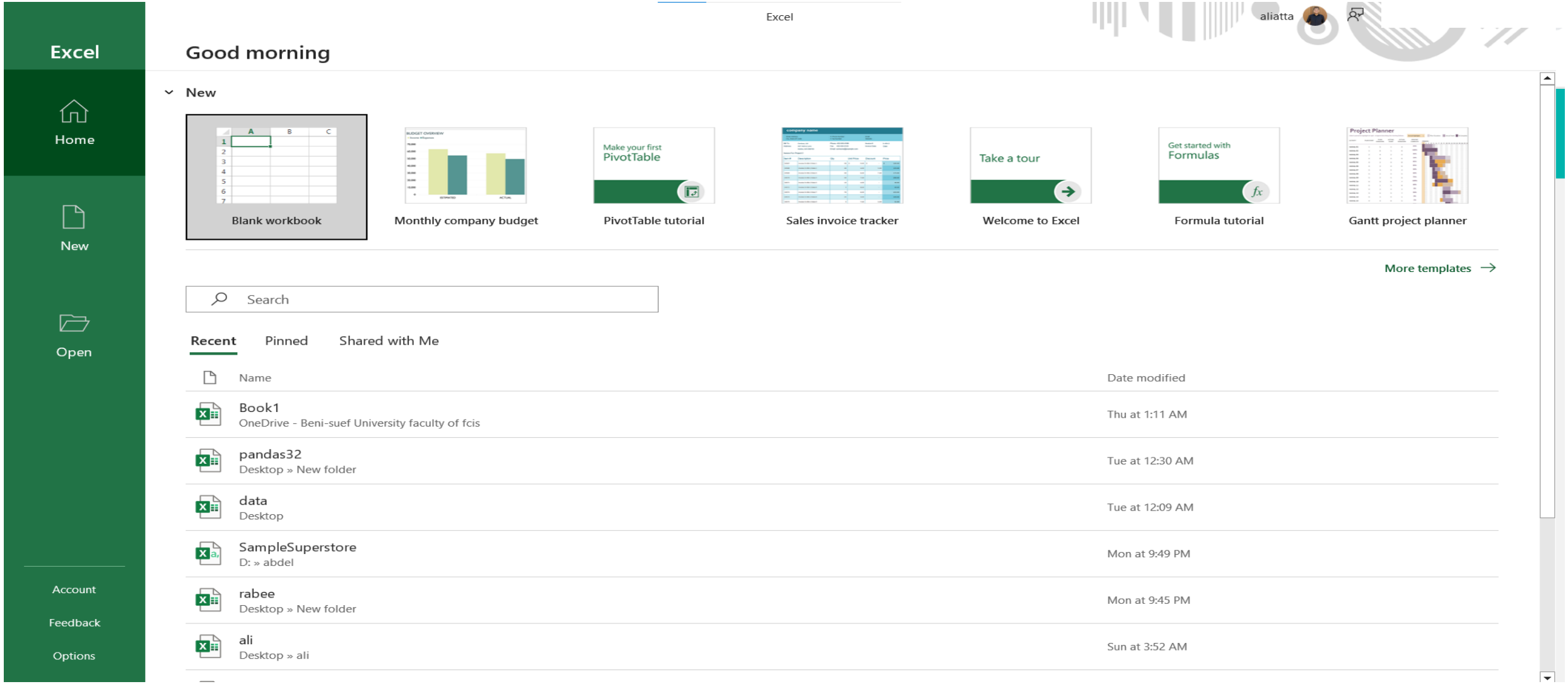
What is excel?

- **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.**

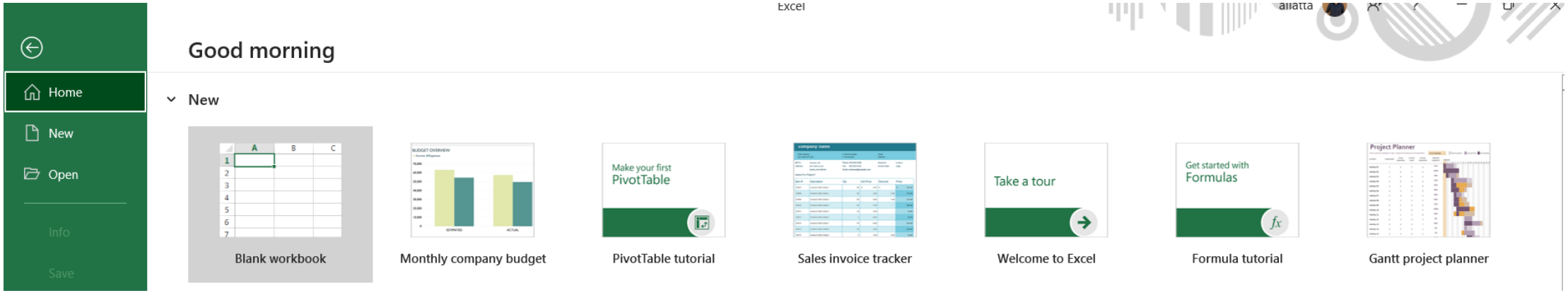
Who use excel?

- **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**

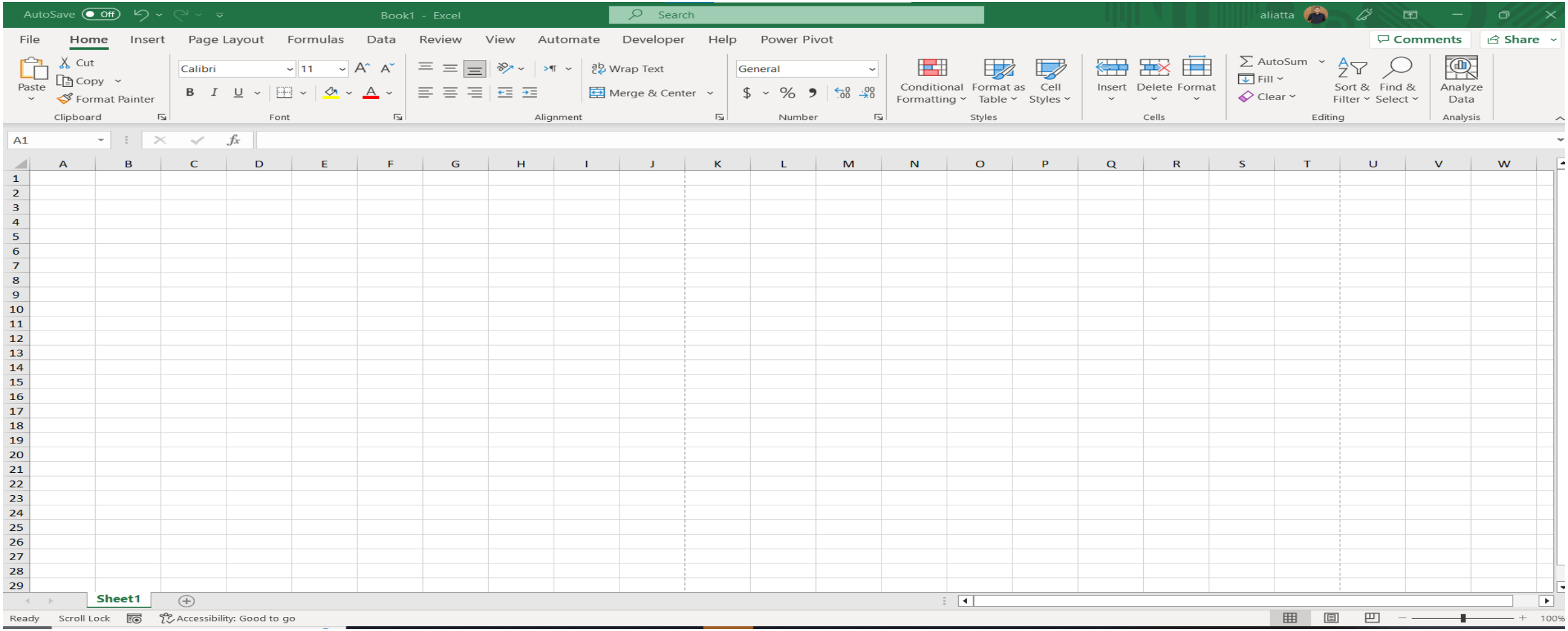
Lets start with the excel overview



How to open a new file?



Look what will happen



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THE CELL IN EXCEL

- Cell the intersection of row and column in work sheet

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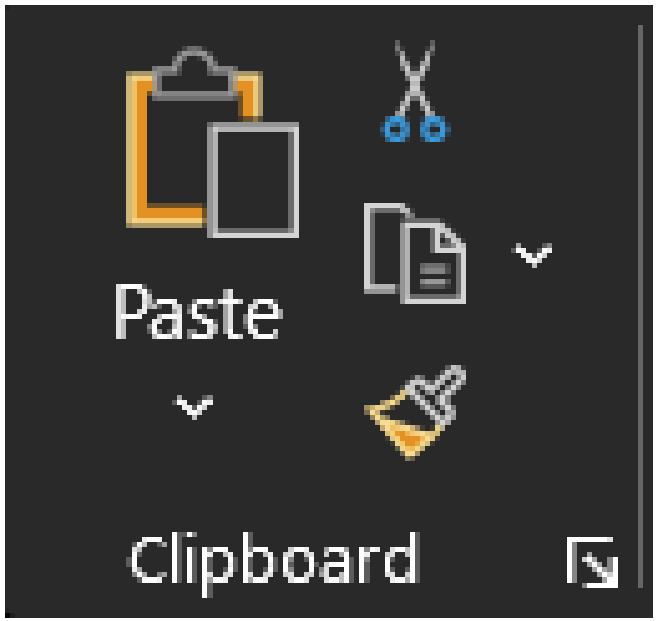
T H E
C L I B B O A R D



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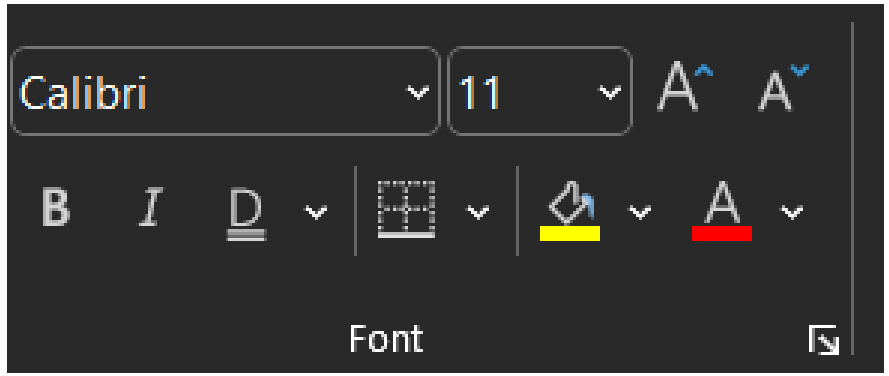

FONT

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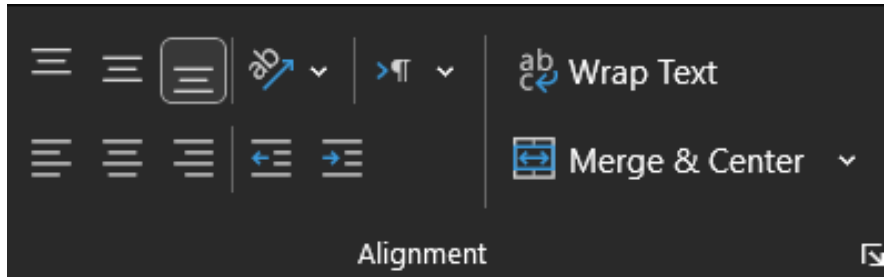

A L I G N M E N T

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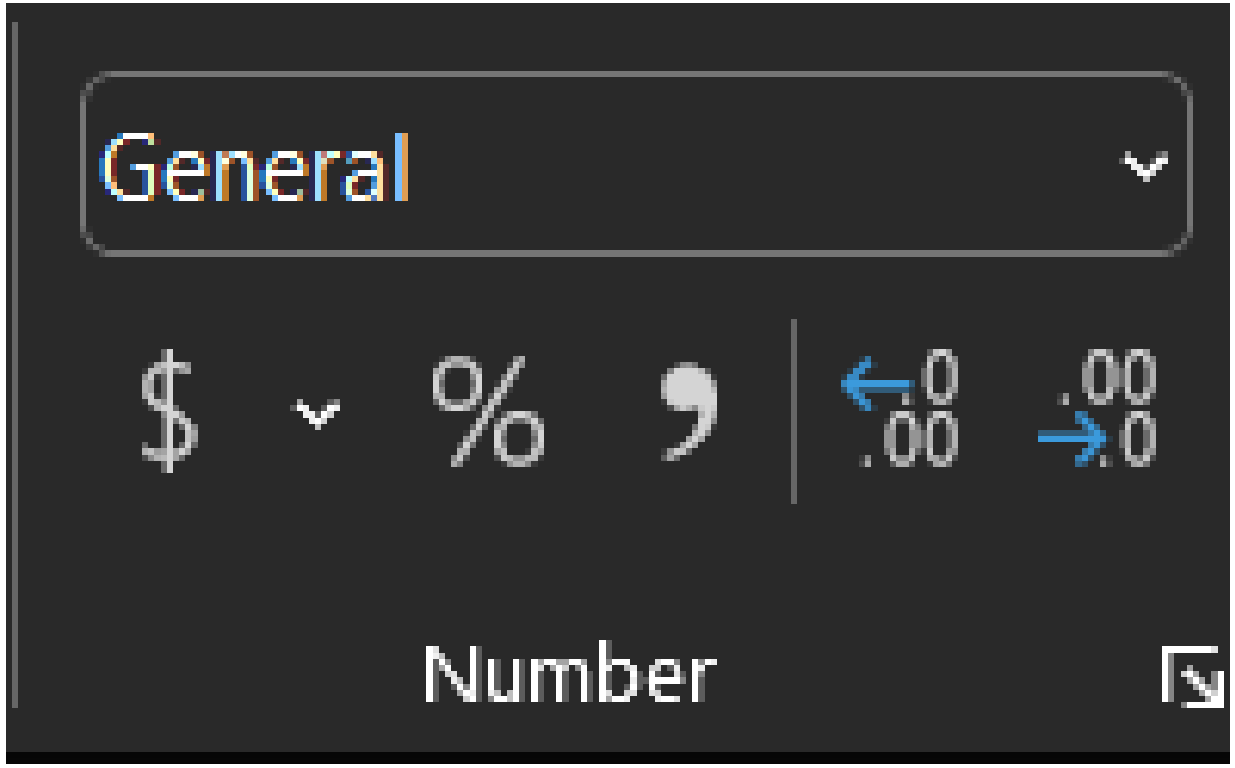
calculator	
number1	3
number2	2
sum	5
sub	1
multiply	6
divide	1.5
moduls	0.03

SIMPLE PROGRAM

Numbers



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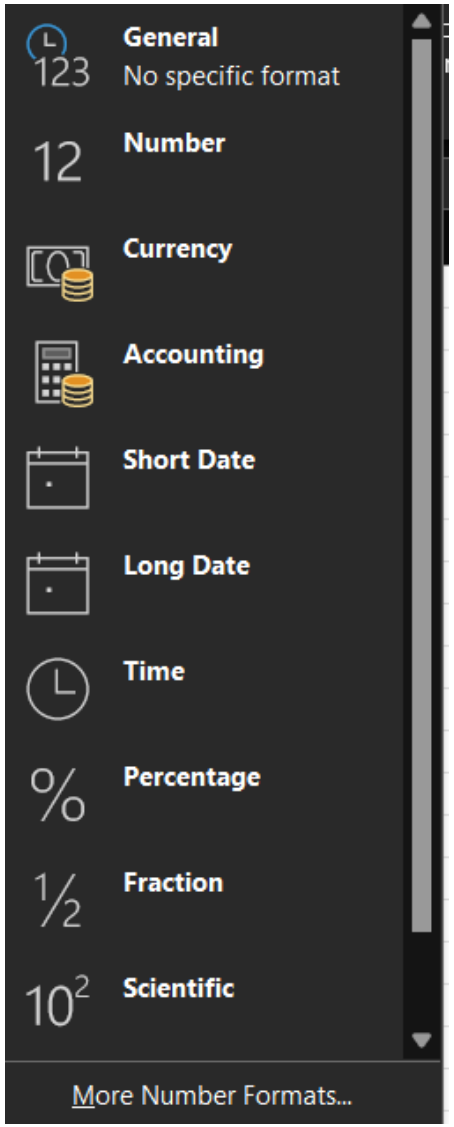
We will take about defining the data types



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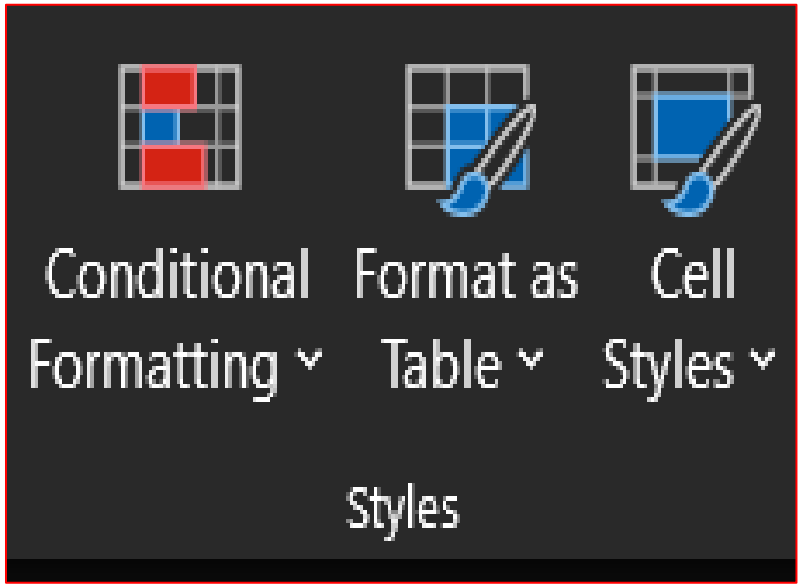
style



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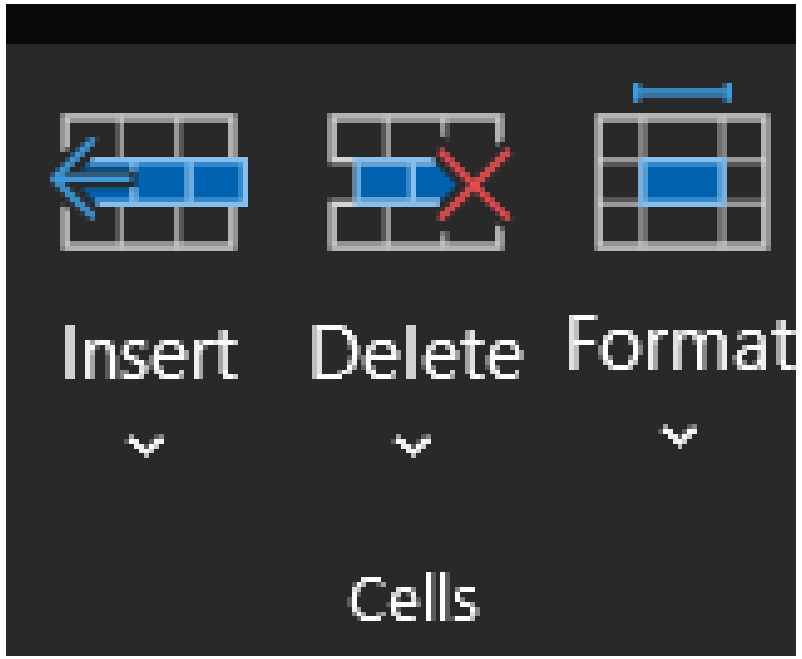
cells



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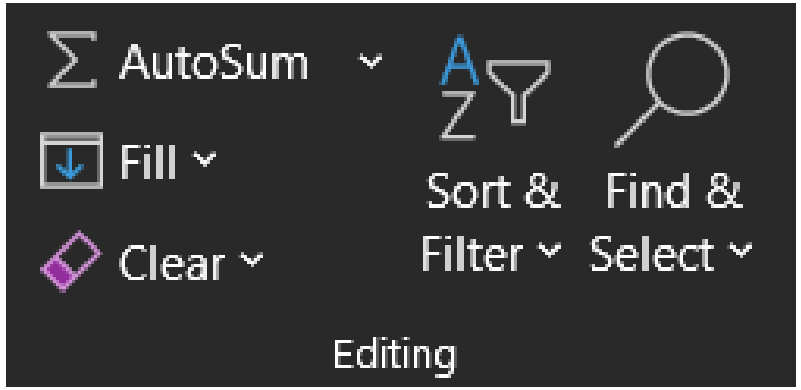
editing



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Analyze data