

Microsoft Excel



Complete Course on MS Excel
From beginner to advance



Digital
Skillset

Digital Skillset

What is Microsoft Corporation?

- **Microsoft** is a multinational technology company headquartered in Washington, USA. It was founded by Bill Gates in 1975. Microsoft is known for developing and selling software, electronics, personal computers, and related services. Some of its most well-known products include the Windows operating system, Microsoft Office suite
- More than 1.4 billion active devices running window 10.



What is Microsoft office?

- **Microsoft Office** is a bunch of different apps or tools developed by Microsoft. It is designed to be used for various business, educational, and personal tasks.
- Microsoft Office includes a range of applications, each tailored for specific tasks, such as word processing, data management, presentation creation



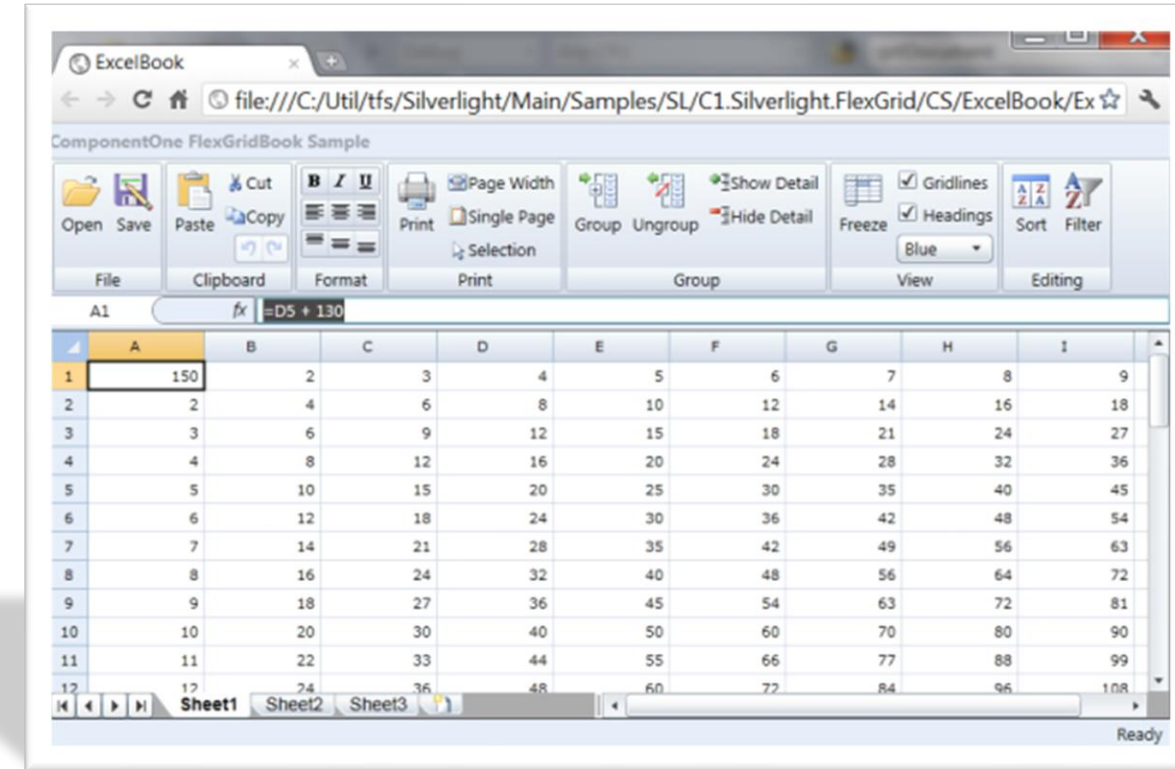
Different Tools in MS office

- Although Ms office comes with many tools, but three of them are the most popular.
- Ms Excel
- PowerPoint
- MS word
- Etc



What is Excel?

- A spreadsheet program used for data organization, analysis, and visualization. It offers tools for creating tables, charts, and complex mathematical calculations



Uses of MS Excel

- Data Analysis and Visualization
- Data Entry and Record Keeping
- Financial Modeling and Budgeting
- Inventory Management
- Project Management
- Statistical Analysis
- Reporting and Dashboards
- Accounting and Bookkeeping
- Data Cleaning and Preparation
- Etc.



How can used Microsoft Office

- Students
- Teachers and Educators
- Business Professionals
- Data Analysts and Scientists
- Accountants and Financial Analysts
- Sales and Marketing Professionals
- Small Business Owners



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Thank you