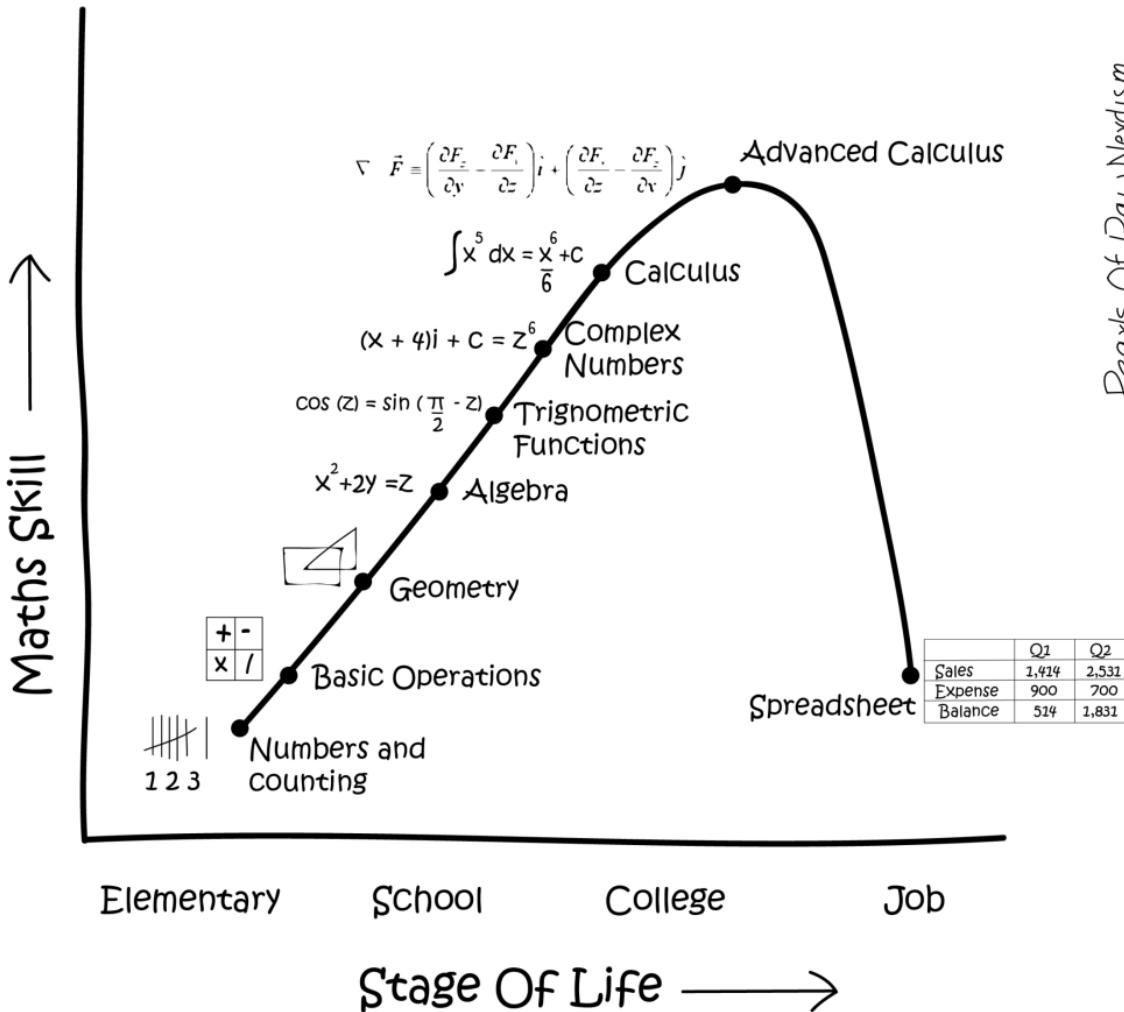




Consumer Computer Applications

MODULE 1

Why Excel is important



Some Excel facts

Fact #1

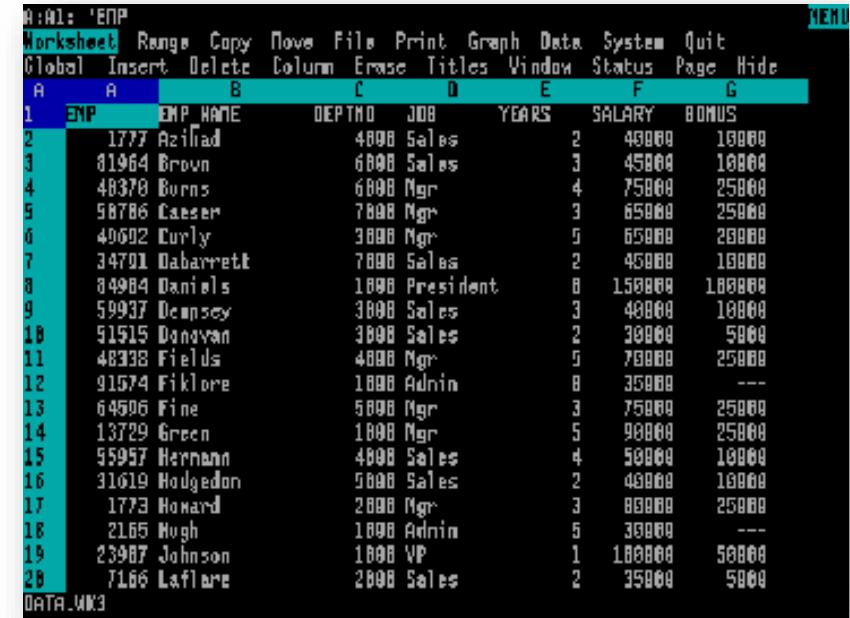
Before it came out in 1985, Mr. Spreadsheet and Master Plan were amongst the contemplated names for Excel. The internal codename for the project was Odyssey. The application was initially launched on Apple Macintosh, with a 2-year exclusivity before it was available anywhere else.



Some Excel facts

Fact #2

Until 1993, Lotus 1–2–3 was the spreadsheet software of choice for most enterprises. Excel ended this by replacing Lotus as the number one choice.



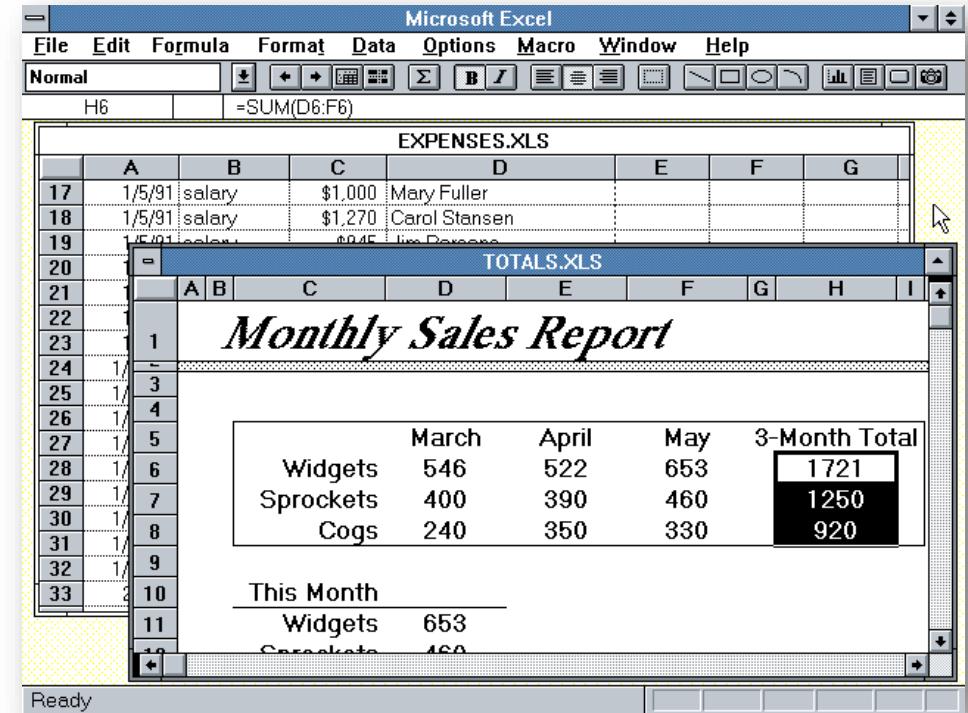
A screenshot of a vintage Lotus 1-2-3 spreadsheet titled 'EMP'. The menu bar includes 'Worksheet', 'Range', 'Copy', 'Move', 'File', 'Print', 'Graph', 'Data', 'System', 'Quit', 'Global', 'Insert', 'Delete', 'Column', 'Erase', 'Titles', 'Window', 'Status', 'Page', and 'Hide'. The data is organized in a grid with columns labeled A through G. Column A contains row numbers from 1 to 20. Column B contains employee IDs (e.g., 1777, 81964, 48370). Column C contains names (e.g., Azilad, Brown, Burns). Column D contains department codes (e.g., 4800, 6000, 6000). Column E contains job titles (e.g., Sales, Sales, Mgr). Column F contains years of service (e.g., 2, 3, 4). Column G contains salary (e.g., 40000, 45000, 75000). Column H contains bonus (e.g., 10000, 10000, 25000). The bottom right corner of the spreadsheet window shows 'DATA.WK3'.

	A	B	C	D	E	F	G
1	EMP	EMP NAME	DEPTNO	JOB	YEARS	SALARY	BONUS
2	1777	Azilad	4800	Sales	2	40000	10000
3	81964	Brown	6000	Sales	3	45000	10000
4	48370	Burns	6000	Mgr	4	75000	25000
5	50786	Caesar	7000	Mgr	3	65000	25000
6	40692	Curly	3000	Mgr	5	65000	20000
7	34791	Dabarett	7000	Sales	2	45000	10000
8	84984	Daniels	1000	President	8	150000	100000
9	59937	Dempsey	3000	Sales	3	40000	10000
10	91515	Dongvan	3000	Sales	2	30000	5000
11	48338	Fields	4000	Mgr	5	70000	25000
12	91574	Fiklore	1000	Admin	8	35000	---
13	60506	Fine	5000	Mgr	3	75000	25000
14	13729	Green	1000	Mgr	5	90000	25000
15	55957	Hermann	4000	Sales	4	50000	10000
16	31019	Hodgedon	5000	Sales	2	40000	10000
17	1773	Howard	2000	Mgr	3	60000	25000
18	2165	Hugh	1000	Admin	5	30000	---
19	23987	Johnson	1000	VP	1	100000	50000
20	7166	Laflare	2000	Sales	2	35000	5000

Some Excel facts

Fact #3

You know that almost every app nowadays has a toolbar at the top or side. Well, Excel 3.0 was the first ever desktop application to implement a toolbar in 1990.



Why Excel **is** important

Actions

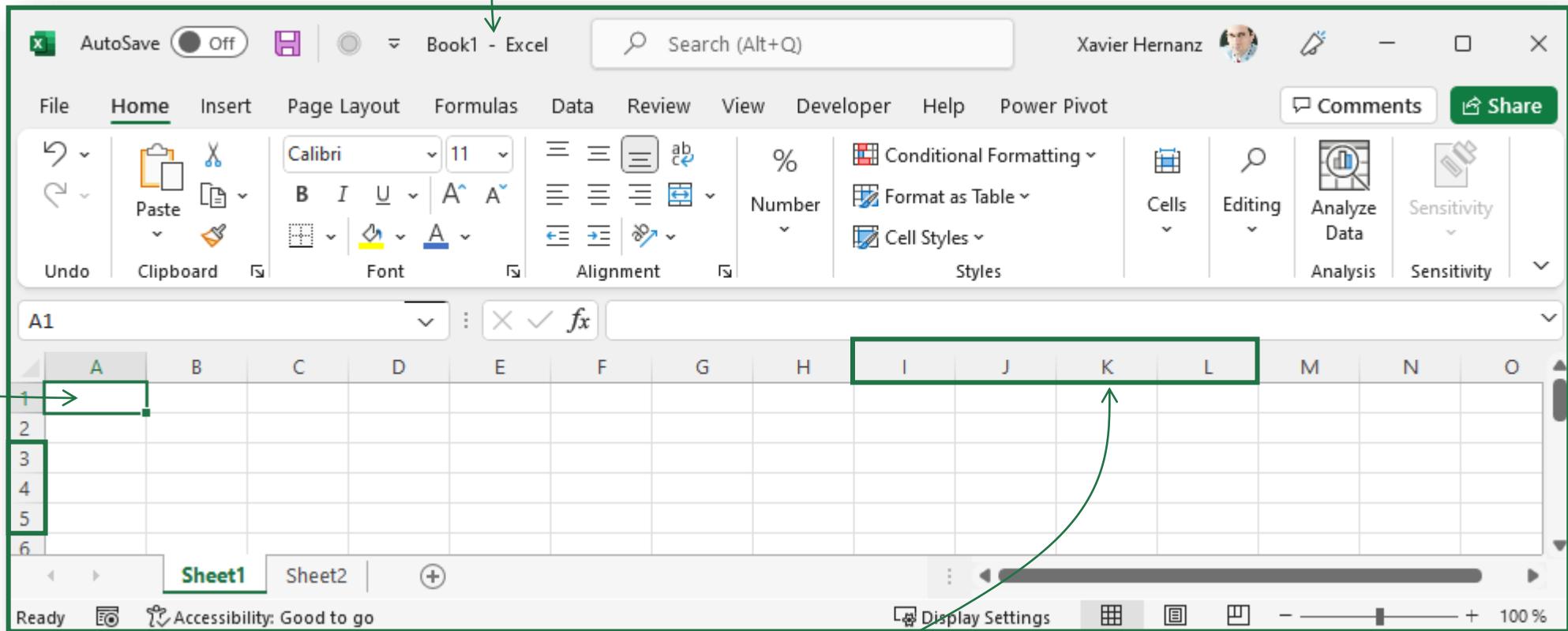
Structured calculations
Data Entry/Data Collection
Data Processing
Data Analysis
Dashboarding (charts)

Goals

Monitoring
Decision Making
Reporting
Calculations

Structure of a spreadsheet

Cells
(Data or formula –with format-container)



Columns
(Cell horizontal coordinate)

Some Spreadsheet Limits

max columns:

16K

max rows:

1M

max sheets:

Limited by available memory

[See More Excel Specifications and Limits](#)

Windows *versus* MacOS

Difference 1: No true pivot charts

Difference 2: Missing PowerPivot

Difference 3: Lesser VBA integration

Wrapping things up...

*In short, better use **Excel for Windows** if you plan on using Excel for big data tasks and macros.*

*Excel is natively designed for Windows so all of its **crowning features can only be found on its Windows version**.*

*If you're only using Excel for its **spreadsheet function and formatting interoperability**, you should be fine with **Excel for Mac**.*

*Otherwise, you will have to use **Windows emulators** (Boot Camp, Parallels Desktop, ...) that will enable you to use Excel for Windows using a Mac device.*

Windows versus MacOS Hotkeys

Windows logo: Press Command (⌘).



Backspace or Delete: Press Delete.



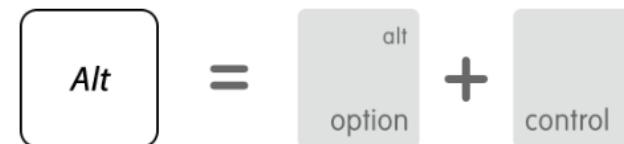
Enter or ↵: Press Return.



Alt (left): Press Option (⌥).



Alt GR (right): Press Option + Control.



[See More Keyboard Shortcuts](#)

THANK YOU!