

LET'S START WITH EXCEL



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WHAT IS MICROSOFT EXCEL?

Excel is a software product designed and developed by Microsoft for storing data in an organised way

Excel is also capable to manipulate data through mathematical functions

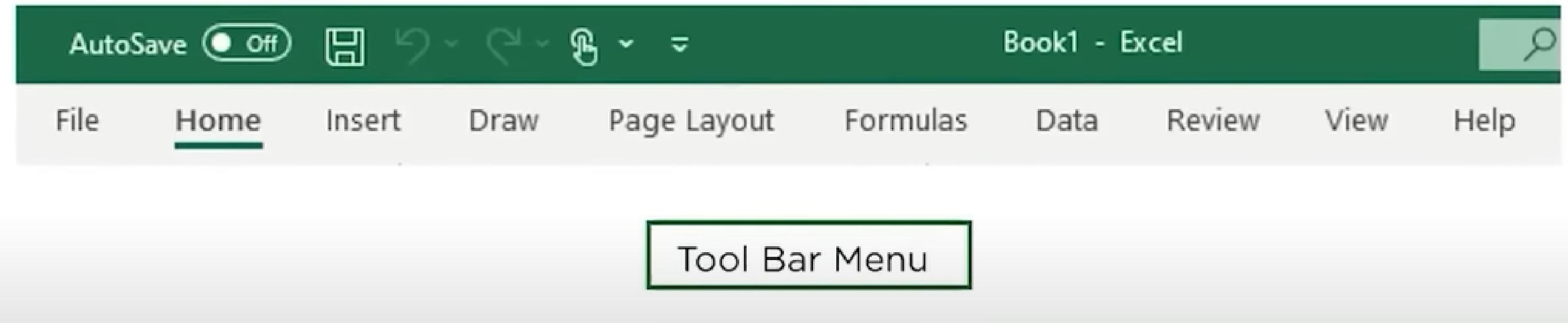
It is also used to extract insights from data and represent the visuals using graph and charts



FUNDAMENTALS OF MS EXCEL



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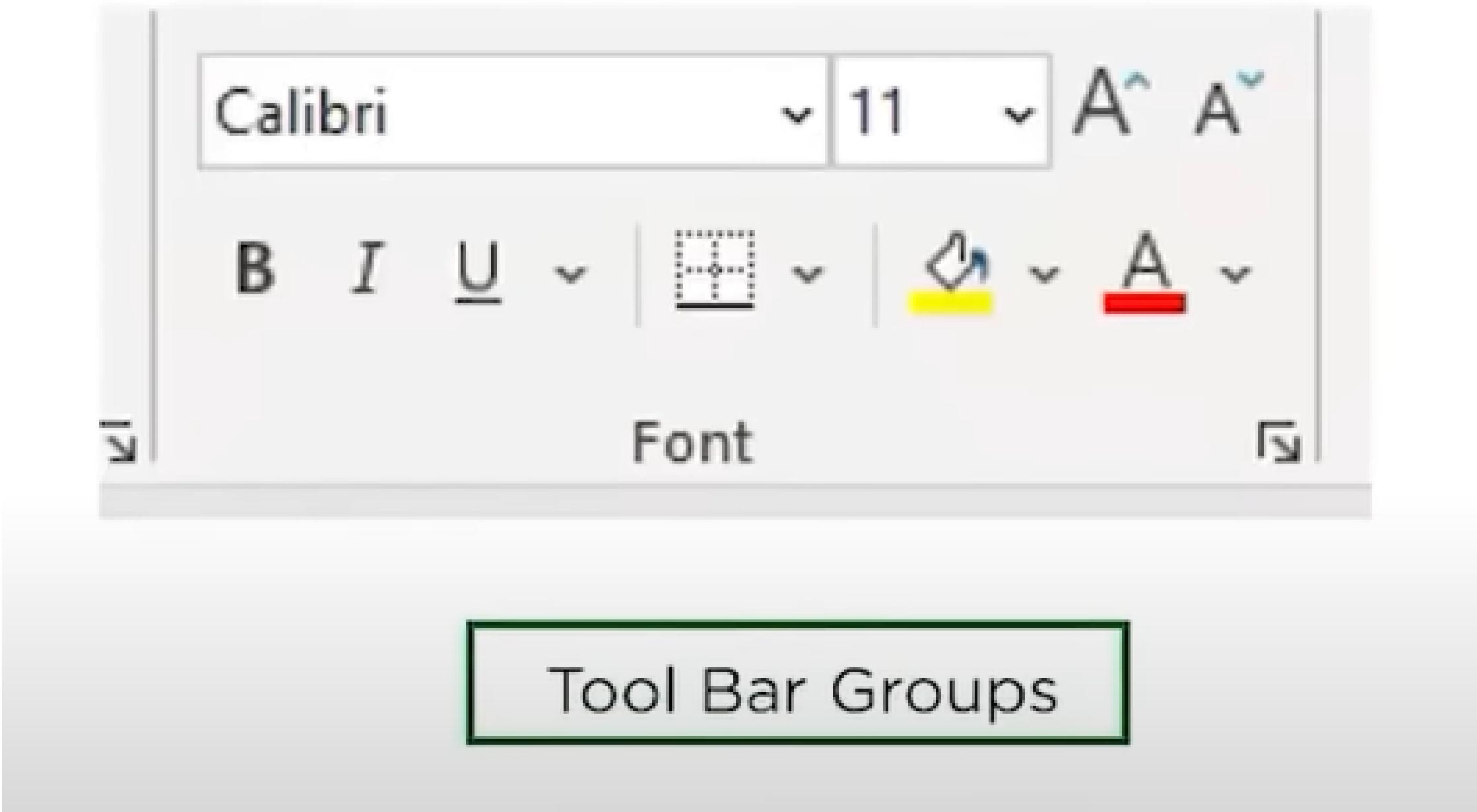


Tool Bar Menu



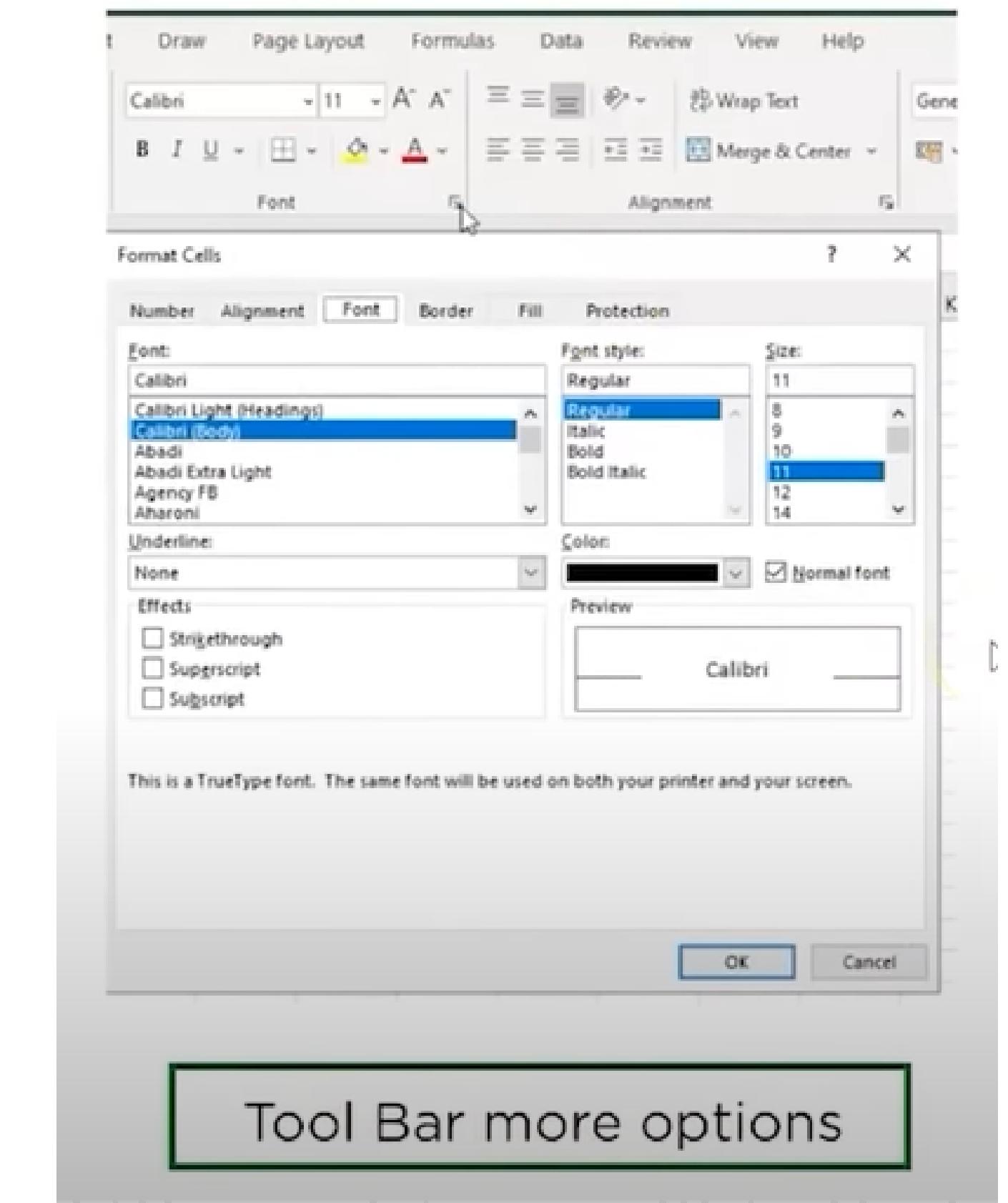
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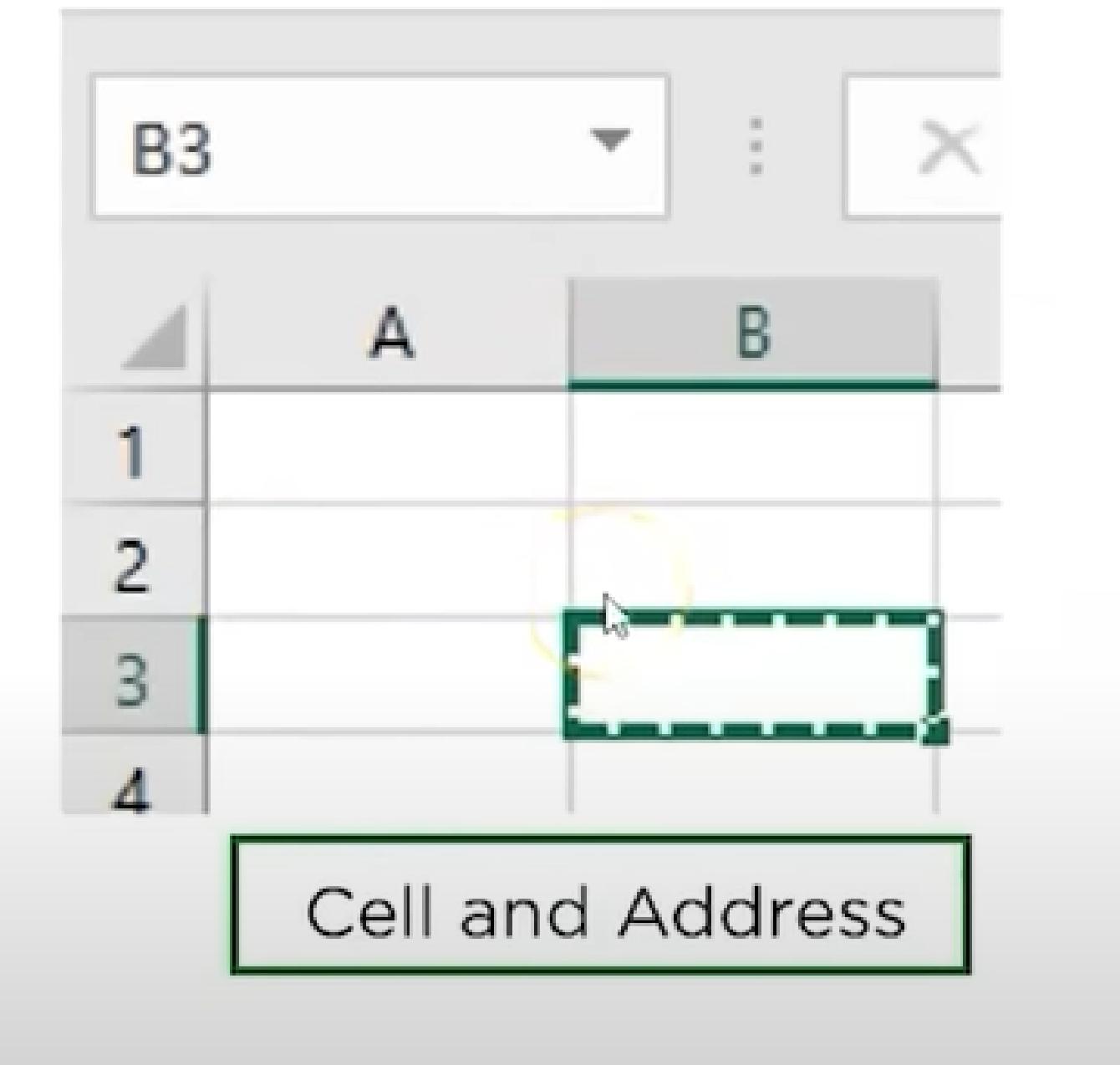
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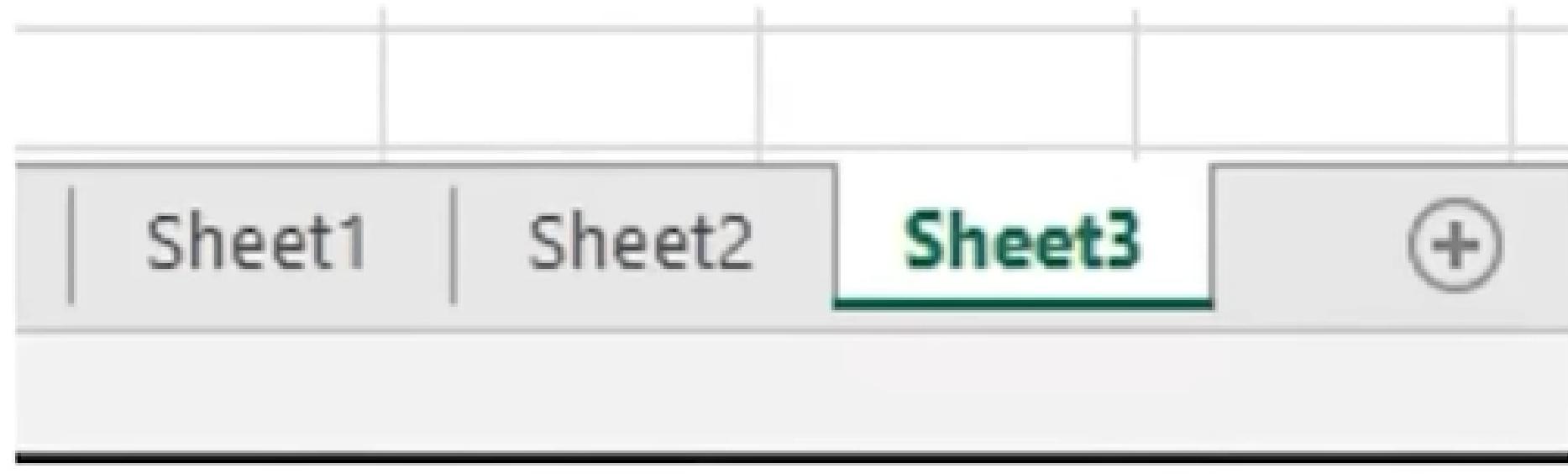
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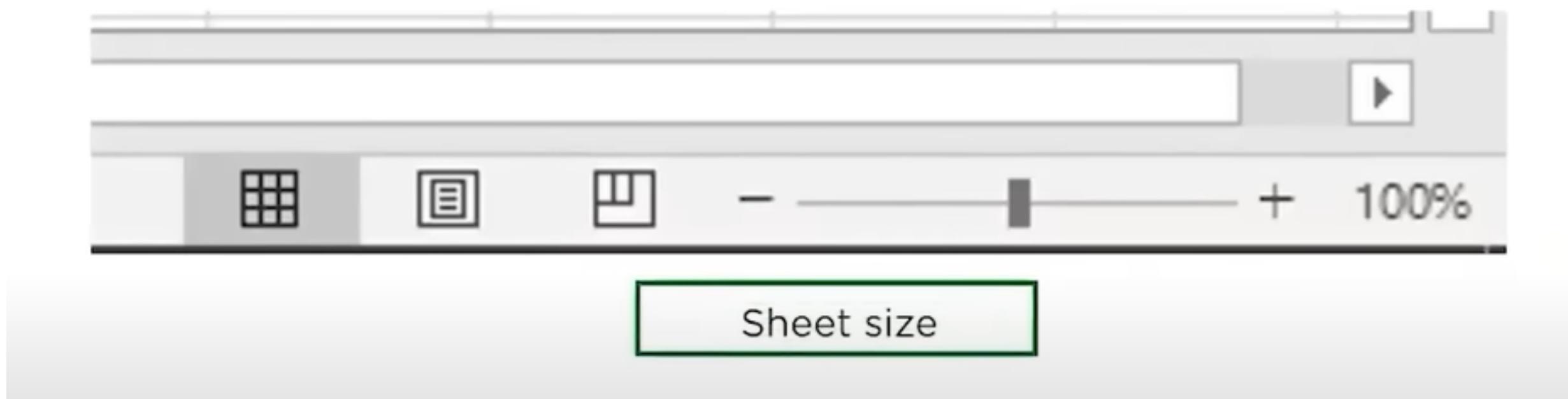
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Sheet Tracker



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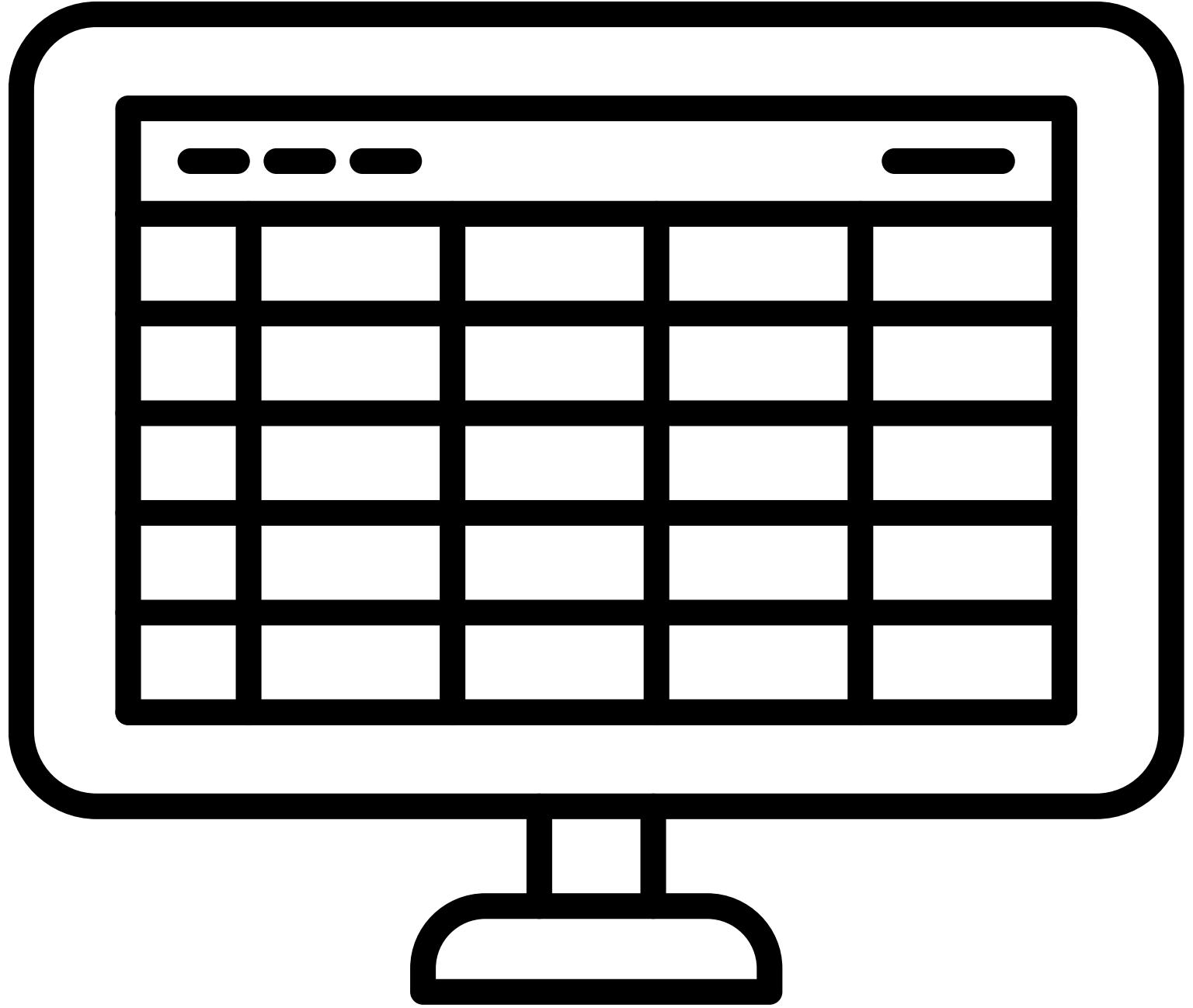


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Lets see things practically....



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Lets create a Table



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MS EXCEL FUNCTIONS

A predefined formulas that performs the calculation

=Function Name(Arguments)

= Sum(B4: B5)

	A	B	
1	Monthly Budget		
2			
3	Bills	Jan-2019	Feb
4	Rent	1000	
5	Phone	125	
6	Credit Card	150	
7	Food	300	
8	Candy	100	
9	Total		

=SUM(B4:B8)



ASSIGNMENT 1

1 Create a Table in Excel

2 Do the Addition by adding each cell

3 Do the addition by using Autosum

4 Perform Max, Min, Average for it

5 Do the formatting like currency, etc



EXAMPLE

	A	B	C	D	E	F	G	H	I
1	Monthly Expenses								
3	Expenses	January - 2023	February - 2023	March - 2023	April - 2023	May - 2023			Total
4	Rent	₹ 10,000	₹ 10,000	₹ 10,000	₹ 10,000	₹ 10,000			₹ 50,000
5	Phone	₹ 500	₹ 500	₹ 550	₹ 700	₹ 200			₹ 2,450
6	Internet	₹ 1,000	₹ 1,000	₹ 300	₹ 1,000	₹ 1,000			₹ 4,300
7	Food	₹ 7,500	₹ 7,000	₹ 15,000	₹ 10,000	₹ 7,000			₹ 46,500
8	Shopping	₹ 1,000	₹ 500	₹ 2,500	₹ 0	₹ 2,000			₹ 6,000
9	Credit Card	₹ 5,000	₹ 3,500	₹ 10,000	₹ 4,000	₹ 2,000			₹ 24,500
10									
11	Total Expense	₹ 25,000.00	₹ 22,500.00	₹ 38,350.00	₹ 25,700.00	₹ 22,200.00			₹ 1,33,750.00
12									
13	Min Expense	₹ 500	₹ 500	₹ 300	₹ 0	₹ 200			₹ 2,450
14	Max Expense	₹ 10,000	₹ 10,000	₹ 15,000	₹ 10,000	₹ 10,000			₹ 50,000
15	Average Expense	₹ 4,167	₹ 3,750	₹ 6,392	₹ 4,283	₹ 3,700			₹ 22,292
16									



JOB ROLES IN EXCEL

1 MIS EXECUTIVE

2 PROJECT MANAGER

3 PROJECT COORDINATOR

4 MARKET RESEARCH ANALYST

5 RETAIL STORE MANAGER

6 BUSINESS ANALYST

7 DATA ANALYST

8 FINANCIAL ANALYST



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6

THANK YOU!



Have a
great day
ahead.



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