

LET'S START WITH EXCEL



BI ACADEMY

FIND. ACCELERATE. UNLEASH. THE POWER OF BI

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



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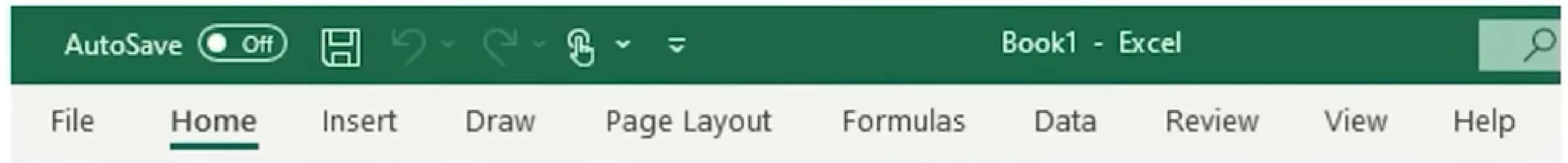
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FUNDAMENTALS OF MS EXCEL



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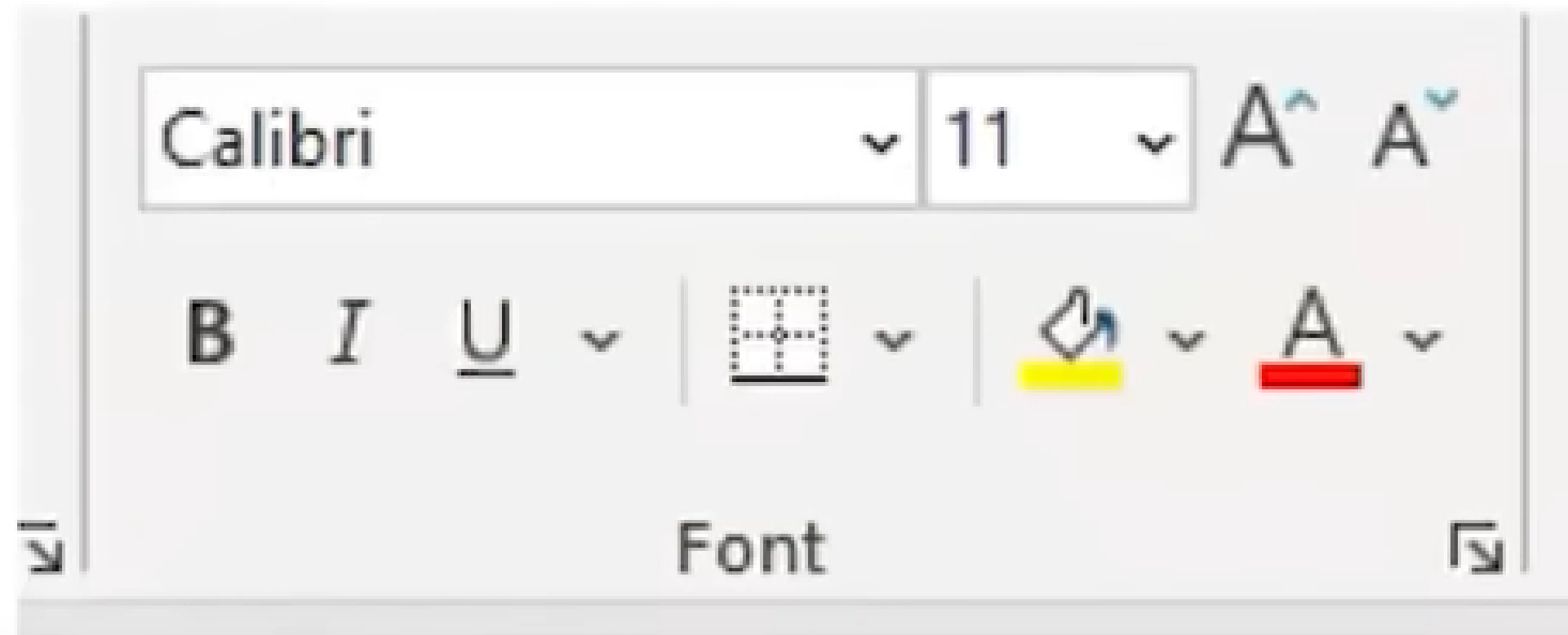


Tool Bar Menu

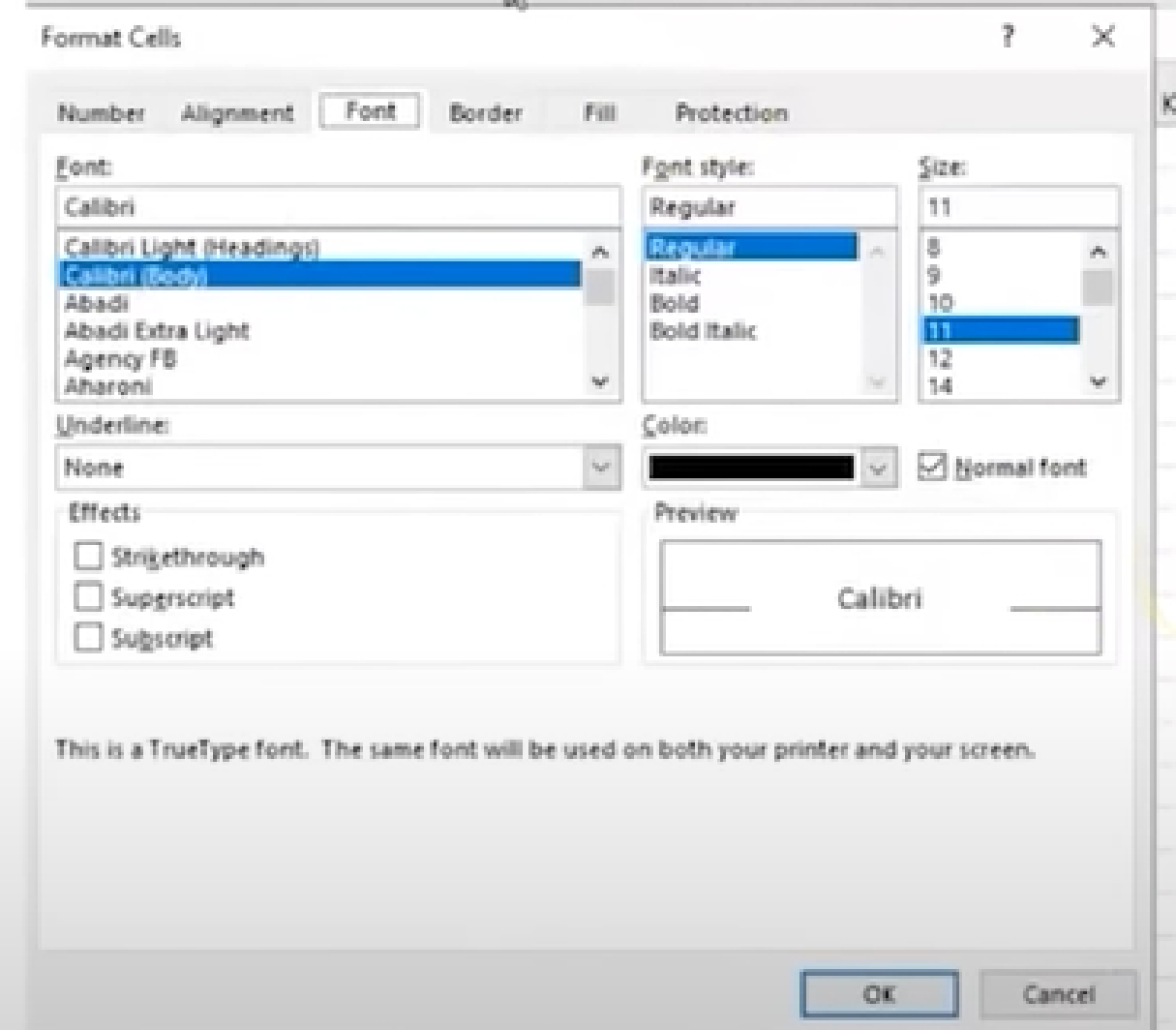
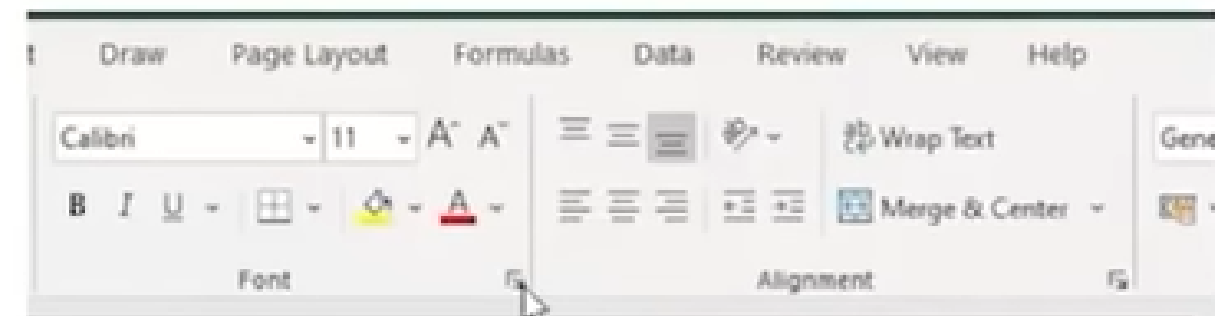


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Tool Bar Groups

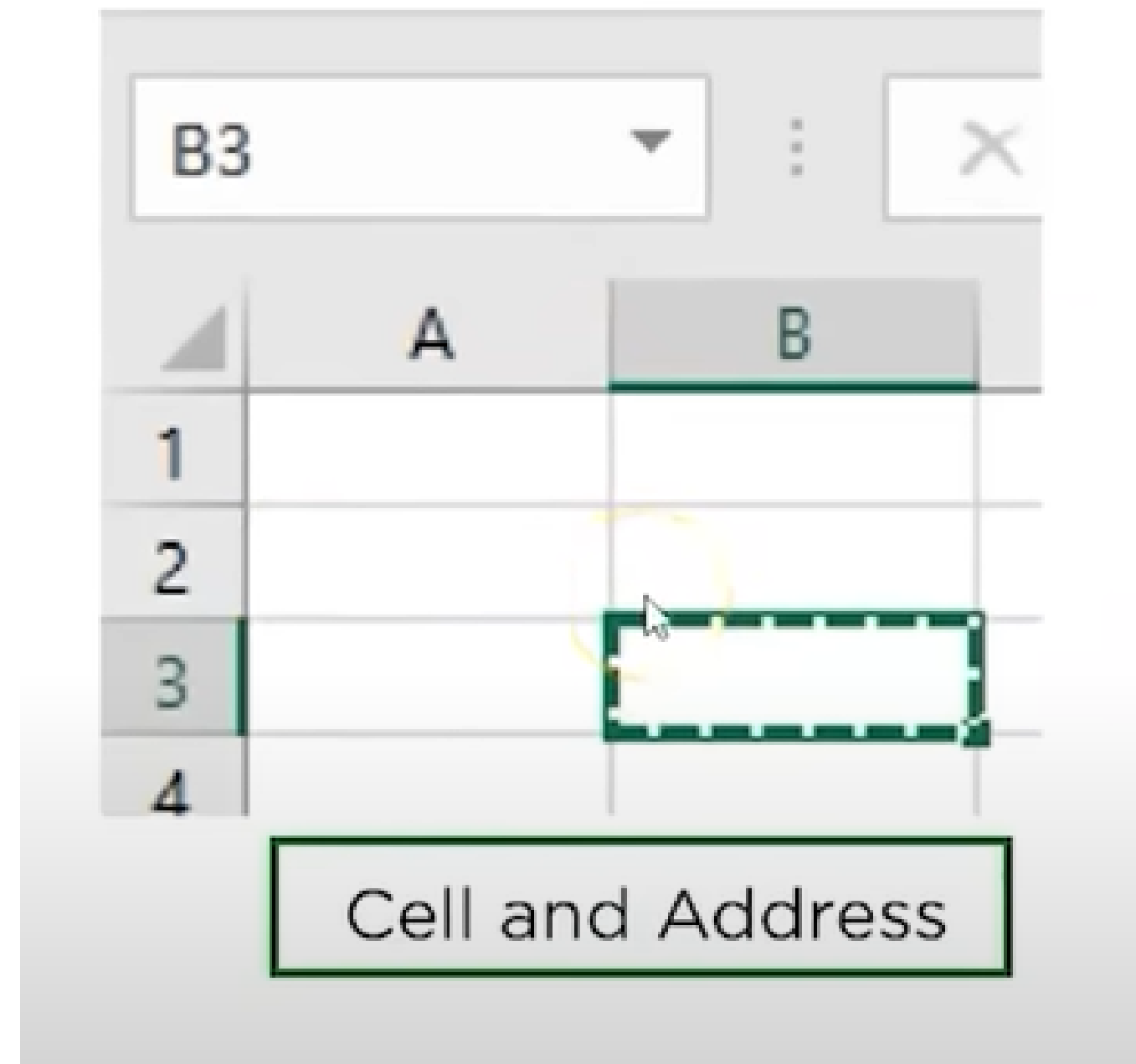


Tool Bar more options



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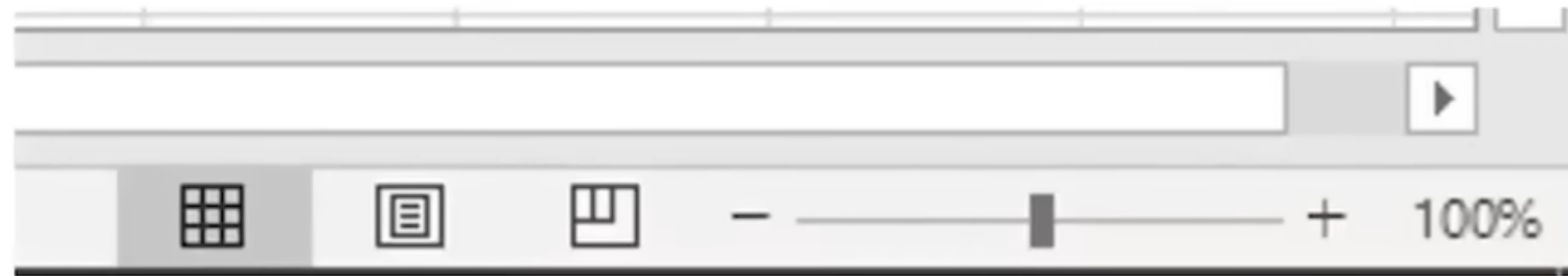
Sheet1	Sheet2	Sheet3	+

Sheet Tracker



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Sheet size



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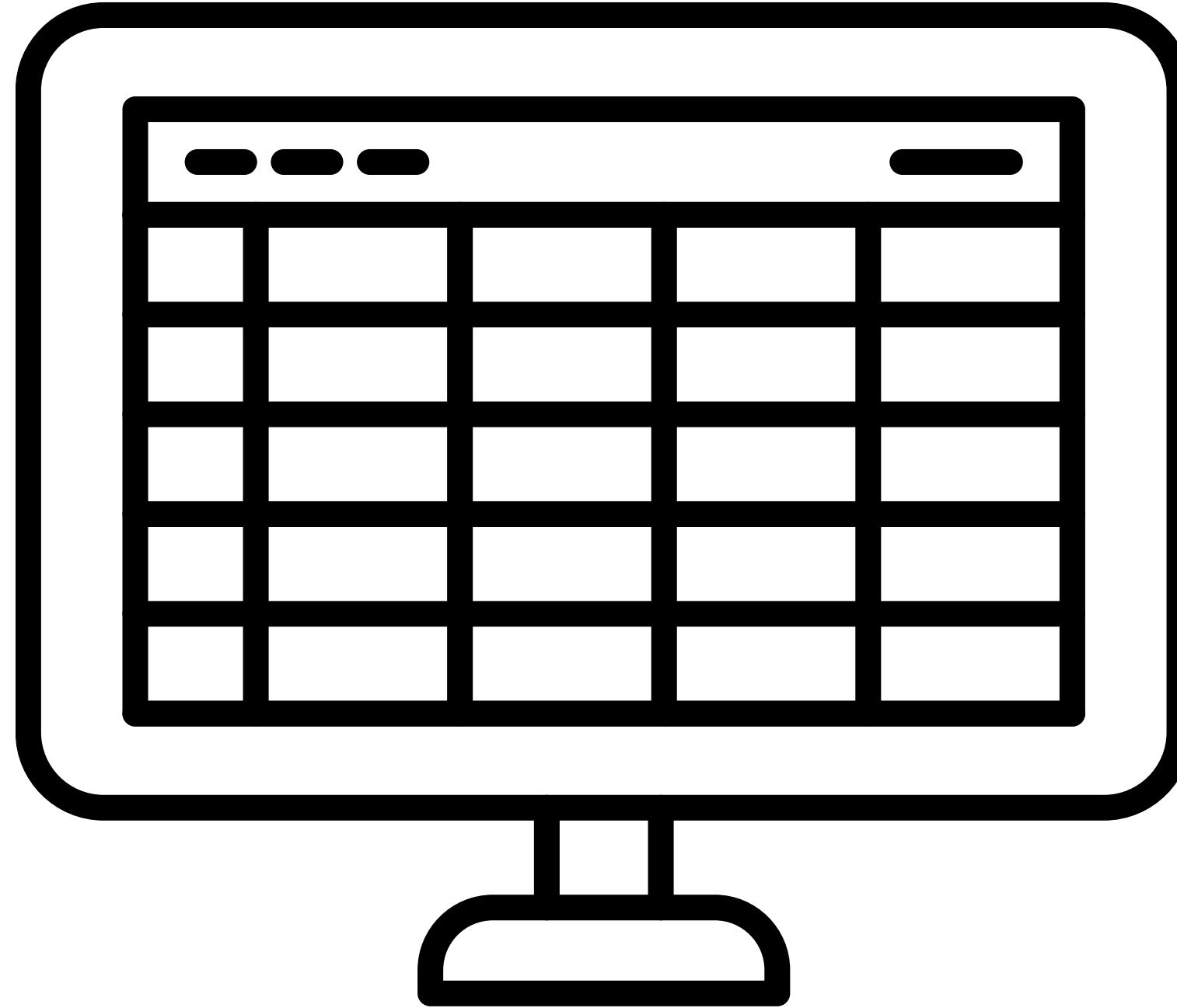
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Lets see things practically....



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Lets create a Table

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



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EXAMPLE

	A	B	C	D	E	F	G	H	I
1	Monthly Expenses								
2									
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 CORDINATOR

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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