

Result:

1. Workbooks and Worksheets

- Open MS-EXCEL which creates workbook.
- Click '+' sign on the bottom corner for creating more worksheets.

2. Functions and formulas

- Click on the cell where you want to apply the function and formula.
- Write the formula for example: =B1+B2 which adds the values at B1 and B2.

3. Cell Reference

- Click on the cell you want to write formula and write the formula.
- To create a reference, select a cell or range of cells on the same worksheet and drag the edge and expand the selection.

4. Sorting

- Select the cell range you want to sort.
- Select the Data tab on the Ribbon, then click the Sort command.
- The Sort dialog box will appear.
- Decide the sorting order (either ascending or descending).
- Once you're satisfied with your selection, click ok.

5. Data Validation

- Select one or more cells to validate.
- On the data tab, in the Data Tools group, click data validation.
- On the Settings tab, in the Allow box, select List.
- In the Source box, type your list values, separated by commas.

6. Conditional formatting

- Select the cells you want to perform conditional formatting.
- Click on conditional formatting on the home menu and apply the desired formatting.

7. Creating charts

- Select the cells you want to make a chart.
- Click on insert and then charts and apply the desired chart.

## Discussion and conclusion

We explored and learned the features of MS-Excel like

- Workbooks and worksheets, functions and formulas, cell referencing, sorting, data validation, conditional formatting;
- Creating charts