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**📊 Microsoft Excel - Definition and Tabs**

**📌 Definition of Microsoft Excel**

**Microsoft Excel** is a **spreadsheet software** developed by **Microsoft**.  
It is used to **store, organize, calculate, analyze, and visualize data**.

👉 Excel displays data in the form of **rows and columns**, where each intersection is called a **cell**.  
👉 You can enter **text, numbers, formulas, and functions** in cells.  
👉 Excel is a powerful tool used in:

* Schools
* Businesses
* Offices
* Personal finance
* Data analysis
* Report generation

👉 Excel is a part of the **Microsoft Office Suite**.

**📌 Features of Microsoft Excel**

* Easy data entry and storage
* Perform complex calculations using formulas
* Create charts and graphs
* Analyze data using Pivot Tables
* Manage large amounts of data
* Import and export data
* Automate tasks using Macros

**📌 Main Tabs in Excel Ribbon**

The **Ribbon** is the **top toolbar** in Excel that contains multiple **tabs**.  
Each tab contains a group of related commands.

**🏠 1. Home Tab**

Basic editing and formatting tools:

* Font settings (Bold, Italic, Underline, Color)
* Alignment (Left, Center, Right)
* Number formatting (Currency, Percentage)
* Cell Styles
* Insert/Delete Rows & Columns
* Sort & Filter

**➕ 2. Insert Tab**

Tools to insert various elements:

* Tables
* Charts (Bar, Line, Pie, etc.)
* Pivot Table
* Pictures
* Shapes
* Icons

**📄 3. Page Layout Tab**

Page setup options:

* Margins
* Page Orientation (Portrait / Landscape)
* Page Size
* Print Area
* Background

**🧮 4. Formulas Tab**

Tools for working with formulas and functions:

* Insert Function
* AutoSum
* Recently Used Functions
* Financial, Logical, Text, Date Functions
* Name Manager

**📂 5. Data Tab**

Data management tools:

* Import External Data
* Sort & Filter
* Data Validation
* Remove Duplicates
* Data Tools (Text to Columns, Flash Fill)

**📝 6. Review Tab**

Document reviewing tools:

* Spelling Check
* Thesaurus
* Add/Edit/Delete Comments
* Protect Sheet or Workbook

**👁️ 7. View Tab**

Workbook view tools:

* Normal / Page Layout View
* Zoom
* Freeze Panes
* Gridlines
* Headings

**📌 Summary**

👉 Microsoft Excel is an essential tool for working with data.  
👉 It offers powerful features for **data entry, calculation, analysis, and visualization**.  
👉 The Ribbon in Excel provides **easy access** to various tools and commands through its **tabs**.

👉 To master Excel, students should practice:

* Exploring different tabs
* Learning how to apply formulas
* Creating charts and reports
* Using data management tools

**Thank You**

Presented by **Akanksha Tripathi**  
**Aegis I Net**