Microsoft Office 2010 **Upload Center** enable you to see the state of files you're uploading to a server, in one location. When you upload a file to a web server, Microsoft first saves that file locally to the Office Document Cache before it starts the upload, which means that you can continue to work on other things. The Microsoft Office Upload Center lets you keep track of how uploads are progressing, and whether any files need your attention.

What is Excel?

Excel is a spreadsheet program in the Microsoft Office system. You can use Excel to create and format workbooks (a collection of spreadsheets) in order to analyze data and make more informed business decisions. Specifically, you can use Excel to track data, build models for analyzing data, write formulas to perform calculations on that data, pivot the data in numerous ways, and present data in a variety of professional looking charts.

Common scenarios for using Excel include:

* **Accounting**  You can use the powerful calculation features of Excel in many financial accounting statements—for example, a cash flow statement, income statement, or profit and loss statement.
* **Budgeting**  Whether your needs are personal or business related, you can create any type of budget in Excel—for example, a marketing budget plan, an event budget, or a retirement budget.
* **Billing and sales**  Excel is also useful for managing billing and sales data, and you can easily create the forms that you need—for example, sales invoices, packing slips, or purchase orders.
* **Reporting**  You can create various types of reports in Excel that reflect your data analysis or summarize your data—for example, reports that measure project performance, show variance between projected and actual results, or reports that you can use to forecast data.
* **Planning**  Excel is a great tool for creating professional plans or useful planners—for example, a weekly class plan, a marketing research plan, a year-end tax plan, or planners that help you organize weekly meals, parties, or vacations.
* **Tracking**  You can use Excel to keep track of data in a time sheet or list—for example, a time sheet for tracking work, or an inventory list that keeps track of equipment.
* **Using calendars**   Because of its grid-like workspace, Excel lends itself well to creating any type of calendar—for example, an academic calendar to keep track of activities during the school year, or a fiscal year calendar to track business events and milestones.

Basic tasks in Excel