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(Autonomous)
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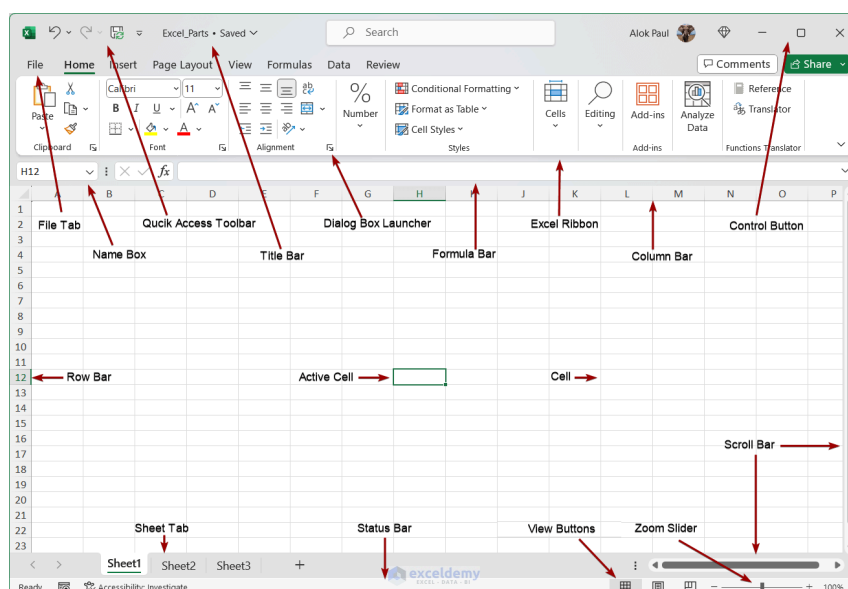
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AIM:

PROCEDURE:

Step 1 : Start MS Excel application from MS Office.
Step 2 : Enter text or numbers into cells.
Step 3 : Change the width of columns and height of rows.
Step 4 : Enter and edit formulas to calculate data.
Step 5 : Wrap text within cells for better readability.
Step 6 : Apply formatting like bold, italics, font size, and color.
Step 7 : Use Auto Fill and Custom Fill to quickly fill data.
Step 8 : Create simple charts or tables to visualize data.
Step 9 : Save the Excel file to your desired location.
Step 10 : Close the MS Excel application.

DEFINITION:

MS Excel, short for Microsoft Excel, is a spreadsheet program developed by Microsoft. It allows users to organize, analyze, and manipulate data using rows and columns of cells. It's a versatile tool used for various tasks — from simple calculations to complex data analysis and visualization.

It's used in various fields,including business analysis, people management, operations management, performance reporting, and project management.

PARTS OF MS - EXCEL WINDOW:

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FEATURES:

1.Workbook:

In MS Excel, a workbook is a file that can contain one or more worksheets (also known as spreadsheets). Think of it as a container that holds all the sheets you're working with. Each worksheet is where you input, organize, and analyze data in rows and columns of cells.

2.Worksheet:

In MS Excel, a worksheet is a single sheet within a workbook where data is organized into rows and columns, forming a grid of cells. It's the primary workspace for entering, manipulating, and analyzing data. Each worksheet has a tab at the bottom of the Excel window, allowing users to navigate between multiple worksheets within the same workbook.

3.Name Box:

The Name Box in MS Excel is located to the left of the Formula Bar and displays the currently selected cell's address or a user-defined name for a cell or range of cells. It allows users to quickly navigate to specific cells or ranges by typing their names in the box and also provides a way to define names for cells and ranges, making formulas and data references more readable and easier to understand.

4.Rows:

In Microsoft Excel, rows are the horizontal lines that run across a worksheet, identified by numbers (1, 2, 3, etc.) on the left side. A worksheet can have a maximum of 1,048,576 rows. Rows and columns together form the grid structure of a spreadsheet, where cells are the intersection of rows and columns.

5.Columns:

In MS Excel, columns are the vertical lines that run from top to bottom in a worksheet. Each column is identified by a letter, starting with A, then B, C, and so on. After Z, the columns continue with AA, AB, AC, and so forth, up to XFD. A column is essentially a vertical grouping of cell

6.Cell:

In MS Excel, a cell is a rectangular box at the intersection of a row and a column in a worksheet. It's the fundamental unit for storing data like text, numbers, or formulas. Each cell has a unique address, like A1 or B2, formed by its column letter and row number.

7.Range:

In Microsoft Excel, a range refers to a group or block of cells that are selected or highlighted, or a group of cell references used in a formula or function. It can be a contiguous block of cells or a non-contiguous selection.

8.Formula Bar:

The Excel formula bar is a toolbar located at the top of the worksheet, below the ribbon and above the cells. It displays the content of the currently selected cell and allows users to enter, edit, and view formulas. The formula bar is crucial for working with formulas, as it provides a dedicated space to see and manipulate them, even if they are too long to fit within a cell.

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9.Ribbon:

The Excel ribbon is the row of tabs and icons at the top of the Excel window that provides access to all the commands and features within the application. It is organized into tabs, groups, and commands, making it easier for users to locate and use the tools they need.

10.Ribbon Tabs:

In MS Excel, a ribbon tab is a section of the ribbon (the horizontal toolbar at the top of the window) that contains a group of related commands. Each tab provides access to a specific set of tools and functions for performing various tasks in Excel.

11.Quick Access Toolbar:

The Quick Access Toolbar (QAT) in Excel is a customizable toolbar that provides quick access to frequently used commands, independent of the currently active ribbon tab. It allows users to place their most commonly used tools in a convenient location, enhancing workflow efficiency and reducing the need to navigate through menus.

12.Function:

In Microsoft Excel, a function is a predefined formula that performs calculations using specific values (arguments) in a particular order. Functions can be used to quickly perform various calculations, like summing values, finding averages, or counting cells. Excel has hundreds of functions, from simple ones like SUM and AVERAGE to more complex ones like VLOOKUP and IF.
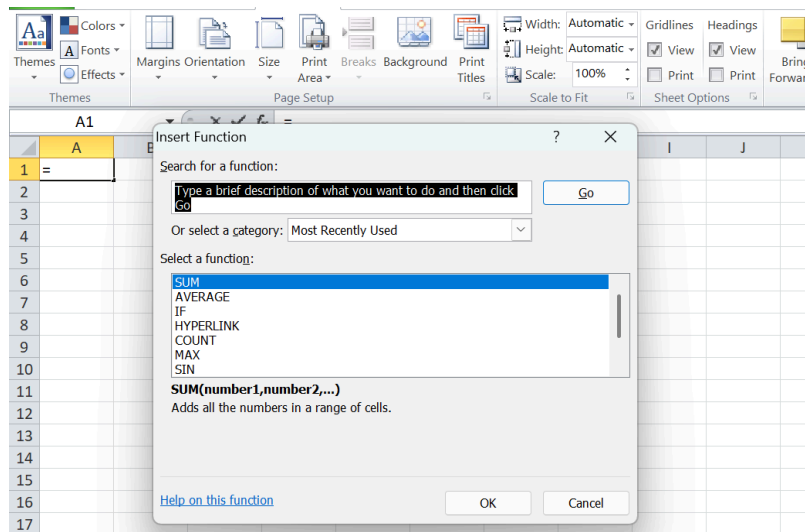
13.Sheet Tabs:

Sheet tabs in Excel are the labels at the bottom of the workbook that represent individual worksheets (also known as spreadsheets). They allow users to easily switch between different sections or data sets within the same workbook. Each sheet tab displays the name of the worksheet, and clicking on a tab will bring that particular worksheet to the forefront for editing.

14.Status Bar:

The Excel status bar is a horizontal bar at the bottom of the window that provides information about the current state of the worksheet and offers quick access to certain features.

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15.Scroll Bar:

In MS Excel, scroll bars allow users to navigate through worksheets, especially when the data extends beyond the visible area. They appear as either horizontal or vertical bars at the bottom and right edges of the worksheet, respectively. Scroll bars can be displayed or hidden, and their visibility can be toggled through the Excel options.

16.Zoom Slider:

The zoom slider in Excel is a feature that allows users to quickly adjust the magnification level of the worksheet view, making it easier to see more or less of the data at once. It's located on the bottom right of the Excel window, next to the zoom percentage.

17.Data Validation:

Data validation in MS Excel is a feature that allows users to control what data can be entered into a cell or range of cells. It helps ensure data accuracy and consistency by restricting input to specific criteria, such as a number range, date format, or a predefined list.
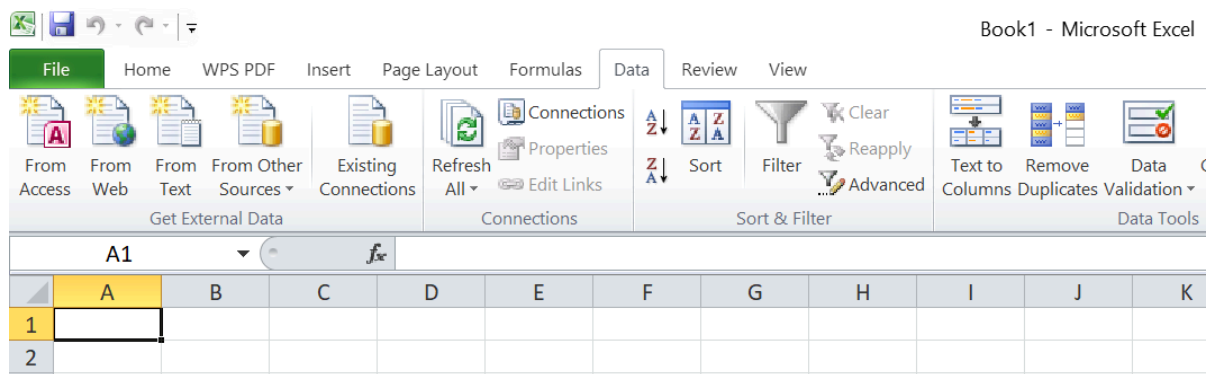
18.Auto fill Handle:

The AutoFill handle in MS Excel is a feature that allows users to quickly copy data, fill series, or apply formulas to adjacent cells by dragging a small square in the corner of a selected cell or range.
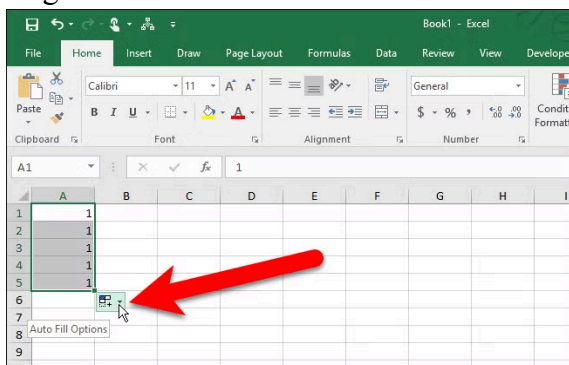

19.Merge and Center:

The Merge and Center feature in MS Excel combines multiple selected cells into a single cell and horizontally centers the content of the first cell within the new, merged cell.

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20.Wrap Text:

The Wrap Text option in MS Excel allows you to display the content of a cell on multiple lines within the same cell, rather than spilling over into adjacent cells. This is useful when the text in a cell is longer than the column width.
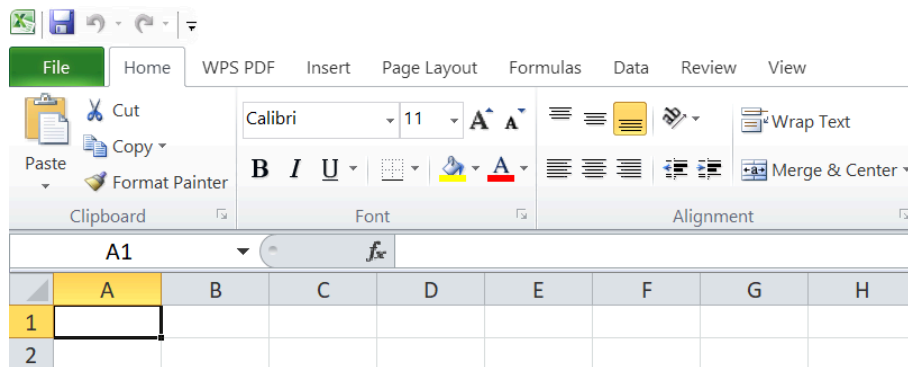

21.Increase Width and Height:

To increase the width and height of cells (columns and rows) in MS Excel, you can either drag the boundaries manually or use the Format options to specify exact measurements.

22.Freeze Panes:

Freezing panes in MS Excel allows you to keep specific rows and/or columns visible while scrolling through the rest of your worksheet. This is particularly useful when working with large datasets, as it allows you to keep headers or labels in view while navigating to other parts of the sheet.
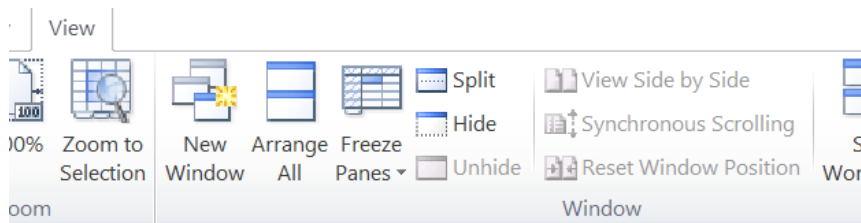
23.Split:

In Excel, you can split cells using the "Text to Columns" feature, formulas, or Flash Fill, depending on your needs and the complexity of the data.

24.Find and Replace:

Press Ctrl+H or go to Home > Find & Select > Replace. In Find what, type the text or numbers you want to find. You can further define your search: Within: To search for data in a worksheet or in an entire workbook, select Sheet or Workbook.

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25.Go to:

To go to a specific cell, row, column, or named range in Excel, you can use the "Go To" dialog box.
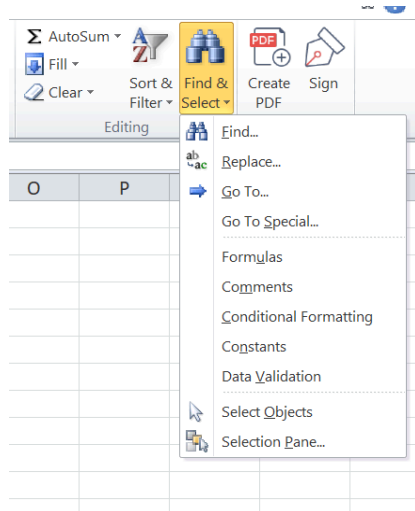
26.Name Ranges:

Named ranges in Excel are labels assigned to individual cells or cell ranges, allowing you to use these labels as references in formulas and other calculations instead of cell addresses. This makes formulas more readable and easier to understand.

27.Cell Comments (or) Notes:

Cell comments in Excel are used to add notes or context to specific cells within a worksheet. These comments are helpful for documentation, explanations, or collaborative discussions.

28.Drag Changes:

In Excel, dragging can be used for several actions: copying data, filling cells with a series of values, moving cells, or resizing a cell range. To enable drag-and-drop functionality, ensure the "Enable fill handle and cell drag-and-drop" option is selected in Excel's advanced settings.

29.Protect Sheet and workbook:

To protect an Excel sheet or workbook, you can use the "Protect Sheet" and "Protect Workbook" features. Protecting the sheet prevents unauthorized changes to the sheet's contents, while protecting the workbook prevents changes to the workbook's structure (like adding or deleting sheets)
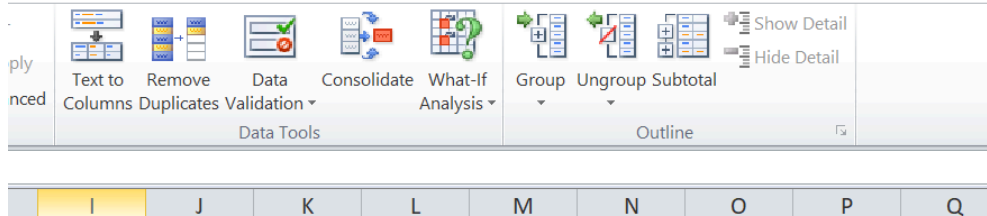
30.Filter:

Excel's filter feature allows users to selectively display rows in a worksheet based on specified criteria, making it easier to analyze and manage data. By filtering, you can hide rows that don't match your criteria, showing only the relevant information.

31.Consolidate:

Excel's "Consolidate" feature allows you to combine data from multiple worksheets or workbooks into a single worksheet. This feature is useful for summarizing data, performing calculations on combined data, and creating reports.

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32.Pivot table:

A pivot table in Excel is a data summarization tool that allows you to analyze large amounts of data in a more user-friendly way. It helps in organizing, summarizing, and analyzing data by rearranging rows, columns, and aggregations to reveal patterns and insights.

33.Cell Address:

In Excel, a cell address identifies the unique location of a cell within a worksheet. It's formed by combining a column letter and a row number.

34.Main Box:

In Microsoft Excel, the "main box" you're referring to is likely the Name Box or the Formula Bar. The Name Box, located to the left of the Formula Bar, displays the active cell's address or the name of a defined cell range.

35.Slicer:

In Excel, a slicer is a visual filter used to quickly filter data in PivotTables and PivotCharts, or even regular tables. It provides an intuitive and interactive way to filter data by clicking on buttons representing different field values.

RESULT: