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Microsoft Excel

Microsoft Excel is an application designed for displaying information efficiently and concisely using the format of spreadsheets (Gillis). In 1985, Microsoft released Microsoft Multiplan (an early version of Excel) in competition with another spreadsheet application called Lotus 1-2-3 (Gillis). Over the years Microsoft Multiplan eventually turned into Excel over many years of updates (Gillis). Having used this app myself, I’ve seen all the different kinds of preformatted templates that you could use for whichever project or type of data you need displayed. The basic structure of Excel is a grid of columns and rows of “cells” (Gillis). Cells are little units where text and numbers can be written (Gillis). Also, the cells themselves can be modified in countless ways such as making them wider/longer, combining cells, and adding color; I’ve had lots of fun with it. However, Excel can do more than display text and numbers you’ve written; it can also do calculations with its built-in formulas (Gillis). You can add, multiply, or calculate the average of cells’ values (Gillis).

Excel is super easy to learn; in fact, in just about one day I learned the basics of Excel on my own. And, being able to format your spreadsheet completely on your own (if you choose) gives so much freedom and versatility. The fact that so many people use Excel on a day-to-day basis only solidifies my point. Interestingly, you don’t actually need to download Excel, but

Briere 2

you can download Office 365 which is needed for Excel. The link is here: https://www.microsoft.com/en-us/microsoft-365/download-office .

Briere 3

Works Cited

Gillis, Alexander S. "What is Excel? Everything You Need to Know - Definition by WhatIs.com." *Enterprise Desktop*, 15 Nov. 2021, www.techtarget.com/searchenterprisedesktop/definition/Excel.