**QMBE 1320: Microsoft Excel Basics**

1. Spreadsheet Software: MS Excel is a spreadsheet program used for organizing, analyzing, and storing data in tabular form.

2. Worksheets and Workbooks: Excel files are called "workbooks," which can contain multiple "worksheets." Each worksheet is a grid made up of rows and columns.

3. Cells: The intersection of a row and a column is called a cell. Each cell can hold data, including text, numbers, and formulas.

4. Formulas and Functions: Excel allows you to perform calculations using formulas and built-in functions, such as SUM, AVERAGE, and COUNT.

5. Data Sorting and Filtering: You can organize data by sorting (arranging data in a specific order) and filtering (displaying only the data that meets certain criteria).

6. Charts and Graphs: Excel provides tools to create various types of charts and graphs, making it easy to visualize data

7. Formatting: You can format cells to change the appearance of data, including font style, size, color, orders, and number formats (like currency or percentages).

8. PivotTables: PivotTables are a powerful feature for summarizing, analyzing, and exploring large amounts of data.

9. Conditional Formatting: This feature allows you to automatically apply formatting to cells based on the values they contain.

10. Data Validation: You can restrict the type of data entered in a cell, ensuring data integrity and accuracy.

11. Basic Keyboard Shortcuts: Learning basic shortcuts, like Ctrl + C (copy) and Ctrl + V (paste), can significantly speed up your work in Excel.

12. Saving and Sharing: Excel files can be saved in various formats, shared, and collaborated on through cloud services like OneDrive.

13. Templates: Excel provides pre-built templates for common tasks, such as budgeting, scheduling, and inventory management, to help users get started quickly.

14. Protection and Security: You can protect your worksheets and workbooks with passwords to prevent unauthorized access or editing.

15. Macros: Excel allows you to automate repetitive tasks by recording macros, which are sequences of commands that can be replayed.