

Frame 1

Why storing data is necessary?

Frame 2

Security, Storing it, Analyzing it, Searching it
Data integrity, Organizing it,

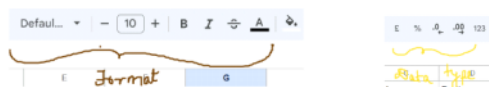
Frame 3

Agenda

Format	Comments
Data Types	Insert
Menu Bar	Find Replace
Ribbon	Delete
Version History	Freeze
Sharing	

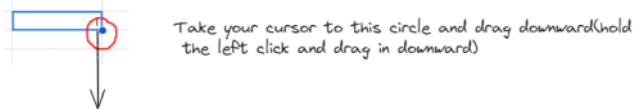
Column Headers				
Name	Age	Salary	Fruits	Food
A	50	40636	Apple	Pizza
B	46	15809	Banana	Pasta

Food	*Bold
<i>Pizza</i>	Italic
Pasta	Strike Through
Sushi	Colour Changed to Red



Frame 4

To automatically adjust the width of the cell drag our cursor



Fill handle (vertically and horizontally)

	A	B	C	D	E
1	Name	Age	Salary	Fruits	Food
2					

Freeze Panes