Assignment - 01

* Short Note on microsoft Excel.

→ microsoft Excel is a powerful spread-sheet aplication developed by microsoft. It is widely used for data analysis, financial modeling, statistical analysis and general data organization. Excel provides a grid of cells arranged in numbered rows and letter named columns to organize data manipulation like arithmetic operation, graph, pivot table and complex calculation using built in functions. It is an essential tool in various industries for tasks ranging from simple record keeping to complex financial modeling.

* key Components of Ms Excel.

1) workbook : A workbook in excel is a file that contain one or more worksheet. each workbook can be used to store related data in multiple sheets, making it easier to organize and manage large set of data.

workbook are saved with the "·xlsx" file extension.

2] worksheet : a worksheet is a single sheet within a workbook that consist of a grid of rows and column Each worksheet can contain data, formula and visualizations like charts. worksheet allows user to organize data systematically and perform various analyses.

3] cells : cells are the basic units of a worksheet ~~were~~ where data is entered. Reach cell is identified a unique address, which is a combination of a column letters and a row number (e.g. A1, B2) cell can contain various types of data including text, number and formulas.

4] Rows and columns : • Rows : Rows run horizontally in a worksheet and are identified by number. Each row can contain multiple cells.

- columns : columns run vertically in a worksheet are identified by letters (A, B, C). Each column can contain multiple cells.

Rows and columns intersect to form cells, providing a structured way to organize and manipulate data.

5] Ribbon : The ribbon is a toolbar at the top of the excel windows that provides access to most of the commands and features avilable in excel
It is divided into tabs each containing groups of related commands. key tabs include Home, Insert, Page Layout, formulas, etc - The Ribbon simplyfies the process of accessing various tools and features, making it easier for user to perform tasks.