MS Excel

Updated Study Material

Course Overview

Microsoft Excel is a spreadsheet application used for data entry, calculations, analysis, and visualization.

Chapter 1: Introduction to MS Excel

Excel organizes data in rows and columns and allows quick calculations.

Example: Entering marks in a worksheet.

Chapter 2: Basic Formulas

Formulas perform calculations. Common formulas include SUM, AVERAGE, MIN, and MAX.

Example: =SUM(A1:A5)

Chapter 3: Formatting Cells

Cells can be formatted using fonts, borders, colors, and number formats.

Practice Questions

1. What is MS Excel used for?
2. Name any two basic formulas in Excel.