**Excel**

MS Excel is the software which available with MS Office Package which helps to store data, clean the data and we can format the data and we store data in it in tabular form.

By using excel pivot we can create pivot tables and visuals.

By using power query, we can do ETL. [extract transform load].

Workbook is the combination of worksheet. When we create excel file it creates workbook.

Worksheets made up of cells. Cells are used to store the data. To create worksheets click on + at bottom.

We can access cells by row and column names.

Columns are labeled by characters like A, B, C etc.

Rows are labeled by numbers 1,2,3 etc.

Address of cell represented by column and row name. like A2, N3 etc.

To write data into cell double click on cell. Or click on cell and click on formula bar above.

To move down click enter to move up click enter+shift.

To move right click on tab and to move left click tab+shif.

We can use arrows also to navigate the cells.

To remove value while typing in cell click esc.

To remove data in cell after entering data use backspace to delete one character to delete entire data select total data in cell click backspace.

**Merge and center** used to merge the selected cells and place content at center.

We can do different types of formatting by using formatting options in home tab like size, color of text and background and alignment of text and formatting cell size etc.

To select range of columns or rows use shift to select multiple rows or columns use control.

Select all cells and double click at header then all cells are auto adjusted based on content in it.

To format data types we have number section in insert where we can change data type we can change decimal pints etc.

To remove contents from range of cells select range of cells right click. Click on clear contents.

Use control + shift + arrows to select from selected to last cell in up, down, right, left with arrows.

**Basic Formulas in Excel: -**

Use = in cell while writing formula.

**Sum(range of cells)** it returns the sum of values in the specified range. We can also sum by select range of cells use autosum in home tab and select sum.