**Excel Lecture-1**

**Excel is a popular spreadsheet application developed by Microsoft. It allows users to enter, organize, manipulate, and analyze data using a grid of cells arranged in rows and columns. Excel is widely used for various tasks such as data entry, financial modeling, statistical analysis, charting, budgeting, forecasting, and more. It offers a wide range of features including formulas, functions, charts, pivot tables, macros, and data visualization tools, making it a versatile tool for both personal and professional use. Excel is part of the Microsoft Office suite and is available for both Windows and macOS platforms.**

* **Use Of Excel**
* Excel is commonly used for:
  + Data entry and storage
  + Calculation and analysis
  + Creating charts and graphs
  + Financial modelling
  + Budgeting and forecasting
  + Reporting and presentation of data
  + Data visualization
  + Automation of repetitive tasks using macros
  + Collaboration through shared workbooks
  + Importing and exporting data from/to other applications
* **Limit of using excel**
* Performance degradation with large datasets or complex calculations
* Not suitable for big data tasks compared to specialized tools
* Collaboration limitations, especially in large teams
* Complexity in managing formulas and functions
* Security concerns with sensitive data
* **Max and Min rows and columns**
* **Components in Excel**
  + - Task Bar
    - Tabs (How Logical Grouping is Done)
    - Indexing (CTRL + G) or GOTO
    - Formulae Bar [Sum (A1: B1)
    - Status Bar (Last Bar)
* **File Tab**
  + - Back Stage view
    - It is Slightly change Than Others
* **More About Save and Save as**
  + - .csv file -----------

> Difference

* + - . excel file -----------
    - .pdf
* **Excel Workbook**
* **Excel worksheets**
* **Keyword Short cuts [ALT]**
  + - No use in Google sheet
* **Add column** 
  + - CTRL + Shift + (+)
    - CTRL + (-)
* **CTRL C- CTRL V**
  + - Format only
    - Values only
    - Transpose
    - Linked Sheets
    - Transpose + Only values
    - Pest as a Picture
      * + Data to Group
        + Excel Charts
* **Date Format** 
  + - Number to Date
    - Date to Number (home ->Number)
* **Freeze** 
  + - (View -> Freez)
* **Gridlines** 
  + - (View -> Gridlines)
* **Fill Colour**
* **Merge & Centre**
  + - (Home -> Merge and centre)
* **Group** 
  + - (Data -> Group [Right corner])
* **Hyper Links**
  + - (Insert -> Hyper Link)
    - New Sheet
    - Online/Web Link