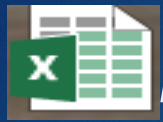


INTRODUCTION OF EXCEL

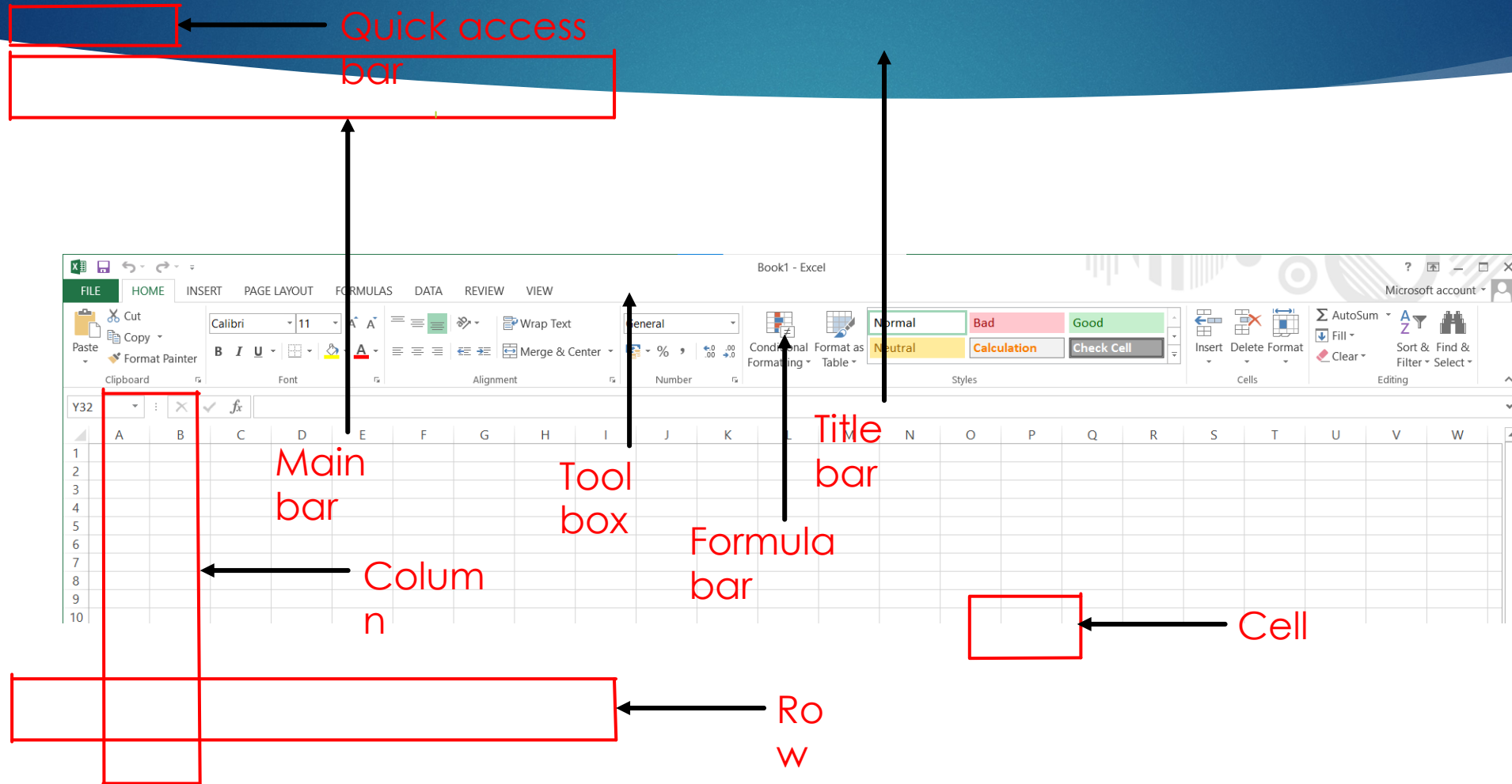
By -Sanket B.
GITHUB ID : bsanketm



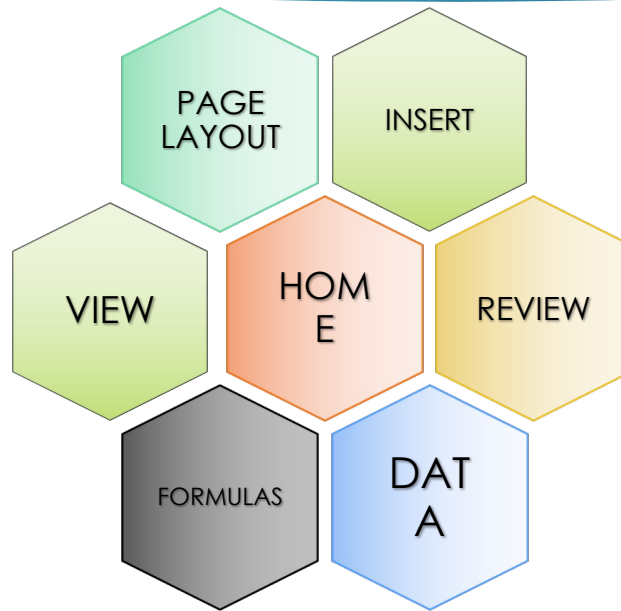
MS EXCEL

- ▶ **Meaning:** Microsoft office excel is a spreadsheet program included in the Microsoft office suit of applications.
- ▶ **Know your excel sheet more:**
 1. Maximum 255 worksheets
 2. The excel worksheet contain 1,048,576 rows and 16,384 columns
 3. XFD last column in sheet
 4. Shift + F11 (Add sheet)
 5. Protect sheet , Hide/ Unhide your sheet

SPREADSHEET DETAILS:



Default Tabs:

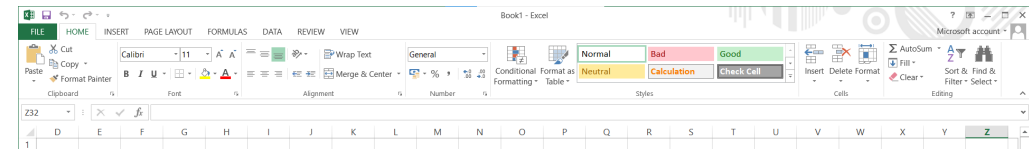
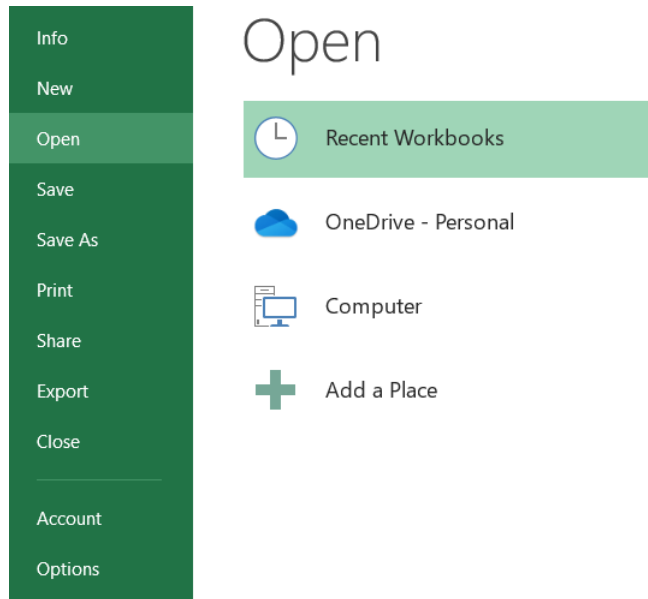


FILE

- The File menu is the leftmost item in the Excel ribbon.
- The File ribbon items enable you to perform file management functions, including open, save, close, and print.

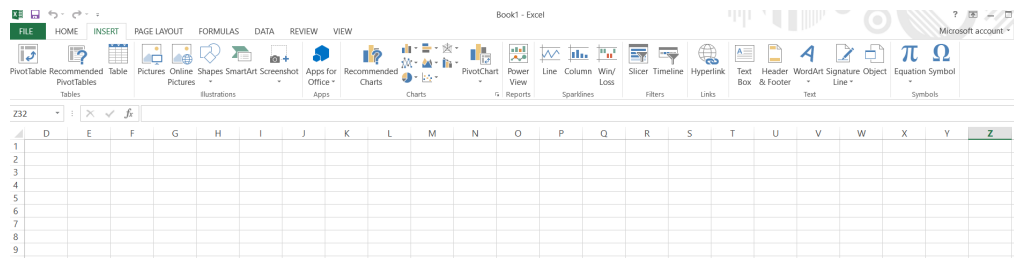
HOME

- The Home ribbon items include options for formatting font, color, conditional formatting, filter, number type, and more.
- All these functions help one in performing various effective calculations.



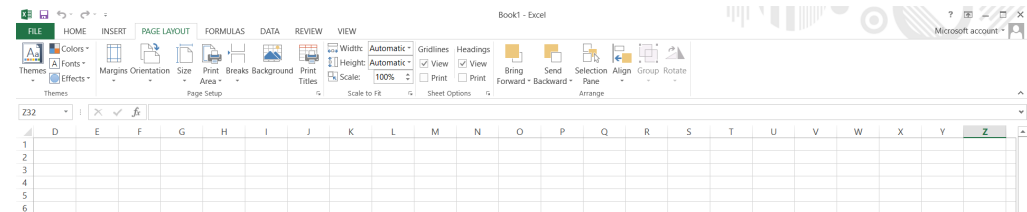
INSERT

- The Insert menu helps you insert various options and items into an Excel spreadsheet.
- In Insert You can insert a variety of things ranging from pivot table to picture, clip art, shapes, screen shots, charts and graphs, text box, header and footer, symbols, equation, and more.



PAGELAYOUT

- The Page Layout menu. You'll see many options for configuring pages for viewing and printing—including page size, margins, colors and fonts, and so forth. You can also customize cell height and width on the Page Layout menu.

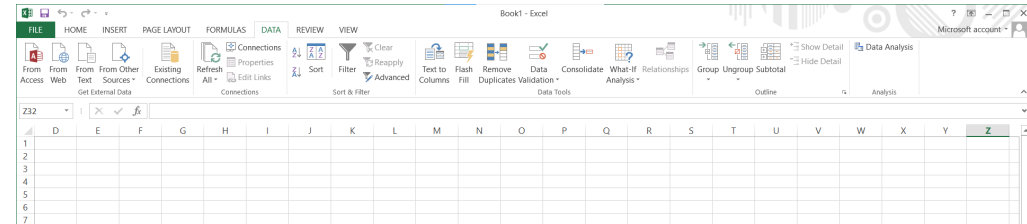
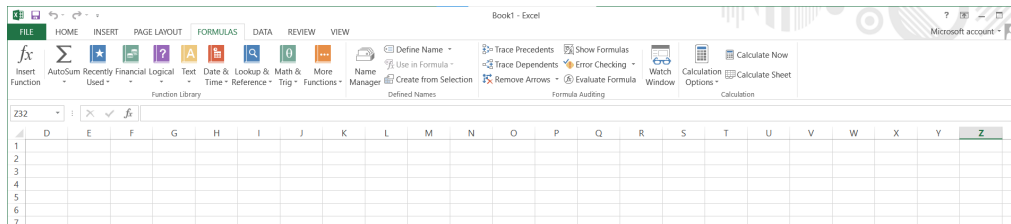


FORMULA

- The formulas menu is where you find all the number-crunching options. Excel comes with lots of formulas including financial, logical, text, date & time, lookup & reference, and math & trigonometry.

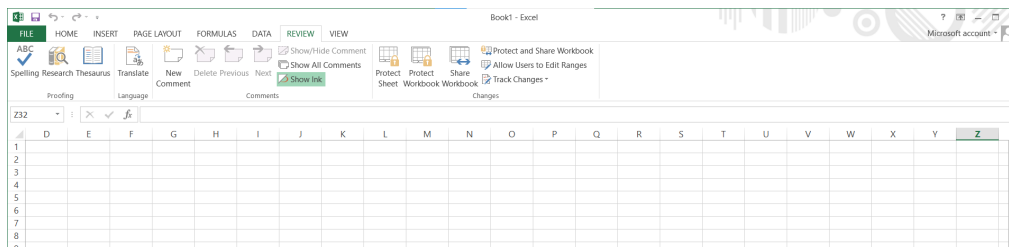
DATA

- The Data menu also contains many important functions in Excel, including imports and connections with databases. You also access the sort, filter, remove duplicates, data validation, consolidation, group, ungroup, and subtotal functions on the Data menu.



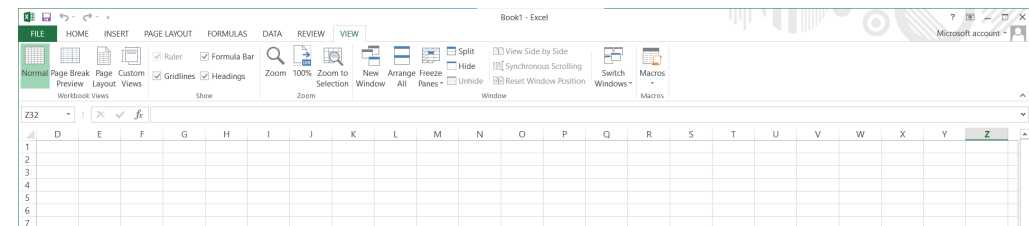
REVIEW

- The Review menu is where many of those tasks take place. You can make comments in cells for your colleagues, check spelling, track changes, and even restrict permission using items in the Review menu.



VIEW

- On the View menu, you customize the way spreadsheets appear on your screen. Options include displaying grid lines between cells, toggling the formula bar and headings, and more. This menu also gives you options to view and record macros, as well—macros let you record common steps you perform so you don't have to repeat the same things over and over again!



SHORTCUTS

- ▶ Ctrl + S or F12

To save by bringing save as dialog box

- ▶ SHIFT + F10

To show a shortcut menu

- ▶ F10 or ALT

To make the menu bar active for using key tips



THANK YOU