Introduction To Excel

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What is excel?

- It is a spreadsheet program developed by Microsoft.
- Excel organizes data in columns and rows and allows you to do mathematical functions.
- The first version of excel was released in 1985.

Excel is used for:

- Analysis
- Data entry
- Data Management
- Accounting
- Budgeting
- Data Analysis
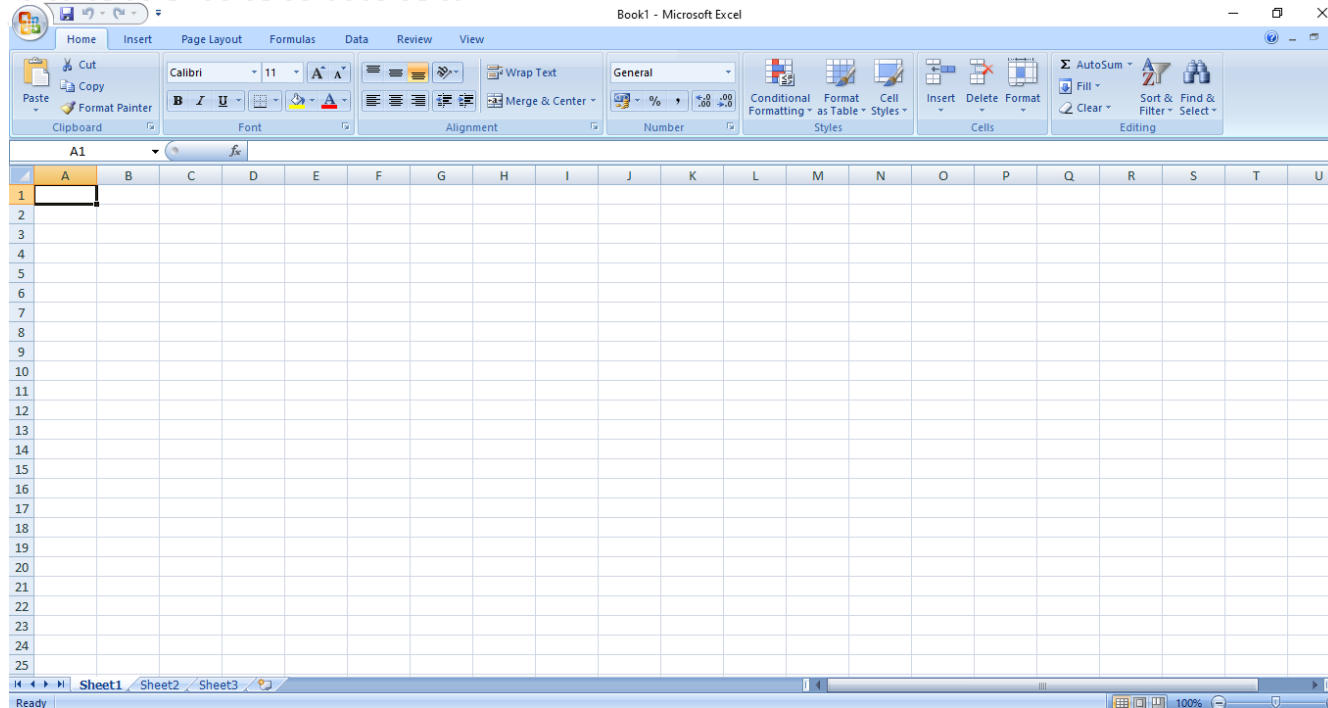- Visuals and Graphs
- Programming
- Financial modelling

Why use Excel?

- It is easy to learn and to get started.

- It can be used with both work and in everyday life, such as to create family budget.

- It is the most popular spreadsheet program in the world.

1.Home tab:
2.Insert tab:
3.Data:
4.Formulas:

1.Formula bar.
2.Sheets.
3.New workbook
4.Undo and Redo button.

5.Using functions

THANK YOU!!!