SHRI VAISHNAV INSTITUTE OF MANAGEMENT INDORE(M.P.)

Introduction to MS Excel for Spreadsheet Modeling

In partial Fulfillment of the degree of

Master of Business Administration

(FULL TIME)

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MBA (III) SEM "A"

Introduction to MS Excel for Spreadsheet Modeling

Introduction to MS Excel

- Microsoft Excel is an electronic spreadsheet software.
- Used for organizing data, graphically representing data, and performing calculations.
- It is part of the Microsoft Office suite and consists of numerous rows and columns.
- It has 1048576 rows and 16384 columns.

In essence, Excel is a powerful tool for data management, analysis, and visualization, offering a grid of cells that users can fill with data and use various functions and features for different tasks.

What Is MS Excel

Microsoft Excel is a software application designed for creating tables to input and organize data. It provides a user-friendly way to analyze and work with data.

When was MS Excel launched?

Microsoft Excel is a spreadsheet application launched in 1985 by the Microsoft Corporation

What is the use of MS Excel

- Microsoft Excel enables users to format, organize and calculate data in a spreadsheet.
- Formatting data to make important data easy to find and understand.
- Sorting and filtering data to find specific information.
- Graphing or charting data to assist users in identifying data trends.
- Printing data and charts for use in reports.
- Linking worksheet data and charts for use in other programs such as Microsoft PowerPoint and Word.

Top Uses Of MS Excel

- Accounting & Finance
- Data Analyst & Business Analyst
- Sales & Marketing
- Operation Management
- HR Manager
- Banking
- Research
- Hospitality

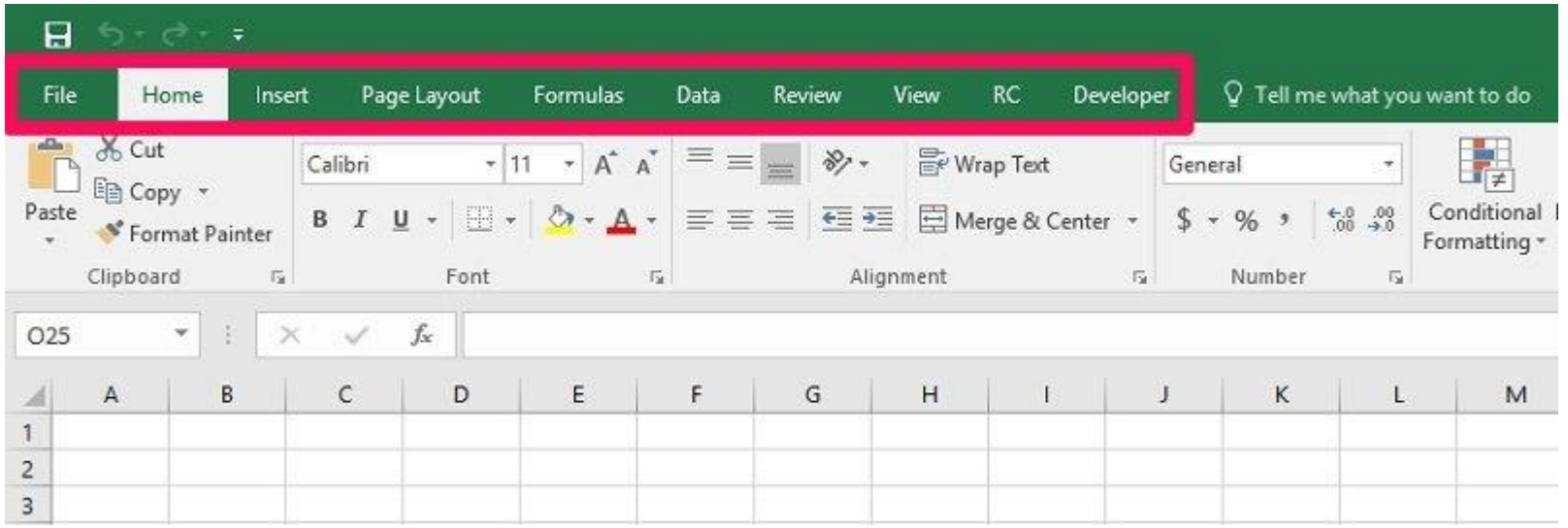
Why Uses of MS Excel

MS Excel is a spreadsheet application used to manipulate stored data.

- Data store in row and column
- Calculation
- Data cleaning
- Function (Formula)
- Prediction & Forcasting
- Reporting Analysis (Daily, Weekly, Monthly, Quartely, Year)
- Visulization

Basic Of MS Excel

Ribbon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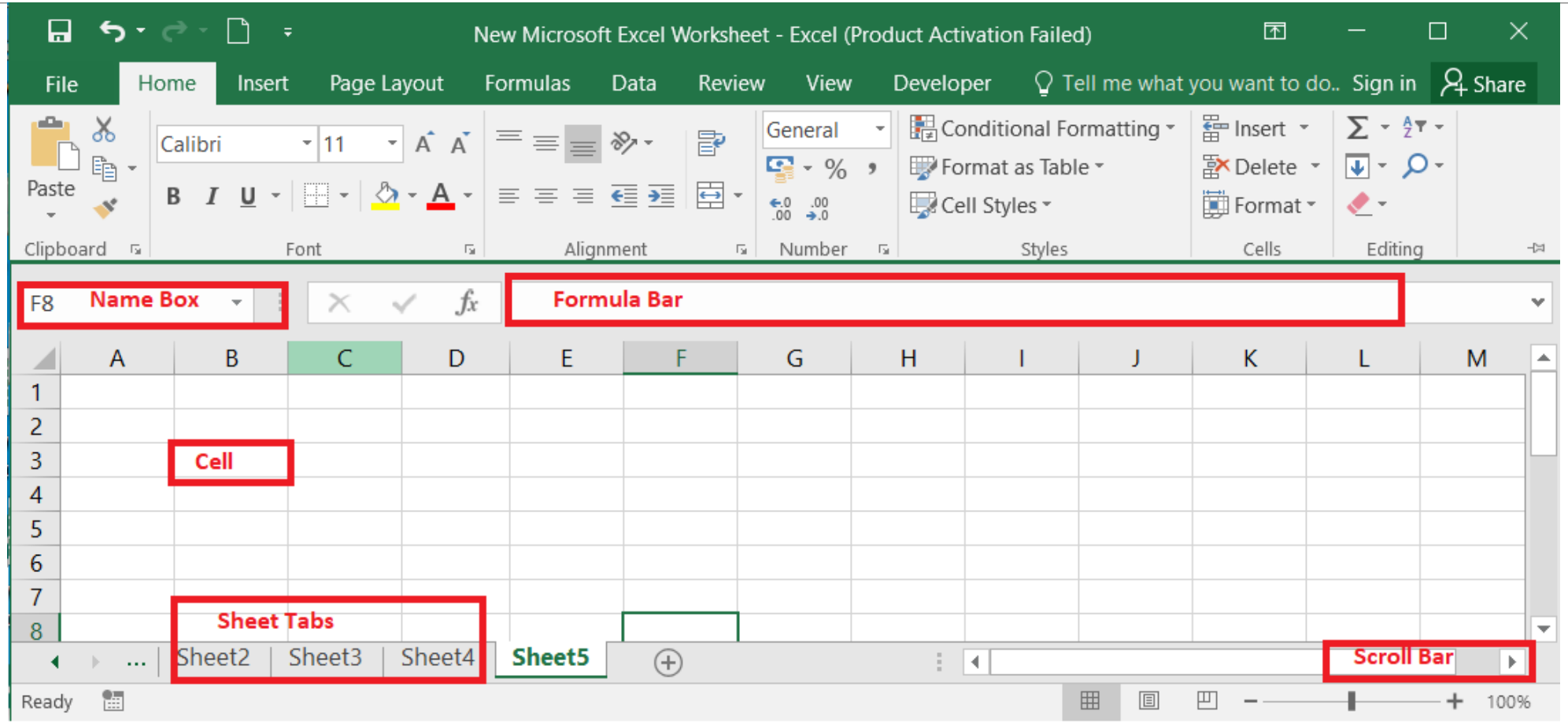
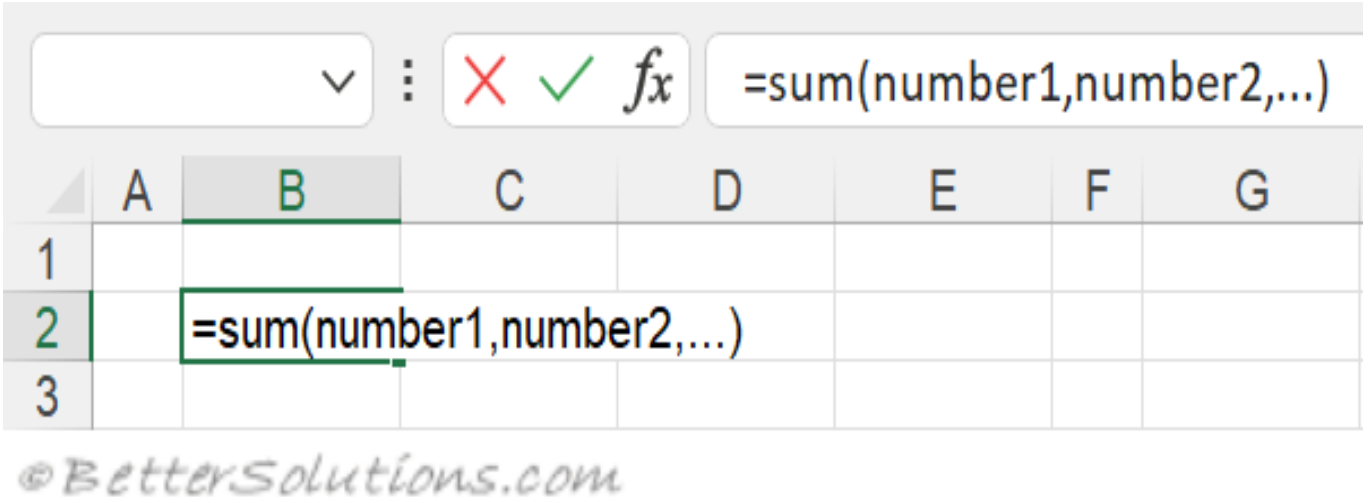
Excel Interface



Function & Formula of MS Excel

Function (Arguments)

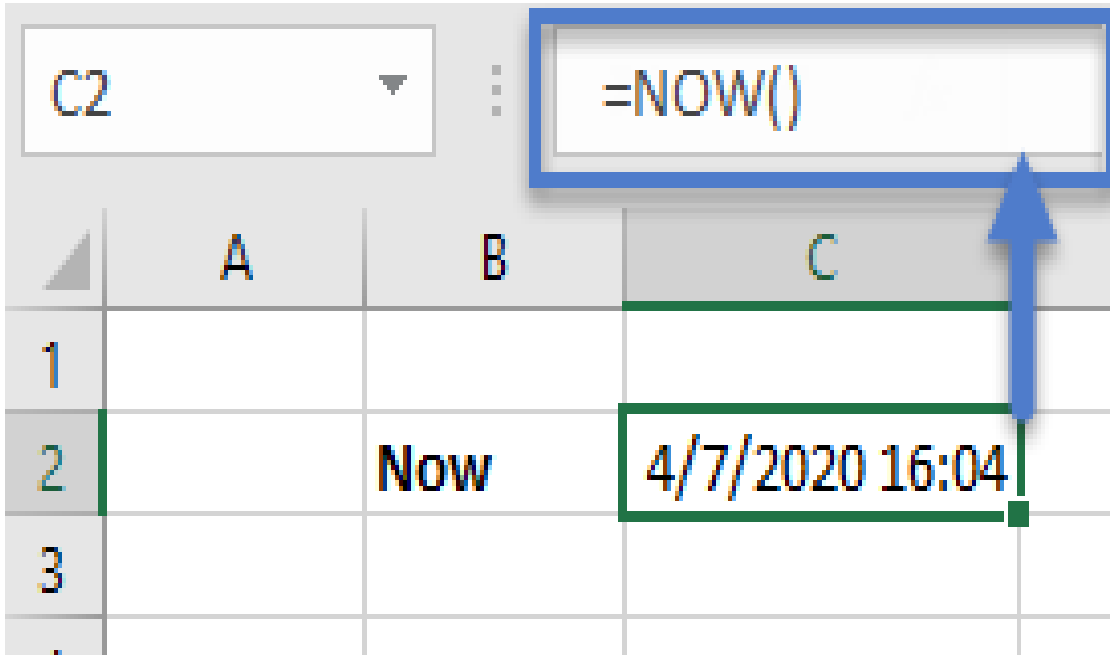


Types of Function

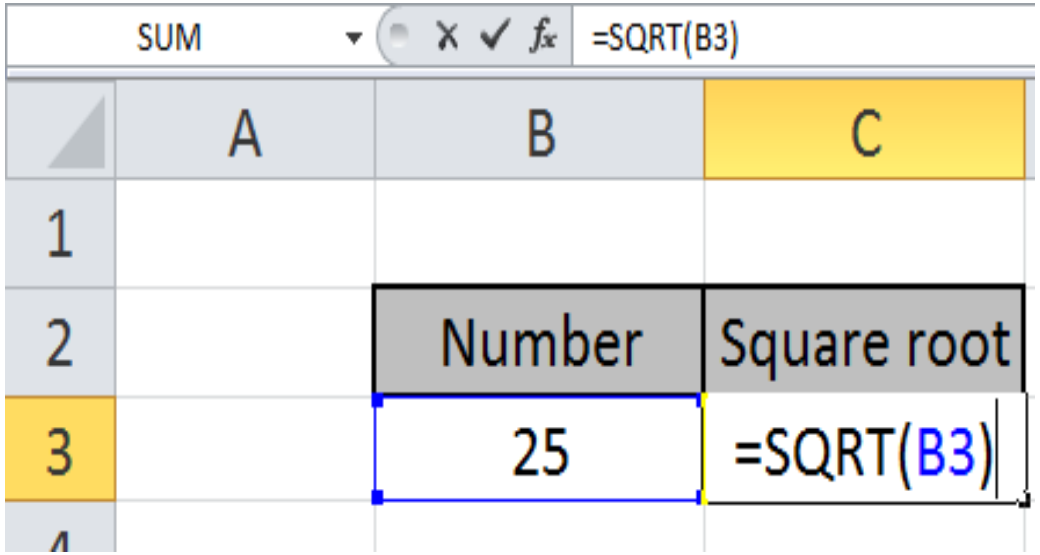
Three Types of functions

1. Function with no arguments – NOW(), TODAY()
2. Function with one arguments – SQRT(), POWER()
3. Function with multiple arguments – MAX(), MIN(), AVERAGE()

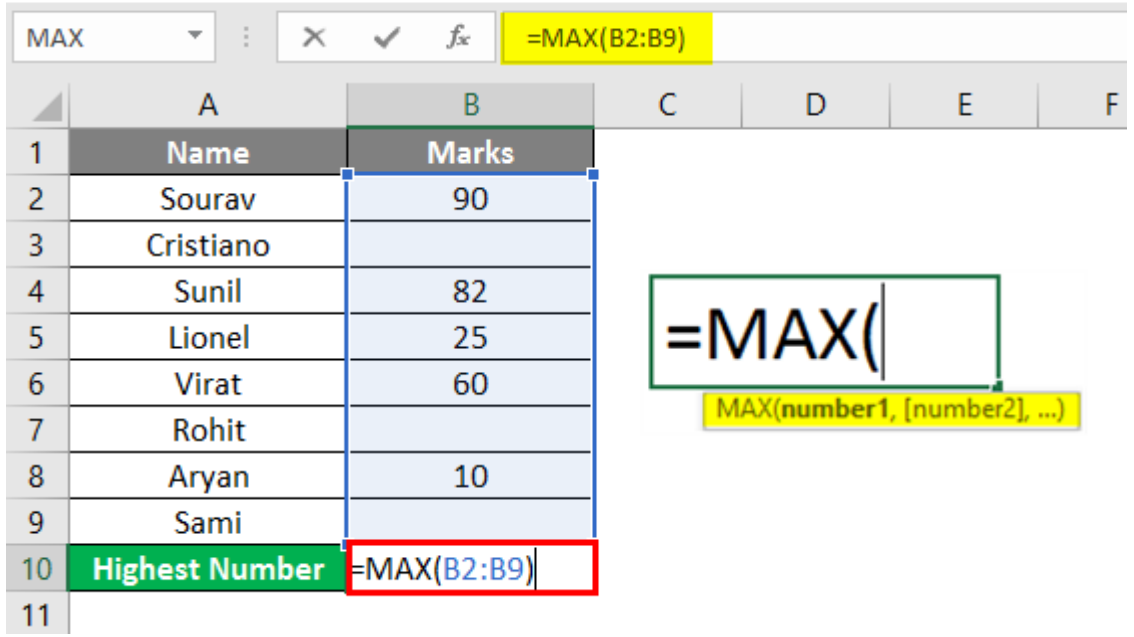
NOW()



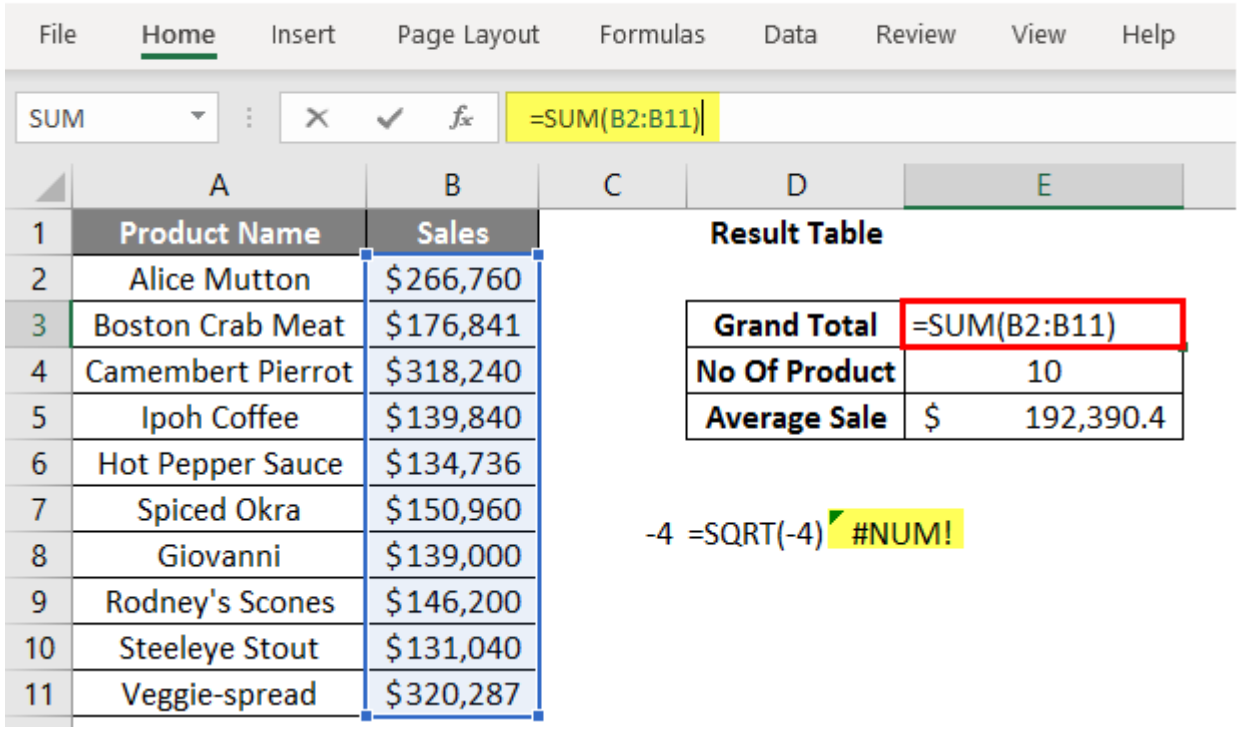
SQRT()



MAX Formula in Excel



Calculations in Excel



PivotTable in MS Excel

- PivotTable is a functionality in Excel which helps you organize and analyze data.
- It lets you add and remove values, perform calculations, and to filter and sort data sets.
- PivotTable helps you structure and organize data to understand large data sets.

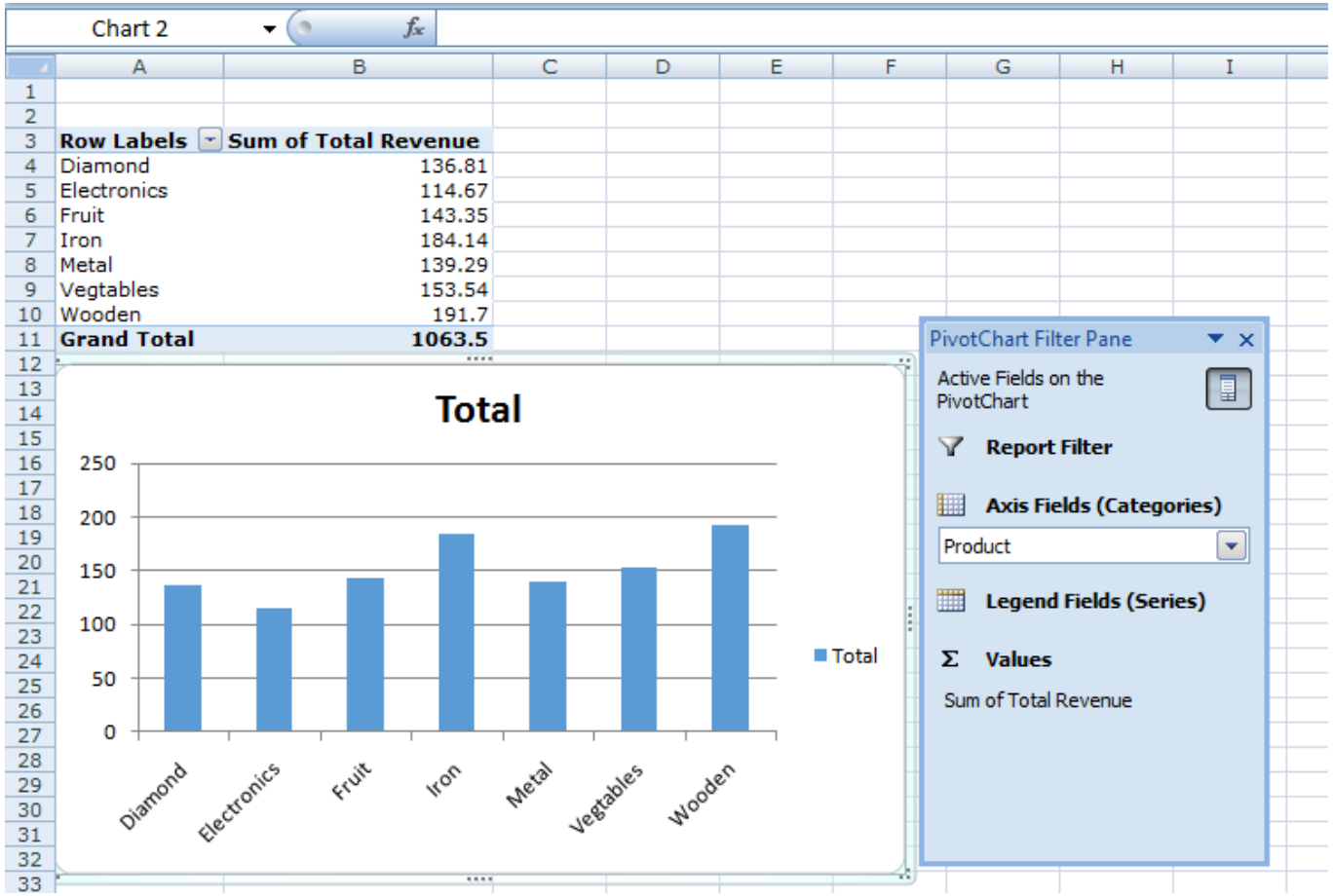
	A	B	C
1	**Property Type**	**Sales price**	
2	Apartment	$328,484	
3	House	$1,145,078	
4	Apartment	$587,737	
5	Apartment	$522,867	
6	Apartment	$321,706	
7	Condo	$486,653	
8	Apartment	$482,425	
9	Townhouse	$931,004	
10	Condo	$321,095	
11	Townhouse	$548,455	
12	Apartment	$376,895	
13	Condo	$709,642	
14	Apartment	$277,876	
15	Townhouse	$838,370	
16	Condo	$227,156	
17			

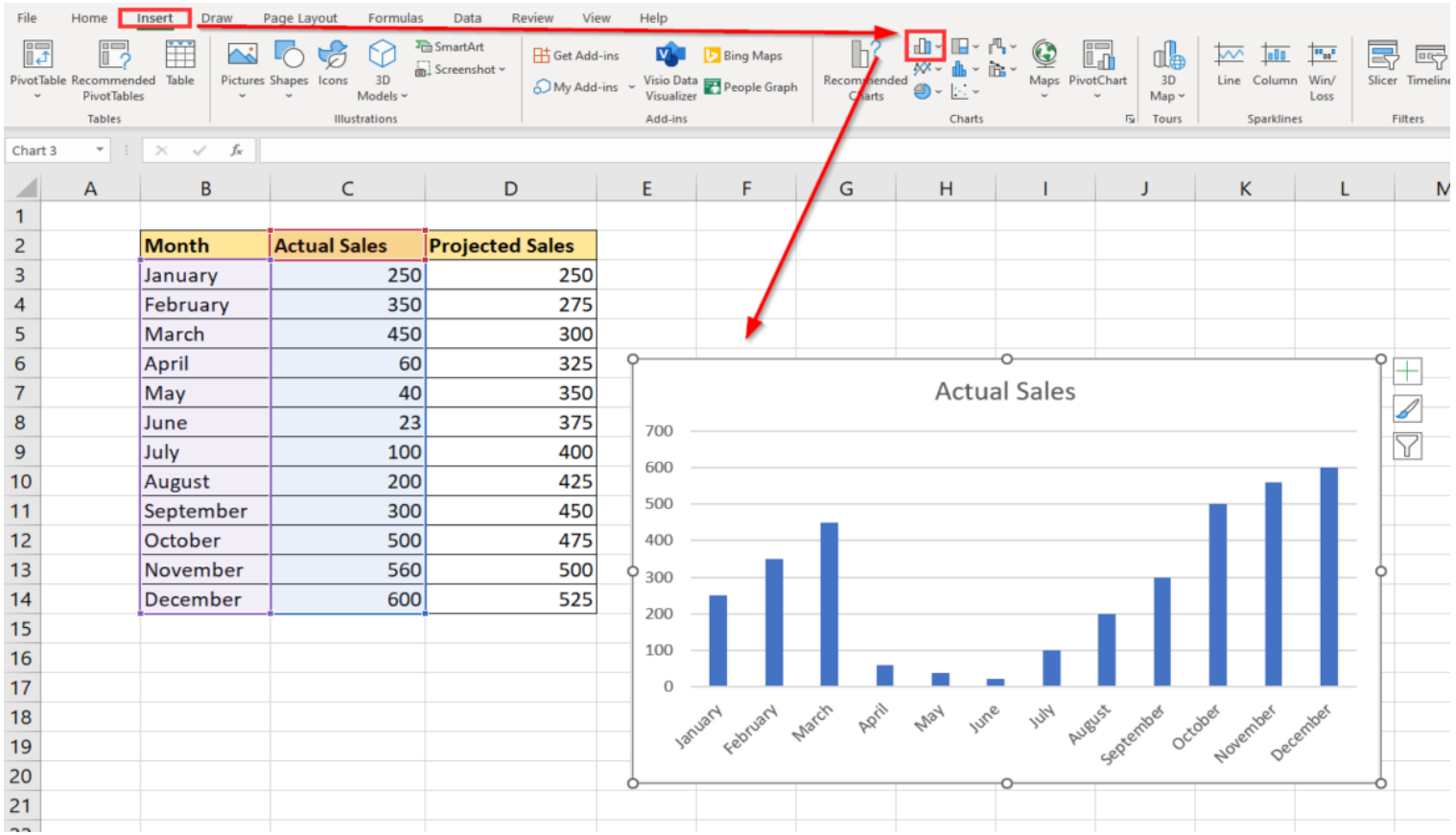
Count of Apartments

Sum of sales price

	A	B	C
1	*Property Type*	COUNTA of Property Type	SUM of Sales price
2	Apartment	7	$2,897,990
3	Condo	4	$1,744,546
4	House	1	$1,145,078
5	Townhouse	3	$2,317,829
6	**Grand Total**	**15**	**$8,105,443**
7			
8			

Visulization in MS Excel

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PivotTable
Recommended PivotTables
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3D Models
SmartArt
Screenshot
Illustrations
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My Add-ins
Visio Data Visualizer
Bing Maps
People Graph
Add-ins
Recommended Charts
Maps
PivotChart
Charts
3D Map
Tours
Line
Column
Win/ Loss
Sparklines
Slicer
Filters
Chart 3
Month
Actual Sales
Projected Sales
January 250 250
February 350 275
March 450 300
April 60 325
May 40 350
June 23 375
July 100 400
August 200 425
September 300 450
October 500 475
November 560 500
December 600 525
Actual Sales
700
600
500
400
300
200
100
0
January
February
March
April
May
June
July
August
September
October
November
December

THANKYOU