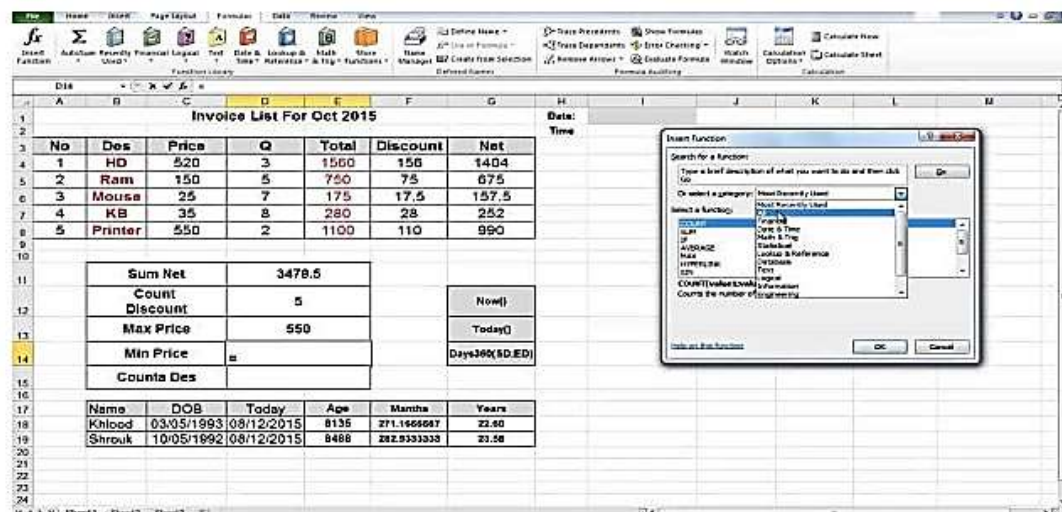# Lecture one: Introduction of excel

1. Introduction

Microsoft has launched educational programs aimed at educating users with everything the labor market needs. An educational package consisting of Word, Excel, PowerPoint, Access, and the Internet has been launched, known as Microsoft Office. These programs are used in writing, accounting, and other work in this context. Today we will discuss the Excel program, which is one of the most important Microsoft Office programs, which was designed for accounting and financial purposes to replace the calculator. Accounting book pages such as a ledger or daily ledger, making it easier for users to deal with numbers, equations and texts in a tabular manner, and the Excel program benefits students in schools, owners of commercial companies and others who deal with numbers. As shown below:
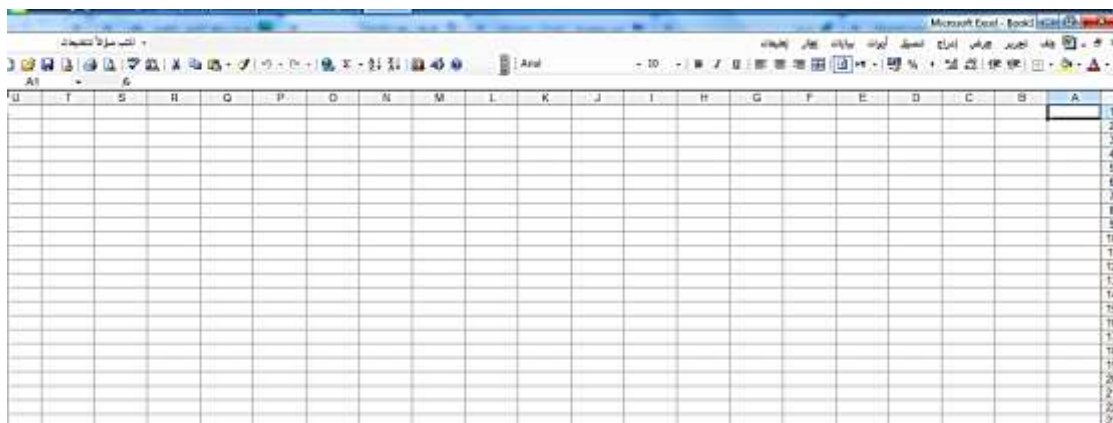
2. Definition

1. Excel is a spreadsheet program that organizes data into columns and rows.
   - This program was designed for the business of accountants and finance, and Excel is a suitable alternative to using a calculator.
   - And erasers and pens, this helps to ease the handling of numbers and to be able to provide a well-coordinated work.
2. The Excel program is one of the parts of the Office system produced by Microsoft.
   - The user can do simple accounting operations such as recording daily purchases of homes or create a difficult budget.
   - Whether in terms of size or the equations used within the company that works with the Excel program.
3. Each file created in Excel is categorized as a book, according to whether the classification is a file or a document.
   - The workbook includes a number of sheets where the sheet appears on the screen when Excel is running and this is where the input is recorded.
   - For example, if the classifier is concerned with salaries, a master data sheet is assigned to the employees.
   - On the other hand, a sheet for the required taxes is allocated according to the segments, knowing that Excel allows the use of different parts of the same data sheet.

3. Excel interface

The interface of the Excel program is easy to use as there is a simplification in the ease of finding commands. And features that were present in the complex menus and toolbars within the tabs. These tags are for tasks that contain a set of commands and features, and a number of boxes have been replaced by drop-down galleries. Displays available options and provides descriptive tool definitions or previews of forms. This helps the user to determine the appropriate choice, regardless of the goal. What the user performs in the interface whether it is analyzing or formatting the data. And then the Excel program provides the tools that benefit the user to achieve his full interest.

4. The importance of using Excel

Since the Excel program was created by Microsoft, it has become of great importance in its use within institutions, companies, schools and all parties with arithmetic and financial transactions. The most important uses of Excel are as follows:

- Excel is used to create graphs. It is a great program that produces a lot of graphs. Which are used in the various departments within the institutions to represent the statistical data in a graphic form. It is also considered to be more cost-effective than other programs.
- It is also used to organize and store data in an organized manner which gives the user the ability to set up tables and the ability to organize and update their data as well.
- Excel supports all programming language applications that are used to create macros, facilitating the most complex tasks and thus significantly increasing programming efficiency.
- Excel is characterized by the ability to schedule tasks and color-code the tables in the preferred color and can also be updated automatically if there are any changes in the task schedule.
- Excel is used to store customer information in an excel sheet, and the sheet can be updated or new fields added, and this does not affect the content in the cells.
- The program allows tracking product sales and designing plans to significantly support those sales in the markets.