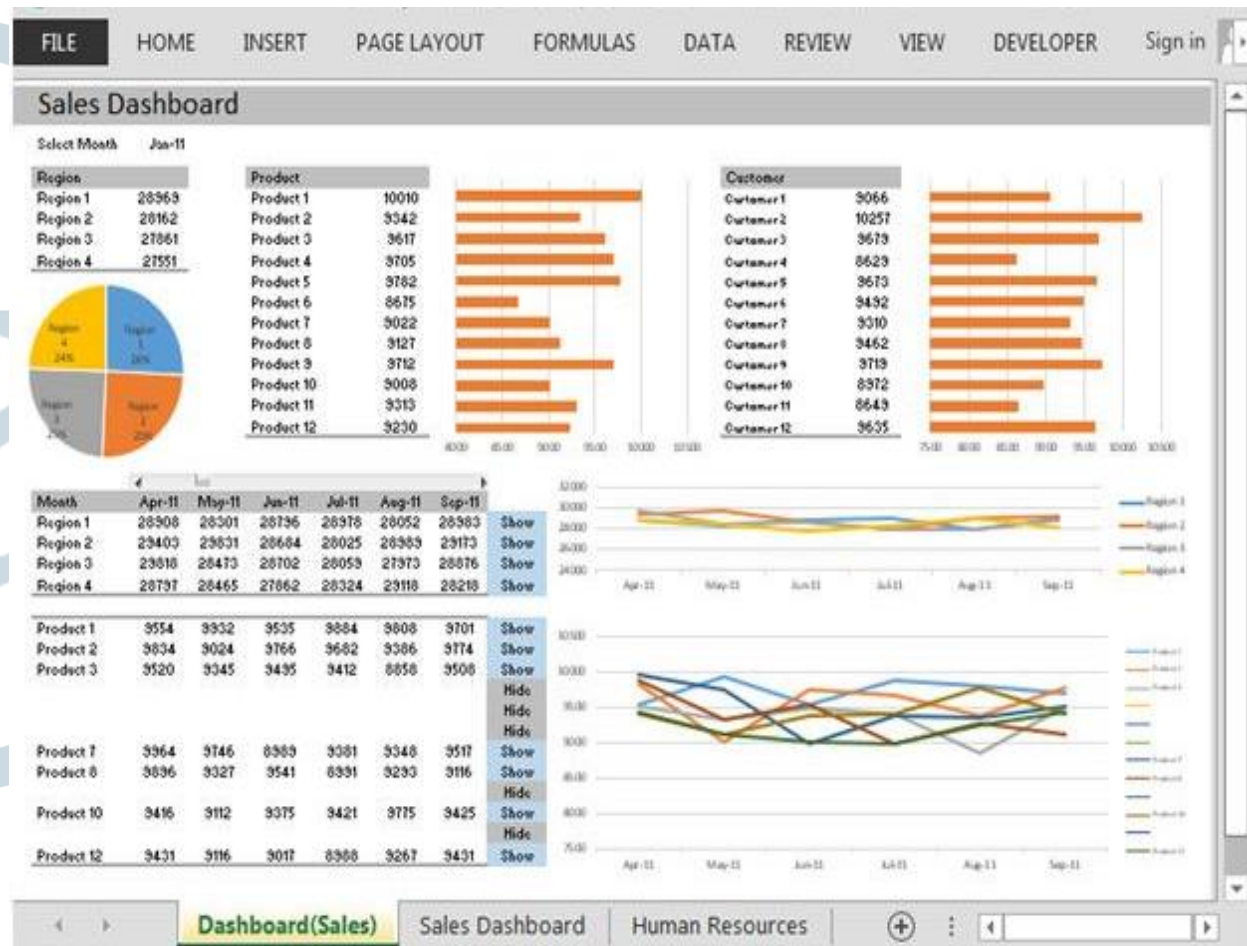




# Overview of Excel

- Why use Excel?
- Excel Introduction
- Understanding Excel Interface
- Key Terminologies & Functionalities
- Data Types in Excel

# Why use Excel?



# Why use Excel?



**To store useful data & Information** and Perform calculations on it



**Analysis:** Analyse and present the useful information in a very visually attractive manner



**Data Accessibility:** Easily access the data anytime, anywhere



**Most widely used software in the world and Easy to learn**



**It is used in all industries, all companies across all professions**

MIS Reporting

Budgeting

Finance Reports

Sales Reports

Trend Analysis

# Introduction of Excel

- MS Excel is a **spreadsheet tool** developed by Microsoft for Windows, macOS, Android and iOS.
- Microsoft Excel is one of the most used software applications of all time. Hundreds of millions of people around the world use Microsoft Excel.
- You can use Excel to enter all sorts of data and perform financial, mathematical or statistical calculations.



# How to Open Excel in your Computer

- To open MS Excel on your computer, follow the steps given below:

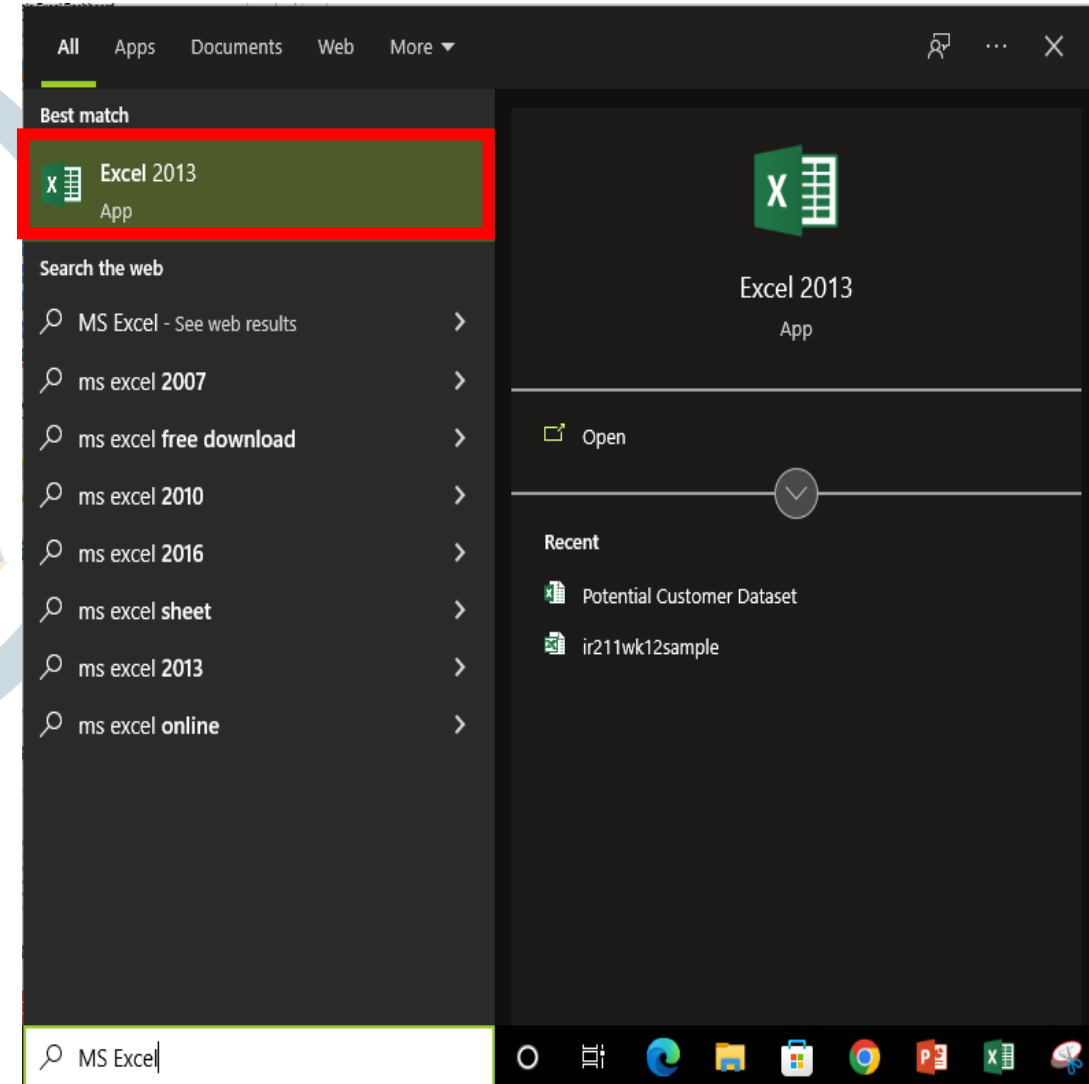
1. Click on Start

Then All Programs

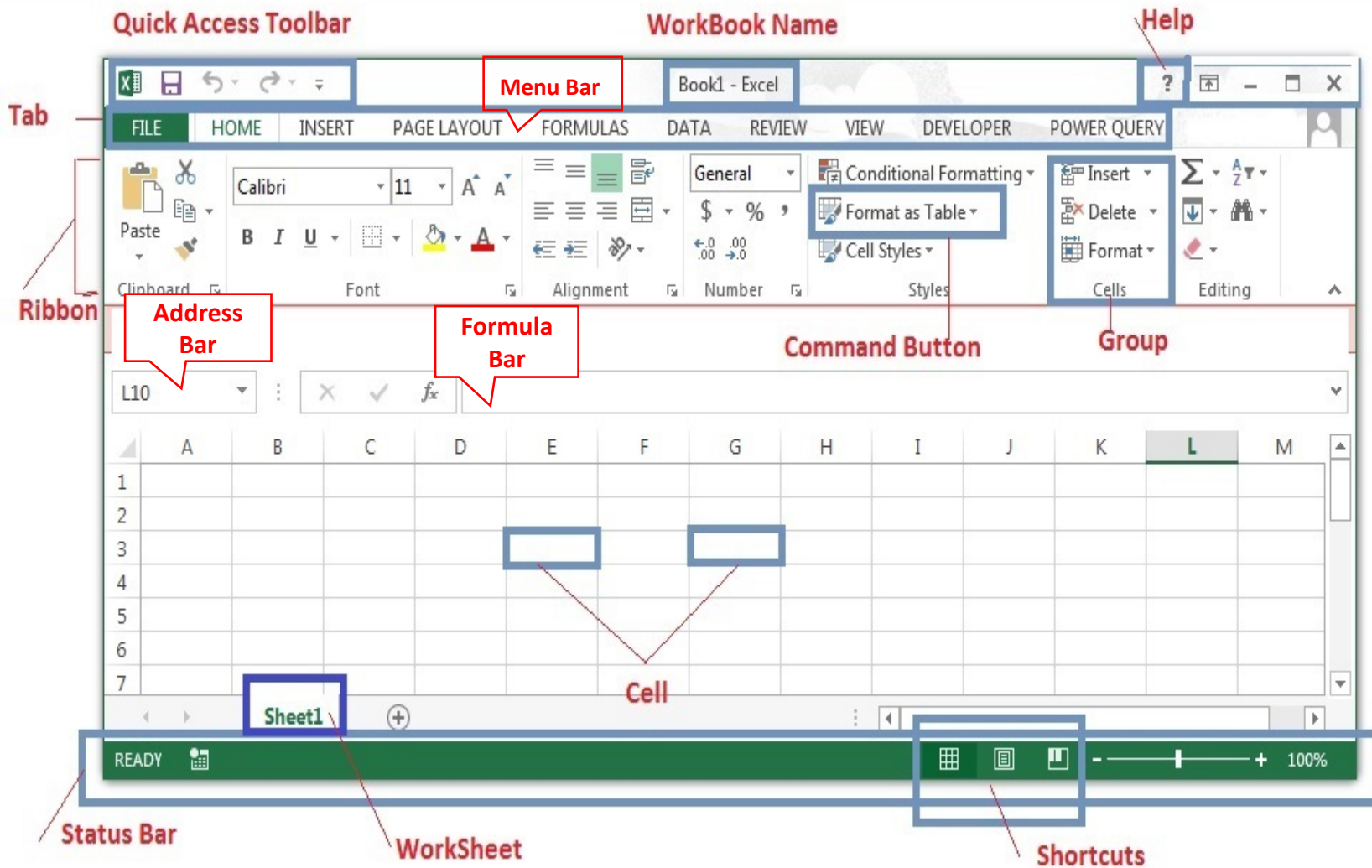
Next step is to click on MS Office

Then finally, choose the MS-Excel option

- Alternatively, you can also click on the Start button and type MS Excel in the search option available.



# Understanding Excel Interface



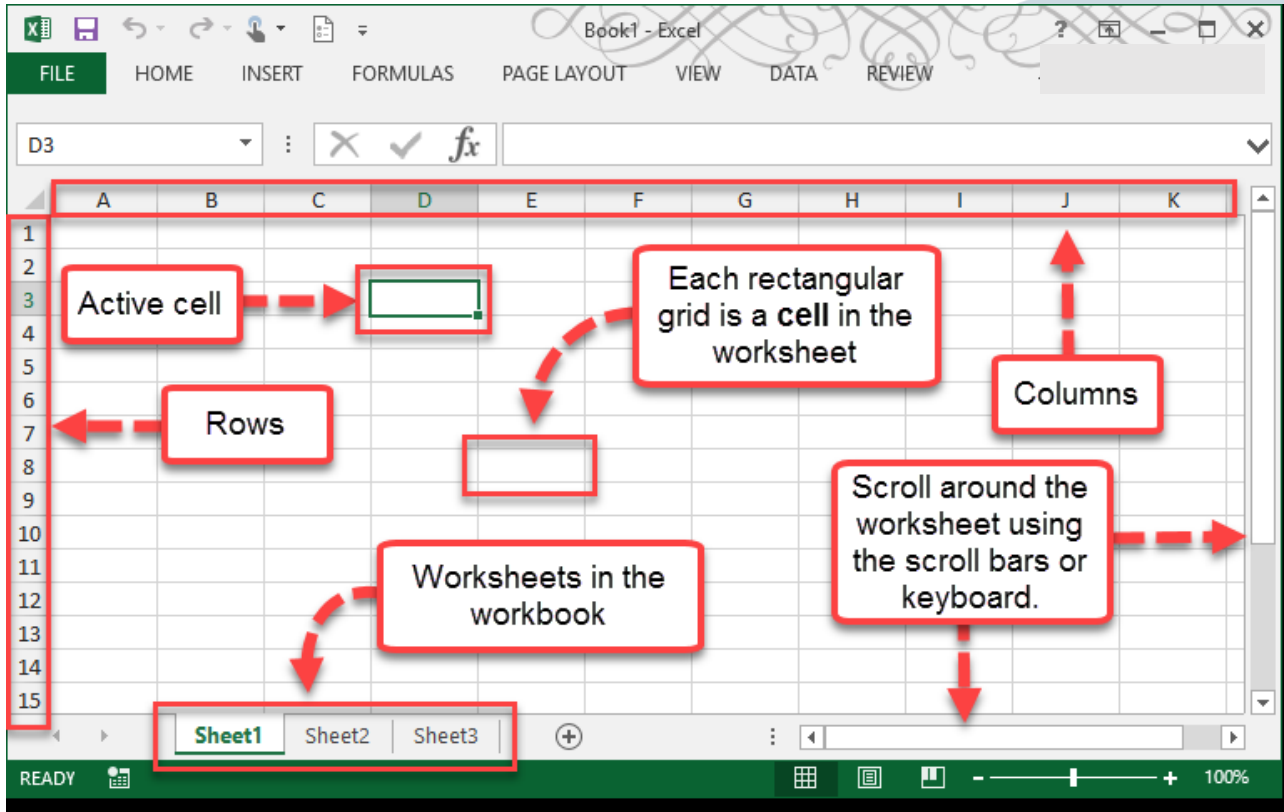
## To Learn

- Understand Excel Interface
- What is a Workbook and a worksheet/sheet?
- What is a ribbon and it's use?
- What is a Command Group?
- What is a formula bar?
- What are rows and columns?

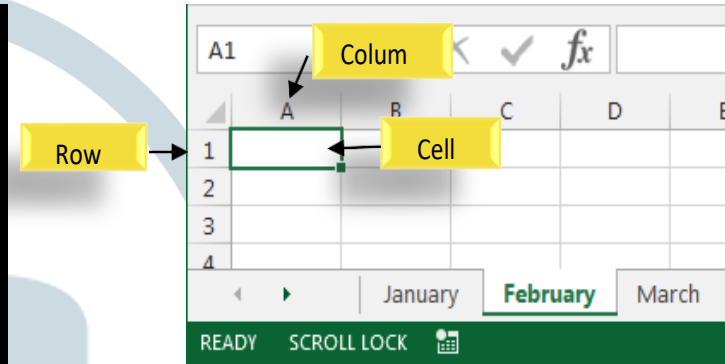


# Workbook and Cell

- Understanding Workbook



- Understanding Cell



## To Learn

- What is a Cell?
- Creating multiple sheets in a workbook
- Naming and saving a workbook
- Learning Data Entry

# Modifying Columns, Rows and Cells

1. Select the **HOME** tab.

2. Click the **Insert** button in the ribbon.

3. Select either **Insert Sheet Rows** or **Insert Sheet Columns**.

	A	B	C	D	E	F	G	H	I	J
1	Region	City	Chain	Product	Cases Sold	Total Sales				
2	North GA	Atlanta	Fruit R Us	Oranges	6168	61680				
3	North GA	Atlanta	Fruit R Us	Apples	6079	85106				
4	North GA	Atlanta	Fruit R Us	Kiwi	6058	66638				
5	North GA	Atlanta	Fruit R Us	Bananas	6868	75548				



# Data Types in Excel

- Mainly two types of data: **Numbers and Text**

Data type in Excel	Example
1. Numbers	101.60, 31/03/2021, ₹ 50.00
1.1 Whole Number, Decimal Number	101.60
1.2 Date (Sub-type of Numbers)	31-Mar-21
1.3 Currency (Sub-type of Numbers)	₹ 50.00
2. Text (String)	Ram, IA001
3. TRUE/FALSE (Boolean)	TRUE
4. Scientific Numbers	Exponent 3+E10
5. Date with Time	Calendar Dates and clock Time 22/1/21 10:40:32