

1.2 WHAT CAN A SPREADSHEET DO?

In contrast to a word processor, which manipulates text, a spreadsheet manipulates numerical data and text. Using a spreadsheet, one can create budgets, analyze data, produce financial plans, and perform various other simple and complex numerical applications.

By having formulas that automatically recalculate, either built by you, the user, or the built-in math functions, you can play with the numbers to see how the result is affected. Using this “what-if?” analysis, you can see what affect changing a data value or calculation can have on your monitoring program.

Spreadsheets can also be used for graphing data points, reporting data analyses, and organizing and storing data.

1.3 BENEFITS OF USING EXCEL

Microsoft excel is a powerful tool that is widely used to help people analyze organize data in a systemic manner. Using Microsoft Excel and other office applications, you can easily share your insight and analysis with partners, customers and co-workers with great zeal. Here are some of the benefits of using Microsoft Excel in terms of analyzing and sharing information within the workplace.

1.3.1 USER FRIENDLY INTERFACE

The new Microsoft excel has an improved user interface that enable you to organize your information in a systematic manner. Based on your current project, whether writing formulas or creating tables, Office Excel features appropriate tools and commands to help you accomplish your task.

1.3.2 MANAGES AND ORGANIZE MASSIVE DATA

Work with loads of data using Microsoft Excel, which provide endless opportunities in regards to data management. Apart from having a bigger grid, Microsoft Excel also supports multicore processors to help you calculate formula-intense tasks.

1.3.3 PROVIDES BETTER ANALYSIS

Use the redesigned chart engine in Microsoft Excel to present your data in professional oriented charts. Apply visual modifications to your presentation such as soft shadowing, 3-D effects and transparency. Moreover, create and manage massive data the same way because Office Microsoft excel also supports other office applications like Microsoft Office Power Point.