

Spreadsheets are the most basic tool used in data analysis. Spreadsheets are useful because of their table structure. In other words, spreadsheets have tabular data—data that is organized into rows and columns. This tabular structure keeps data organized and easy to navigate.

Microsoft Excel is by far the most used spreadsheet tool. The Excel spreadsheet is set up as a grid of cells, or boxes, that data can be entered into. These cells are organized into numbered rows and lettered columns. Excel also has built-in data visualization features, such as charts and graphs.

The ribbon has tools to customize and control what you do in Excel. You can think of the Excel ribbon, which is often shortened to the ribbon, as the control panel for your spreadsheet. The ribbon is made up of several tabs, each tab for a different category of controls and customizations.

The *ribbon* also has a *Quick Access Toolbar*. The Quick Access Toolbar is a group of shortcut controls.

The *Home* tab is the tab that is visited most often. The Home tab includes basic formatting features, like highlighting, font color, text alignment, and number formats. It also includes the frequently used cut, copy, and paste tools.

The *Insert* tab is used to insert objects into your file. You can use it to insert objects such as images, tables, charts, and text boxes.

The *Draw* tab isn't visible by default, but it can be enabled easily. It has tools that let you draw on your spreadsheet, like an electronic marker.

The *Page Layout* tab contains all the options related to the layout of your spreadsheet, onscreen or printed. You can choose to show or hide gridlines, adjust margins, or choose page orientation. You can also use it to select the area of the sheet that you want to print.

The *Formulas* tab has all the tools related to creating and evaluating formulas. It also has a library of Excel functions.

The *Data* tab has all the features that make it easier to work with data, like sorting, filtering, importing data, and formatting data.

The *Review* tab helps you review your work by offering spell check and a thesaurus as well as letting you leave comments and notes. It also lets you protect cells or worksheets from being edited by others.

The *View* tab lets you choose how you want your spreadsheet to look onscreen. It also lets you adjust how you view multiple open worksheets.

The *Developer* tab isn't a default on the ribbon, but it can be enabled easily. The Developer tab has more advanced features, such as Visual Basic for Applications (VBA), where you can create a code that will run a series of calculations and steps automatically.

The *Help* tab has information that may prove useful if you are stuck or have questions about features.

The *Share* button lets you control who you share the file with and what permissions they have.

The *Comments* button lets you insert a comment or note in the file.

The *Automate* tab is available only in the online Office 365 version of Excel. It is similar to the *Developer* tab but has fewer features. It lets you record actions and use code templates.

The *Open in Desktop App* button is available only in the online Office 365 version of Excel. It lets you open your current online file in the classic desktop version of Excel.

The *Editing or Viewing* button is available only in the online Office 365 version of Excel. This button lets you decide if you want to be able to edit the spreadsheet or simply view it.