

MICROSOFT EXCEL



Introduction

- Microsoft Excel is a powerful spreadsheet program developed by Microsoft.
- It is widely used for data entry, calculation, analysis, and visualization. Excel is part of the Microsoft Office suite and is essential for tasks involving numbers, lists, and data organization.

What You Can Do with Excel



Enter and Organize Data

Create tables of information such as budgets, contact lists, inventories, etc.

01



Perform Calculations

Use formulas to calculate totals, averages, percentages, and more

02



Analyze Data

Sort, filter, and use pivot tables to summarize large sets of data.

03



Visualize Information

Create charts and graphs to represent data visually.

04



Key Components of Excel

Worksheet

A single spreadsheet within a workbook (also called a "sheet").

Row

A horizontal line of cells (numbered 1, 2, 3, ...).

Cell

A single box where a row and column intersect (e.g., A1).

Column

A vertical line of cells (labeled A, B, C, ...).

Workbook

A file that contains one or more worksheets

Formula

An equation entered in a cell to calculate a value (e.g., =A1+B1).

Function

A built-in formula like SUM(), AVERAGE(), or IF().