Introduction to Excel.
Assignment - 1

Q.1 Write a short note on microsoft Excel. Also explain the following key components of MS-Excel.

→ Microsoft Excel is a powerfull spreadsheet application developed by microsoft, widely used for data organization, analysis, and visualization.

Key components of MS-Excel:

1) Workbook

A workbook is an Excel file that contains one of more worksheets. It serves as the the container for all the data, charts, and analyses you perform.

2) Worksheet

A worksheet also known as a spread-sheet, is a single page within a work-book. It contains of a grid made up of rows and columns.

3) Cells

Cells are the basic units of a worksheet where data is entered. Each cell is the intersection of a row & a column and is identified by a unique cell reference, such as A1, B2, etc. It contain various types of data, including text, numbers, dates and formulas.

4) Rows & columns

Rows

Rows run horizontally across the work-sheet and are identified by number (1, 2, 3, etc).

- There are typically over one million rows in an excel worksheet.

Columns

Columns run vertically and are identified by letters (A, B, C, etc). After column 2, columns are labeled as AA, AB & so on.

- Excel support over 16,000 columns.

5) Ribbon

The Ribbon is the toolbar at the top of the excel window that organizes commands and features into a set of tabs. each tabs contain groups of related commands. for example, the "Home" tab includes commands for formating & editing.