# Summary and Highlights

In this lesson, you have learned:

* There are several spreadsheet applications available in the marketplace; the most commonly used and fully-featured spreadsheet application is Microsoft Excel.
* Spreadsheets provide several advantages over manual calculation methods and they help you keep data organized and easily accessible.
* As a Data Analyst, you can use spreadsheets as a tool for your data analysis tasks.
* There are several elements that make up a workbook in a spreadsheet application.
* The ribbon provides access to all the features and tools required to view, enter, edit, manipulate, clean, and analyze data in Excel.
* There are several ways to navigate around a worksheet and workbook in Excel.