Sure! Here's a **step-by-step beginner guide** on **how to use Microsoft Excel**, written in **simple, plain English** with **important words in bold** to help you easily understand:

**How to Use Microsoft Excel – A Step-by-Step Beginner Guide**

**Step 1: Open Microsoft Excel**

* Click on the **Excel icon** from your computer or search for **“Excel”** in the Start menu.
* Once opened, choose **“Blank Workbook”** to start a new Excel sheet.

**Step 2: Understand the Excel Screen**

When you open Excel, you'll see:

* **Worksheet**: The big grid made of rows and columns where you type data.
* **Rows** (horizontal lines) with numbers like 1, 2, 3...
* **Columns** (vertical lines) with letters like A, B, C...
* A **cell** is the box where a row and column meet (Example: A1).
* The **formula bar** shows what’s inside the selected cell.
* **Sheets** are tabs at the bottom, like “Sheet1”.

**Step 3: Enter Data into Cells**

* Click on a cell (example: A1).
* Type a word or number.
* Press **Enter** to move to the cell below, or **Tab** to move to the next cell on the right.

Example:

* In A1 type: **Name**
* In B1 type: **Age**
* In A2 type: **John**
* In B2 type: **25**

**Step 4: Format Your Data**

* Select the cells you want to format.
* Click on the **Home** tab at the top.
* Use the following:
  + **Bold** – Makes text thicker.
  + **Font Size** – Makes text bigger or smaller.
  + **Text Color** – Changes text color.
  + **Cell Color** – Fills cell with color.
  + **Align Text** – Left, center, or right alignment.

**Step 5: Do Simple Calculations**

Excel can do math for you.

Example:

* In A1 type: **5**
* In A2 type: **10**
* In A3 type: **=A1+A2**
* Press **Enter** – It will show **15**.

You can also use:

* **=A2-A1** (Subtract)
* **=A1\*A2** (Multiply)
* **=A2/A1** (Divide)

**Step 6: Use AutoSum**

* Click on a cell below numbers.
* Go to the **Home** tab.
* Click on **AutoSum** – Excel adds the numbers for you.

Example:

* A1: 5
* A2: 10
* A3: 15
* A4: Click here and use **AutoSum** → Result: **30**

**Step 7: Create a Table**

* Select your data.
* Click on the **Insert** tab.
* Choose **Table** – Excel makes your data look neat and easier to work with.

**Step 8: Sort and Filter**

* Select your table.
* Go to the **Data** tab.
* Click **Sort** to arrange from A–Z or Z–A.
* Click **Filter** to show only specific values (like only people aged 25).

**Step 9: Save Your Work**

* Click on **File**.
* Select **Save As**.
* Choose a folder, name your file, and click **Save**.

**Step 10: Practice**

The best way to learn Excel is to **practice**:

* Try typing data.
* Try formatting.
* Try doing math formulas.
* Try sorting and filtering.

If you'd like, I can create **practice exercises** or a **simple Excel project** to help you improve. Let me know!