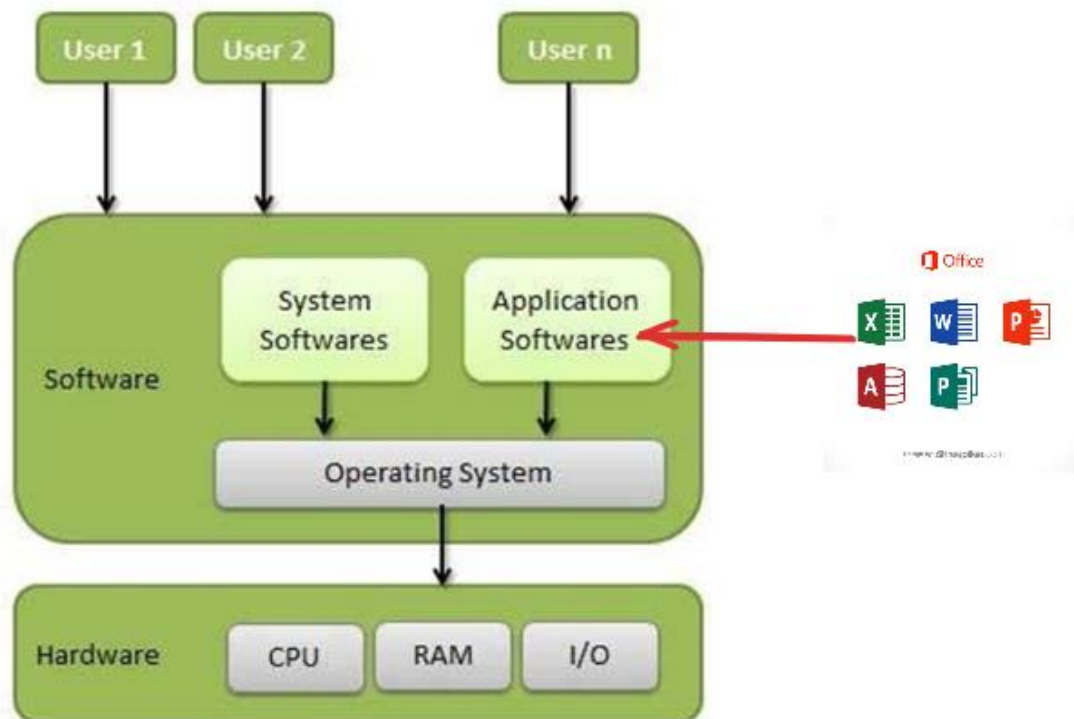
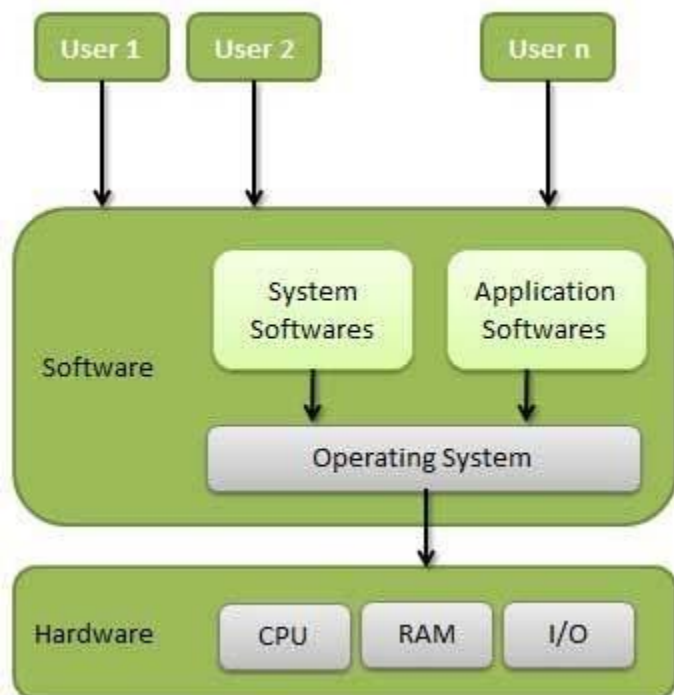


Excel On Air

About Me: <https://github.com/sanjeevlcc>

Operating Systems?



Office Packages (also called *Office Suites*) are collections of software applications designed to help users perform everyday tasks such as:

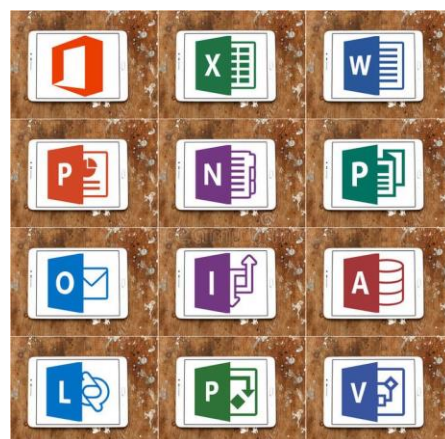
- Writing documents
- **Creating spreadsheets**
- Making presentations
- Managing emails
- Handling databases
- Collaboration and file sharing

They are used in businesses, schools, government offices, and personal work.

Examples of Common Tasks Done Using Office Packages

- Writing reports (Word processors)
 - **Preparing budgets (Spreadsheet tools)**
 - Making PowerPoint slides (Presentation tools)
 - **Storing records (Database tools)**
 - Email communication (Email clients)
-

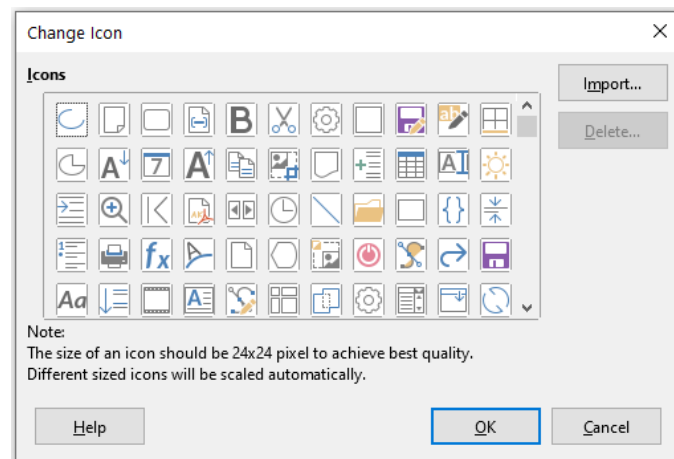
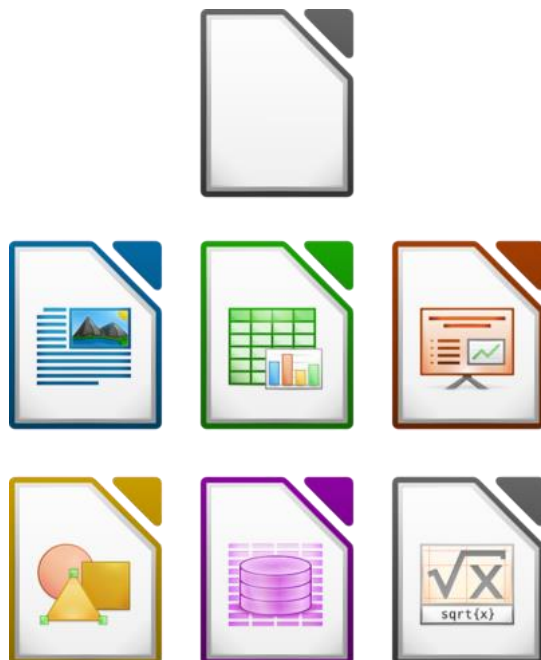
1. Microsoft Office (MS Office) — *Most popular office suite*



MS Office is the most widely used package in the world. It includes:

MS Office Application	Purpose
MS Word	Create documents (letters, reports, assignments)
MS Excel	Spreadsheets, calculations, data analysis
MS PowerPoint	Presentations, slideshows
MS Access	Databases
MS Outlook	Email and calendar
MS OneNote	Notes
MS Publisher	Brochures, newsletters

- ✓ Available on Windows & Mac
 - ✓ Very powerful features
 - ✓ Used in offices, universities, accounting, business, banking
-

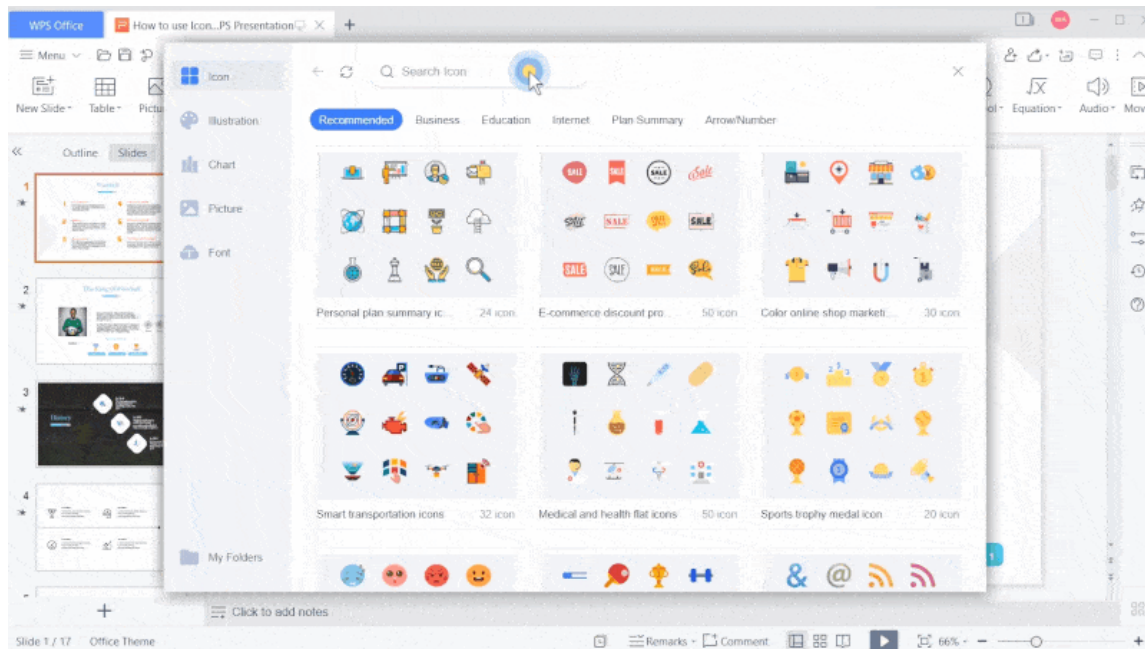


LibreOffice is a **free** office suite used worldwide.
It includes:

LibreOffice App	Equivalent to MS Office
Writer	MS Word
Calc	MS Excel
Impress	PowerPoint
Base	MS Access
Draw	Visio (diagramming)
Math	Equation editor

- ✓ Completely free
- ✓ Available for Windows, Linux, Mac
- ✓ Popular in schools, government, NGOs

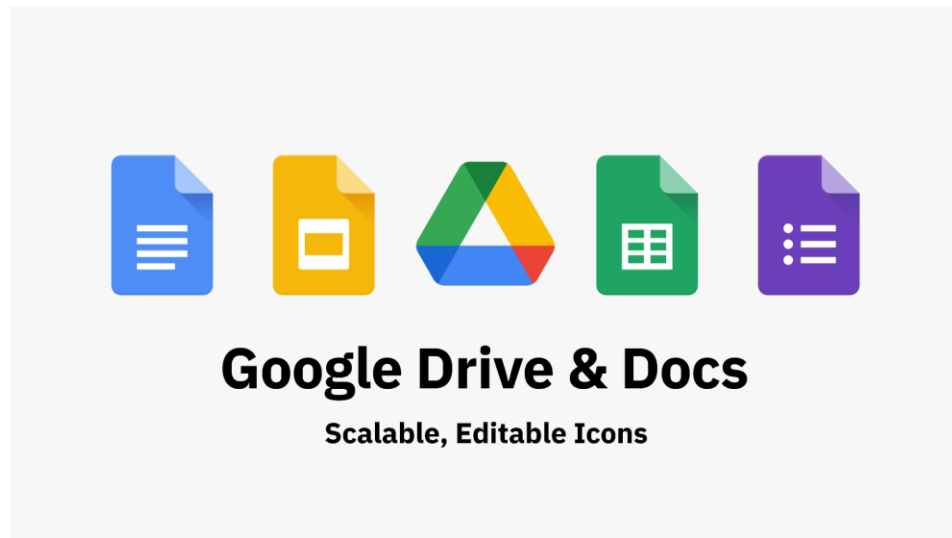
3. WPS Office



A lightweight, fast office package.

Includes:

- **Writer**
 - **Spreadsheets**
 - **Presentation**
 - **PDF tools**
- ✓ Very similar design to MS Office
 - ✓ Free version available
 - ✓ Popular on mobile devices (Android/iOS)



A cloud-based online office suite.

Includes:

- **Google Docs**
- **Google Sheets**
- **Google Slides**

- **Google Forms**
- **Gmail**
- **Google Drive storage**

- ✓ Works online in browser
- ✓ Real-time collaboration
- ✓ Auto-save in cloud
- ✓ Used by students and remote teams

★ 5. OnlyOffice

Another modern office suite similar to MS Office.

Includes:

- Document Editor
- Spreadsheet Editor
- Presentation Editor

- ✓ Used in organizations for team collaboration
- ✓ Works online & offline



6. Apple iWork (Mac/iPad Users)

Includes:

- **Pages** (like Word)
- **Numbers** (like Excel)
- **Keynote** (like PowerPoint)

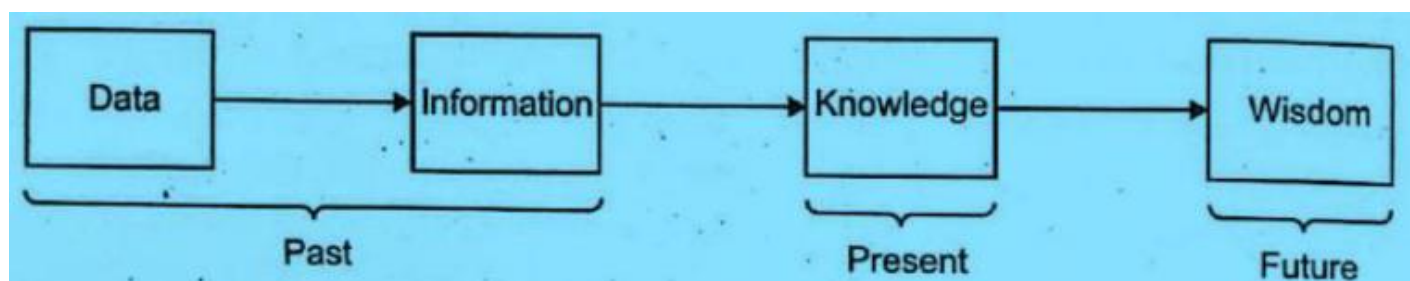
- ✓ Free for Apple users
- ✓ Very good for design and presentations



Office Package	Free?	Best For	Strength
MS Office	✗ No	Companies, universities	Most powerful, widely used
LibreOffice	✓ Free	Schools, NGOs, Linux	Open-source, offline
WPS Office	✓ Free (basic)	Students, mobile users	Looks like MS Office
Google Workspace	✓ Online	Collaboration, teams	Real-time teamwork
OnlyOffice	✓ Free Community	Businesses	Modern, cloud + desktop
Apple iWork	✓ Free	Apple users	Beautiful design

Excel is used in **every field of business**, and BBA students will rely on it in almost all courses.

<p>✓ 1. Accounting</p> <ul style="list-style-type: none">• Maintaining sales and purchase records• Preparing cash books and financial statements• Budgeting and cost calculations• Profit-loss analysis	<p>✓ 2. Statistics</p> <ul style="list-style-type: none">• Data entry and tabulation• Statistical calculations (mean, median, frequency tables)• Basic data visualization (charts, graphs)• Trend analysis for business forecasting
<p>✓ 3. HRM (Human Resource Management)</p> <ul style="list-style-type: none">• Employee database• Attendance sheets• Salary sheets and allowances calculations• Performance reports and metrics	<p>✓ 4. Finance</p> <ul style="list-style-type: none">• Loan calculations• ROI (Return on Investment)• Interest calculations• Portfolio comparisons• Financial modeling (basic level for BBA)
<p>✓ 5. Decision Making</p> <ul style="list-style-type: none">• Comparing alternatives (e.g., suppliers, cost options)• Scenario planning• Summarizing data for management decisions• Data-driven business strategies	<p><i>Excel helps BBA students turn raw numbers into meaningful business decisions.</i></p>



Working with Excel:

✓ What is Excel?

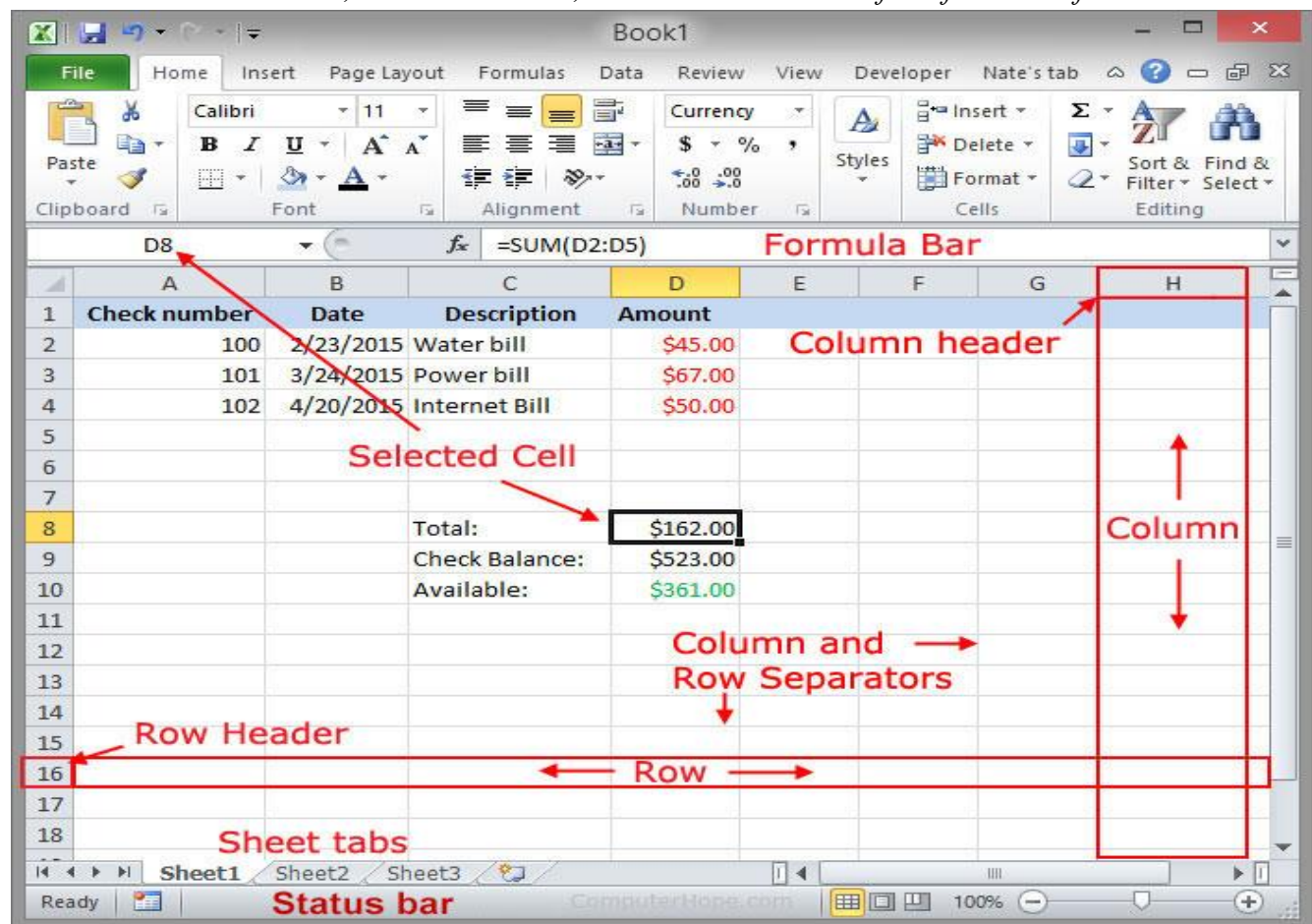
Excel is a spreadsheet software used to store, organize, calculate, and analyze data. It allows you to create tables, perform mathematical formulas, make charts, and prepare business reports easily.

✓ Why Excel?

Excel is used because:

- ✓ It makes calculations fast and error-free
- ✓ It helps organize large amounts of data
- ✓ It creates charts and visual reports quickly
- ✓ It is used in Accounting, Finance, HR, Marketing, and Statistics
- ✓ It supports decision-making in business

In short: Excel saves time, reduces mistakes, and turns data into useful information for business.



Scenario 1:

https://github.com/sanjeevlcc/notes_2081/blob/main/BBA_1_Information_Technology_For_Business/MDC%20BBA1_Excel_Trainings/lab1.txt

Scenario 2:

https://github.com/sanjeevlcc/notes_2081/blob/main/BBA_1_Information_Technology_For_Business/MDC%20BBA1_Excel_Trainings/Lab%202%20ACC_PURCHASE%20REGISTER%20FOR%20ABC%20TRADERS.txt

Scenario 3:**Scenario 4:**