internship studio

Welcome to
INTERNSHIP STUDIO

Module 01 | Lesson 01
Introduction to Excel

Exploring the MS-Excel Interface

Excel interface Overview

- The Excel interface consists of various elements that help you navigate and work with your spreadsheets effectively.

- Key elements include the Ribbon, Quick Access Toolbar, Formula Bar, Workbook Views, and Sheets/Tabs.
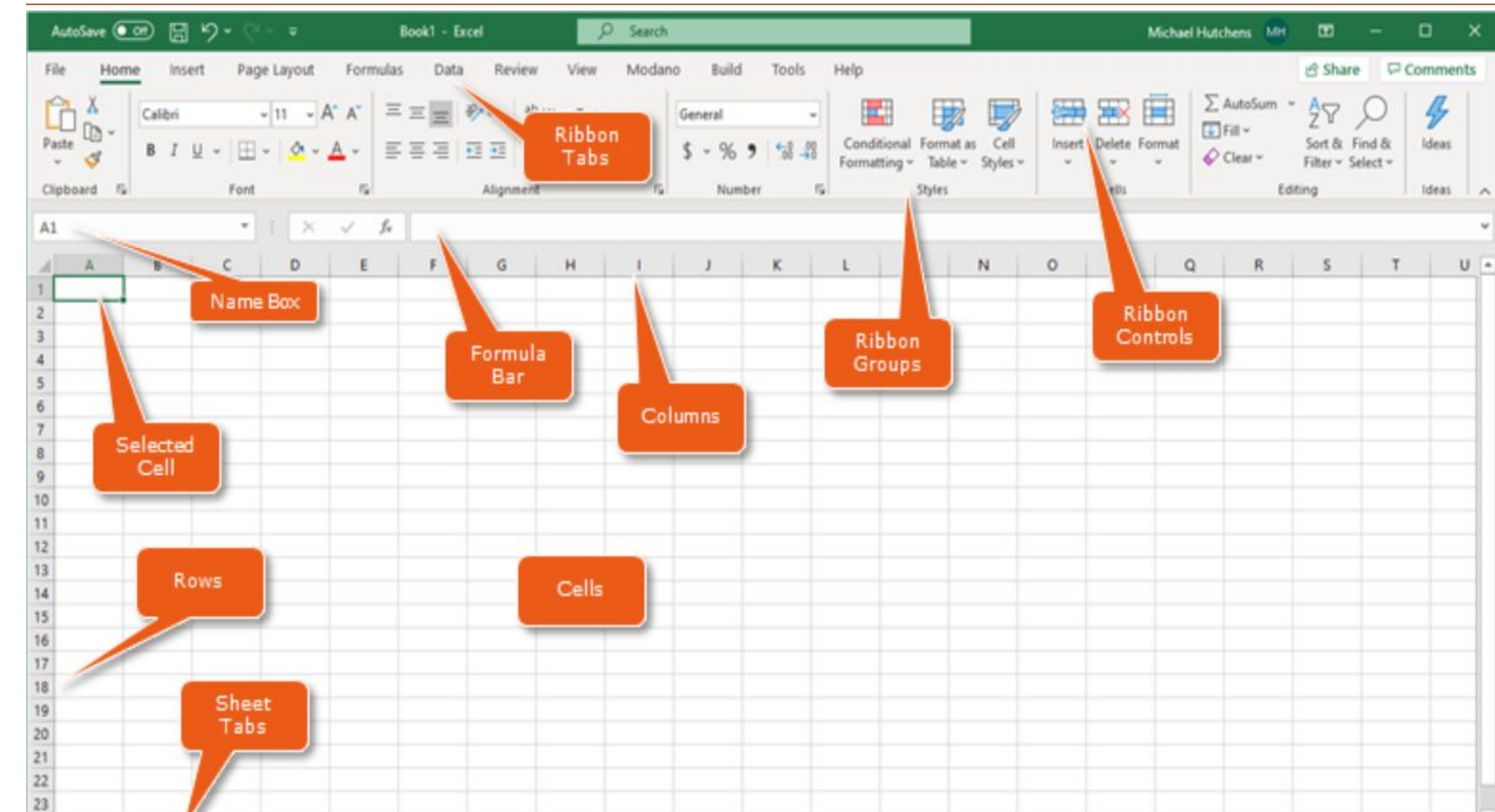
The Ribbon

- The Ribbon is a central component of the Excel interface.

- It is divided into multiple tabs, each containing groups of related commands and functions.
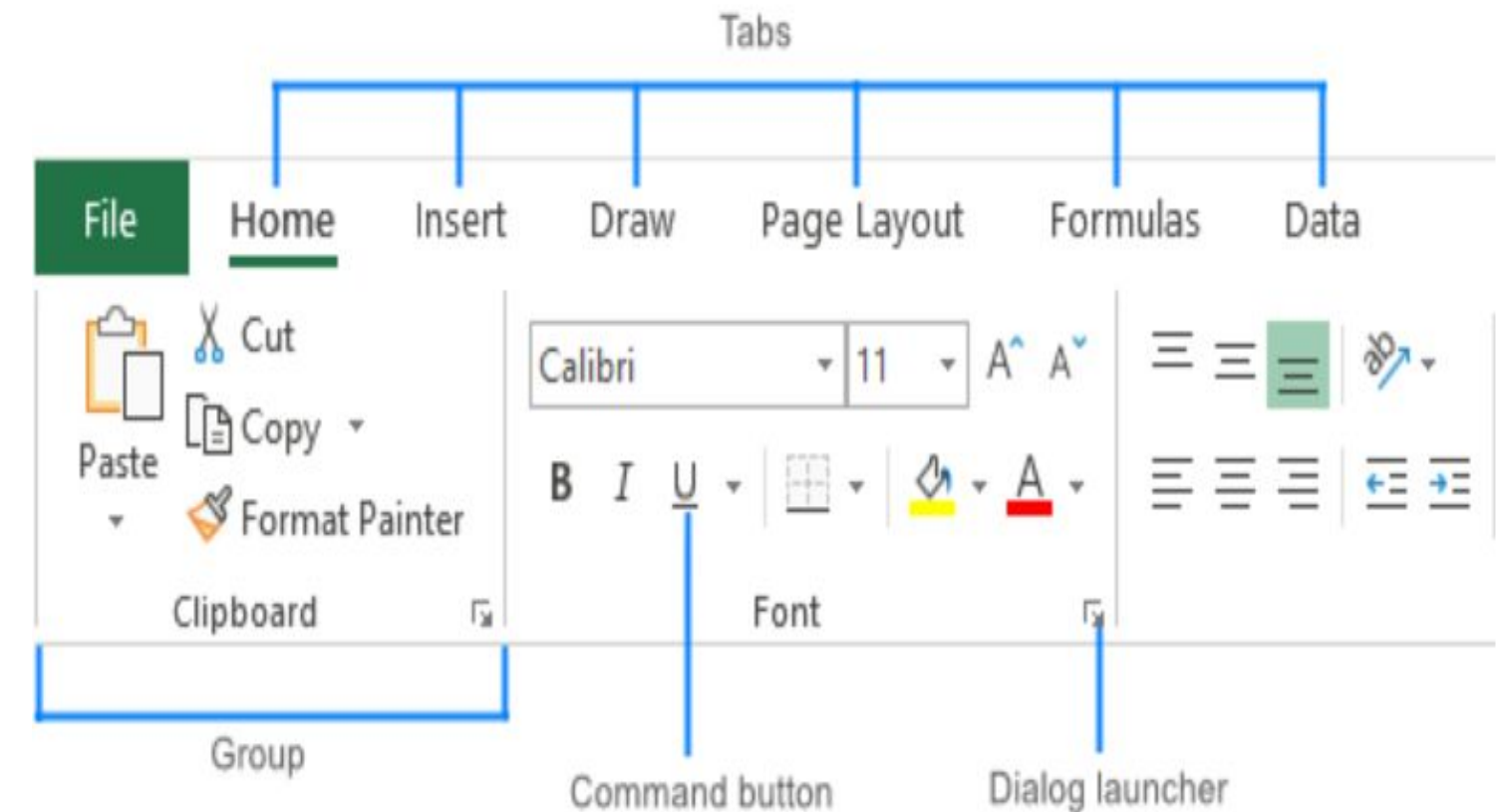
Home tab

- The Home tab is the default tab displayed when you open Excel.

- It contains commonly used commands for formatting, styling, and manipulating data.

- Key groups include Clipboard, Font, Alignment, Number, Styles, and Editing.
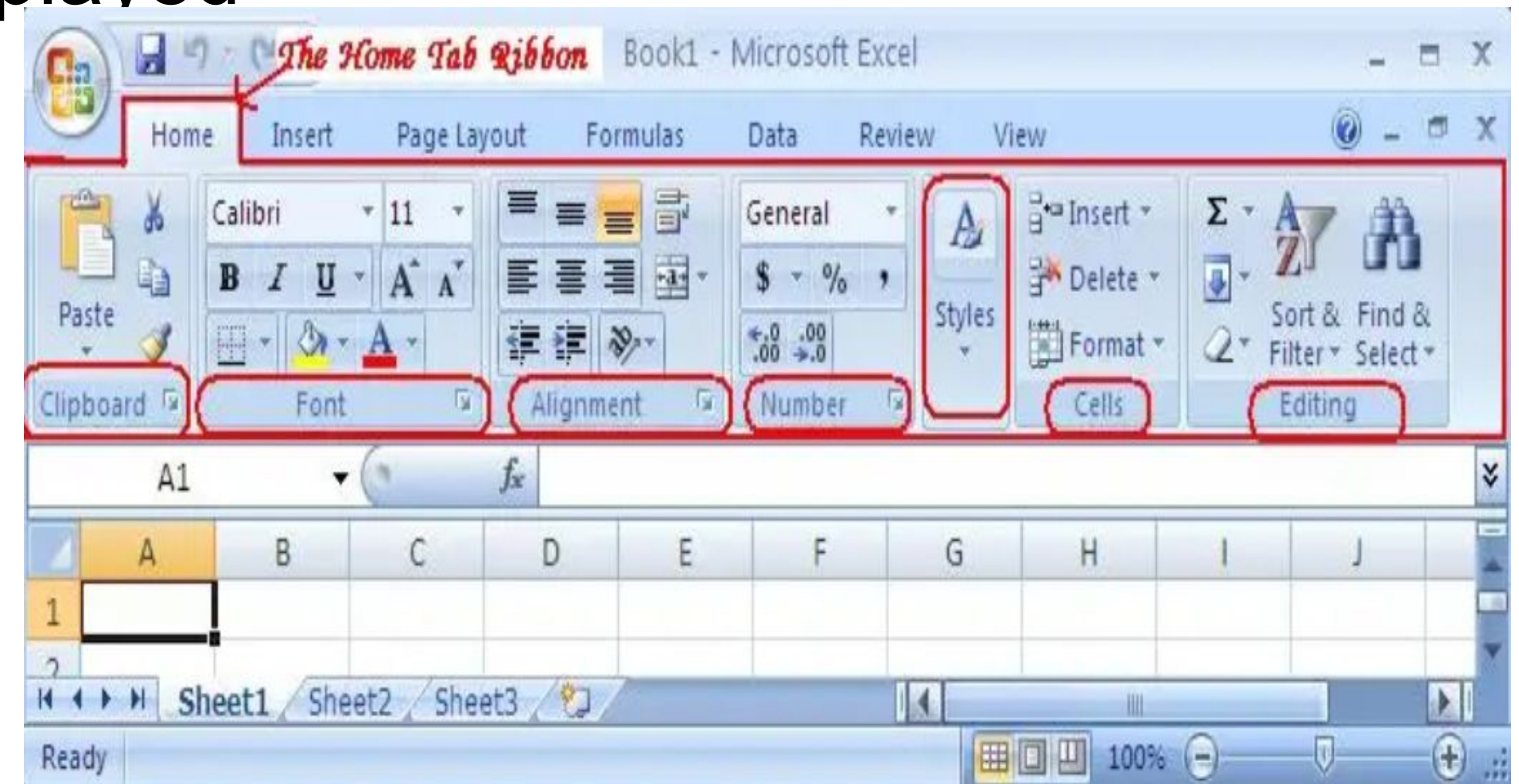
Insert tab

- The Insert tab allows you to add various elements to your spreadsheet.

- It includes options for inserting tables, charts, shapes, pictures, and other objects.

- Key groups include Tables, Charts, Illustrations, Sparklines, and Filter.
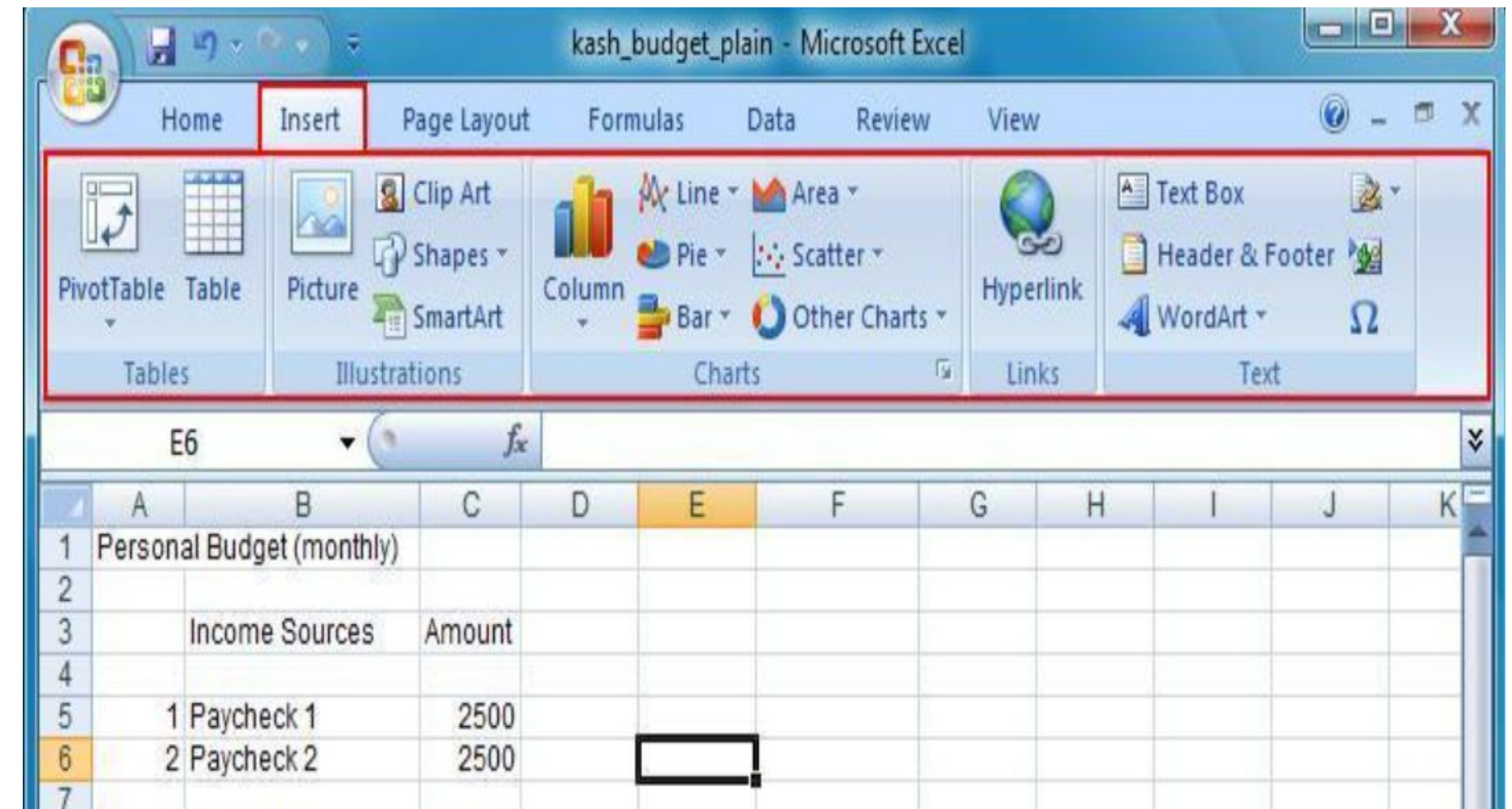
Page Layout tab

- The Page Layout tab focuses on the visual appearance and printing settings of your spreadsheet.

- You can set margins, orientations, and add headers/footers.

- Key groups include Themes, Page Set Scale to Fit, and Sheet Options.
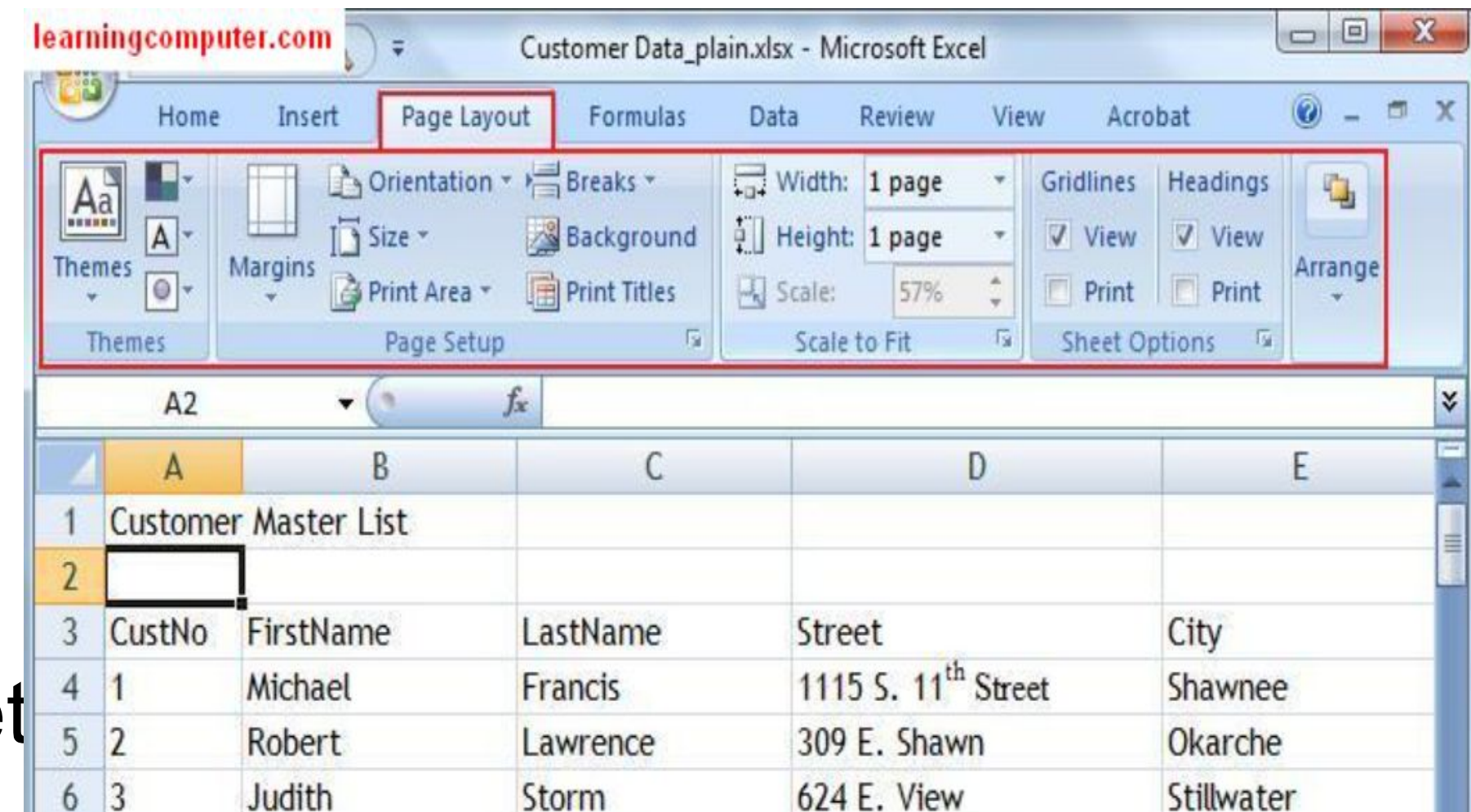
Formulas tab

- The Formulas tab provides functions and tools for working with formulas and calculations.

- You can insert and edit formulas, use predefined functions, and access formula auditing features.

- Key groups include Function Library, Defined Names, Formula Auditing, and Calculation.
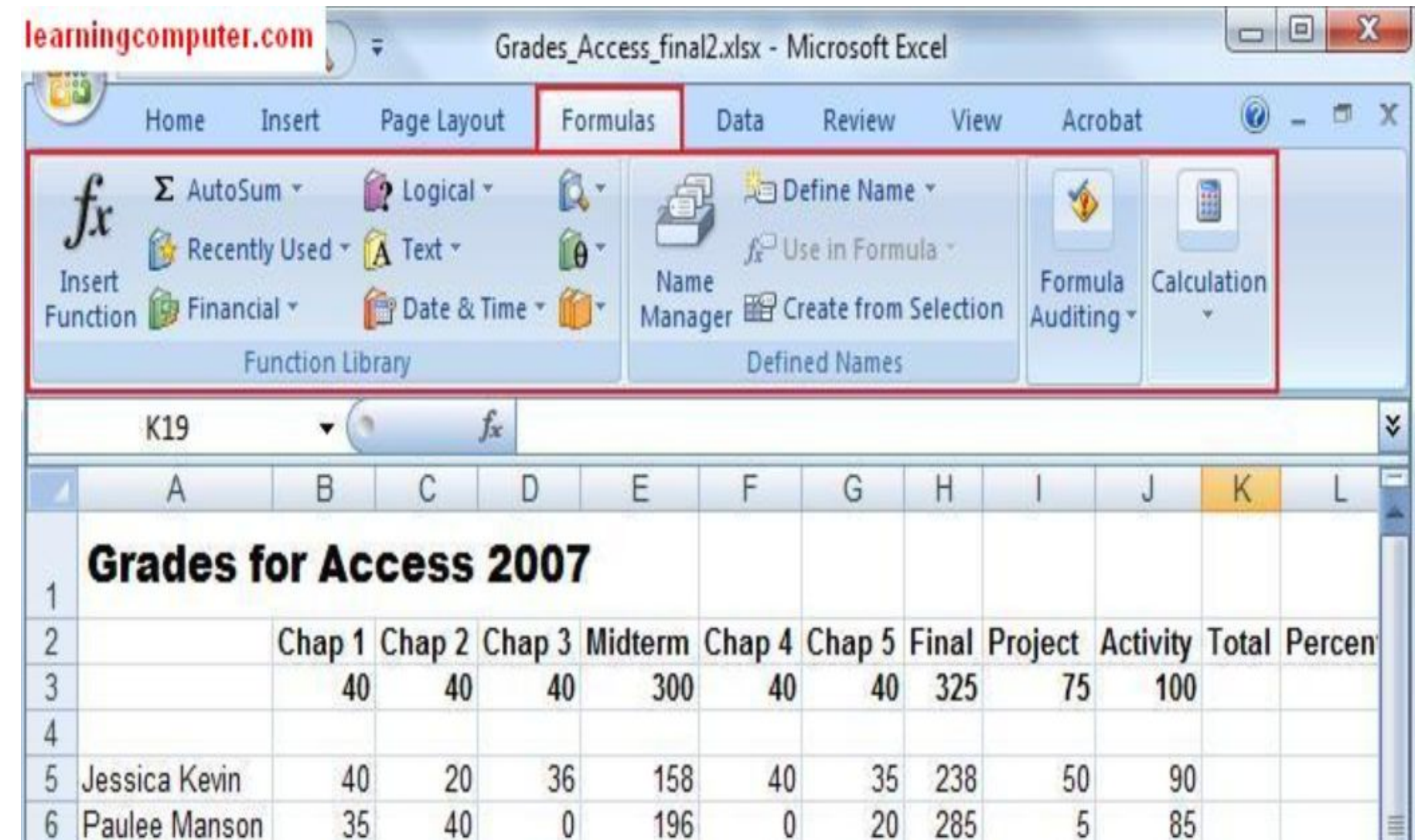
Data tab

- The Data tab deals with importing, sorting, filtering, and analyzing data in Excel.

- You can import data from external sources, sort and filter data, and perform data analysis.

- Key groups include Get External Data, Sort & Filter, Data Tools, and What-If Analysis.
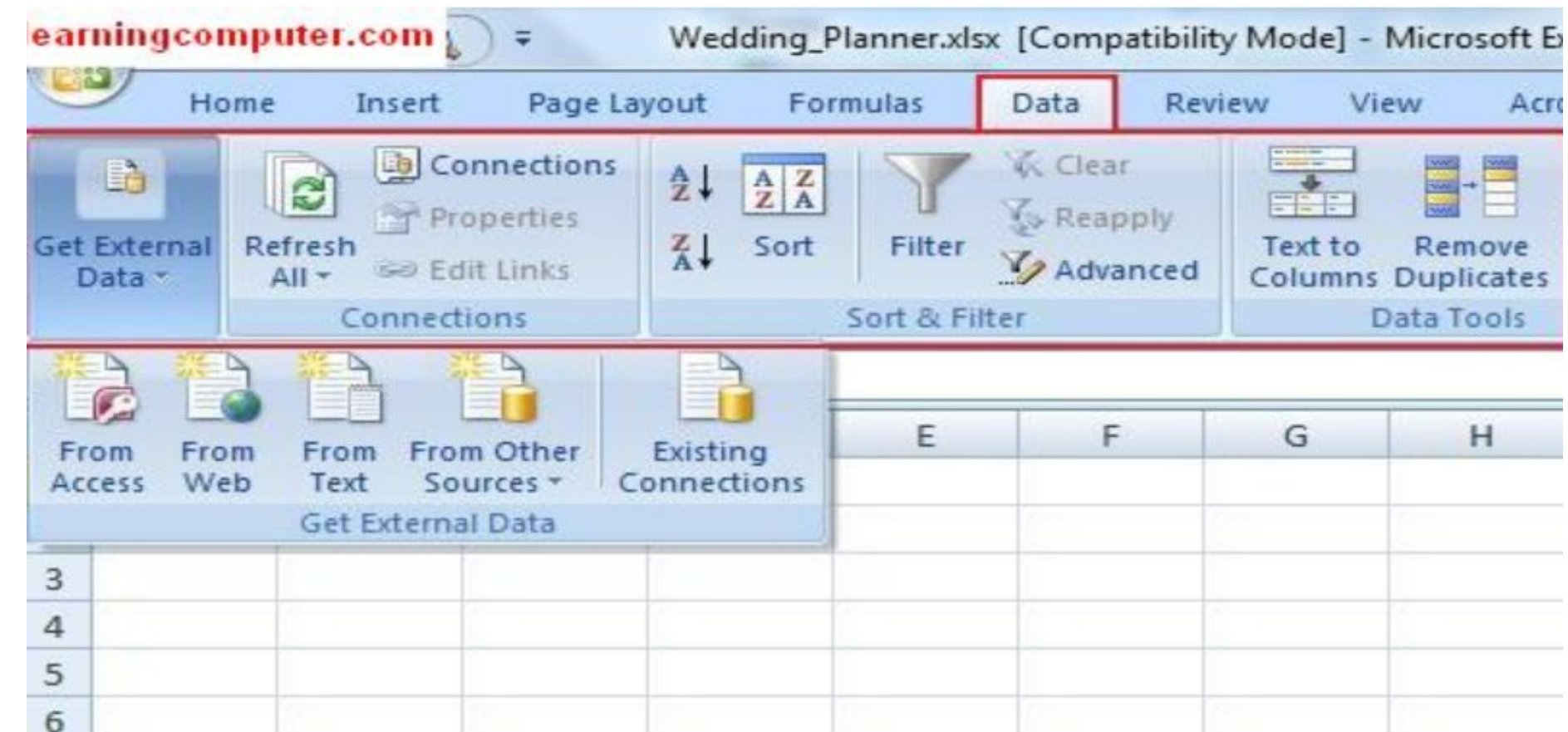
Review tab

- The Review tab focuses on reviewing and proofreading your spreadsheet.

- It includes tools for spell-checking, ad comments, protecting sheets, and tracking changes.

- Key groups include Proofing, Comments, Changes, and Protect.
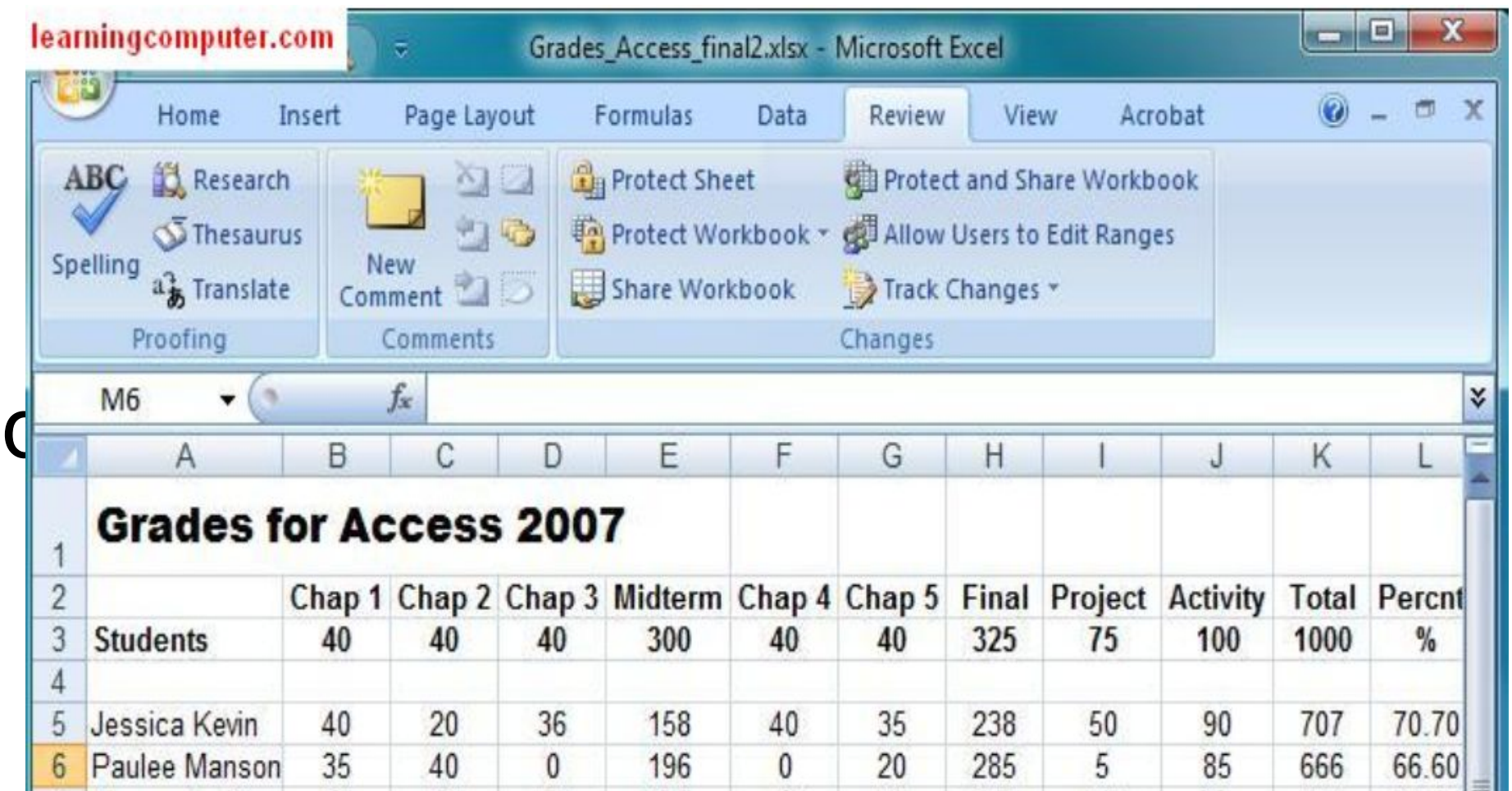
View tab

- The View tab allows you to control how you view and interact with your spreadsheet.

- You can switch between different workbook views, adjust zoom levels, freeze panes.

- Key groups include Workbook Views, Show, Zoom, Window, and Macros.
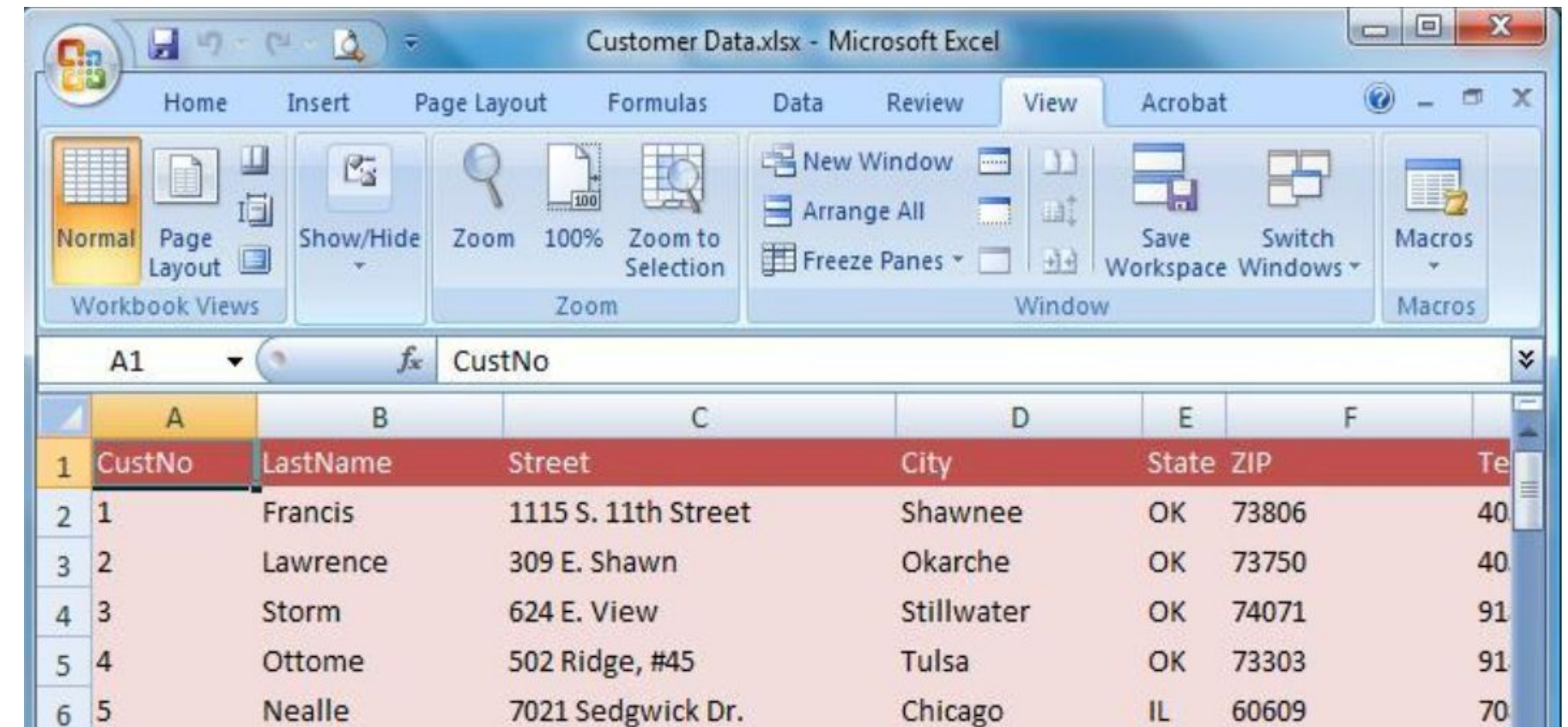
Additional tabs

- Apart from the main tabs mentioned, there may be additional tabs depending on installed add-ins or specific Excel versions.

- These tabs provide additional functionality and features tailored to specific needs, such as Power Pivot, Power Query, and Developer.

SUMMARY

You got this

- The Excel interface consists of the Ribbon, which is divided into multiple tabs containing groups of related commands.

- Each tab serves a specific purpose, providing access to a wide range of features and functionality.

- Understanding the interface and ribbon tabs enables efficient navigation and utilization of Excel's capabilities.

Next session

Entering and editing data