

Introduction to Microsoft Excel

Microsoft Excel is a powerful spreadsheet software developed by Microsoft. It is part of the MS Office Suite and is widely used for data entry, calculations, analysis, and visualization.

◆ Key Features of Excel:

1. Worksheets & Workbooks

A file in Excel is called a Workbook.

Each workbook contains worksheets (pages with rows & columns).

2. Rows and Columns

Data is arranged in rows (horizontal) and columns (vertical).

The intersection of a row and column is called a cell (e.g., A1, B5).

3. Formulas and Functions

Excel can perform automatic calculations using formulas (=A1+A2).

Built-in functions like SUM, AVERAGE, IF, VLOOKUP, etc., make complex tasks easier.

4. Charts and Graphs

Data can be represented visually using Pie Charts, Bar Graphs, Line Charts, etc.

5. Data Analysis Tools

Features like Pivot Tables, Filters, Sorting, Conditional Formatting help in analyzing data quickly.

6. Automation

Excel supports Macros to automate repetitive tasks.

◆ Uses of Excel:



Student marks calculation

Budgeting & financial planning

Business sales reports

Inventory management

Data visualization and dashboards