**Microsoft Excel**

**What is Microsoft Excel?**

**Microsoft Excel** is a spreadsheet developed by Microsoft or Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications. Excel forms part of the **Microsoft Office** suite of software.

**Uses: (link:** [**https://sellyourbusinessatlanta.com/10-uses-of-microsoft-excel-for-small-business/**](https://sellyourbusinessatlanta.com/10-uses-of-microsoft-excel-for-small-business/)**)**

1. Data Entry and Storage
2. Accounting and Budgeting
3. Collection and Verification of Business Data
4. Scheduling
5. Build Great Charts
6. Help Identify Trends
7. Administrative and Managerial Duties
8. Bringing Data Together
9. Return on Investment
10. Online Access

**3 Common Uses:**

1. Create Budgets
2. Produce Graphs and Charts
3. Storing and Sorting of data.

**7 Ideal Jobs for Excel Users:**

1. Financial Analysts
2. Administrative Assistants
3. Retail Store Managers
4. Project Managers
5. Data Journalists
6. Accountants

**What is meant by Work Sheet in Excel?**

A **Sheet** is a single page that contains its own collection of cells to help you organize your data. There can be many **sheets** in your **Excel** document and you can see the **sheets** listed as tabs along the bottom of your document.

