

MS EXCEL

In Microsoft Excel, formulas and tables are key features that allow users to perform calculations, analyze data, and organize information in a structured manner. Here's an overview of formulas and tables in Excel:

Formulas: Formulas are mathematical expressions that perform calculations on data within cells. They can be used to manipulate numbers, text, dates, and other types of data. Formulas in Excel start with an equal sign (=) followed by the expression.

Here are a few examples of commonly used formulas in Excel

1. Addition: =A1 + B1 This formula adds the values in cells A1 and B1.
2. Subtraction: =A1 - B1 This formula subtracts the value in cell B1 from the value in cell A1.
3. Multiplication: =A1 * B1 This formula multiplies the values in cells A1 and B1.
4. Division: =A1 / B1 This formula divides the value in cell A1 by the value in cell B1.
5. Summation: =SUM(A1:A10) This formula adds up the values in cells A1 to A10.

HOW TO MAKE A TABLE IN EXCEL

Tables: Tables in Excel provide a way to organize and analyze data in a structured format. They offer various functionalities such as sorting, filtering, and summarizing data. A table typically consists of columns and rows with headers to identify the data in each column.

To create a table in Excel, follow these steps:

1. Select the range of cells containing the data you want to include in the table.
2. Go to the "Insert" tab in the Excel ribbon.
3. Click on the "Table" button.
4. In the "Create Table" dialog box, ensure the selected range is correct and check the box if your table has headers.
5. Click "OK."

Once you create a table, Excel automatically applies formatting and adds filter arrows to the headers. You can sort data, filter specific values, add formulas to calculate totals, and use various table-specific functions to analyze the data more efficiently.

Tables have several advantages, such as automatically expanding as you add new data, easy reference to columns using column names, and structured referencing in

formulas, which allows you to refer to table data using table and column names instead of cell references.

Overall, formulas and tables are powerful tools in Microsoft Excel that enable users to perform complex calculations and organize data effectively, making it easier to analyze and present information.