Microsoft Excel App: Basics

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Microsoft Excel

Excel 2021 can be used to

- perform mathematical calculations
- serve as powerful data management tools
- create different charts and graphs
- retrieve data from external data sources and use it in worksheets

Excel Mobile App: Interface

Workbooks

A Microsoft Excel workbook is a file that contains one or more worksheets that you can use to organize various kinds of related information.

Worksheets

- The primary document that you use in Excel to store and work with data. Also called a spreadsheet.
- A worksheet is always stored in a workbook.
- A worksheet consists of cells that are organized into columns and rows.
- By default, Microsoft Excel provides one worksheet in a workbook.
- Calculations can be made based on data from multiple worksheets.
- Each Worksheet has a tab.
- T0 activate a particular sheet, you can click on its respective tab.

Columns & Rows

- Each column and row of a worksheet has a unique name
- Each column carries a letter of the alphabet as its name while a row is numbered
- A worksheet consist of 16384 columns and more than one million rows.[^1]

Cells

- Cell is the intersection of a column & a row.
- An active cell is the cell in which you can enter and edit data.
- Each cell also has a unique address.
- The address of any cell is the combination of its column letter and row number.

Enter data manually in worksheet cells

Number as Text

- A single quote (or an apostrophe) is used to signify Text in Excel.
- A number entered with the leading apostrophe is treated as Text and (generally) cannot be used in calculations.

Enter a dates or a time in a cell

- On the worksheet, click a cell.
- Type a date or time as follows:
    - To enter a date, use a slash mark or a hyphen to separate the parts of a date; for example, type 9/5/2002 or 5-Sep-2002.
    - To enter a time that is based on the 12-hour clock, enter the time followed by a space, and then type a or p after the time; for example, 9:00 p.

Tip: To enter the current time, press CTRL+SHIFT+; (semicolon).

Video Tutorial: How to: Enter data manually in worksheet cells | Microsoft Excel

Managing Sheet

Insert a new worksheet

Rename a worksheet

Delete a worksheet

Excel for Android touch guide

References

[^1]: Excel specifications and limits