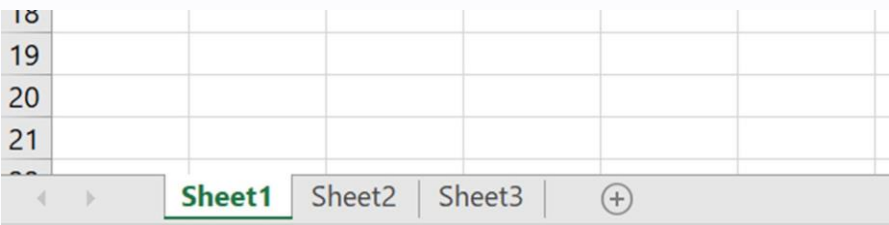# INTRO TO EXCEL (REVIEW)

Microsoft Excel is a powerful spreadsheet software developed by Microsoft. It is part of the Microsoft Office suite of productivity applications. Excel is widely used for various tasks involving data organization, analysis, manipulation, and visualization.
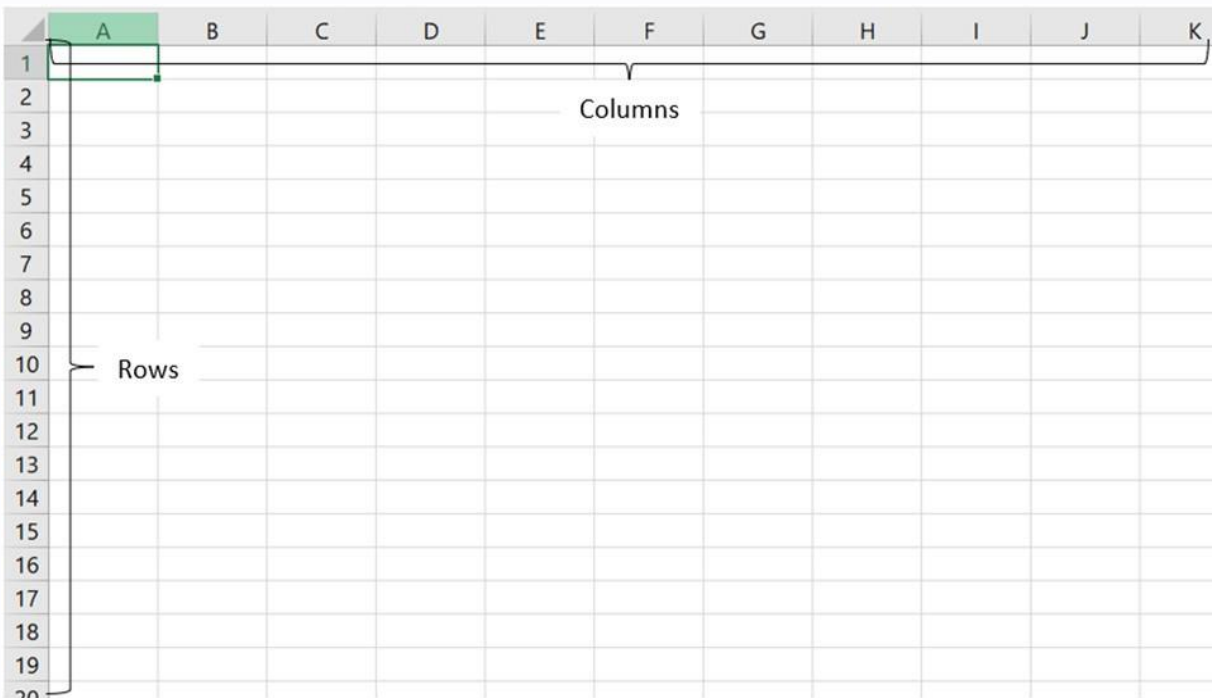
Workbooks and worksheets

Excel files are also called workbooks. The excel workbook looks like the following on your computer.
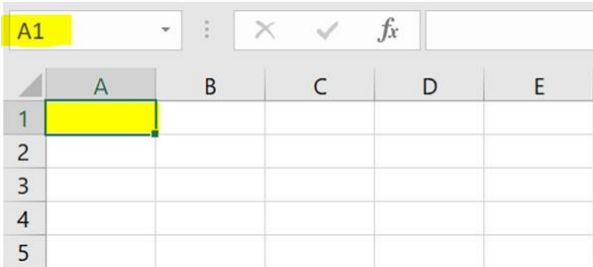
C1.xlsx
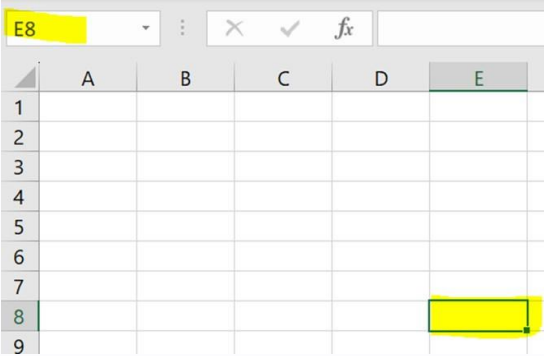
Each workbook contains multiple worksheets.

Each worksheet contains rows and columns.

Each cell in the worksheet has an address associated with it.
The address of below highlighted cell is A1

The address of below highlighted cell is E8

Inputting Data

Inputting data into an Excel sheet is a fundamental task that involves adding information to cells within a worksheet. To input data in excel, select the cell with a single click and start typing the data, you will observe the data getting populated in the desired cell. Once you are done typing in the data you can either hit the enter key or click on a different cell to enter more data. To make any changes to an existing cell, click on the cell and start updating it excel will automatically overwrite the data from the cell.

Performing Calculations

Performing calculations in Excel is one of its core functionalities, allowing you to automate mathematical operations on your data. When you put a formula in a cell instead of regular text or numbers, you're telling Excel to do more than just hold information.

Formulas always begin with an equal's sign (=). You can perform basic arithmetic operations directly in Excel cells using operators like + (addition), - (subtraction), * (multiplication), and / (division). Excel offers a wide range of built-in formulas that can handle complex calculations. To use a formula, start by typing an equal sign (=) in the cell and then enter the formula name followed by the necessary arguments within parentheses.