Microsoft Excel

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Introduction to Microsoft Excel

- There are numbers of spreadsheet programs but from all of them, Excel is the most widely used. People have been using it for the last 30 years and throughout these years, it has been upgraded with more and more features.

- The best part about Excel is, it can be applied to many business tasks, including statistics, finance, data management, forecasting, analysis, inventory, billing, and business intelligence.

Introduction to Microsoft Excel

➢ **Following are the few things which it can do for you:**

- Number Crunching

- Charts and Graphs

- Store and Import Data

- Manipulating Text

- Templates/Dashboards

- Automation of Tasks

- And Much More...

Introduction to Microsoft Excel

➢ **Three most important components of Excel is which you need to understand first:**

1. Cell: A cell is the smallest but most powerful part of a spreadsheet. You can enter your data into a cell either by typing or by copy-paste. Data can be a text, a number, or a date. You can also customize it by changing its size, font color, background color, borders, etc. Every cell is identified by its cell address, cell address contains its column number and row number (If a cell is on the 11th row and column AB, then its address will be AB11).

Introduction to Microsoft Excel

2. Worksheet: A worksheet is made up of individual cells that can contain a value, a formula, or text. It also has an invisible draw layer, which holds charts, images, and diagrams. Each worksheet in a workbook is accessible by clicking the tab at the bottom of the workbook window. In addition, a workbook can store chart sheets; a chart sheet displays a single chart and is accessible by clicking a tab. 3.

3. Workbook: A workbook is a separate file just like every other application has. Each workbook contains one or more worksheets. You can also say that a workbook is a collection of multiple worksheets or can be a single worksheet. You can add or delete worksheets, hide them within the workbook without deleting them, and change the order of your worksheets within the workbook.

Microsoft Excel Window Components

- Before you start using it, it's really important to understand what's where in its window. So ahead we have all the major components which you need to know before entering the world of Microsoft Excel.
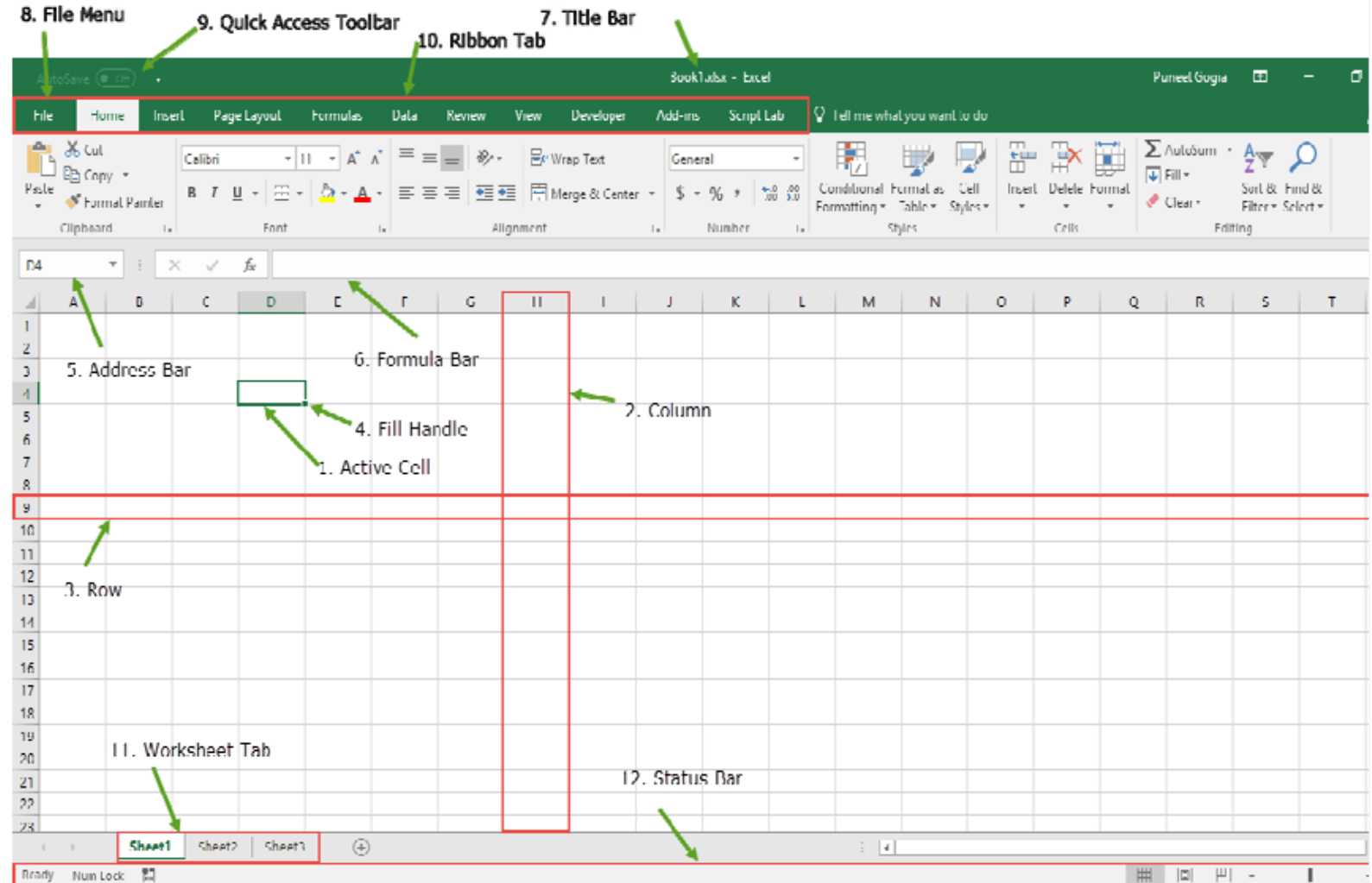
Microsoft Excel Window Components

1.**Active Cell**: A cell which is currently selected. It will be highlighted by a rectangular box and its address will be shown in the address bar. You can activate a cell by clicking on it or by using your arrow buttons. To edit a cell, you double-click on it or use F2 to as well.

2. **Columns**: A column is a vertical set of cells. A single worksheet contains 16384 total columns. Every column has its own alphabet for identity, from A to XFD. You can select a column clicking on its header.

3. **Rows:** A row is a horizontal set of cells. A single worksheet contains 1048576 total rows. Every row has its own number for identity, starting from 1 to 1048576. You can select a row by clicking on the row number marked on the left side of the window.

Microsoft Excel Window Components

4. Fill Handle: It's a small dot present on the lower right corner of the active cell. It helps you to fill numeric values, text series, insert ranges, insert serial numbers, etc.

5. Address Bar: It shows the address of the active cell. If you have selected more than one cell, then it will show the address of the first cell in the range.

6. Formula Bar: The formula bar is an input bar, below the ribbon. It shows the content of the active cell and you can also use it to enter a formula in a cell.

7. Title Bar: The title bar will show the name of your workbook, followed by the application name ("Microsoft Excel").

8. File Menu: The file menu is a simple menu like all other applications. It contains options like (Save, Save As, Open, New, Print, Excel Options, Share, etc).

Microsoft Excel Window Components

9. **Quick Access Toolbar:** A toolbar to quickly access the options that you frequently use. You can add your favorite options by adding new options to the quick access toolbar.

10. **Ribbon Tab:** all the options menus are replaced with ribbons. Ribbon tabs are a bunch of specific option group that further contains the option.

11. **Worksheet Tab:** This tab shows all the worksheets that are present in the workbook. By default you will see, three worksheets in your new workbook with the names of Sheet1, Sheet2, and Sheet3 respectively.

12. **Status Bar:** It is a thin bar at the bottom of the Excel window. It will give you instant help once you start working in Excel.

Basic Terms in Excel

There are two basic ways to perform calculations in Excel: Formulas and Functions.

1. **Formulas In Excel:** a formula is an expression that operates on values in a range of cells or a cell. For example, =A1+A2+A3, which finds the sum of the range of values from cell A1 to cell A3.

2. **Functions** : Functions are predefined formulas in Excel. They eliminate laborious manual entry of formulas while giving them human-friendly names. For example: =SUM(A1:A3). The function sums all the values from A1 to A3.

Microsoft Excel Basic Functions

- Functions are one of the most important features of Excel. It helps you to perform the basic calculations as well complex. Below I have listed 10 Basic Excel Functions which you need to learn.

1. **SUM:** It returns the sum of numeric values in a cell. You can refer to the cells where you have values or simply insert the values into the function [...].

2. **COUNT:** It returns the count of numeric values in a cell. You can refer to the cells where you have values or simply insert the values into the function [...].

3. **AVERAGE:** It returns the average of numeric values in a cell. You can refer to the cells where you have values or simply insert the values into the function [...]
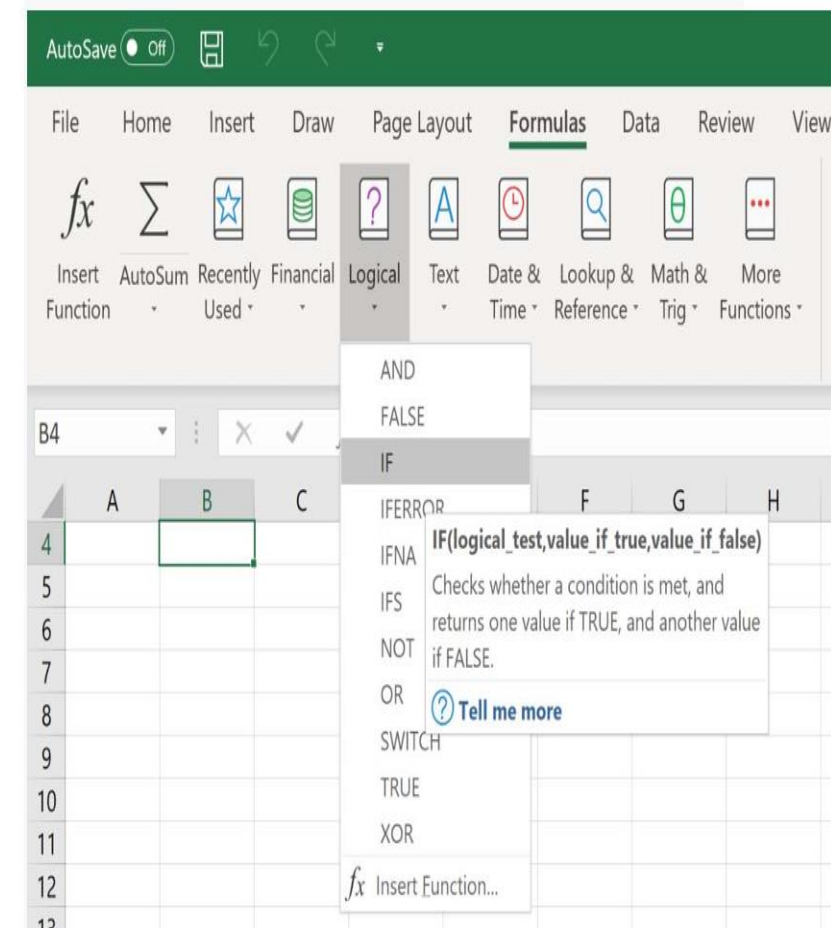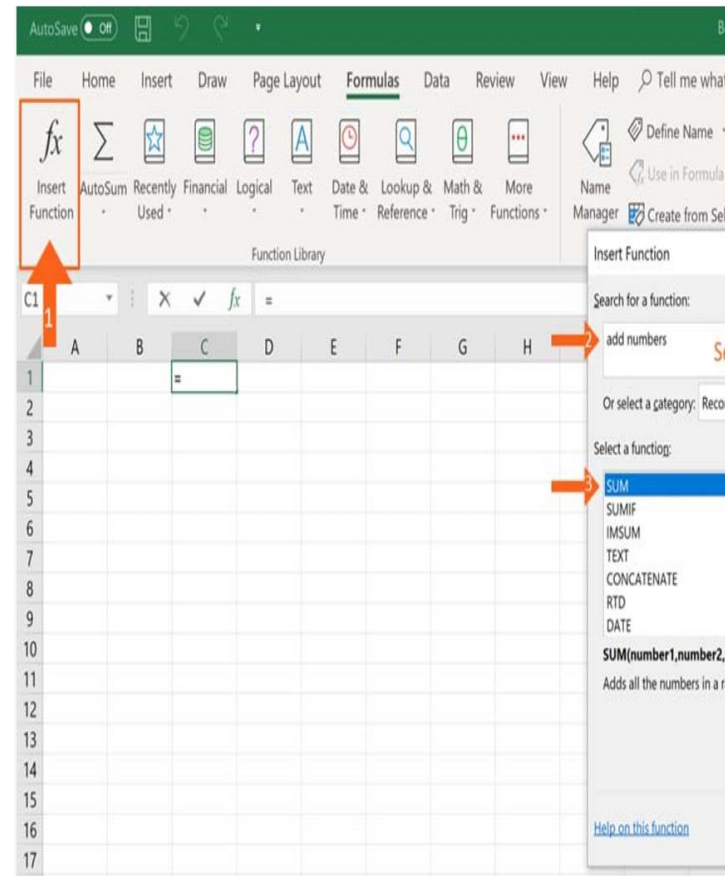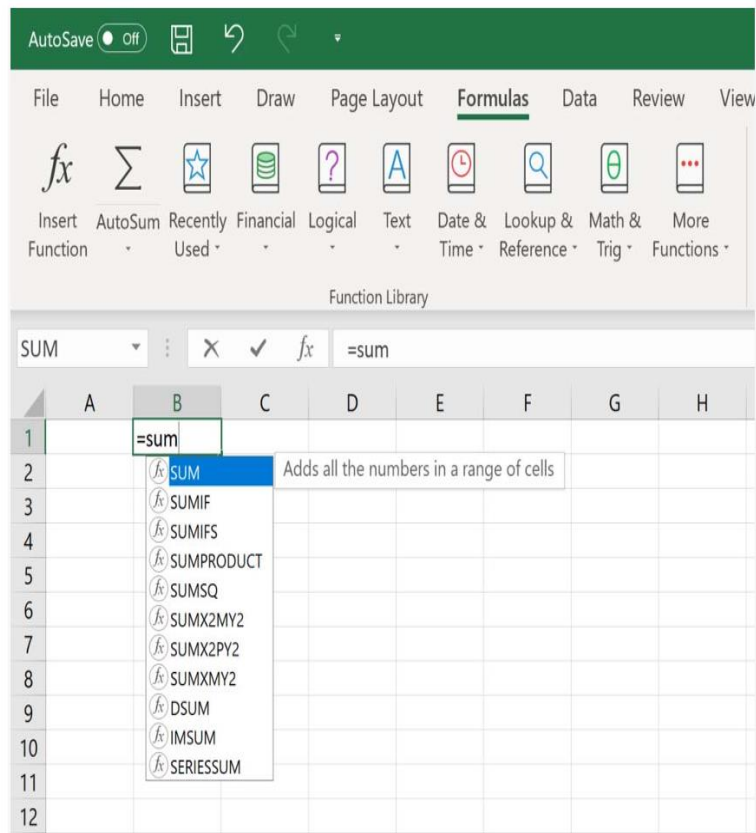
Microsoft Excel Basic Functions

4. TIME: It returns a valid time serial number as per Excel's time format. You need to specify hours, minutes and seconds [...]

5. DATE: It returns a valid date serial number as per Excel's time format. You need to specify day, month and year [...]

6. LEFT: This function extracts specific characters from the a cell/string starting from the left (start). You need to specify the text and number of characters to extract [...]

7. RIGHT: This function extracts specific characters from the a cell/string starting from the right (last). You need to specify the text and number of characters to extract [...]

8. VLOOKUP: It looks up for a value in a column and can return that value or a value from the corresponding columns using the same row number [...]

Microsoft Excel Basic Functions

9. IF: This function returns a value when the specific condition is TRUE and returns another value it condition is FALSE [...]

10. NOW: It returns the current date and time in the cell where you insert it using your system's settings [...]

Calling the functions

Thank your
for your
attention