

STARTING WITH MS-EXCEL

INTRODUCTION TO EXCEL

Excel is a window-based spreadsheet which is a product of Microsoft Corporation. It is used to record and calculate data and present it in an attractive manner. Microsoft Excel is application software. Hundreds of millions of people around the world use Microsoft Excel. You can use Excel to enter all sorts of data and perform financial, mathematical or statistical calculations.

Workbook: - In Microsoft Excel, a workbook is a collection of one or more spreadsheets is called a workbook.

Worksheet: - A worksheet or sheet is a single page you work on in Excel is called a spreadsheet. Spreadsheet is an interaction of horizontal and vertical lines, which forms rows and columns. Using these row and columns, details analysis of data can be represented easily.

Starting Excel

- Click Start Button
- All Programs
- Microsoft Office
- Click Microsoft office Excel

Shortcut Open MS- Excel

- Run Open (Window Key + R)
- Type = excel
- Enter

The Contents of Worksheet

Rows:-

In a single worksheet Rows are numbered from top to bottom. (1 to 1048576).

Columns:-

Columns are labeled from left to right (A to XFD) for a total of 16384 columns.

Cell:-

Cell is the intersection of row and column. Cell is referred by the column name and row number.

Formula Bar

Provides a space for typing or editing cell data and formula.

Name Box

Display the address or name of the active cell.

Status Bar

It displays valuable information like current mode or option, keyboard status and the result of auto calculate functions.