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Creating Spreadsheet, Entering Data into Spreadsheet

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Microsoft Excel

Module 1 - Creating Spreadsheet, Entering Data into Spreadsheet

Microsoft Excel (MS Excel)

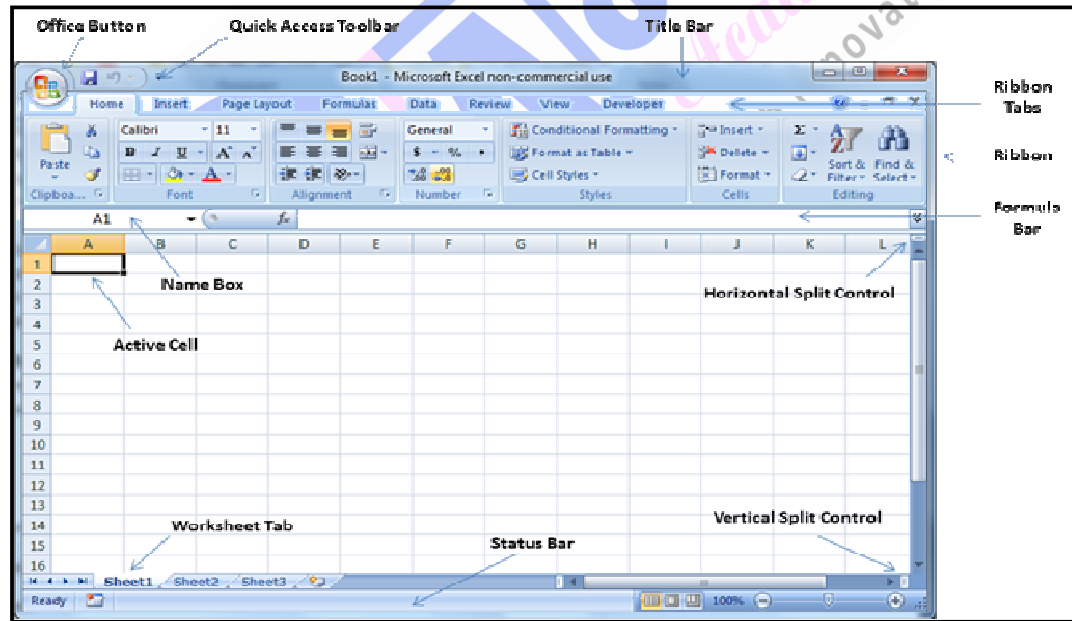
Microsoft Excel is a program used to create **spreadsheets**. A spreadsheet is like a big table where you can store numbers, words, and formulas. It's used by many people in businesses, schools, and at home to do things like:

- Organize data (e.g., a list of expenses or contacts).
- Perform calculations (e.g., adding up numbers or calculating averages).
- Create charts and graphs to visually display information.

Key features:

- **Cells:** Each piece of data goes into a "cell," which is like a small box in a table.
- **Rows and Columns:** The cells are arranged in rows (horizontal) and columns (vertical).
- **Formulas:** You can use formulas to do math, like adding up numbers, finding averages, or calculating percentages. For example, =SUM(A1:A5) adds up all the numbers in cells A1 to A5.

Interface of MS Excel:



The Microsoft Excel interface is made up of tabs, ribbons, and other elements.

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Tabs: Tabs are the main menu options at the top of the Excel window. Each tab contains related tools and commands.

- **File:** Create, open, save, print, and share workbooks
- **Home:** Manage the clipboard, font, alignment, numbers, style, cells, and editing
- **Insert:** Insert tables, charts, pictures, links, etc.
- **Page Layout:** Manage the page layout. Controls page size, margins, and printing settings.
- **Formulas:** Contains functions and formulas for calculations.
- **Data:** Helps manage, sort, and filter data.
- **Review:** Provides spell check, comments, and protection features.
- **View:** Adjusts how the Excel sheet looks (zoom, gridlines, etc.).

Ribbon: The Ribbon is the toolbar that appears below the tabs. It contains buttons and tools grouped under each tab.

- The Ribbon changes when you click different tabs.
- It organizes commands in groups (e.g., "Font" group in the Home tab includes Bold, Italics, and Font Color).
- It makes it easy to access all Excel features without using menus.

NOTE: Tabs are categories, and the Ribbon contains tools for each category!

Excel file Extension

Extension	File Type	Description
.xlsx	Excel Workbook	Default format for modern Excel (Excel 2007 & later). Supports all features but does not allow macros.
.xls	Excel 97-2003 Workbook	Older format used before Excel 2007. Lim

Difference between Formula and Function

Formula:

- A **formula** is a mathematical expression you create yourself to perform calculations or manipulate data in Excel. It can include numbers, operators (like +, -, *, /), and cell references (like A1 or B2).
- You create it by combining numbers, operators, and cell references. It can be as simple or complex as you like.

Function:

- A **function** is a pre-built formula that Excel already has. It's a shortcut that helps you perform common calculations more easily. Functions take arguments (like numbers or cell references) and give you a result.

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- A pre-made calculation tool built into Excel that you can use for specific tasks (like adding numbers, averaging, finding maximum values, etc.).

Example to Compare:

- **Formula:** =A1 + B1 (You decide how to calculate.)
- **Function:** =SUM(A1:A5) (You use a built-in tool to do the addition.)

Rows and Column in MS Excel

Rows: There are 1,048,576 rows (which means you can go from row 1 to row 1,048,576).

Columns: There are 16,384 columns (which means you can go from column A to column XFD).

Applications of MS Excel

1. Organize Data:

- Excel allows you to **store and organize large amounts of data** easily. You can input data in rows and columns, making it easy to sort, filter, and analyze.

2. Perform Calculations:

- You can use Excel to perform **complex calculations** quickly with formulas and functions (like adding, subtracting, averaging, finding percentages, etc.).
- **Example:** You can add up sales data, calculate taxes, or find averages for any given set of numbers.

3. Create Charts and Graphs:

- Excel has powerful tools for creating **charts and graphs** (like bar charts, line graphs, pie charts, etc.) that help visualize data and make it easier to understand trends or patterns.

4. Data Analysis:

- Excel is often used for analyzing data. It has tools like **PivotTables, What-If Analysis, and Data Analysis Tool Pak** to summarize, analyze, and interpret large datasets efficiently.
- **Example:** Businesses use it to analyze sales trends, customer data, or inventory.

5. Data Validation and Error Checking:

- Excel provides tools to ensure data integrity. You can set up **data validation** rules to restrict the type of data entered into a cell (like dates, numbers, or text) and **error checking** to avoid mistakes.

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