

The background features a dark blue gradient with a subtle starry pattern. On the left side, there are several circular elements: a large scale with numerical markings from 140 to 260, and several smaller circles with dashed lines and arrows, suggesting a technical or scientific theme.

# MS - EXCEL

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COMMERCE DEPTT

# INTRODUCTION TO MS -EXCEL

- It is a spreadsheet program developed by Microsoft. Excel organizes data in columns and rows and allows you to do mathematical functions.

## **Excel is typically used for:**

- Analysis.
- Data entry.
- Data management.
- Accounting.
- Budgeting.
- Data analysis.
- Visuals and graphs.
- Programming.

# FEATURES OF MS-EXCEL

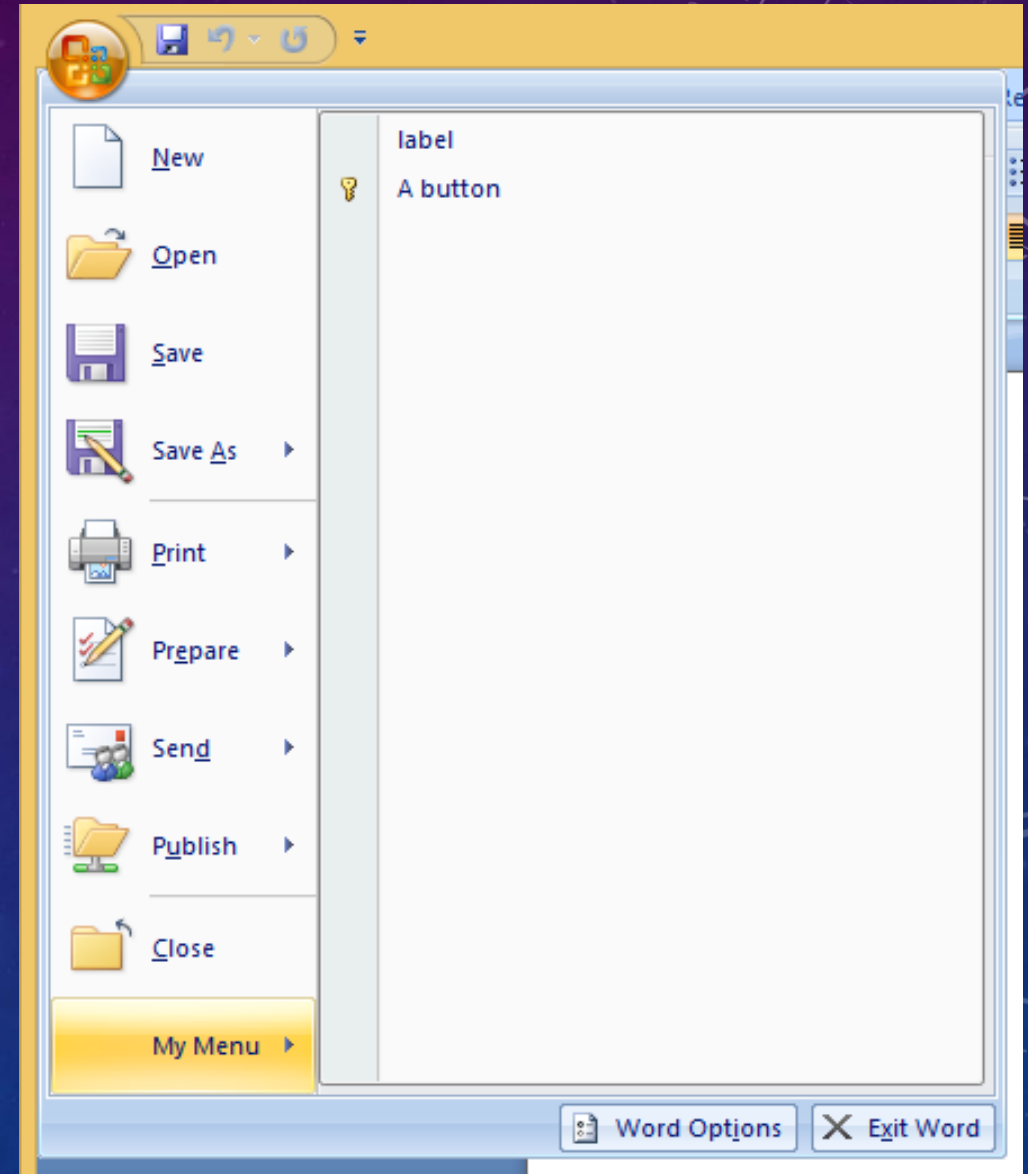
- \*It allows organisation, tabulation , search and exploration of data of large sizes.
- \*It allows the design of professionally looking charts 3-D effects , shadowing , transparency.
- \*Data can be filtered and sorted.
- \*Formatting of spreadsheet allows changing the font color and font style.
- \*A function library consists of various function groups like financial, logical, math and trigonometry etc.
- \*Based on values entered in different cells in the spreadsheet, formulas can be defined, which automatically perform calculation.

# APPLICATIONS OF EXCEL

- 1.To manage name list of data records.
- 2.To perform mathematical calculation easily in daily business.
- 3.Inventory management.
- 4.Create forms and consolidate results.
- 5.Analytical tools.
- 6.Corporate budgeting.

# OFFICE BUTTON

- NEW- To open new workbook. [ctrl+N]
- OPEN-To open existing document. [ctrl+O]
- SAVE- To save a document.[ctrl+S]
- SAVE AS- To save copy document.[F12]
- PRINT- To print a document [ctrl+P]
- PREPARE- To prepare document for distribution.
- SEND- To send a copy of document to other people.
- PUBLISH-To distribute document to other people.
- CLOSE-To close a document [ctrl+W].



# RIBBONS

Three parts of the ribbon are

**Tabs**- there are seven tabs across the top of the excel window.

**Groups**- groups are sets of related commands , displayed on tabs.

**Commands**- A command is a button , a menu or a box where you enter information.

# OVERVIEW OF EXCEL

- \*Microsoft excel consists of workbooks. Within each workbook , there is an infinite numbers of worksheets.
- \*Each worksheet contains COLUMNS and ROWS.
- \*Where a column and a row intersect is called a CELL. For example cell D5 is located where column D and row 5 meet.
- \*The tabs at the bottom of the screen represent different worksheets within a workbook. You can use the scrolling buttons on the left to bring other worksheets in a view.

- **WORKBOOK**; it is a collection of many worksheets.
- Worksheet is made of many rows and column and also called “**SPREADSHEET**”.
- There are 256 columns and 65536 rows in a worksheet.
- On the worksheet intersection of a row and column is called a **CELL** .
- Each cell has a specific address , which is combination of numbers and letters. For example;A1,E10.



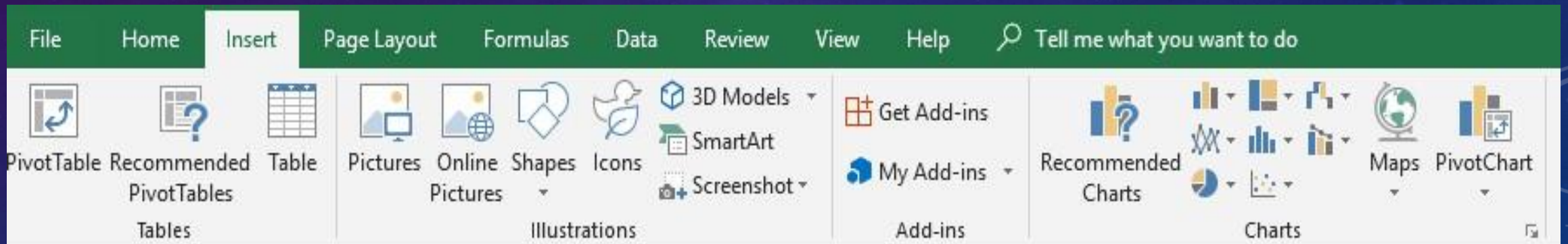
- On the worksheet a thick Rectangular box represents currently selected or “ACTIVE CELL”.
- NAME BOX indicates , what cell you are in.[active cell]
- FORMULA BAR indicates the contents of the cell selected if you have created a formula, the formula will appear in this space.

# VIEW OF MENU BAR

- Menu bar in excel provides an easy way to access various commands in an easy and convenient way.
- The contents of any menu bar can be displayed by clicking on the menu name with the left mouse button. Various menus of excel are follows:
  - 1.Home
  - 2.Insert
  - 3.Page layout
  - 4.Formulas
  - 5.Data
  - 6.Review
  - 7.View

# INSERT MENU

- The Insert Menu allows you to:
- Add new worksheets, rows , and columns to an existing.
- You can also insert charts, pictures , and objects onto your worksheet.



# VIEW MENU

- The view menu allows you different options of viewing your work.
- You can enable a Full Screen view that changes the view to include just the worksheet and Menu bar.
- You can zoom in on your worksheet to focus on a smaller portion.