

Introduction to Computer

Lecture # 16

Topic

MS Excel

Microsoft Excel

- **Microsoft Excel** is a software program produced by **Microsoft** that allows users to organize, format and calculate data with formulas using a spreadsheet system.

MS Excel and its uses

- **What is MS Excel and its uses?**

Microsoft Excel is a **spreadsheet** program. That means it's used to create grids of text, numbers and formulas specifying calculations. That's extremely valuable for many businesses, which use it to record expenditures and income, plan budgets, chart data and succinctly present fiscal results.

Purpose of Excel

- **What is the purpose of Excel?**

Microsoft **Excel** is a spreadsheet application designed to perform basic and complex mathematical computations and functions. In addition to performing arithmetic operations, **Excel** allows users to create graphical displays of data, forms and pivot tables.

Advantages of Excel

- o **What are the advantages of Excel?**

One of the biggest benefits of **Excel** is its primary function: The ability to organize large amounts of data into orderly, logical spreadsheets and charts. With the data organized, it's a lot easier to analyze and digest, especially when used to create graphs and other visual data representations.

5 important Excel functions

- ◉ **To help you get started, here are 5 important Excel functions you should learn today.**
- ◉ The SUM function ; The sum function is the most used function when it comes to computing data on Excel. ...
- ◉ The TEXT Function. ...
- ◉ The VLOOKUP Function. ...
- ◉ The AVERAGE Function. ...
- ◉ The CONCATENATE Function

What is formulas in MS Excel?

- What is formulas in MS Excel?
- A **formula** is an expression which calculates the value of a cell. Functions are predefined **formulas** and are already available in **Excel**. For example, cell A3 below contains a **formula** which adds the value of cell A2 to the value of cell A1.

Thank you