

## **Introduction to Excel**

Microsoft Excel is a spreadsheet application that is used to capture and analyse numerical and statistical data. Microsoft Excel has a plethora of capabilities of performing different tasks such as computations, pivot tables, graph tools, macro programming and so on.

That allows users to organize, format and calculate data with formulas, functions, charts, using spreadsheet systems and can perform mathematical operations such as sum, product, count, average, minimum, maximum etc.