

## MS EXCEL

Microsoft Excel is a computer application program **written by Microsoft**. It mainly comprises tabs, groups of commands, and worksheets. It stores the data in tabular form and allows the users to perform manipulation operations on them.

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### What is Microsoft Excel?

Microsoft Excel is an office use application **designed by Microsoft**. It comes with **Office Suite** with several other Microsoft applications, such as Word, PowerPoint, Access, Outlook, and OneNote, etc. It is supported in Windows as well as Mac operating system too.

Microsoft Excel is one of the most suitable spreadsheet programs that help us to store and represent the data in tabular form, manage and manipulate data, create optically logical charts, and more. Excel provides you the worksheet to create a new document in it. You can save the Excel file with **.xls extension**.

### Microsoft Excel Features

There are several features that are available in Excel to make our task more manageable. Some of the main features are:

1. **AutoFormat:** It allows the Excel users to use predefined table formatting options.
2. **AutoSum:** AutoSum feature helps us to calculate the sum of a row or column automatically by inserting an addition formula for a range of cells.
3. **List AutoFill:** It automatically develops cell formatting when a new component is added to the end of a list.
4. **AutoFill:** This feature allows us to quickly fill cells with a repetitive or sequential record such as chronological dates or numbers and repeated documents. AutoFill can also be used to copy functions. We can also alter text and numbers with this feature.
5. **AutoShapes:** AutoShapes toolbar will allow us to draw some geometrical shapes, arrows, flowchart items, stars, and more. With these shapes, we can draw our graphs.
6. **Wizard:** It guides us to work effectively while we work by displaying several helpful tips and techniques based on what we are doing. Drag and Drop feature will help us to reposition the record and text by simply dragging the data with the help of the mouse.

7. **Charts:** This feature will help you to present the data in graphical form by using Pie, Bar, Line charts, and more.
8. **PivotTable:** It flips and sums data in seconds and allows us to execute data analysis and generating documents like periodic financial statements, statistical documents, etc. We can also analyze complex data relationships graphically.
9. **Shortcut Menus:** The shortcut menu helps users to make the work done through shortcut commands that need a lengthy process.

## Workbook

An Excel workbook is a collection of worksheets that stores the data inside rows and columns. A new Excel workbook is default named as **Book1** (see at the top of the Excel). You can provide and save the workbook according to the data saved in it. A single Excel worksheet consists of around 1,048,576 and 16,384 columns. A workbook has several worksheets, named as **Sheet1, Sheet2, Sheet3, ... SheetN**. You can add these worksheets to your workbook by clicking on this + symbol near to sheets. One worksheet can be active at a time. It means - in an Excel workbook, only one worksheet can be active. However, you can more than one worksheet in a workbook.

## Worksheet

Excel files are known as **workbooks**. Each workbook holds one or more worksheets (also called a "**spreadsheets**").

Whenever we create a new Excel workbook, it will include **one worksheet** named **Sheet1**. A worksheet is a framework of columns and rows where columns are identified by letters running across the top of worksheet, and rows are identified by numbers running down the left side of the worksheet.