

INTRODUCTION TO EXCEL

The first version was released in 1985 and has gone through several changes over the years. However, the main functionality mostly remains the same.

Microsoft Excel is a spreadsheet program used to record and analyze numerical and statistical data. Microsoft Excel provides multiple features to perform various operations like calculations, pivot tables, graph tools, macro programming, etc. It is compatible with multiple OS like Windows, macOS, Android and iOS.

A Excel spreadsheet can be understood as a collection of columns and rows that form a table. Alphabetical letters are usually assigned to columns, and numbers are usually assigned to rows. The point where a column and a row meet is called a cell. The address of a cell is given by the letter representing the column and the number representing a row.

A worksheet is a collection of rows and columns. When a row and a column meet, they form a cell. Cells are used to record data. Each cell is uniquely identified using a cell address. Columns are usually labelled with letters while rows are usually numbers.

A workbook is a collection of worksheets. By default, a workbook has three cells in Excel. You can delete or add more sheets to suit your requirements. By default, the sheets are named Sheet1, Sheet2 and so on and so forth. You can rename the sheet names to more meaningful names i.e. Daily Expenses, Monthly Budget, etc.

Excel is typically used for:

- Analysis
- Data entry
- Data management
- Accounting
- Budgeting
- Data analysis
- Visuals and graphs
- Programming
- Financial modelling
- And much, much more!

Running Excel is not different from running any other Windows program. If you are running Windows with a GUI like (Windows XP, Vista, and 7) follow the following steps.

- Click on start menu
- Point to all programs
- Point to Microsoft Excel
- Click on Microsoft Excel

Alternatively, you can also open it from the start menu if it has been added there. You can also open it from the desktop shortcut if you have created one.

- Click on start menu
- Search for Excel N.B. even before you even typing, all programs starting with what you have typed will be listed.
- Click on Microsoft Excel

Components of Ms Excel

Ribbon start button – it is used to access commands i.e. creating new documents, saving existing work, printing, accessing the options for customizing Excel, etc.

Ribbon tabs – the tabs are used to group similar commands together. The home tab is used for basic commands such as formatting the data to make it more presentable, sorting and finding specific data within the spreadsheet.

Ribbon bar – the bars are used to group similar commands together. As an example, the Alignment ribbon bar is used to group all the commands that are used to align data together.