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.

Given below are a few important benefits of using MS Excel:

- **Easy To Store Data:** Since there is no limit to the amount of information that can be saved in a spreadsheet, MS Excel is widely used to save data or to analyse data. Filtering information in Excel is easy and convenient.

- **Easy To Recover Data:** If the information is written on a piece of paper, finding it may take longer, however, this is not the case with excel spreadsheets. Finding and recovering data is easy.

- **Application of Mathematical Formulas:** Doing calculations has become easier and less time-taking with the formulas option in MS excel

- **More Secure:** These spreadsheets can be password secured in a laptop or personal computer and the probability of losing them is way lesser in comparison to data written in registers or piece of paper.

- **Data at One Place:** Earlier, data was to be kept in different files and registers when the paperwork was done. Now, this has become convenient as more than one worksheet can be added in a single MS Excel file.

- **Neater and Clearer Visibility of Information:** When the data is saved in the form of a table, analysing it becomes easier. Thus, information is a spreadsheet that is more readable and understandable.

- Companies with large staff and workers use MS Excel as saving employee information becomes easier

- Excel spreadsheets are also used in hospitals where the information of patients can be saved more easily and can be removed conveniently once their medical history is cleared

- The sheet on which you work is called a Worksheet

- Multiple worksheets can be added in a single Excel file

- This is a data processing application