

Communication & Soft Skills

Introduction to Excel.

A spreadsheet is a large sheet having data and information array in rows and columns. Spreadsheet is quite useful in entering, editing, analysing and arithmetic operations with numerical data such as addition, subtraction with numerical data multiplication and division can be done using Excel. You can sort numbers/characters according to some given criteria (like ascending, descending etc.) and use simple financial, mathematical and statistical formulas.

In a spreadsheet, spaces that hold items of data are called cells. Each cell is labelled according to its placement (for example, A1, A2, B3...) and may have an absolute or relative reference to the cells around it.

Excel is one of most widely used spreadsheet applications. Microsoft Excel is a software used to organize, Microsoft Excel is a software programs produced by Microsoft.

Features of Spreadsheets: There are a number of features that are available in Excel to make your task easier. Some of the main features are:

- 1 Auto Sum - helps you to add the contents of adjacent cells.
- 2 ~~Auto Sum~~ List AutoFill - automatically extends cell formatting when a new item is added to the end of list.
- 3 Auto Fill - allows you to quickly fill cells with repetitive or sequential data such as chronological dates or numbers, and repeated text. Autofill can also be used to copy functions. You can also alter text and numbers with this feature.
- 4 Auto shapes - toolbar will allow you to draw a number of geometrical shapes, arrows, flowchart elements, stars and more. With these shapes you can draw your own graphs.
- 5 Drag and Drop - it will help you to reposition the data and text by simply dragging the data with the help of mouse.
- 7 Charts - it will help you in presenting a graphical representation of your data in the form of Pie, Bar, line of ~~more~~ more.
- 8 Pivot Table - it flips and sums data in seconds and allows you to perform data analysis and generating reports.