



## Basics of Microsoft Excel

MS Excel is the spreadsheet Software developed by Microsoft. Spreadsheet software are used to perform any type of calculations and analysis.

Spreadsheets are used in different fields such as business, science and engineering for performing different calculations.

**MS Excel is the most popular software that helps us to :**

- Arrange Data in an organized way
- Type less and get more
- Perform calculations
- Auto recalculation
- Auto Format Data
- Compare Data through Chart
- Sort Data for better analysis
- Compare two worksheets side by side

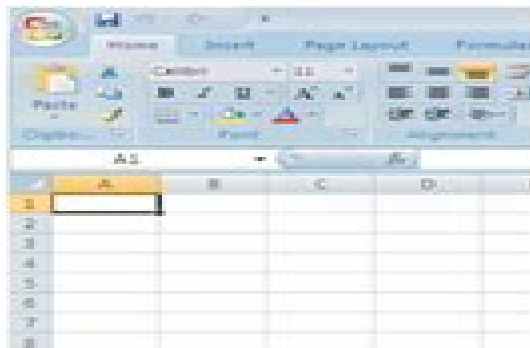
Spreadsheet in MS-Excel is also known as Worksheet.

### Let's Know More

Dragging the Excel icon on the desktop will create a shortcut of it.

### Quick Quiz

What is the other name of worksheet?



## WORKBOOK

An Excel file is known as a Workbook. Each workbook has three worksheets by default. But you can insert more worksheets in an Excel workbook. The tabs for the worksheets in a workbook are visible in the same line as the horizontal scroll bar.

These tabs are clicked to view the worksheets. You can give names to your worksheets by following these steps.

# Microsoft Excel Chapter

**Xiang Xie**



**Microsoft Excel Chapter :**

The Top Books of the Year Microsoft Excel Chapter The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the captivating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Microsoft Excel Chapter : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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