

# 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.



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



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.

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#### **Table of Contents Microsoft Excel Chapter**

- 1. Understanding the eBook Microsoft Excel Chapter
  - The Rise of Digital Reading Microsoft Excel Chapter
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Excel Chapter
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Excel Chapter
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Excel Chapter
  - Personalized Recommendations
  - Microsoft Excel Chapter User Reviews and Ratings
  - Microsoft Excel Chapter and Bestseller Lists
- 5. Accessing Microsoft Excel Chapter Free and Paid eBooks

- Microsoft Excel Chapter Public Domain eBooks
- Microsoft Excel Chapter eBook Subscription Services
- Microsoft Excel Chapter Budget-Friendly Options
- 6. Navigating Microsoft Excel Chapter eBook Formats
  - o ePub, PDF, MOBI, and More
  - Microsoft Excel Chapter Compatibility with Devices
  - Microsoft Excel Chapter Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Excel Chapter
  - Highlighting and Note-Taking Microsoft Excel Chapter
  - Interactive Elements Microsoft Excel Chapter
- 8. Staying Engaged with Microsoft Excel Chapter
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Excel Chapter
- 9. Balancing eBooks and Physical Books Microsoft Excel Chapter
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Excel Chapter
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel Chapter
  - Setting Reading Goals Microsoft Excel Chapter
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel Chapter
  - Fact-Checking eBook Content of Microsoft Excel Chapter
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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