



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

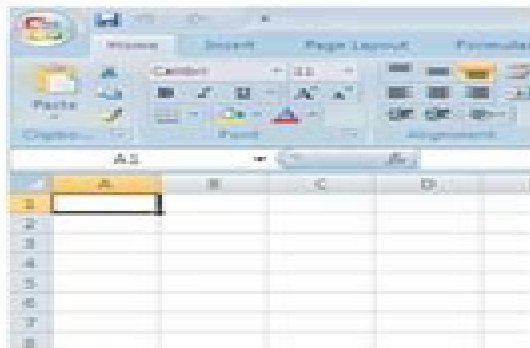
Spreadsheet in MS-Excel is also known as Worksheet.

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.

Grade Computer Science

Lei Huang



Grade Computer Science:

The book delves into Grade Computer Science. Grade Computer Science is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Grade Computer Science, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Grade Computer Science
- Chapter 2: Essential Elements of Grade Computer Science
- Chapter 3: Grade Computer Science in Everyday Life
- Chapter 4: Grade Computer Science in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Grade Computer Science. This chapter will explore what Grade Computer Science is, why Grade Computer Science is vital, and how to effectively learn about Grade Computer Science.
3. In chapter 2, the author will delve into the foundational concepts of Grade Computer Science. This chapter will elucidate the essential principles that need to be understood to grasp Grade Computer Science in its entirety.
4. In chapter 3, the author will examine the practical applications of Grade Computer Science in daily life. The third chapter will showcase real-world examples of how Grade Computer Science can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Grade Computer Science in specific contexts. This chapter will explore how Grade Computer Science is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Grade Computer Science. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Grade Computer Science.

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