

# Microsoft Excel 2007

## Introduction

An electronic Spreadsheet Management System is a software that allows you to enter and manipulate data using a computer. A typical Spreadsheet Management Systems supports three basic functions,

- Electronic spread sheets / worksheets management.
- Database management system facility.
- Charts/graphs facility.

## Starting Microsoft Excel

From the start button, Select All Programs and choose the Microsoft Office then click Microsoft Office Excel 2007.



Starting Microsoft Excel

## Worksheets

Microsoft Excel enables you to create worksheets. A worksheet can be considered as a labeled collection of rows and columns.

- Column: Columns run vertically on the worksheet and are identified uniquely with letters. The columns are lettered a to z and then continuing with aa, ab, ac and so on.

# Excel 2007 User Guide

**Yijin Wang**



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