



## 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

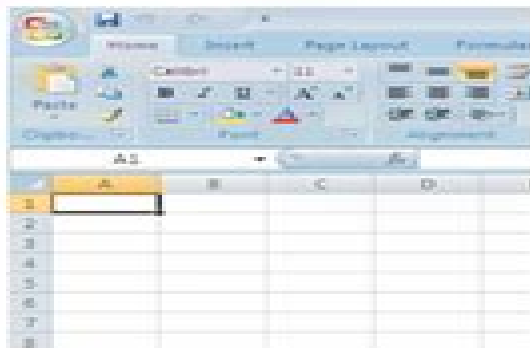
Spreadsheet in MS-Excel is also known as Worksheet.

### 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

**Minjie Lin**



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