

Microsoft Excel Fundamentals

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1. Introduction

- Microsoft Excel is a spreadsheet program for organising, calculating, and analysing data.
- Data is arranged in a grid of rows and columns.

2. Worksheet Basics

- **Cell:** the intersection of a row and column, identified by a reference like A1.
- **Workbook:** a file containing one or more worksheets.
- Enter text, numbers, and dates directly into cells.

3. Formulas and Functions

- **Formula:** a calculation that begins with an equals sign, such as =A1+B1.
- **Functions:** built-in tools like SUM, AVERAGE, MIN, and MAX.
- Cell references can be relative or absolute (using the \$ sign).

4. Formatting Data

- Apply number formats such as currency, percentage, and date.
- Adjust column width, borders, and shading for readability.

5. Charts and Analysis

- Create charts to visualise data, such as bar, line, and pie charts.
- **Sort and Filter:** arrange and display specific data quickly.

6. Summary

- Excel fundamentals include working with cells, building formulas and functions, formatting data, and creating charts to analyse information.