

ACLM Institute

Basic Notes on MS Excel

Microsoft Excel is a spreadsheet application used to store, organize, calculate, and analyze data. It is widely used in offices, schools, businesses, banking, accounting, and data management.

- Perform calculations
- Create tables and charts
- Maintain records
- Analyze data
- Prepare reports

Features of MS Excel

- Easy data entry
- Fast calculations using formulas
- Chart and graph creation
- Data sorting and filtering
- Printing reports
- Conditional formatting
- Data analysis tools

Excel Interface

Workbook: A workbook is an Excel file.

Worksheet: A worksheet is a single spreadsheet page inside a workbook.

Rows: Horizontal lines in Excel. Rows are numbered 1, 2, 3...

Columns: Vertical lines in Excel. Columns are named A, B, C...

Cell: Intersection of row and column. Example: A1, B5, C10

Formula Bar: Used to enter or edit data and formulas.

Name Box: Displays the active cell address.

Types of Data in Excel

Labels: Text data. Example: Name, Address

Values: Numeric data. Example: 100, 2500

Formulas: Used for calculations. Example: =A1+B1

Common Formula Operators

Operator	Meaning
+	Addition
-	Subtraction
*	Multiplication
/	Division

Important Functions

SUM Function: Adds numbers

=SUM(A1:A10)

AVERAGE Function: Finds average value

=AVERAGE(A1:A10)

MAX Function: Finds largest value

=MAX(A1:A10)

MIN Function: Finds smallest value

=MIN(A1:A10)

COUNT Function: Counts numeric cells

=COUNT(A1:A10)

Shortcut Keys

Shortcut Key	Function
Ctrl + N	New Workbook
Ctrl + O	Open Workbook
Ctrl + S	Save Workbook
Ctrl + P	Print
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + Y	Redo

Advantages of MS Excel

- Saves time
- Reduces manual calculations
- Easy report preparation
- Useful in every industry
- Helps in data management

Conclusion

MS Excel is one of the most important computer applications used worldwide. Learning Excel from basic to advanced level improves productivity and increases job opportunities in every field.