

*15.11.2018*

Create your first spreadsheet  
Электрондық кестені жасау

## **What is Excel?**

**Excel is a spreadsheet program in the Microsoft Office system. You can use Excel to create and format workbooks (a collection of spreadsheets) in order to analyze data and make more informed business decisions. Specifically, you can use Excel to track data, build models for analyzing data, write formulas to perform calculations on that data, pivot the data in numerous ways, and present data in a variety of professional looking charts.**



# Excel

## Recent

meals.xlsx  
D: > Matthew > Miscellaneous

 Open Other Workbooks

Search for online templates 

Office Tester  
tester2013@live.com  
Switch account



	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook

A	B	C	D
1	Your Company Name		
2	Street Address		
3	Address 2		
4	City, ST ZIP Code		
5			
6	Statement		
7			

Billing Statement

A	B	C	D
1	Blood Pressure Tracker		
2			
3	Name <input type="text"/>		
4			
5	Target blood pressure: <input type="text" value="120"/>		
6			
7	Call physician if above <input type="text" value="160"/>		
8			
9			
10			

Blood Pressure Tracker

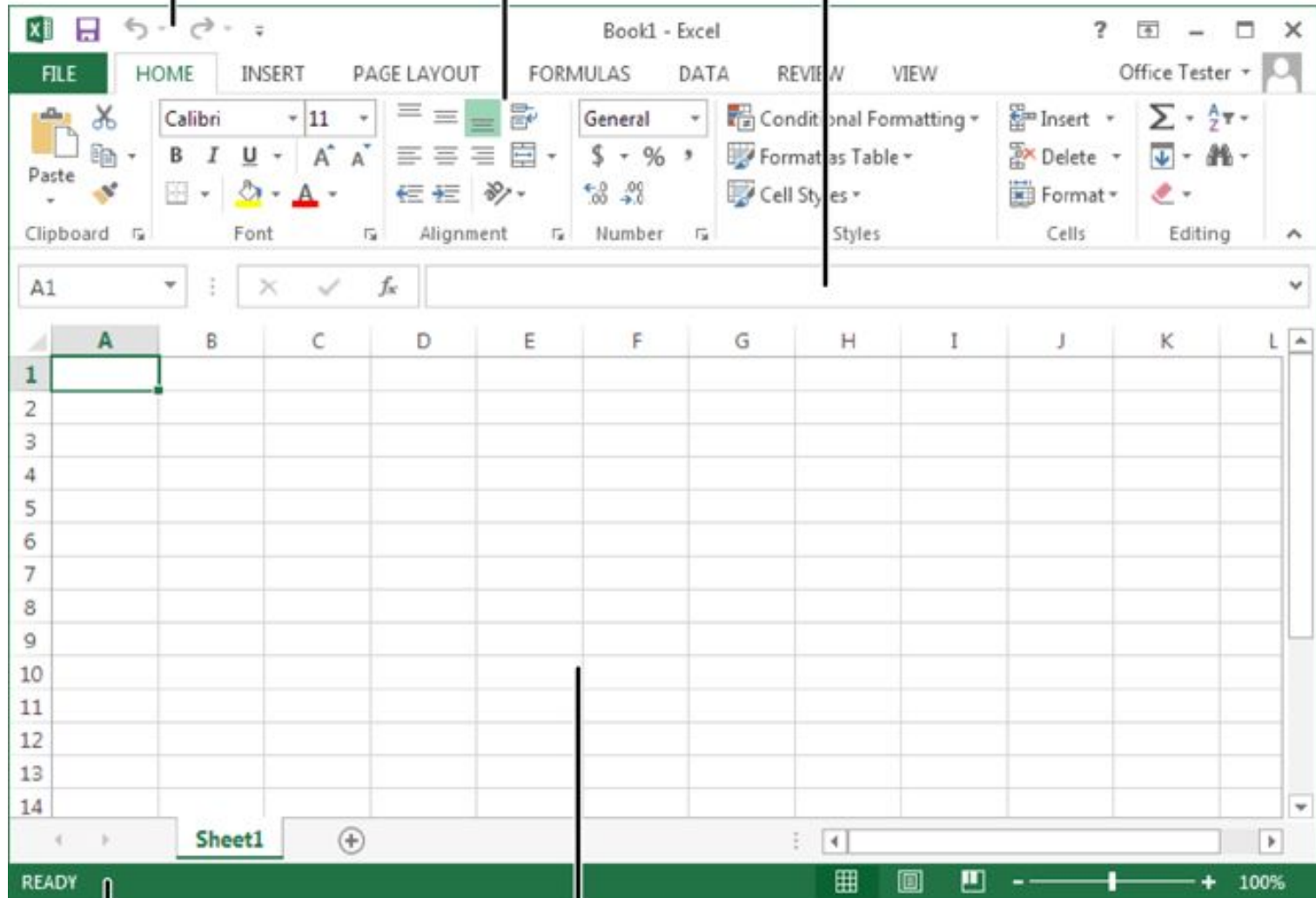
A	B	C	D
1	Expense Report		
2			
3	Name <input type="text"/>		
4	Address <input type="text"/>		
5	City, State, ZIP Code <input type="text"/>		
6	Date <input type="text"/>		
7	Amount <input type="text"/>		
8	Description <input type="text"/>		
9			
10			

Expense Report

Quick Access Toolbar

Ribbon

Formula Bar

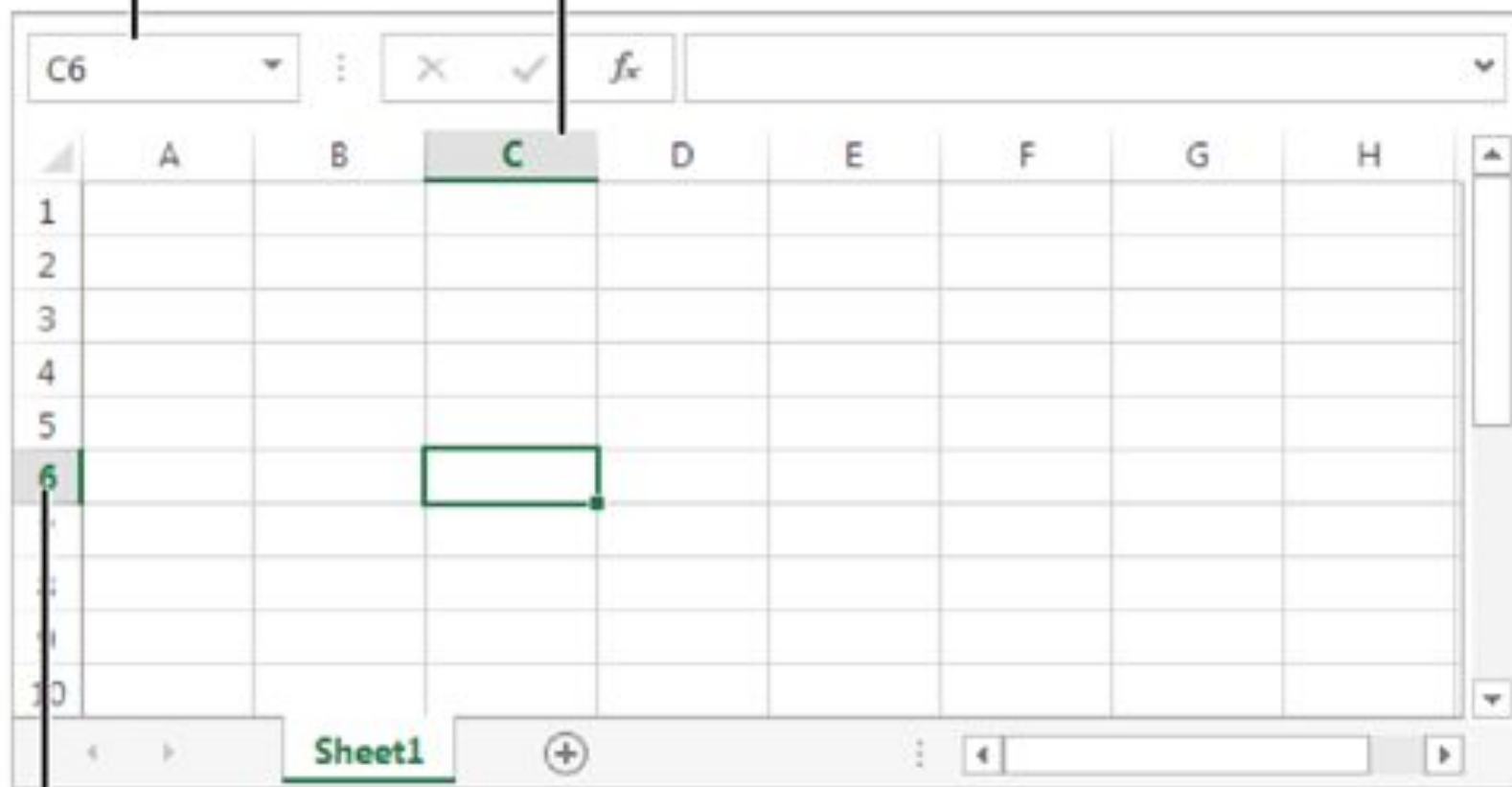


Status Bar

Your spreadsheet work area

Active cell address

Current column



Current row

Book3 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Office Tes...

Clipboard Font Alignment Styles

Conditional Formatting  
Format as Table  
Cell Styles

Cells Editing

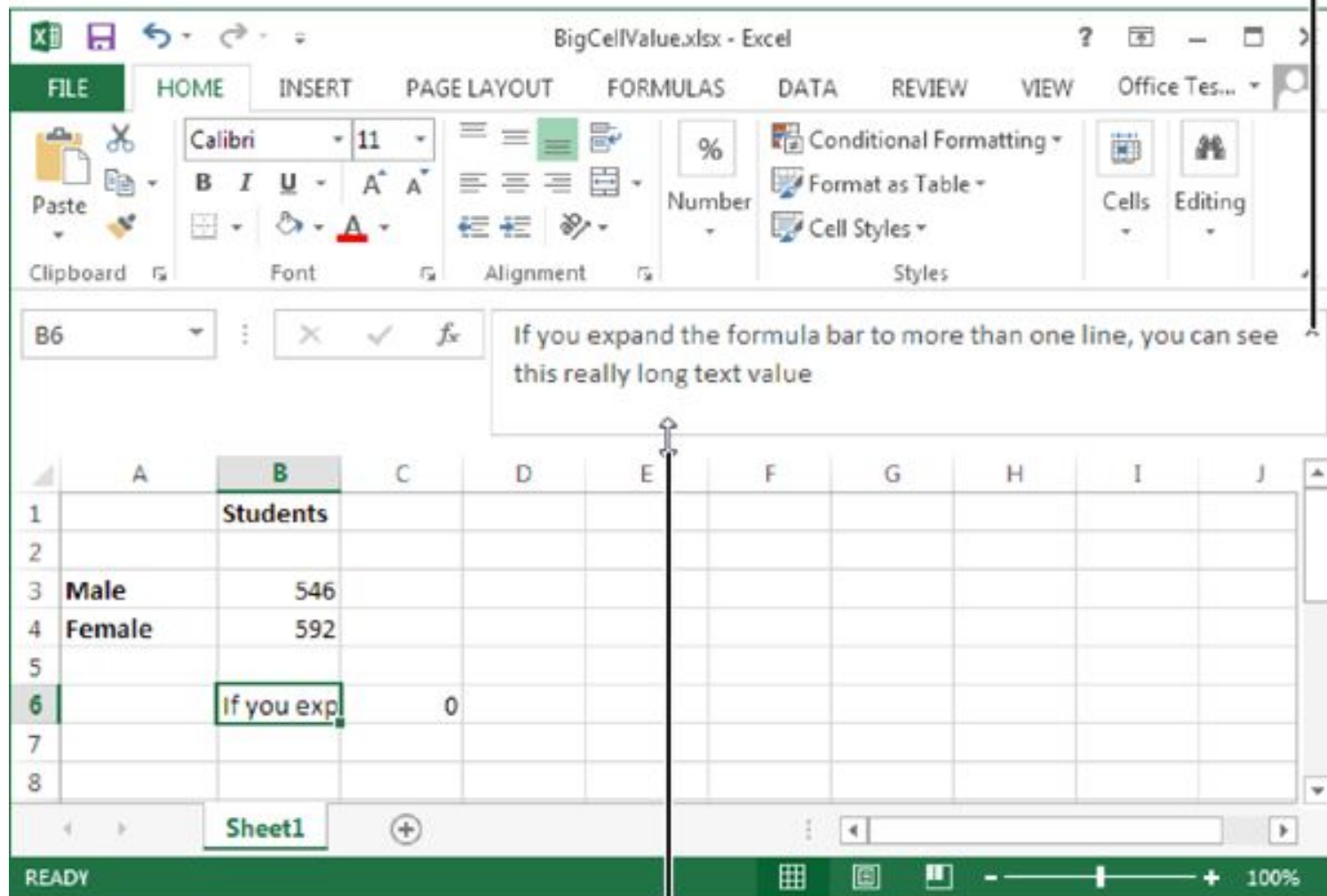
B4 : X ✓ fx 592

	A	B	C	D	E	F	G	H	I	J
1		Students								
2										
3	Male	546								
4	Female	592								
5										
6										
7										
8										
9										

Sheet1

READY 100%

Collapse (or expand) the formula bar



Drag here to resize the formula bar