

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		
4	B/s		
5	Target blood pressure		
6	120		
7	B/s		
8	Call physician if above		
9	B/s		
10			

Blood Pressure Tracker

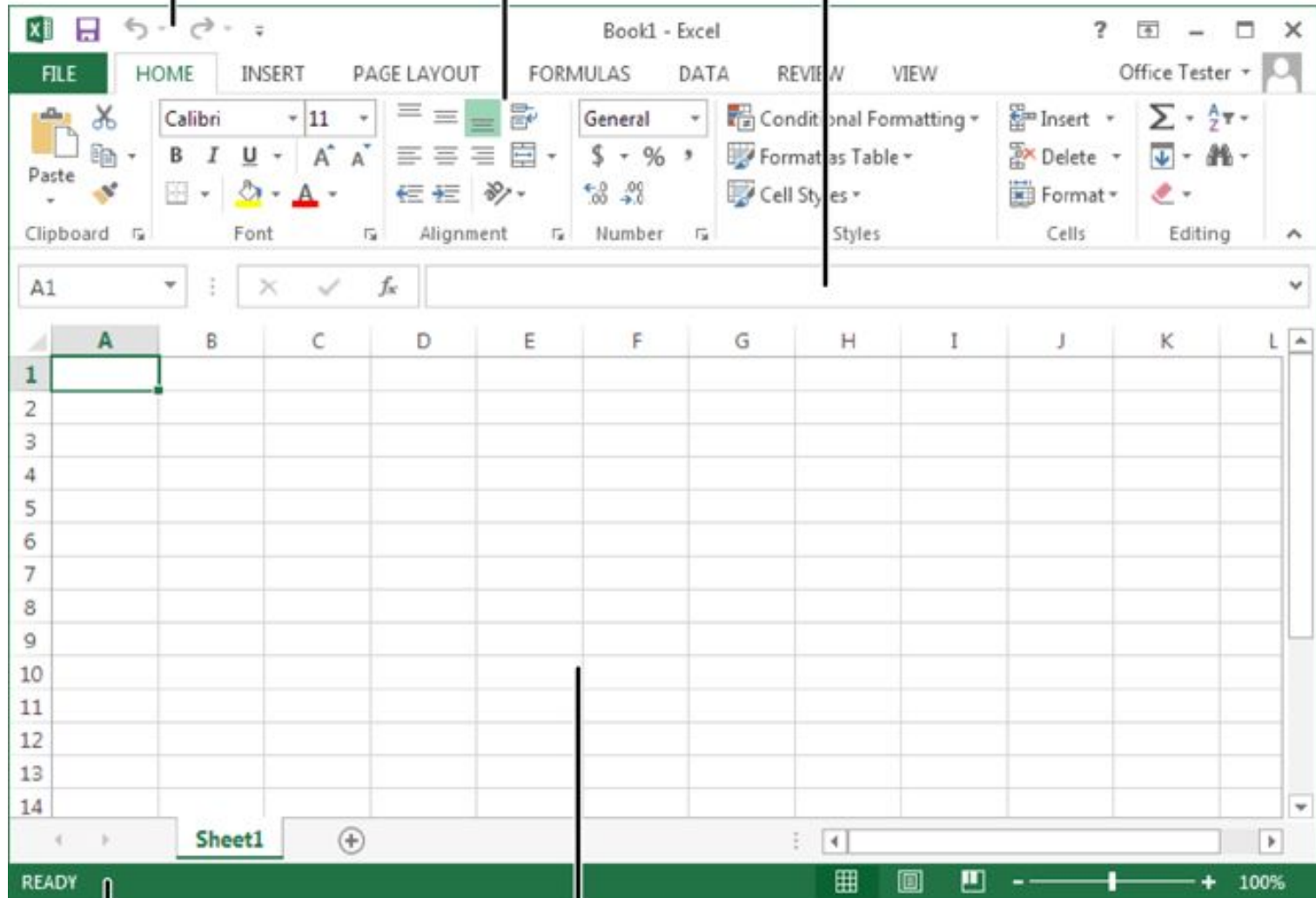
A	B	C	D
1	Expense Report		
2			
3	Name		
4	Address		
5	City, State, ZIP Code		
6			
7	Date		
8			
9	Amount		
10			

Expense Report

Quick Access Toolbar

Ribbon

Formula Bar

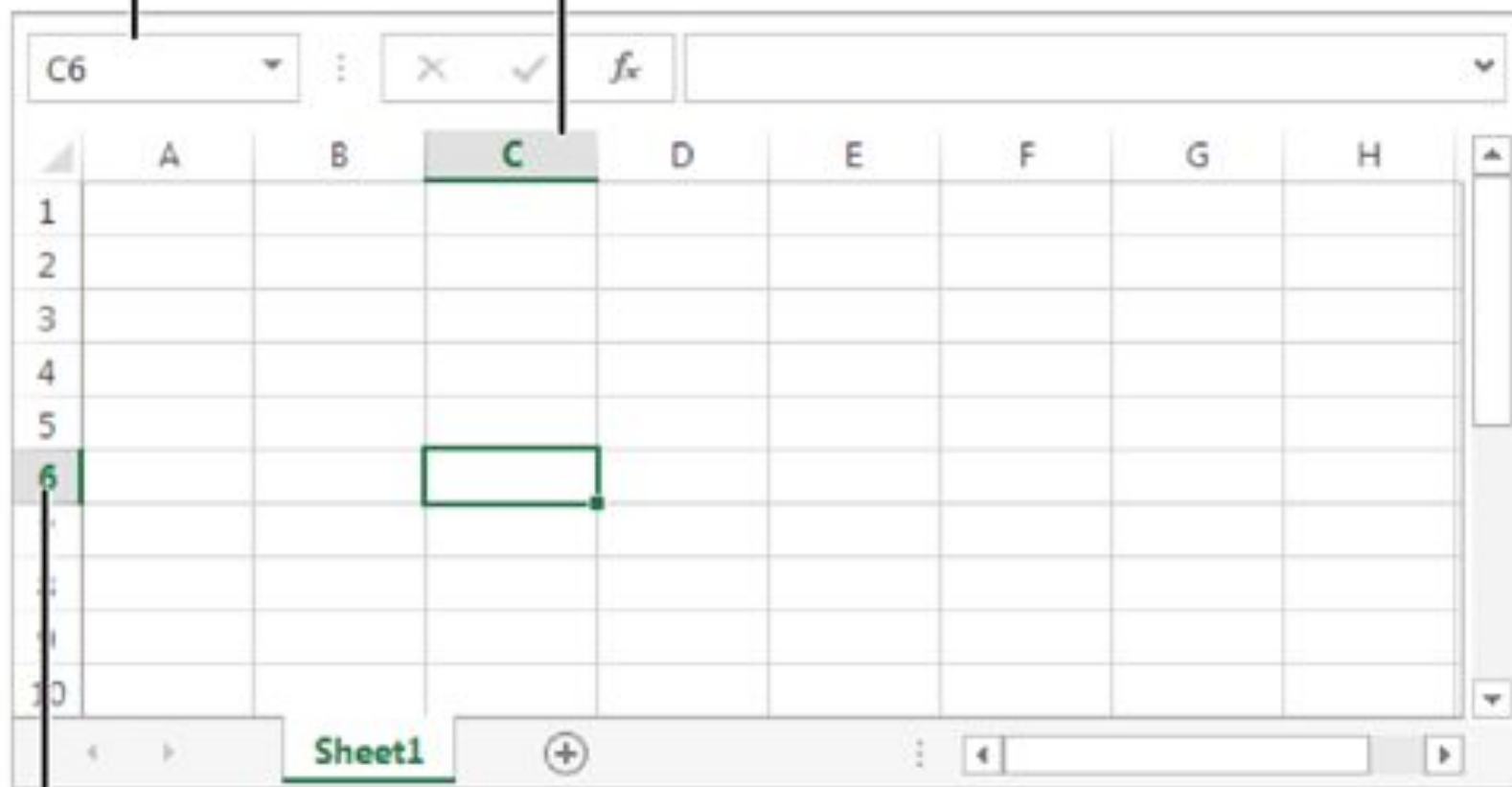


Status Bar

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

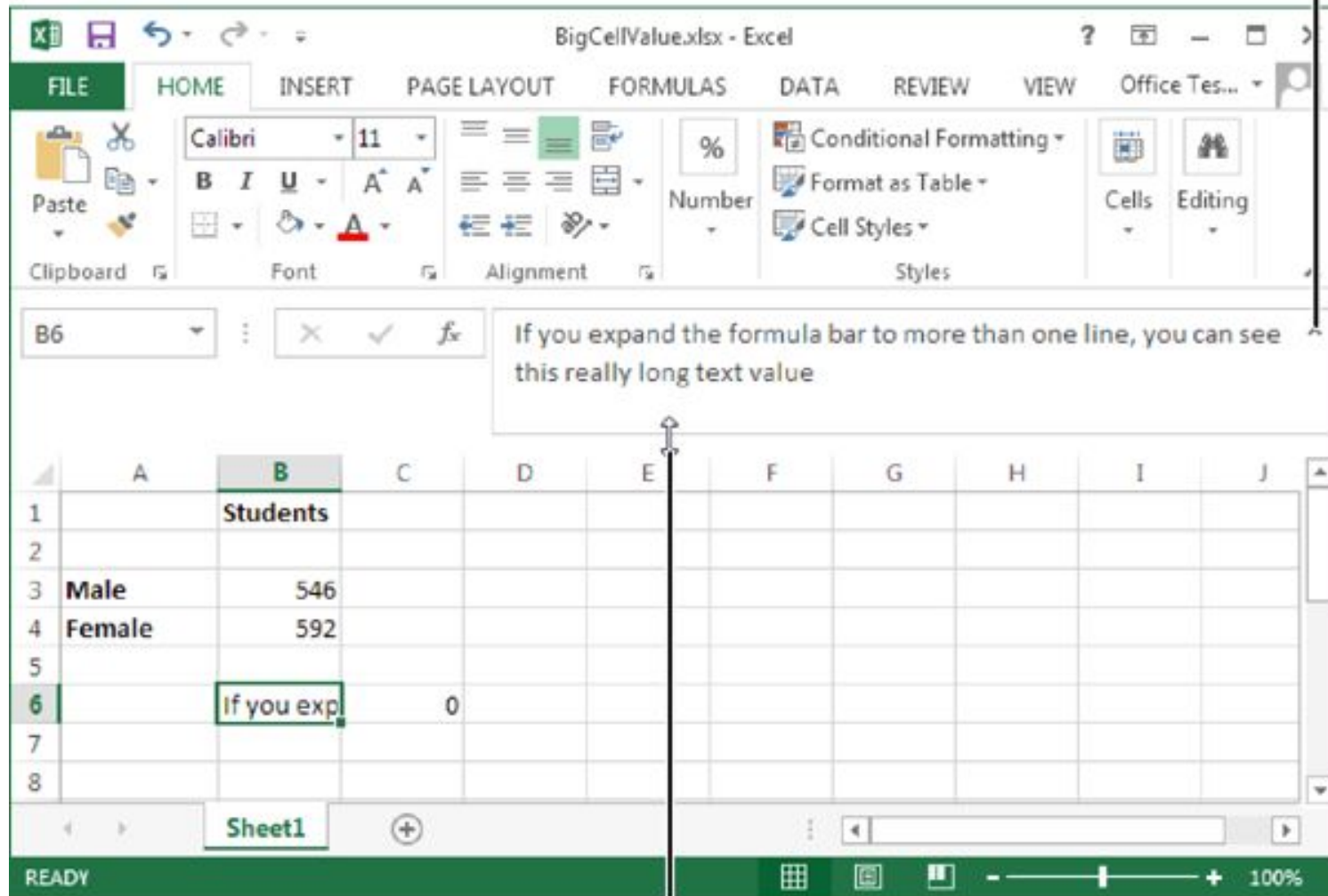
B4 592

	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