



## Microsoft Excel 2010-13

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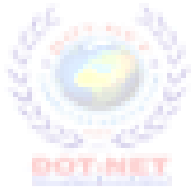
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# Lesson – 1

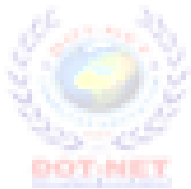
## Introduction of MS EXCEL

### What is MS Excel?

**Microsoft Office Excel** is a member of the spreadsheet family of software. Spreadsheets allow you to keep track of data, create charts based from data, and perform complex calculations. Just like a book ledger, spreadsheets store information in columns and rows. It is shown in a tabular form. **MS Excel window** is called a **calculator window** also.

### About Extensions

The meaning of extensions is the identification and trade mark of application. There are many types of applications in computer, so if you have so many files in one folder and all the files are of different types of application in that case you can identify the application by their extensions.



Identification Symbols :



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Institute ]

MS Excel Extensions :

.XLSX (2010)

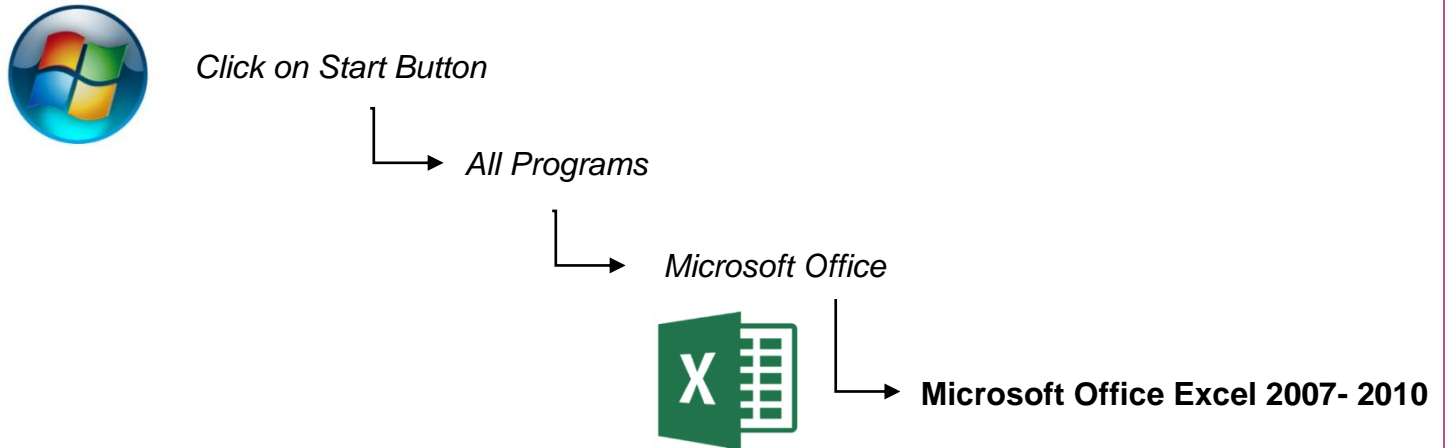
### MS Excel is Part of

The **MS Excel** is the part of **Microsoft Office** family. Below are the parts of Microsoft Office family:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access
4. Microsoft PowerPoint

## How to start MS Excel

We can use these steps to start MS Excel: **(FIRST STEP)**



## SECOND STEP

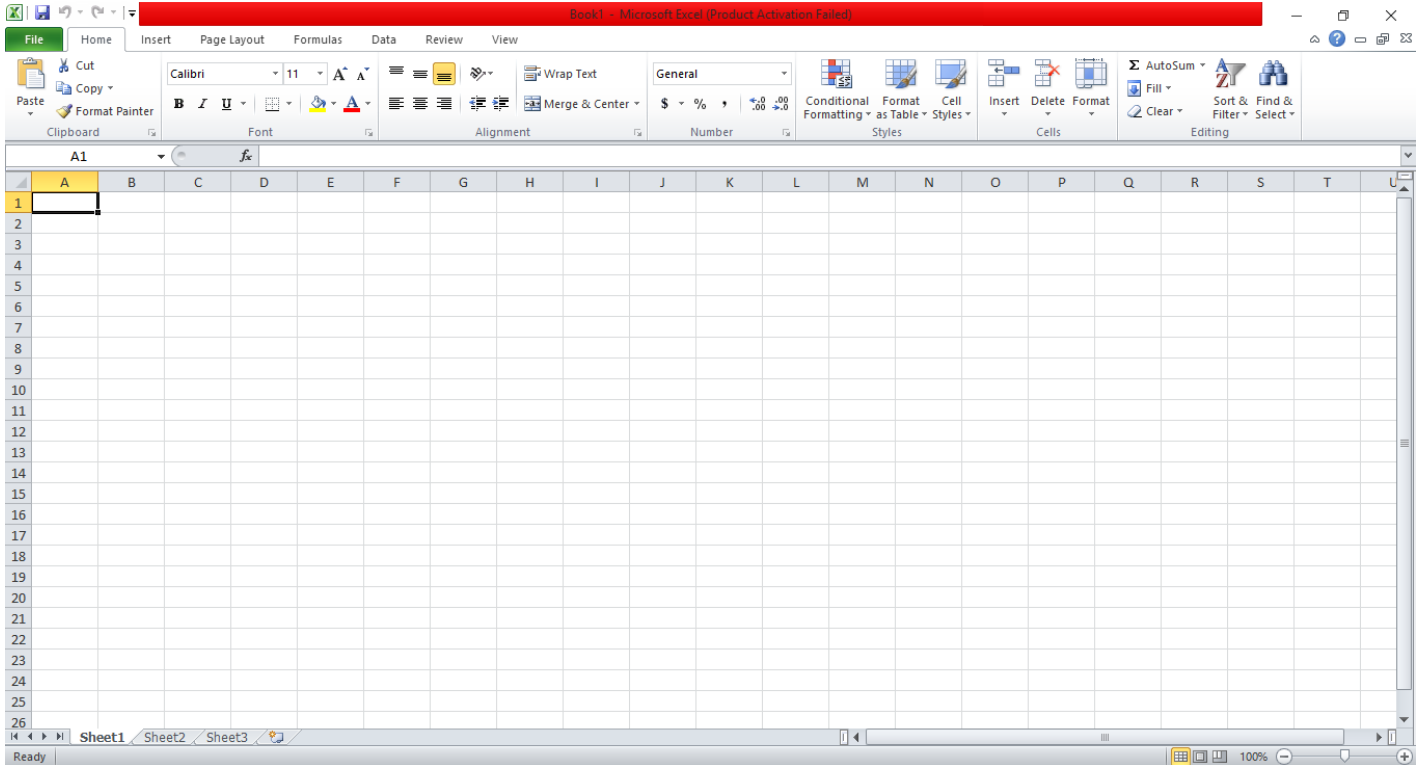
Run/Search → Type- excel → Enter

## SHORTCUT

From Run Command

WinKey + R → (Type) excel → Enter

Now you have screen of Microsoft Excel and you can start your work in this.



## Page Size

**Maximum – 400 %**

**Minimum – 10 %**

**Normal – 100 %**

## Toolbars of MS EXCEL

### 1. Title Bar



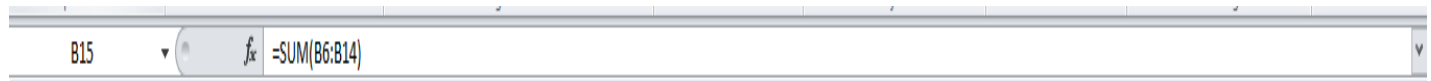
### 2. Menu Bar



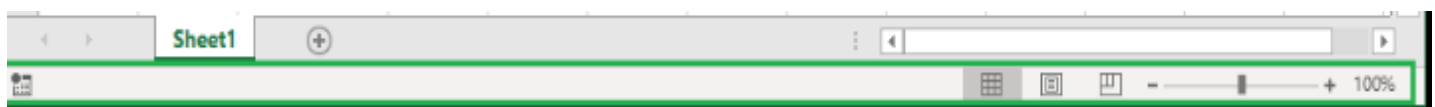
### 3. Formatting Bar



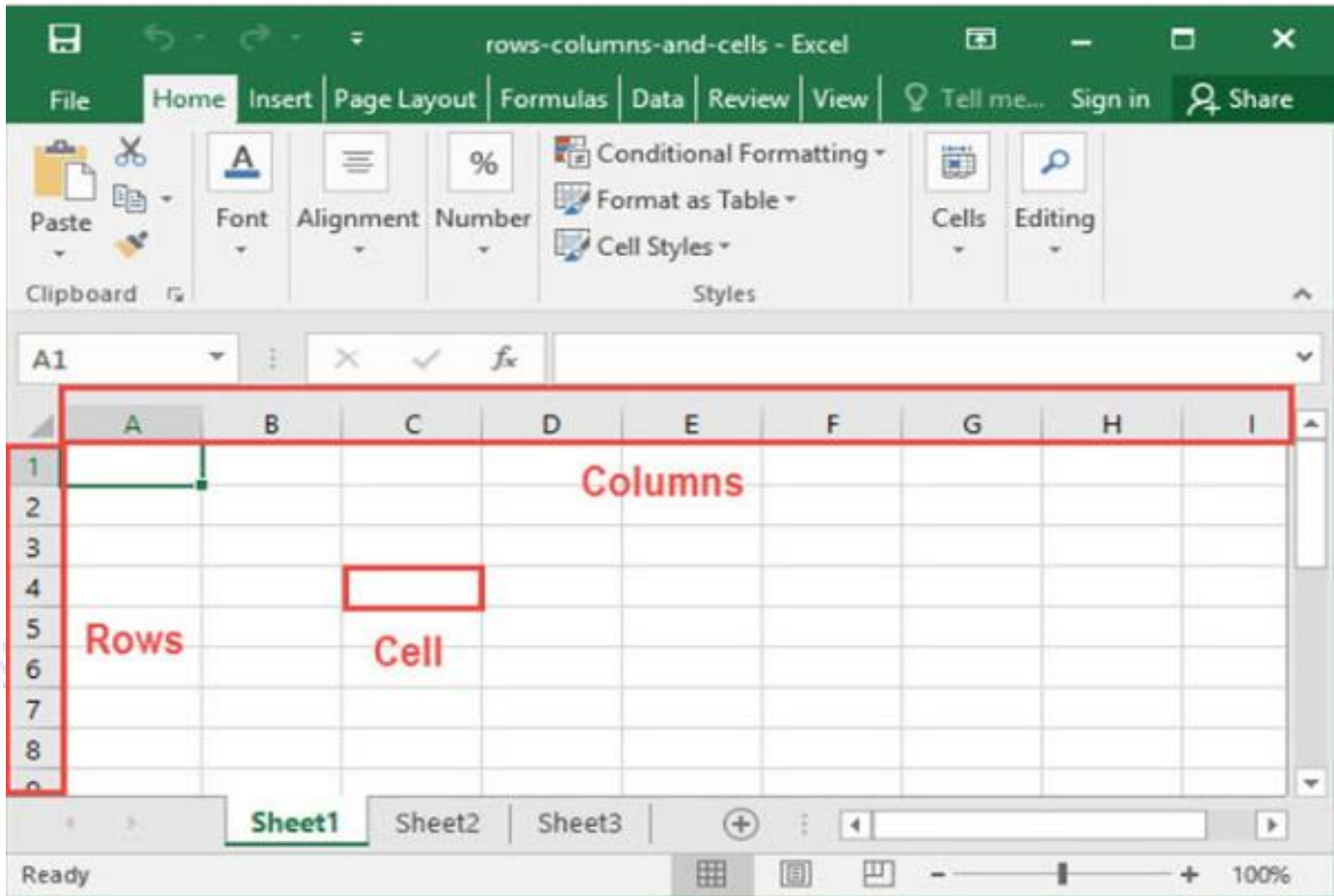
### 4. Formula Bar



### 5. Status Bar



## Spreadsheet / Worksheet / Tabular form



**ROW + COLUMN = CELL**

**Rows = 10,48,576**

**Columns = 16,384**

**Sheets = 10,000 (or above with shortcut – Shift + F11)**