

# Subject: Information and Communication Technology

---



## Lecture – 14

**Course Teacher: Rubina Begum**

Lecturer in Computer & IT

Email: [rubina.nenc19@gmail.com](mailto:rubina.nenc19@gmail.com)

North East Nursing College, Sylhet.



# Outlines

---

- What is MS Excel?
- Features of MS Excel
- Functions of MS Excel
- What is a cell?
- What is Cell Address?



# What is MS Excel?

---

MS Excel is a commonly used Microsoft Office application. It is a spreadsheet program which is used to save and analyze numerical data.





# Features of MS Excel

---

- **Home**
- **Insert**
- **Page Layout**
- **Formulas**
- **Data**
- **Review**
- **View**



# Features of MS Excel

---

Various editing and formatting can be done on an Excel spreadsheet. Discussed below are the various features of MS Excel.



# Home

---

Comprises options like font size, font styles, font colour, background colour, alignment, formatting options and styles, insertion and deletion of cells and editing options





# Insert

---

- Comprises of options like table format and style, inserting images and figures, adding graphs, charts and sparklines, header and footer option, equation and symbols



# Page Layout

---

Themes, orientation and page setup options are available under the page layout option





# Formulas

---

Since tables with a large amount of data can be created in MS excel, under this feature, you can add formulas to your table and get quicker solutions .



# Data

---

Adding external data, filtering options and data tools are available under this category



# Review

---

Proofreading can be done for an excel sheet (like spell check) in the review category and a reader can add comments in this part





# View

---

Different views in which we want the spreadsheet to be displayed can be edited here. Options to zoom in and out and pane arrangement are available under this category



# MS Excel formulas

---

Given below are the common calculations which can be done using

MS Excel:

- Addition
- Subtraction
- Average



# MS Excel formulas

---

- Maximum and Minimum
- Concatenate
- Count





# Advantages of MS Excel

---

- Data entry can be automated and checked for errors
- Easily editing
- The column and row formate are easy to understand and use
- Formulas perform calculations and are saved with spreadsheet



# Advantages of MS Excel

---

- One can sort, copy and move columns and rows with formulas intact
- One can print spreadsheet in variety of formats
- Built-in-graph generate to create graphs from the data in a spreadsheet.



# What is a cell?

---

A spreadsheet is in the form of a table comprising rows and columns. The rectangular box at the intersection point between rows and columns forms a cell.





# What is Cell Address?

---

The cell address is the name by which is cell can be addressed. For Example, if row 3 is interested in column A, then the cell address is A3.



---

# Any Questions?