INSTITUTE OF ACTUARIAL & QUANTITATIVE STUDIES

Class: BSc

Subject : Application of IT- Basics Excel

Chapter: Unit 1 Chapter 1

Chapter Name: Overview of Microsoft Excel

Importance of Excel

A working knowledge of Excel is vital for most office based professionals today, and stronger Excel skills can open the door to promotion and leadership opportunities.

Importance of Excel

1. **Excel is not just for making tables**

When you were in school, maybe you used Excel to plug in a few number tables or add two cells together. However, Excel is so much more complex than that. For example, did you know that the program can do all of the following:

- Organize data in an easy-to-navigate way
- Do basic and complex mathematical functions so you don't have to
- Turn piles of data into helpful graphics and charts
- Analyze data and make forecasting predictions
- Create, build, and edit pixelated images (yes, creatives use it, too!)

Long story short? There's a lot more to the program than you probably even realized, and there's a use for it no matter what you do. It's more about problem-solving in an organized manner than it is about rows of data, and this shift in perspective will allow you to think more critically about how Excel can help you.

Importance of Excel

2. Excel helps you get stuff done

In addition to organizing data, Excel's plethora of programs and functions are meant to save you time. Instead of adding up 127 columns of monthly expenses yourself, for example, Excel does the math for you, and you'll **know** it's correct.
By using Excel, you'll save a ton of time at your job and/or in your personal life, and it's guaranteed to be more accurate than something you could've done by hand. What's not to love?

3. It will help you grow/ promote

Excel is a transferrable skill that any hiring manager understands is critical. That's the beauty of knowing such a universal computer program: It gives you options.

Research shows that middle-skill job applicants who know Microsoft Excel make $22.66 per hour on average compared to the $20.14 per hour their peers make who don't know the program.

Importance of Excel

4. Excel will make you better at your job (no matter what that is)

Investment bankers and accountants aren't the only ones who rely on Excel; scientists, teachers, business owners, graphic designers, and so many other people turn to the program for help. Regardless of what you do in the office, chances are there's some way for Excel to be helping you do your job better; it's just a matter of figuring out what that is.
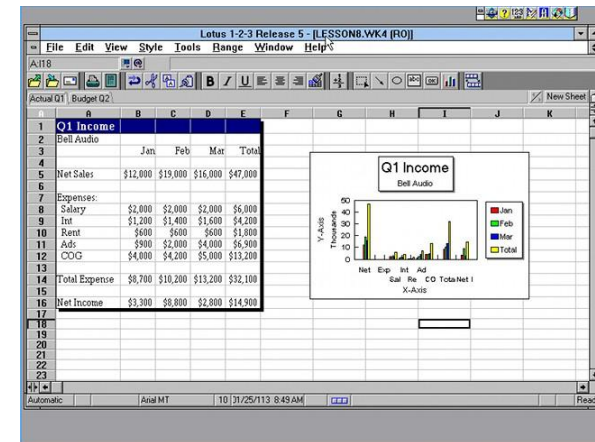
For instance,
- is there a better way you could be organizing your data?
- Could graphics allow you to better communicate your ideas?
- Do you just need a place to do some random rough calculations?

History of Excel

- Microsoft Excel, spreadsheet application launched in 1985 by the Microsoft Corporation.

- Lotus 1-2-3, first sold by the Lotus Development Corporation in 1982, dominated the mid-1980s spreadsheet market for personal computers (PCs) that ran MS-DOS, an operating system sold by Microsoft.

- Microsoft developed a competing spreadsheet, and the first version of Excel was released in 1985 for Apple Inc.'s Macintosh computer. Featuring strong graphics and fast processing, the new application quickly became popular.

- Lotus 1-2-3 was not available for the Macintosh, which allowed Excel to gain a following among Macintosh users.

- The next version of Excel, and the first version to run on Microsoft's new Windows operating system, followed in 1987. With a graphics-heavy interface designed to run on the latest Windows computers, the powerful program became popular.

- Lotus was slow to release a Windows version of its spreadsheet, allowing Excel to increase its market share and eventually become the dominant spreadsheet application in the mid-1990s.

Have you used Excel before?

How do you rate yourself in using Microsoft Excel currently?

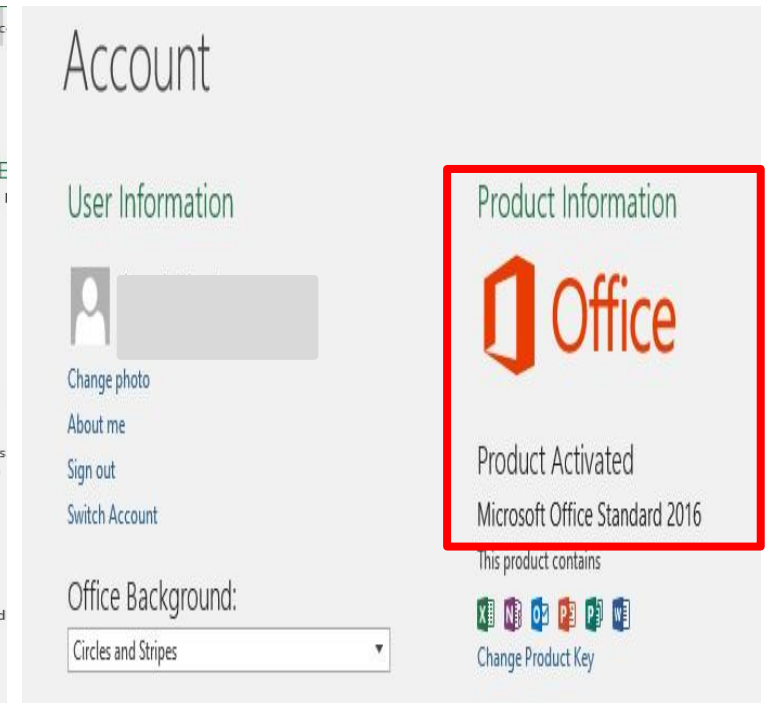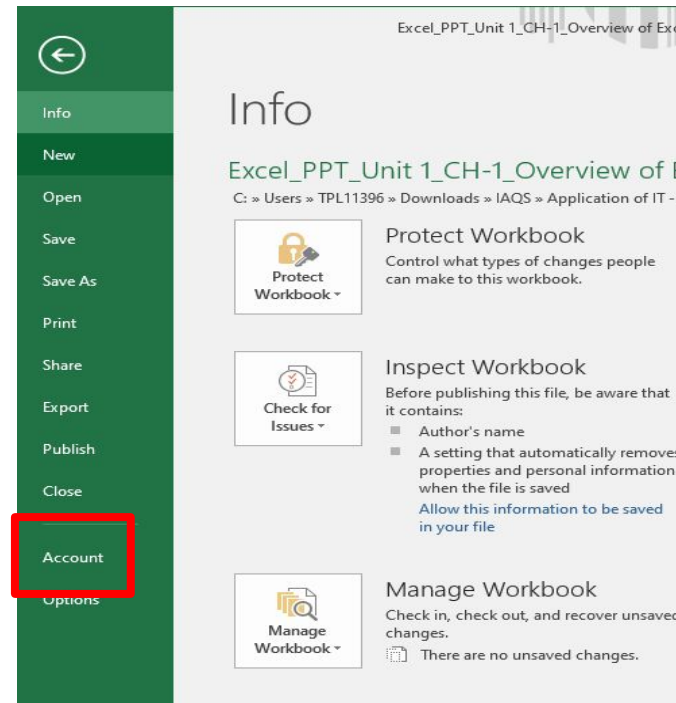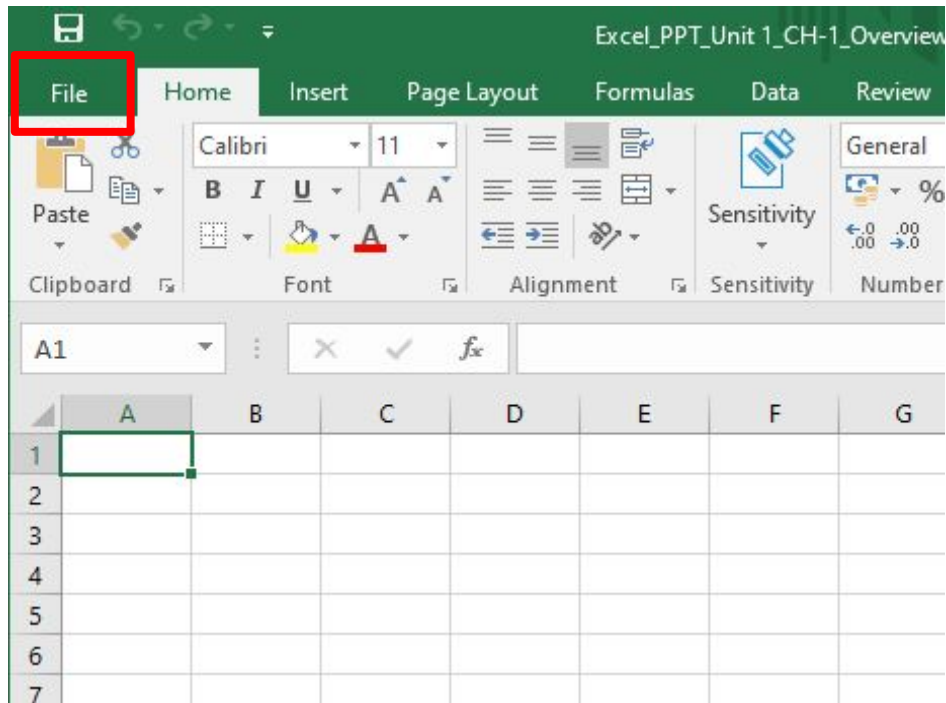1 – I am a Beginner (Never used MS Excel before)

2 – I have used MS excel before but need to learn more.

3 – I have done some projects on MS Excel and know all the basic concepts.

Excel version in your system?

What is the version of excel installed in your system (Laptop/computer)?

Excel version in your system?

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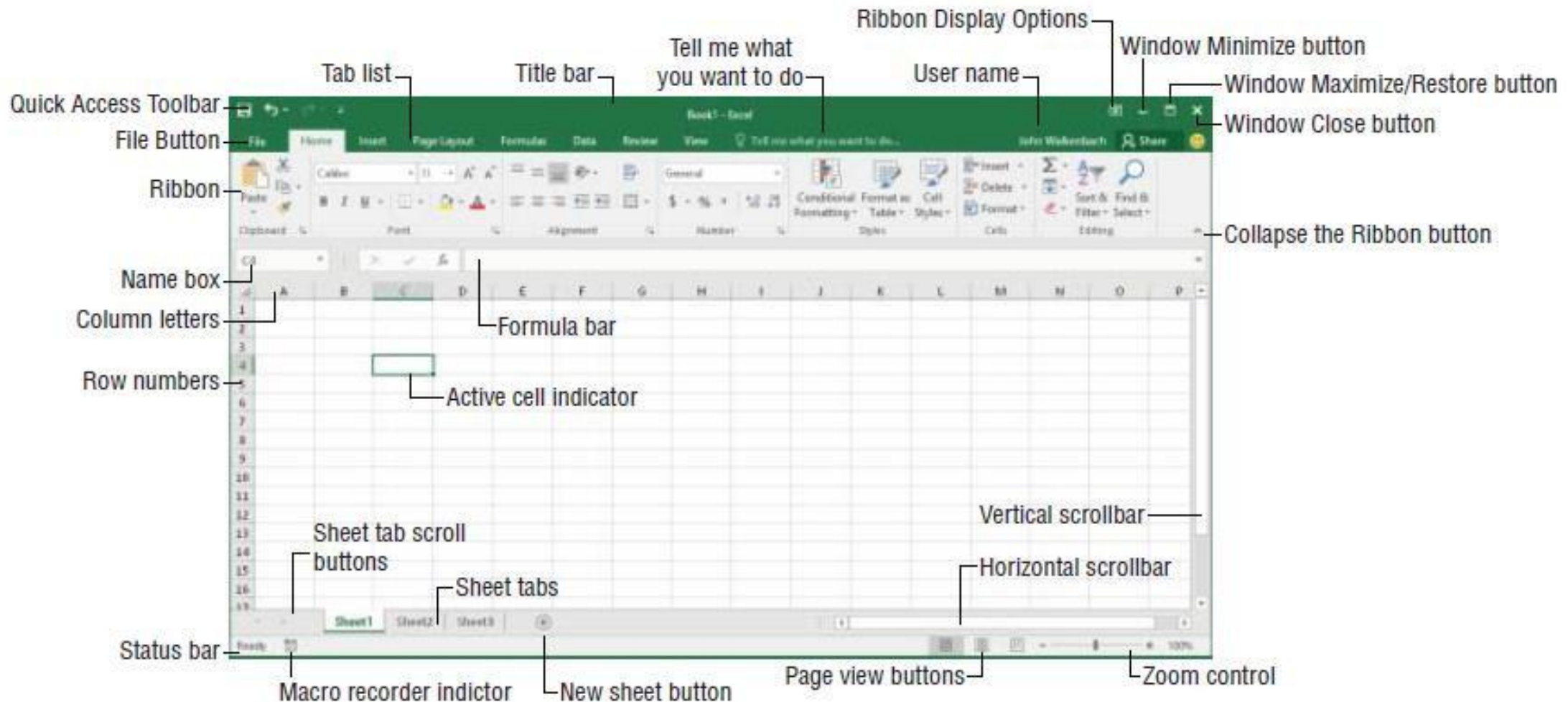**For this course, it is suggested to use any version above the 2010 version.**

Text Books & References

Text books and References:

1. Excel 2016 Bible, by John Walkenbach

2. Excel 2016 for Dummies, by Greg Harvey

3. Building Financial Models with Microsoft Excel, by K. Scott Proctor

Excel sheet parts

Thank you