



**Class:** MSc

**Subject :** Application of IT- Basics and Advance 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.

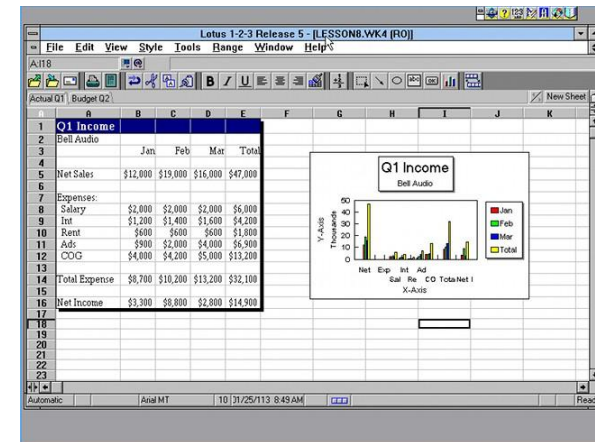
For instance,

- 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.

EMP	NAME	DEPT	JOB	YEARS	SALARY	BONUS
1777	Acifad	4100	Sales	2	40000	10000
81964	Brown	6100	Sales	3	45000	10000
48370	Burns	6100	Ngr	4	75000	25000
58786	Kasser	7800	Ngr	3	65000	25000
40692	Curly	3000	Ngr	5	85000	20000
34701	Babarrett	7800	Sales	2	40000	10000
84884	Daniels	1800	President	8	150000	18000
59937	Beasoy	3900	Sales	3	40000	10000
51515	Bondman	3900	Sales	2	30000	5000
48338	Fields	4100	Ngr	5	70000	25000
91574	Fiklure	1800	Admin	8	35000	---
64906	Fine	5100	Ngr	3	75000	25000
13729	Green	1800	Ngr	5	90000	25000
55957	Bernmann	4800	Sales	4	50000	10000
31619	Wedgedon	5800	Sales	2	40000	10000
1773	Howard	2100	Ngr	3	80000	25000
2185	Hugh	1800	Admin	5	30000	---
23887	Johnson	1800	VP	1	180000	50000
7186	Lafare	2100	Sales	2	35000	5000





## ***Have you used Excel before?***

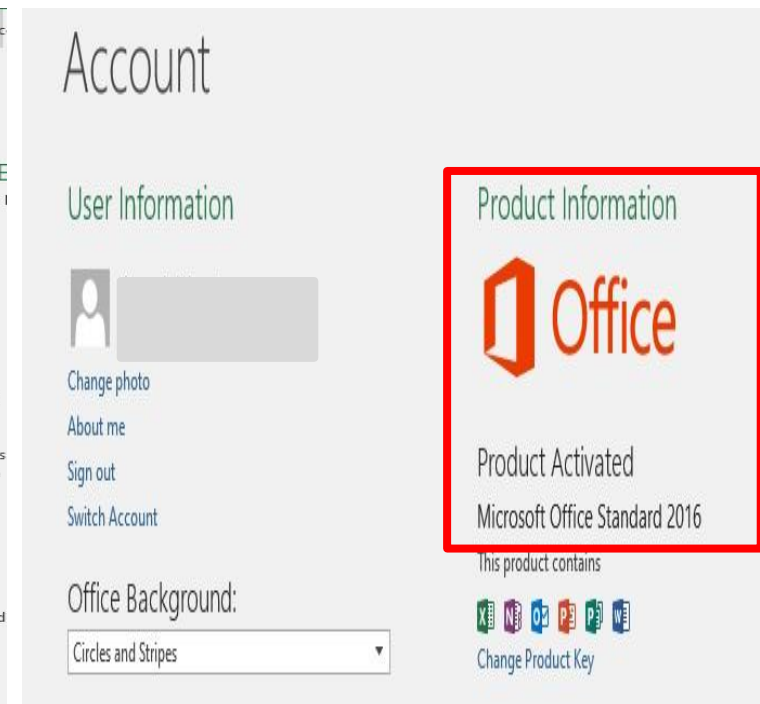
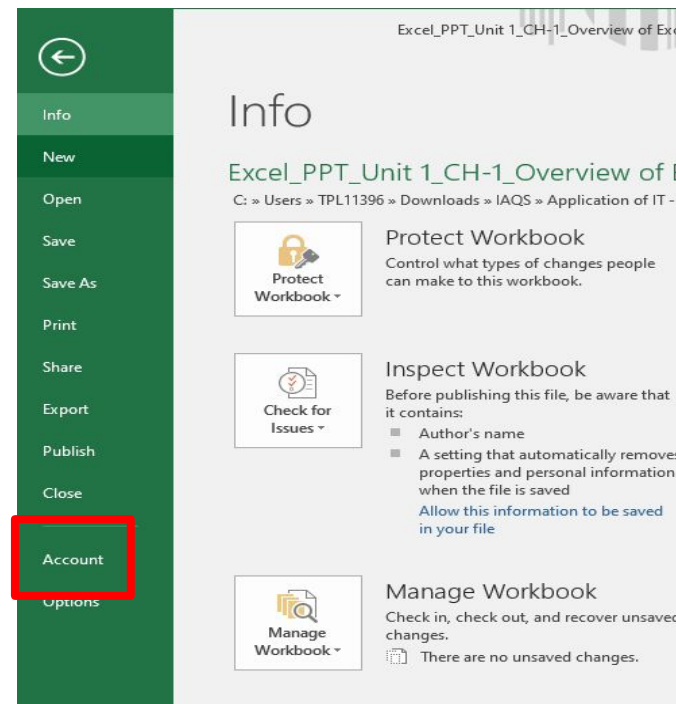
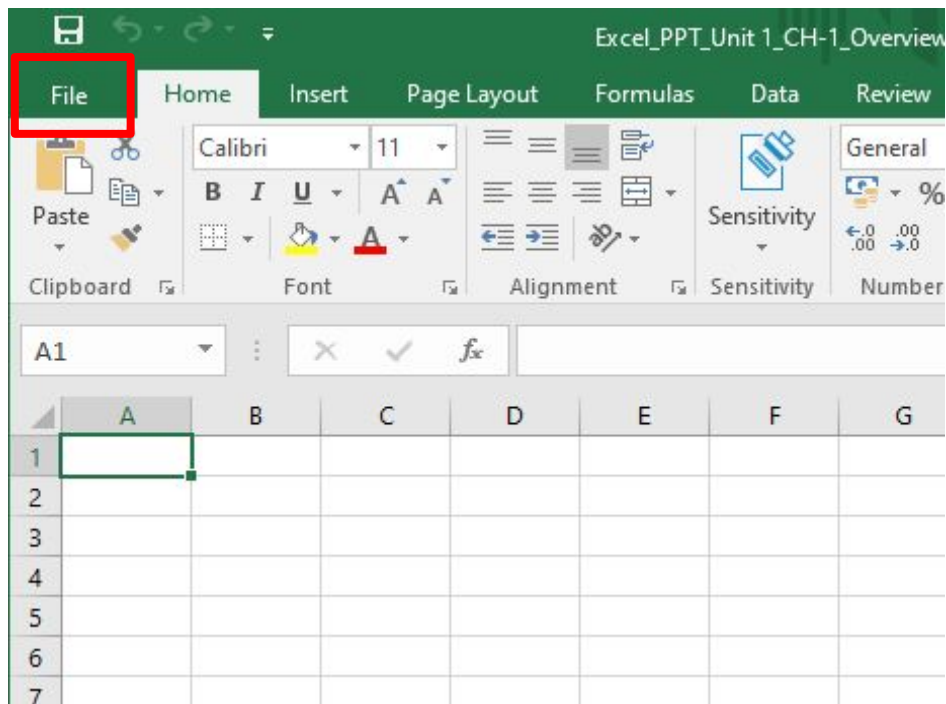
How do you rate yourself in using Microsoft Excel currently?

- 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)?





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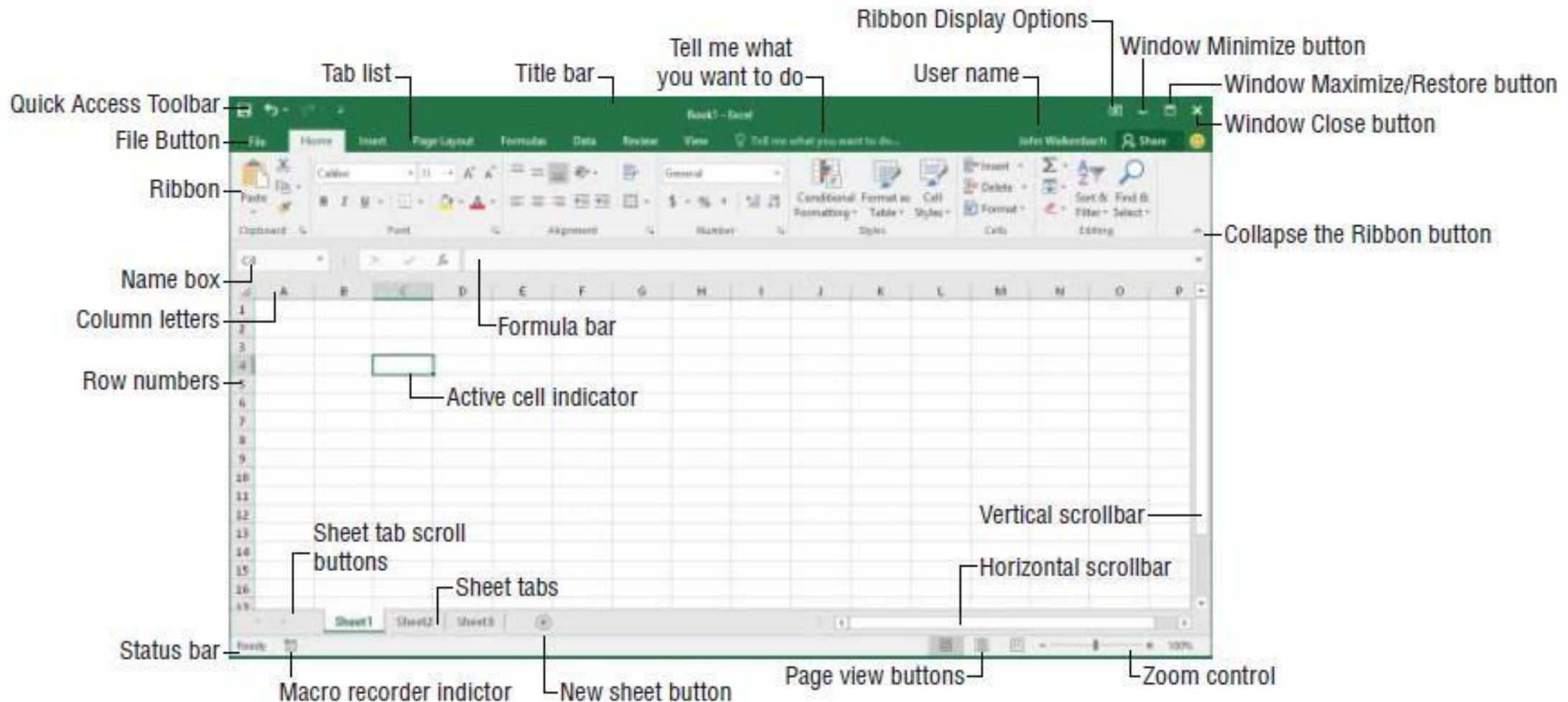
For this course, it is suggested to use any version above the 2010 version.

# ***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*