

## What is Microsoft-Excel:

**Microsoft Excel** is a spreadsheet developed by **Microsoft** for Windows, macOS, Android and iOS. It is Used for analyzing data, managing record data, identifying trends, building charts and forms, and budgeting.

Versions of Excel up to 7.0 had a limitation in the size of their data sets of **16384** rows.

Versions 8.0 through 11.0 could handle **65536** rows and 256 columns .

Version 12.0 can handle **1048576** rows, and **16384** columns

## Features of MS-Excel:

1. **Hyperlink.** We can link one file to another file or page.
2. **Clip art.** We can add images and also audio and video clips.
3. **Charts.** With charts, we can clearly show a product(s) evaluation to a client. For example, you can display a chart showing which product is selling more or less by month, week, and so forth.
4. **Tables.** Tables are created with different fields (e.g. name, age, address, roll number, and so forth). You can add a table to fill these values.
5. **Functions.** There are both mathematical functions (add, subtract, divide, multiply), and logical ones (average, sum, mod, product).
6. **Images and backgrounds.** You can incorporate images and backgrounds into each sheet.
7. **Macros.** Macros are used for recording events for future use.
8. **Database:** With the data feature, you can add any database from other sources to it.
9. **Sorting and filtering.** We can sort and/or filter our data so that anything redundant or repetitive can be removed more easily.
10. **Data validations.** This tool can help you consolidate your data.
11. **Grouping.** The grouping feature helps you both to group your data and ungroup it so that you have subtotals and so forth.
12. **Page layout.** Themes, colors, sheets, margins, size, backgrounds, breaks, print, titles, sheets height, width, scaling, grids, headings, views, bring to front of font or back alignment, and many more are available for you to lay out your page.

## How do you use functions in Excel?

Enter an equal (=) sign. Click the appropriate tab from the library containing the **function** you want to **use**. **Excel** inserts the selected **function** into the formula box with parenthesis and opens the '**Function Arguments**' dialog box. You can then enter the argument or select the cells or range of cells to obtain the answer .

## How do I calculate a Total in Excel?

1. To sum a column of numbers, select the cell immediately below the last number in the column. ...
2. AutoSum is in two locations: Home > AutoSum, and Formulas > AutoSum.
3. Once you create a formula, you can copy it to other cells instead of typing it over and over. ...
4. You can also use AutoSum on more than one cell at a time.

## How many data formats are available in Excel? Name some of them.

Eleven data formats are available in Microsoft Excel for data Storage. Example:

- Number – Stores data as a number
- Currency – Stores data in the form of currency
- Date – Data is stored as dates
- Percentage – Stores numbers as a percentage
- Text Formats – Stores data as string of texts

## Specify the order of operations used for evaluating formulas in Excel.

The order of operations in Microsoft Excel is same as in standard mathematics. It's defined by the term "PEMDAS" or "BEDMAS".

- Parentheses or Brackets
- Exponent
- Multiplication
- Division
- Addition
- Subtraction

## What are charts in MS-Excel?

To enable graphical representation of the data in Excel, charts are provided. A user can use any chart type, including column, bar, line, pie, scatter, etc. by selecting an option from Insert tab's Chart group.

## How can you sum up the Rows and Column number quickly in the Excel sheet?

By using SUM function, you can get the total sum of the rows and columns, in an Excel worksheet.

## Explain few useful functions in Excel.

Following are the functions available in Excel for manipulating the data:

- Math and Financial Functions – SQRT, DEGREE, RAND(), GCD
- Logical Functions – IF, AND, FALSE, TRUE
- Date and Time functions – NOW(), DATEVALUE(), WEEKDAY(NOW())
- Index Match – VLOOKUP and INDEX MATCH
- Pivot tables

## How do you use average function in Excel?

Choose the cells you wish to **average**. Make a note of their cell references, **using** the format A1 or a range of A1:A6. Enter "**=AVERAGE**(range)" -- without quotes -- in an empty cell and replace "range" with the cells you wish to **average**.

Example:

### Enter the numbers you want to find the average.

To illustrate we'll use a series of ten small numbers.

- Enter the numbers in cells A1 through A10 of the worksheet.
- The numbers to enter are 2, 3, 5, 5, 7, 7, 7, 9, 16, and 19.
- Click on an empty cell, such as A11, then type "**=AVERAGE**(A1:10)" (again, without the quotation marks) directly in the cell.

### OR

- Click on an empty cell, then click on the "fx" symbol in the function bar above the worksheet. Select "AVERAGE" from the "Select a function:" list in the Insert Function

dialog and click OK. Enter the range "A1:A10" in the Number 1 field of the Function Arguments dialog and click OK.

- Enter an equals sign (=) in the function bar to the right of the function symbol. Select the AVERAGE function from the Name box dropdown list to the left of the function symbol. Enter the range "A1:A10" in the Number 1 field of the Function Arguments dialog and click OK.

