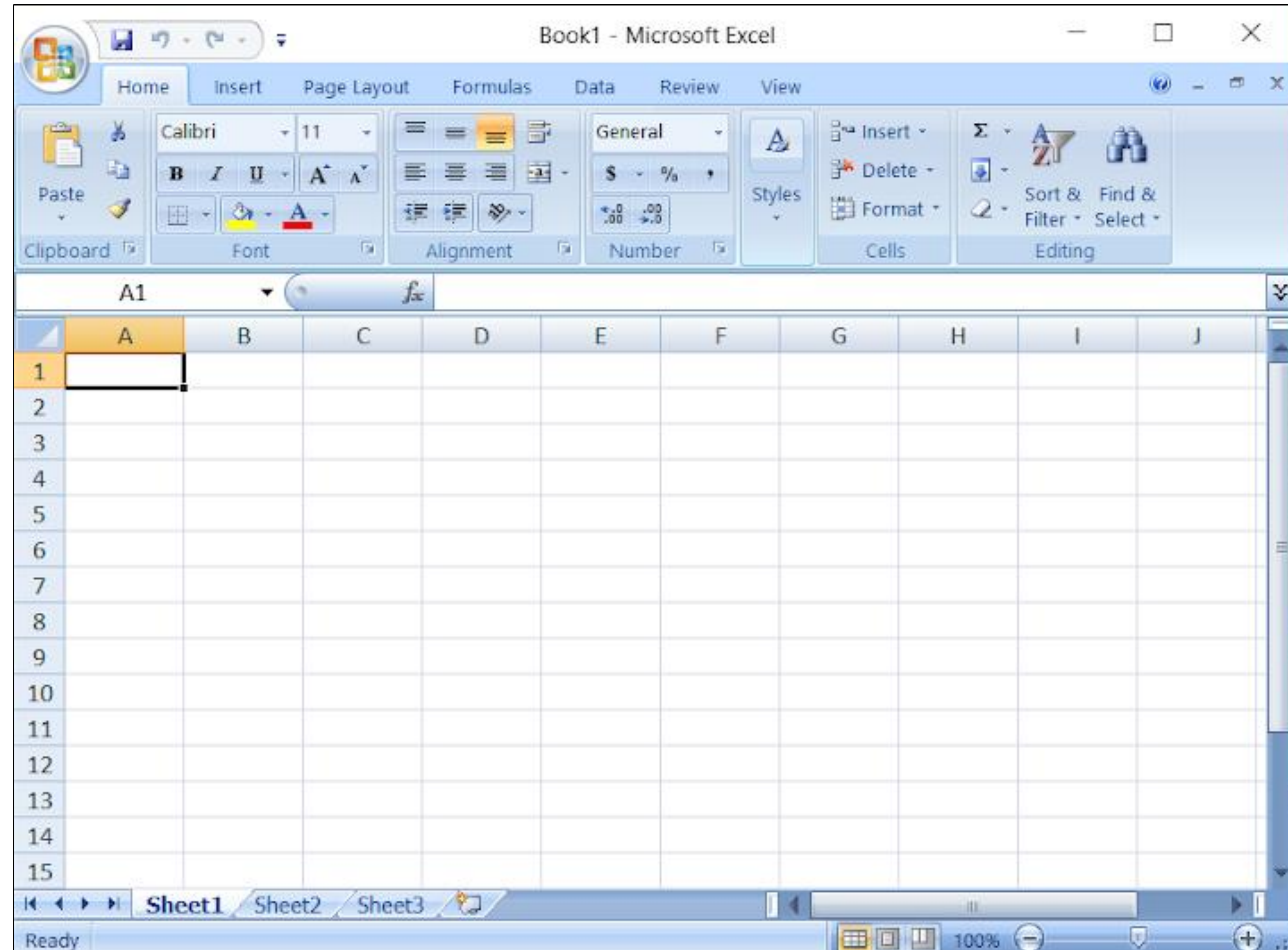# Spreadsheet

Basics

What is excel

❑ Microsoft Excel is a **spreadsheet** or a computer application that allows the storage of data in the form of a table.

❑ It was developed by Microsoft.

❑ It organizes data in columns and rows that can be manipulated through formulas that allow the software to perform mathematical functions on the data.

❑ It can be used on various operating systems such as Windows, macOS, IOS and Android.

Excel sheet

Sheet

❑ A sheet is a single page that contains its own collection of cells to help you organize your data.

❑ It is also called a worksheet.

❑ Sheets listed as tabs along the bottom of the document.

❑ To insert a new worksheet in front of an existing worksheet, select that worksheet and then, on the Home tab, in the Cells group, click Insert, and then click Insert Sheet.

❑ Or else You can also right-click the tab of an existing worksheet, and then click Insert.

Sheet