

*15.11.2018*

Create your first spreadsheet  
Электрондық кестені жасау

## **What is Excel?**

**Excel is a spreadsheet program in the Microsoft Office system. You can use Excel to create and format workbooks (a collection of spreadsheets) in order to analyze data and make more informed business decisions. Specifically, you can use Excel to track data, build models for analyzing data, write formulas to perform calculations on that data, pivot the data in numerous ways, and present data in a variety of professional looking charts.**



# Excel

## Recent

meals.xlsx

D: » Matthew » Miscellaneous

 Open Other Workbooks

Search for online templates 

Office Tester  
tester2013@live.com  
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	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook

	A	B	C	D
1	Your Company Name			
2	Street Address			
3	Address 2			
4	City, ST ZIP Code			
5				
6	Statement			
7				

Billing Statement

	A	B	C	D
1	Blood Pressure Tracker			
2				
3				
4	Name			
5				Score
6	Target blood pressure			120
7				Score
8				Score
9	Call physician if above			
10				

Blood Pressure Tracker

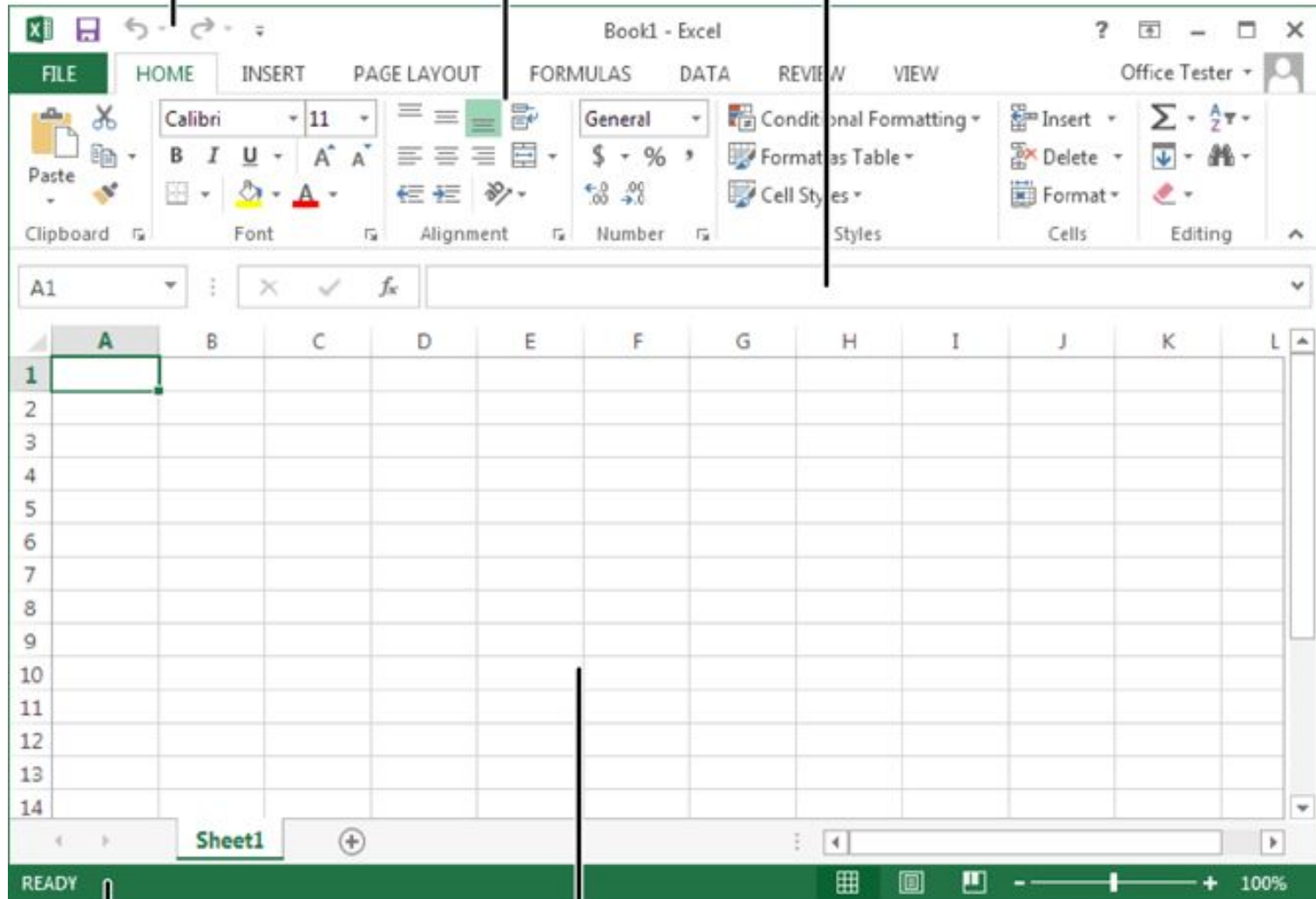
	A	B	C	D
1	Expense Report			
2				
3	Expense			
4				
5	Expense Date			
6				

Expense Report

Quick Access Toolbar

Ribbon

Formula Bar

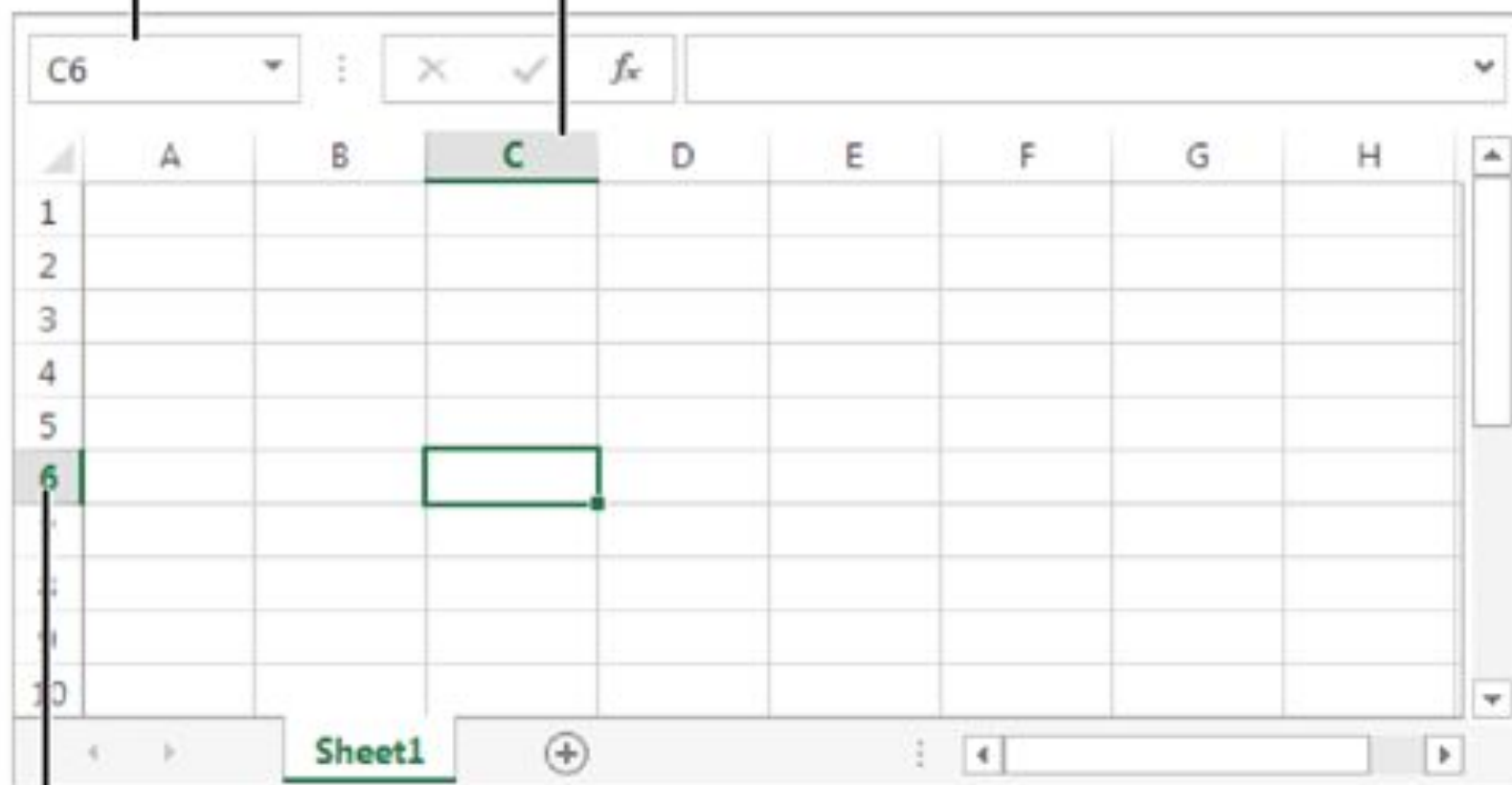


Status Bar

Your spreadsheet  
work area

Active cell address

Current column



Current row

Book3 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Office Tes...

Clipboard Font Alignment Number Styles Cells Editing

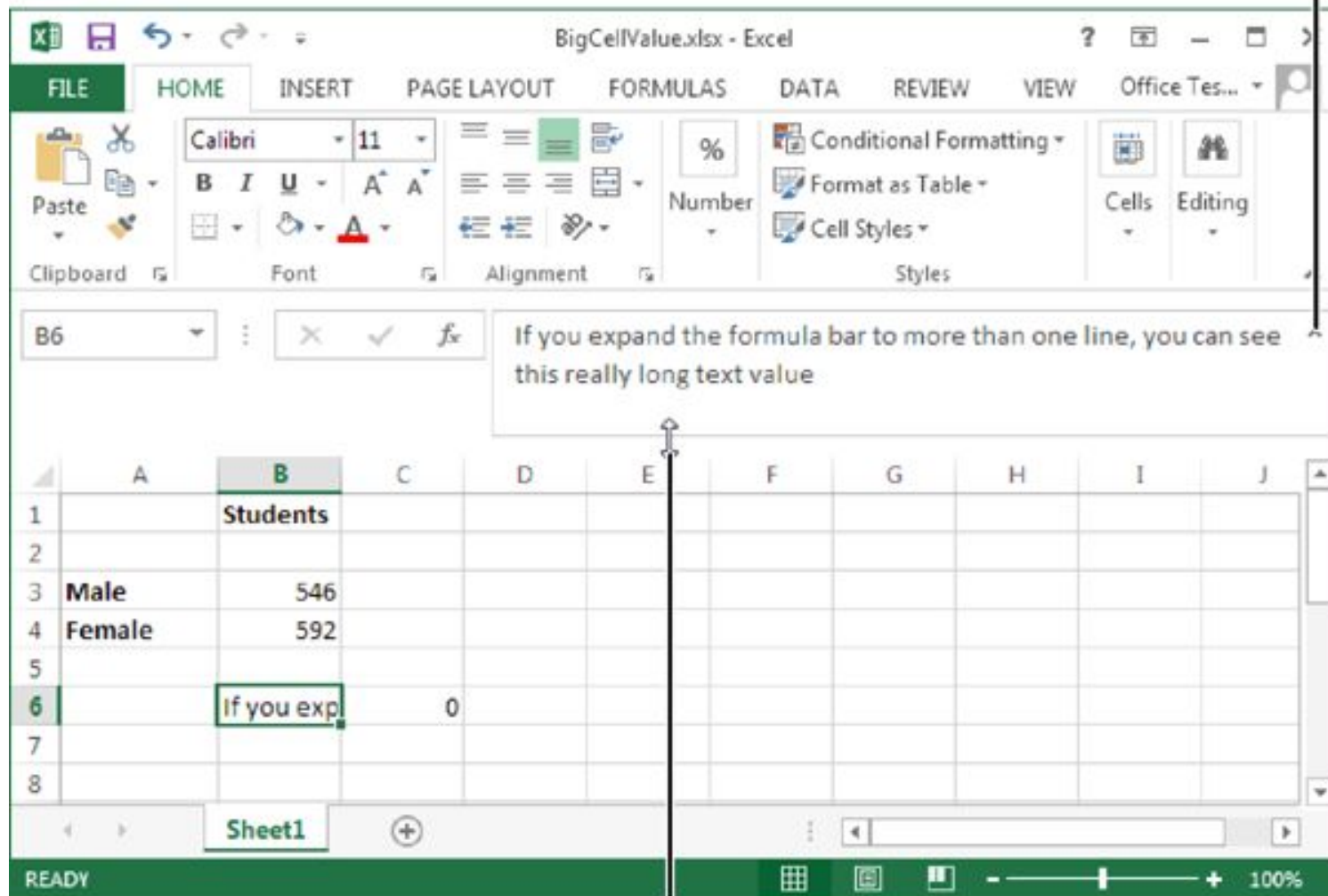
B4 592

	A	B	C	D	E	F	G	H	I	J
1		Students								
2										
3	Male	546								
4	Female	592								
5										
6										
7										
8										
9										

Sheet1

READY 100%

Collapse (or expand) the formula bar



Drag here to resize the formula bar