

MICROSOFT EXCEL

MS-Excel is another member of MICROSOFT OFFICE. It is used for doing various types of calculations, for preparing Salary Sheets, for inserting Charts, for inserting Tables, for doing various Functions, etc.

Excel file is called a WORK BOOK.

Excel file extension = .xlsx or .xls

EXCEL FEATURES:

1. Name Box or Cell Reference Area
2. Text Box or Formula Bar
3. Column
4. Column Heading
5. Row
6. Row number
7. Cell
8. Active Cell
9. Cell Reference
10. Sheet tab

There are 16,384 columns and 1,048,576 rows