Excel Spreadsheets : -

A spreadsheet is the computer equivalent of a paper ledger sheet. It consists of a grid made of columns and rows. It is an environment that can make number manipulation easy. If you change the month/day amount, you will have to start the math all over again. On the computer version, you can change the values and the result is automatically recalculated. Basics of a Spreadsheet are made up of columns

Rows :-and their intersections are called cells. In each cell, there may be the following types of data

–text (labels)

− number data (constants)
− formulas (mathematical equations that do all the work).

Microsoft Excel is an electronic spreadsheet application. ˆA spreadsheet is the computer equivalent of a paper ledger sheet. Microsoft Excel can be used to organize, calculate, and analyze the data.

- format your data.
- organize your data by sorting it.
- name ranges of data and use the range names in formulas and navigation for automatic updating.
- use cell references rather than values in formulas allowing you to adjust formulas as you copy and move them across the spreadsheet.
- generate charts and graphs illustrating your data.
- automate and customize procedures by using macros.
- How will you Perform Mathematical Calculations in excel?

In Microsoft Excel, we can enter numbers and mathematical formulas into cells. Whether we enter a number or a formula, can reference the cell when we perform mathematical calculations such as addition, subtraction, multiplication, or division. When entering a mathematical formula, precede the formula with an equal sign. Use the following to indicate the type of calculation wishes to perform:

- +Addition
- -Subtraction
- *Multiplication
- /Division
- ^ Exponential

Auto fills feature in Excel A very handy feature in Excel is AutoFill, which allows y us to automatically fill cells with pre-set data. If we need to add the months of the year or the days of the week to our spreadsheets, we can do so using AutoFill.

It is also possible to customize the lists of data that work with Auto Fill so that easily add data that is used frequently. If regularly adds the same department names or part numbers to spreadsheets one can add these names to the AutoFill feature making it easier to enter them when needed.

Workbook : -

A workbook is a spreadsheet file. By default, each workbook in Excel contains three pages or worksheets. The term spreadsheet is often used to refer to a workbook, when in actual fact; spreadsheet refers to the computer program, such as Excel. So, when we open the Excel spreadsheet program it loads an empty workbook file consisting of three blank worksheets for you to use.

Features of Excel : -

- Hyperlink: -We can link one file to another file or page with the use of Excel.
- Clipart: - In this, we can add images and audio, video clips can be added here.
- Charts: - With charts, we can clearly show products evaluation to the clients.
- Tables: - Tables are created with different fields eg -name, age, address, roll no so we add a table to fill these values.
- Functions: - MATHEMATICAL: Add, subtract, div, multiply. LOGICAL: average, sum, mod, product.
- Images and Backgrounds: - In this, we add images and backgrounds to the sheet.

Macros : - Macros are used for recording events for further use.

Database : - We can add database from other sources with data feature.

Sorting and Filter : - In sorting, we can sort our data and filter our data so that repetitions will be removed.

Data Validations : - In data tools, there are data validations consolidate etc are used.

Grouping : - In this, we can use group, ungroup subtotal etc.

Page layout: - In this theme, colors, sheets, margins, size, backgrounds, breaks, print, titles, sheets height, width, scaling, goodness, headings, views, bring to the front of font or back alignment etc will be used.

Excel Headers and Footers : -

In Microsoft Excel, headers and footers are lines of text that print at the top (header) and bottom (footer) of each page in the spreadsheet. They contain descriptive text such as titles, dates, and/or page numbers. They are used to add information to a spreadsheet that is being printed. Excel has several pre-set headers and footers that you can use. These standard options include the sheet name, date, time, and file name. There is also an option for creating your own custom headers or footers text, that can include graphics, or other spreadsheet data.

The difference between a worksheet and a workbook in Excel : -

A worksheet is a single spreadsheet page and a workbook is a collection of all the worksheets in a single file. A workbook contains worksheets, in the same way, that a book contains pages. A workbook consists of one or more worksheets.

For example, if you had one sheet that was a table with information and another sheet with a pie chart, you would have a workbook. On the other hand, a worksheet is one spreadsheet in Excel that you are working on

PowerPoint Presentations : -

Microsoft PowerPoint is a presentation program currently developed by Microsoft, for use on both Microsoft Windows and Apple Macintosh operating systems. PowerPoint, initially named "Presenter", was created by Forethought Inc. Microsoft's version of PowerPoint was officially launched on May 22, 1990, as a part of the Microsoft Office suite. PowerPoint is useful for helping develop the slide-based presentation format and is currently one of the most commonly used slide-based presentation programs available. Microsoft has also released the PowerPoint mobile application for use on Apple and Android mobile operating systems. The following activities will be carried out with the help of powerpoint presentation: -

Create a new presentation : -

using the wizard, design-template, or blank presentation

Using blank-presentation is the most flexible for you

Understand the tools inside of power point

Moving from slide to slide – Presenting your slide Creating a new presentation

"AutoContent Wizard" walks you through a series of questions about your presentation, letting you choose from a variety of predetermined content themes, visual styles, and formatting options. You can answer all the questions or skip some and click "Finish" at any time.

"Design Template" allows you to choose from various background designs and slide styles to use throughout your presentation. Clicking the various presentation options shows thumbnail views of their designs. Click "OK" to choose one.

"Blank Presentation" starts you out with blank slides

VIEWS – PowerPoint has several 'views' that allows you to edit and see presentation content in various useful ways. You can switch among the views as you work by selecting one from the View menu or clicking one of the five 'view' buttons in the lower left-hand corner of the PowerPoint window. - In the Normal view, the screen is split into three sections showing the presentation outline on the left, the slide in the main window, and notes at the bottom..