

## What is Excel?

Excel is pronounced "Eks - sel"

It is a spreadsheet program developed by Microsoft. Excel organizes data in columns and rows and allows you to do mathematical functions. It runs on Windows, macOS, Android and iOS.

The first version was released in 1985 and has gone through several changes over the years.

However, the main functionality mostly remains the same.

Excel is typically used for:

- Analysis
- Data entry
- Data management
- Accounting
- Budgeting
- Data analysis
- Visuals and graphs
- Programming
- Financial modeling
- And much, much more!

The **Ribbon** provides shortcuts to Excel commands. A command is an action that allows you to make something happen. This can for example be to: insert a table, change the font size, or to change the color of a cell.

### Tabs

The tab is a menu with sub divisions sorted into groups. The tabs allow users to quickly navigate between options of menus which display different groups of functionality.

### Groups

The groups are sets of related commands. The groups are separated by the thin vertical line break.

### Commands

The commands are the buttons that you use to do actions.

The Sheet explained

The **Sheet** is a set of rows and columns. It forms the same pattern as we have in math exercise books, the rectangle boxes formed by the pattern are called cells.

Values can be typed to cells.

Values can be both numbers and letters:

Each cell has its unique reference, which is its coordinates; this is where the columns and rows intersect.

Let's break this up and explain by an example

Have a look at the picture below. Hello world was typed in cell **C4**. The reference can be found by clicking on the relevant cell and seeing the reference in the **Name Box** to the left, which tells you that the cell's reference is **C4**.

Another way to find the reference is to first find the column, in this case **C**, then map that towards the row, in this case **4**, which gives us the reference of **C4**