Elementary MS Excel Portfolio

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Tech Dynasty Services

Empowering Tech Talents & Digitizing Business Processes

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1. INTRODUCTION TO MS EXCEL?

Imagine if you had a magic notebook that could help you organize all your favorite things, like your toys, candies, or even your superhero cards. This is exactly what Excel is like.

Excel is like a super organized digital notepad where you can make lists, do math, and even draw cool charts and graphs. Let's say you have a bunch of your favorite candies and you want to know how many of each you have. You can make a list in Excel and it will keep track of everything for you!

It's not just for numbers though, you can use it to make schedules for your activities, like when to play video games or do homework. And if you're learning math, Excel can help you practice adding, subtracting, multiplying, and dividing.

So basically, Excel is like your own personal assistant that helps you keep things in order and makes boring stuff a lot more fun!
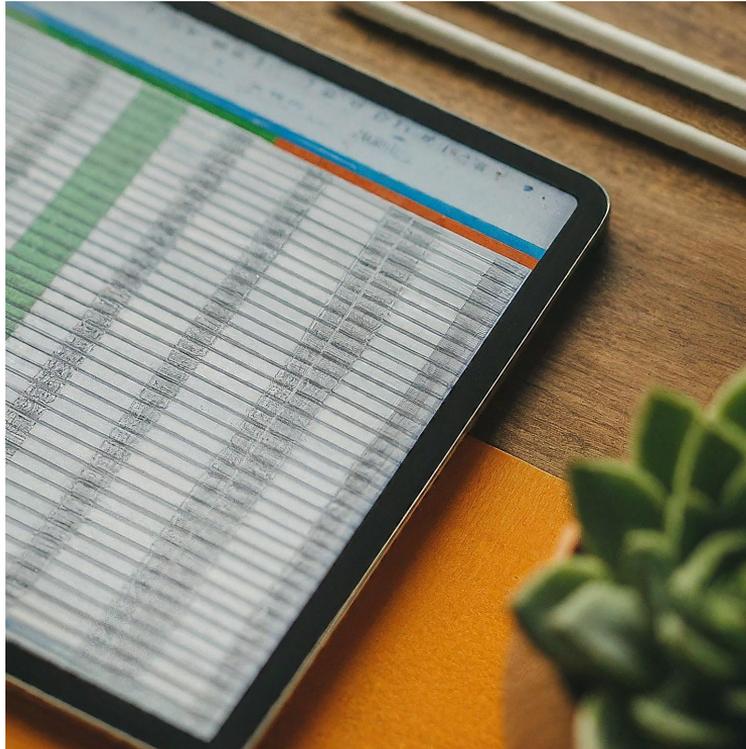
1.1 WHY LEARN MS EXCEL?

- **Data organization**
- **Calculation and formulas**
- **Data Analysis**
- **Time Efficiency**
- **Improved Accuracy**
- **Data Visualisation**
- **Collaboration and Sharing**
- **Customization**
- **Data Security**
- **Integration with Other Tools**

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2. MS EXCEL SPREADSHEET WORKAROUND

A cell, outlined in green below, is an individual block within a table in which you can enter values, such as words or numbers.

What are rows and columns? Rows, outlined in red below, are a horizontal group of cells. Columns, outlined in blue below, are a vertical group of cells.

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3. NAVIGATION

Moving from one cell to another Use the Tab key to move horizontally to the right. Hold the Shift key and press the Tab key to move horizontally to the left. Use the Enter key to move vertically downward. Hold the Shift key and press the Enter key to move vertically upwards.

4. FORMATTING MS EXCEL

Formatting in Excel allows you to change the appearance of cells or the appearance of the spreadsheet as a whole.
This allows you to change the appearance of the value within the cell without changing the value, such as converting a number into a currency or percentage value.
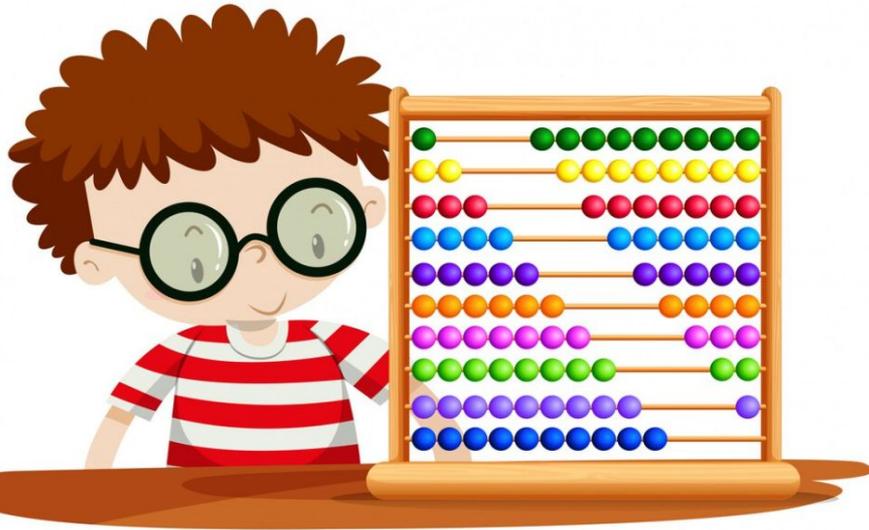
5. CONDITIONAL FORMATTING

Conditional formatting allows you to change the appearance of a cell, based on criteria that you define, using predetermined rules in Excel.

6. SORTING AND FILTERS

Imagine you have a big box of toys, all mixed up. Sorting is like putting those toys in neat piles. In Excel, it's organizing your data!
Filtering, Imagine you only want to play with cars. You put the strainer over the toy box and only the cars fall through! In Excel, you can filter your data to show only what you want to see.

7. FUNCTIONS AND FORMULAS

Formulas are like your instructions, and

Functions are like helpful tools that make following those instructions easier. They work together to make Excel a fun place to play with numbers and words!

Thank You!

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