

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**

Thank You!

