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Equal sign is always typed into the cell where you want the answer to appear.

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Excel can help you do simple arithmetic like adding, subtracting, multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the - sign. To multiply, use the * sign. To divide, use the

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Assign. To use exponents, use the ^ sign.
Remember, all formulas in Excel must
begin with an equal sign (=).

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collapse and customize the ribbon. 2

Workbook: A workbook is another word for your Excel file. When you start Excel, click Blank workbook to create an Excel workbook from scratch. 3 **Worksheets:** A worksheet is a collection of cells where you keep and manipulate the data. Each Excel workbook can contain multiple

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Three most important components of Excel is which you need to understand first: Cell: A cell is a smallest but most powerful part of a spreadsheet. You can enter your data into a cell either by typing

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or by copy-paste. Data can be a text, a number, or a date.

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Quiz to Test Your Basic Microsoft Excel Skills. For those of you who need to use Microsoft Excel spreadsheets very frequently, knowing shortcuts and important little things about its usage becomes a very essential necessity. We

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The Microsoft Excel program is a spreadsheet consisting of individual cells that can be used to build functions,

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formulas, tables, and graphs that easily
organize and analyze large amounts of
information and data.

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Designed to help you practice and prepare
for Microsoft Office Specialist: Excel

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Study Guide - Starting Excel To start up the program: 1 Click on the Windows Start button 2 Choose All Programs then Microsoft Office 2013 followed by Excel 2013 Tip: To create a shortcut on the Desktop, right click on Excel 2013 then choose

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correct formula to perform automatic
calculations.

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