

# MS EXCEL

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## MS OFFICE-(MICROSOFT OFFICE)

Company Name- Microsoft Corporation (America)

Application Name - Office.

Versions-2000,2003,2007,2010,2013, 2016,2019,2021 and 2024.

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\***Microsoft Office** is an **office** suite of desktop applications, and services  
For **Microsoft** Windows operating systems.

\* Ms Office is a package.

\* Ms Office is a group of software.

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1) MS Word                      2)MS Excel                      3)MS Power Point

4)MS Access                      5)MS Publisher                      6)MS Outlook

7)MS Info Path                      8)MS FrontPage                      9)MS Groove

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## MS Excel-

**1)Microsoft Excel** is a spreadsheet application developed by **Microsoft** for **Microsoft** Windows, Mac OS.It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

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1) MS excel is perform scientific and mathematical calculation.

2) MS excel is a formula base.

3) MS excel is use to large application for data entry/records.

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File Name-Book (Work Book)

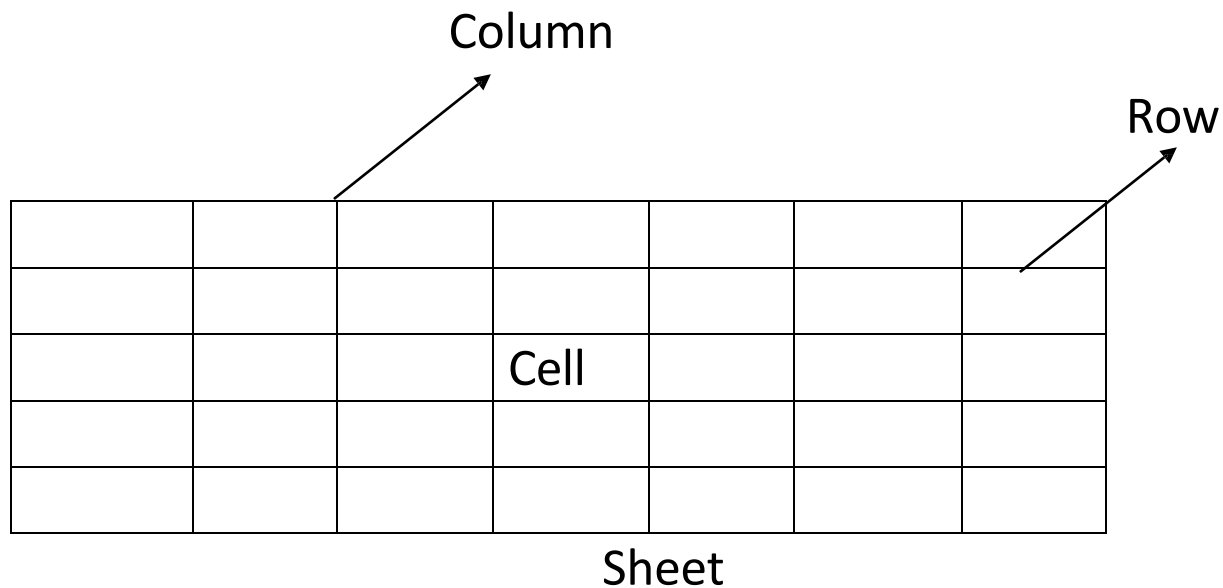
Page Name-Sheet (Work Sheet)

Extension Name-.xlsx(2007) or .xls(2003)

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**Work Book**-Work Book is a collection sheets.

**Work Sheet**-Worksheet is a collection of rows and columns  
.or collection of cells.



Total Row-1048576

Total Column-16384(XFD)

Change column Heading Alphabetic to Number:

- Office button->Excel Options->Formulas->R1C1 Reference Style.

## **How to open ms excel?-**

- 1)Start->programs ->ms excel
  - 2)Start->run(excel)->ok
  - 3)Double click on the Desktop in icon.
  - 4)Start->Programs->MS Office->MS Excel(Right click->Properties->Shortcut key->Ok
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