

Notes

1. **Microsoft Excel** – Microsoft Excel is a software program produced by Microsoft that allows users to organize, format and calculate data with formulas using a spreadsheet system. This software is part of the Microsoft Office suite.
2. **Cell:** In Microsoft Excel, a cell is a rectangular box that occurs at the intersection of a vertical column and a horizontal row in a worksheet. Vertical columns are numbered with alphabetic values such as A, B, C. Horizontal rows are numbered with numeric values such as 1, 2, 3.
3. **Formula-** Formula is an expression that calculates values in a cell or in a range of cells. For example, `=A2+A3+A4` is a formula that adds up the values in cells A2 through A4.
4. **Function:** Function is a predefined formula already available in Excel. Functions perform specific calculations in a particular order based on the specified values, called arguments, or parameters. Example `=SUM(A2:A4)`

5. **Cell Range** It is a group of cells that includes data for calculation. For example, A1:A10
6. **Mathematical operators** It implies the operations to be performed on the data. For example, +, -, *, /, %

8. Excel Keyboard Shortcuts

- **Ctrl+N:** Create a new workbook
- **Ctrl+O:** Open an existing workbook
- **Ctrl+S:** Save a workbook
- **F12:** Open the Save As dialog box
- **Ctrl+W:** Close a workbook

9. Math operators

Symbol	Operation	Example
+	Addition	<code>=2+3=5</code>
-	Subtraction	<code>=9-2=7</code>
*	Multiplication	<code>=6*7=42</code>
/	Division	<code>=9/3=3</code>
^	Exponentiation	<code>=4^2=16</code>
()	Parentheses	<code>=(2+4)/3=2</code>

10. Extension of Ms. Excel File is .xlsx