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INFORMATION TECHNOLOGY FOR CLASS 11

(Study material Based on N.C.E.R.T HANDBOOK)

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Microsoft excel

An electronic spreadsheet is used for analysing, sharing and managing information for accounting purpose performing mathematical calculations, budgeting, billing etc. A spreadsheet is a matrix of rows and columns similar to an accounting ledger. The spreadsheet program also provides tools for creating graphs, inserting pictures and chart, analysing the data etc. E.g. Corel Quattro pro, snowball, lotus 1-2-3, Apple Numbers etc.

Start MS-Excel

To start MS-Excel software, we can follow any one method out of them

- Click on start button and then click on ruin option. Run dialog box will be appear on screen. Now, type excel on text box and press entre key.
- Click start button,-> All programs->Microsoft office-> Microsoft office excel 2007

By default, the name of the blank spreadsheet is book1.xlsx, where . Xls and .xlsx are the extensions of a MS excel spreadsheet.

COMPONENTS OF MICROSOFT EXCEL

The components of MS-Excel are as follows

Title Bar : it shows the name of the application and name of the file. It consists of three control buttons, I.e. minimize, maximize and close.

Ribbon: it consists of a pannel of commands which are organised into a set of tabs..

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