



[Summary]

[Spread Sheet Basics (MS-Excel)]

Subject:	Business Economics
Course:	B. A. (Hons.), 5 th Semester, Undergraduate
Paper No. & Title:	Paper – 502 Computational Techniques Business Economics
Unit No. & Title:	Unit – 1 Use of Office Software
Lecture No. & Title:	5 (Five) Spread Sheet Basics (MS- Excel)

Summary:

In spreadsheets basics, we discussed different Spreadsheet Terminologies and mostly used Excel features (basic and advance). Microsoft Excel probably the most important and widespread computer application that allows us to type data, edit, calculate and print the excel table or spreadsheet. Excel can be used to calculate financial and statistical data, preparing list information, tabular data and shared to multiple users offline as well as online.