Spreadsheet

Microsoft Excel: Microsoft Excel is an electronic spreadsheet. It is a tool for numeric and statistical calculation, evaluation, analysis, and it also offers capabilities for creating charts, reports and presentations to communicate what analysis reveals. It is used by people to perform quick numeric calculations, store and analysis data periodically, for preparing financial statements and tax worksheet. A program that works like a calculator for keeping track of money and making budgets. It is a program that works like a calculator for keeping track of money and making budgets. It is a utility software package.

Microsoft Excel is a logical worksheet consisting of cells organised into rows and columns. A cell is the intersection of a row and a column. In which we can enter a single piece of data. The data is usually text, a numeric value, or a formula. The entire spreadsheet is composed of rows and columns of cells.

Each row and column creates a unique cell. Each cell refers to a cell reference, or cell address, that is the row and column label of cells, cell address is a unique co-ordinate system used to identify a specific cell. Cell address contains first column then row's name. They identified by a column letter and a row number of a cell, such as C4 or D8. Each cell is displayed on the screen as a rectangular shape which can store text, value, or a formula. Once formula is specified, calculations are done automatically and the results are displayed for the user to see. Often text is left align in column, we can change it according to our need. A workbook is the MS Excel file in which we enter and store related data in worksheet. A worksheet is also known as a spreadsheet, that is a collection of cells on a single "sheet" where we actually keep and manipulate the data. Each workbook can contain many worksheets.

There are some examples of electronic spreadsheets

1. Lotus 1-2-3
2. Quartpro
3. VPP
4. MS-Excel