**Unit 5 Seminar**

Your Name (First M. Last)

School or Institution Name (University at Place or Town, State)

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 Excel is the spreadsheet that is developed by Microsoft for computer and mobile phones. Sorting data systematically is the most difficult task. Using excel o arrange data, makes it easy to access. Find the logic and story behind data is the most difficult task and excel has solved this problem(“Video,” n.d.).

 Excel spread sheets are divided into rows and columns. One can create multiple workbooks in the Excel for different forms of tasks and data. We can put and sort the information of similar kind regarding same project in different sheets of the same workbook. Each box in the spread sheet is called cell and it the point of intersection of row and column. The current cell in use is referred to as active cell. Spreadsheet programs are also available online so that we can use them anywhere from our browser. All the work done in in a workbook should be saved through save button. Best feature of the excel is that we can get share all the work done in spread sheet with multiple users through uploading it on cloud, and those users can also edit it all at one. Final sheet can be printed on the paper using print option.(“Create a workbook in Excel,” n.d.)

 Excel also has Name box for locating the location of the cell and formula bar, in which user can develop formula to apply on all rows and columns, which saves a lot of time and energy. While working on bigger projects it gets difficult to select one row and columns one by one, Select All option in the Excel enables user to sleet all the data at once with ease. We can also choose the selected range of the cells and apply the formula on those cells. Formulas consist of Numbers, letters and mathematical symbols. We can also write date and time automatically in any selected particular column. Naming each row and column is also easy(“Basic tasks in Excel,” n.d.).

 In middle of work if we forget to add any particular row or column, instead of removing all the working and editing it one by one we can simply insert new row and column according to requirement. We can also edit or delete any cell of range of row or column. Auto fill feature is the feature that enables user to contents of the cell in the other adjacent cell by dragging them. Excel helps users to understand the data trends through color codes, data bars and icon. We can find these features in File handle option that appears as blue box on the right side of cell, when two or more cells are selected.

**References**

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