Unit 6 Seminar

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Microsoft Excel is a spreadsheet in which data is represented in rows and columns. It includes features such as graphics tools, pivot tables, and calculations. Microsoft Excel uses formulas and prebuild functions to analyze data and make it easy to make a basic graph from that data. It has become essential for the businesses they help the organization in organizing client sales list, budgeting list, financial results, forecasts and plans which can be used to make business decisions. Finance and account department of every organization requires Microsoft Excel for financial results and budgeting. Excel sheets will help in the financial analysis to the organizations and using Excel sheets to list targets of sales and customers can help a company in preparing marketing plans for future which are based on the past results.

The most important features of Microsoft excel which are used by organizations are functions, formulas, and charting. Formulas are used to perform mathematical operations that calculates the data and show the calculated result, functions are the preconstructed formula that makes difficult computations less complicated, and charts are used to analyze the data. Creating a formula in Microsoft Excel is very simple. A user has to start with the ‘=' sign in a cell and enter the operators between the cells which are to be calculated, after pressing the Enter key user will get the results. A user can also view formula in the formula bar by selecting a cell in which formula is created. Users can also use built-in functions such as average function, sum function, min function, max function, count function, and median function to calculate the data by using these built-in functions. There are also built-in functions like Today function and now function which are used to display the current date and time in a cell (Microsoft Corp, n.d.).

**References**

Microsoft Corp. (n.d.). Overview of formulas in Excel: Using references in Excel formulas. Retrieved from <https://support.office.com/en-us/article/Overview-of-formulas-in-Excel-ecfdc708-9162-49e8-b993-c311f47ca173>