

Creating a spreadsheet in excel

excel for beginners

3								
4		Sales report						
5		Month	2017	2018	2019	2020	2021	2022
6		january	\$21 000	\$22 848	\$22 481	\$48 440	\$31 205	\$48 140
7		february	\$16 501	\$15 804	\$16 855	\$35 008	\$25 120	\$17 990
8		march	\$18 341	\$19 805	\$15 220	\$33 550	\$33 654	\$55 602
9		april	\$8 686	\$9 950	\$10 050	\$18 808	\$20 478	\$58 990
10		may	\$9 871	\$9 984	\$11 840	\$11 580	\$10 225	\$81 880
11		june	\$23 020	\$23 680	\$20 550	\$42 005	\$10 880	\$69 880
12		july	\$28 400	\$16 200	\$18 770	\$28 880	\$15 550	\$55 508
13		august	\$31 950	\$29 550	\$31 104	\$7 041	\$8 004	\$32 550
14		september	\$19 010	\$22 608	\$32 008	\$5 444	\$19 504	\$21 104
15		october	\$17 090	\$18 504	\$23 005	\$5 098	\$7 911	\$9 880
16		november	\$17 980	\$17 508	\$21 040	\$11 870	\$16 980	\$24 440
17		december	\$28 980	\$25 500	\$28 990	\$12 920	\$18 970	\$75 508
18		Total	\$240 829	\$231 941	\$251 913	\$260 644	\$218 481	\$551 472



Spreadsheets For Beginners

Harjit Suman



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It will walk you through the process of opening a spreadsheet entering and manipulating data and finally saving and sharing It contains all of the information you need to get started with Excel Excel is the most capable program available for managing and analysing various sorts of data This Microsoft Excel tutorial for beginners includes comprehensive instructions on learning Excel and using numerous Excel formulae tables and charts to manage small to major corporate processes This Excel for beginners course will assist you in mastering the fundamentals of Excel Because of its powerful computational capabilities Excel is generally used to create financial documents Accounting offices and teams frequently utilise the program because it allows accountants to see sums averages and totals immediately They can quickly make sense of their company s data using Excel While Excel is best recognised as an accounting program professionals in any sector including science researchers can benefit from its capabilities and formulae because it can track any type of data It eliminates the need to count cells or copy and paste performance figures for hours Excel usually provides a shortcut or quick workaround to fasten the process

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