Excel is a spreadsheet application used to record numerical data in columns and rows, and manipulate data to derive information.

What is Excel
Excel is an incredibly powerful tool for getting meaning out of vast amounts of data.

It also works really well for simple calculations and tracking almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text or formulas. You put data in your cells and group them in rows and columns. That allows you to add up your data, sort and filter it, put it in tables, and build great-looking charts.

Excel documents are called workbooks. Each workbook has sheets, typically called spreadsheets. You can add as many sheets as you want to a workbook, or you can create new workbooks to keep your data separate.

Microsoft Excel has the basic features of all spreadsheets, using a grid of cells arranged in numbered rows and letter-named columns to organize data manipulations like arithmetic operations. It has a battery of supplied functions to answer statistical, engineering and financial needs. In addition, it can display data as line graphs, histograms and charts, and with a very limited three-dimensional graphical display.

Visit tsc.utep.edu/workshops

Excel Workshop Objectives
1. Create a new spreadsheet!
2. Entering and editing data!
3. Enter and format column titles!
4. Add or delete columns, rows, and spreadsheets!
5. Keep column titles in sight as you scroll down a spreadsheet!
6. Sorting data!

Visit tsc.utep.edu/workshops to see when the next Excel workshop is scheduled.

Want to do more with Excel?
Take your skills to the next level with tables, formulas, formatting, charts and more...