



# SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

Accredited by NAAC-UGC with 'A++' Grade (Cycle III) &

Accredited by NBA (B.E - CSE, EEE, ECE, Mech & B.Tech.IT)

COIMBATORE-641 035, TAMIL NADU



## 19MEE308 - EXCEL FOR BUSINESS – ESSENTIALS

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### UNIT 1: INTRODUCTION TO EXCEL

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#### 3. EXCEL SOFTWARE

- **Version:** Excel is part of the Microsoft Office Suite and is available in various versions (e.g., Excel 2016, Excel 2019, and Excel 365).
- **Interface:** The Excel interface consists of several elements, including the Ribbon, Formula Bar, and various toolbars.

#### 4. SPREADSHEET WINDOW PANE

- **Overview:** The main area where you interact with Excel. It consists of cells organized in rows and columns.
  - **Navigation:** Use arrow keys or mouse to navigate through cells.
  - **Shortcut:** **Ctrl + Home** takes you to **cell A1**.
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