



# 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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#### 11. FORMULA BAR

- **Location:** Below the Ribbon.
- **Function:** Displays the content of the active cell and allows formula entry.
- **Example:** **Typing =SUM (A1:A10)** in the Formula Bar calculates the sum of cells **A1 to A10**.
- **Shortcut:** **F2** to edit the active cell directly.

#### 12. WORKBOOK WINDOW

- **Function:** Displays the workbook contents (sheets, charts).
- **Sheets:** Multiple sheets can be present in a workbook.
- **Navigation:** Use sheet tabs at the bottom to switch between sheets.

#### 13. STATUS BAR

- **Location:** At the bottom of the Excel window.
  - **Function:** Displays information like the sum, average, and count of selected cells.
  - **Customization:** Right-click on the Status Bar to customize what is displayed.
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