Microsoft Excel

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Microsoft Excel is a spreadsheet application that has several tools to help the user record and analyze data. The application is made up of rows and columns and each spot where the rows and columns meet is called a cell. Cells are where you'll put your data and each one will have 1 piece of information. The cool thing about this is that you can change the number in the cell and all of the data on the page will change to reflect the update.

Not only can you enter information in thousands of cells, but you can also have several pages in the same document. This is great for those that want to track multiple data types in a certain category. You can do various math functions, such as adding, getting the average, or calculating losses. If you need visuals to go with your data, you can choose from many different types of graphs, histograms, and graphics. You can even set formatting options to do things like bold certain information or make things a certain color or font.

With over 484 functions and 14 different categories, this is a great application for most people who are trying to track data. It's available on most of the most popular operating systems, including Windows, MacOS, Android, and Apple. The application has been around for more than 20 years and have had many updates making it the great application it is today.

Key Features

Some of the key features of Microsoft Excel are listed below.

Duplicate Removal

You can set certain options that will ensure you don't have duplicate information in your document. The good thing about this feature is that you can customize the options to only remove the duplicate pieces of information that you choose, while leaving other information alone. Doing this after entering all of your information will remove all of the duplicates at once, which makes things a little easier.

Formula Extension

Many users that are using formulas need them to apply to multiple areas. With Microsoft Excel, you can drag the pointer and apply the same formula to multiple cells. Not only does this save time, but this ensures you have consistent formulas applied to all of your data.

Filters

Filters are extremely helpful for those that want to display or hide specific information. By

customizing the filter settings, you'll be able to see the information you're looking for in just a few seconds. Once you're finished, you can easily clear the filter to make all of the data go back to the way it was.

Print Optimization

When working with Microsoft Excel, it's very easy to have multiple cells filled before you know it. The results of this are several pages being printed to see all of the information. With the printing optimization, though, your document will print in a way that saves space and doesn't cut any valuable information off.

Conclusion

Not only is Microsoft Excel a great way to analyze data, but you can use several formatting tools to make this an easier process. In addition, you'll be able to view or hide data by customizing a few simple settings. You can also insert visuals or charts that can help you have a better understanding of the data in your document.

Avantages / Désavantages

Data evaluationSeveral formatting toolsOption to insert visualsHelpful filtersAvailable across many platforms

Easy to make mistakesTakes some time to learnNot the best for analyzing over-time