Excel

We use Excel program to organize, analyze and store data.

This is blank document in excel, it has rows (1,2,3,4,5,....) and Columns (A,B,C,D...), the intersection between any column and any row called **Cell.**

	A	B	C	D	E	F	G
1		January					
2	Product Rev.	100					
3	Service Rev.	150					
4							

We'll start easy. All formulas in Excel start with **=** .

if you want to Find the total January revenue you can do this by:

1.Clicking on the cell you want to put the total in (for example: B4).

2. typing =B2+B3.

3. Pressing Enter.

4. A better way to add numbers is to use the **SUM** function. Find total January revenue by typing =SUM (B2, B3)

Task: **You need to open excel in your computer, enter the above data and calculate the sum in the two ways.**