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## UNIT 3 BASICS OF MS – EXCEL 97

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### 3.0 INTRODUCTION

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The first spreadsheet ever to be created was VISICALC. Other spreadsheet packages are: Lotus 1-2-3, SuperCalc, and VPP 3 D. A Spreadsheet is a generic name for a software package that simulates paper used by accountants.

MS-Excel is a Windows based application package that can be used to automate tasks such as calculations and analysis of data. This software has been designed to organise numerical data into rows and columns on your computer screen. This package is a replacement for an accountant's columnar pad, sharp pencil and calculator. Excel can handle the most complex calculations with ease. If your calculations are simple, Excel will make working with numbers fun and easy. Your data will have an impact as Excel can create colorful charts and graphs, add clip art and even your institution's logo.

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### 3.1 OBJECTIVES

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On the completion of this Unit you should be able to:

- Start Excel from the Desktop

# Student Manual And Data Excel 97 Basic

**Jeff R. Dillon, Steven W. Linthicum**



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