

1. Excel Basics

- Excel is a **spreadsheet** application.
- In an application like this we work with a lot of **numbers**.
- A new Excel document has three **worksheets**.
- We identify **columns** with letters, and **rows** with numbers.
- We identify a single **cell**, for example, like this: 'T2'
- The cell in focus has a thick border and is called the **active cell**.
- While numbers automatically **align** to the right, text aligns to the left.

2. Identifying the Parts of Excel

