



**Al-Mustaqbal University**  
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# Introduction to Microsoft Excel

## Lec 1



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# ماهي فكرتك عن الأكسل؟



# What is Excel?

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**Excel is a spreadsheet program from Microsoft Office.**

- Used for data entry and organization
- Helps in data analysis and reporting



# Why Excel is Important

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- Data Management
- Perform Calculations
- Create Charts and Graphs
- Support Decision Making

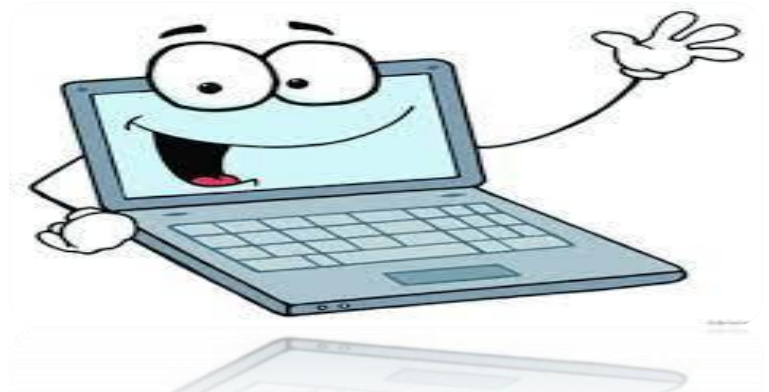


# Excel Interface

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## Main components:

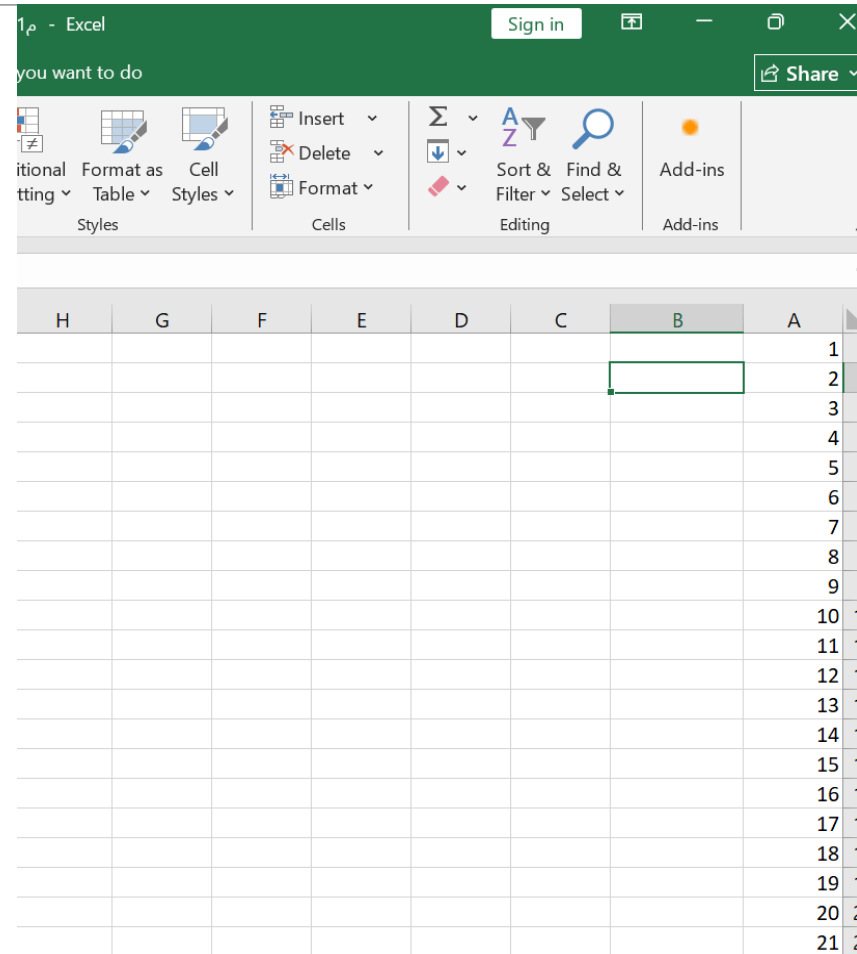
- Ribbon: contains tools and commands
- Formula Bar: enter formulas and functions
- Columns & Rows: organize data in a grid



# Columns, Rows, and Cells

A cell is the intersection of a column and a row.

Each cell has an address  
(e.g., A1 = column A, row 1).



# Entering Data

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Types of data you can enter:

1. - Numbers
2. - Text
3. - Dates



# Basic Calculations

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Formulas allow calculations:

1.  $=A1+B1$  (Addition)
2.  $=A1-B1$  (Subtraction)
3.  $=A1*B1$  (Multiplication)
4.  $=A1/B1$  (Division)

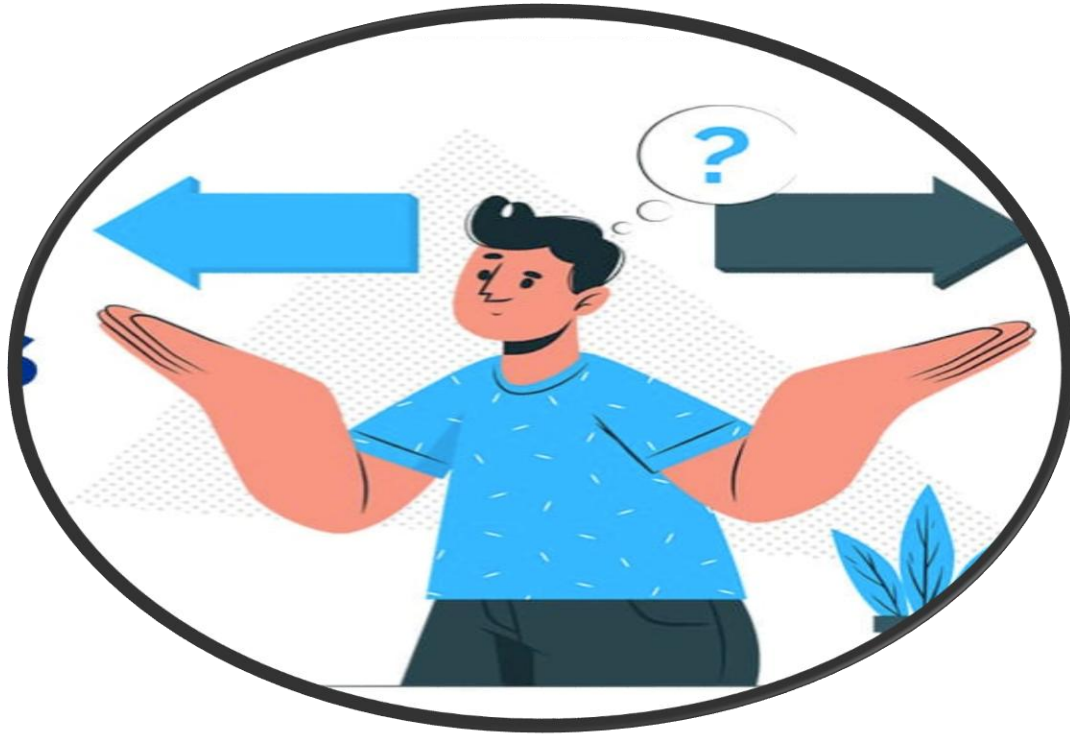




أهم استخداماته في الحياة الدراسية أو  
العملية ؟

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# Conclusion & Q/A

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**Excel is a powerful tool for managing, analyzing, and visualizing data.**

**Now, let's move to your questions!**

