

# What can you use Excel for?

Excel is a spreadsheet program. Spreadsheets are basically big tables that hold text and numbers. Calculations can then be performed on those numbers.

## The uses of Excel

- Formulas or calculations
- Storing information (database)
- Creating tables

## For Formulas (calculations)

Here is a very simple domestic budget using Excel:-

	A	B
1	<b>Income</b>	£ 1,200.00
2		
3	<b>Outgoings</b>	
4	Rent	£ 250.00
5	Food	£ 150.00
6	Social	£ 85.00
7	Gas	£ 30.00
8	Electricity	£ 30.00
9		
10	<b>Total</b>	£ 545.00
11		
12	<b>Left over</b>	£ 655.00

*This cell contains a formula to work out the total outgoing.*

*This cell contains a formula which takes the total outgoing from the income to give the surplus (or left over)*

For more information on formulas see page 47

## For storing information (as a database)

	B	C	D	E
1	<b>Title</b>	<b>Surname</b>	<b>First Name</b>	<b>Sex</b>
2	Dr	Jekyll	Abigail	Female
3	Ms	Akinlotan	Abimbola	Female
4	Mr	Hyde	Alexander	Male
5	Mrs	Richards	Anna	Female
6	Mrs	Dalloway	Anne	Female
7	Mr	Olivelle	Anthony	Male
8	Miss	Duck	Caroline	Female
9	Mr	Dodgson	Charles	Male
10	Miss	Mulley	Claire	Female

Excel has a simple database facility that allows you to

- Sort information into any order (e.g. by surname)
- Extract the information you wish to see (e.g. only the females)

## For creating tables

Excel can also be used very much like Word processing tables, i.e. for laying information out neatly in rows and columns and making it look impressive.

	A	B	C
1	<b>Projected Growth of Competitors</b>		
2	<b>Competitor</b>	<b>Current Share</b>	<b>Share in 2 years</b>
3	Largest competitor	50%	30%
4	Second competitor	25%	20%
5	Third competitor	15%	12%