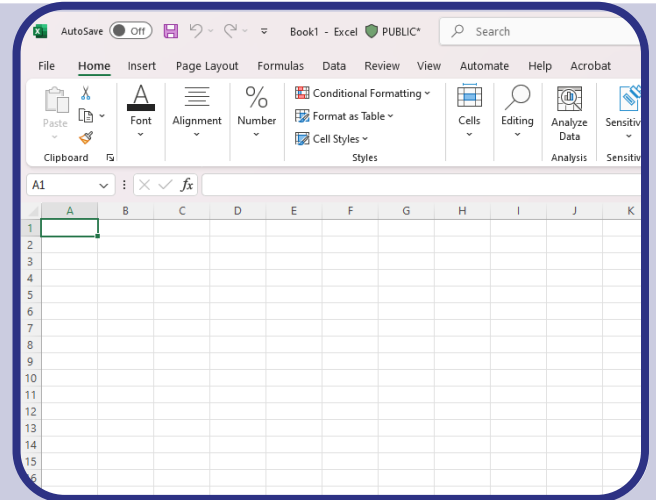
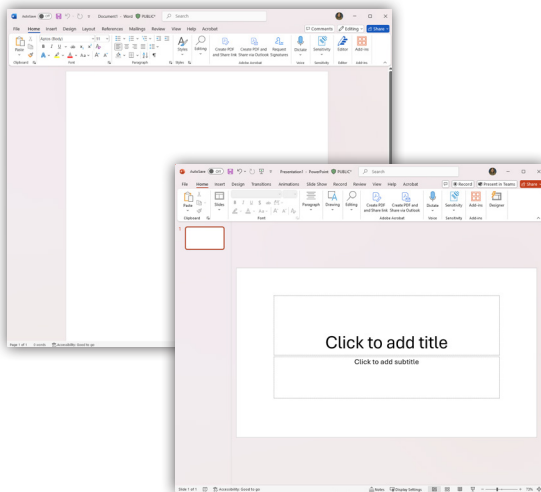


CONCEPT Microsoft Excel® is a spreadsheet that has calculator and computation functionality. It has graphing tools and can create pivot tables. Excel allows the user to organize and analyze their data.



BACKGROUND

Microsoft Excel® has been around since 1982. It was quite popular for its data manipulation between columns and rows. When formulas were set up, automation began. Excel even shares data between other Microsoft software such as Microsoft Word® and Microsoft PowerPoint®.



REAL WORLD CONNECTIONS

Financial Analysts use many of the functions of Microsoft Excel®. Their job is to understand financial data and make recommendations for the company. Project managers use Excel to monitor performance metrics to ensure capital budget items stay on track regarding employee performance and resource allocation.