**Excel Basics**

1. Open **Microsoft Excel**
2. Take a look at this picture to start learning the names of things in Excel:

Excel is used for making **spreadsheets**. A spreadsheet is used to organize information and numbers. You can make **graphs** and **charts** in excel. You can **sort** information. You can do **math** (even complicated math). You can make **tables**. You can do many things, but these are the basics that we will cover.