Excel Overview

Microsoft Excel is a spreadsheet application used to process business and financial transactions of various kinds.

**Getting started:**

1. Double Click on Mac hard drive icon.  
   (PC Click on "Start")

2. Double click on Applications  
   (PC Highlight Programs)

3. Double Click on Microsoft Excel Icon.  
   (PC Highlight Excel)

4. New (blank) presentation should appear

**Common Tools**
Recommended Web Sites:

1. Microsoft Excel Tutorial One:  
2. Excel Tutorial:  [http://www.usd.edu/trio/tut/excel](http://www.usd.edu/trio/tut/excel)