

6.2: Introduction to Using Excel

What you'll learn to do: create a worksheet and add data.

Learning to use Microsoft Excel is one of the most helpful and versatile workplace skills you can acquire, and creating a worksheet in a workbook is the first step. Many of the skills you learned for Microsoft Word can also be applied to Microsoft Excel, such as basic text formatting and file extensions. The file extension for a Microsoft Excel workbook is **.xlsx**, although pre-2003 versions of Excel might use **.xls**.

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