

How to use Excel to Save You Time and Money

Microsoft Excel is one of the most underused tools in the entire MS Office Suite. But those who understand its usefulness take advantage in so many ways. It organizes complex scientific and mathematical data into information you can use such as business reports or financial reports. And it can be set up in either rows or columns, making your report truly individual.

Here are some ways to truly make Excel work for you:

Budgets. One column can be the actual budget items, another can be what you spent, and another can indicate the percentage you spent.

Collections. Whether they're personal collections, such as records, CDs, DVDs or model airplanes; or business collections such as inventories, keep track of what you have, how many you have and where they are.

Education. Students and teachers can analyze so many different types of data and make calculations, graphs, charts – whatever the project requires.

Invoices. You can create a spreadsheet indicating when the invoice went out, when you got paid and how overdue they are.

To-Do List. Make a list of tasks or goals you need to complete, then check them off when you do.