Assignment 2: Digital Skills for Personal Development

(BMSW4008)

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The Microsoft Excel in Professional and Personal Life

Microsoft Excel is frequently regarded as a basic spreadsheet application, yet its impact extends well beyond simple tables and calculations. Since its introduction in the 1980s, Excel has evolved into a flexible and powerful digital tool that supports data analysis, automation, decision making, and communication across many areas of life. Its longevity is largely due to its ability to adapt to changing technological demands while remaining accessible to users with different skill levels. This essay explores the relevance of Microsoft Excel in both professional and personal contexts by examining its functionality, applications, limitations, and best practices for effective use (Microsoft, 2024).

One of Excel's most important strengths is its balance between simplicity and advanced capability.