

VINOD

COMPUTER

INSTITUTE

MICROSOFT

EXCEL

8303 120438

COURSE CONTENTS. MICROSOFT EXCEL 2016.

MODULE-II MS. EXCEL SOFTWARE.....30 DAYS.

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Microsoft Excel-2016.

Chapter-1. What is Microsoft Excel? Ms. Excel is one of the DBMS software. It manipulates and manages the database in very good manner. It provides the sophisticated tool for calculating, projecting and analysing numeric data & presenting the result in professional quality documents & chart. That helps you to create salary sheet. Hospital chart. Purchase. Sale stock item entry and mark sheet.

Extension Name of Excel File. .XLS, .XLSX, .XLW (Excel Spreadsheet).

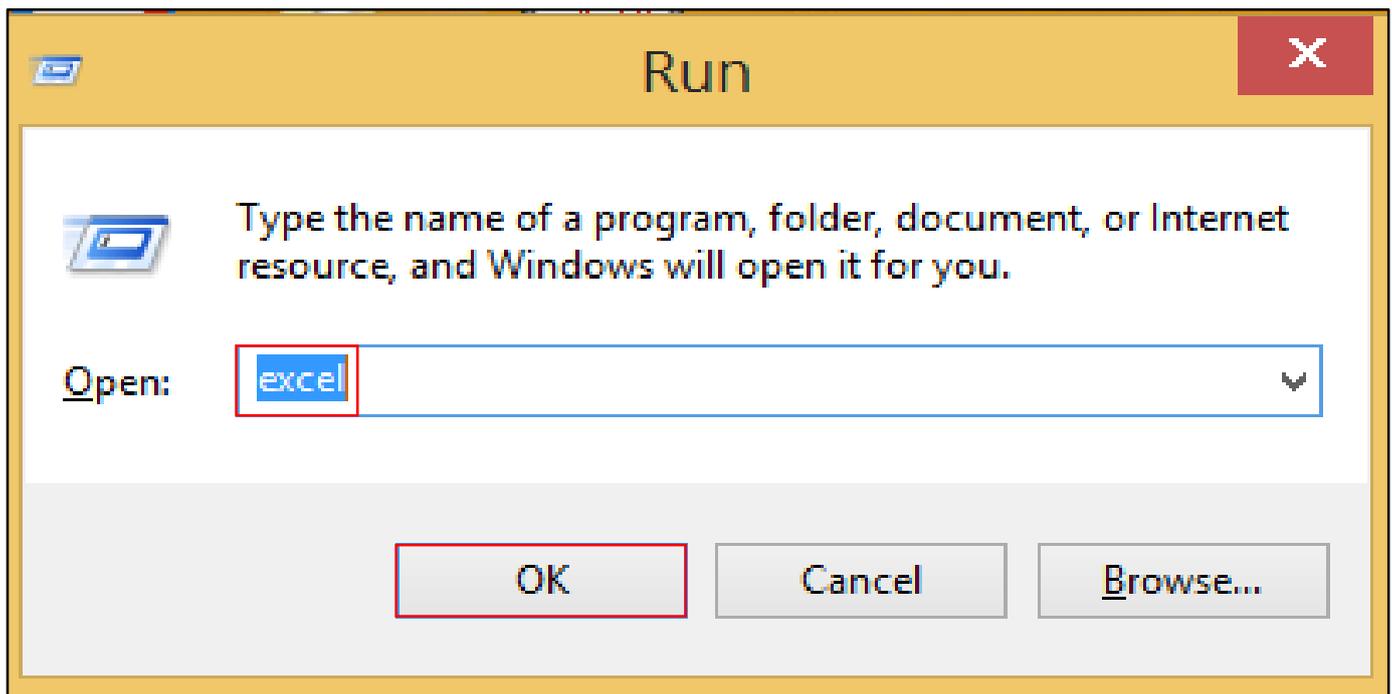
How to Open Ms. Excel Software?

Click on Start Button > Programs > Microsoft Office Folder > Microsoft Office Excel 2016.

Click on Window Button > Search > Type > Excel 2016. > Enter.

Double Click on  MS. Excel. Icon on Desktop.

Press Window + R > Run > Type > Excel > Ok or Enter.



Title Bar. A horizontal bar at the top of a window, bearing the name of the program and typically the name of the currently active document include three button minimize, maximize, and close button.

Cell. A cell is a combination of row and columns.

Worksheet. A worksheet numerical information presented in a tabular row and column format with text that labels the data store or we can say that worksheet is a combination of cell.

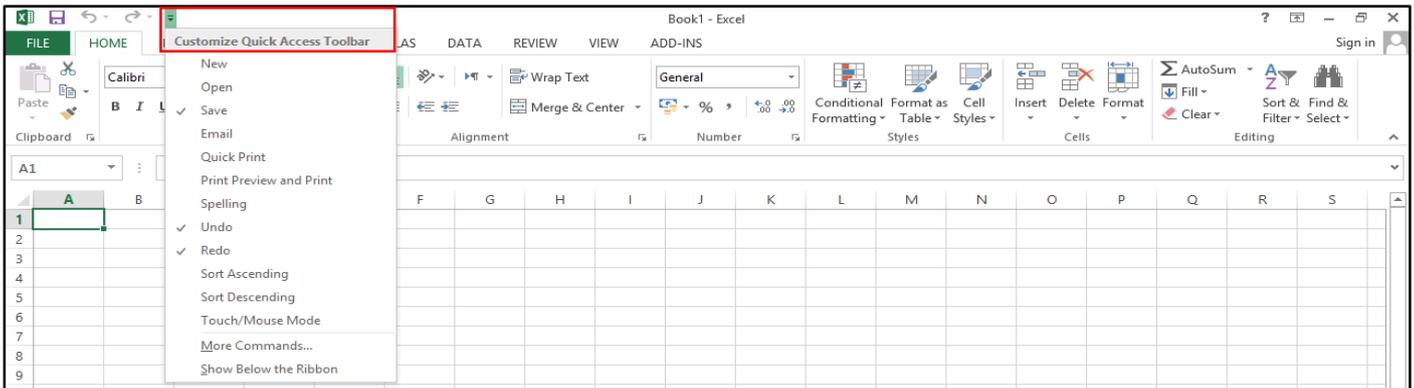
Workbook. A workbook office documents that contains one or more workbook.

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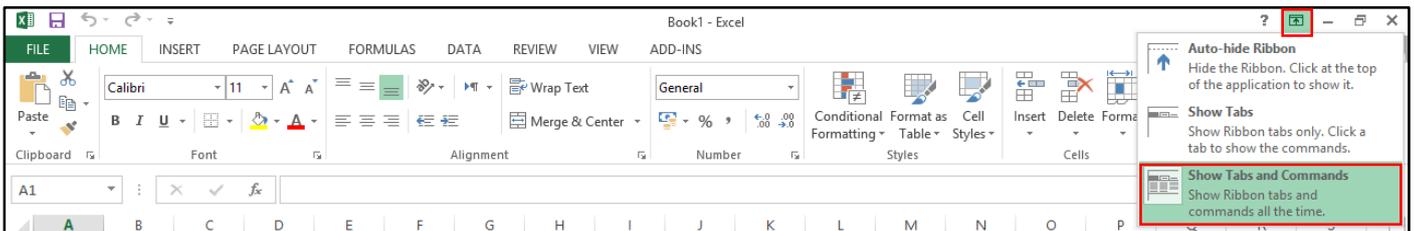
Workspace File. A workspace file is a combination of workbook.

Microsoft Office Button. This command related to managing excel document menu that is display when you click the Microsoft office button.

Quick Access Toolbar. This command can be display button on the quick access toolbar. By default display the save, new open, print, buttons. You can customize toolbar include according to you.



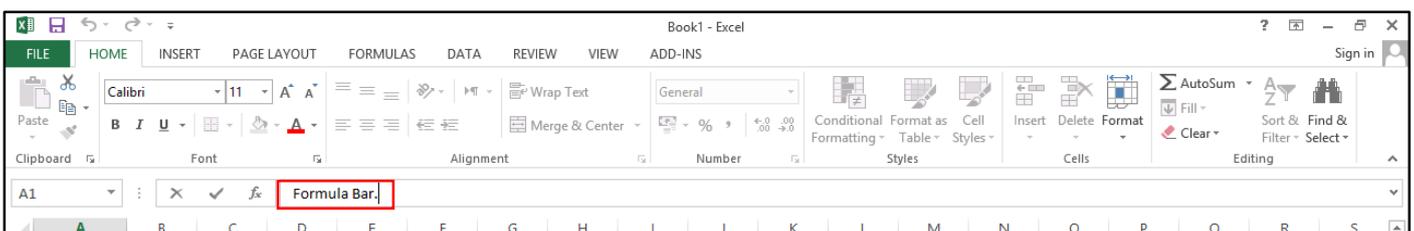
Ribbon. This command can be display below the title bar you can make all the capability of word available in single area and you can work.



Status Bar. This command can be display bottom of window program status bar give all information of current document.

Description of Excel Window. Every workbook divided into row and columns the vertical divisions are known as “Column” and the horizontal divisions are known as “Row” row and column separate by Gridline. The Column is generally in Alphabet just like A, B, Computer, D, AA, and AB. And the Row are arranged in numerical just like 1, 2, and 3.

The Formula Bar. The formula bar turned on the cell address of the cell display the name of the box which is located on the left side of the formula bar. Cell entries are display on the right side of the formula bar.

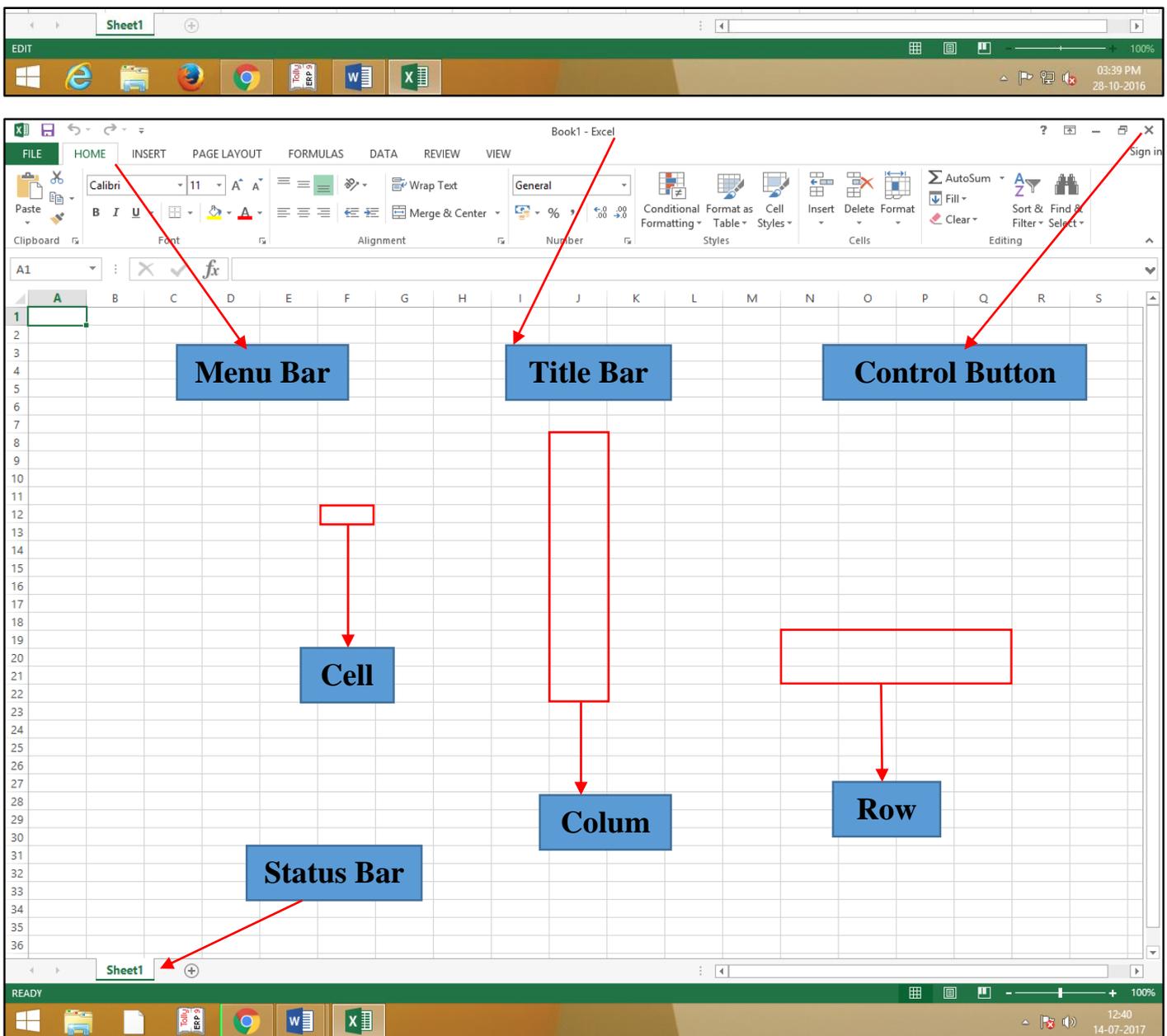


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How to Enter Data in Cell. You can easily and quickly enter data into cell by using keyboard. The data might be letter and numbers special characters any formulas.

Creating Workbook. Every time you want to gather and store data that isn't closely related to any of your other existing data, you should create a new workbook. The default workbook in excel has one worksheet, although you can add more worksheets or delete existing worksheets if you want. Creating a workbook is a straightforward process—you just display the backstage view, click new, and click the tile that represents the type of workbook you want.

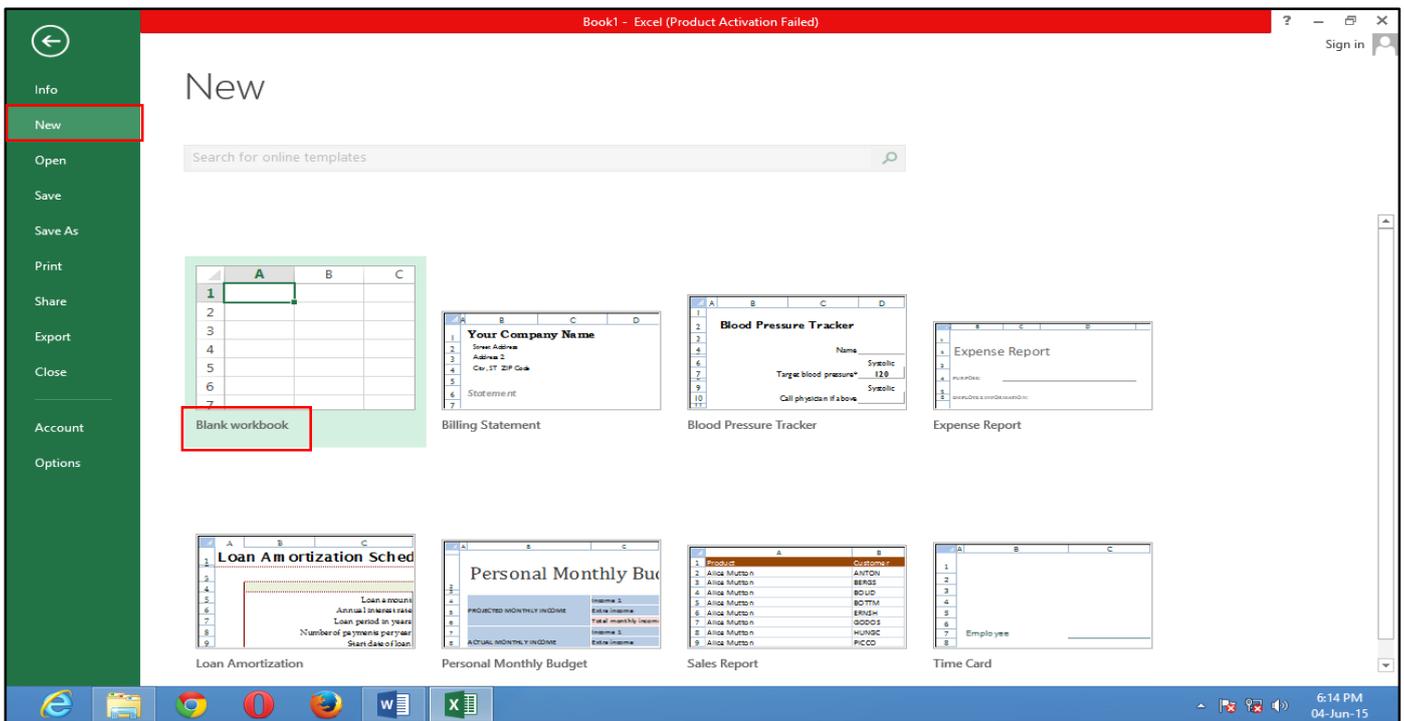
Work Sheet Views. Excel 2016 has a variety of viewing options that change how your workbook is displayed. You can choose to view any workbook in normal view, page layout view, or page break view. These views can be useful for various tasks, especially if you're planning to print the spreadsheet.



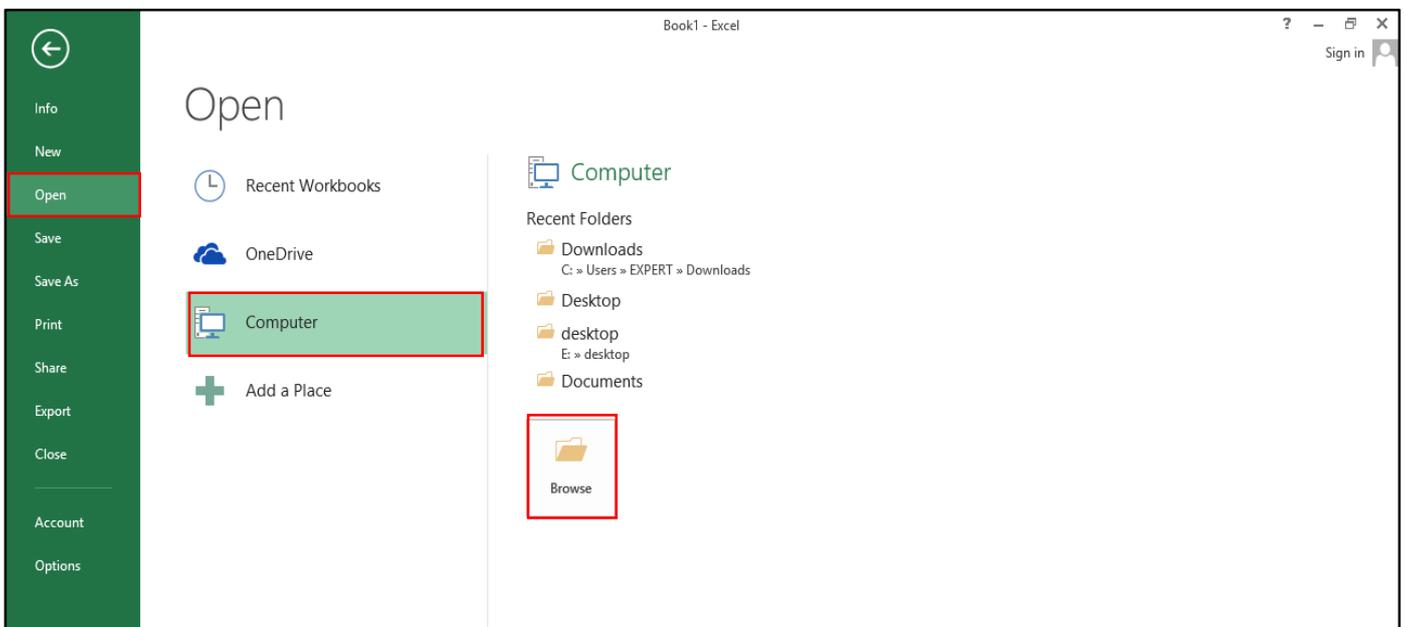
Chapter-2. File. (Alt+F).

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New (Ctrl+N). This command is used to open new document window and select a new blank workbook basic page. MS. Excel you can also use this command to create a new yours documents. It has helpful tools to make documents.



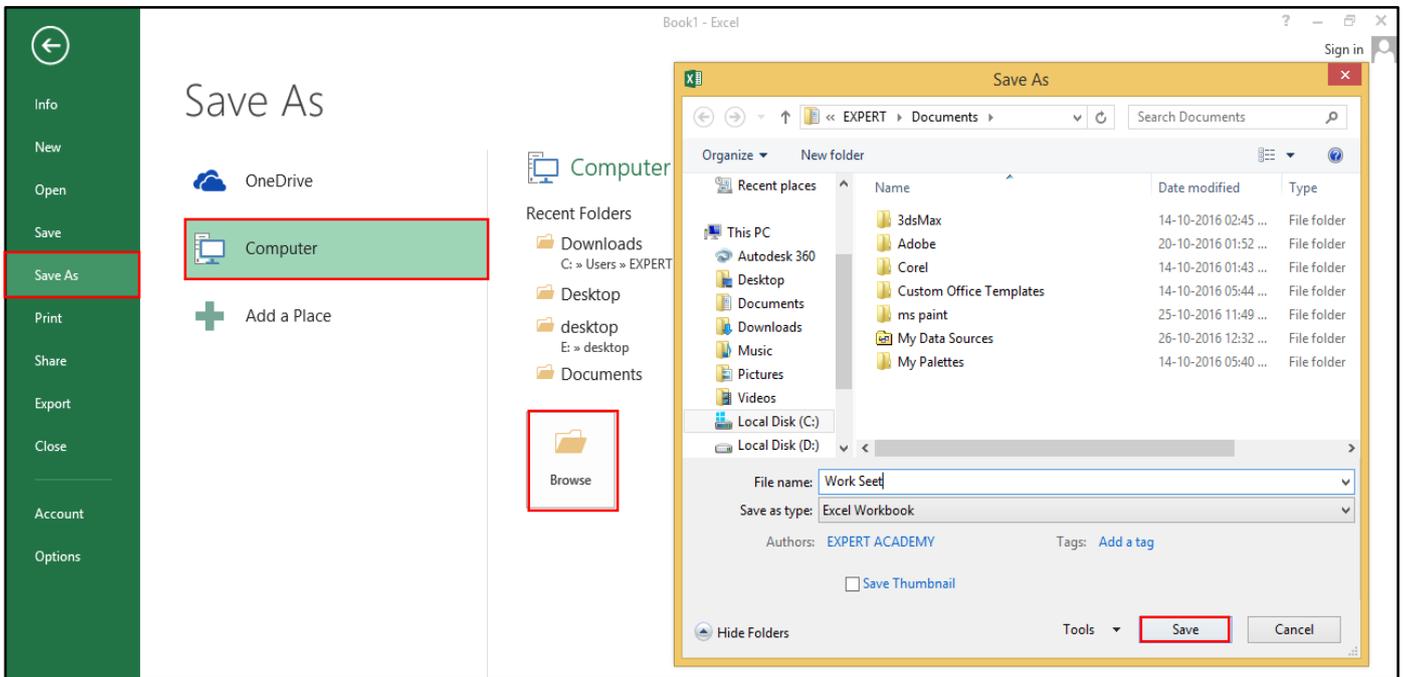
Open (Ctrl+O). This command is used to open the specific save file, from hard disk, pen drive, and various document just like. Excel file, xml file, all web pages etc.



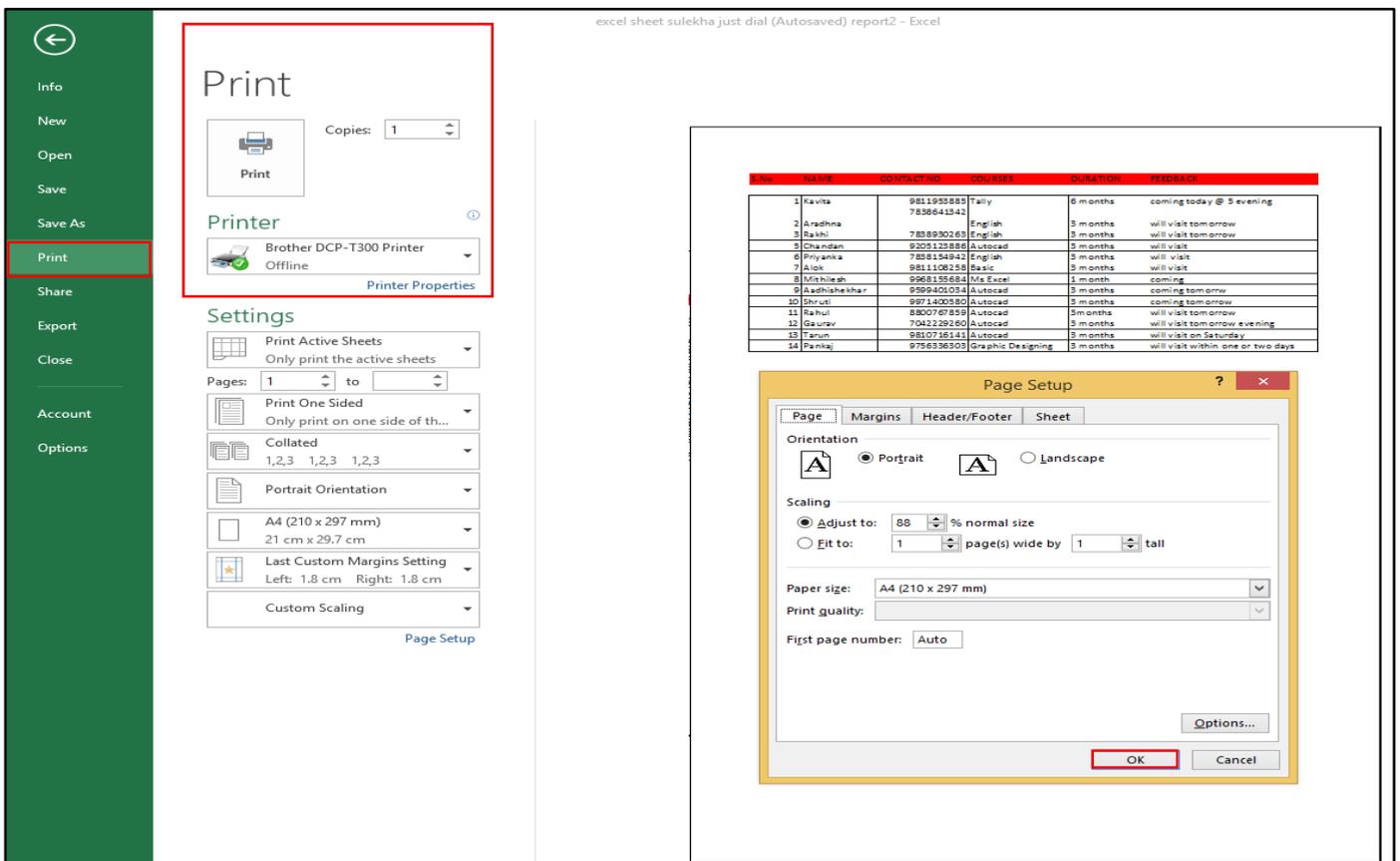
Save (Ctrl+S). This command is used to save the current document and Ms. Excel to your hard drive. If you've already saved the document, choosing this command overwrites the previous file. If you haven't saved the document before, choosing this command opens the save as dialog box. To save the document on your computer, choose a folder under computer or click browse. Click save.

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Save As (F12). This command is used to change file name and location saves the current document your hard drive. In other words, only the save as copy has the most recent changes you made to the original file various format just like. Excel File, XML File, All Web Pages, Etc. its location.

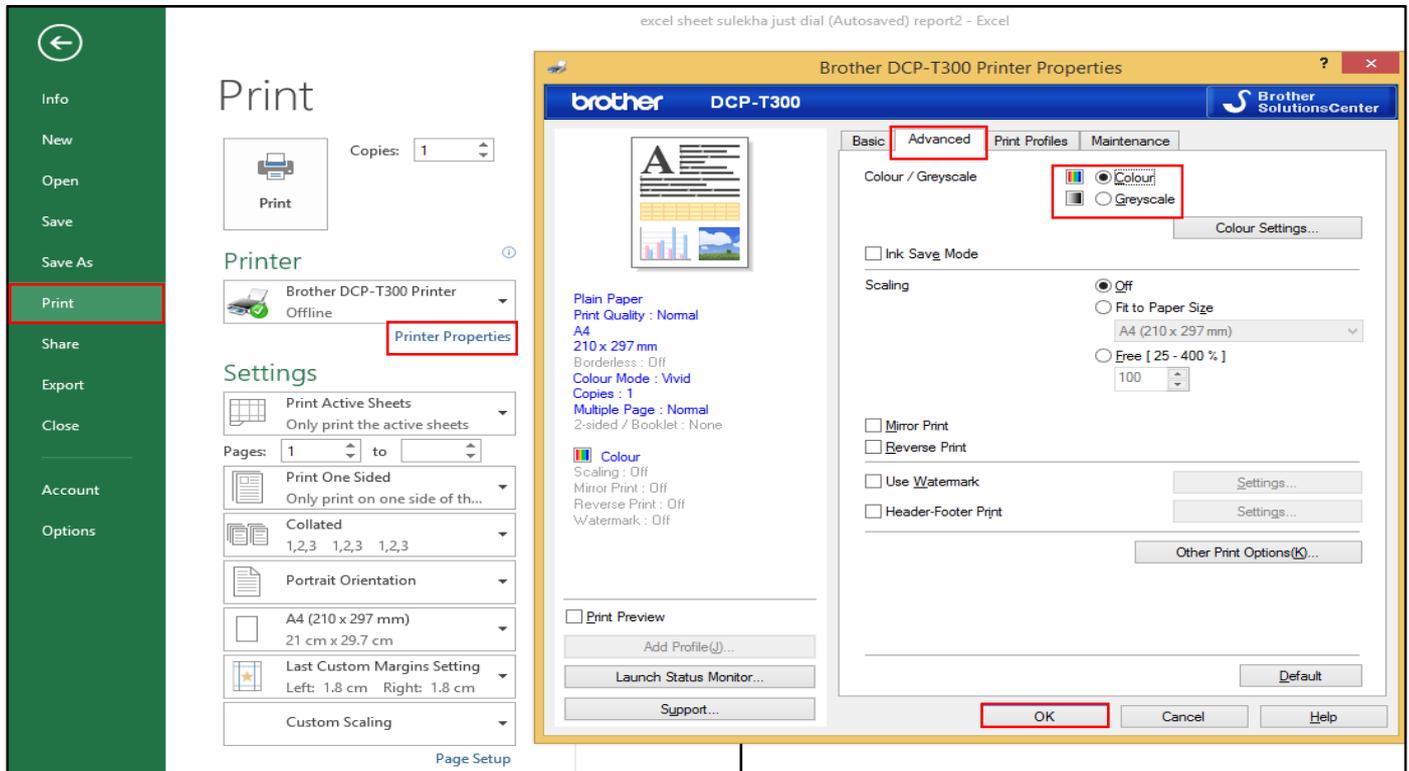


Print (Ctrl+P). This option is used to select a printer, number of copies, other printing option before printing to help you print your excel worksheets.

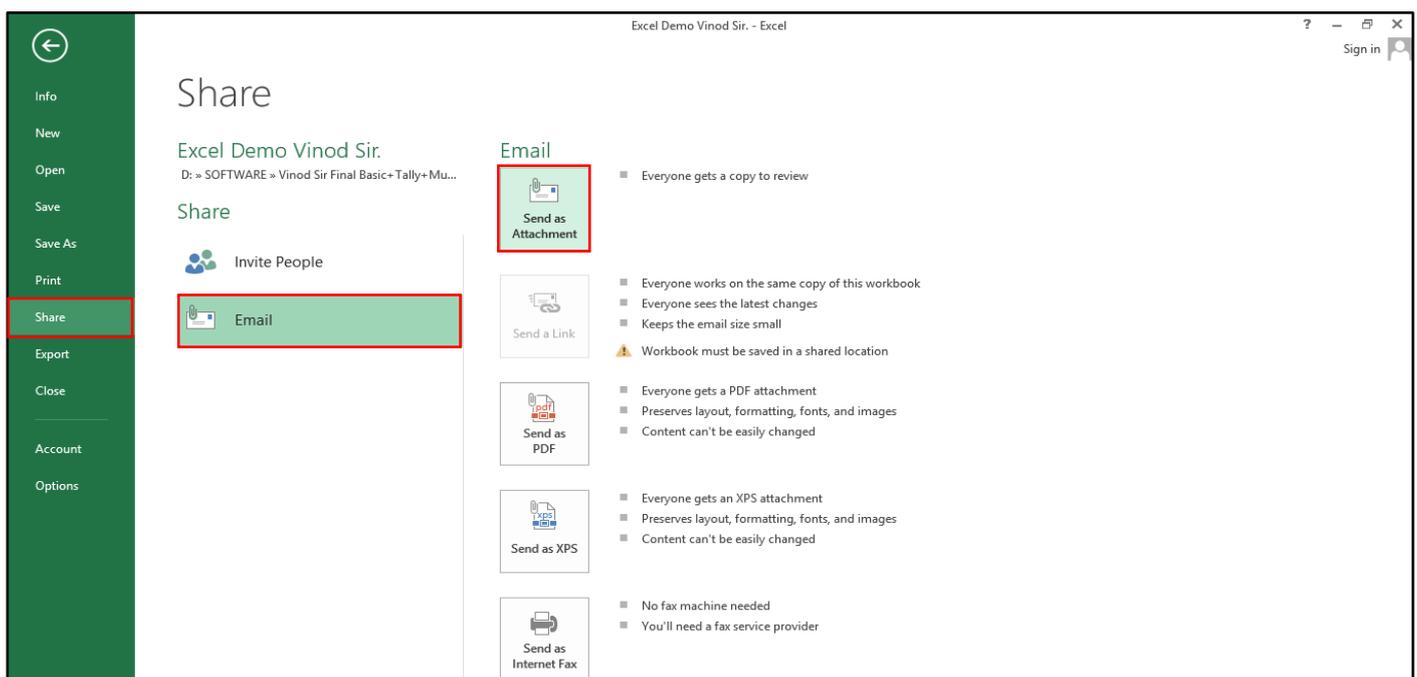


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Page Setup. This command is used to set margin, paper size and different option layout of the page. You can select a page setup and change the layout of document. All margin values are measured in inches. Header and footer are printed text at the top and bottom of pages. Such as insert date of the page.

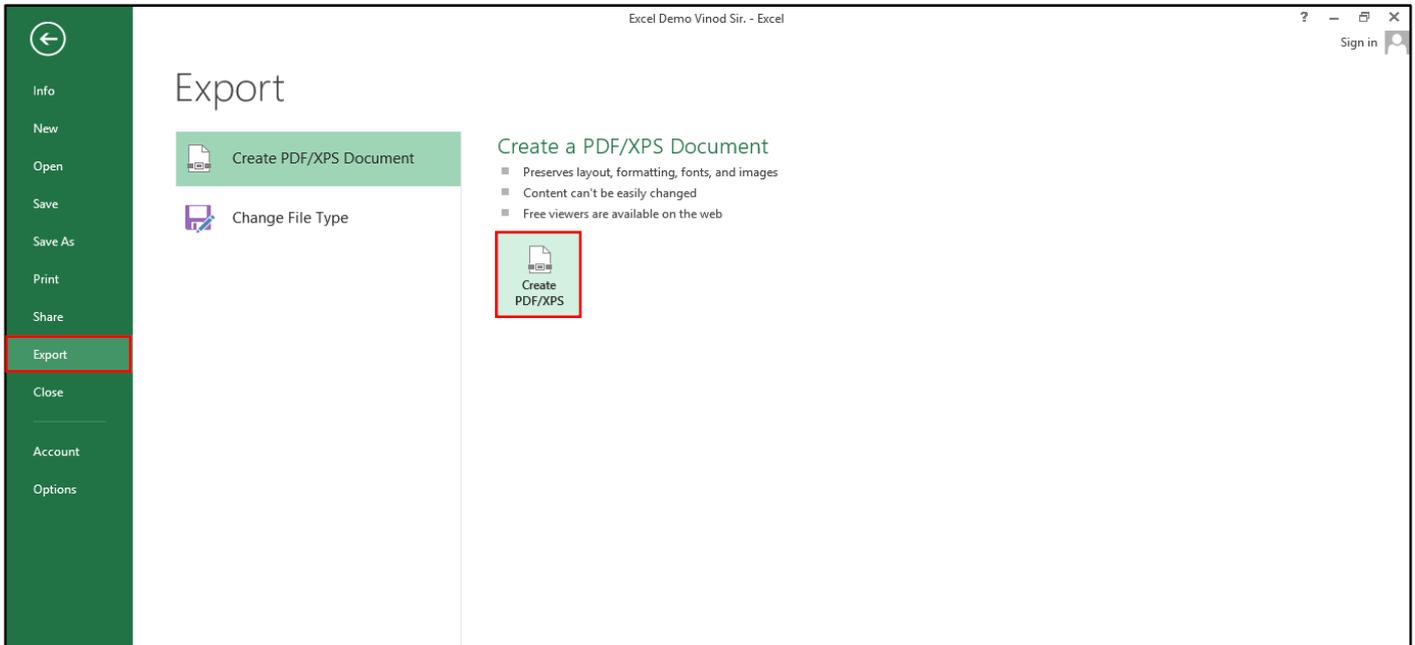


Share. Send a copy of the picture in an email message as an attachment. Excel 2016 makes it easy to share and collaborate on workbooks using One Drive. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates multiple versions of the same file, which can be difficult to organize.

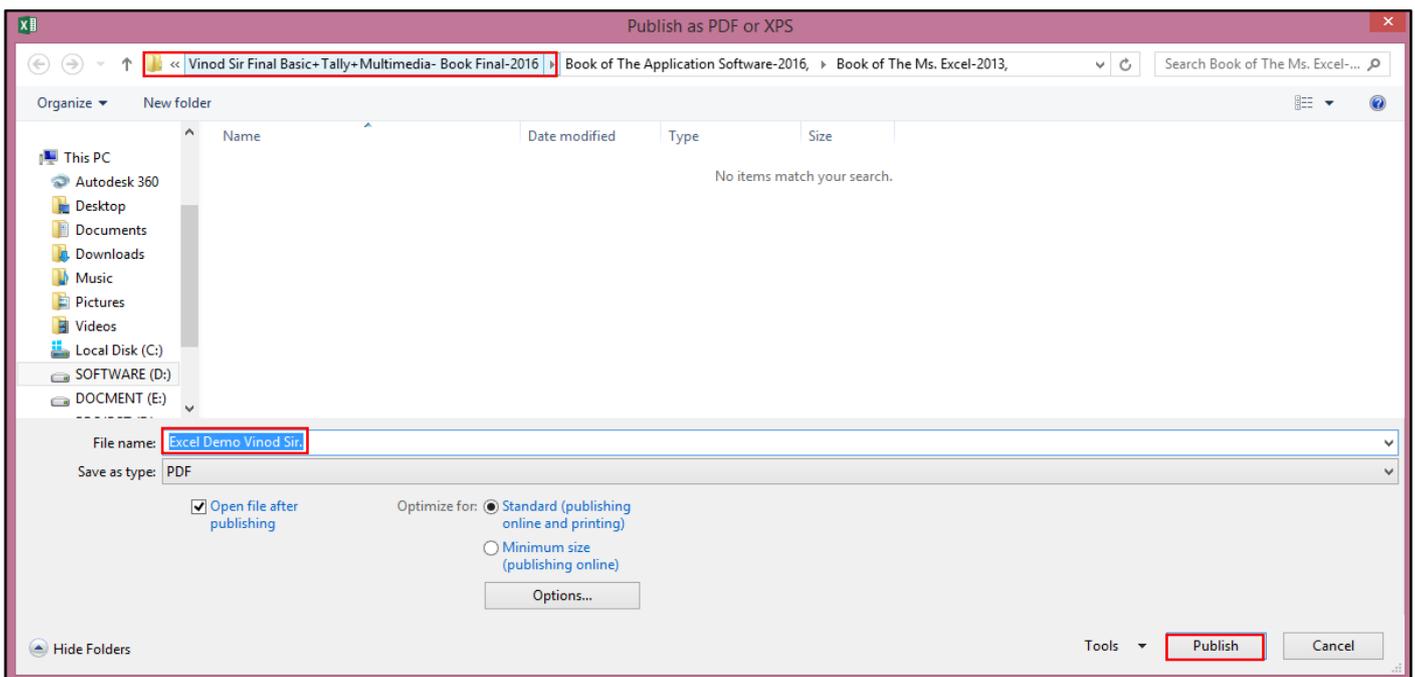


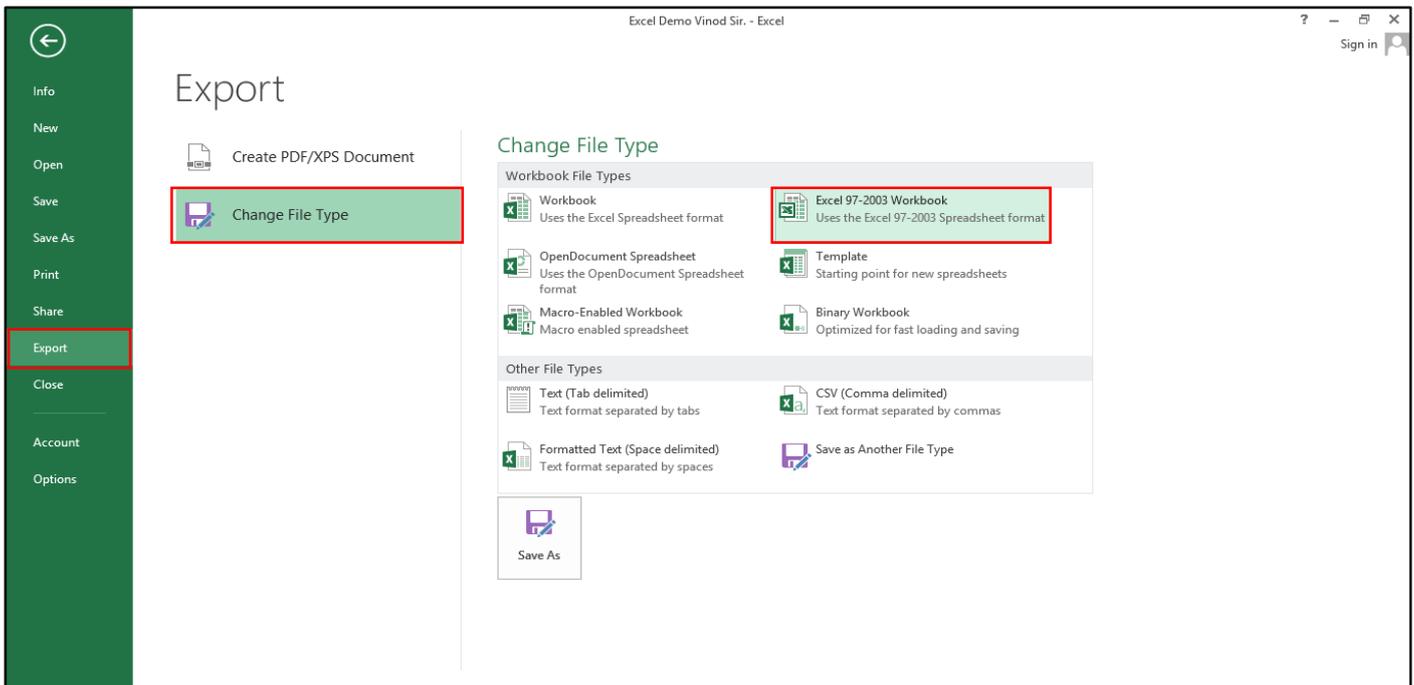
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Export. This command is used to template data as preserves layout formatting font and image content can be easily change free view are available on the web from your MS. Excel document, for use in other applications. By default, Excel workbooks are saved in the .xlsx file type. However, there may be times when you need to use another file type, such as a PDF or Excel 97-2003 workbook. It's easy to export your workbook from Excel in a variety of file types.



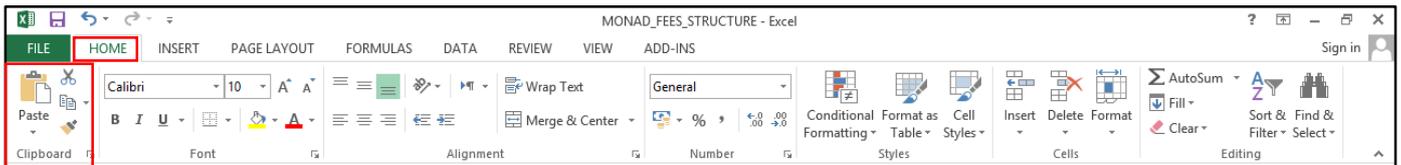
Export Workbook as PDF Files. Exporting your workbook as an Adobe Acrobat document, commonly known as a PDF file, can be especially useful if you're sharing a workbook with someone who does not have Excel. A PDF will make it possible for recipients to view but not edit the content of your workbook.





Exit (Alt+F4). This command is allowing exit from Ms Excel window application.

Chapter-3. Home. (Alt+H).



Cut (Ctrl+X). This command is used to delete the selected text or objects from a document, and copies them to the invisible windows or Macintosh clipboard so you can paste them elsewhere. (The clipboard holds only one selection at a time.). Remove the selection and put it on clipboard so you can paste it somewhere else.

Copy (Ctrl+C). This command is used to copy the selected item to your computer's memory and available in clipboard use for later. Put a copy of the selection on the clipboard so you can paste it somewhere else.

	A	B	C	D	E	F	G
1	EMPLOYEE CODE.	EMPLOYEE NAME.	DEPARTMENT.	MONTHLY SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
2	E001	RAHUL	MANAGER	20000	645.1612903	29	18709.67742
3	E002	SURAJ	HR DEPARTMENT	18000	580.6451613	28	16258.06452
4	E003	RAJ	PURCHASE DEPARTMENT	15000	483.8709677	27	13064.51613
5	E004	KAMAL	HR DEPARTMENT	16000	516.1290323	26	13419.35484
6	E005	KAJAL	MANAGER	22000	709.6774194	26	18451.6129
7	E006	SURAJ	PURCHASE DEPARTMENT	17000	548.3870968	27	14806.45161
8	COPY OF The Selection.						

Paste (Ctrl+V). This command is used to place objects you've copied to your computer's memory into the current document. Places the most recent selection from the clipboard into your document at the insertion point. Add content on the clipboard your document.

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	A	B	C	D	E	F	G
1	EMPLOYEE CODE.	EMPLOYEE NAME.	DEPARTMENT.	MONTHLY SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
2	E001	RAHUL	MANAGER	20000	645.1612903	29	18709.67742
3	E002	SURAJ	HR DEPARTMENT	18000	580.6451613	28	16258.06452
4	E003	RAJ	PURCHASE DEPARTMENT	15000	483.8709677	27	13064.51613
5	E004	KAMAL	HR DEPARTMENT	16000	516.1290323	26	13419.35484
6	Copy OF The Selection.						
7							
8	EMPOLY CODE	EMPOLY NAME	DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALARY
9	E001	RAHUL	MANAGER	20000	645.1612903	29	18709.67742
10	E002	SURAJ	HR DEPARTMENT	18000	580.6451613	28	16258.06452
11	E003	RAJ	PURCHASE DEPARTMENT	15000	483.8709677	27	13064.51613
12	E004	KAMAL	HR DEPARTMENT	16000	516.1290323	26	13419.35484
13	Paste OF The Selection.						
14							

Format Painter. (Ctrl+Shift+C). Like the look of a particular selection? You can apply that look to other content in the document. Select content with the formatting you like. Click Format painter. Select something else to automatically apply formatting. To apply the formatting in multiple places double –click format painter.

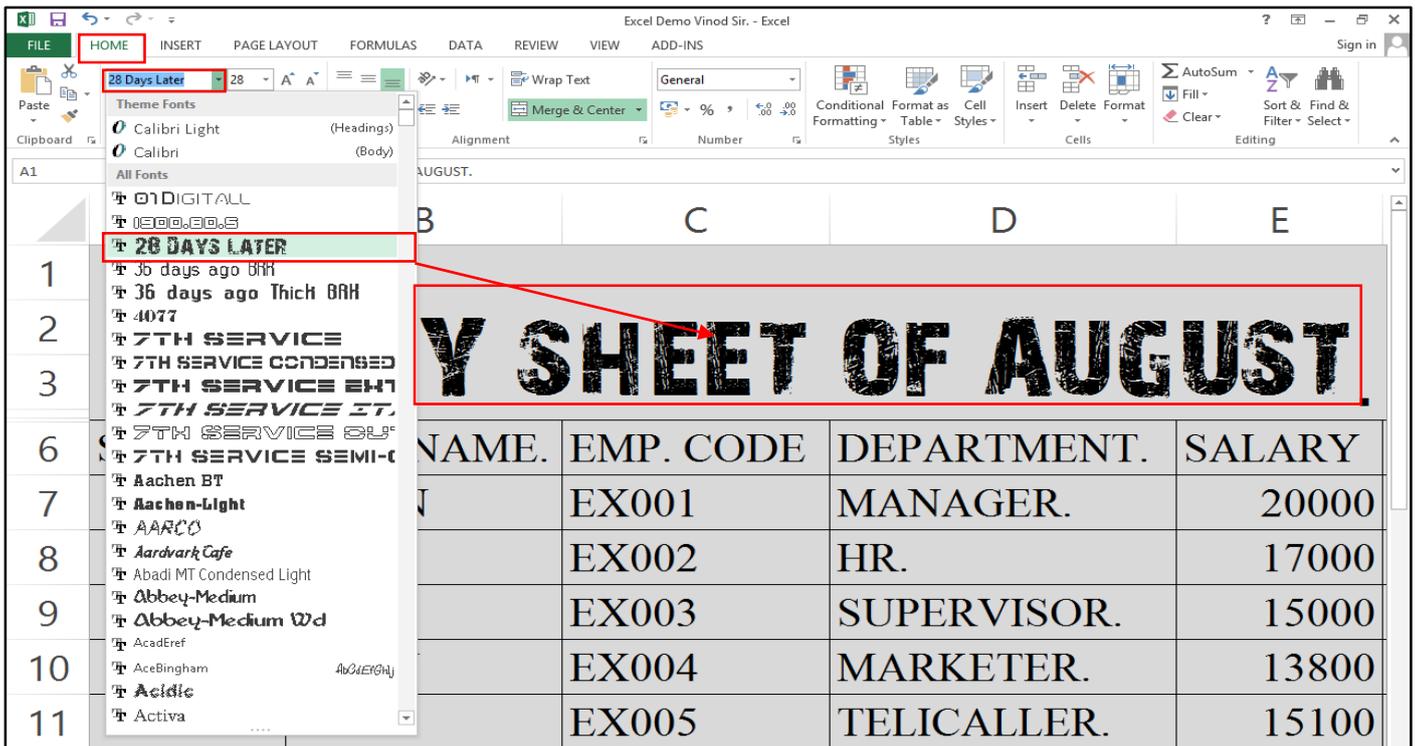
	A	B	C	D	E	F	G
1	EMPLOYEE CODE.	EMPLOYEE NAME.	DEPARTMENT.	MONTHLY SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
2	E001	RAHUL	MANAGER	20000	645.1612903	29	18709.67742
3	E002	SURAJ	HR DEPARTMENT	18000	580.6451613	28	16258.06452
4	E003	RAJ	PURCHASE DEPARTMENT	15000	483.8709677	27	13064.51613
5	E004	KAMAL	HR DEPARTMENT	16000	516.1290323	26	13419.35484
6	Apply Formatting Painter.						
7							

Undo (Ctrl+Z). This command is used to reverse the last action. To take backward in your current work which you have done. Or you can choose this command repeatedly to step progressively backwards through your changes, even after you save the document.

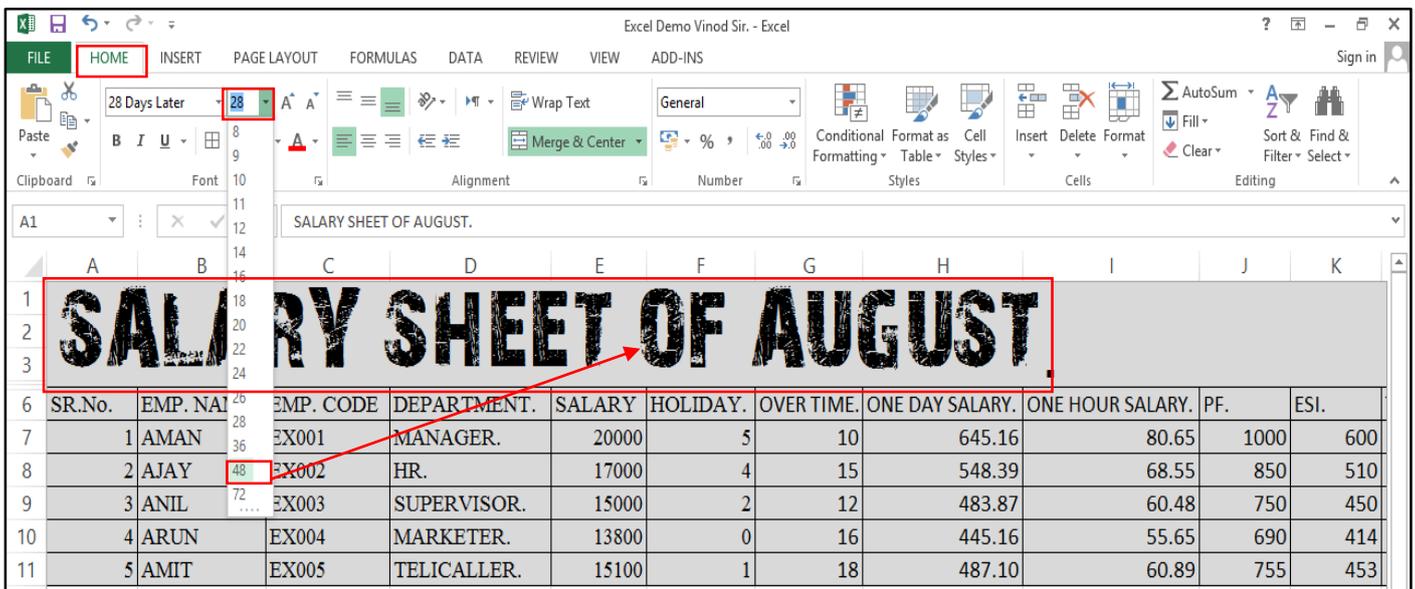
Redo (Ctrl+Y). Restores whatever changes you just made by using the undo command. Selecting redo multiple times moves you progressively forward through changes you undid. If you just used a command other than undo, repeat appears instead of redo. This property lets you repeat the last action. For example, if you just pressed delete, the repeat command presses it again.

Font.

Font Family. This command is used to choose from a list of common font combinations to apply a font set to the selected text. When a visitor’s browser displays that text, it moves down the list of assigned fonts until it finds one installed on his computer. You can create your own combination of paragraph fonts by going to the submenu and choosing edit font list. Select the desired font. A live preview of the new font will appear as you hover the mouse over different options. In our example, we’ll choose 28 Days Later.



Font Size. Font size is measurement in point the larger font size approximately 72 point in an inch. You want to change font formatting at the same time. You can change font size font dialog box. Select the desired font size. A live preview of the new font size will appear as you hover the mouse over different options. In our example, we will choose 48 to make the text larger.



Increase Font Size. You can increase the font size by using the Increase font and make your text a bit bigger.

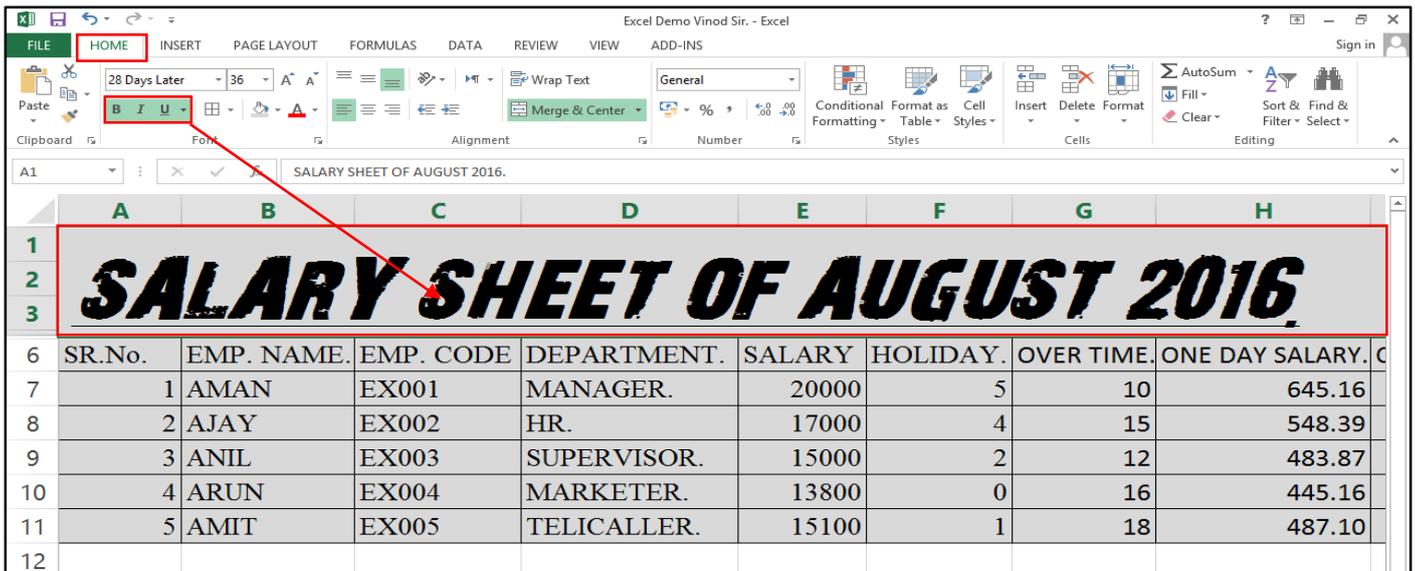
Decrease Font Size. You can decrease the font size by using the shrink font and make your text a bit smaller.

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Bold Font (Ctrl+B). You can apply term refers collectively to boldface and change to the heavier font. Select the text and apply bold font.

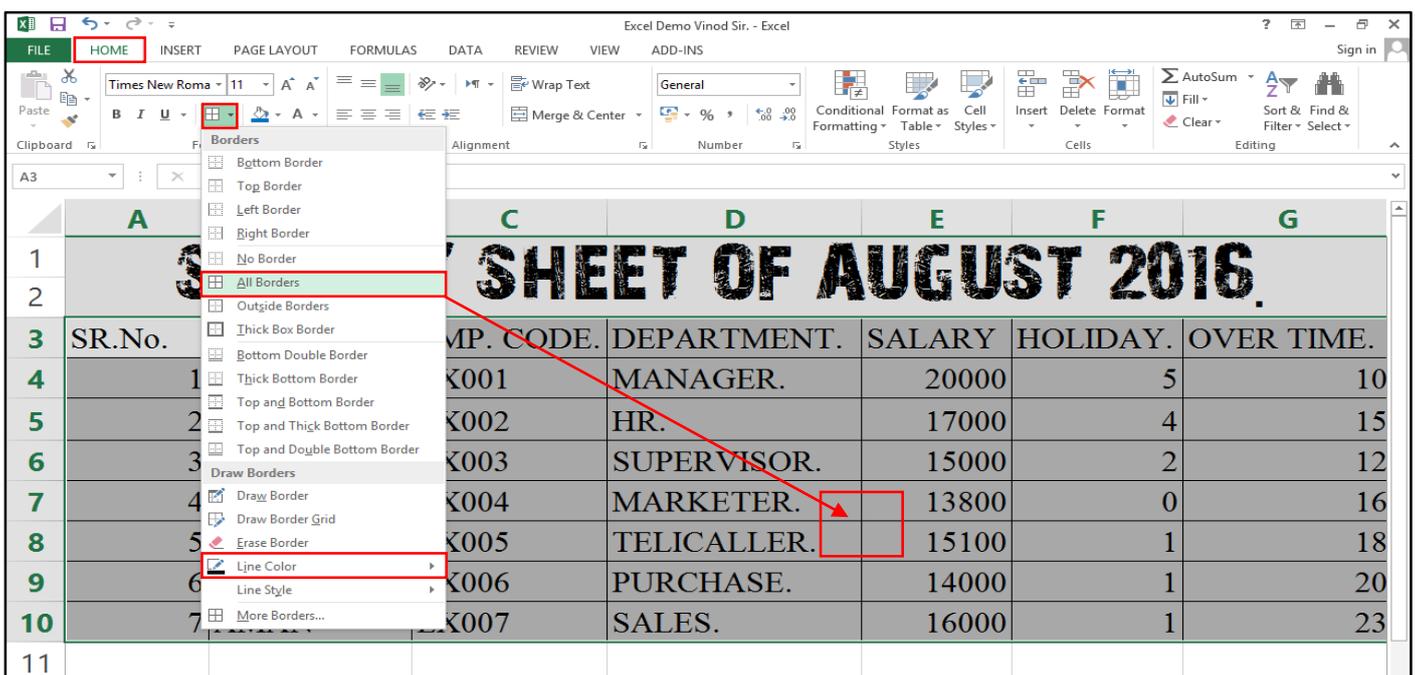
Italic Font (Ctrl+I). You can apply term refers collectively to italic and change to the italic font. Select the text and apply italic font formatting toolbar.

Underline Font (Ctrl+U). You can apply term refers collectively to draw the line below the text and change to the underline font. Select the text and apply underline font formatting toolbar.



SR.No.	EMP. NAME.	EMP. CODE	DEPARTMENT.	SALARY	HOLIDAY.	OVER TIME.	ONE DAY SALARY.
1	AMAN	EX001	MANAGER.	20000	5	10	645.16
2	AJAY	EX002	HR.	17000	4	15	548.39
3	ANIL	EX003	SUPERVISOR.	15000	2	12	483.87
4	ARUN	EX004	MARKETER.	13800	0	16	445.16
5	AMIT	EX005	TELICALLER.	15100	1	18	487.10

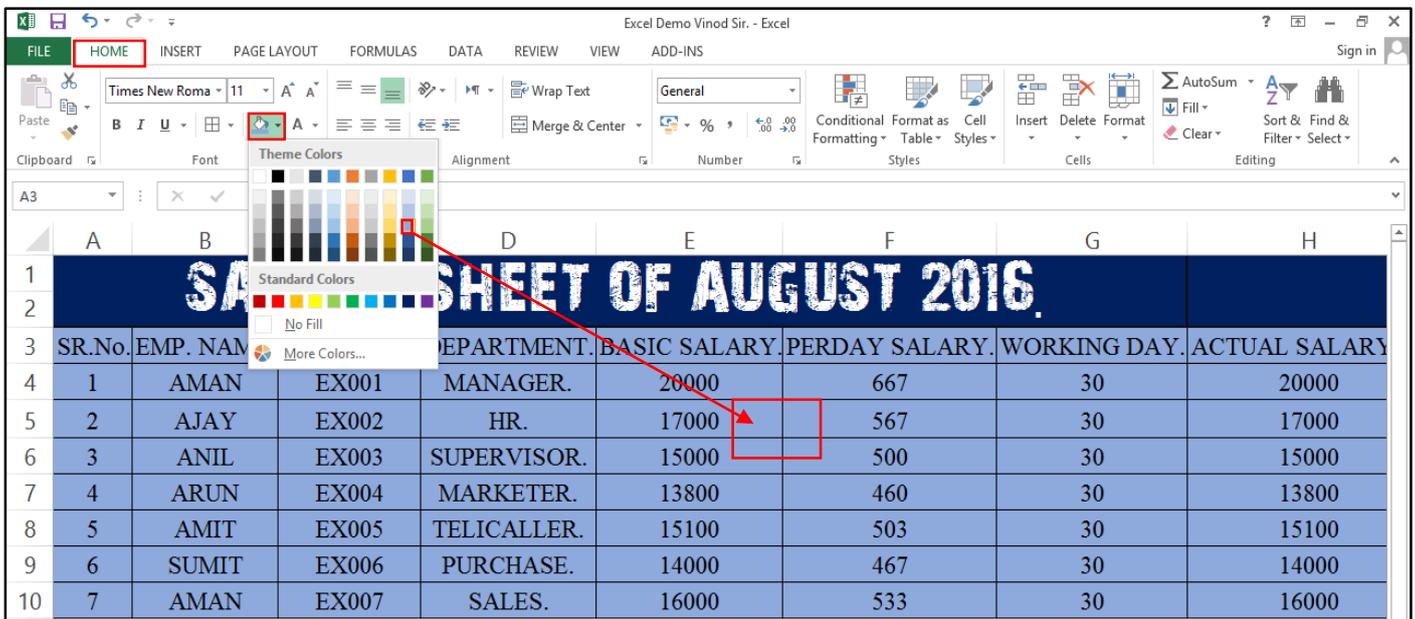
Borders. Add or remove borders from your selection to change look of the border check out the points on the table tool design. Use to borders and shading dialog box. Apply to the different type of border selected cell top, bottom, left, right, no border and all borders. Change to the border colour and border line type.



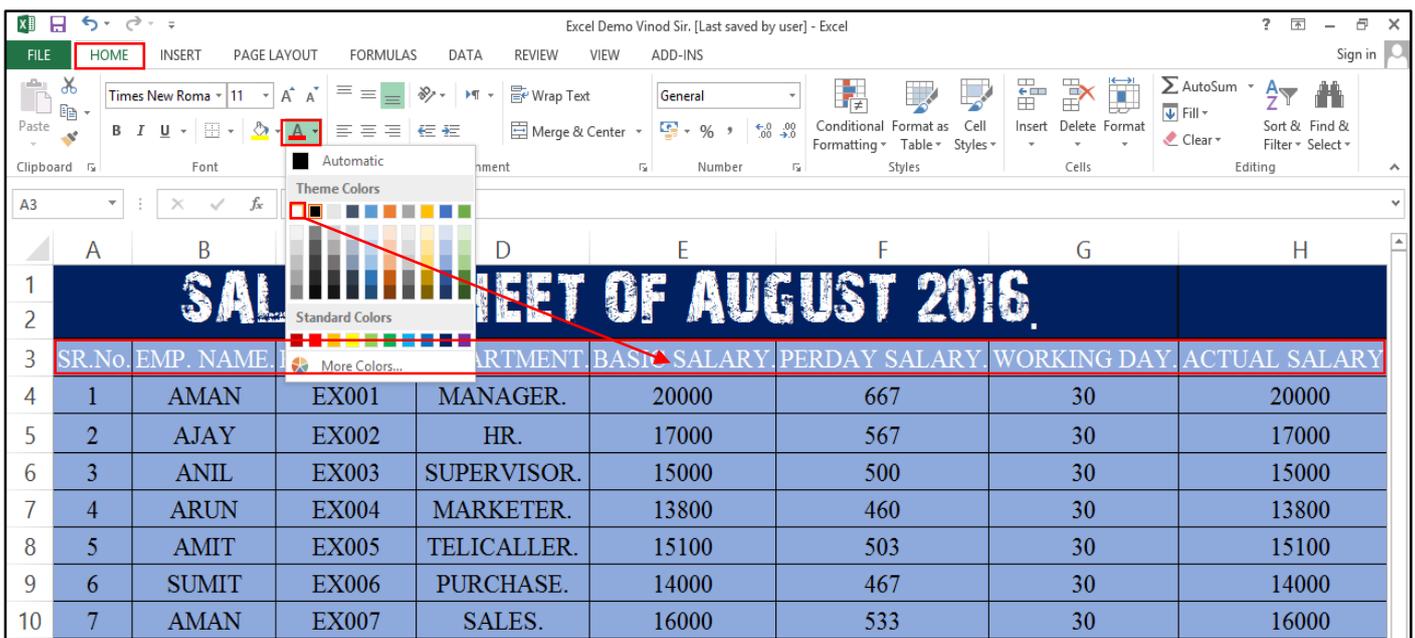
SR.No.	EMP. NAME.	EMP. CODE.	DEPARTMENT.	SALARY	HOLIDAY.	OVER TIME.
1	1	K001	MANAGER.	20000	5	10
2	2	K002	HR.	17000	4	15
3	3	K003	SUPERVISOR.	15000	2	12
4	4	K004	MARKETER.	13800	0	16
5	5	K005	TELICALLER.	15100	1	18
6	6	K006	PURCHASE.	14000	1	20
7	7	K007	SALES.	16000	1	23

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Fill Color. Change the colour behind selected text paragraph or table cell. This is specially use full when you want information to jump of the page and change the background of cell make to them stand out. Select the fill colour you want to use. A live preview of the new fill colour will appear as you hover the mouse over different options. In our example, we'll choose Light blue.



Font Color. Change colour of your text can brighter up a document and make key part of it stand out. You have a colour printer reader view the document onscreen font colours can greatly enhance your document an appearance. Select the desired font colour. A live preview of the new font colour will appear as you hover the mouse over different options. In our example, we'll choose white.



Text Alignment. By default, any text entered into your worksheet will be aligned to the bottom-left of a cell, while any numbers will be aligned to the bottom-right. Changing

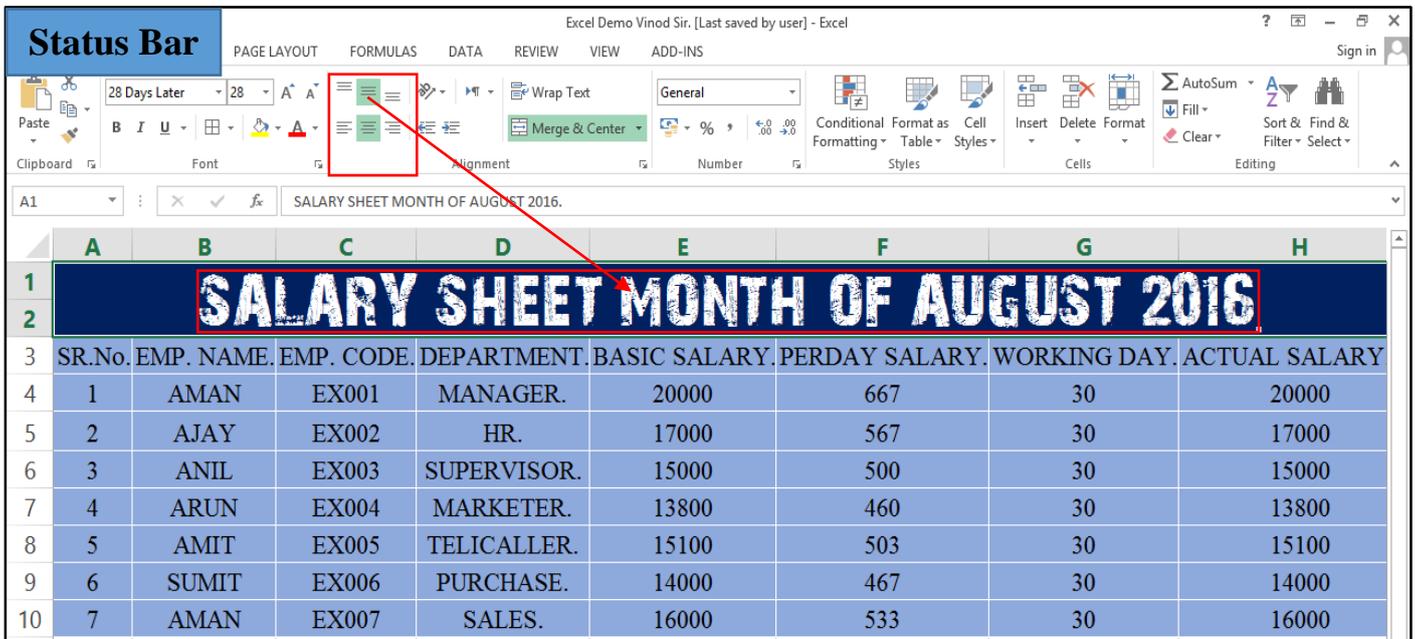
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the alignment of your cell content allows you to choose how the content is displayed in any cell, which can make your cell content easier to read.

Top Align. This option is used to align text to the top region.

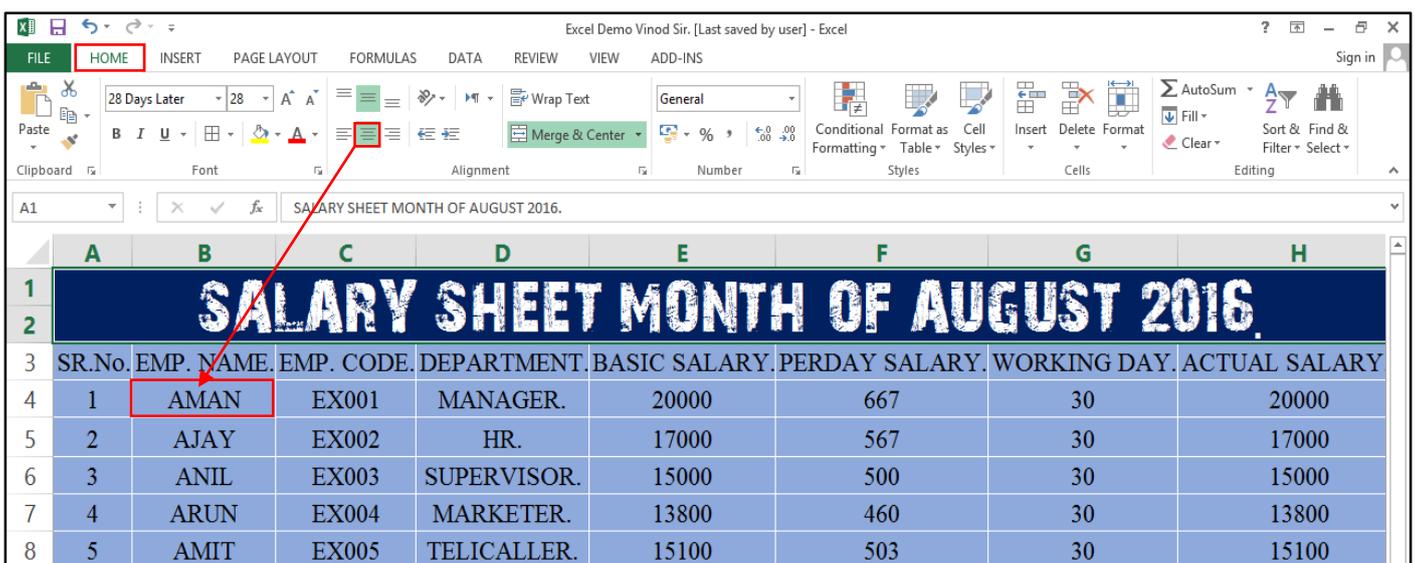
Middle Align. Align text so that it is centred between the top bottoms of the cell.

Bottom Align. This option is used to align text to the bottom region.



Align Left (Ctrl+L). Align your content with the left margin. Left alignment is the commonly used for body text and makes the document easier to read.

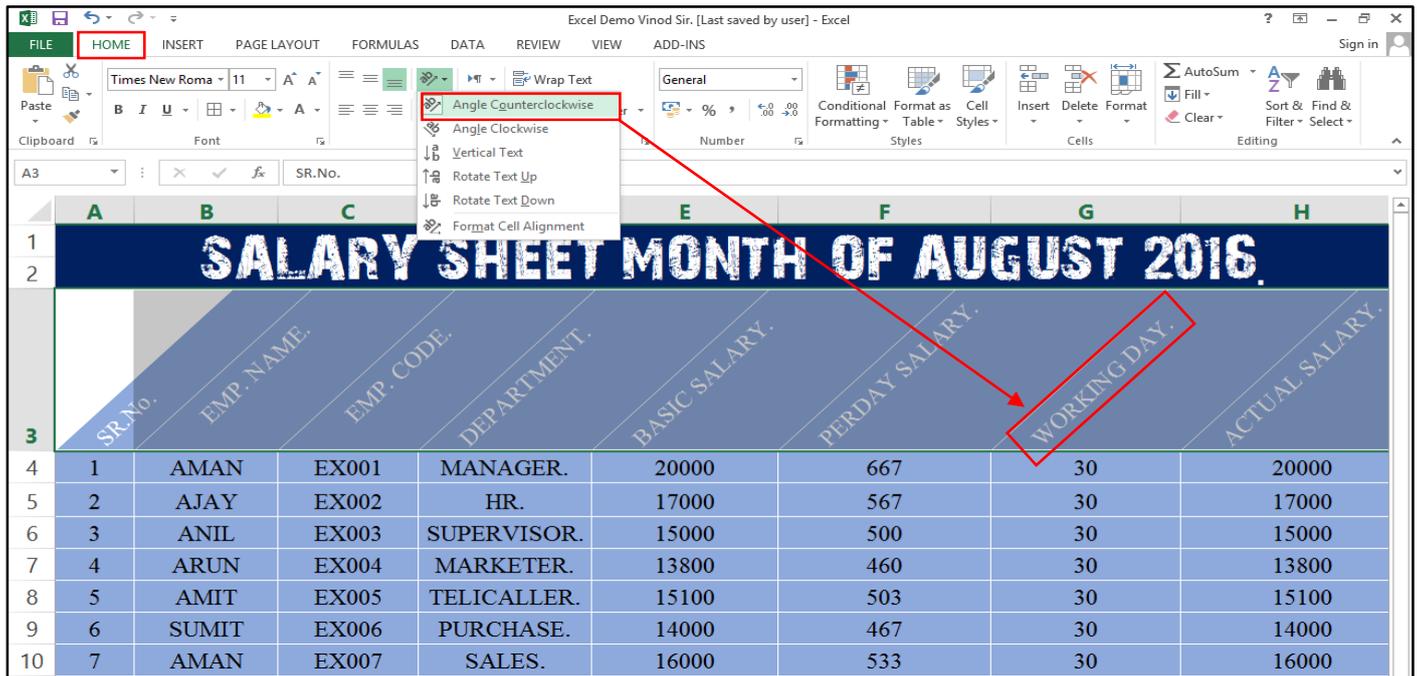
Align Centre (Ctrl+E). Centre your content on the page. Centre align give documents formal appearance and is often use for cover page, quotation, sometime heading.



Align Right (Ctrl+R). Align your content to the right margin. Right alignment use for small section for content such as your text in header and footer.

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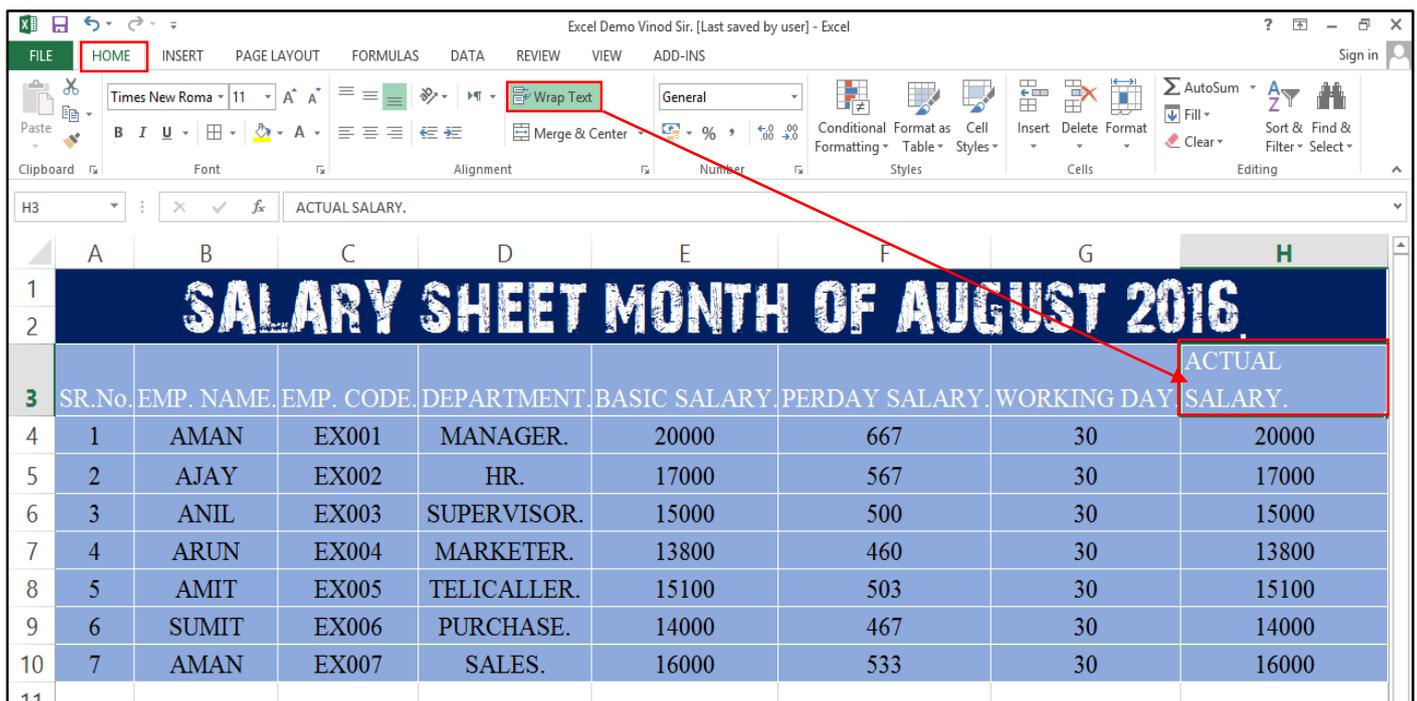
Orientation. Rotate your text diagonally or vertically. This is a great way to label narrow columns.



Decrease Indent. Move your content close to the cell border.

Increase Indent. Move your paragraph farther away from the cell border.

Warp Text. Wrap extra-long text into multiple lines so you can see all of it. Whenever you have too much cell content to be displayed in a single cell, you may decide to wrap the text or merge the cell rather than resize a column. Wrapping the text will automatically modify a cell's row height, allowing cell contents to be displayed on multiple lines.

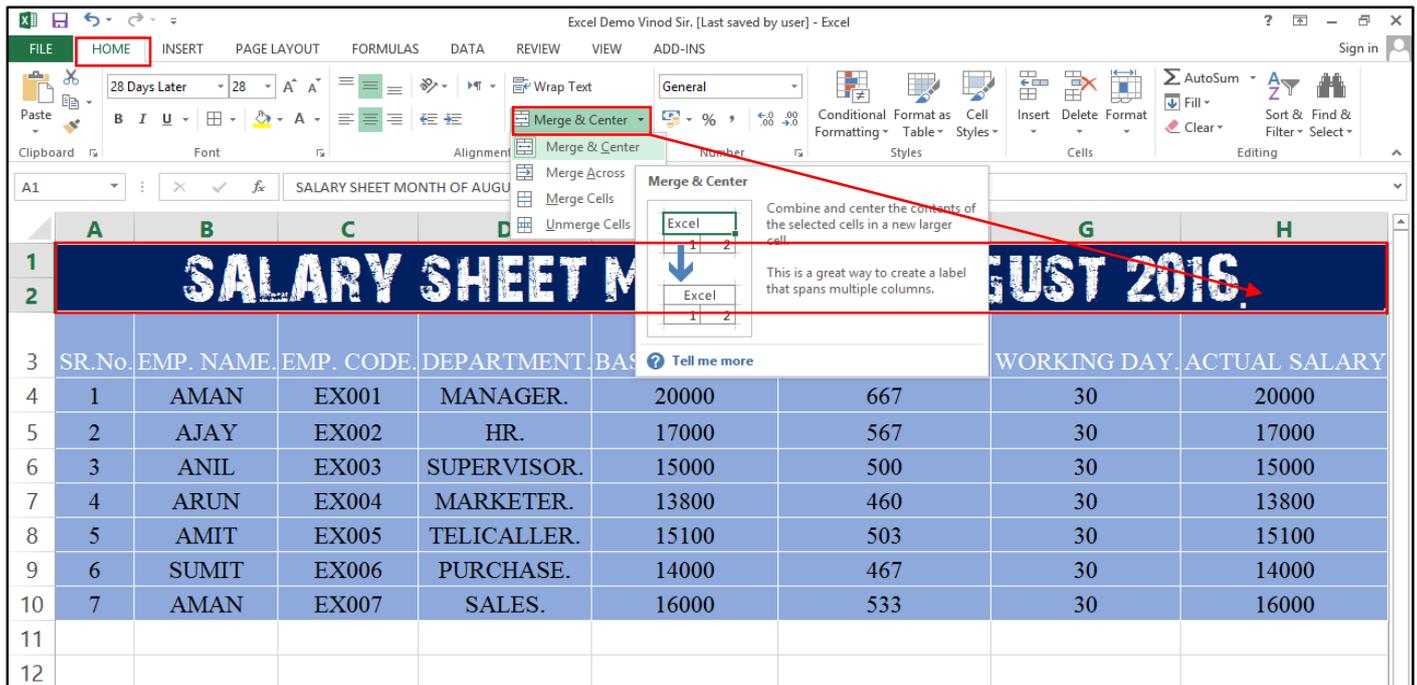


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Merge & Centre. Combine and centre the contents of the selected cells in a new large cell. This is great way create a label that spans multiple columns. Merging allows you to combine a cell with adjacent empty cells to create one large cell. Click the drop-down arrow next to the Merge & Centre command on the Home tab. The Merge drop-down menu will appear. From here, you can choose to.

Merge & Across. Merge selected cells in the same row into one large cell.

Merge & Cells. Merge the selected cells into one cell.



Unmerge & Cells. Split the current cell into multiple cells.

Formatting Text And Number. One of the most powerful tools in excel is the ability to apply specific formatting for text and numbers. Instead of displaying all cell content in exactly the same way, you can use formatting to change the appearance of dates, times, decimals, percentages (%), currency (\$), and much more.

Number Format. Choose the format for your cells such as percentage, currency, date or time.

General. The default format its display number and integer as decimal.

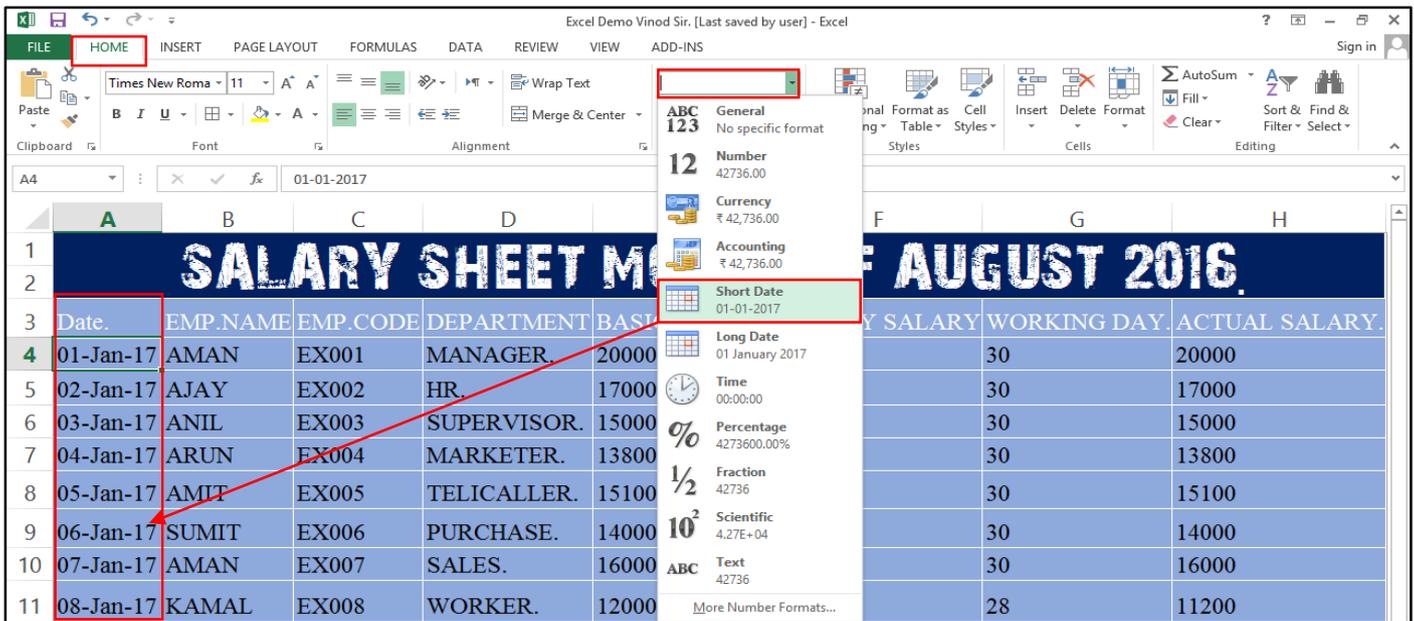
Number. Enable to specify the number of decimal place use the comma to separate thousand.

Currency. Enable to specify the number of decimal palace to use a currency place symbol.

Accounting. Differs from the currency format in this currency symbol always line up vertically.

Date. Enable to you can choose from several different formats date.

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Time. Enable to you can choose from several different formats time.

Percentage. Enable to you can choose the number of decimal places and always display a percentage sign.

Fraction. Enable to you can choose the among nine fraction formats.

Scientific. You can choose the number of decimal place to display left of e.

Text. You can apply to a value as text useful for such as items as part numbers.

Special. Contain four additional number formats and social security number.

Custom. Enable you define custom number formats that are not include any other category.

Style.

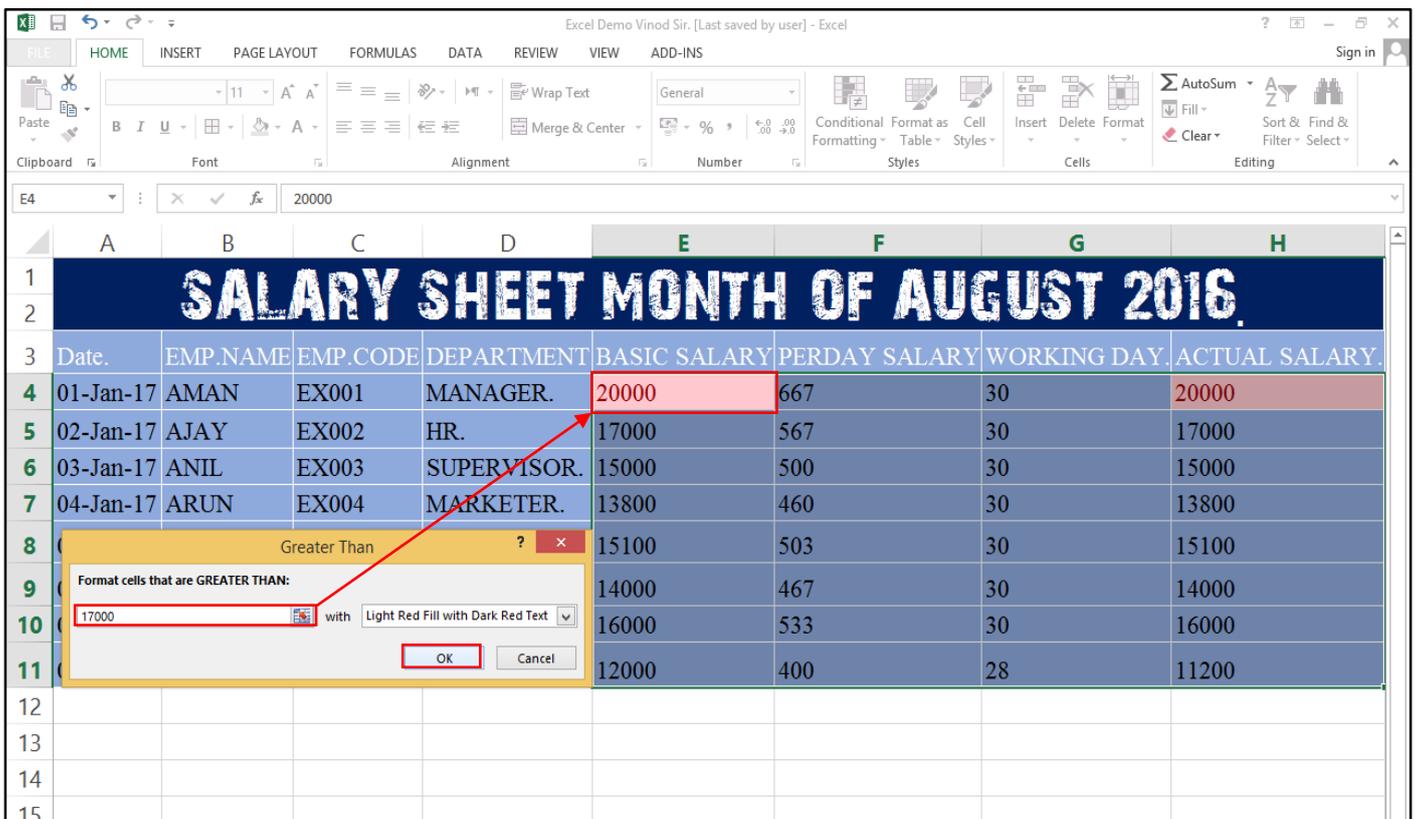
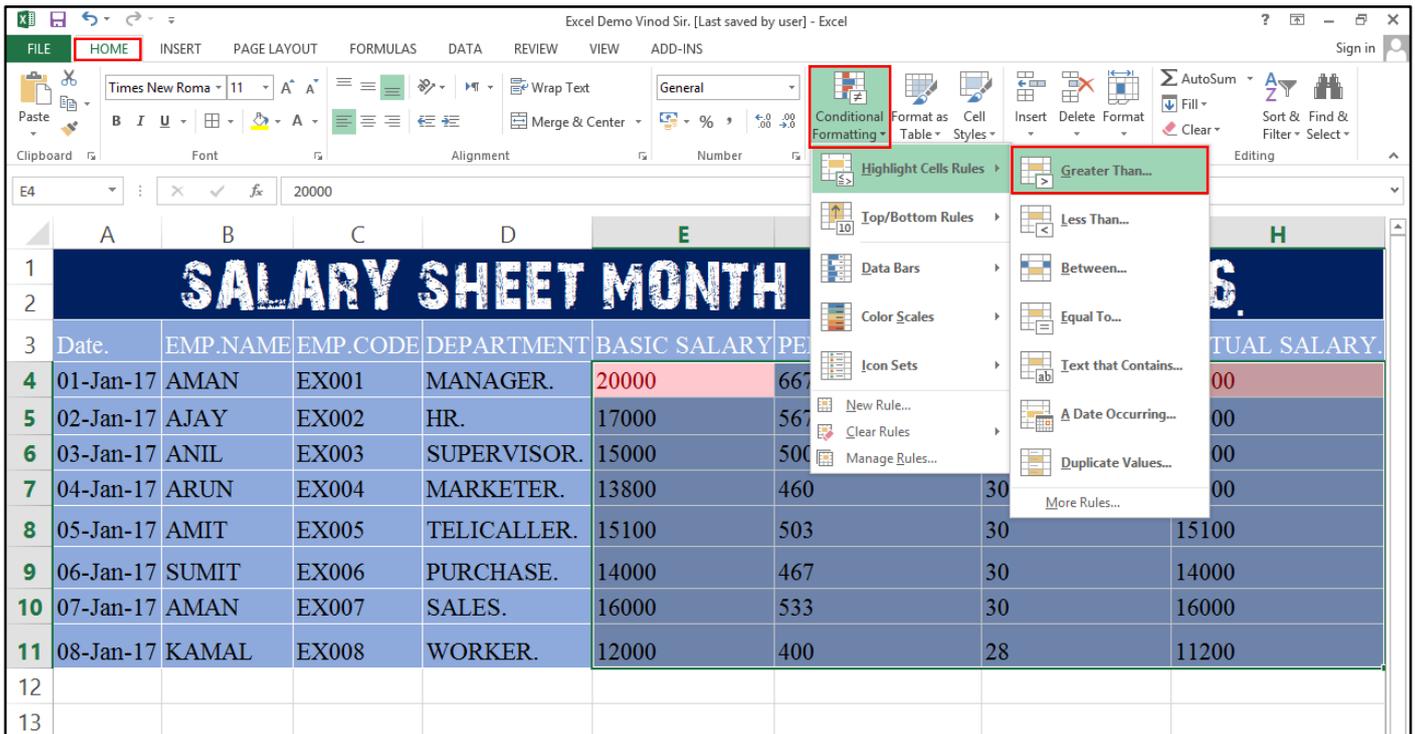
Conditional Formatting. Easley spot trends and patterns in your data using bars, colours, and icons, to visually highlight important values. Otherwise conditional formatting allows you to automatically apply formatting—such as colours, icons, and data bars—to one or more cells based on the cell value. To do this, you'll need to create a conditional formatting rule. For example, a conditional formatting rule might be: If the value is less than 20000, colour the cell red. By applying this rule, you'd be able to quickly see which cells contain values less than 20000.

Highlight Cells Rules.

Greater Than. From the submenu select the criteria that you want to use, eg. Greater than enter the value(s) for the criteria. From the with dropdown list, select the formatting option that you want to apply to cells that meet the criteria. Hover the mouse over the desired conditional formatting type, then select the desired rule from the menu that appears. In our example, we want to highlight cells that are greater than 17000.

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Select a formatting style from the drop-down menu. In our example, we'll choose light red fill with dark red text, then click ok.



Less Than. From the submenu select the criteria that you want to use eg. Less than enter the value(s) for the criteria. From the with dropdown list, select the formatting option that you want to apply to cells that meet the criteria.

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Excel Demo Vinod Sir. [Last saved by user] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

Conditional Formatting

Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Find & Filter Select

E4 20000

	A	B	C	D	E	F	G	H
1	SALARY SHEET MONTH OF AUGUST 2016							
2	SALARY SHEET MONTH OF AUGUST 2016							
3	Date.	EMP. NAME	EMP. CODE	DEPARTMENT	BASIC SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALARY.
4	01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
5	02-Jan-17	AJAY	EX002	HR.	17000	567	30	17000
6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	30	15000
7	04-Jan-17	ARUN	EX004	MARKETER.	13800	460	30	13800
8					15100	503	30	15100
9					14000	467	30	14000
10					16000	533	30	16000
11					12000	400	28	11200

Less Than

Format cells that are LESS THAN:

15000 with Light Red Fill with Dark Red Text

OK Cancel

Between. From the submenu select the criteria that you want to use eg. Between enter the value(s) for the criteria. From the with dropdown list, select the formatting option that you want to apply to cells that meet the criteria.

Excel Demo Vinod Sir. [Last saved by user] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

Conditional Formatting

Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Find & Filter Select

E4 20000

	A	B	C	D	E	F	G	H
1	SALARY SHEET MONTH OF AUGUST 2016							
2	SALARY SHEET MONTH OF AUGUST 2016							
3	Date.	EMP. NAME	EMP. CODE	DEPARTMENT	BASIC SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALARY.
4	01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
5	02-Jan-17	AJAY	EX002	HR.	17000	567	30	17000
6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	30	15000
7	04-Jan-17	ARUN	EX004	MARKETER.	13800	460	30	13800
8					15100	503	30	15100
9					14000	467	30	14000
10					16000	533	30	16000
11					12000	400	28	11200
12								
13								

Between

Format cells that are BETWEEN:

17000 and 20000 with Light Red Fill with Dark Red Text

OK Cancel

Duplicate Value. From the submenu select the criteria that you want to use eg. Duplicate value enter the value(s) for the criteria. From the with dropdown list, select the formatting option that you want to apply to cells that meet the criteria.

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Excel Demo Vinod Sir. (Last saved by user) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

Conditional Formatting

Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Find & Filter

Sign in

E4 20000

1 SALARY SHEET MONTH OF AUGUST 2016

2

3 Date. EMP. NAME EMP. CODE DEPARTMENT BASIC SALARY PERDAY SALARY WORKING DAY ACTUAL SALARY.

4 01-Jan-17 AMAN EX001 MANAGER. 20000 667 30 20000

5 02-Jan-17 AJAY EX002 HR. 20000 667 30 20000

6 03-Jan-17 ANIL EX003 SUPERVISOR. 15000 500 23 11500

7 04-Jan-17 ARUN EX004 MARKETER. 13800 460 28 12880

8 05-Jan-17 15100 503 29 14597

9 06-Jan-17 14000 467 29 13533

10 07-Jan-17 16000 533 26 13867

11 08-Jan-17 12000 400 22 8800

Duplicate Values ? x

Format cells that contain:

Duplicate values with Light Red Fill with Dark Red Text

OK Cancel

Top 10 Items Value. From the submenu select the criteria that you want to use eg. Top value enter the value(s) for the criteria. From the with dropdown list, select the formatting option that you want to apply to cells that meet the criteria.

Excel Demo Vinod Sir. (Last saved by user) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

Conditional Formatting

Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Find & Filter

Sign in

E4 20000

1 SALARY SHEET MONTH

2

3 Date. EMP. NAME EMP. CODE DEPARTMENT BASIC SALARY PERDAY SALARY WORKING DAY ACTUAL SALARY.

4 01-Jan-17 AMAN EX001 MANAGER. 20000 667 30 20000

5 02-Jan-17 AJAY EX002 HR. 20000 667 30 20000

6 03-Jan-17 ANIL EX003 SUPERVISOR. 15000 500 23 11500

7 04-Jan-17 ARUN EX004 MARKETER. 13800 460 28 12880

8 05-Jan-17 AMIT EX005 TELICALLER. 15100 503 29 14597

Conditional Formatting

Highlight Cells Rules

Top/Bottom Rules

Top 10 Items...

Top 10 %...

Bottom 10 Items...

Bottom 10 %...

Above Average...

Below Average...

More Rules...

Excel Demo Vinod Sir. (Last saved by user) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

Conditional Formatting

Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Find & Filter

Sign in

E4 20000

1 SALARY SHEET MONTH OF AUGUST 2016

2

3 Date. EMP. NAME EMP. CODE DEPARTMENT BASIC SALARY PERDAY SALARY WORKING DAY ACTUAL SALARY.

4 01-Jan-17 AMAN EX001 MANAGER. 20000 667 30 20000

5 02-Jan-17 AJAY EX002 HR. 20000 667 30 20000

6 03-Jan-17 ANIL EX003 SUPERVISOR. 15000 500 23 11500

7 04-Jan-17 ARUN EX004 MARKETER. 13800 460 28 12880

8 05-Jan-17 AMIT 15100 503 29 14597

9 06-Jan-17 SUMIT 14000 467 29 13533

10 07-Jan-17 AMAN 16000 533 26 13867

11 08-Jan-17 KAMA 12000 400 22 8800

Top 10 Items ? x

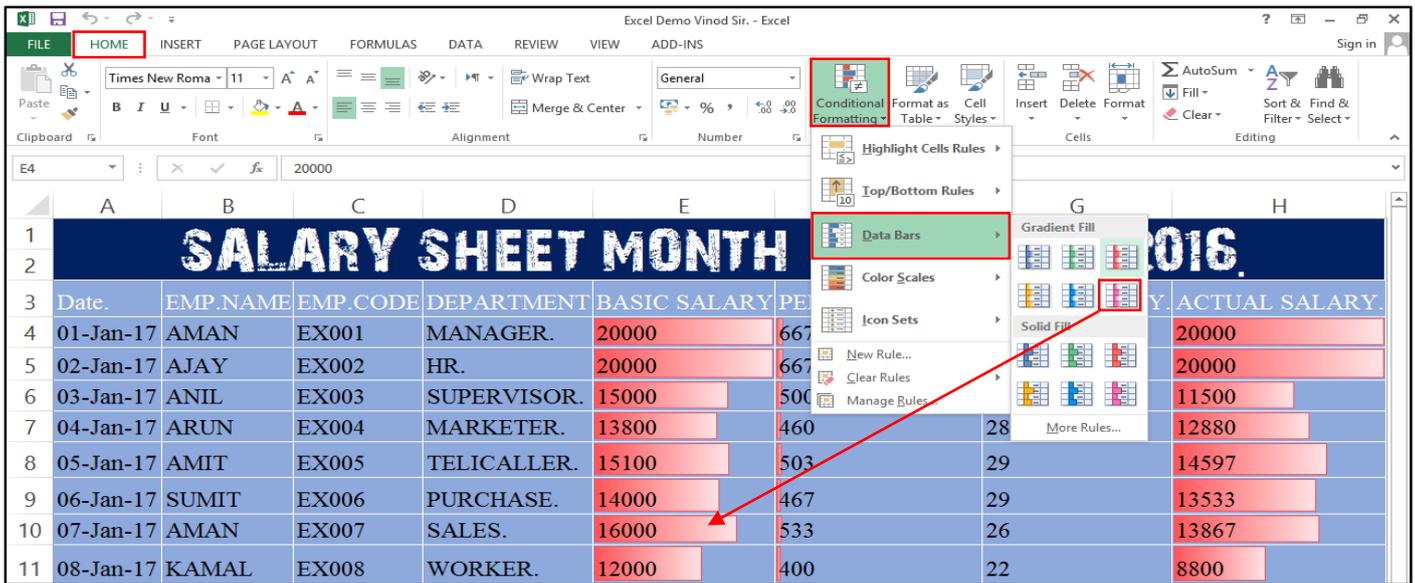
Format cells that rank in the TOP:

5 with Light Red Fill with Dark Red Text

OK Cancel

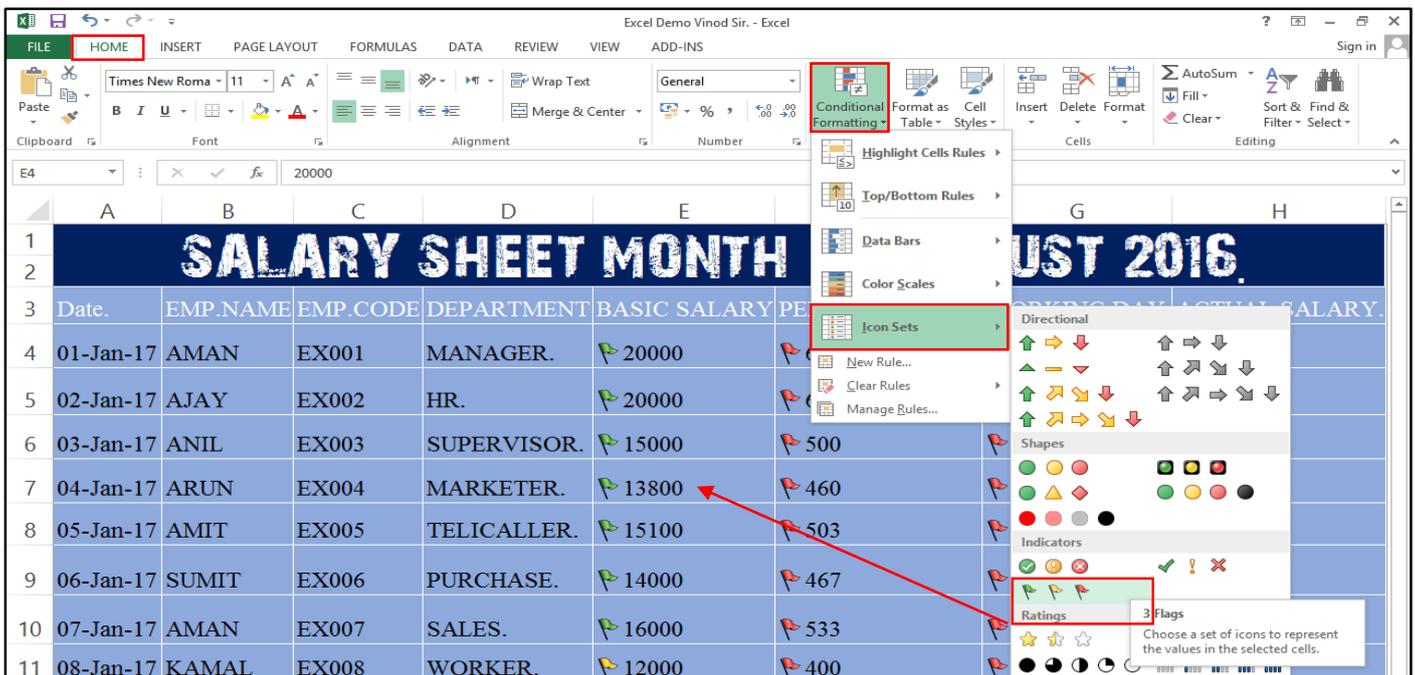
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Data Bar. Add a coloured data bar to represent the value in a cell. The higher the value the longer the bar.



Colour Scale. Apply a colour gradient to a range of cells. The colour indicates where each cell value falls within that range.

Icons Set. Choose a set of icons to present the values in the selected cells.



Format as Table. Quickly convert a range of cells to a table with its own style.

Cell Style. A colourful style is a great way to make important data stand out on the sheet. Instead of formatting cells manually, you can use Excel's predefined cell styles. Cell styles are a quick way to include professional formatting for different parts of your workbook, such as titles and headers.

Vinod Computer Institute Mehnagar Azamgarh UP.

Excel Demo Vinod Sir. - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS DESIGN

Clipboard Font Alignment Number

Conditional Formatting Format as Table Cell Styles

Light Medium Dark Table Style Medium 28

	A	B	C	D	E
1	SALARY SHEET MONTHLY				
2					
3	Date.	EMP. NAME.	EMP. CODE.	DEPARTMENT.	BASIC SALARY
4	01-Jan-17	AMAN	EX001	MANAGER.	20000
5	02-Jan-17	AJAY	EX002	HR.	20000
6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000
7	04-Jan-17	ARUN	EX004	MARKETER.	13800
8	05-Jan-17	AMIT	EX005	TELICALLER.	15100
9	06-Jan-17	SUMIT	EX006	PURCHASE.	14000
10	07-Jan-17	AMAN	EX007	SALES.	16000
11	08-Jan-17	KAMAL	EX008	WORKER.	12000
12					
13					
14					
15					

Excel Demo Vinod Sir. - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment

Conditional Formatting Format as Table Cell Styles

Good, Bad and Neutral

Normal Bad Good Neutral

Data and Model

Calculation Check Cell Explanatory... Input Linked Cell Note

Output Warning Text

Titles and Headings

Heading 1 Heading 2 Heading 3 Heading 4 Title Total

Themed Cell Styles

20% - Accent1 20% - Accent2 20% - Accent3 20% - Accent4 20% - Accent5 20% - Accent6

40% - Accent1 40% - Accent2 40% - Accent3 40% - Accent4 40% - Accent5 40% - Accent6

60% - Accent1 60% - Accent2 60% - Accent3 60% - Accent4 60% - Accent5 60% - Accent6

Accent1 Accent2 Accent3 Accent4 Accent5 Accent6

Number Format

Comma Comma [0] Currency Currency [0] Percent

New Cell Style... Merge Styles...

	A	B	C	D	E	F	G	H	
1	SALARY SHEET MONTHLY								
2									
3	Date.	EMP. NAME.	EMP. CODE.	DEPARTMENT.	BASIC SALARY				
4	01-Jan-17	AMAN	EX001	MANAGER.	20000				
5	02-Jan-17	AJAY	EX002	HR.	20000				
6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000				
7	04-Jan-17	ARUN	EX004	MARKETER.	13800				
8	05-Jan-17	AMIT	EX005	TELICALLER.	15100				
9	06-Jan-17	SUMIT	EX006	PURCHASE.	14000	467	29	13533	
10	07-Jan-17	AMAN	EX007	SALES.	16000	533	26	13867	
11	08-Jan-17	KAMAL	EX008	WORKER.	12000	400	22	8800	

Cells.

Insert Cells (Ctrl + Shift + =). Insert cell, row, or column, into the sheet or table. New row will be added above the selection and new column will be added to the left of the selection.

SALARY SHEET MONTH OF AUGUS							
Date.	EMP.NAME	EMP.CODE	DEPARTMENT	BASIC SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	HR.	20000		30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	667	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	500	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	460	29	14597
06-Jan-17	SUMIT	EX006	PURCHASE.	14000	503	29	13533
07-Jan-17	AMAN	EX007	SALES.	16000	467	26	13867
08-Jan-17	KAMAL	EX008	WORKER.	12000	533	22	8800
					400		

Insert Sheet Row (Alt + I + R). Insert a single row selected the row or a cell in the row above which you want to insert the new row. If you want to insert multiple rows firstly you have selected the rows above which you want to insert rows.

SALARY SHEET MONTH OF AUGUST 2016.							
Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	HR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597

Insert Sheet Column (Alt + I + C). Insert a single column selected the column or a cell in the column immediately to the right of where you want to insert the new column. If you want to insert multiple column firstly you have selected the column immediately to the right of where you want to insert new columns.

SALARY SHEET MONTH OF AUGUST 2016									
3	Date.	EMP. NAME	EMP. CODE	DEPARTMENT		BASIC SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALARY
4	01-Jan-17	AMAN	EX001	MANAGER.		20000	667	30	20000
5	02-Jan-17	AJAY	EX002	HR.		20000	667	30	20000
6	03-Jan-17	ANIL	EX003	SUPERVISOR.		15000	500	23	11500
7	04-Jan-17	ARUN	EX004	MARKETER.		13800	460	28	12880
8	05-Jan-17	AMIT	EX005	TELICALLER.		15100	503	29	14597

Insert New Sheet. (Shift+F11) Or (Alt+Shift+F1). Insert of placing everything on a single workbook you can use additional worksheets in a workbook to separate various workbook elements logically. Ms. excel provides three worksheets in a workbook but you can insert additional workbook as needed and for this do the following.

Delete Cells (Ctrl + -). Delete cell, row, column, or sheets from your workbook. To delete multiple row or columns at a time select multiple row or column in the sheet and click delete.

Delete Sheet Row. Delete a single row selected the row or a cell in the row above which you want to delete the new row. If you want to delete multiple rows firstly you have selected the rows above which you want to delete rows.

Delete Sheet Column. Delete a single column selected the column or a cell in the column immediately to the right of where you want to delete the new column. If you want to delete multiple column firstly you have selected the column immediately to the right of where you want to delete new columns.

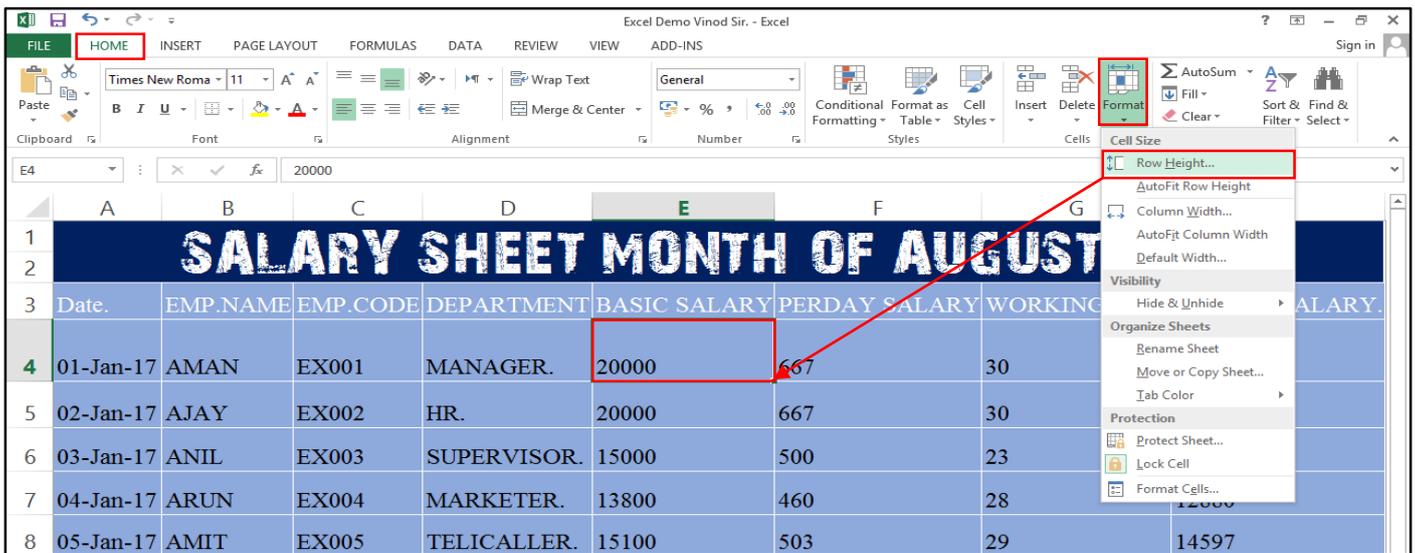
SALARY SHEET MONTH OF AUGUST 2016									
3	Date.	EMP. NAME	EMP. CODE	DEPARTMENT		BASIC SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALARY
4	01-Jan-17	AMAN	EX001	MANAGER.		20000	667	30	20000
5	02-Jan-17	AJAY	EX002	HR.		20000	667	30	20000
6	03-Jan-17	ANIL	EX003	SUPERVISOR.		15000	500	23	11500
7	04-Jan-17	ARUN	EX004	MARKETER.		13800	460	28	12880
8	05-Jan-17	AMIT	EX005	TELICALLER.		15100	503	29	14597
9	06-Jan-17	SUMIT	EX006	PURCHASE.		14000	467	29	13533
10	07-Jan-17	AMAN	EX007	SALES.		16000	533	26	13867

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Delete New Sheet. Delete of placing everything on a single workbook you can use additional worksheets in a workbook to separate various workbook elements logically. Ms. excel provides three worksheets in a workbook but you can delete additional workbook as needed and for this do the following.

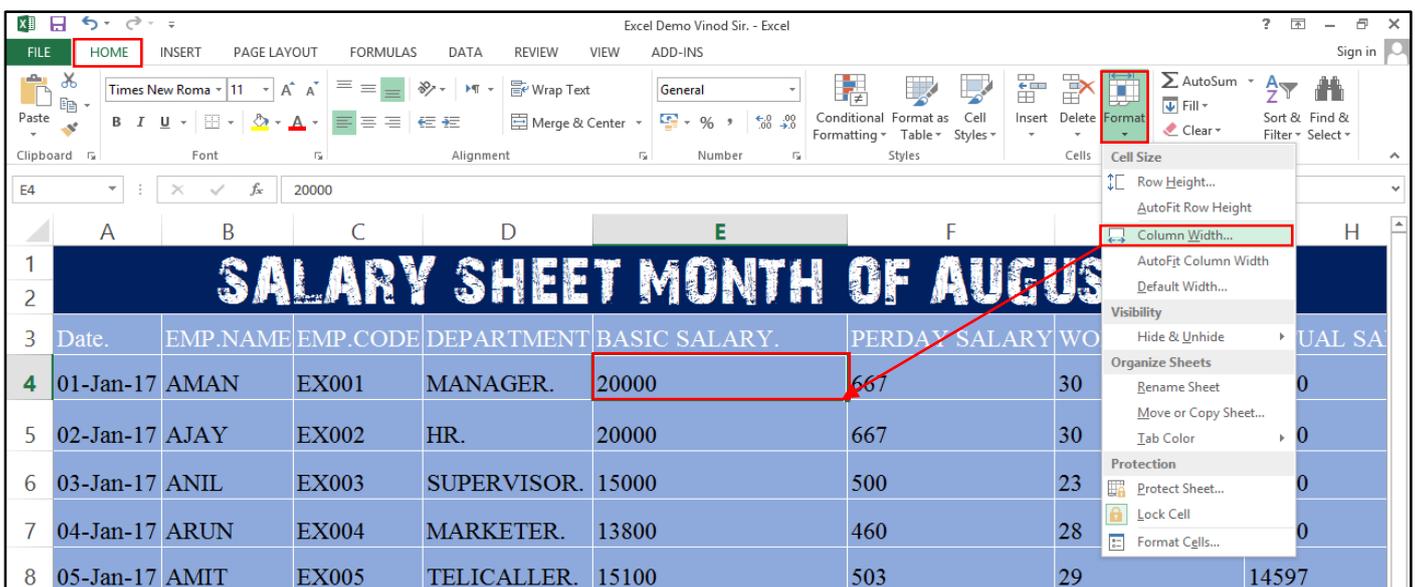
Format. Change the row height, or column width, organize sheet or protect or hide cells.

Row Height. You can specify a row height from (0 to 409). This value represented the height measurement in points. The default row Height is 15 points. If the row height is set to 0 the row is hidden.



Auto Fit Row Height. Select the row that you want to change then on the home tab in the cell group click format and then from the cell size group click on auto fit row height.

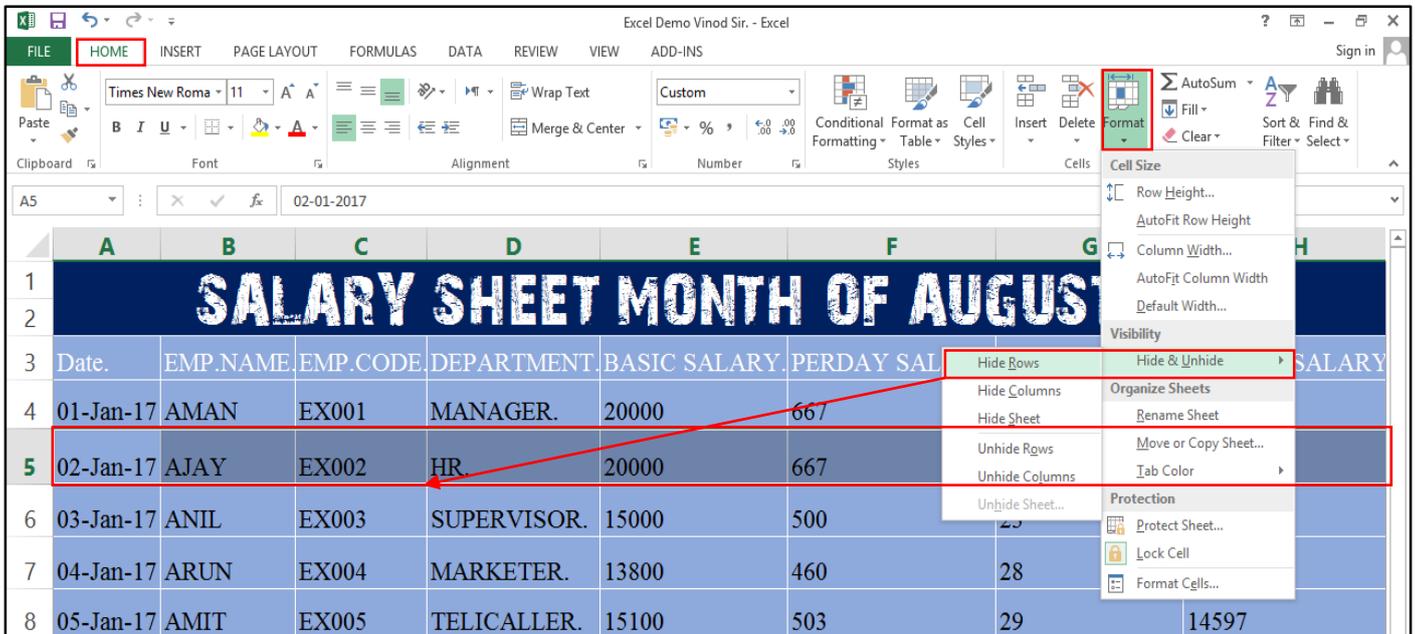
Column Width. You can specify a column width from (0 to 409). This value represented the width measurement in points. The default column width is 16.71 points. If the column width is set to 0 the column is hidden.



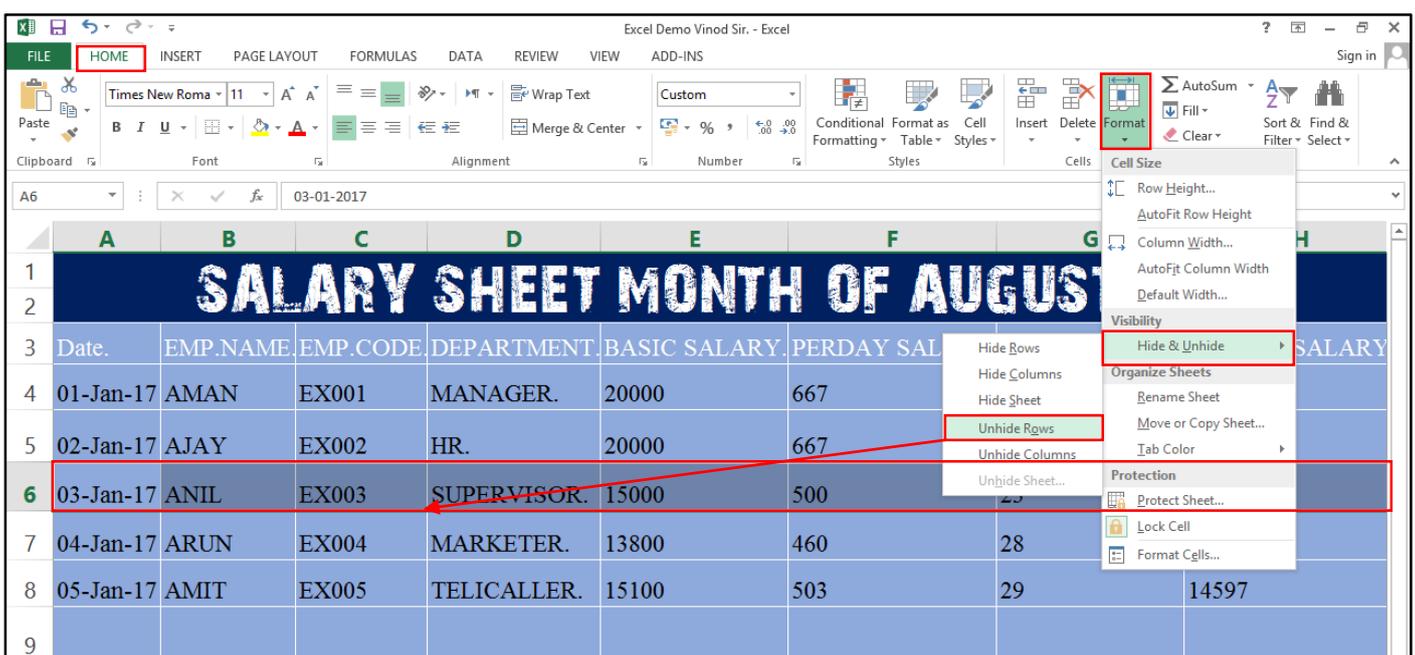
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Auto Fit Column Width. Select the column that you want to change then on the home tab in the cell group click format and then from the cell size group click on auto fit column width.

Hide Row and Column. You can hide a row or column by using the hide command or when you change its row height or column width to 0 (zero). The first row or column of the worksheet is tricky to hide, but it can be done.



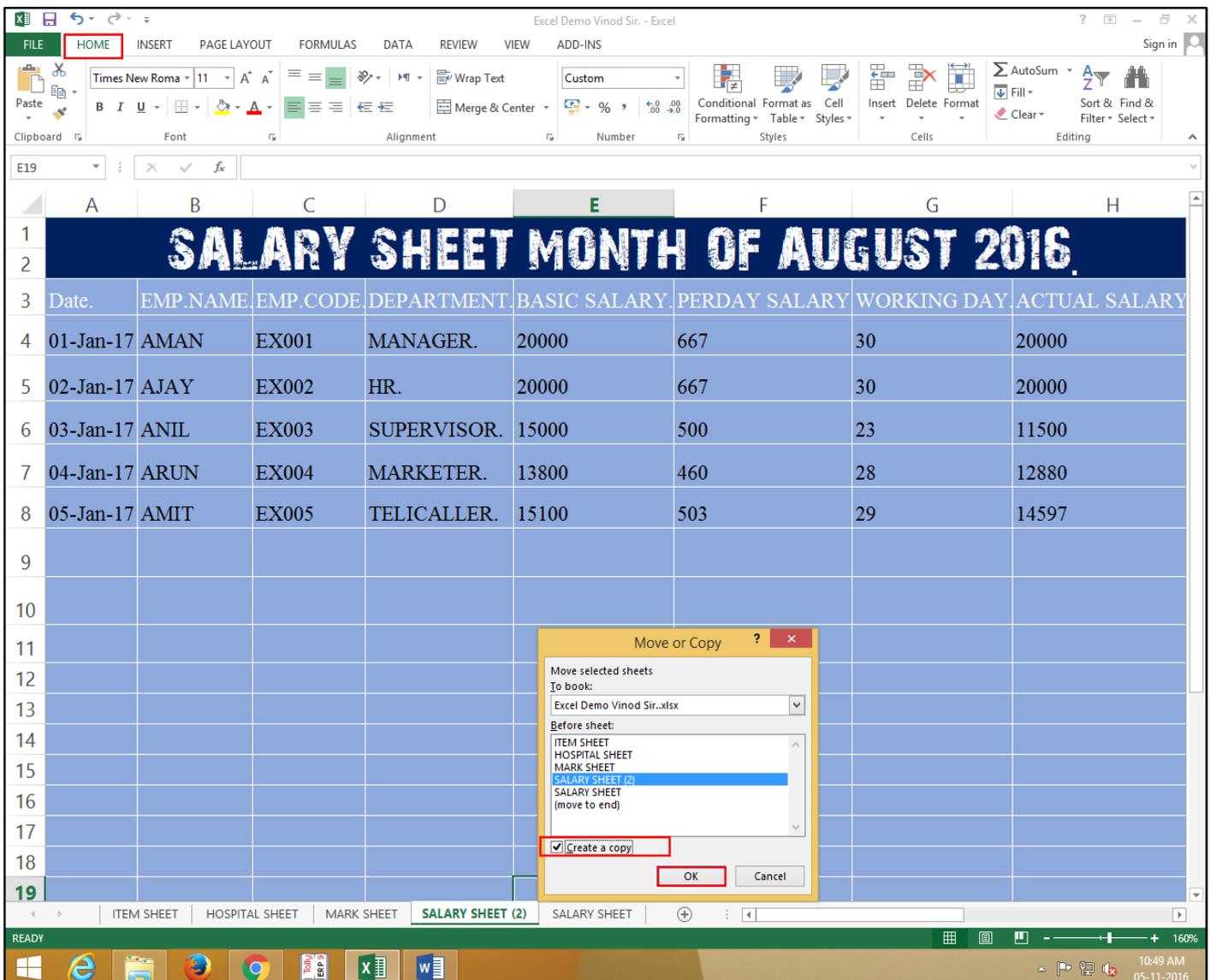
Unhide Row and Column. You can unhide a row or column by using the unhide command or when you change its row height or column width to 0 (zero). You can display either again by using the unhide command. You can either unhide specific rows and columns, or you can unhide all hidden rows and columns at the same time. The first row or column of the worksheet is tricky to unhide, but it can be done.



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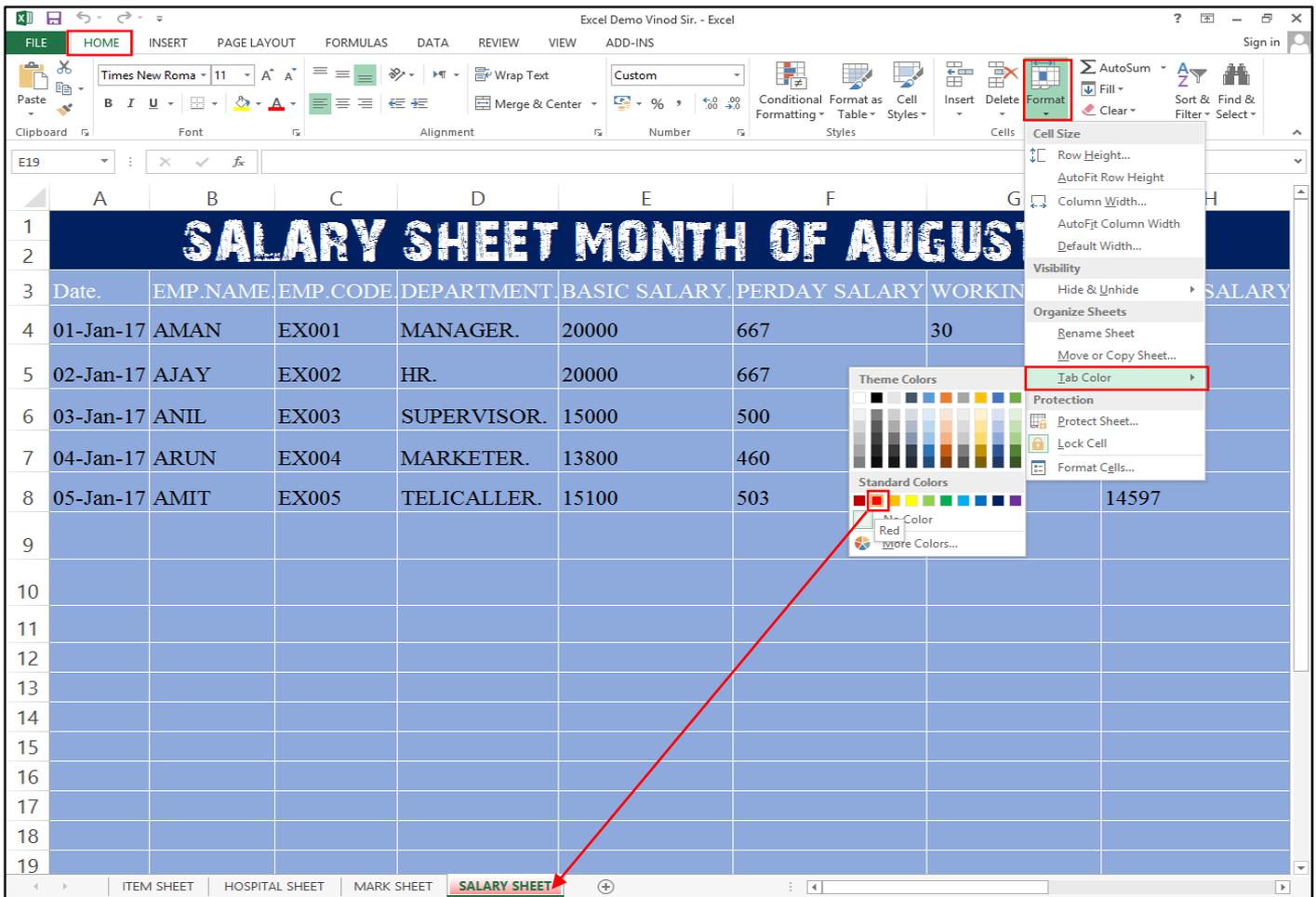
Rename Sheet. At the bottom of each worksheet in the excel document window is a small tab that indicates the name of the worksheets in the workbook. Excel names these worksheets using a default name. These names (sheet1, sheet2, sheet3, and so on) are not very descriptive; you might want to rename your worksheets to reflect what they contain. For instance, you can do any of the following: double-click on one of the existing worksheet names. Right-click on an existing worksheet name, then choose rename from the resulting context menu.

Move or Copy Sheet. The move or copy dialog box displays. Select the workbook to which you want to move or copy the selected worksheet from the to book drop-down list. You can select the current workbook (the default), another existing workbook, or create a new book to contain the moved or copied worksheet.

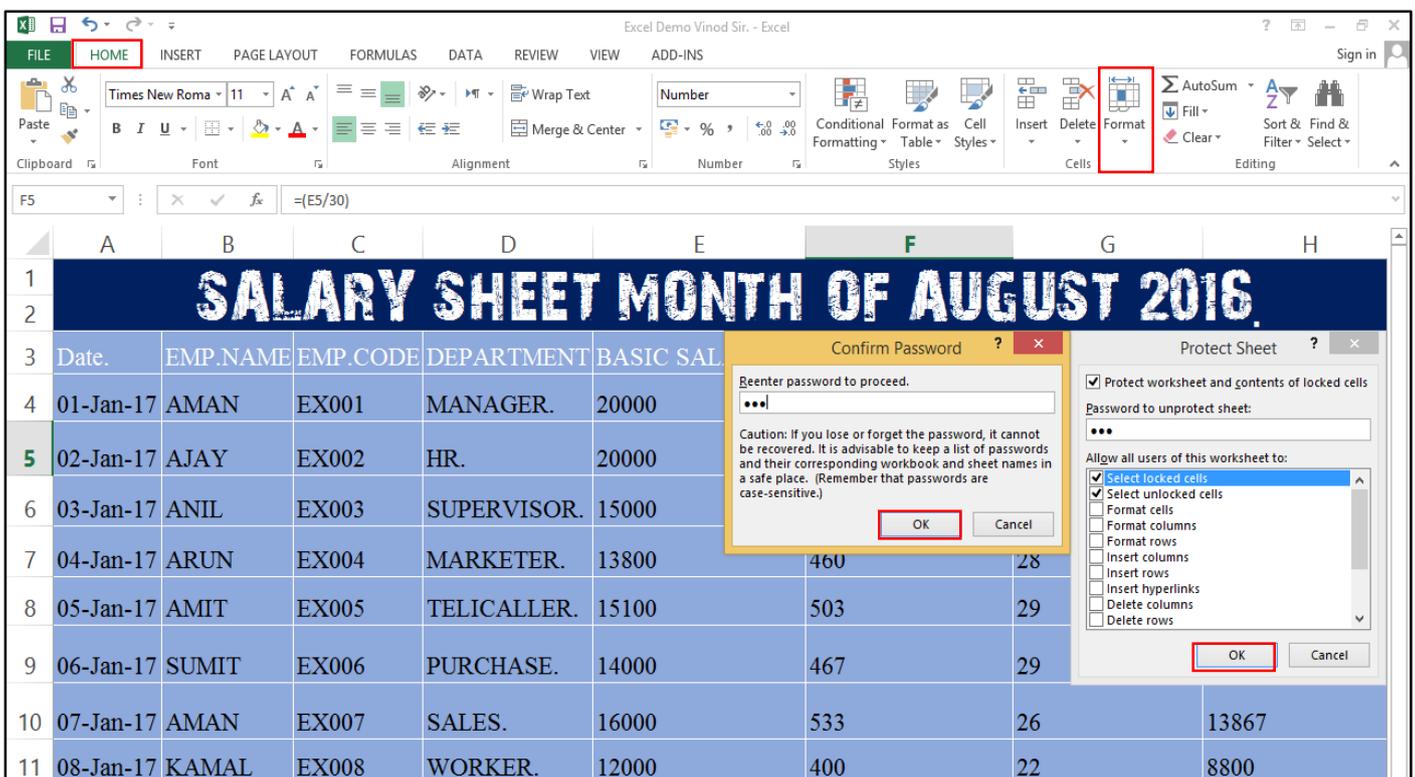


Tab Colour. Change sheet tab colour. Colouring the sheet tabs can help you keep track of your information in a large workbook. Hold down control and click the sheet tab. Click Tab Colour, and then click the colour that you want to use.

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Protect Sheet. Prevent unwanted changes from others by limiting their ability to edit. You can prevent people from editing locked cells or making formatting changes.

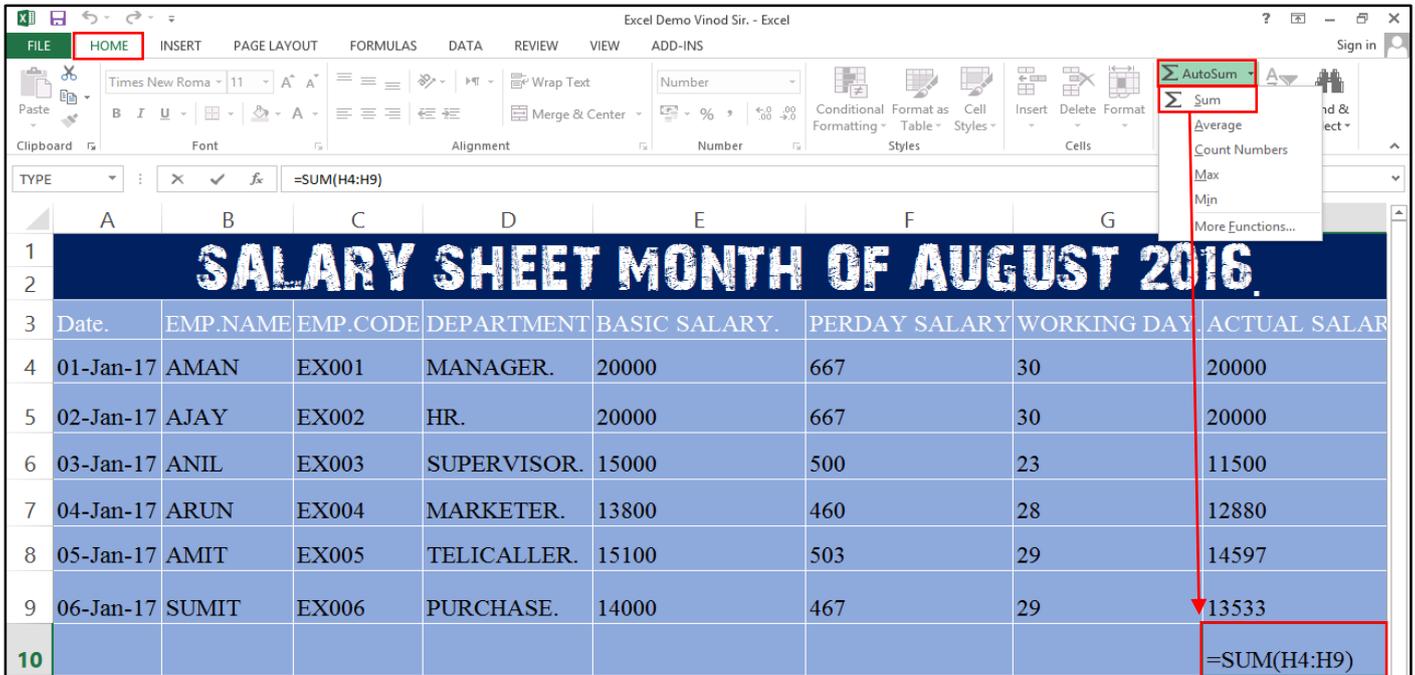


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Lock Cell. Lock the selected cell to keep people from making change to them. You must turn on protect sheet in order for this future to work.

Editing.

Auto Sum (Alt + =). Automatically add it up. Your total will appear after the selected cells.

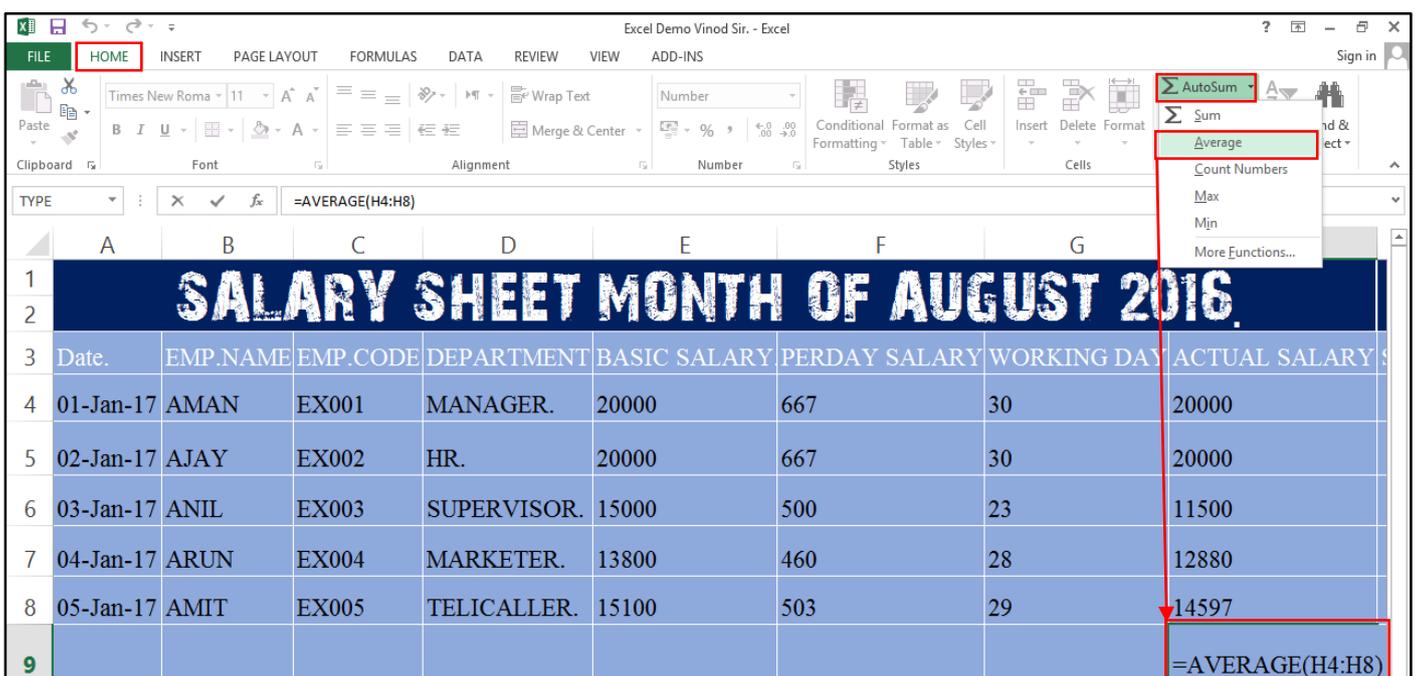


The screenshot shows the Microsoft Excel interface with the 'HOME' tab selected. The 'AutoSum' button is highlighted in the ribbon, and its dropdown menu is open, showing the 'Sum' option selected. The formula bar displays `=SUM(H4:H9)`. The worksheet contains a table with the following data:

Date.	EMP.NAME	EMP.CODE	DEPARTMENT	BASIC SALARY.	PERDAY SALARY	WORKING DAY	ACTUAL SALARY
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	HR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597
06-Jan-17	SUMIT	EX006	PURCHASE.	14000	467	29	13533

Average. The average function is a built-in function in excel that is categorized as a statistical function. It can be used as a worksheet function in excel. As a worksheet function, the average function can be entered as part of a formula in a cell of a worksheet.

Average (Number, Number...).



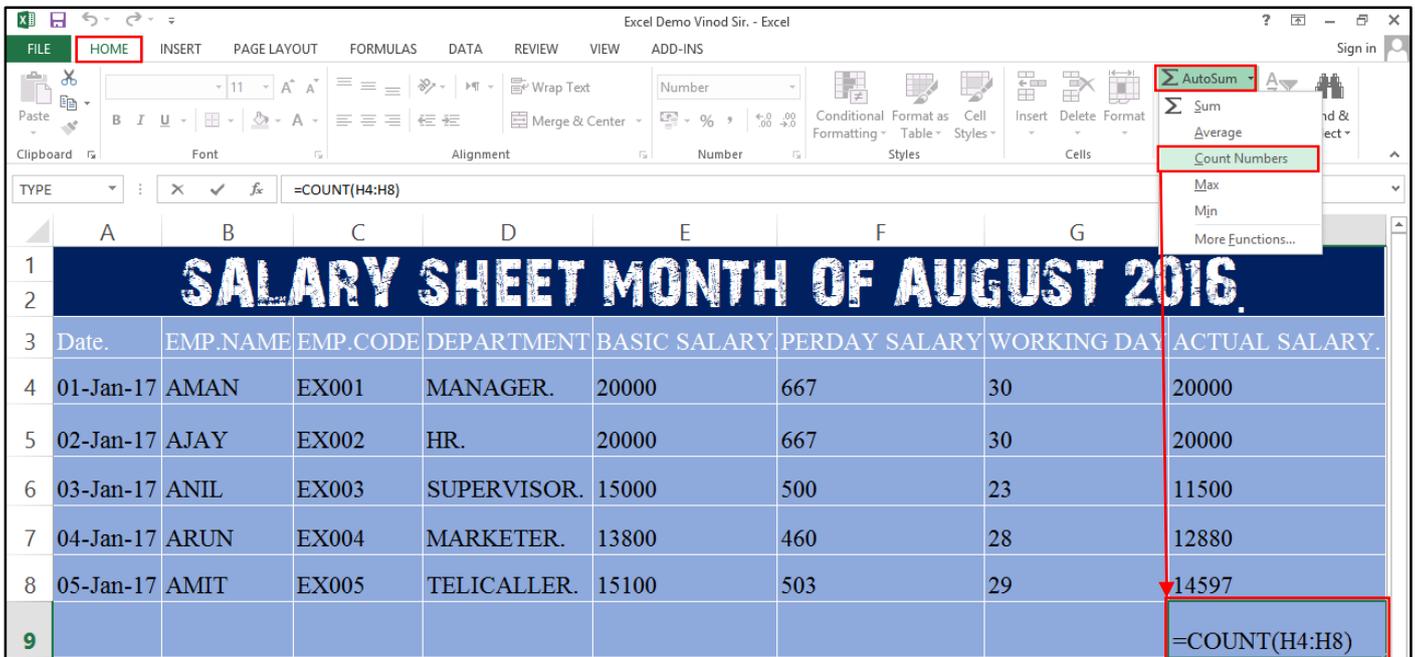
The screenshot shows the Microsoft Excel interface with the 'HOME' tab selected. The 'AutoSum' button is highlighted in the ribbon, and its dropdown menu is open, showing the 'Average' option selected. The formula bar displays `=AVERAGE(H4:H8)`. The worksheet contains a table with the following data:

Date.	EMP.NAME	EMP.CODE	DEPARTMENT	BASIC SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALARY
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	HR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597

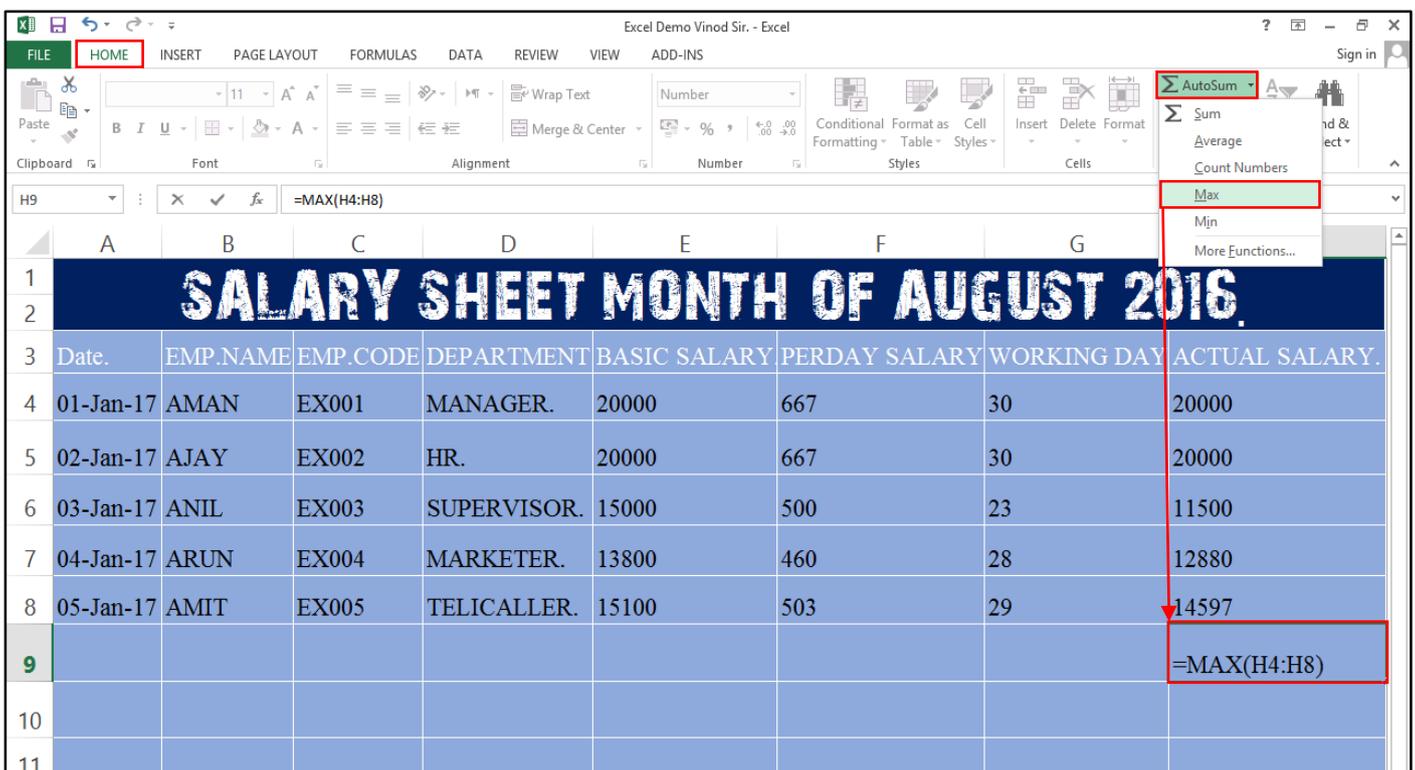
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Count Numbers. The Microsoft excel count function counts the number of cells that contain numbers as well as the number of arguments that contain numbers. The count function is a built-in function in excel that is categorized as a statistical function. It can be used as a worksheet function in excel.

Count (Number, Number...).



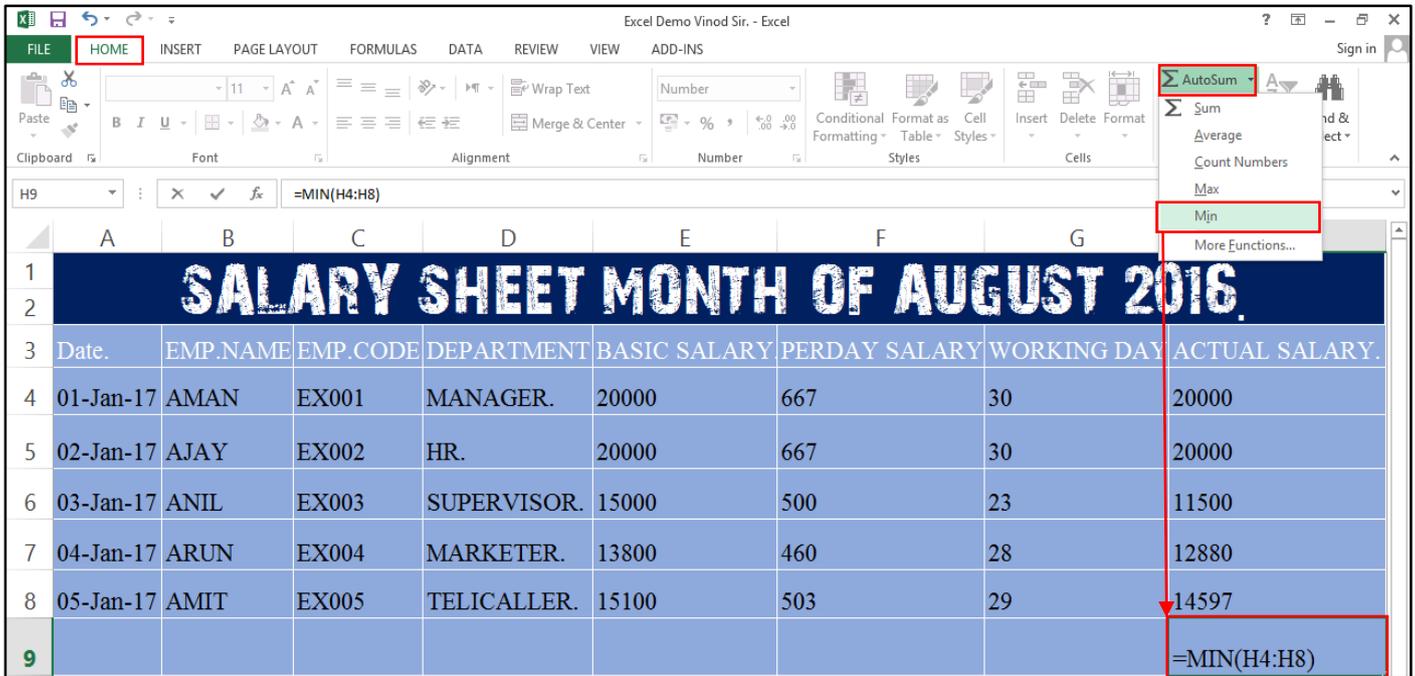
Max. The Microsoft excel max function returns the largest value from the numbers provided. The max function is a built-in function in excel that is categorized as a statistical function. It can be used as a worksheet function in excel. Max (Number, Number...).



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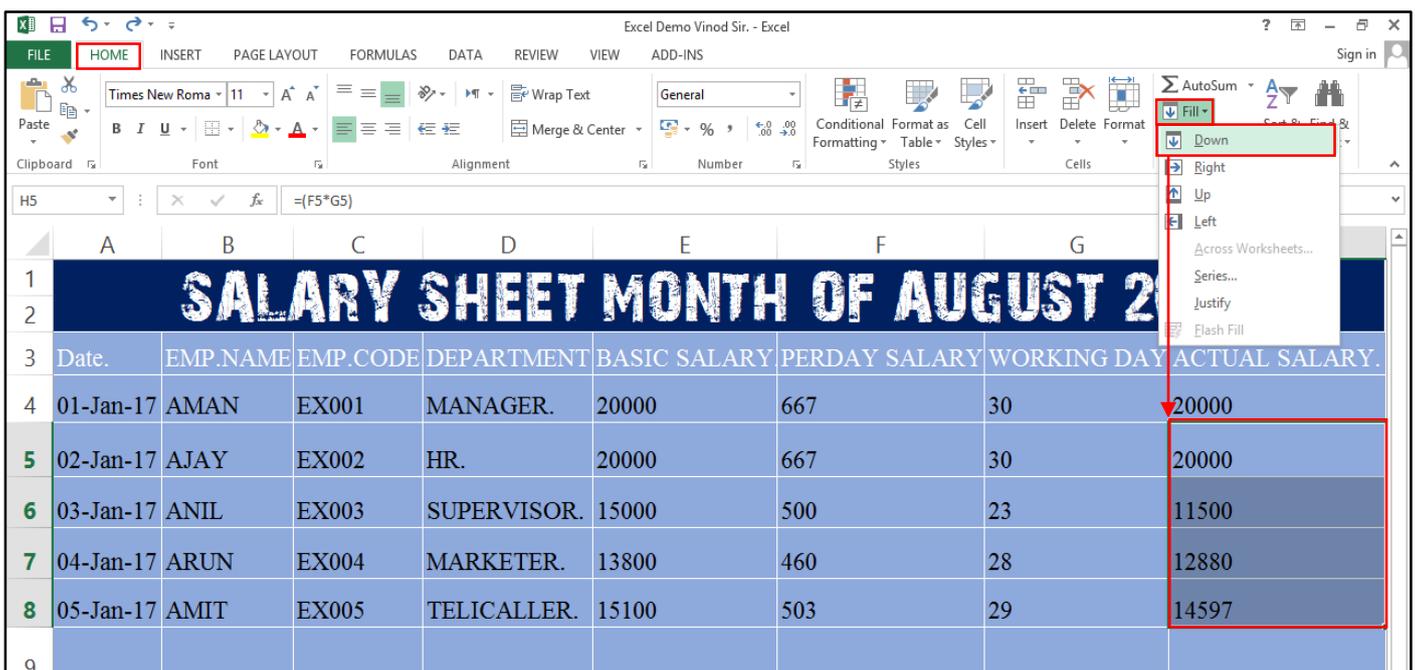
Min. The Microsoft Excel MIN function returns the smallest value from the numbers provided. The MIN function is a built-in function in Excel that is categorized as a Statistical Function. It can be used as a worksheet function in Excel. As a worksheet function.

Min (Number, Number...).



Fill. Continue a series or pattern into neighbouring cell in any direction. You can use the auto fill feature to fill cells with data that follows a pattern or that is based on data in other cells.

Fill Down (Ctrl + D). You can use the down fill feature to fill cells with data that follows a pattern or that is based on data in other cells. Filling down a column without dragging over every cell.



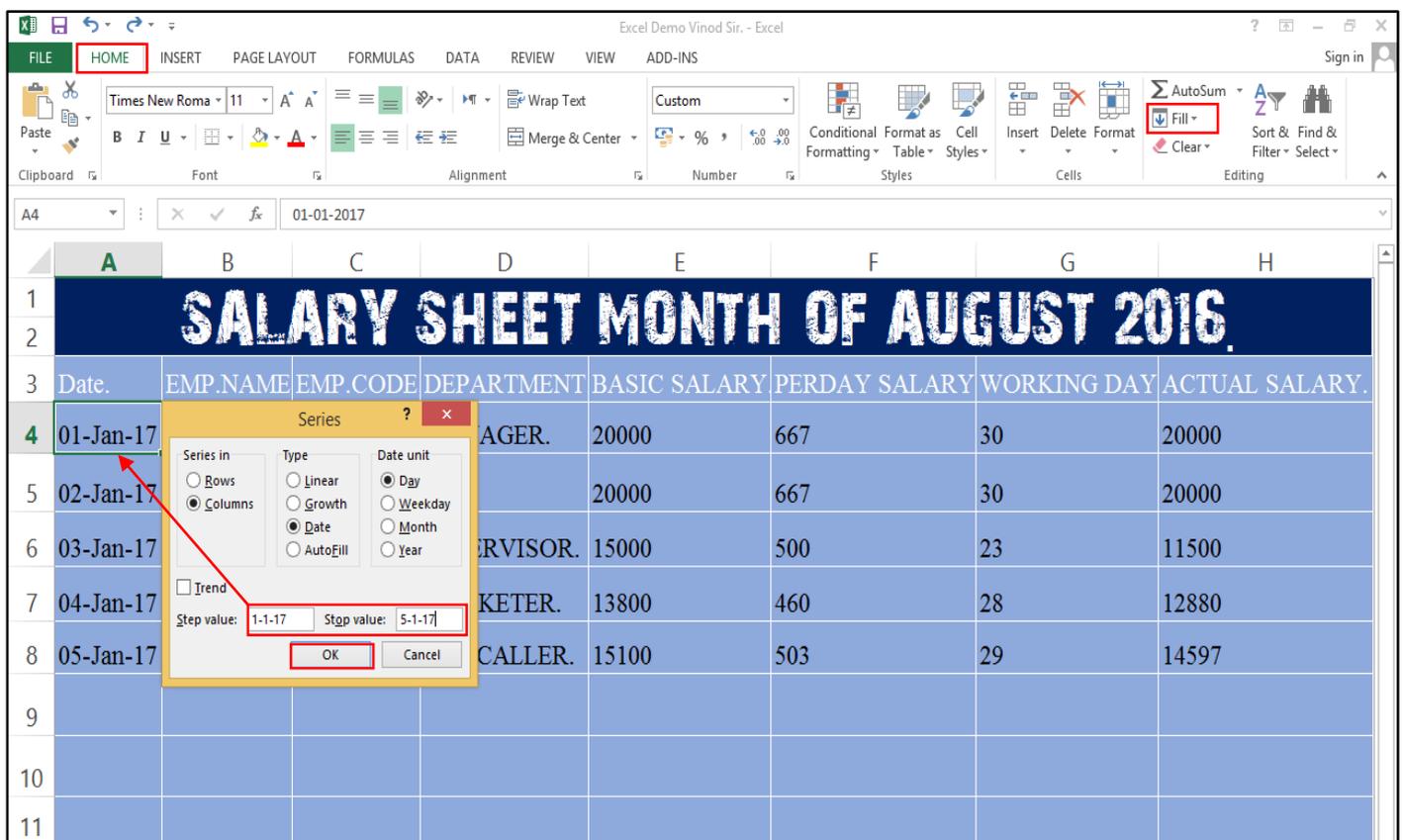
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Fill Right (Ctrl + R). You can use the right fill feature to fill cells with data that follows a pattern or that is based on data in other cells. Filling right a row without dragging over every cell.

Fill Up. You can use the up fill feature to fill cells with data that follows a pattern or that is based on data in other cells. Filling up a column without dragging over every cell.

Fill Left. You can use the left fill feature to fill cells with data that follows a pattern or that is based on data in other cells. Filling left a row without dragging over every cell.

Series. You can use the up fill series feature to fill cells with data that follows a pattern or that is based on data in other cells. You can quickly fill cells with a series of dates, times, weekdays, months, or years.

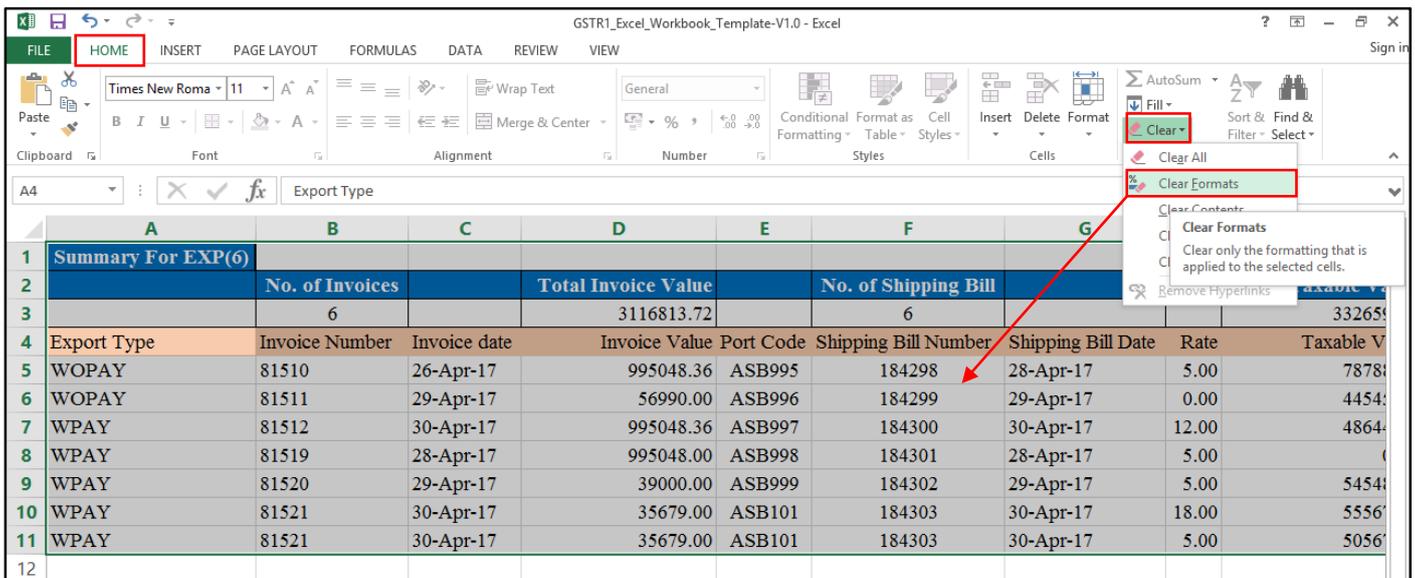


Justify. Justify only affects text in cells that are wrapped. If fact, you'll see the wrap text button highlight automatically when you apply justify. Justify will force all lines except the last line to fill the entire column width. In general, the justify alignment option will look better when used in wider columns.

Flash Fill. Enter the desired information into your worksheet. A flash fill preview will appear below the selected cell whenever flash fill is available. Previewing flash fill data. Press enter. The flash fill data will be added to the worksheet. The entered flash fill data.

Clear All. Clear everything from the selected cells. All Comments, formatting and comments are cleared from the selected cells.

Clear Formats. Clear only the formatting that is applied to the selected cells.



Clear Contents (Del). Clear only the contents in the selected cells. The formatting and comments are not clear.

Clear Comments. Clear any comments that are attached to the selected cells.

Clear Hyperlinks. Clear the hyperlinks from the selected cells. The formatting is not cleared.

Remove Hyperlinks. Remove the hyperlinks and the formatting selected cells.

Sort A to Z. Sorting data is an integral part of data analysis. You might want to arrange a list of names in alphabetical order, compile a list of product inventory levels from lowest, to highest or order rows by colours or icons. Sorting data helps you quickly visualize and understand your data better, organize and find the data that you want, and ultimately make more effective decisions.

Sort Z to A. Sorting data is an integral part of data analysis. You might want to arrange a list of names in alphabetical order, compile a list of product inventory levels from highest to lowest, or order rows by colours or icons. Sorting data helps you quickly visualize and understand your data better, organize and find the data that you want, and ultimately make more effective decisions.

Custom Sort. Choose more options such as sorting by the multiple columns or rows and cases-sensitive sorts.

Filter. Use auto filter to find values, show or hide values, in one or more columns of data. You can filter based on choices you make from a list, search to find the data that you want to see. When you filter data, entire rows are hidden if values in one or more columns don't meet the filtering criteria.

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Date.	EMP. NAME	EMP. CODE	DEPARTMENT	BASIC SALARY	PERDAY SALARY	WORKING DAYS	ACTUAL SALARY
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	HR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597

Date.	EMP. NAME	EMP. CODE	DEPARTMENT	BASIC SALARY	PERDAY SALARY	WORKING DAYS	ACTUAL SALARY
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	HR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597

Clear. Clear the filter and sort state for the currency range of data.

Reapply (Ctrl + Alt +L). Reapply the filter and sort on the current range so that changes you have made are included.

Find. (Ctrl+F). Find text or other content in the document. If you frequently type long yourself about you have probably scroll each page try to find all of the places where you used a particular word or phrase. You can search for text much more quickly and accurately than we human can.

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Excel Demo Vinod Sir. - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment Number Styles Cells

AutoSum Fill Sort & Filter Find & Select

Find...

- Replace...
- Go To...
- Go To Special...
- Formulas
- Comments
- Conditional Formatting
- Constants
- Data Validation
- Select Objects
- Selection Pane...

	A	B	C	D	E	F	G
1	SALARY SHEET MONTH OF AUGUST 2016						
2	SALARY SHEET MONTH OF AUGUST 2016						
3	Date.	EMP. NAME	EMP. CODE	DEPARTMENT	BASIC SALARY	PERDAY SALARY	WORKING DAY
4	01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30
5	02-Jan-17	AJAY	EX002	HR.	20000	667	30
6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23
7	04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28
8	05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29
9							
10							
11							
12							
13							

Excel Demo Vinod Sir. - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment Number Styles Cells

AutoSum Fill Sort & Filter Find & Select

Find and Replace

Find what: AMAN

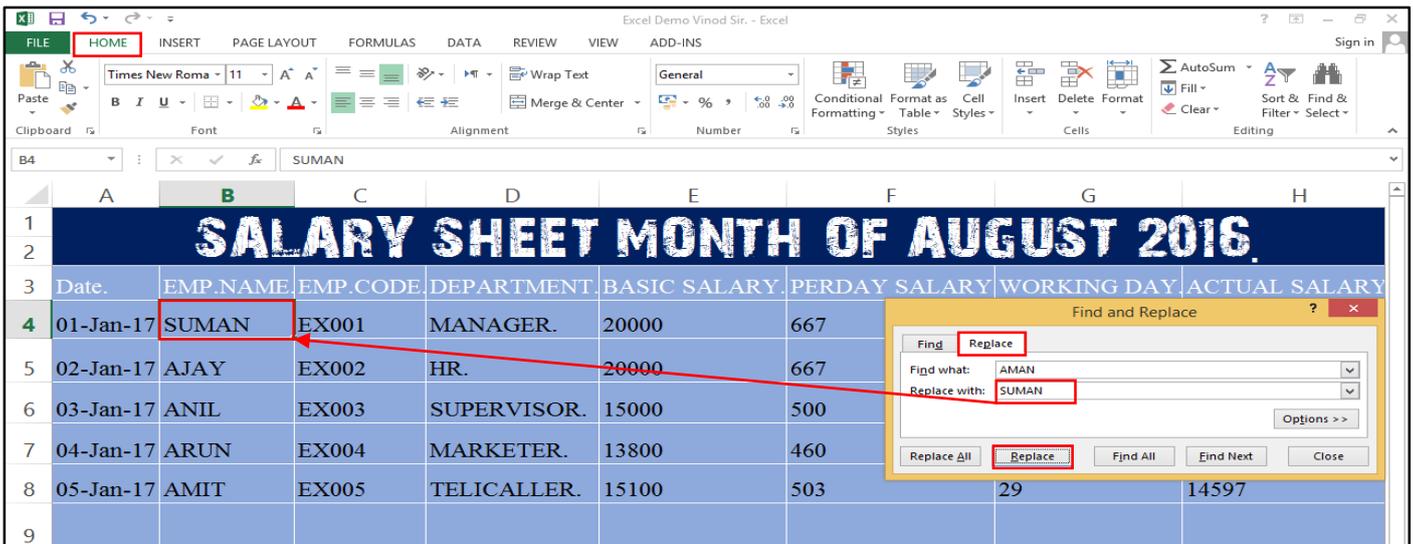
Find All Find Next Close

1 cell(s) found

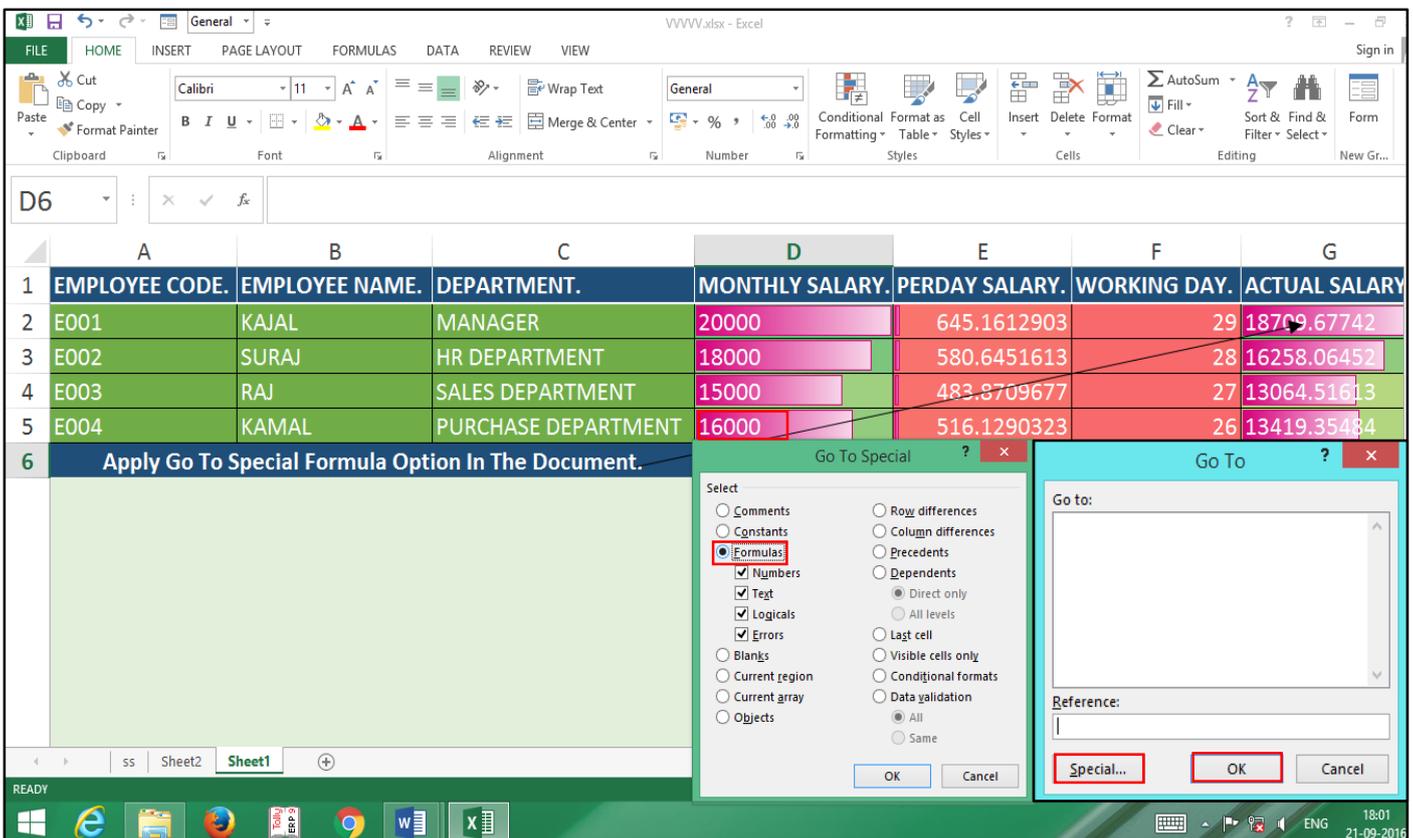
	A	B	C	D	E	F	G	H
1	SALARY SHEET MONTH OF AUGUST 2016							
2	SALARY SHEET MONTH OF AUGUST 2016							
3	Date.	EMP. NAME	EMP. CODE	DEPARTMENT	BASIC SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALARY
4	01-Jan-17	AMAN	EX001	MANAGER.	20000	667		
5	02-Jan-17	AJAY	EX002	HR.	20000	667		
6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500		
7	04-Jan-17	ARUN	EX004	MARKETER.	13800	460		
8	05-Jan-17	AMIT	EX005	TELICALLER.	15100	503		
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

Replace. (Ctrl+H). Using search for the text sometime you not only need to find text you also have to replace it with something else. Word replace rapture takes the tedium out of making the same change in several place replace text in the document.

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Go To. (Ctrl+G). What's faster than scrolling jumping? Go to lets you jump right to a specific page, line, footnote, comment or other place in your document.



Go To Formulas. What's faster than scrolling jumping? Go to lets jump right to a specific formulas or other place in your document.

Go To Comments. What's faster than scrolling jumping? Go to lets jump right to a specific comments or other place in your document.

Go To Conditional Formatting. What's faster than scrolling jumping? Go to lets jump right to a specific conditional formatting or other place in your document.

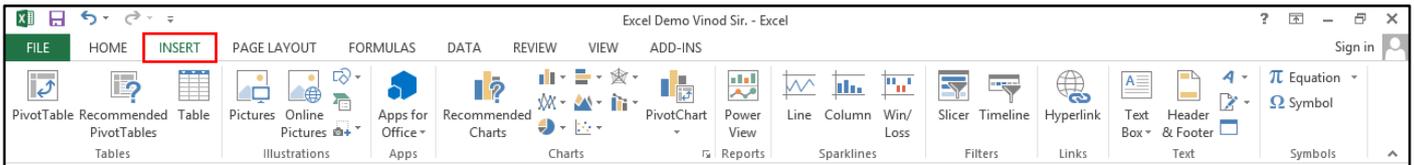
Vinod Computer Institute Mehnagar Azamgarh UP.

Go To Data Validation. What's faster than scrolling jumping? Go to lets jump right to a specific data validation or other place in your document.

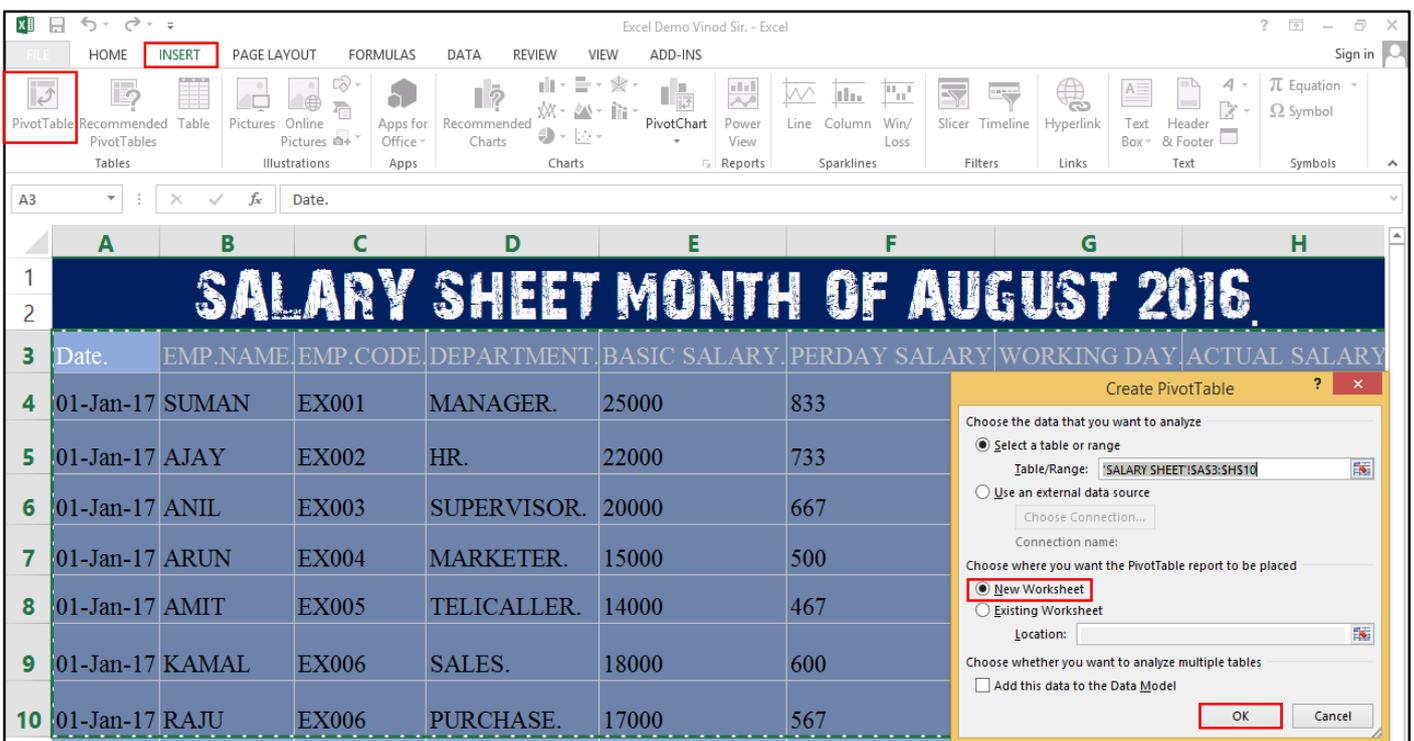
Selects Objects. Select objects including ink, shapes and text areas. This is especially useful when working with objects that are behind the text.

Selection Pane. See the list of all your objects. This makes it easier to select objects change their order or change their visibility.

Chapter-4. Insert. (Alt+N).



Pivot Table. Easily arrange and summarize complex data in a pivottable. You can double - click a value to see which detailed values makes up the summarized total. Fortunately, a PivotTable can instantly calculate and summarize the data in a way that's both easy to read and manipulate. When we're done, the PivotTable will look something like this. The create pivot table dialog box will appear. Choose your settings, then click ok. In our example, we'll use table1 as our source data and place the pivot table on a new worksheet. A blank PivotTable and Field List will appear on a new worksheet. Once you create a PivotTable, you'll need to decide which fields to add. Each field is simply a column header from the source data. In the PivotTable Field List, check the box for each field you want to add.



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Excel Demo Vinod Sir. - Excel

PivotTable Name: PivotTable1

Active Field: Active Field

PivotTable Fields

Choose fields to add to report:

- Date.
- EMP.NAME.
- EMP.CODE.
- DEPARTMENT.
- BASIC SALARY.
- PERDAY SALARY.
- WORKING DAY.
- ACTUAL SALARY.

MORE TABLES...

Drag fields between areas below:

▼ FILTERS

■ COLUMNS

■ ROWS

Σ VALUES

Defer Layout Update UPDATE

Excel Demo Vinod Sir. - Excel

PivotTable Name: PivotTable1

Active Field: Date.

PivotTable Fields

Choose fields to add to report:

- Date.
- EMP.NAME.
- EMP.CODE.
- DEPARTMENT.
- BASIC SALARY.
- PERDAY SALARY.
- WORKING DAY.
- ACTUAL SALARY.

MORE TABLES...

Drag fields between areas below:

▼ FILTERS

■ COLUMNS

Σ Values

■ ROWS

Σ VALUES

Date. Sum of BASIC...
EMP.NAME. Sum of PERD...
EMP.CODE. Sum of WORK...
DEPARTMENT. Sum of ACTU...

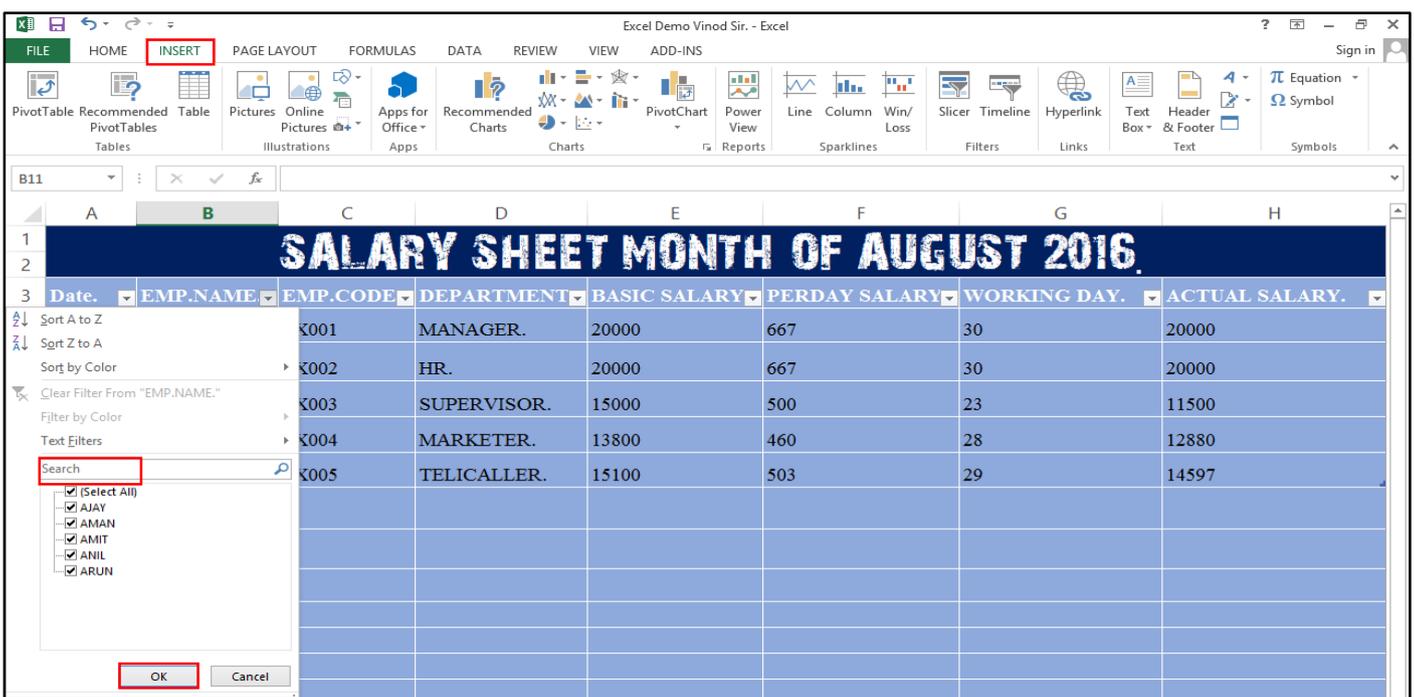
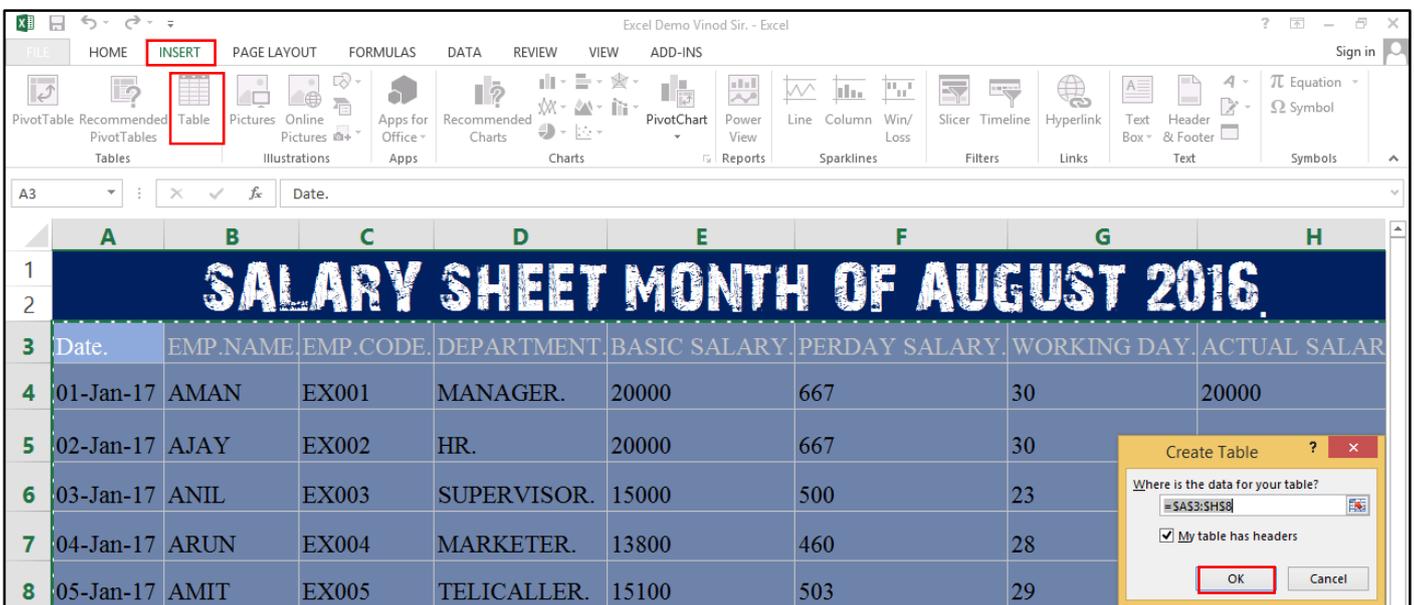
Defer Layout Update UPDATE

Row Labels	Sum of BASIC SALARY.	Sum of PERDAY SALARY.	Sum of WORKING DAY.	Sum of ACTUAL SALARY.
01-Jan-17	131000	4366.666667	206	128733.3333
AJAY	22000	733.3333333	30	22000
EX002	22000	733.3333333	30	22000
HR.	22000	733.3333333	30	22000
AMIT	14000	466.6666667	30	14000
EX005	14000	466.6666667	30	14000
TELICALLER.	14000	466.6666667	30	14000
ANIL	20000	666.6666667	29	19333.33333
EX003	20000	666.6666667	29	19333.33333
SUPERVISOR.	20000	666.6666667	29	19333.33333
ARUN	15000	500	28	14000
EX004	15000	500	28	14000
MARKETER.	15000	500	28	14000
KAMAL	18000	600	29	17400
EX006	18000	600	29	17400
SALES.	18000	600	29	17400
RAJU	17000	566.6666667	30	17000
EX006	17000	566.6666667	30	17000
PURCHASE.	17000	566.6666667	30	17000
SUMAN	25000	833.3333333	30	25000
EX001	25000	833.3333333	30	25000
MANAGER.	25000	833.3333333	30	25000
Grand Total	131000	4366.666667	206	128733.3333

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Recommended Pivot Table. Want us to recommend pivottables that summarize your complex data? Click this button to get a customized set of pivottables that we think will best suit your data.

Table (Ctrl+T). Create a table to organize and analyse related data. Table make it easy to sort, filter, and format data within a sheet. Once you've entered information into a worksheet, you may want to format your data as a table. Just like regular formatting, tables can improve the look and feel of your workbook, but they'll also help to organize your content and make your data easier to use. Excel includes several tools and predefined table styles, allowing you to create tables quickly and easily. Tables include filtering by default. You can filter your data at any time using the drop-down arrows in the header cells. To learn more, review our lesson on filtering data.



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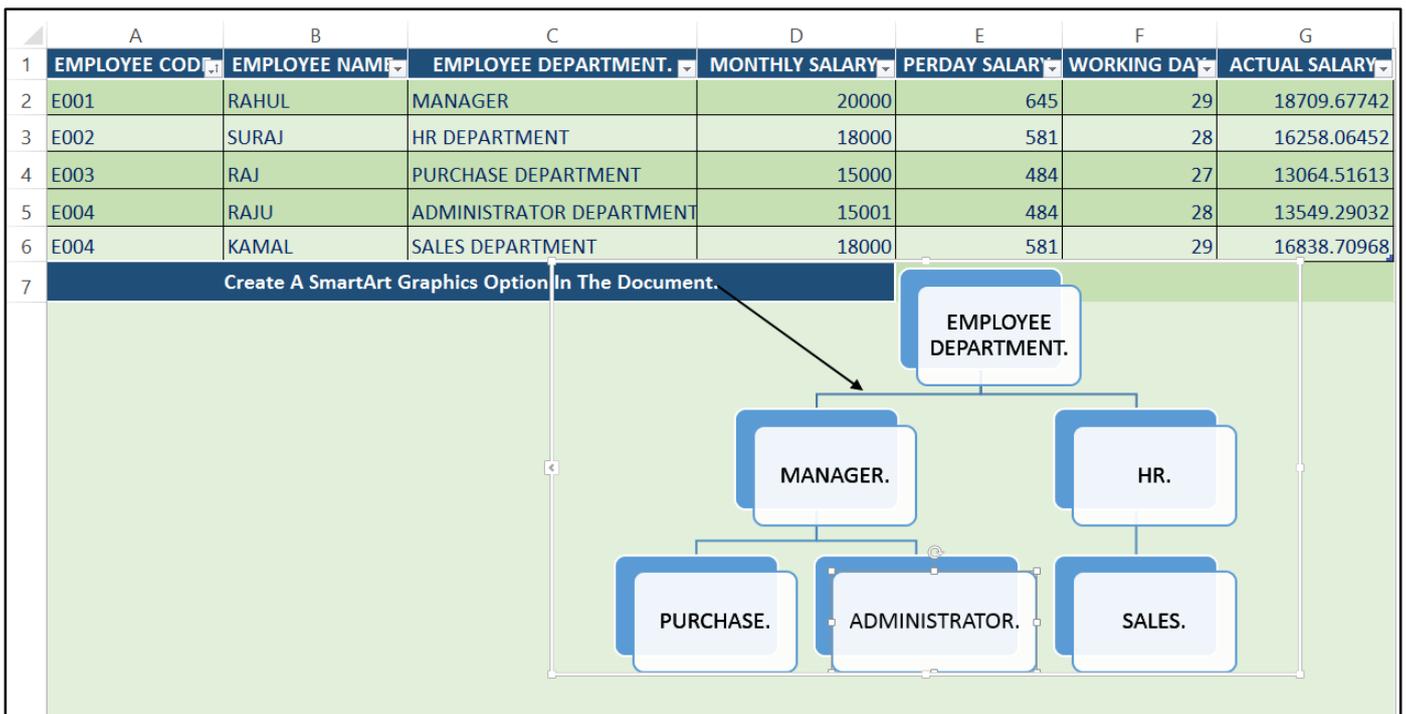
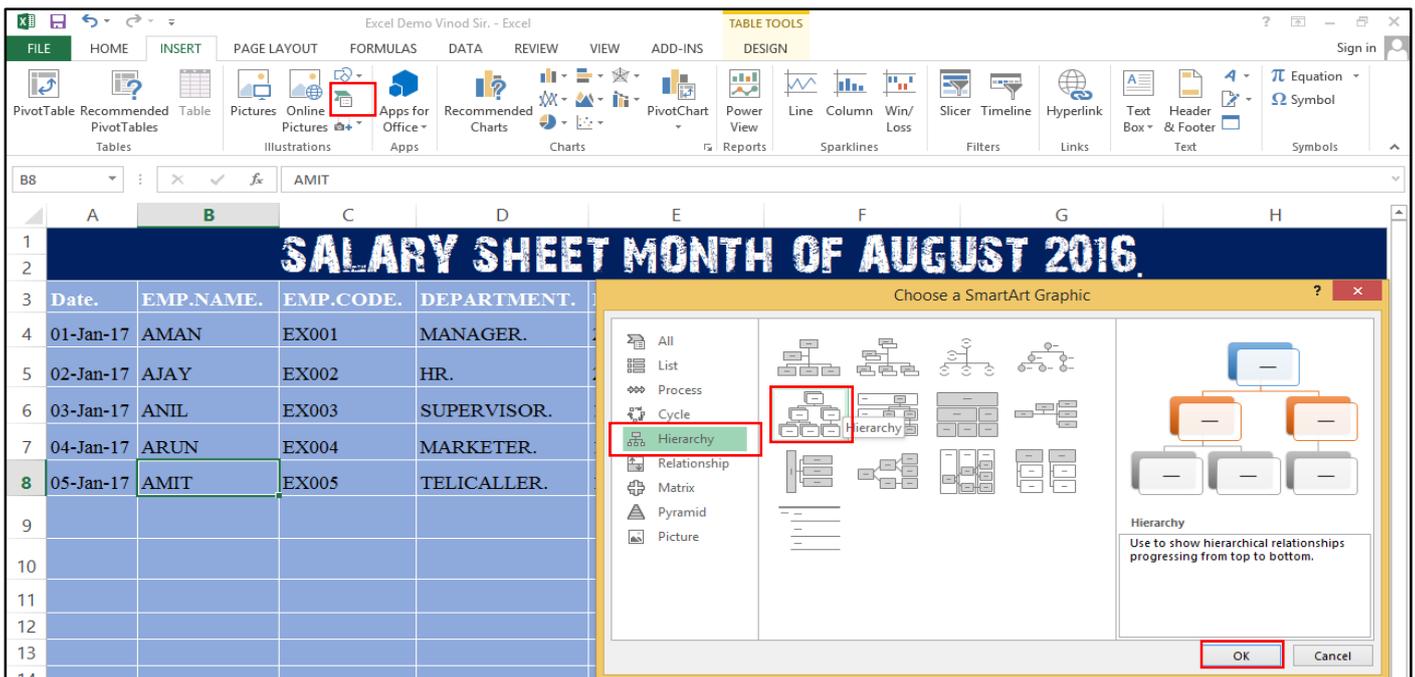
Illustrations.

Picture. Insert pictures from your computer or from other computers that you are connected to.

Online Picture. Find and insert pictures from a variety of online source.

Shape. Insert ready-made shape, such as circle, squares, and arrows.

Smart Art. Insert a SmartArt graphic to visually communicate information. SmartArt graphics range from graphical lists and process diagrams to more complex graphics such as Venn diagrams and organization charts.



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Screenshot. Quickly add a snapshot of any window that's open on your desktop to your document.

Apps for Office. Insert an app into your document and use the web to enhance your work.

Charts.

Recommended Chart. Want us to recommend a good chart to showcase your data? Select data in your worksheet click this button to get a customized set of charts that we think will fit best with your data.

The screenshot displays an Excel spreadsheet titled "Excel Demo Vinod Sir. - Excel" with the "TABLE TOOLS DESIGN" ribbon active. The "Recommended Charts" button is highlighted. An "Insert Chart" dialog box is open, showing a preview of a line chart. The chart displays salary data for five employees over five dates. The data is as follows:

Date	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC S
01-Jan-17	AMAN	EX001	MANAGER.	20000
02-Jan-17	AJAY	EX002	HR.	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000
04-Jan-17	ARUN	EX004	MARKETER.	13800
05-Jan-17	AMIT	EX005	TELICALLER.	15100

The "Insert Chart" dialog box shows a preview of a line chart with the following data series: BASIC SALARY, PE RDAY SALARY, WORKING DAY, and ACTUAL SALARY. The chart title is "Chart Title". The x-axis represents dates from 01-Jan-17 to 05-Jan-17, and the y-axis represents salary values from 0 to 25,000. The dialog box also includes a description: "A line chart is used to display trends over time (years, months, and days) or categories when the order is important. Use it when there are many data points and the order is important." The "OK" button is highlighted.

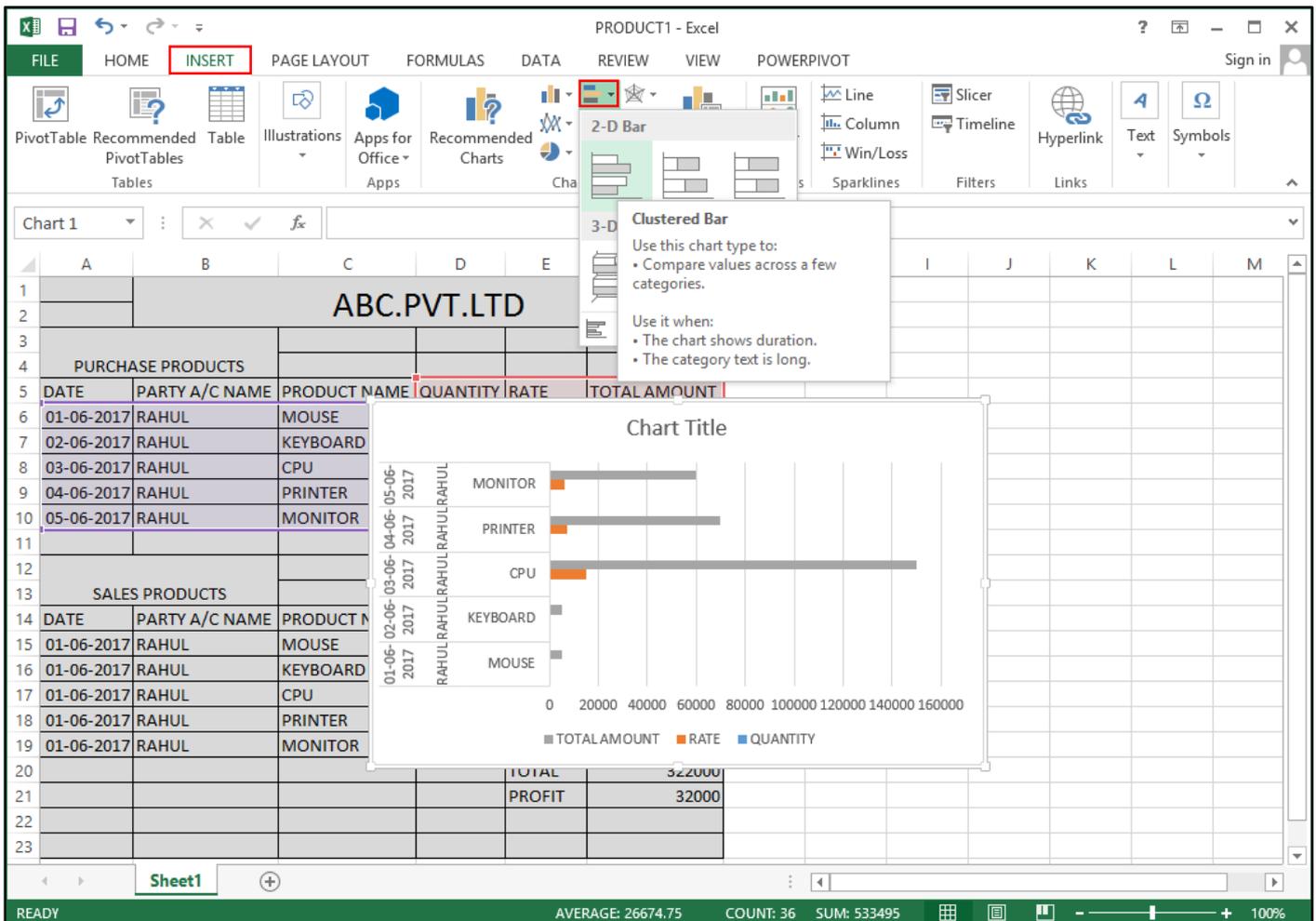
Insert Column Chart. Use this chart type to visually compare values across few categories. Click the arrow to see the different types of column charts available and pause the pointer on the icons to see a preview in your document.

Insert Line Chart. Use this chart type to show trends over time (years, months, and days) or categories. Click the arrow to see the different types of line charts available and pause the pointer on the icons to see a preview in your document.

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Insert Pie Chart. Use this chart type to show proportions of a whole. Use it when the total of your numbers is 100%. Click the arrow to see the different types of pie and doughnut charts available and pause the pointer on the icons to see a preview in your document.

Insert Bar Chart. Use this chart type to show trends over time (year, month, and days) or categorise use it highlight the magnitude of changeover time. Click the arrow to see the different types of bar and doughnut charts available and pause the pointer on the icons to see a preview in your document.



Insert Area Chart. Use this chart type to visually compare value across a few categories when a chart show duration or the category text is long. Click the arrow to see the different types of area and doughnut charts available and pause the pointer on the icons to see a preview in your document.

Insert Bubble Chart. Use this chart type to show the relationship between sets of values. Click the arrow to see the different types of bubble and scatter charts available and pause the pointer on the icons to see a preview in your document.

Insert Radar Chart. Click the arrow to see the different types of stock, surface, or radar charts available and pause the pointer on the icons to see a preview in your document.

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Insert Combo Chart. Use this chart type to highlight different types of information. Use it when range of value in the chart varies widely or you have mixed types of data. Click the arrow to see the pre - set combo charts and pause over icon to see a preview in your document. Click create custom combo chart to choose different chart types to combine.

Pivot Chart. Use pivotcharts to graphically summarize data and explore complicated data.

Pivot Chart & Pivot Table. Pivotcharts graphically summarize data and help you explore complicated data. PivotTable help you easily arrange and summarize that data in table.

The screenshot shows the Microsoft Excel interface with the 'Create PivotChart' dialog box open. The dialog box is titled 'Create PivotChart' and has a yellow border. It contains the following options:

- Select a table or range
Table/Range: Sheet1!\$A\$5:\$F\$10
- Use an external data source
Choose Connection...
- Choose where you want the PivotChart to be placed:
 - New Worksheet
 - Existing Worksheet
Location: [text box]
- Choose whether you want to analyze multiple tables:
 - Add this data to the Data Model
- Buttons: OK (highlighted with a red box), Cancel

The background spreadsheet shows the following data:

ABC.PVT.LTD					
PURCHASE PRODUCTS					
DATE	PARTY A/C NAME	PRODUCT NAME	QUANTITY	RATE	TOTAL AMOUNT
01-06-2017	RAHUL	MOUSE	10	500	5000
02-06-2017	RAHUL	KEYBOARD	10	500	5000
03-06-2017	RAHUL	CPU	10	15000	150000
04-06-2017	RAHUL	PRINTER	10	7000	70000
05-06-2017	RAHUL	MONITOR	10	6000	60000
				TOTAL	290000
SALES PRODUCTS					
DATE	PARTY A/C NAME	PRODUCT NAME	QUANTITY	RATE	TOTAL AMOUNT
01-06-2017	RAHUL	MOUSE	10	600	6000
01-06-2017	RAHUL	KEYBOARD	10	600	6000
01-06-2017	RAHUL	CPU	10	16000	160000
01-06-2017	RAHUL	PRINTER	10	8000	80000
01-06-2017	RAHUL	MONITOR	10	7000	70000
				TOTAL	322000
				PROFIT	32000

Power View. Make a better business decisions and create beautiful, interactive report.

Sparkline.

Line. Sparklines are mini chats placed in single cells, each representing a row of data in your selection. Generally, you will have one Sparkline for each row, but you can create as many as you want in any location. Just like formulas, it's usually easiest to create a single Sparkline and then use the fill handle to create spark lines for the adjacent rows. In our example, we'll create spark lines to help visualize trends in sales over time for each salesperson.

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Excel Demo Vinod Sir. - Excel

SPARKLINE TOOLS

DESIGN

Line Column Win/Loss

Create Sparklines

Choose the data that you want

Data Range: H4:H8

Choose where you want the sparklines to be placed

Location Range: \$A\$9

OK Cancel

Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	HR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597

Column. Sparklines are mini charts placed in single cells, each representing a row of data in your selection.

Excel Demo Vinod Sir. - Excel

SPARKLINE TOOLS

DESIGN

Win/Loss

Create Sparklines

Choose the data that you want

Data Range: H4:H8

Choose where you want the sparklines to be placed

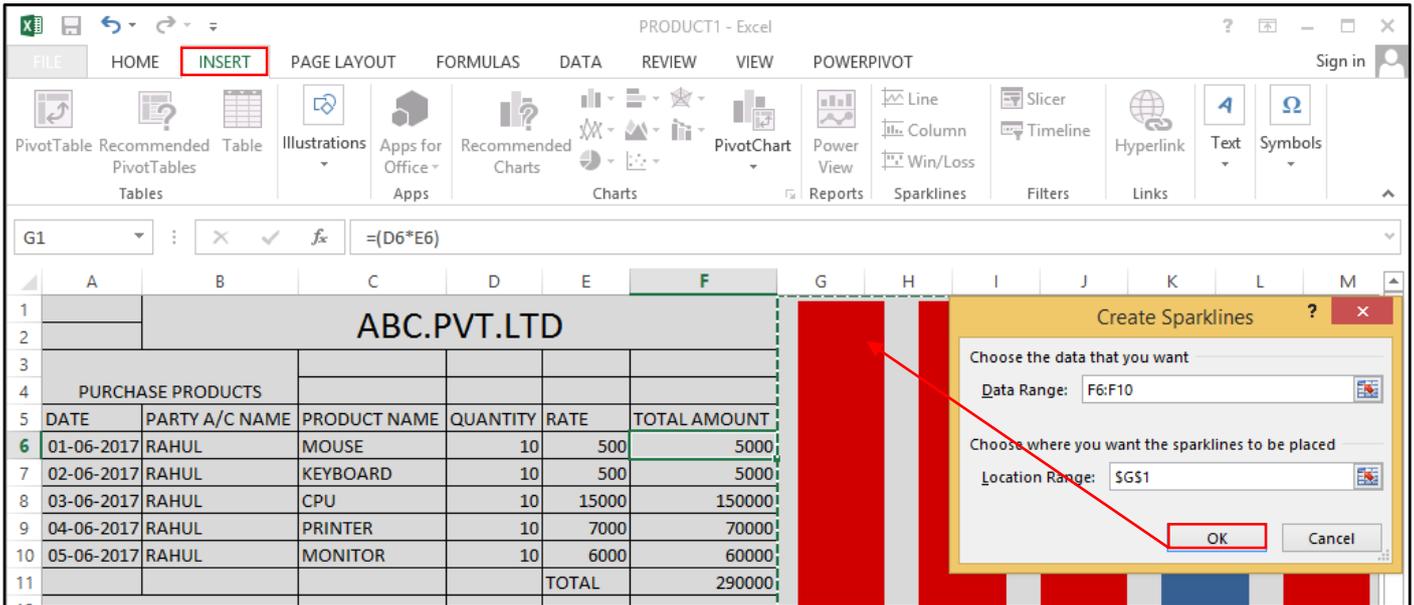
Location Range: \$A\$9

OK Cancel

Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	HR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597

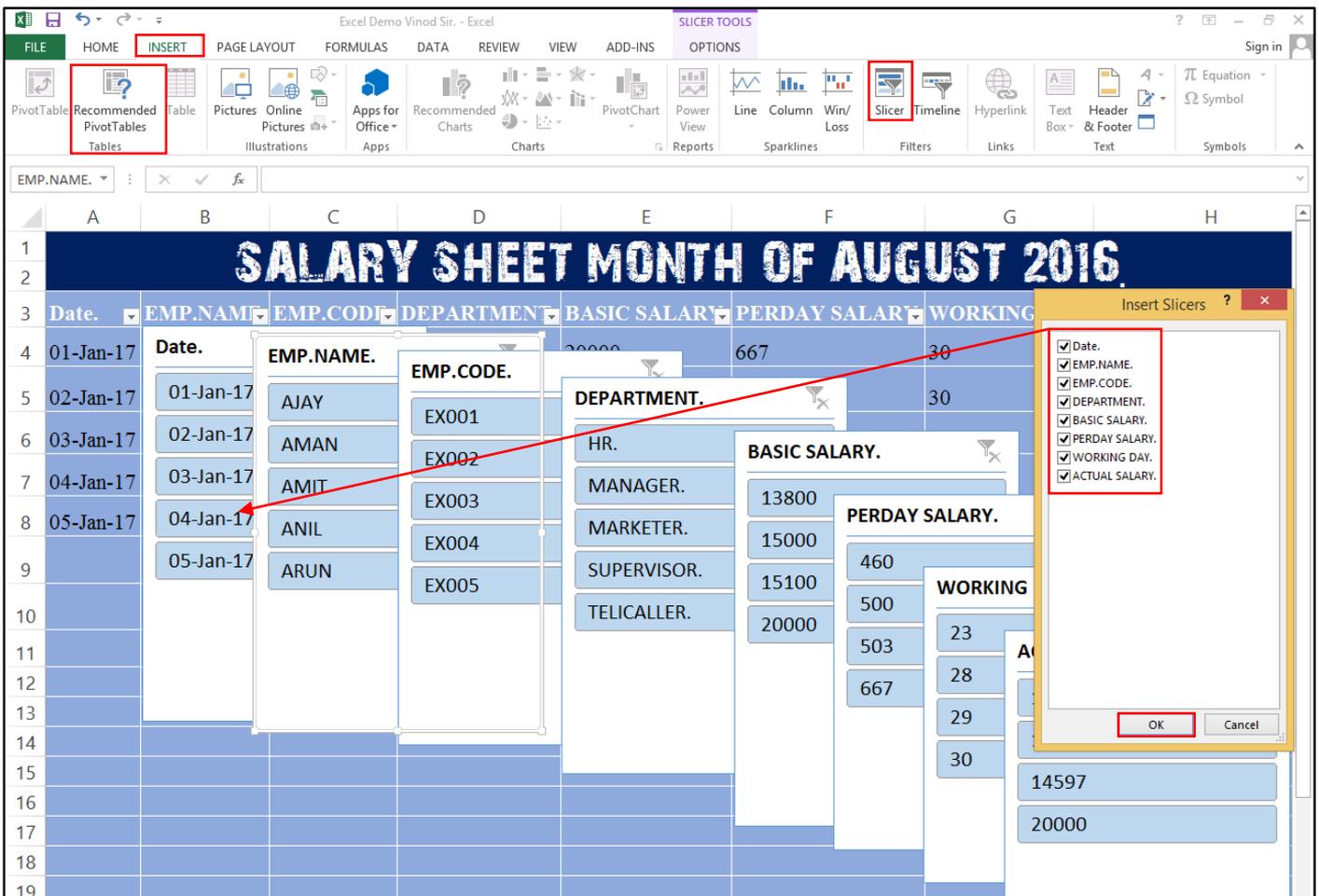
Vinod Computer Institute Mehnagar Azamgarh UP.

Win/Loss. Sparklines are mini charts placed in single cell, each representing a row of data in your selection.



Filters.

Slicer. Use a slicer to filter data visually. Slicers make it faster and easier to filter tables, pivot table pivotchart and cube functions.



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Timeline. Use a timeline to filter dates interactively. Timelines make faster and easier to select time periods in order to filter pivottable, pivotchart, and cube functions.

The screenshot shows the Excel interface with the PivotTable Tools ribbon active. The 'Timeline' button is highlighted. An 'Insert Timelines' dialog box is open, showing the 'Date' field selected. The background shows a PivotTable with columns for Sum of PERDAY SALARY, Sum of WORKING DAY, Sum of ACTUAL SALARY, and Date.

Row Labels	Sum of PERDAY SALARY.	Sum of WORKING DAY.	Sum of ACTUAL SALARY.	Date.
13800	460	28	12880	All Periods
04-Jan-17	460	28	12880	2017
ARUN	460	28	12880	JN
EX004	460	28	12880	JUL
MARKETER.	460	28	12880	AUG
15000	500	23	11500	SEP
03-Jan-17	500	23	11500	OCT
ANIL	500	23	11500	NOV
EX003	500	23	11500	DEC
SUPERVISOR.	500	23	11500	
15100	503.3333333	29	14596.66667	
05-Jan-17	503.3333333	29	14596.66667	
AMIT	503.3333333	29	14596.66667	
EX005	503.3333333	29	14596.66667	
TELICALLER.	503.3333333	29	14596.66667	
20000	1333.333333	60	40000	
01-Jan-17	666.6666667	30	20000	
AMAN	666.6666667	30	20000	
EX001	666.6666667	30	20000	
MANAGER.	666.6666667	30	20000	
02-Jan-17	666.6666667	30	20000	
AJAY	666.6666667	30	20000	
EX002	666.6666667	30	20000	
HR.	666.6666667	30	20000	
Grand Total	2796.666667	140	78976.66667	

Hyperlink. (Ctrl+K). Create a link in your document for quick access to webpages and files. Hyperlinks can also take you to places in your document.

The screenshot shows an Excel table with columns for EMPLOYEE CODE, EMPLOYEE NAME, DEPARTMENT, MONTHLY SALARY, PERDAY SALARY, WORKING DAY, and ACTUAL SALARY. An 'Edit Hyperlink' dialog box is open, showing the 'Book of The Advance Excel-2013' file selected.

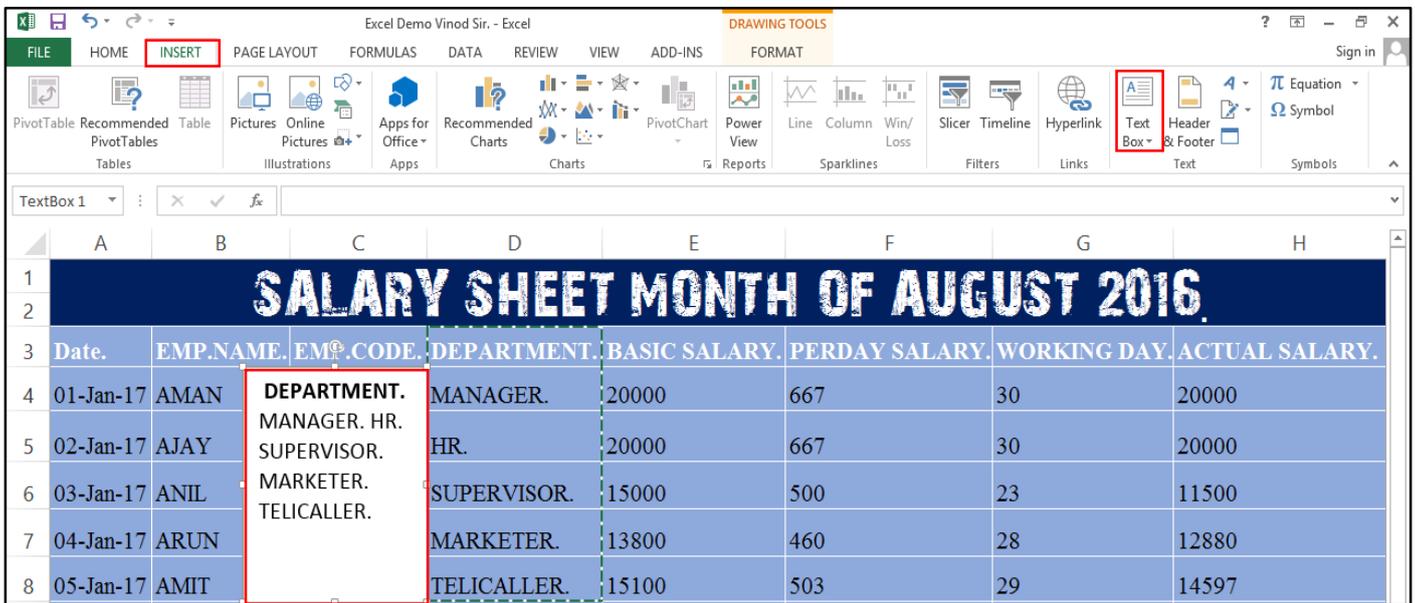
EMPLOYEE CODE	EMPLOYEE NAME	DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALARY
E001	KAJAL	MANAGER	20000	645	29	18710
E002	SURAJ	HR	18000	581	28	16258
E003	RAJ	SALES	15000	484	27	13065
E004	KAMAL	PURCHASE	16000	516	26	13419

Text.

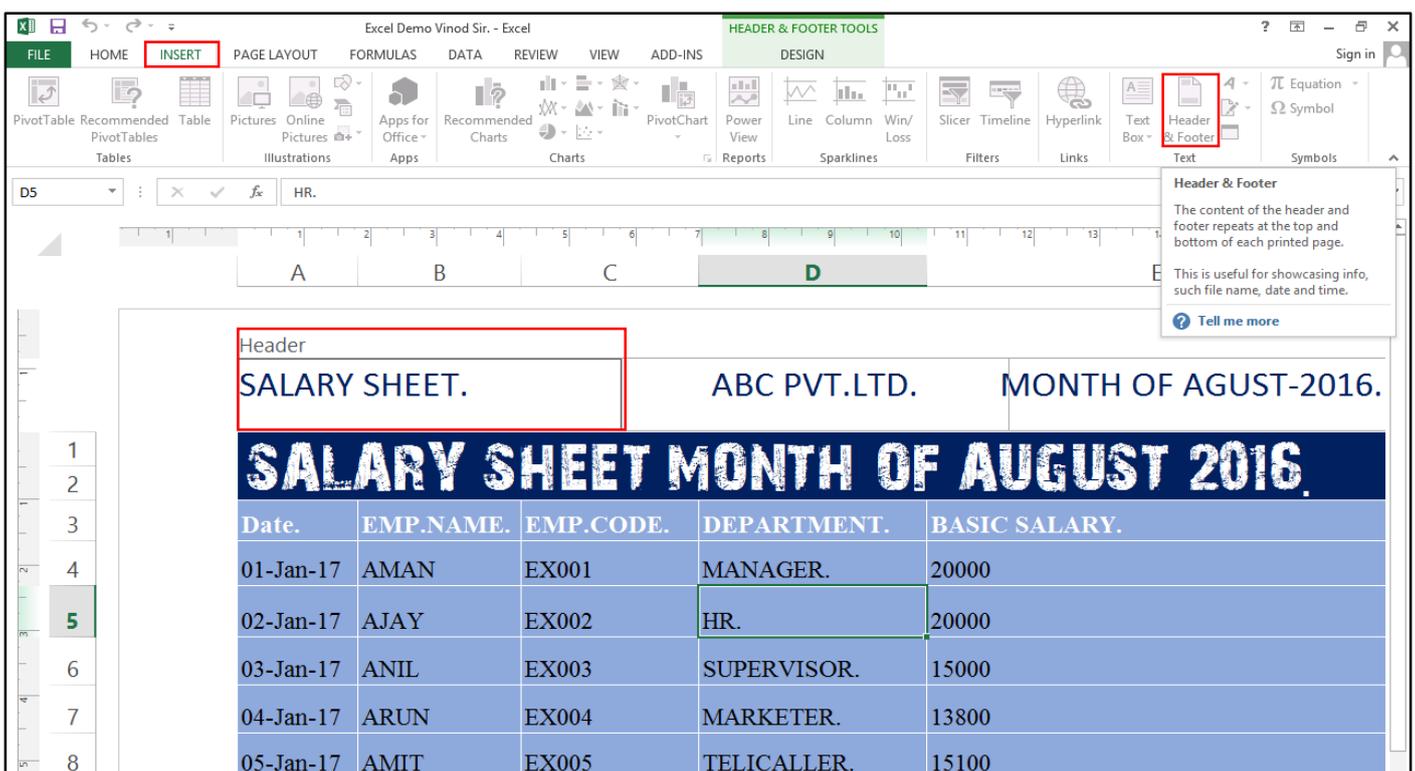
Vinod Computer Institute Mehnagar Azamgarh UP.

Text Box. Draw a text box anywhere in your document. Got must see content put it in a text box? A text box bring focus to the content it contains and it greater for showcasing important text such as heading or quotes.

Draw Vertical Text Box. Draw a vertical text box anywhere in your document. This is great way to get the exact text box size you want especially when adding text to.



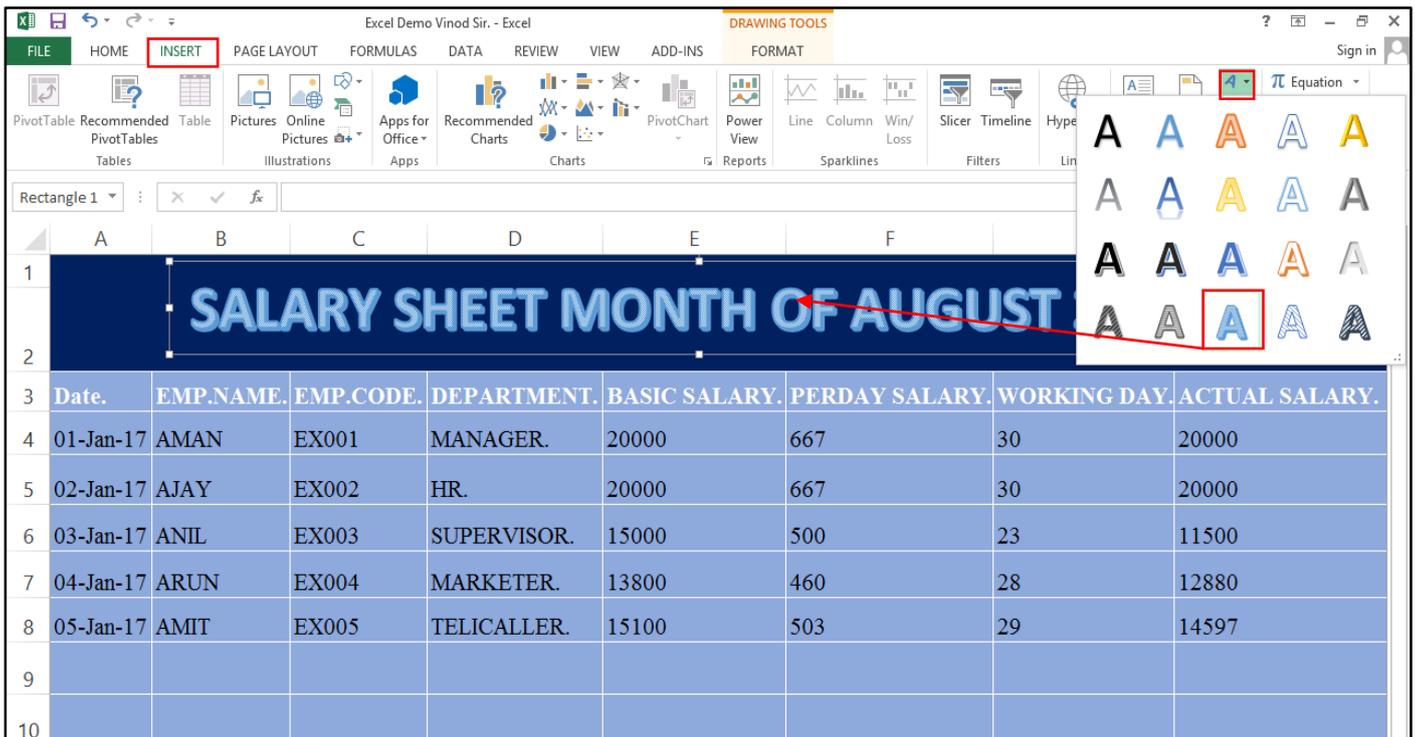
Header. The content of the header repeat at the top of each printed page. This is useful for showcasing info such file name date and time. Headers are not displayed on the worksheet in normal view. They are displayed only in page layout view and on the printed pages. You can insert headers only by using the page setup dialog box.



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Footer. The content of the footer repeat at the bottom of each printed page. This is useful for showcasing info such file name date and time. Footers are not displayed on the worksheet in normal view. They are displayed only in page layout view and on the printed pages. You can insert footers only by using the page setup dialog box.

Word Art. Word art is a quick way to make text stand out with special effects. You pick a word art style from the word art gallery, launched from the insert tab, which you can then customize. In the word art gallery, the letter a represents the different designs that are applied to all text you type.



Add A Signature Line. Insert a signature line that specifies the individual who must sign. Inserting a digital signature requires that you obtain a digital Id such as open from certified Microsoft partner.

Object. Embedded objects are documents or others files you have inserted into this document. Instead having separates files sometimes it's easier to keep them all embedded in a document.

Symbols.

Equation. Add common mathematical equations to your document such as the area of a circle or the quadratic formula. You can also build your own equations using the library of math symbols and structures.

Symbol. Add symbols that are not on your keyboard. Choose from a variety of options including mathematical, currency, and copyright symbols.

Vinod Computer Institute Mehnagar Azamgarh UP.

Excel Demo Vinod Sir. - Excel

FILE HOME **INSERT** PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS DESIGN

PivotTable Recommended PivotTables Table Pictures Online Pictures Illustrations Apps for Office Apps Recommended Charts PivotChart Reports Sparklines Filters Links Text Header & Footer Text Symbols

B4 CAMAN

1 **SALARY SHEET MONTH OF AUGUST 2016.**

Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY
01-Jan-17	AMAN	EX001	MANAGER.	20000
02-Jan-17	AJAY	EX002	HR.	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000
04-Jan-17	ARUN	EX004	MARKETER.	13800
05-Jan-17	AMIT	EX005	TELCALLER.	15100

Symbol

Font: Wingdings 2

Recently used symbols:

Unicode name: Wingdings 2: 67 Character code: 67 from: Symbol (decimal)

Insert Cancel

Chapter-5. Page Layout (Alt+P).

Excel Demo Vinod Sir. - Excel

FILE HOME **PAGE LAYOUT** FORMULAS DATA REVIEW VIEW ADD-INS DESIGN

Themes Colors Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Sheet Right-to-Left Gridlines View Print Headings View Print Bring Forward Send Backward Selection Pane Align Group Rotate

Themes. Pick a new theme to give your document instant style and just the right personality. Each theme uses a unique set of colours, font and effects to create a consistent look and feel.

Excel Demo Vinod Sir. - Excel

FILE HOME **PAGE LAYOUT** FORMULAS DATA REVIEW VIEW ADD-INS DESIGN

Themes Colors Effects Margins Orientation Size Print Area Breaks Background Print Titles Width: Automatic Height: Automatic Scale: 100% Sheet Right-to-Left Gridlines View Print Headings View Print Bring Forward Send Backward Selection Pane Align Group Rotate

Office

Office Facet Intel Integral Ion

Ion Board... Organic Retrospect Slice

Wisp Banded Basis Dividend

Frame Metropolitan View

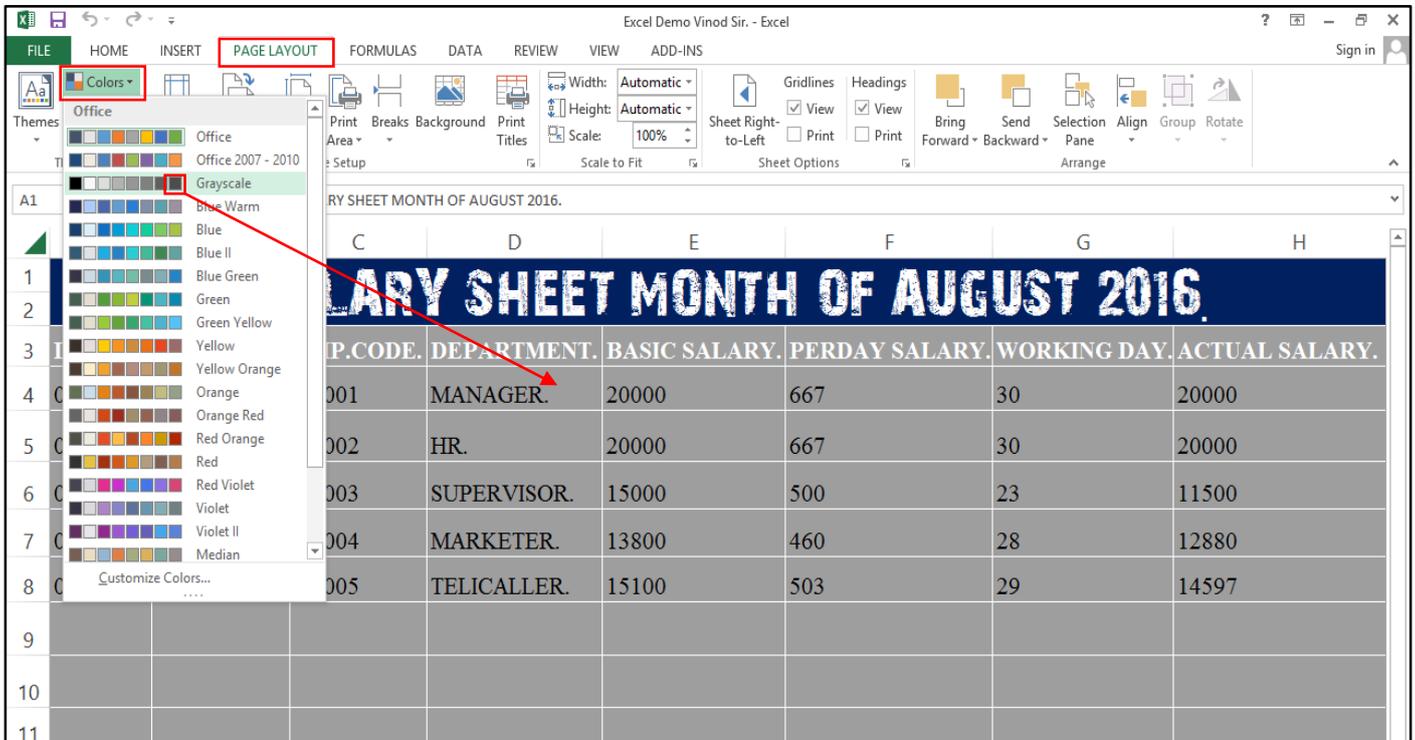
Browse for Themes... Save Current Theme...

DEPARTMENT. BASIC SALARY. PERDAY SALARY. WORKING DAY. ACTUAL SALARY

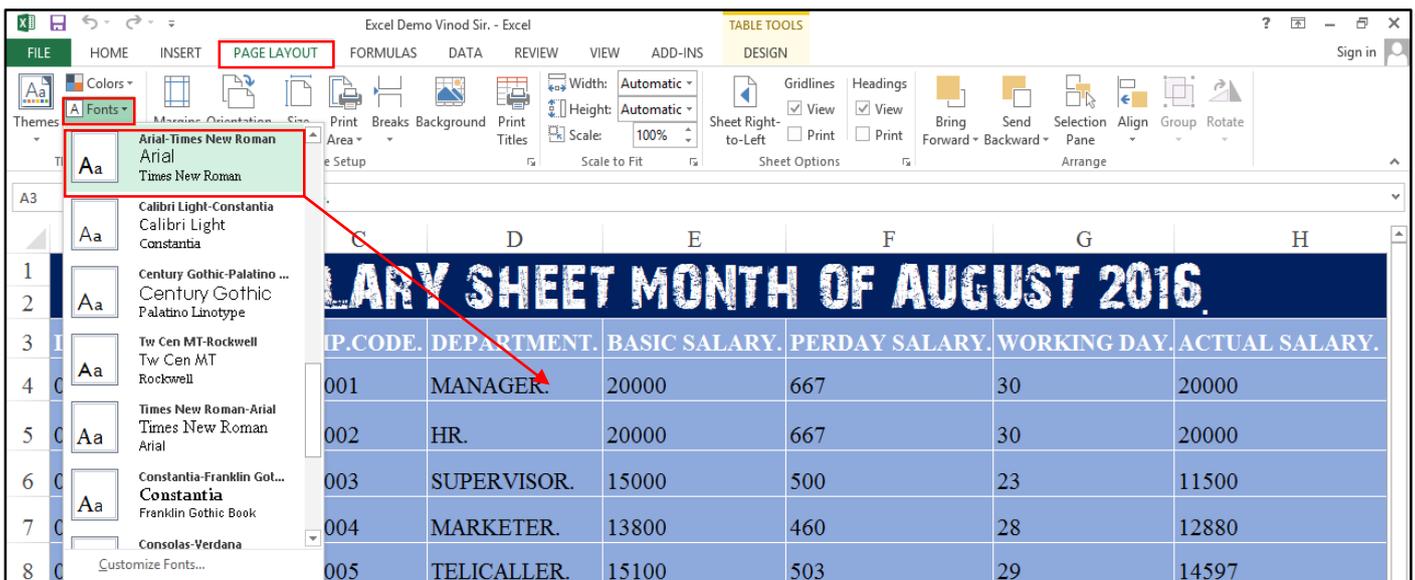
MANAGER.	20000	667	30	20000
HR.	20000	667	30	20000
SUPERVISOR.	15000	500	23	11500
MARKETER.	13800	460	28	12880
TELCALLER.	15100	503	29	14597

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Themes Colour. Quickly change all the colours used in your document by picking a different colour palette. This will update a colours available to you in the colour picker along with any theme colours in your document. No matter what palette you choose your document will look perfectly coordinated.



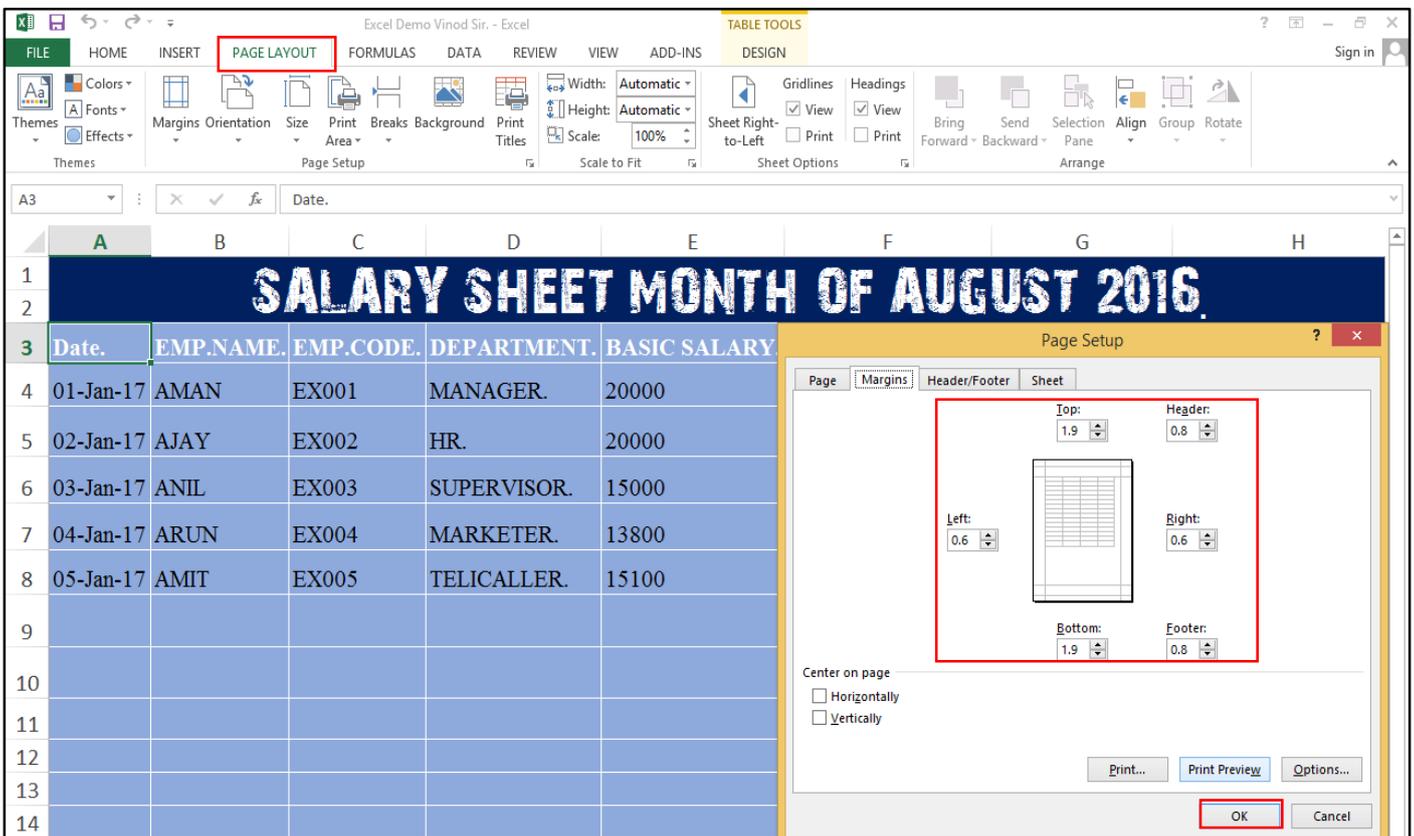
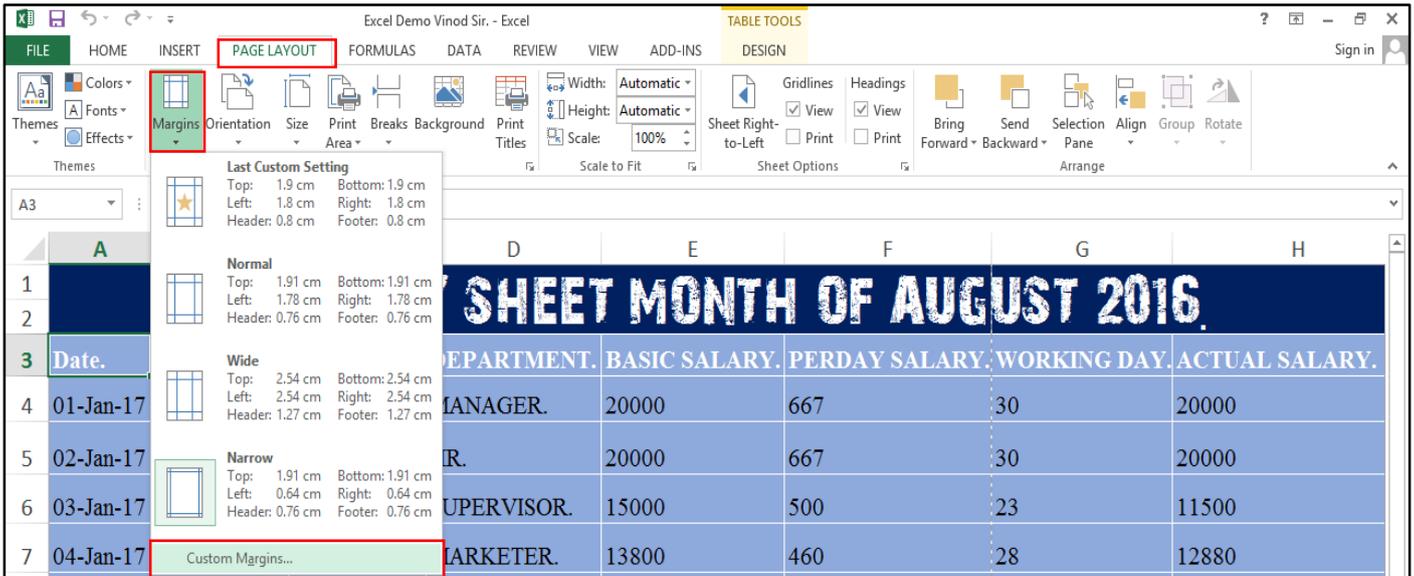
Themes Font. Quickly change the text in your document by picking a new font set. This is an easy way to change all of your text at once. For this to work your text must be formatted using the body and heading fonts.



Theme Effects. Quickly change general look of objects in your document. Each option use various borders and visual effects such as shading and shadow to give your objects a different look.

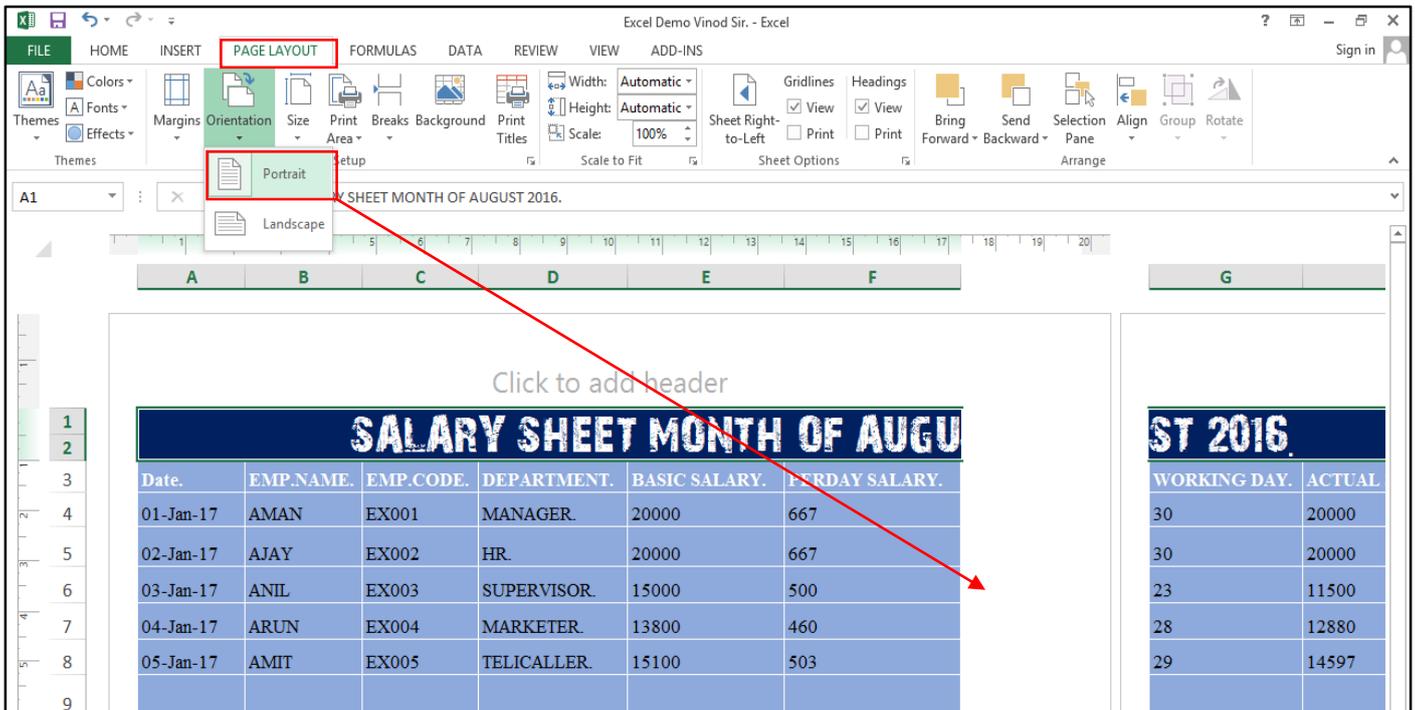
Page Setup.

Adjust Margins. Set the margin sizes for the entire document or the current section. Choose from several commonly - used margin formats or customize your own. A margin is the space between your content and the edge of the page. By default, every workbook's margins are set to normal, which is a one-inch space between the content and each edge of the page. Sometimes you may need to adjust the margins to make your data fit more comfortably on the page. Excel includes a variety of predefined margin sizes. The page setup dialog box will appear. Adjust the values for each margin, then click ok.

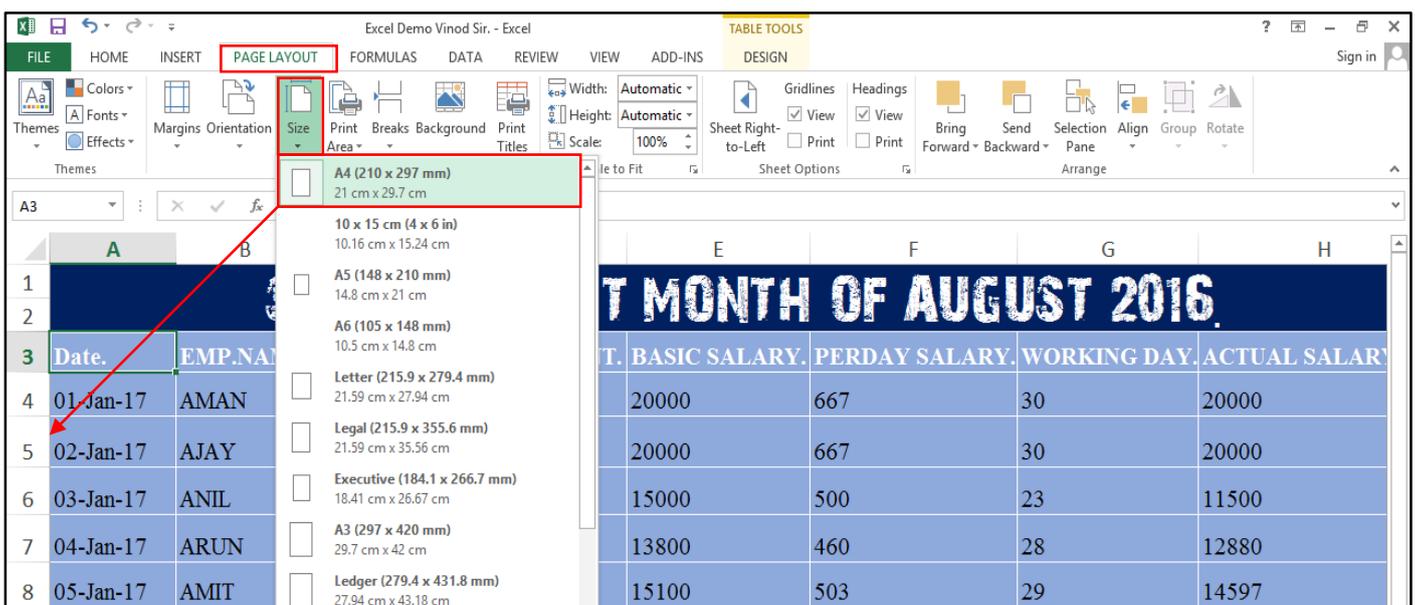


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Change Page Orientation. Give your pages a portrait, landscape layout. Excel offers two page orientation options: landscape and portrait. Landscape orients the page horizontally, while portrait orients the page vertically. Portrait is especially helpful for worksheets with a lot of rows, while landscape is best for worksheets with a lot of columns. In the example below, portrait orientation works best because the worksheet includes more rows than columns.



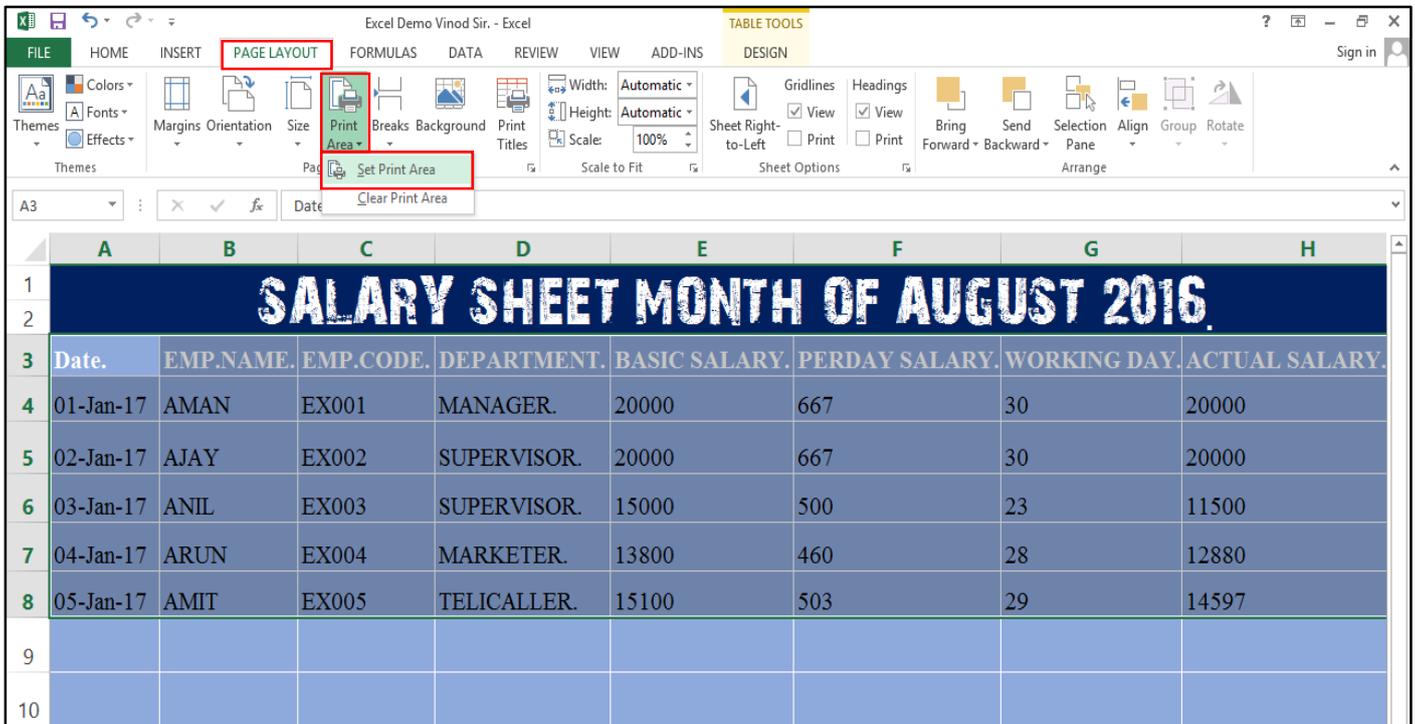
Chose Page Size. Choose a paper size for your document.



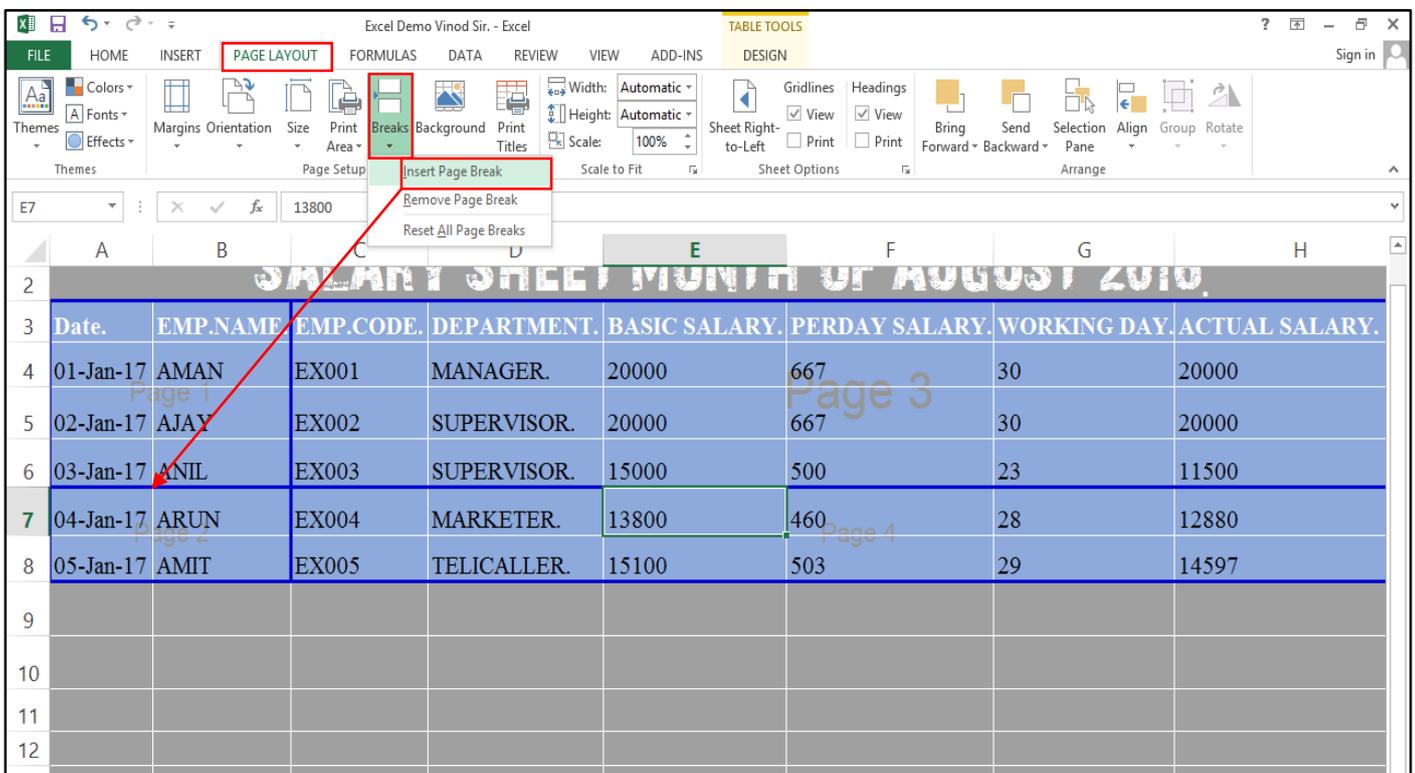
Print Area. Select an area on the sheet you did like to print. If you prefer, you can also set the print area in advance so you'll be able to visualize which cells will be printed as you work in excel. Simply select the cells you want to print, click the page layout tab, select the print area command and then choose set print area.

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Breaks. Add a break where you want the next page to begin in the printed copy. Your page break will be inserted above and to the left of your section. When viewing your workbook in normal view, inserted page breaks are represented by a solid gray line, while automatic page breaks are represented by a dashed line.



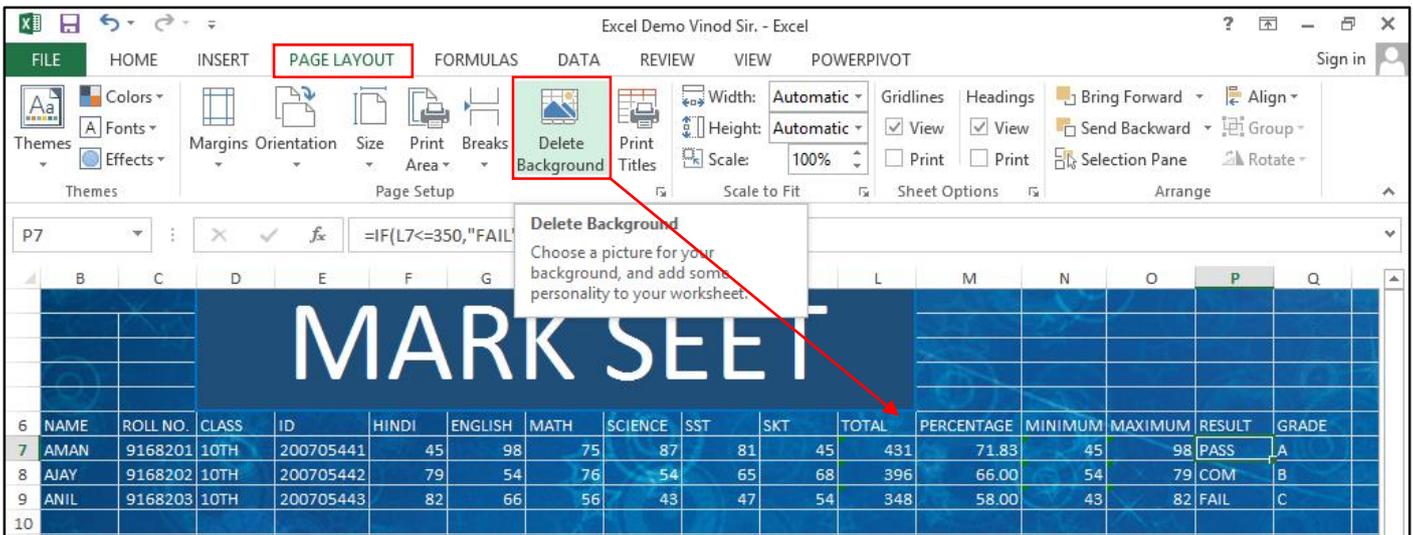
SALARY SHEET MONTH OF AUGUST 2016							
Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	SUPERVISOR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597



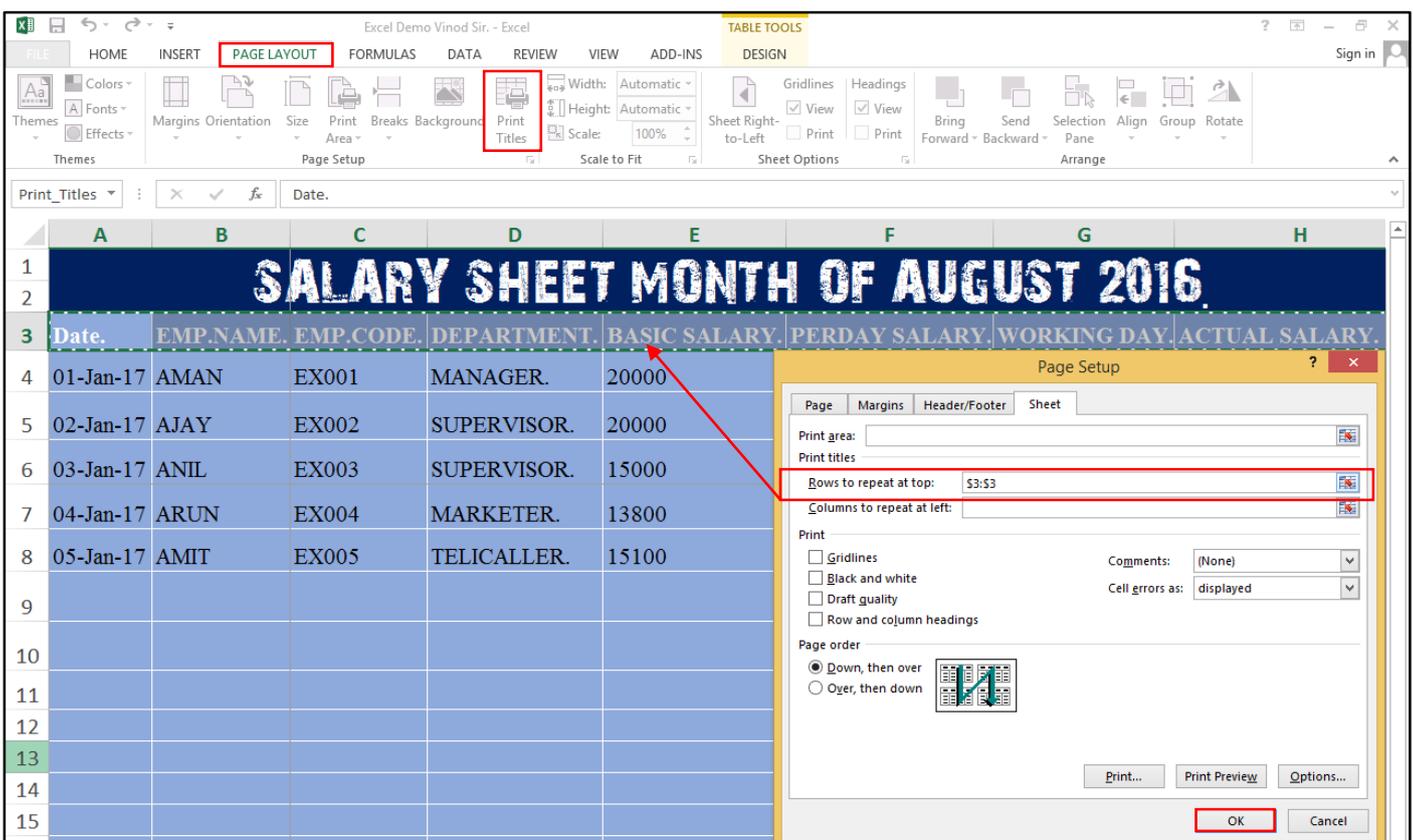
SALARY SHEET MONTH OF AUGUST 2016							
Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000
02-Jan-17	AJAY	EX002	SUPERVISOR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597

Background. Choose a picture for your background and add some personality to your work sheet.

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Print Titles. Choose a row and columns you did like to repeat on each printed page such as those with labels or headers. If your worksheet uses title headings, it's important to include these headings on each page of your printed worksheet. It would be difficult to read a printed workbook if the title headings appeared only on the first page. The print titles command allows you to select specific rows and columns to appear on each page.



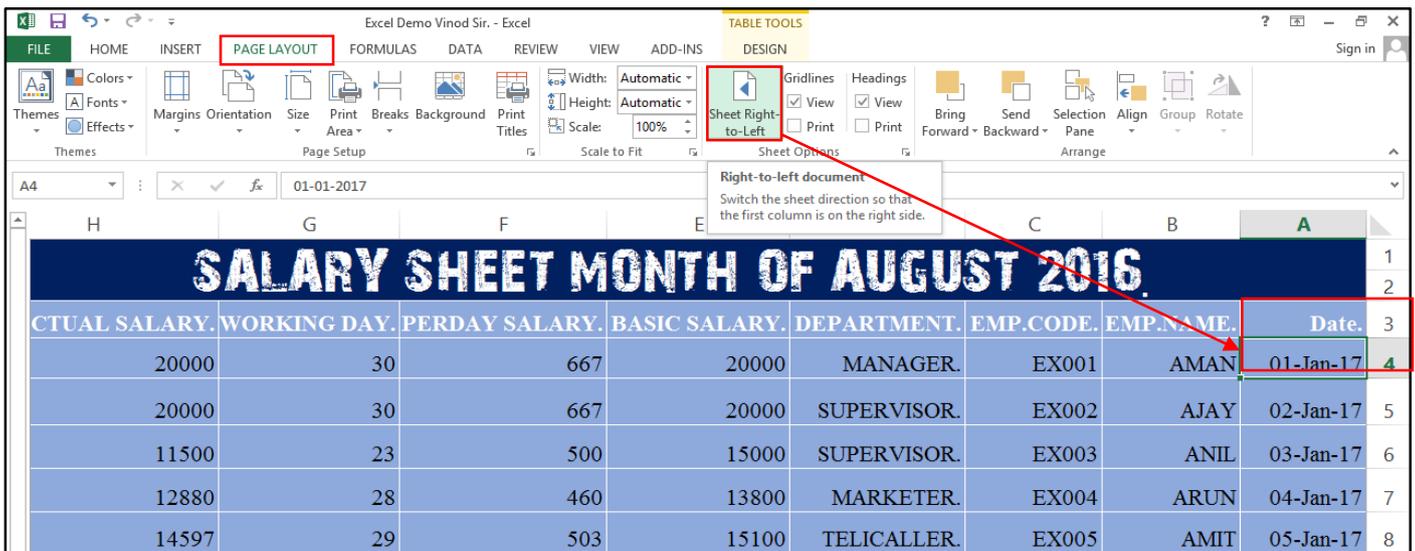
Width. Shrink the width of your printout to fit a certain number of page.

Height. Shrink the height of your printout to fit a certain number of page.

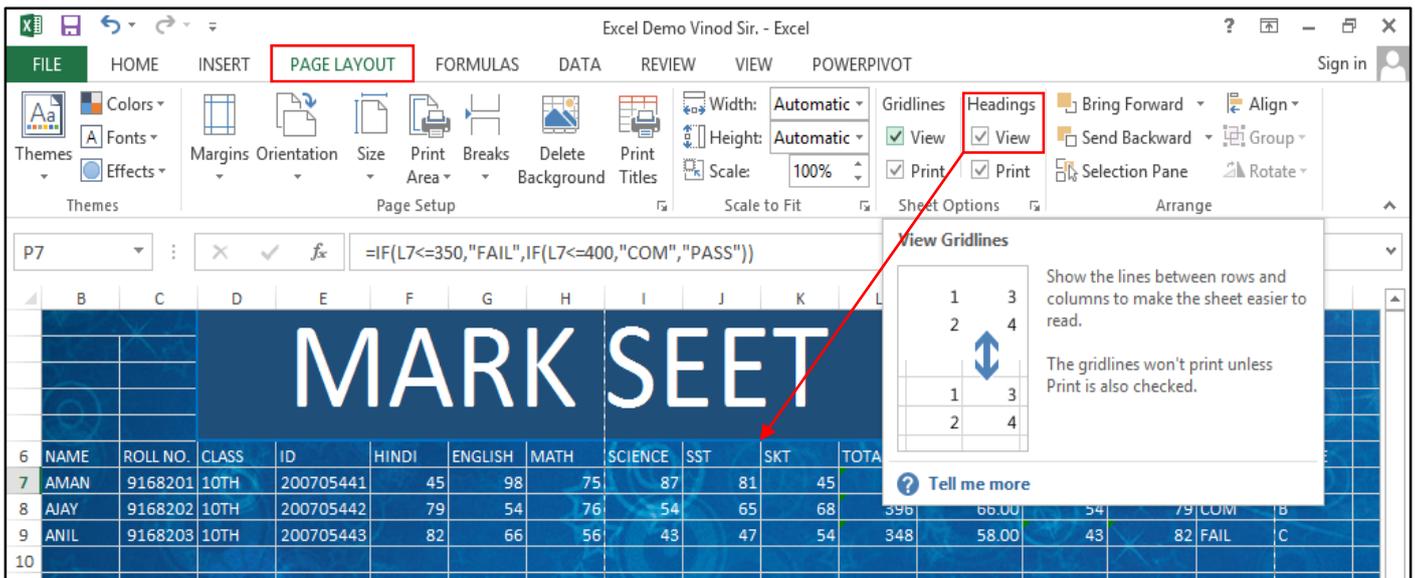
Scale. Stretch or shrink printout to a percentage of its actual size. Set width and height to automatic when using this feature.

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Right to Left. Switch the sheet direction so that the first column is on the right side.



View. Show the lines between rows and columns to make the sheet easier to read. The gridlines won't print unless print also checked.



Print. Print the lines between rows and columns to make the sheet easier to read.

Headings.

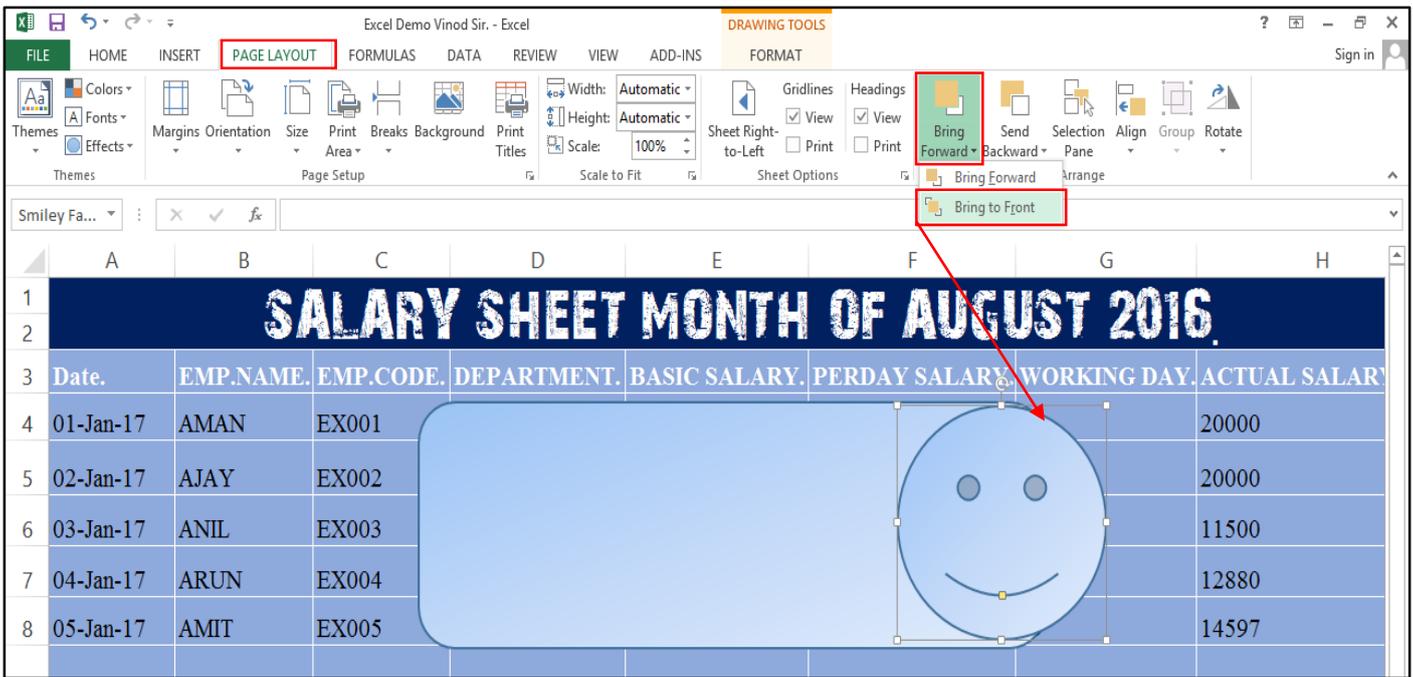
View. Show column headings and row numbers. Columns headings are the letters or numbers that appeared above the columns on a sheet.

Print. Print row and columns headings. Row headings are the row numbers to the side of the sheet. Column headings are the letters or numbers that appear above the columns on a sheet.

Arrange.

Bring Forward. Bring the selected objects forward one level so that it's hidden behind fewer objects.

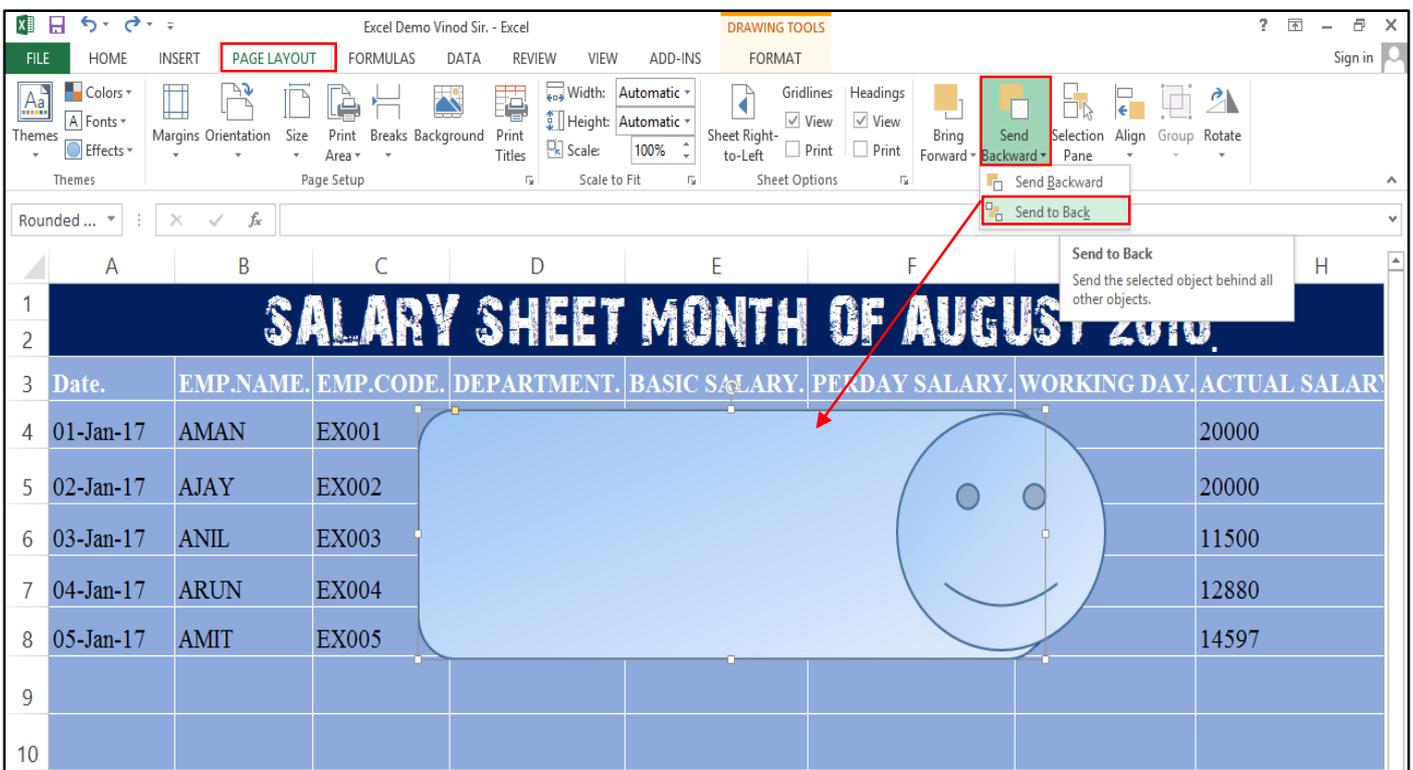
Vinod Computer Institute Mehnagar Azamgarh UP.



Bring to Front. Bring the selected objects in front of all other objects.

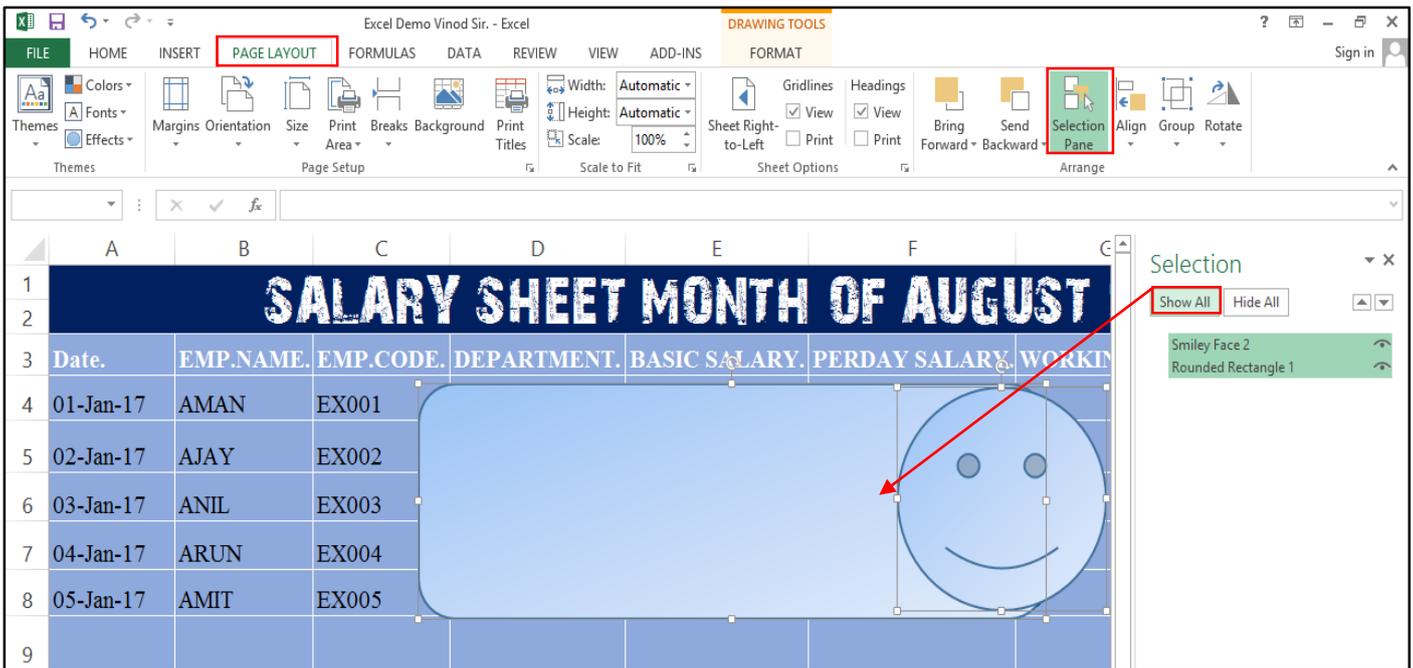
Send Backward. Send the selected object back one level so that it's hidden behind more objects.

Send to Back. Send the selected object behind all other objects.

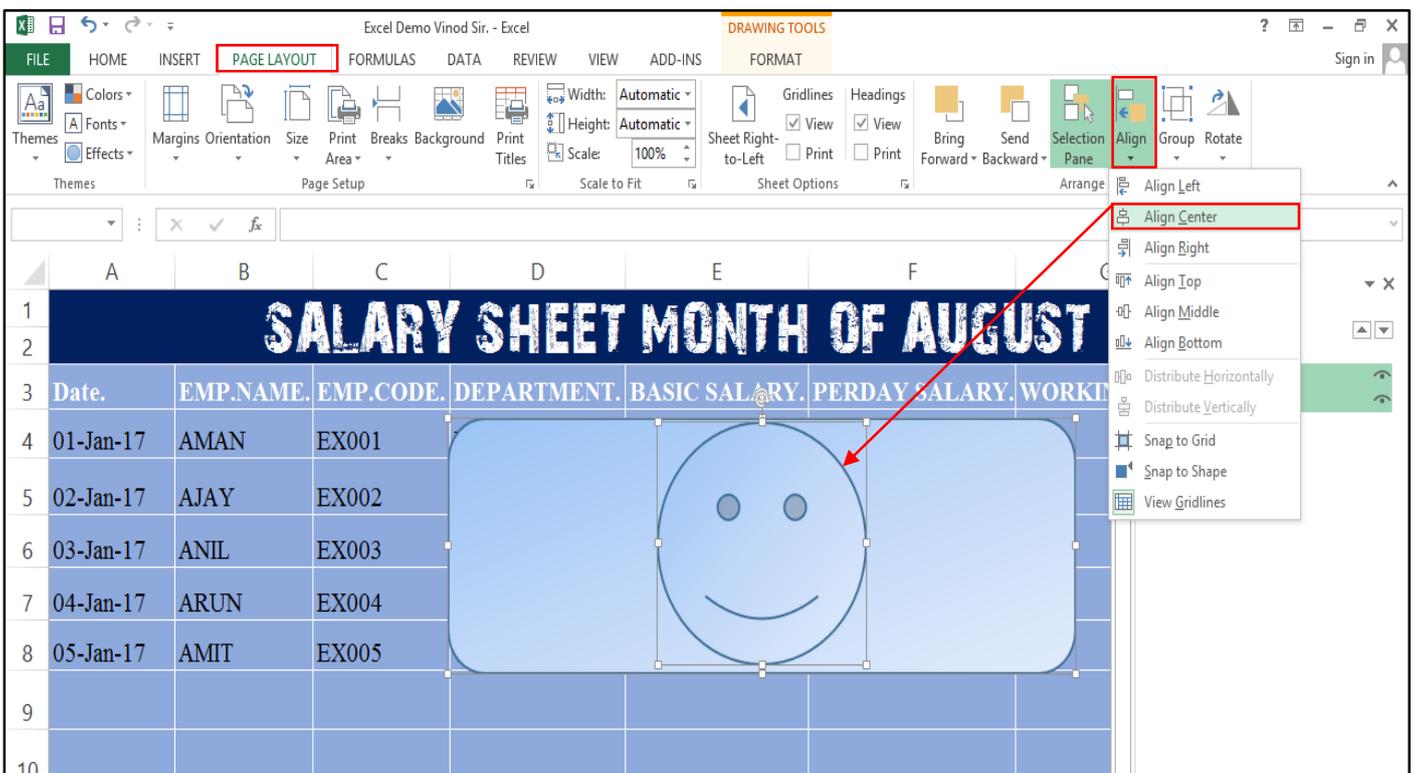


Selection Pane. See a list of all your objects. This makes it easier to selected objects change their order or change their visibility.

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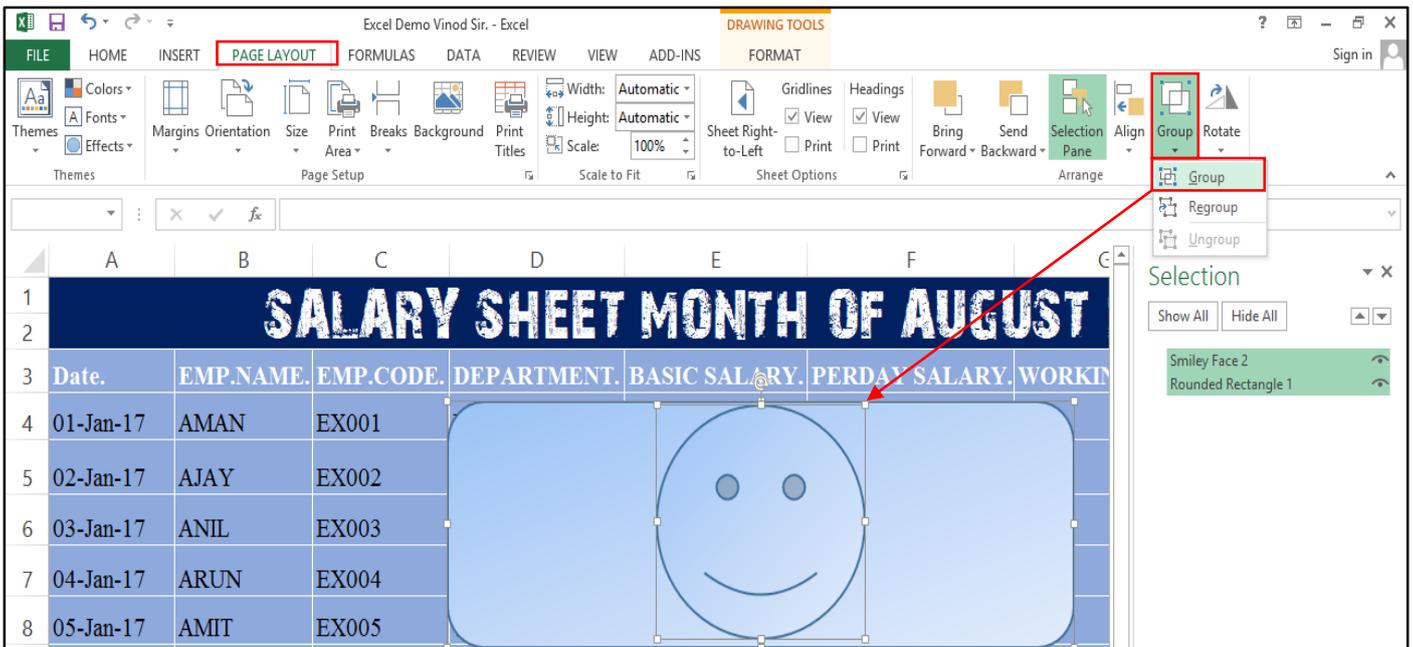
Align Objects. Change the placement of your selected objects on page. This is great for aligning objects to the margins or edge of the page. You can also align them relative to one another. Just like align, left, right, top, bottom, middle, centre, distribute vertical and horizontal.



View Gridlines. Show the lines between row and columns in the sheet to make the sheet easier to read.

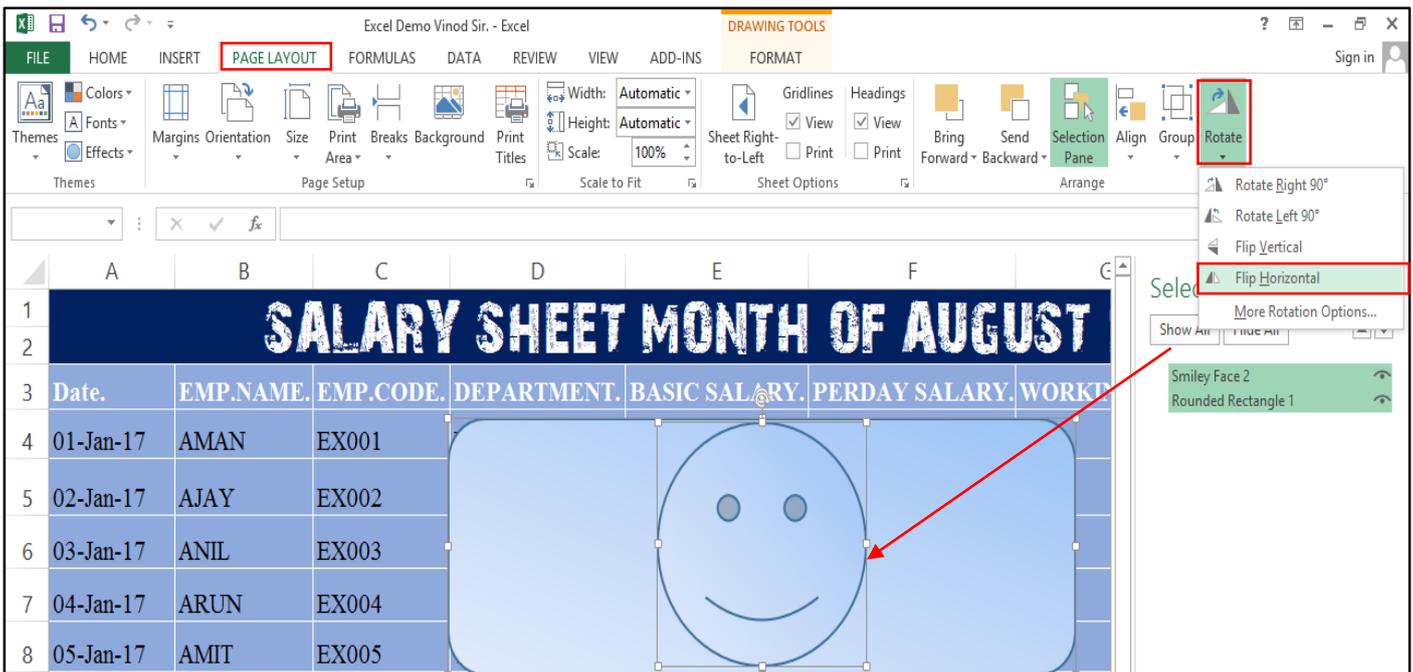
Group. Join objects together to move and format them as if they were a single objects.

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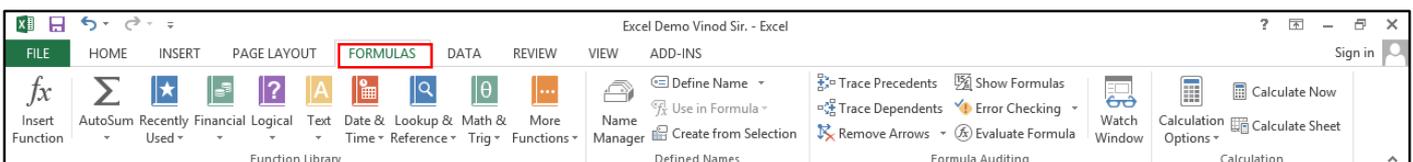


Ungroup. Break the connection between grouped objects so that you can move them individual again.

Rotation. This option is used to rotate or flip selected object.



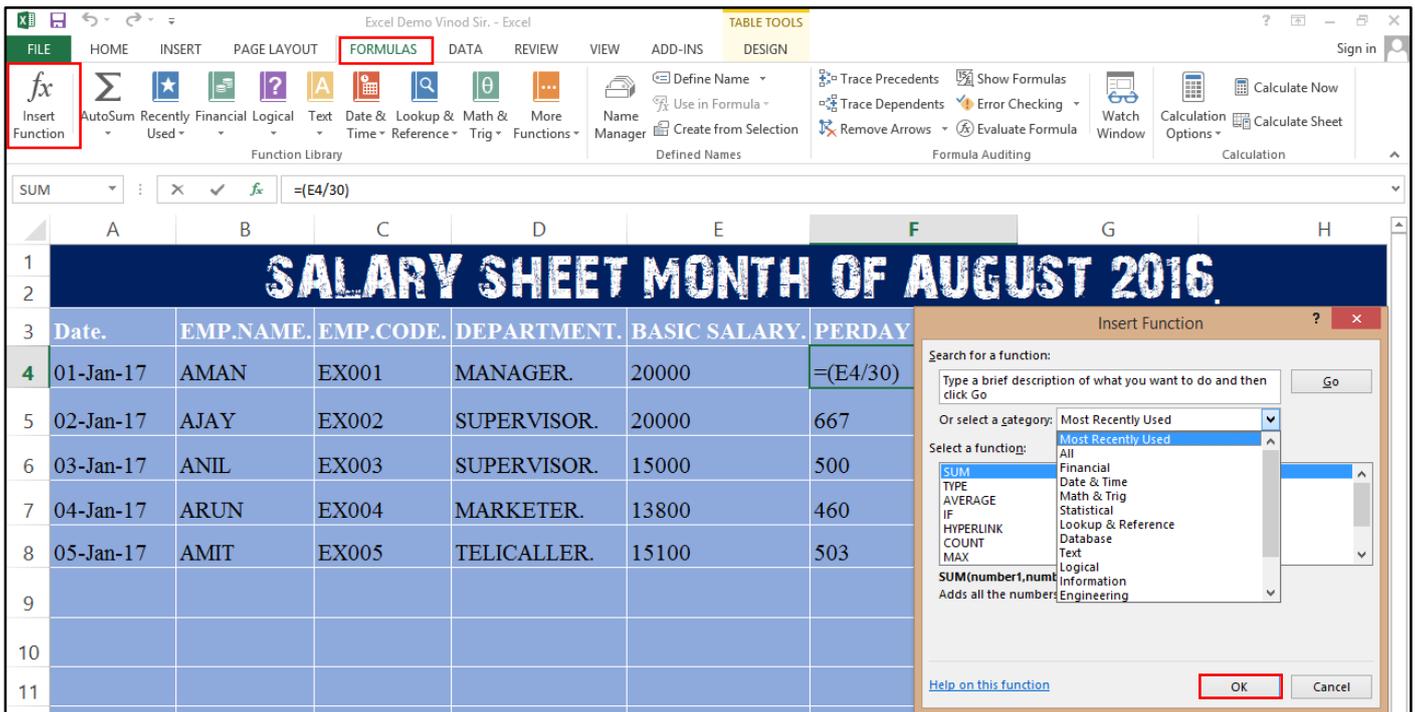
Chapter-6. Formulas (Alt+M).



Function Library.

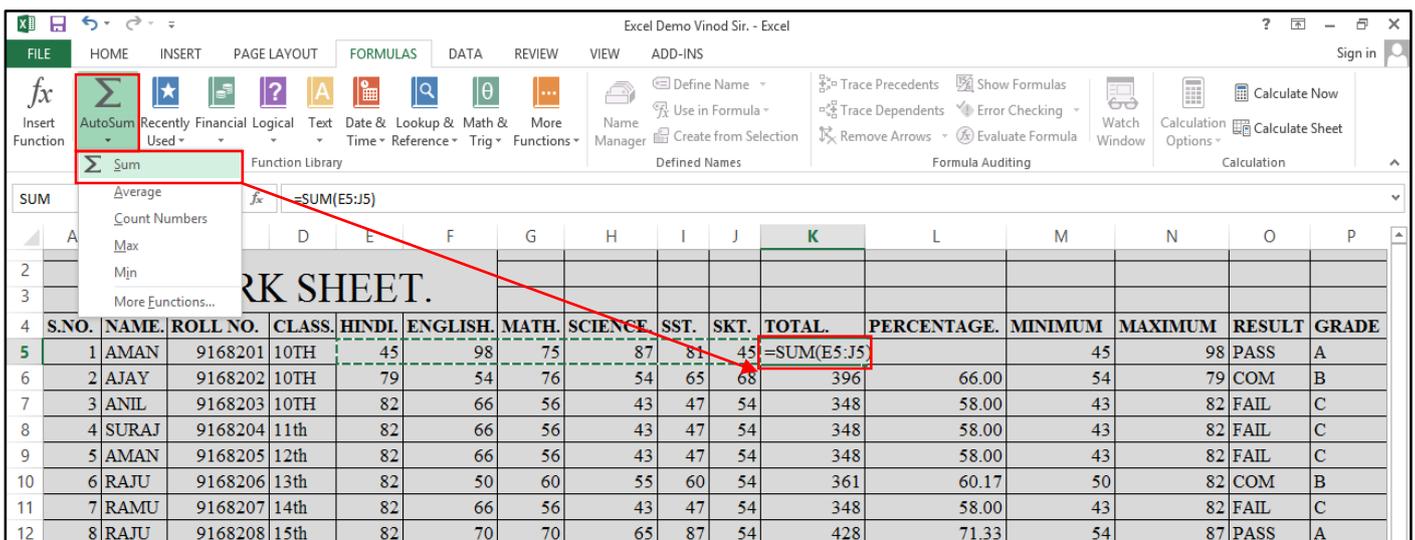
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Insert Function (Shift+F3). Work with formula in the current cell. You can easily pick functions to use and get help on how to fill out the input values.



Auto Sum. Automatically add it up. Your total will appear after the selected cells.

Recently Used. Worksheet functions are categorized by their functionality. Click a category to browse its functions. Or press Ctrl+F to find a function by typing the first few letters or a descriptive word. To get detailed information about a function, click its name in the first column.



Financial. Add a financial function to your sheet.

Logical. Add a logical function to your worksheet.

Text. Add a text function to your worksheet.

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Date and Time. Add a date & time function in your worksheet.

The screenshot shows the Excel interface with the 'FORMULAS' tab selected. The formula bar contains the formula `=DATE(2017,1,1)+DATE(2017,1,1)`. The 'Function Arguments' dialog box for the DATE function is open, showing the following arguments:

- Year: 2017
- Month: 1
- Day: 1

The dialog box also displays the result: `= 42736` and the text: "Returns the number that represents the date in Microsoft Excel date-time code." Below this, it states: "Day is a number from 1 to 31 representing the day of the month." The formula result is shown as `04-Jan-34`.

Lookup and Reference.

VLOOKUP(lookup_value, table_array, col_index_num, range_lookup). Lookup for a value in the left more column of a table then returns a value in the same row from a column you specify. By default table must be sorted in an ascending order.

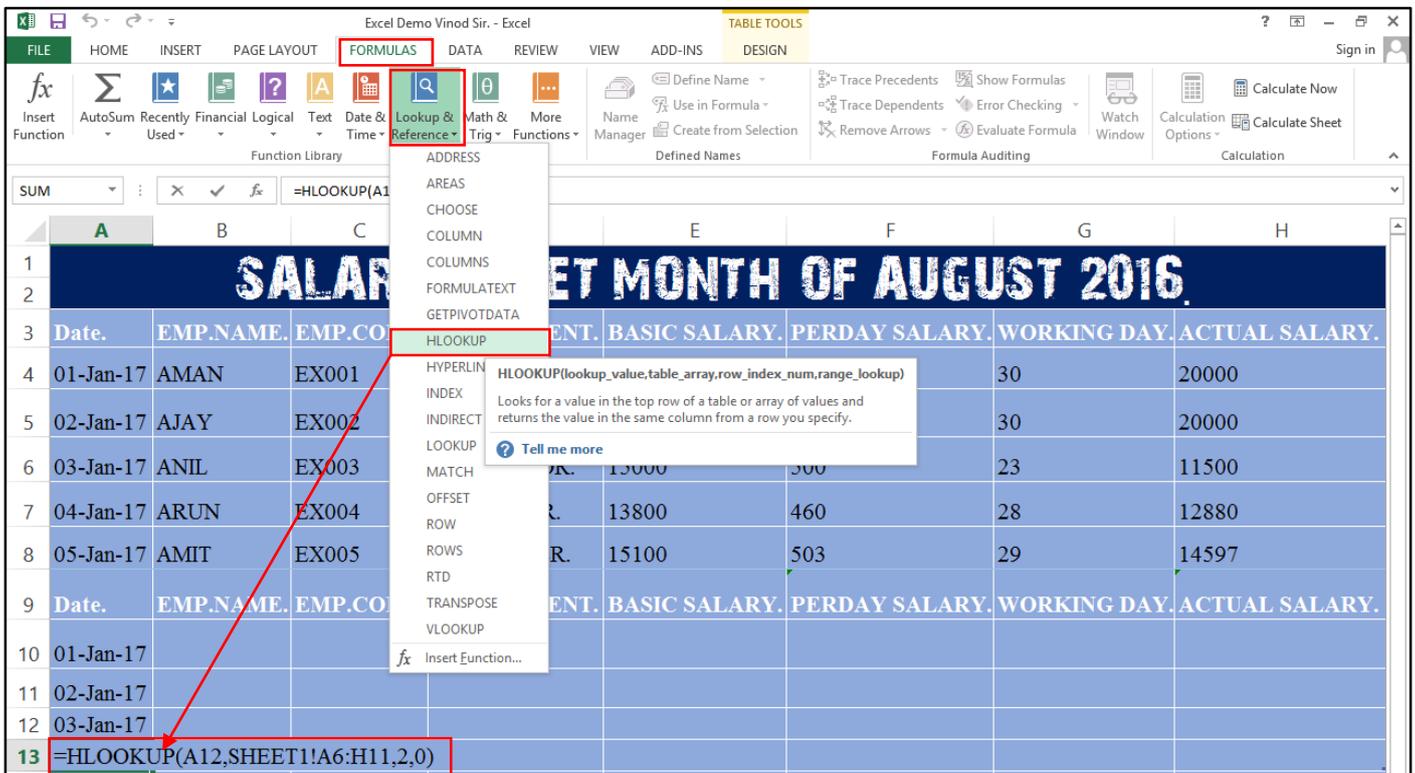
The screenshot shows the Excel interface with the 'FORMULAS' tab selected. The formula bar contains the formula `=VLOOKUP(A11,SHEET1!A4:H9,2,0)`. A dropdown menu is open over the 'Lookup & Reference' category, with 'VLOOKUP' selected. The worksheet data is as follows:

Date.	EMP.NAME.	EMP.CO	ENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001		20000	667	30	20000
02-Jan-17	AJAY	EX002	HR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	HR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	HR.	13800	460	28	12880
05-Jan-17	AMIT	EX005	HR.	15100	503	29	14597
01-Jan-17	AMAN	EX001		20000	667	30	20000
02-Jan-17				20000	667	30	20000

Lookup and Reference.

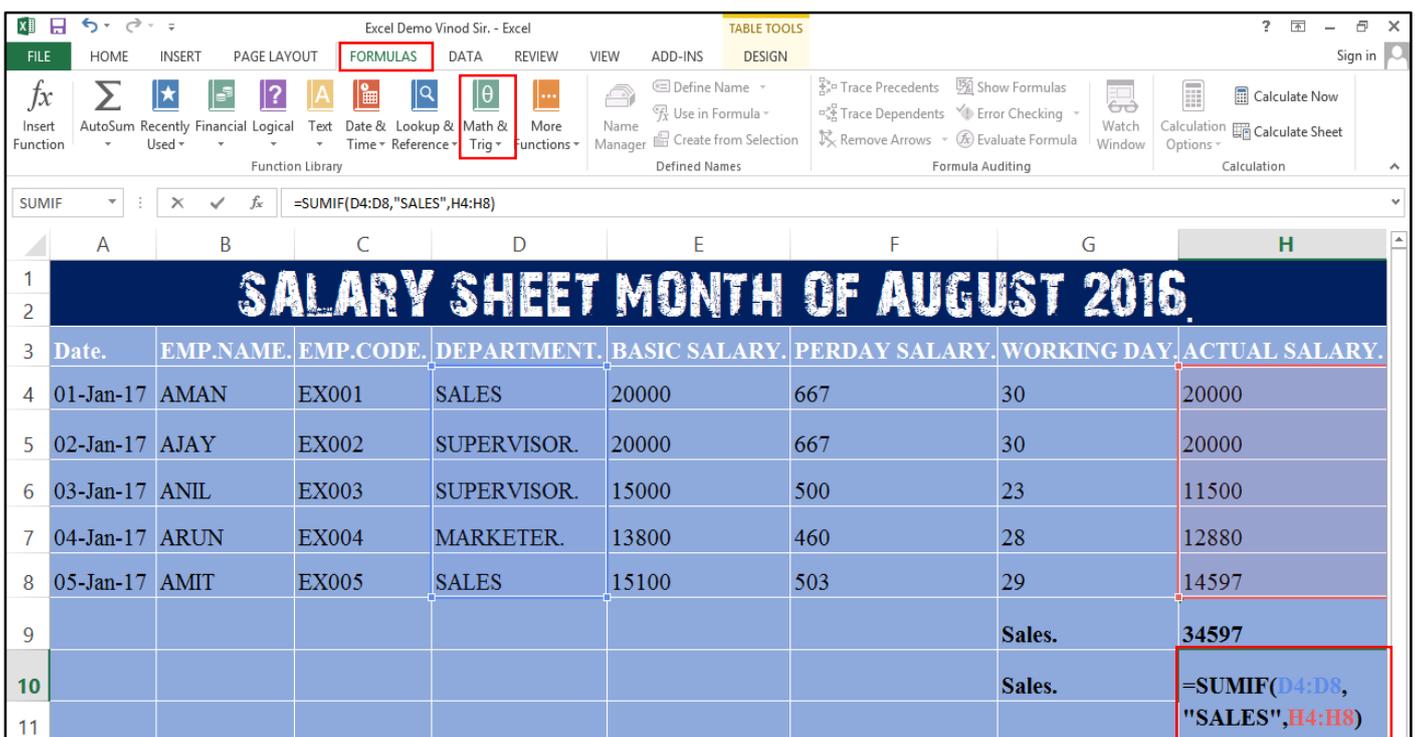
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HLOOKUP (lookup_value, table_array, row_index_num, range_lookup). Lookup for a value in the top row of a table or array of values and return the value same column from a row you specify.



Math & Trig. Add a math or trigonometry function to your worksheet.

SUMIF (range, criteria, sum_range). Add the cells specified by a given condition or criteria.



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More Functions. Brows more functions from categorise like statistical, engineering, web, or OLAP cube function.

DMAX FUNCTION. This function returns the largest number in a field column of records in a list or a database that matches condition that you specify.

The screenshot shows an Excel spreadsheet with the following data:

Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	SALES	20000	667	30	20000
02-Jan-17	AJAY	EX002	SUPERVISOR.	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
05-Jan-17	AMIT	EX005	SALES	15100	503	29	14597

The formula bar shows: `=DMAX(D3:E8,"BASIC SALARY",D9:D10)`

The spreadsheet shows the result of the DMAX function in cell E10, which is 20000.

DMIN FUNCTION. This function returns the smallest number in a field column of records in a list or a database that matches condition that you specify criteria.

The screenshot shows an Excel spreadsheet with the following data:

Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	SALES	20000	667	30	20000
02-Jan-17	AJAY	EX002	PURCHASE	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	PURCHASE	13800	460	28	12880
05-Jan-17	AMIT	EX005	SALES	15100	503	29	14597

The formula bar shows: `=DMIN(D3:E8,"BASIC SALARY",D9:D10)`

The spreadsheet shows the result of the DMIN function in cell E10, which is 13800.

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DSUM FUNCTION. DSUM function sums up the numbers in a column or a database that meets a given criteria.

SALARY SHEET MONTH OF AUGUST 2016.							
Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	SALES	20000	667	30	20000
02-Jan-17	AJAY	EX002	PURCHASE	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	PURCHASE	13800	460	28	12880
05-Jan-17	AMIT	EX005	SALES	15100	503	29	14597
Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
			PURCHASE	=DSUM(D3:E8,\"BASIC SALARY\",D9:D10)			
				33800			

Define Name.

Name Manager (Ctrl+F3). Create, edit, delete, and find all the names used in the workbook. Name can be used in formulas as substitutes for cell references.

Define Name. Define and apply new names, scope, comments.

SALARY SHEET MONTH OF AUGUST 2017.					
Date.	EMP.NAME	EMP.CODE.	DEPARTMENT	BASIC SALARY.	PERDAY SA
01-Jan-17	AMAN	EX001	MANAGER.	20000	667
02-Jan-17	AJAY	EX002	HR.	20000	667
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500
04-Jan-17	ARUN	EX004	MARKETER.	13800	460
05-Jan-17	AMIT	EX005	TELICALLER.	15100	503

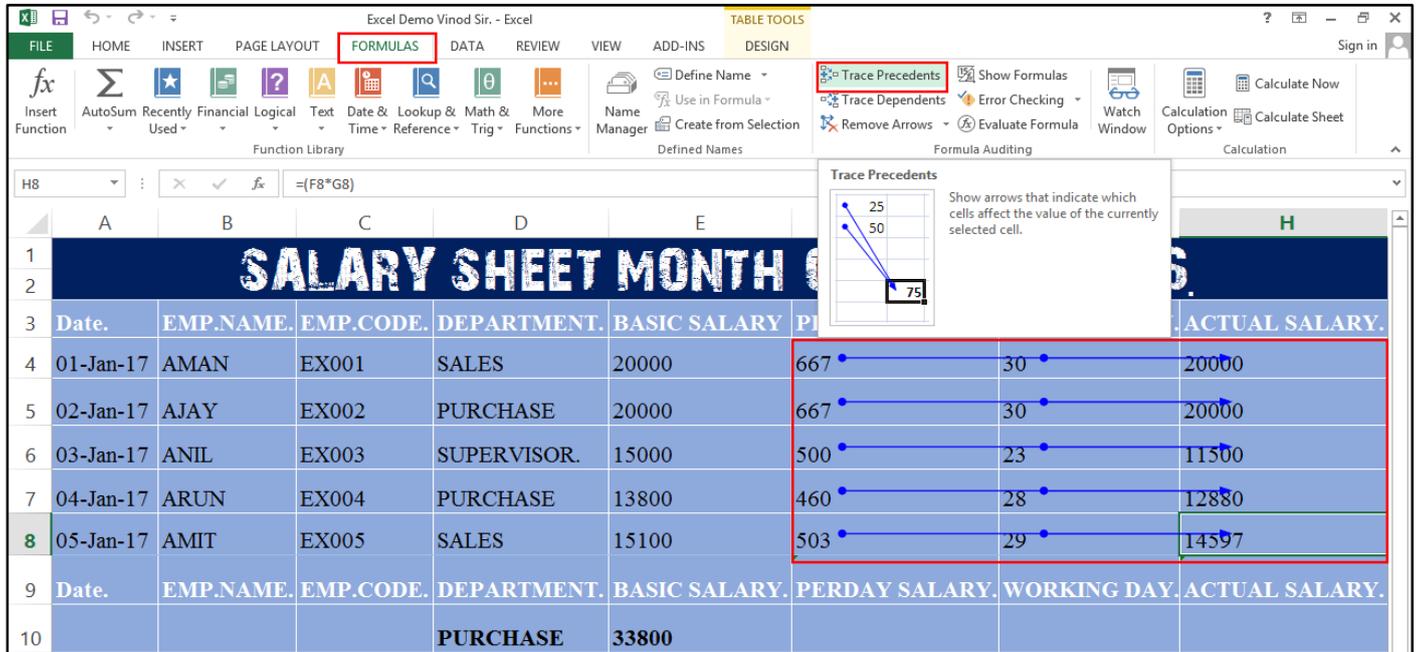
Use In Formula. Choose a name used in this workbook and insert it into the current formula.

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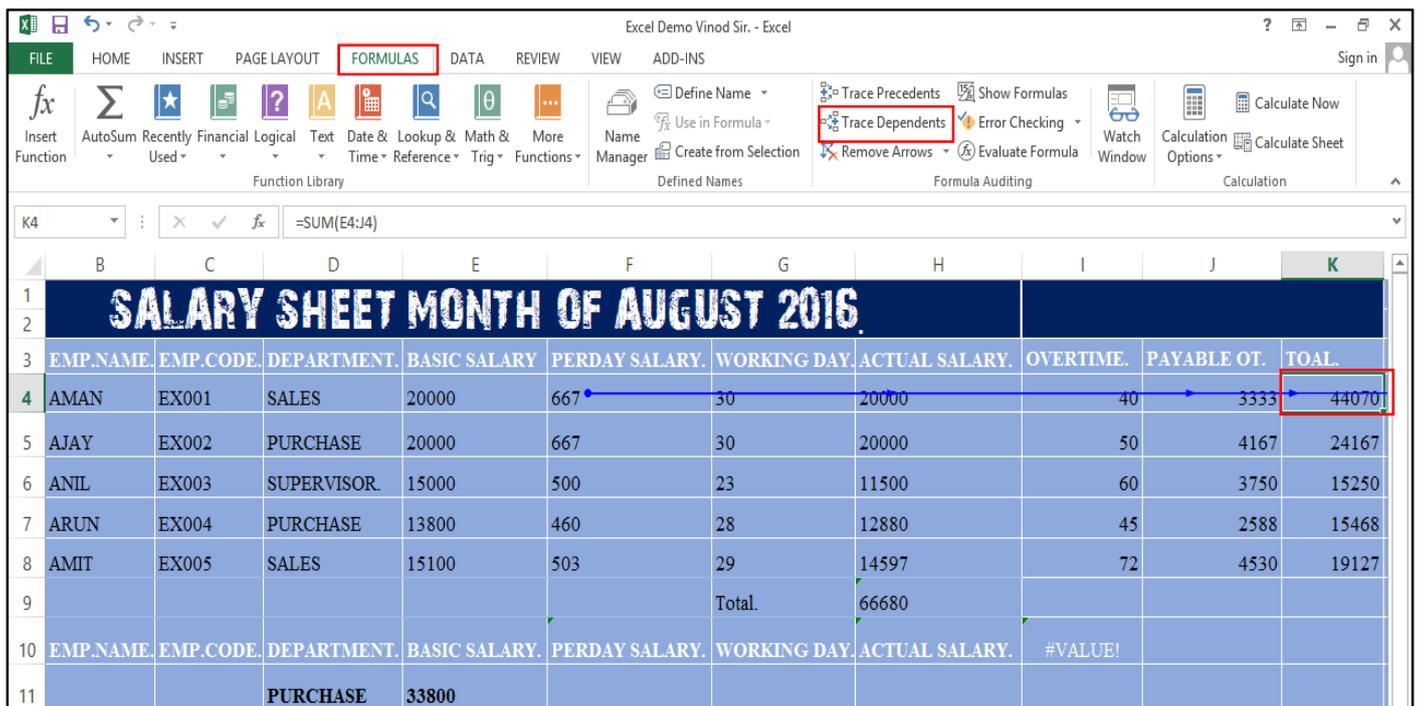
Create From Selection (Ctrl+Shift+F3). Automatically generate names from the selected cells. Many people choose to use text in the top row or the leftmost column of a selection.

Formula Auditing.

Trace Precedents. Show arrows that indicate which cells affect the value of currently selected cell.



Trace Dependents. Show arrows that indicate which cells affected by the value of the currently selected cell.



Remove Arrow. Remove the arrows drawn by trace precedents or trace dependents.

Show Formulas. Display the formula in each cell instead of the resulting value.

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	B	C	D	E	F	G	
1	SALARY SHEET MONTH OF AUGUST 2016						
2	SALARY SHEET MONTH OF AUGUST 2016						
3	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
4	AMAN	EX001	SALES	20000	=E4/30	30	=F4*G4
5	AJAY	EX002	PURCHASE	20000	=E5/30	30	=F5*G5
6	ANIL	EX003	SUPERVISOR.	15000	=E6/30	23	=F6*G6
7	ARUN	EX004	PURCHASE	13800	=E7/30	28	=F7*G7
8	AMIT	EX005	SALES	15100	=E8/30	29	=F8*G8

Error Checking. Check for common errors that occur when using formulas.

Evaluate Formula. Debug a complex formula evaluating each part of the formula individually. Stepping through the formula part by part can help you verify its calculating correctly.

	A	B	C	D	E	F	G	H	
1	SALARY SHEET MONTH OF AUGUST 2016								
2	SALARY SHEET MONTH OF AUGUST 2016								
3	Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC S.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.	OV
4	01-Jan-17	AMAN	EX001	SALES	20000	667	30	20000	
5	02-Jan-17	AJAY	EX002	PURCHASE	20000	667	30	20000	
6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500	
7	04-Jan-17	ARUN	EX004	PURCHASE	13800	460	28	12880	
8	05-Jan-17	AMIT	EX005	SALES	15100	503	29	14597	

Evaluate Formula

Reference: 'SALARY SHEET!\$H\$4'

Evaluation: =F4*G4

To show the result of the underlined expression, click Evaluate. The most recent result appears italicized.

Buttons: Evaluate, Step In, Step Out, Close

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Watch Window. Add cells to the watch window list to keep an eye on their values as you update other part of sheet. The watch window stays on top so you can watch these cells even you are working on other sheets.

The screenshot shows the Excel interface with the 'FORMULAS' ribbon selected. The 'Watch Window' icon in the ribbon is highlighted with a red box. An 'Add Watch' dialog box is open, showing the selection of cells '=\$A\$3:\$H\$8'. The 'Watch Window' pane is also visible, showing a table with columns for Book, Sheet, Name, Cell, Value, and Formula.

Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC S.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.	OV
01-Jan-17	AMAN	EX001	SALES	20000	667	30	20000	
02-Jan-17	AJAY	EX002	PURCHASE	20000	667	30	20000	
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500	
04-Jan-17	ARUN	EX004	PURCHASE	13800	460	28	12880	
05-Jan-17	AMIT	EX005	SALES	15100	503	29	14597	

The screenshot shows the Excel interface with the 'FORMULAS' ribbon selected. The 'Watch Window' icon in the ribbon is highlighted with a red box. The 'Watch Window' pane is expanded, showing a table with columns for Book, Sheet, Name, Cell, Value, and Formula.

Book	Sheet	Name	Cell	Value	Formula
Excel D...	SALAR...		A3	Date.	
Excel D...	SALAR...		B3	EMP.NAME.	
Excel D...	SALAR...		C3	EMP.CODE.	
Excel D...	SALAR...		D3	DEPARTMENT.	
Excel D...	SALAR...		E3	BASIC SALARY.	
Excel D...	SALAR...		F3	PERDAY SALARY.	
Excel D...	SALAR...		G3	WORKING DAY.	
Excel D...	SALAR...		H3	ACTUAL SALARY.	

Calculation.

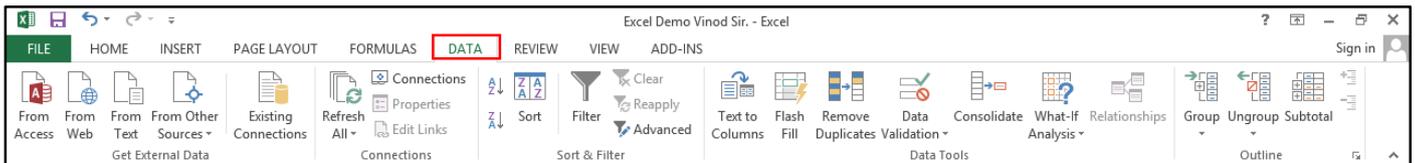
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Calculation Option. Chose to calculate the formulas automatically or manually. If you make a change that effects a value excel will automatically recalculate it.

Calculate Now (F9). Calculate the entire workbook now. You only need to use this if automatic calculation is turned off.

Calculate Sheet (Shift+F9). Calculate the active sheet now. You only need to use this if automatically calculation is turned off.

Chapter-7. Data (Alt+A).



Get External Data.

From Access. Import the database from Microsoft Access database.

From Web. Import a data from a webpage.

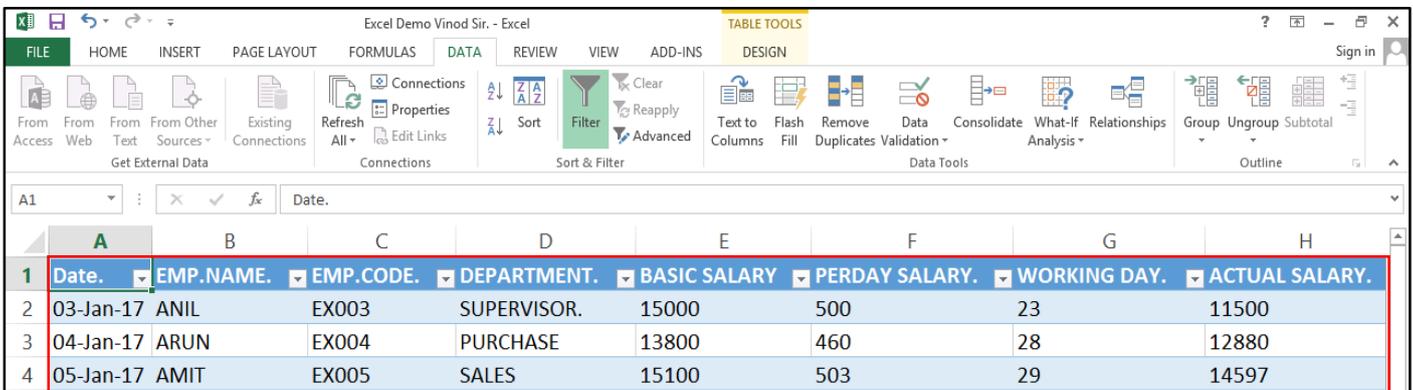
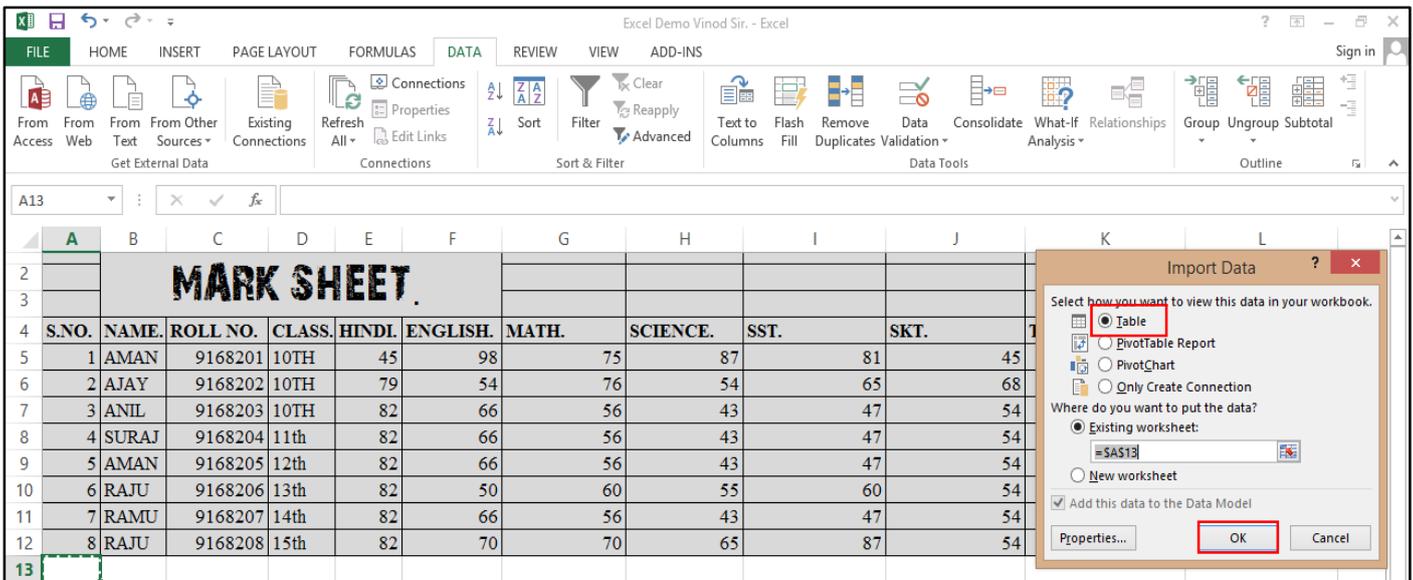
From Text. Import a data from text file.

Get From Other Sources. Import data from other sources XML, SQL etc.

Existing Connection. Import data from common sources.

S.NO.	NAME	ROLL NO.	CLASS	HINDI	ENGLISH	MATH	SCIENCE	SST.
1	AMAN	9168201	10TH	45	98	75	87	
2	AJAY	9168202	10TH	79	54	76	54	
3	ANIL	9168203	10TH	82	66	56	43	
4	SURAJ	9168204	11th	82	66	56	43	
5	AMAN	9168205	12th	82	66	56	43	
6	RAJU	9168206	13th	82	50	60	55	
7	RAMU	9168207	14th	82	66	56	43	
8	RAJU	9168208	15th	82	70	70	65	

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Connection.

Refresh All (Ctrl+Alt+F5). Get the latest data by refreshing all sources in the workbook.

Refresh (Alt+F5). Get the latest data from the source connected to the active cell.

Connections. Display all the data connections for the workbook. Data connections are links to data outside of this workbook which can be updated if source data changes.

Date Range Properties. Specify how cells connected to a data source will update what content from the source will be displayed and how changes in the number of rows or columns in the data source will be handled in the workbook.

Edit Links. View all of the other files this spreadsheet is linked to so that you can update or remove the links.

Sort & Filter.

Sort. Sorting data is an integral part of data analysis. You might want to arrange a list of names in alphabetical order, compile a list of product inventory levels from highest to lowest, or order rows by colours or icons. Sorting data helps you quickly visualize and understand your data better, organize and find the data that you want, and ultimately make more effective decisions.

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The screenshot shows the Excel interface with the 'DATA' tab selected. The 'Sort' button is highlighted in red. A 'Sort' dialog box is open, showing 'Sort by' set to 'Values' and 'Order' set to 'Custom List...'. Another 'Custom Lists' dialog box is open, showing a list of entries: 'SALES', 'PURCHASE', and 'SUPERVISOR'. The 'Add' button is highlighted in red. The background table is titled 'SALARY SHEET MONTH OF AUGUST 2016' and contains the following data:

Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	AMAN	EX001	SALES	20000	667		
02-Jan-17	AJAY	EX002	PURCHASE	20000	667		
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500		
04-Jan-17	ARUN	EX004	PURCHASE	13800	460		
05-Jan-17	AMIT	EX005	SALES	15100	503		

Filter (Ctrl+Sfift+L). Use AutoFilter to find values, show or hide values, in one or more columns of data. You can filter based on choices you make from a list, search to find the data that you want to see. When you filter data, entire rows are hidden if values in one or more columns don't meet the filtering criteria.

The screenshot shows the Excel interface with the 'DATA' tab selected. The 'Filter' button is highlighted in red. An AutoFilter dropdown menu is open over the 'Date.' column, showing options for sorting and filtering. The 'Filter by Date' option is selected, and a date range of '2017' is shown with sub-options for '01', '02', '03', '04', and '05'. The background table is the same as in the previous screenshot, but with the 'Date.' column filtered to show only the first five rows.

Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
		EX001	SALES	20000	667	30	20000
		EX002	PURCHASE	20000	667	30	20000
		EX003	SUPERVISOR.	15000	500	23	11500
		EX004	PURCHASE	13800	460	28	12880
		EX005	SALES	15100	503	29	14597

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Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set field widths (column breaks). Lines with arrows signify a column break.

- To CREATE a break line, click at the desired position.
- To DELETE a break line, double click on the line.
- To MOVE a break line, click and drag it.

Data preview

AMAN	AJAY	ANIL	ARUN	AMIT
------	------	------	------	------

Buttons: Cancel, < Back, **Next >**, Finish

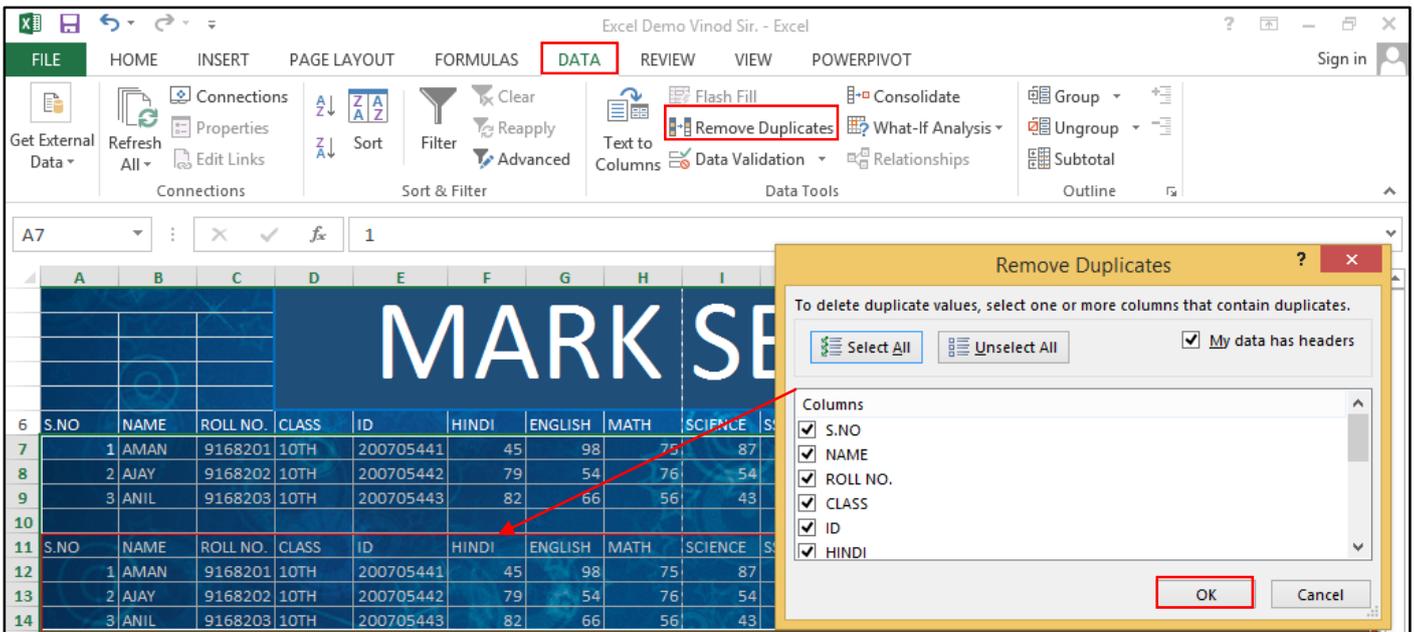
Flash Fill. Automatically fill in values. Enter a couple of example you want as output and take keep the active cell in the column you want to filled in.

Flash Fill (Ctrl+E)

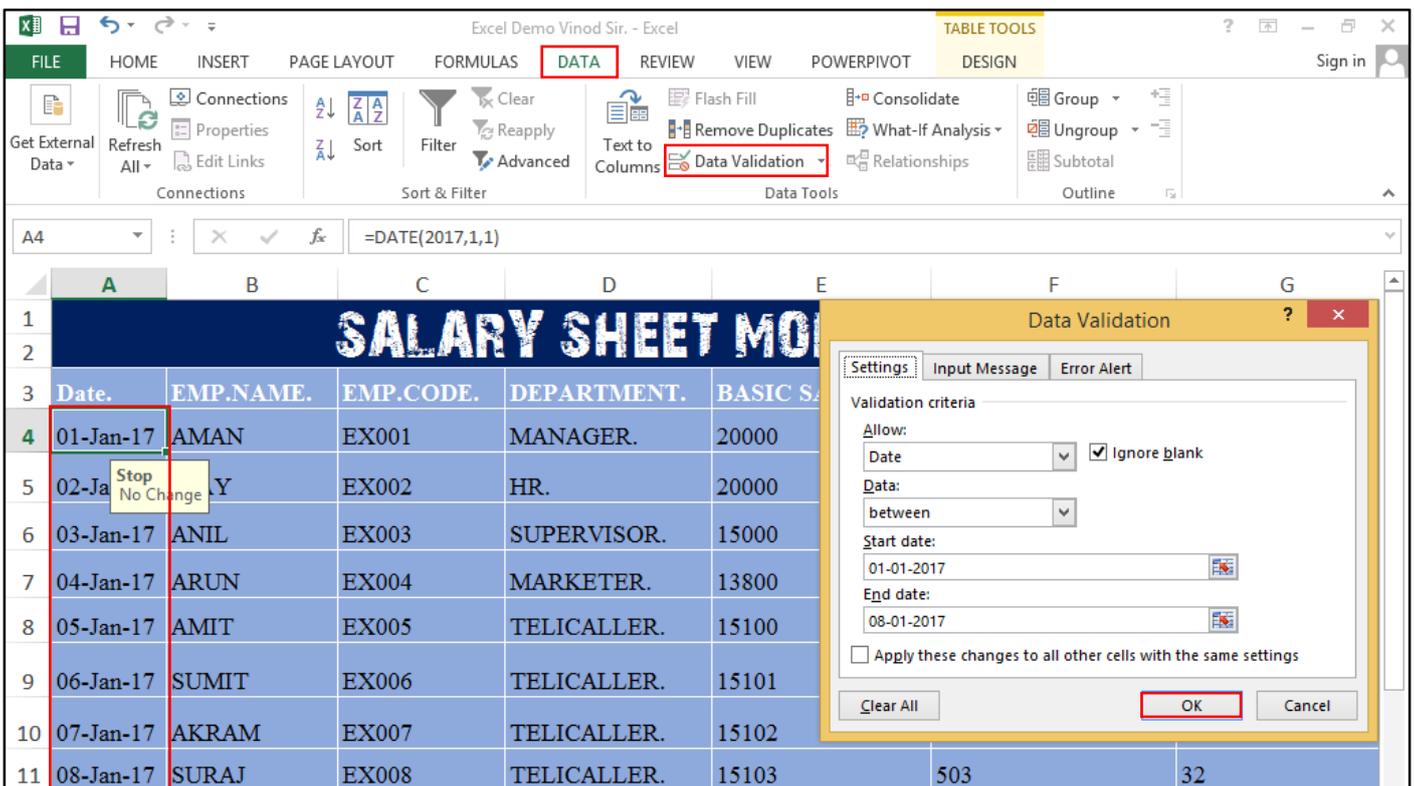
Automatically fill in values. Enter a couple of examples you want as output and keep the active cell in the column you want filled in.

Date.	EMP.NAME AND EMP.CODE.	EMP.NAME.	EMP.CODE.	PERDAY SALARY.
01-Jan-17	AMAN EX001	AMAN	EX001	20000
02-Jan-17	AJAY EX002	AJAY	EX002	20000
03-Jan-17	ANIL EX003	ANIL	EX003	15000
04-Jan-17	ARUN EX004	ARUN	EX004	13800
05-Jan-17	AMIT EX005	AMIT	EX005	15100

Remove Duplicate. Delete duplicate rows from a sheet. You can pick which columns should be checked for duplicate information.



Date Validation. You can use data validation to restrict the type of data or the values that users enter into a cell. Pick from a list rules to limit the type of data that can be entered in a cell. You can give the validation provide the list of value like 1, 2, 3, and give the limitation type of data enter in a cell. This kind of data validation allows you to build a powerful, fool-proof spreadsheet. Since users won't have to type in data manually, the spreadsheet will be faster to use, and there's a much lower chance that someone can introduce an error. Depending on what spreadsheet program you're using, the process of adding data validation will vary. We'll show you how to add data validation in Microsoft excel and Google sheets.



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SALARY SHEET MONTH OF AUGUST 2016.							
Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
01-Jan-17	ANIL	EX001	SALES	20000	667	30	20000
02-Jan-17	ANIL	EX002	PURCHASE	20000	667	30	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
04-Jan-17	ARUN	EX004	PURCHASE	13800	460	28	12880
05-Jan-17	AMIT	EX005	SALES	15100	503	29	14597

Input Message. Input message are not integral part of the data validation process. These process are displayed whenever a cell containing them is selected. They can be used to say things like enter such and such a value in the cell.

Error Alert. Any time you set validation parameters anything other all values an error message will be generated if inappropriate values are entered default error message has a title of simply “Excel Validation” and the error message is “The value you entered not valid” A use has restricted values that can be entered into this cell.

SALARY SHEET MOI				
Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC S
01-Jan-17	AMAN	EX001	MANAGER.	20000
02-Jan-17	ANIL	EX002	HR.	20000
03-Jan-17	ANIL	EX003	SUPERVISOR.	15000
04-Jan-17	ARUN	EX004	MARKETER.	13800
05-Jan-17	AMIT	EX005	TELICALLER.	15100
06-Jan-17	SUMIT	EX006	TELICALLER.	15101
07-Jan-17	AKRAM	EX007	TELICALLER.	15102
08-Jan-17	SURAJ	EX008	TELICALLER.	15103

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Consolidate. You can consolidate the data from each separate worksheet into one worksheet (or master worksheet). The worksheets you consolidate can be in the same workbook as the master worksheet or in other workbooks. When you consolidate data in one worksheet, you can more easily update and aggregate it on a regular basis.

The screenshot shows the Excel interface with the 'DATA' tab selected. The 'Consolidate' dialog box is open, showing the following details:

- Function: Sum
- Reference: *MARK SHEET!\$K\$5:\$K\$12
- All references: *MARK SHEET!\$K\$5:\$K\$12
- Use labels in:
 - Top row
 - Left column
 - Create links to source data

What-If Analysis. Try out various value formulas in your sheet using scenario manager, goal seek and data table.

Scenario Manager. Create different groups of values or scenario and switch between them.

The screenshot shows the Excel interface with the 'DATA' tab selected. The 'Scenario Manager' dialog box is open, showing the following details:

- Scenarios: (Empty list)
- Buttons: Add..., Delete, Edit..., Merge..., Summary...
- Changing cells: (Empty text box)
- Comment: (Empty text box)

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Excel Demo Vinod Sir. - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate What-If Analysis Relationships Group Ungroup Subtotal Outline

A13

S.NO.	NAME	ROLL NO.	CLASS	HINDI	ENGLISH	MATH.	SCIENCE	SST.	SKT.	TOTAL.	PERCENT
1	AMAN	9168201	10TH	45	98	75	87	81	45	431	
2	AJAY	9168202	10TH	79	54	76	54	65	68	396	
3	ANIL	9168203	10TH	82	66	56	43	47	54	348	
4	SURAJ	9168204	11th	82	66	56	43	47	54	348	
5	AMAN	9168205	12th	82	66	56	43	47	54	348	
6	RAJU	9168206	13th	82	50	60	55	60	54	361	
7	RAMU	9168207	14th	82	66	56	43	47	54	348	
8	RAJU	9168208	15th	82	70	70	65	87	54	428	

Scenario name: CHANGE VALUE
 Changing cells: E5:J5
 Comment: Created by EXPERT ACADEMY on 15-11-2016
 Prevent changes
 Hide
 OK Cancel

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate What-If Analysis Relationships Group Ungroup Subtotal Outline

A13

S.NO.	NAME	ROLL NO.	CLASS	HINDI	ENGLISH	MATH.	SCIENCE	SST.	SKT.	TOTAL.	PERCENTAGE
1	AMAN	9168201	10TH	45	98	75	87	81	45	431	71.83
2	AJAY	9168202	10TH	79	54	76	54	65	68	396	66.00
3	ANIL	9168203	10TH	82	66	56	43	47	54	348	58.00
4	SURAJ	9168204	11th	82	66	56	43	47	54	348	58.00
5	AMAN	9168205	12th	82	66	56	43	47	54	348	58.00
6	RAJU	9168206	13th	82	50	60	55	60	54	361	60.17
7	RAMU	9168207	14th	82	66	56	43	47	54	348	58.00
8	RAJU	9168208	15th	82	70	70	65	87	54	428	71.33

Enter values for each of the changing cells.
 1: SE\$5: 80
 2: SF\$5: 75
 3: SG\$5: 65
 4: SH\$5: 82
 5: SI\$5: 91
 Add OK Cancel

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate What-If Analysis Relationships Group Ungroup Subtotal Outline

A13

S.NO.	NAME	ROLL NO.	CLASS	HINDI	ENGLISH	MATH.	SCIENCE	SST.	SKT.	TOTAL.	PERCENTAGE
1	AMAN	9168201	10TH	45	98	75	87	81	45	431	71.83
2	AJAY	9168202	10TH	79	54	76	54	65	68	396	66.00
3	ANIL	9168203	10TH	82	66	56	43	47	54	348	58.00
4	SURAJ	9168204	11th	82	66	56	43	47	54	348	58.00
5	AMAN	9168205	12th	82	66	56	43	47	54	348	58.00
6	RAJU	9168206	13th	82	50	60	55	60	54	361	60.17
7	RAMU	9168207	14th	82	66	56	43	47	54	348	58.00
8	RAJU	9168208	15th	82	70	70	65	87	54	428	71.33

Scenarios: CHANGE VALUE
 Changing cells: SE\$5:SI\$5
 Comment: Created by EXPERT ACADEMY on 15-11-2016
 Add... Delete Edit... Merge... Summary...
 Show Close

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Excel Demo Vinod Sir. - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate What-If Analysis Relationships Group Ungroup Subtotal Outline

A13 : =IF(L5<=60,"C",IF(L5<=70,"B","A"))

S.NO.	NAME	ROLL NO.	CLASS.	HINDI.	ENGLISH.	MATH.	SCIENCE.	SST.	SKT.	TOTAL.	PERCENTAGE.	MINIMUM	MAXIMUM	RESULT	GRADE
1	AMAN	9168201	10TH	45	98	75	87	81	45	431	71.83	45	54		
2	AJAY	9168202	10TH	79	54	76	54	65	68	396	66.00	54	54		
3	ANIL	9168203	10TH	82	66	56	43	47	54	348	58.00	43	43		
4	SURAJ	9168204	11th	82	66	56	43	47	54	348	58.00	43	43		
5	AMAN	9168205	12th	82	66	56	43	47	54	348	58.00	43	43		
6	RAJU	9168206	13th	82	50	60	55	60	54	361	60.17	50	50		
7	RAMU	9168207	14th	82	66	56	43	47	54	348	58.00	43	43		
8	RAJU	9168208	15th	82	70	70	65	87	54	428	71.33	54	54		

Scenario Summary ? x

Report type

Scenario summary

Scenario PivotTable report

Result cells:

=SAS13

OK Cancel

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate What-If Analysis Relationships Group Ungroup Subtotal Outline

A1

Scenario Summary	
Current Values:	CHANGE VALUE
Changing Cells:	
\$E\$5	45
\$F\$5	98
\$G\$5	75
\$H\$5	87
\$I\$5	81
\$J\$5	45
Result Cells:	
\$A\$13	

Notes: Current Values column represents values of changing cells at time Scenario Summary Report was created. Changing cells for each scenario are highlighted in gray.

What-If Analysis

Scenario Manager...

Goal Seek...

Data Table...

ITEM SHEET HOSPITAL SHEET Scenario Summary Scenario PivotTable MARK SHEET ...

READY 100%

Goal Seek. Find the right input for the value you want. Whenever you create a formula or function in excel, you put various parts together to calculate a result. Goal seek works in the opposite way: it lets you start with the desired result, and it calculates the input value that will give you that result. We'll use a few examples to show how to use goal seek.

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Excel Demo Vinod Sir. - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort & Filter Sort Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate What-If Analysis Relationships Group Ungroup Subtotal Outline

L5 =K5*100/600

S.NO.	NAME	ROLL NO.	CLASS	HINDI	ENGLISH	MATH.	SCIENCE	SST.	SKT.	TOTAL.	PERCENTAGE.	MINIMUM	MAXIMUM	RESULT	GRADE
1	AMAN	9168201	10TH	80	75	65	82	91	45	438	73.00	45	91	PASS	A
2	AJAY	9168202	10TH	79	54	76	54	65	68	396	66.00	54			
3	ANIL	9168203	10TH	82	66	56	43	47	54	348	58.00	43			
4	SURAJ	9168204	11th	82	66	56	43	47	54	348	58.00	43			
5	AMAN	9168205	12th	82	66	56	43	47	54	348	58.00	43			
6	RAJU	9168206	13th	82	50	60	55	60	54	361	60.17	50			
7	RAMU	9168207	14th	82	66	56	43	47	54	348	58.00	43			
8	RAJU	9168208	15th	82	70	70	65	87	54	428	71.33	54			

Goal Seek

Set cell: L5
To value: 90
By changing cell: E5

OK Cancel

Excel Demo Vinod Sir. - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort & Filter Sort Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Consolidate What-If Analysis Relationships Group Ungroup Subtotal Outline

L5 =K5*100/600

S.NO.	NAME	ROLL NO.	CLASS	HINDI	ENGLISH	MATH.	SCIENCE	SST.	SKT.	TOTAL.	PERCENTAGE.	MINIMUM	MAXIMUM	RESULT	GRADE
1	AMAN	9168201	10TH	182	75	65	82	91	45	540	90.00	45	182	PASS	A
2	AJAY	9168202	10TH	79	54	76	54	65	68	396	66.00				
3	ANIL	9168203	10TH	82	66	56	43	47	54	348	58.00				
4	SURAJ	9168204	11th	82	66	56	43	47	54	348	58.00				
5	AMAN	9168205	12th	82	66	56	43	47	54	348	58.00				
6	RAJU	9168206	13th	82	50	60	55	60	54	361	60.17				
7	RAMU	9168207	14th	82	66	56	43	47	54	348	58.00				
8	RAJU	9168208	15th	82	70	70	65	87	54	428	71.33				

Goal Seek Status

Goal Seeking with Cell L5 found a solution.

Target value: 90
Current value: 90.00

Step Pause OK Cancel

Data Table. See the results of multiple inputs at the same time.

Data Table

Row input cell: \$B\$2
Column input cell: \$B\$3

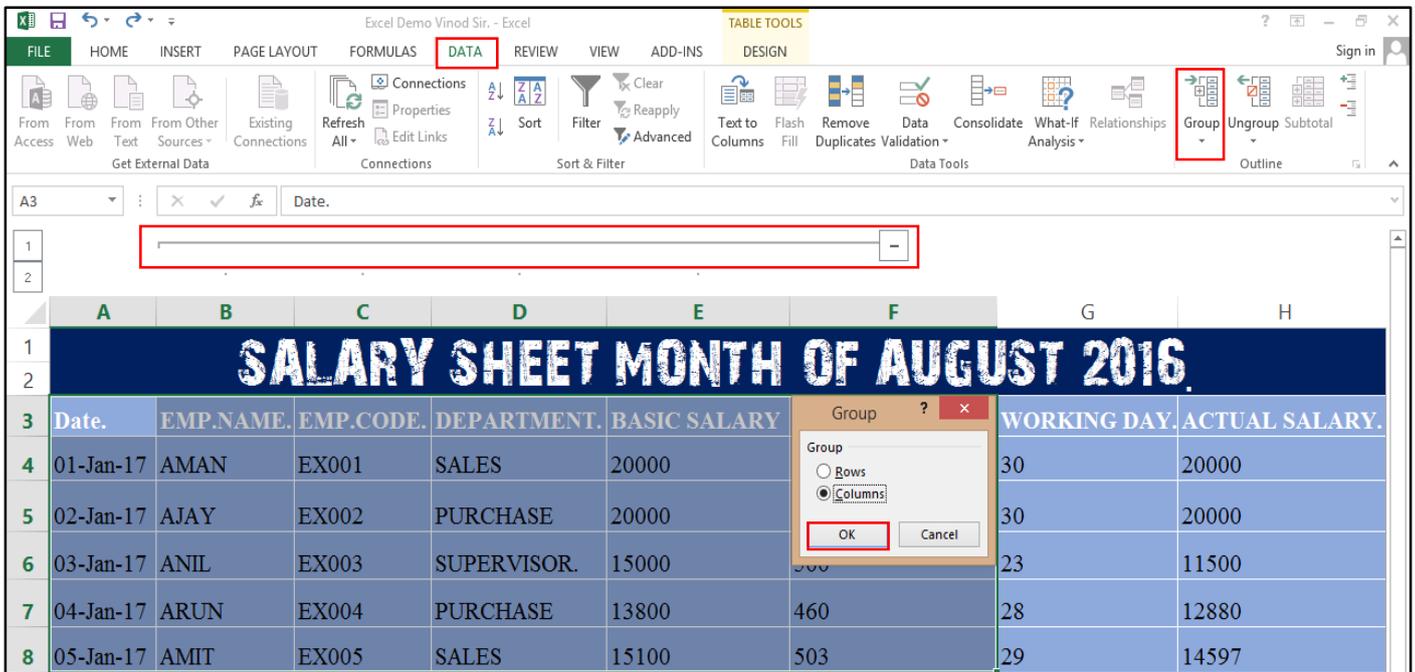
OK Cancel

ITEM NAME	MOUSE	QTY					
PRICE	300	1500	50	100	150	200	250
QTY.	5						
AMOUNT	1500						
AMOUNT	1500	1500	50	100	150	200	250
PRICE	50	50	100	150	200	250	
PRICE	100	100	200	300	400	500	
PRICE	150	150	300	450	600	750	
PRICE	200	200	400	600	800	1000	
PRICE	250	250	500	750	1000	1250	
PRICE	300	300	600	900	1200	1500	

Relationships. Create or edit relationship between two tables of data, based on matching data in each table. Then you can create Power View sheets and build PivotTables and other reports with fields from each table, even when the tables are from different sources outline.

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Group (Shift+Alt+Right). Group rows or columns or automatically create an outline. Worksheets with a lot of content can sometimes feel overwhelming and even become difficult to read. Fortunately, Excel can organize data in groups, allowing you to easily show and hide different sections of your worksheet. You can also summarize different groups using the subtotal command and create an outline for your worksheet.



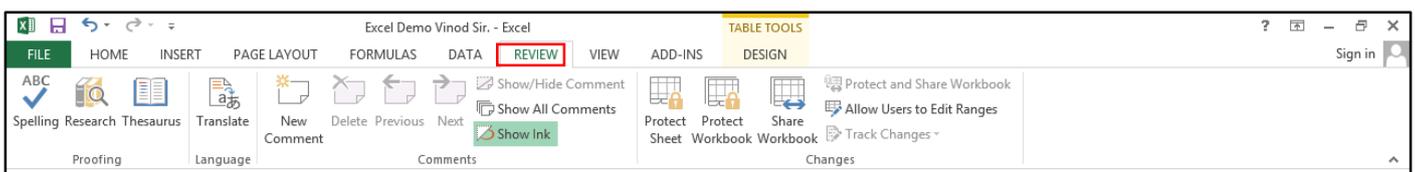
Ungroup (Shift+Alt+Left). Ungroup a range of cells that were previously grouped.

Subtotal. Quickly calculate rows of related data by inserting subtotals and totals. The subtotal command allows you to automatically create groups and use common functions like sum, count, and average to help summarize your data. For example, the subtotal command could help to calculate the cost of office supplies by type from a large inventory order. It will create a hierarchy of groups, known as an outline, to help organize your worksheet.

Show Detail. Expand a collapsed group of cells.

Hide Detail. Collapse a group of cells.

Chapter-8. Review (Alt+R).



Proofing.

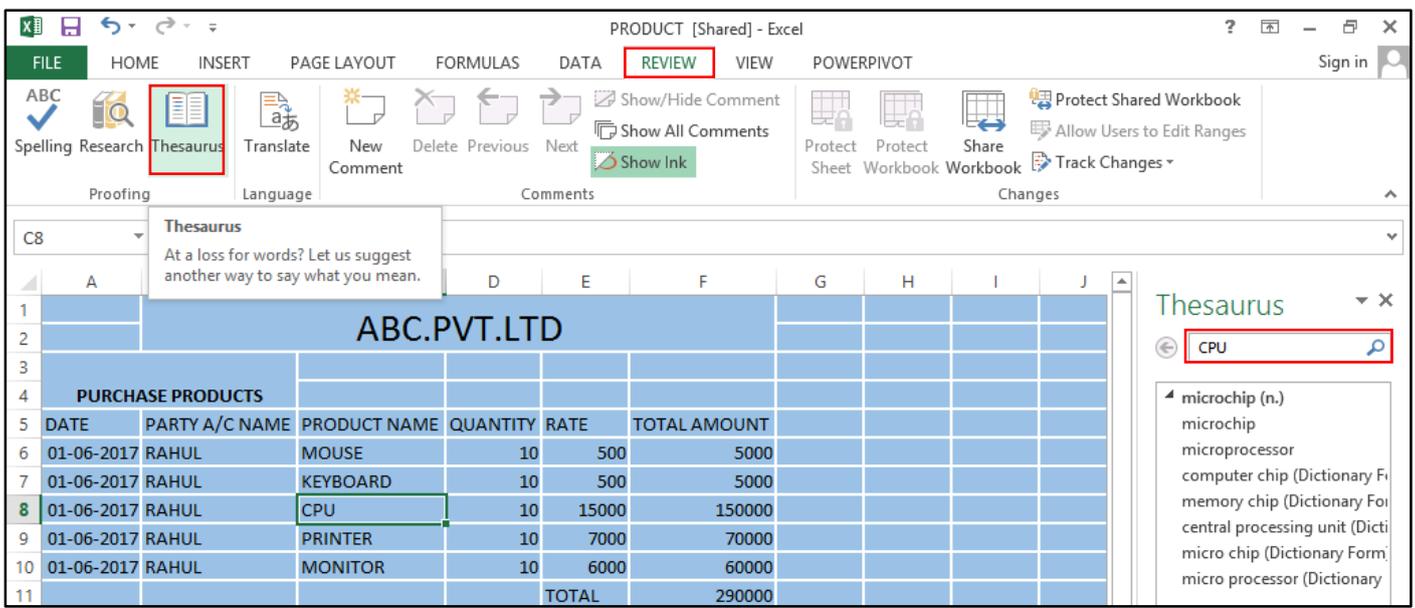
Spelling & Grammar (F7). Not on our watch. Let us check spelling and grammar. Before sharing a workbook, you'll want to make sure it doesn't include any spelling errors or

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information you want to keep private. Fortunately, excel includes several tools to help finalize and protect your workbook, including spell check and the document inspector.

Research (Alt+Click). Want to explore something further. Use resources such as dictionaries encyclopedias and translation services to get the info you need. You can also try some online services for more in - depth research.

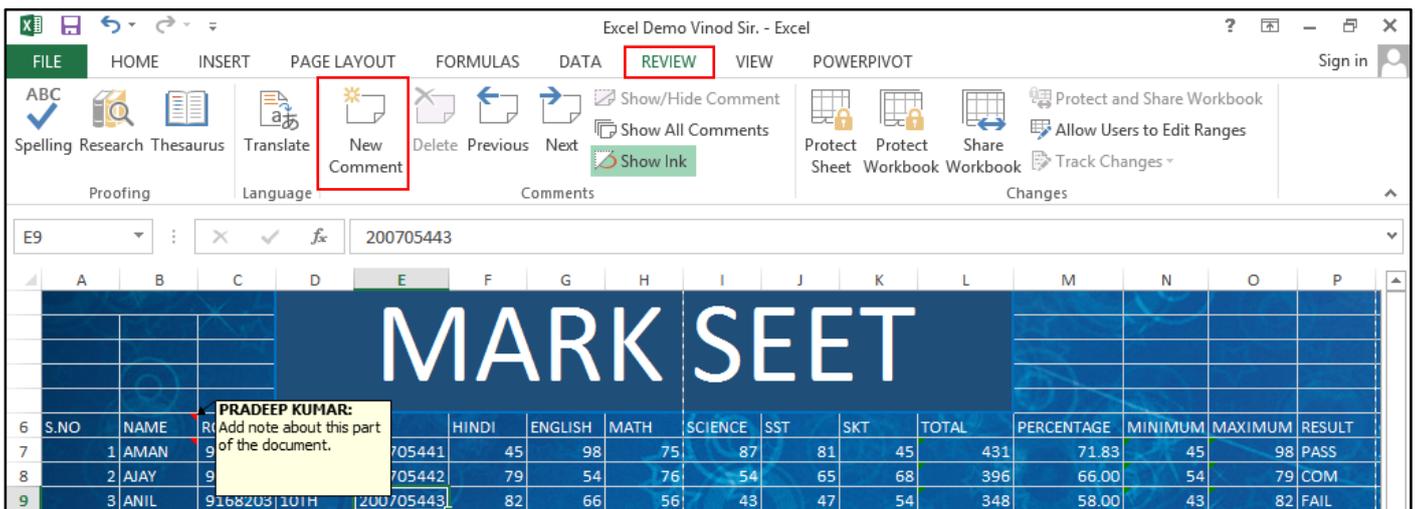
Thesaurus. At a loss for words? Let us suggest another way to say what you means.



Translate. Translate the selected text into a different language.

Comments.

New Comment (Shift+F2). Add a note about this part of the document.



Delete. Delete the selected comment.

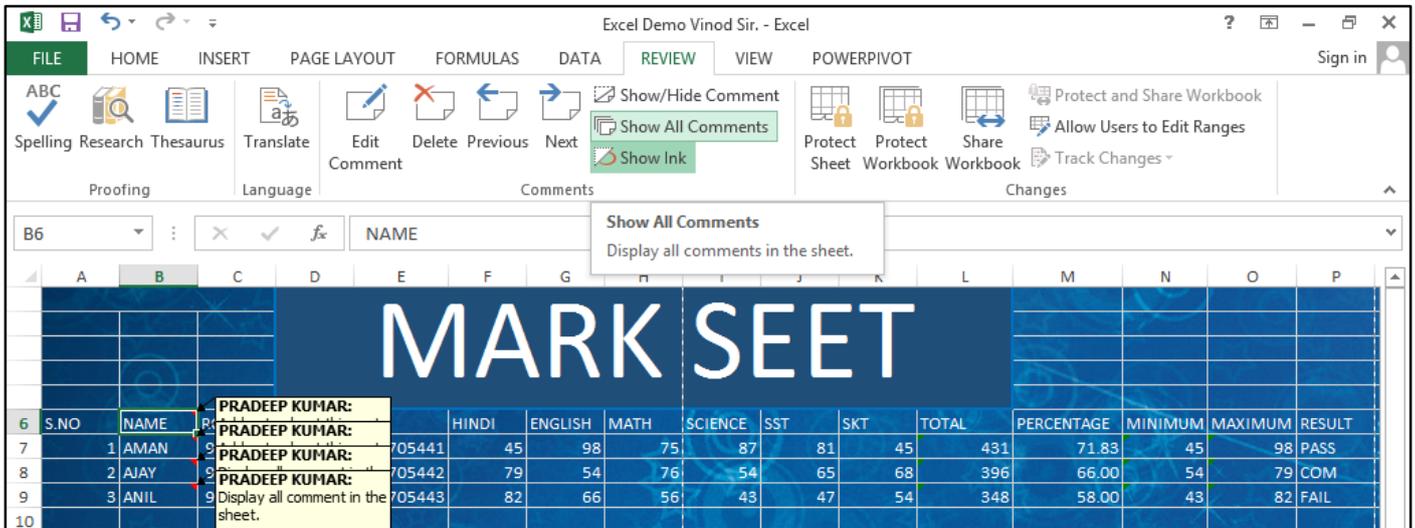
Previous. Jump to the previous comment.

Next. Jump to the next comment.

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Show/Hide Comments. Show or hide the on the active cell.

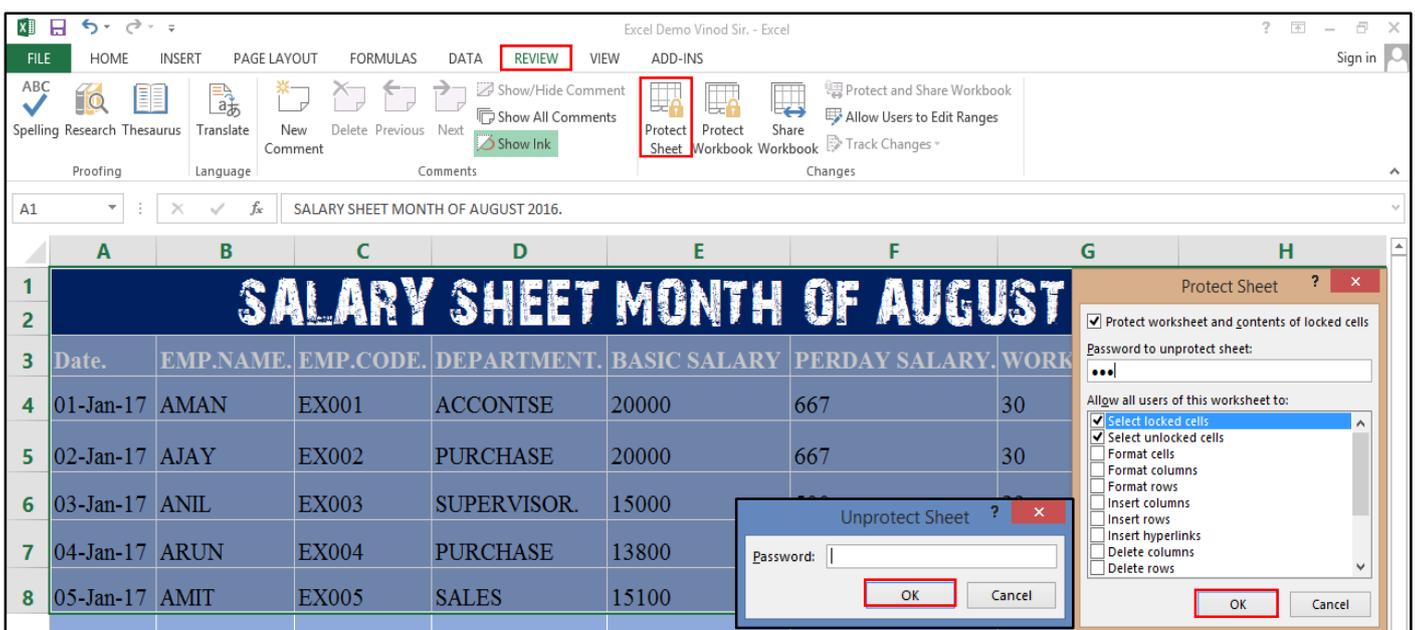
Show All Comments. Display all comments in the sheet.



Show Ink. Show or hide ink on the sheet.

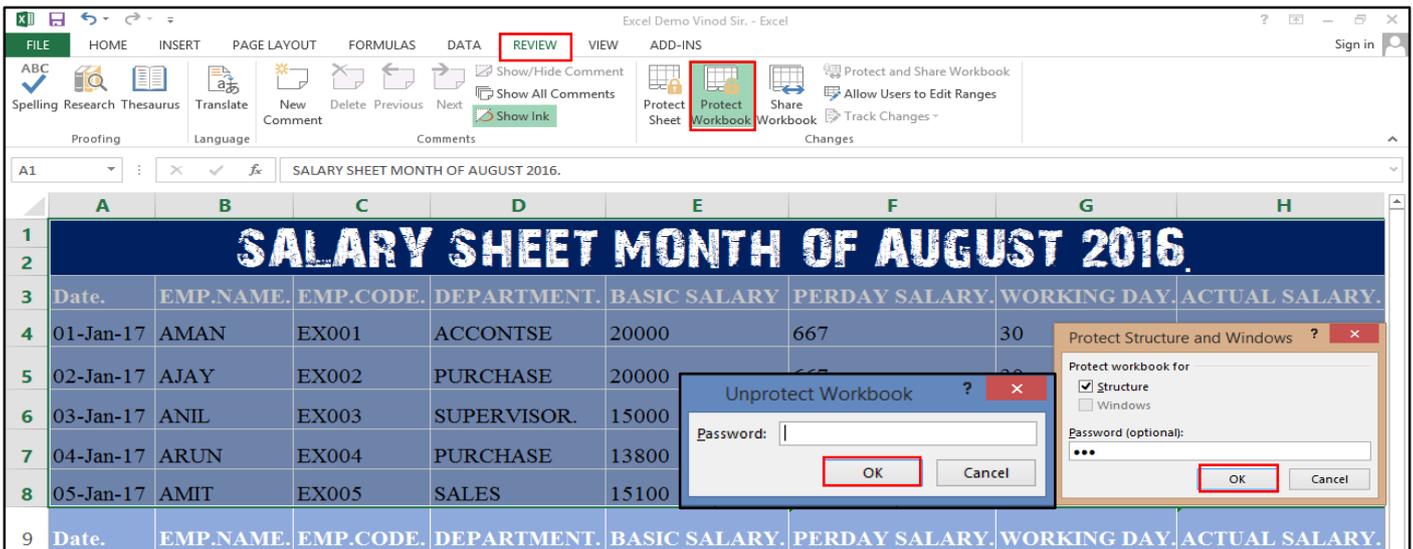
Changes.

Protect Sheet. To prevent other users from accidentally or deliberately changing, moving, or deleting data in a worksheet, you can lock the cells on your Excel worksheet and then protect the sheet with a password. Say you own the team status report worksheet, where you want team members to add data in specific cells only and not be able to modify anything else. With worksheet protection, you can make only certain parts of the sheet editable and users will not be able to modify data in any other region in the sheet.



Protect Workbook. To prevent other users from viewing hidden worksheets, adding, moving, deleting, or hiding worksheets, and renaming worksheets, you can protect the structure of your Excel workbook with a password.

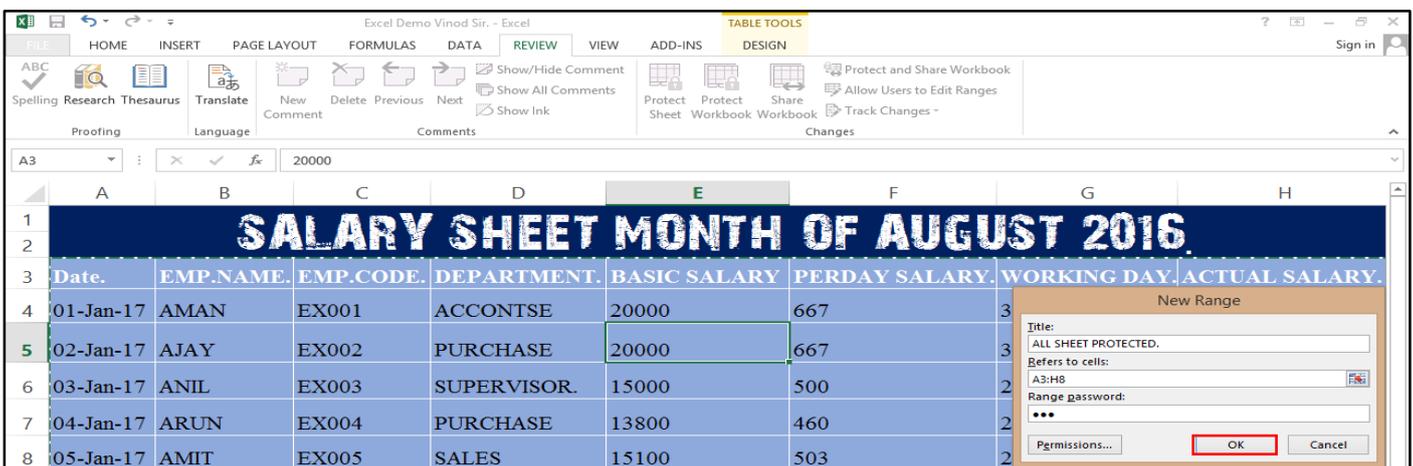
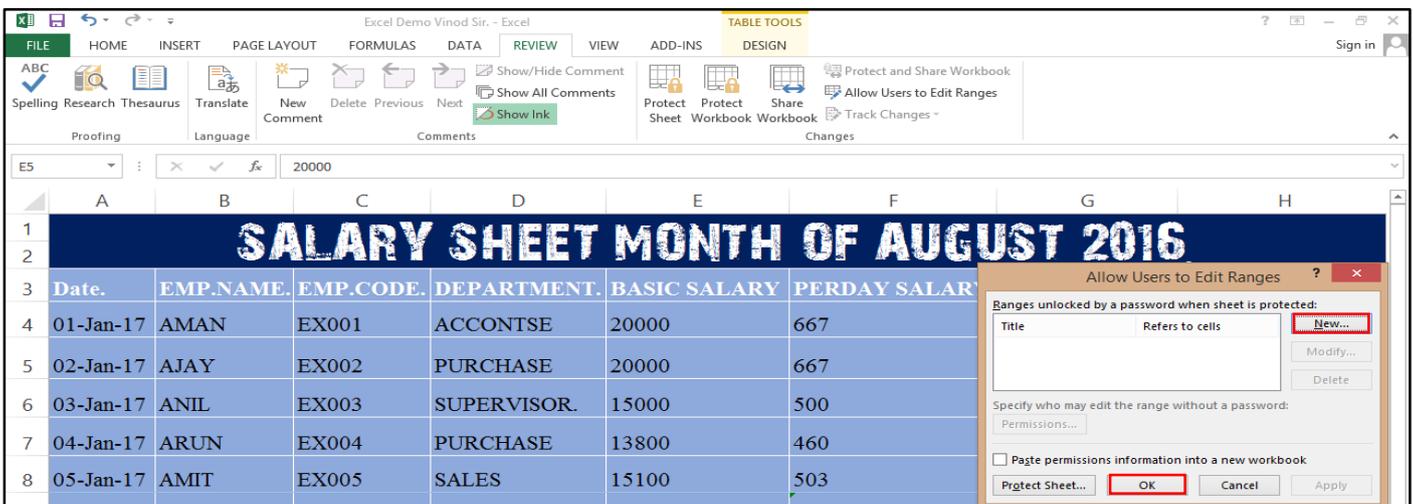
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Share Workbook. Share your workbook so others can work in it at the same time. Workbooks containing tables can't be shared.

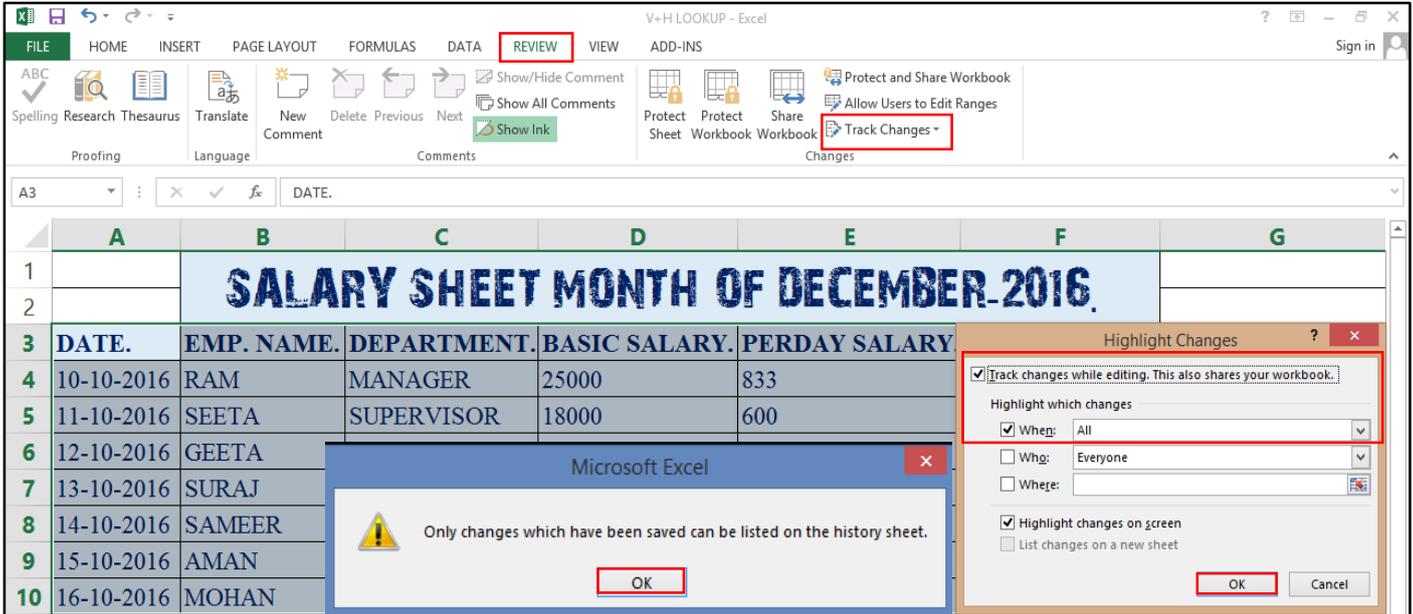
Protect & Share Workbook. Share workbook and protect change tracking with a password.

Allow User To Edit Range. Set up password protection on ranges and choose people who can edit those range. Once set up click protect sheet to activate the password protected ranges.



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Track Change. By using change tracking, you can track, maintain, and display information about the changes that are made to a shared workbook. Let's say someone asked you to proofread or collaborate on a workbook. If you had a printed copy, you might use a red pen to edit cell data, mark spelling errors, or add comments in the margins. Excel allows you to do all of these things electronically using the track changes and comments features.

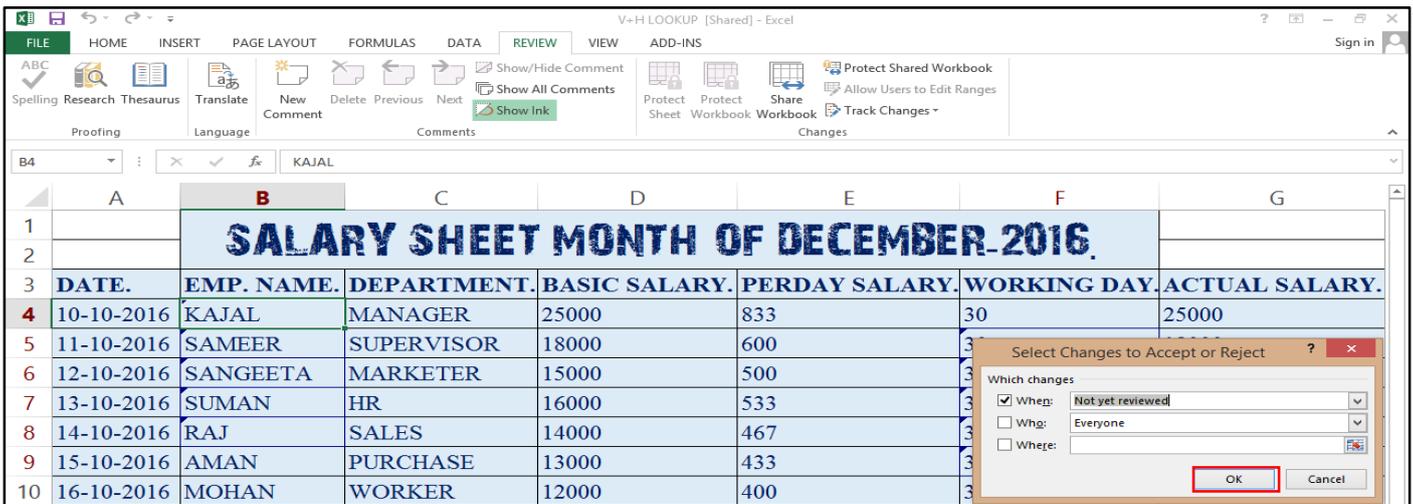


The screenshot shows the Microsoft Excel interface with the REVIEW tab selected. The 'Track Changes' button is highlighted in the ribbon. A 'Highlight Changes' dialog box is open, with the following options:

- Track changes while editing. This also shares your workbook.
- Highlight which changes:
 - Whg: All
 - Whg: Everyone
 - Where: [Dropdown]
- Highlight changes on screen
- List changes on a new sheet

A warning message is displayed: "Only changes which have been saved can be listed on the history sheet." with an OK button.

DATE.	EMP. NAME.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.
10-10-2016	RAM	MANAGER	25000	833
11-10-2016	SEETA	SUPERVISOR	18000	600
12-10-2016	GEETA			
13-10-2016	SURAJ			
14-10-2016	SAMEER			
15-10-2016	AMAN			
16-10-2016	MOHAN			

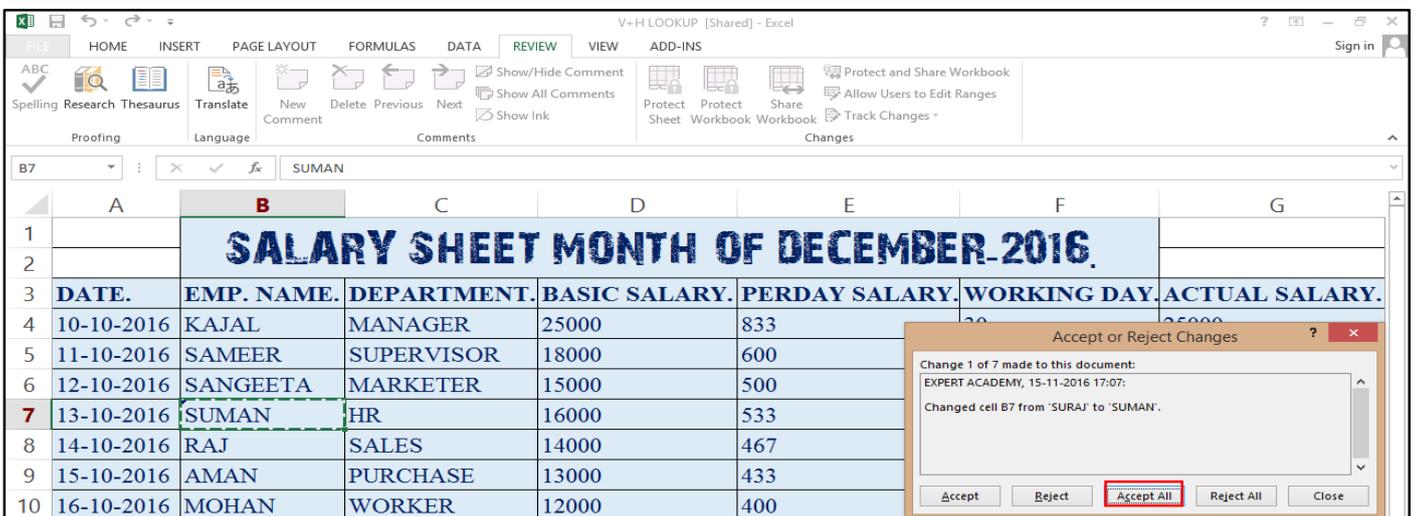


The screenshot shows the Microsoft Excel interface with the REVIEW tab selected. The 'Track Changes' button is highlighted. A 'Select Changes to Accept or Reject' dialog box is open, with the following options:

- Which changes: Not yet reviewed
- Whg: Everyone
- Where: [Dropdown]

The spreadsheet now includes 'WORKING DAY' and 'ACTUAL SALARY' columns.

DATE.	EMP. NAME.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
10-10-2016	KAJAL	MANAGER	25000	833	30	25000
11-10-2016	SAMEER	SUPERVISOR	18000	600		
12-10-2016	SANGEETA	MARKETER	15000	500		
13-10-2016	SUMAN	HR	16000	533		
14-10-2016	RAJ	SALES	14000	467		
15-10-2016	AMAN	PURCHASE	13000	433		
16-10-2016	MOHAN	WORKER	12000	400		



The screenshot shows the Microsoft Excel interface with the REVIEW tab selected. The 'Track Changes' button is highlighted. A 'Accept or Reject Changes' dialog box is open, showing a change made to cell B7 from 'SURAJ' to 'SUMAN'.

Change 1 of 7 made to this document:
EXPERT ACADEMY, 15-11-2016 17:07:
Changed cell B7 from 'SURAJ' to 'SUMAN'.

Buttons: Accept, Reject, Accept All, Reject All, Close

DATE.	EMP. NAME.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
10-10-2016	KAJAL	MANAGER	25000	833	30	25000
11-10-2016	SAMEER	SUPERVISOR	18000	600		
12-10-2016	SANGEETA	MARKETER	15000	500		
13-10-2016	SUMAN	HR	16000	533		
14-10-2016	RAJ	SALES	14000	467		
15-10-2016	AMAN	PURCHASE	13000	433		
16-10-2016	MOHAN	WORKER	12000	400		

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The screenshot shows an Excel spreadsheet with the following data:

DATE.	EMP. NAME.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.
10-10-2016	KAJAL	MANAGER	25000	833
11-10-2016	SAMEER	SUPERVISOR	18000	600
12-10-2016	SANGEETA	MARKETER	15000	500
13-10-2016	SUMAN	HR	16000	533
14-10-2016	RAJ	SALES	14000	467
15-10-2016	AMAN	PURCHASE	13000	433
16-10-2016	MOHAN	WORKER	12000	400

The 'Highlight Changes' dialog box is open, showing options to track changes while editing, highlight specific changes (Who: All, Where: All), and list changes on a new sheet. The 'OK' button is highlighted with a red box.

The screenshot shows a table with the following data:

Action Number	Date	Time	Who	Change	Sheet	Range	New Value	Old Value	Action Type	Losing Action
1	15-11-2016	17:06	EXPERT ACADEMY	Cell Change	Sheet1	B4	KAJAL	RAM		
2	15-11-2016	17:06	EXPERT ACADEMY	Cell Change	Sheet1	B5	SAMEER	SEETA		
3	15-11-2016	17:06	EXPERT ACADEMY	Cell Change	Sheet1	B6	SANGEETA	GEETA		
4	15-11-2016	17:07	EXPERT ACADEMY	Cell Change	Sheet1	B7	SUMAN	SURAJ		
5	15-11-2016	17:07	EXPERT ACADEMY	Cell Change	Sheet1	B8	RAJ	SAMEER		
6	15-11-2016	17:07	EXPERT ACADEMY	Cell Change	Sheet1	F5	30	25		
7	15-11-2016	17:07	EXPERT ACADEMY	Cell Change	Sheet1	F6	30	22		
8	15-11-2016	17:07	EXPERT ACADEMY	Cell Change	Sheet1	F7	30	28		
9	15-11-2016	17:07	EXPERT ACADEMY	Cell Change	Sheet1	F8	30	27		
10	15-11-2016	17:07	EXPERT ACADEMY	Cell Change	Sheet1	F9	30	29		

The table is followed by the text: "The history ends with the changes saved on 15-11-2016 at 17:07."

Chapter-9. View (Alt+W).

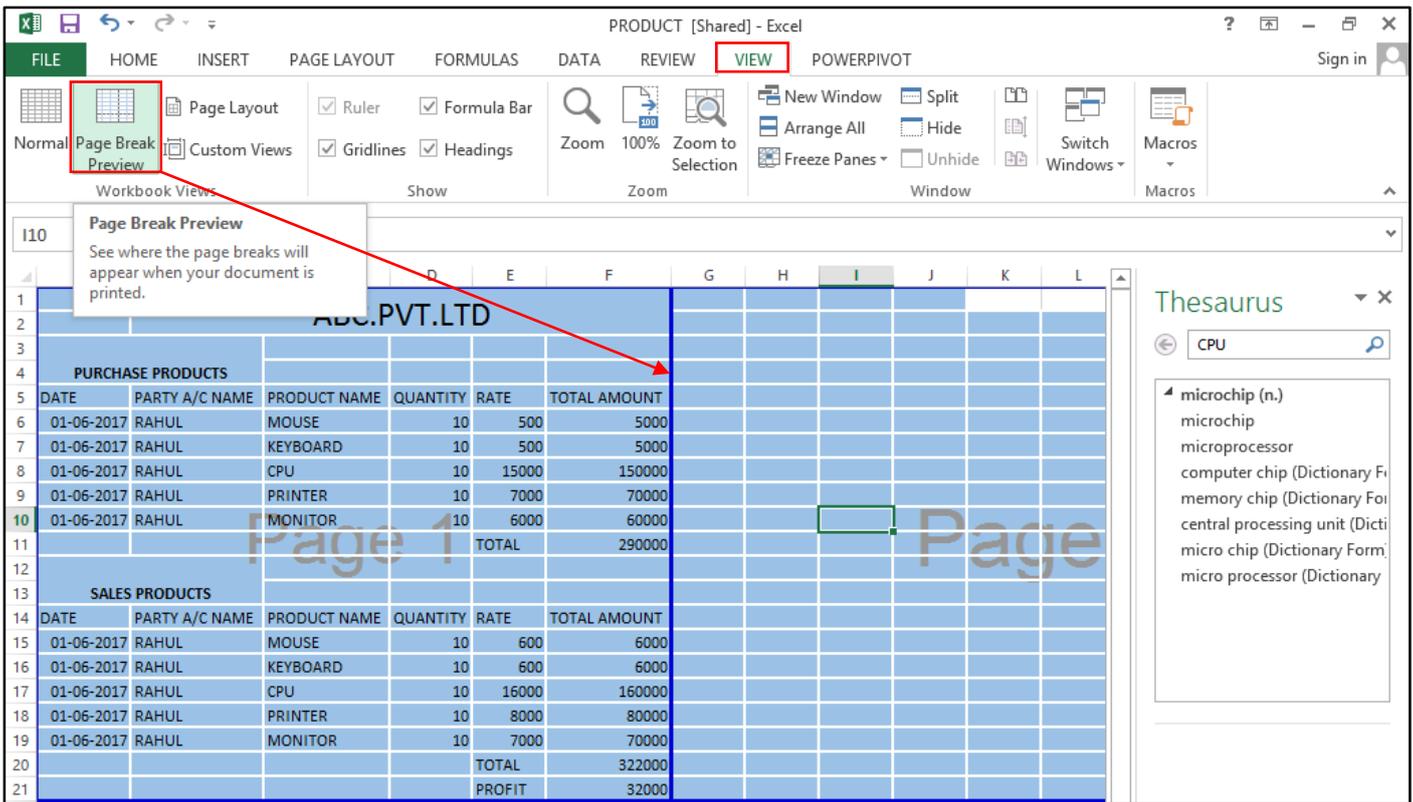
The screenshot shows the 'VIEW' ribbon tab in Microsoft Excel, which is highlighted with a red box. The ribbon includes options for Workbook Views (Normal, Page Break Preview, Page Layout, Custom Views), Show (Ruler, Formula Bar, Gridlines, Headings), Zoom (Zoom 100%, Zoom to Selection), Window (New Window, Arrange All, Freeze Panes, Split, Hide, Unhide, View Side by Side, Synchronous Scrolling, Reset Window Position), Switch Windows, and Macros.

Workbook Views.

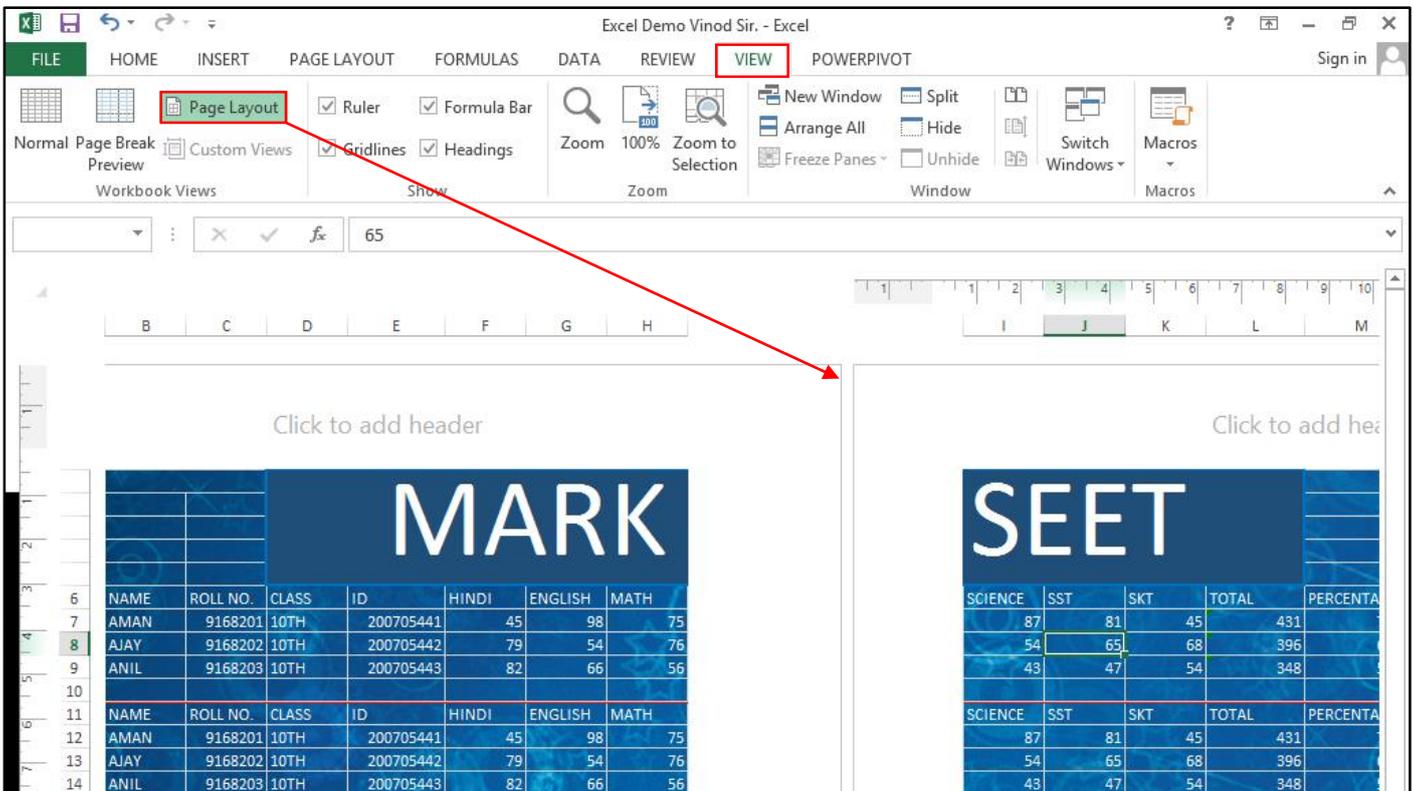
Normal. See your document in normal view.

Page Brake Preview. See where the page bricks will appear when your document is printed.

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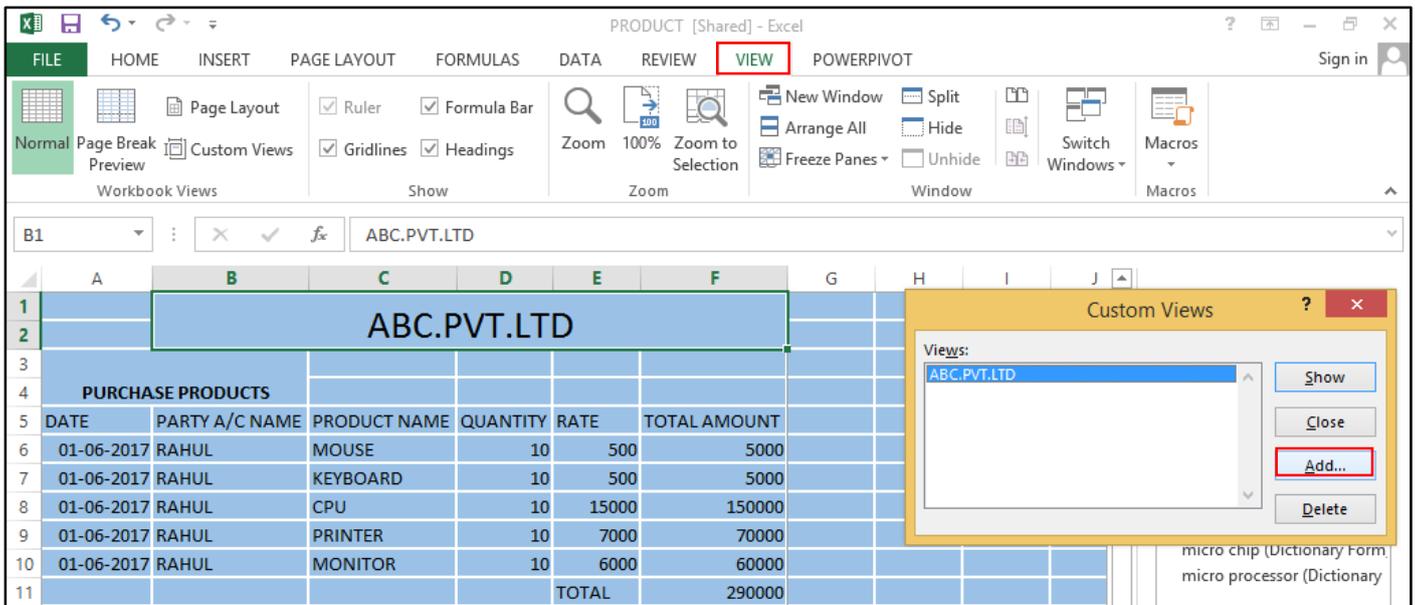


Page Layout. See how your printed document will look. This is a good way to check out where pages begin and end and to see any headers / footers on the page.



Custom View. Save your current display and print settings a custom view that you can quickly apply in the future.

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Show.

Ruler. Show ruler next to your document. You can see and set tab stops moves table borders and line up objects in the document. Also you can measure stuff.

Gridlines. Show the lines between rows and columns in the sheets to make the sheet easier to read.

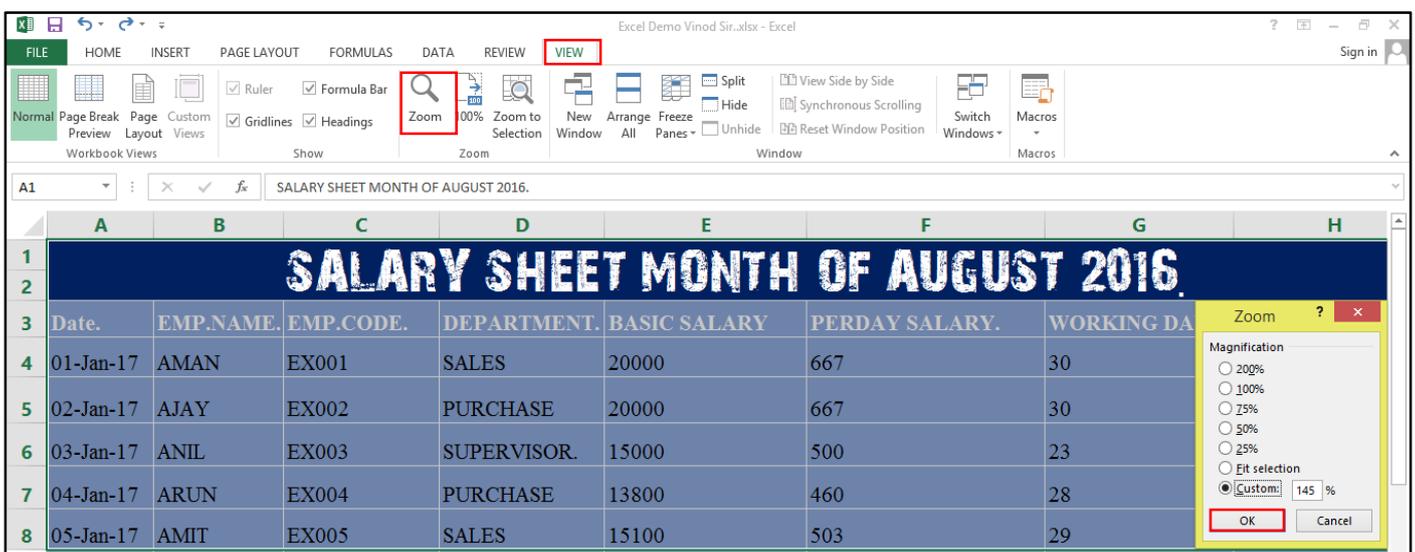
Formula Bar. Show the formula bar so you can see formulas in cells.

Heading. Show columns headings and row numbers. Column headings are the letters or numbers that appear above the columns on a sheet.

Navigation Pane. This option is used to show heading, page, and search document.

Zoom.

Zoom. Zoom to the level that right for you. For zooming use the control in the status bar.



100%. Zoom your document to 100%.

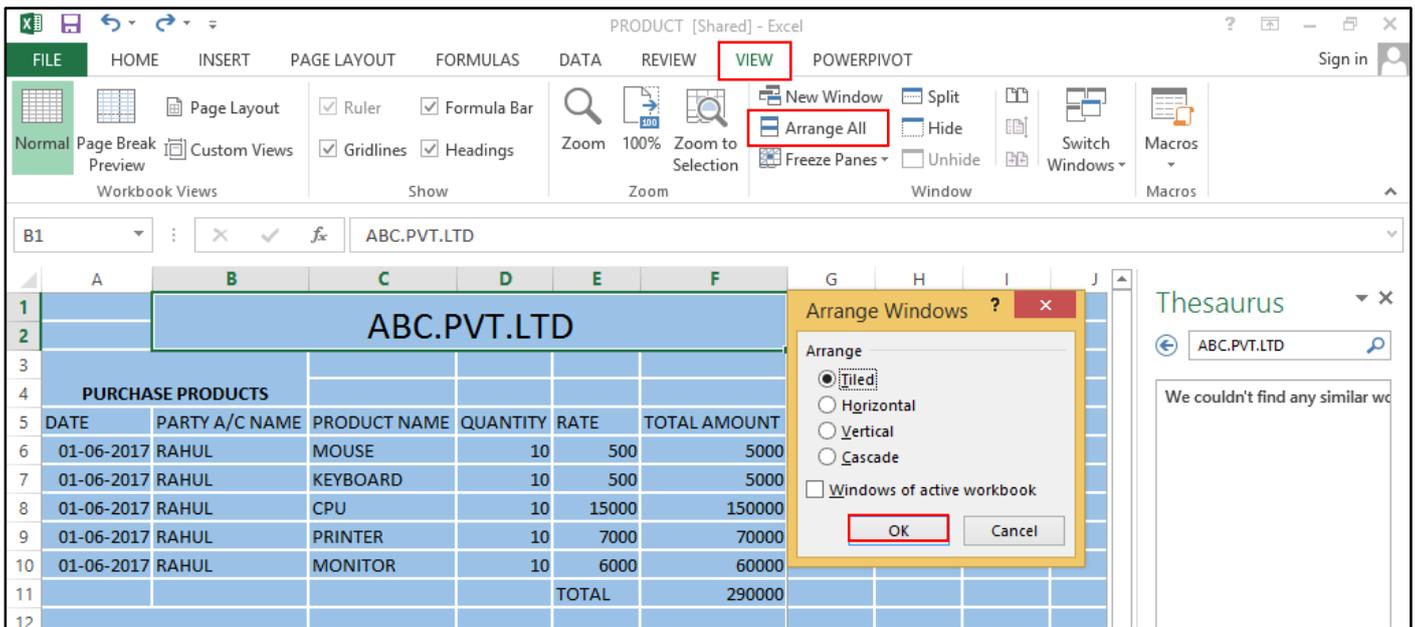
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Zoom To Selection. Zoom the sheet so the selected range of cells fills the entire window. This can help you focus on a specific area of the sheet.

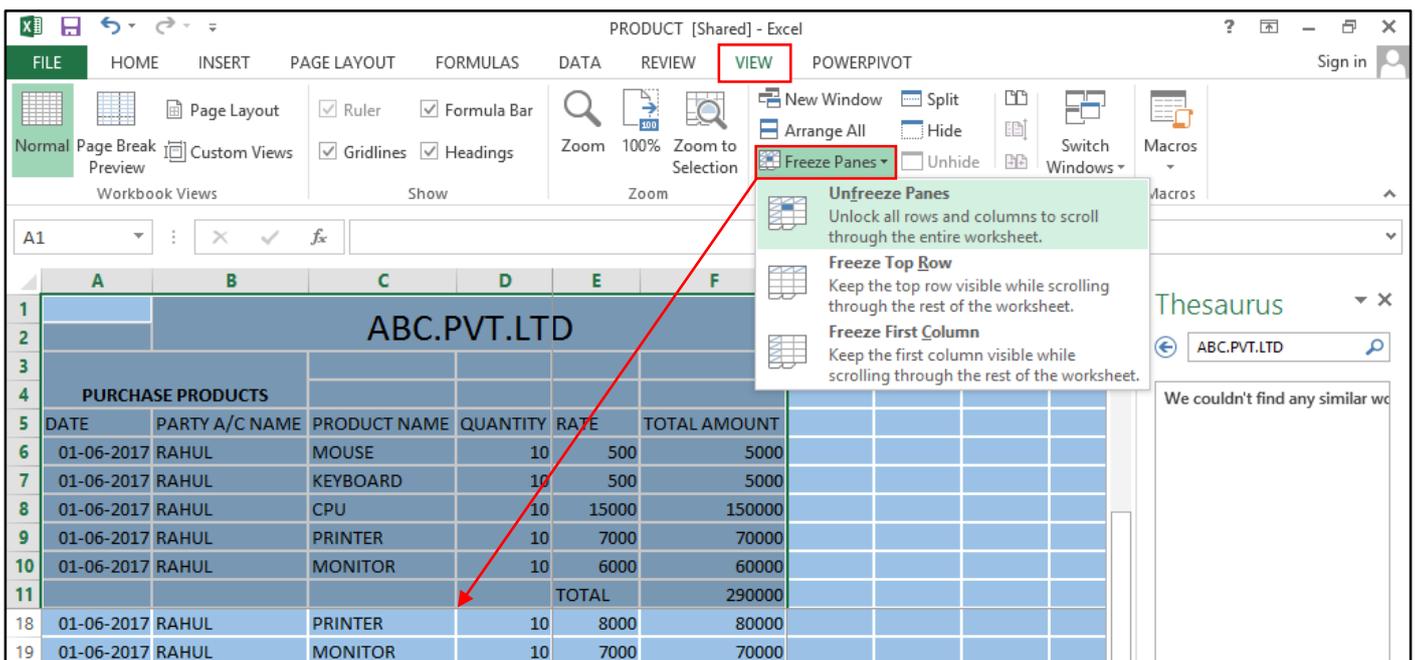
Window.

New Window. Open a second window for your document so you can work in different places at the same time.

Arrange All. Stack your open windows so you can see all of them at once.



Freeze Panes. Freeze a portion of the sheet to keep it visible while you scroll through the rest of the sheet. This is useful for checking out data in other parts of your worksheet without losing your headers or labels.

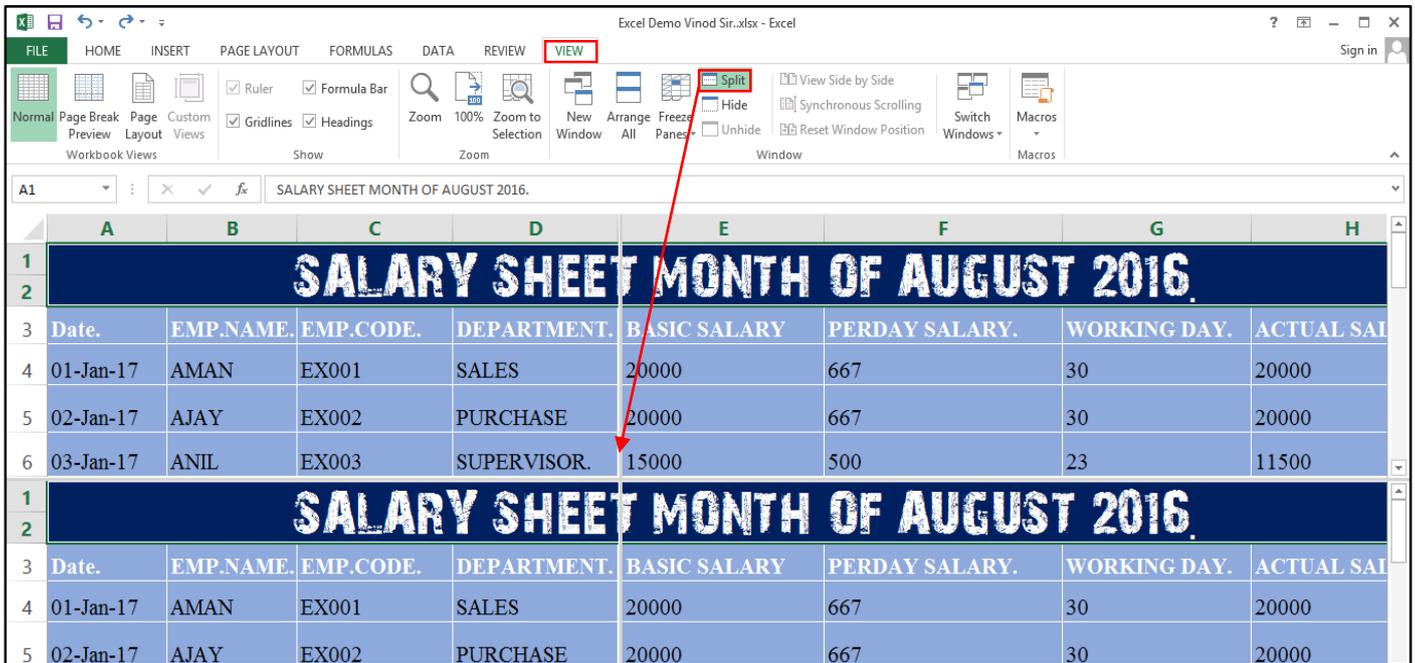


Freeze Top Row. Keep the top row visible while scrolling through the rest of the worksheet.

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Freeze First Column. Keep the first column visible while scrolling through the rest of the worksheet.

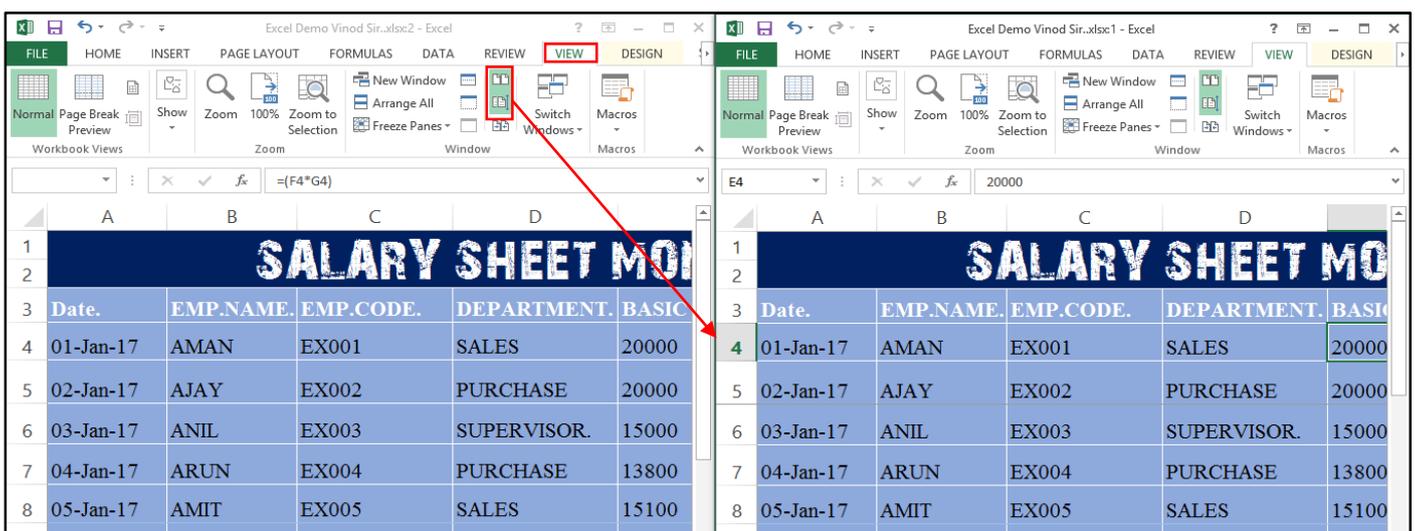
Split. Divide the window into different panes that each scroll separately.



Hide. Hide the current window. To bring the window back click the unhide button.

Unhide. Unhide any window hidden by the hide window feature.

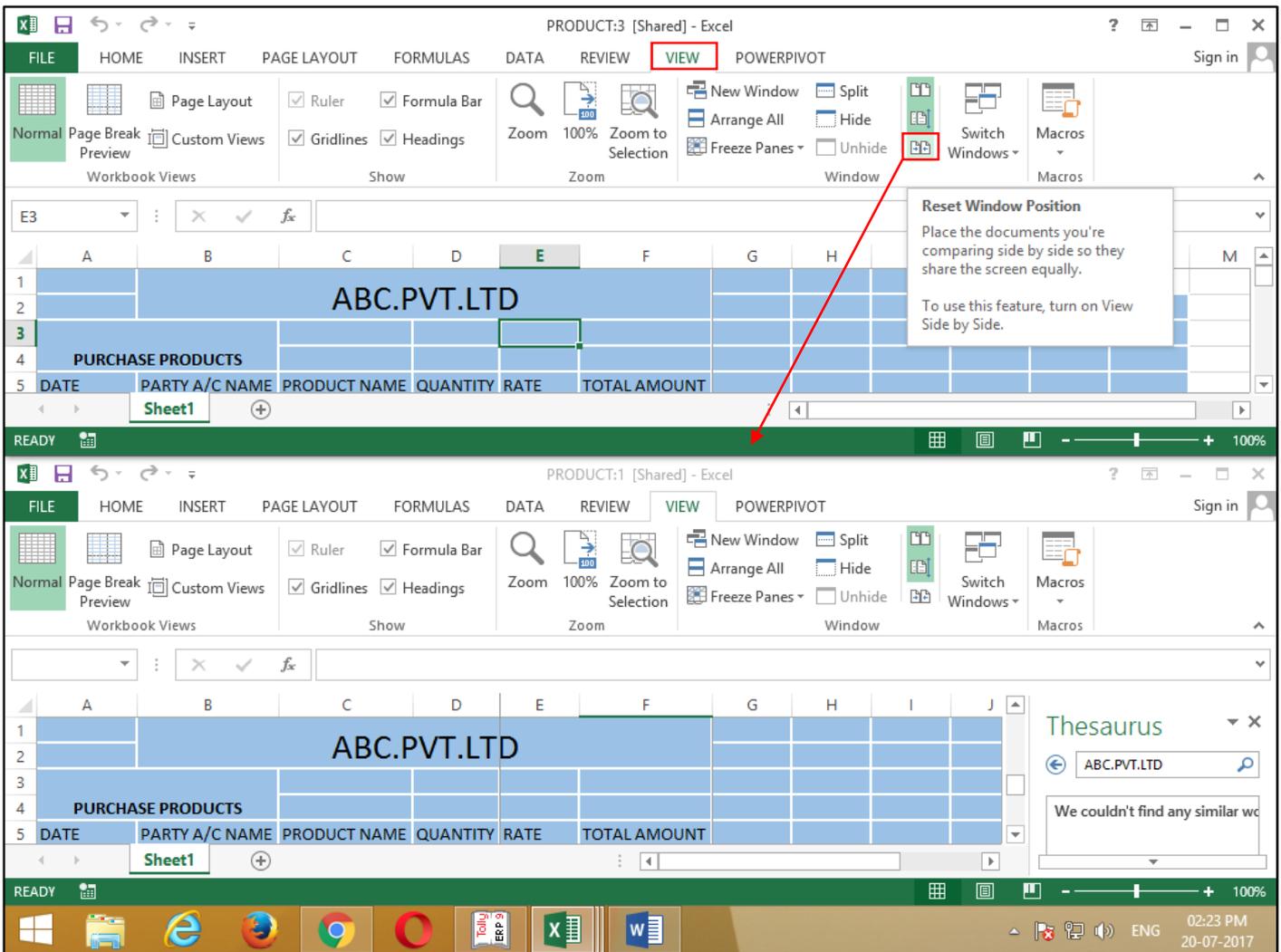
View Side By Side. Instead of switching back and forth between workbooks view them side by side. It makes comparing them easier.



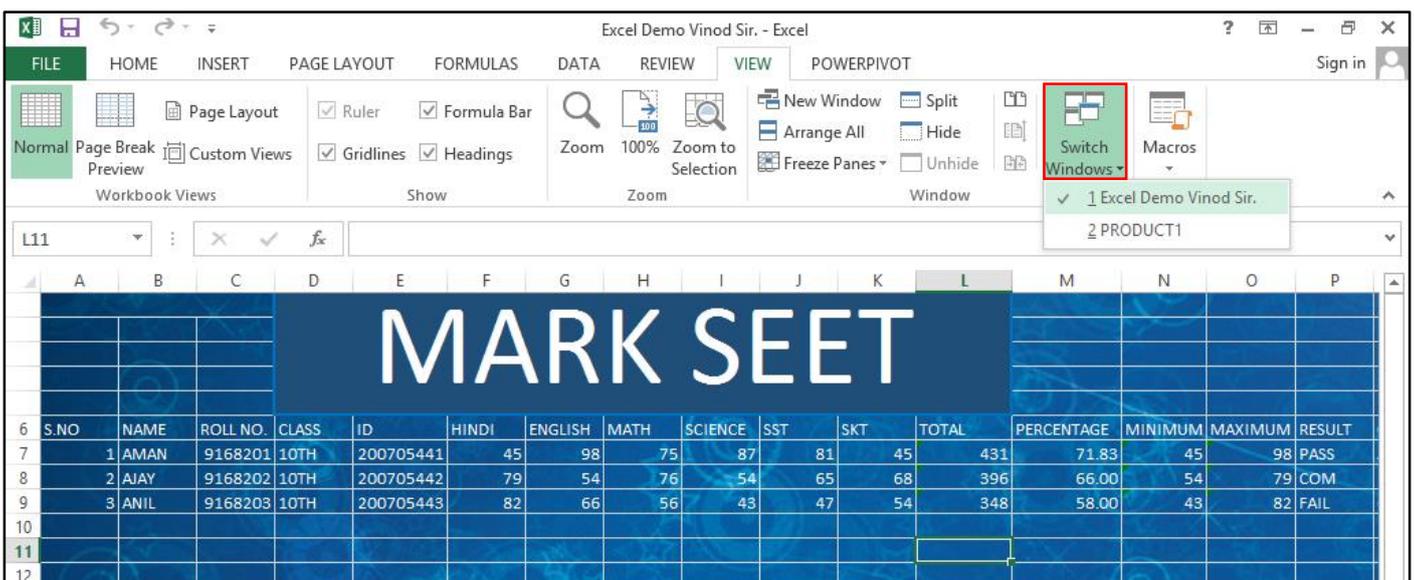
Synchronous Scrolling. Scrolling two document at same time. This is great way to compare documents line by line or scan for differences. To use this feature turn on view side by side.

Reset Window Position. Place the documents you're comparing side by side so they share the screen equally. To use this feature turn on view side by side.

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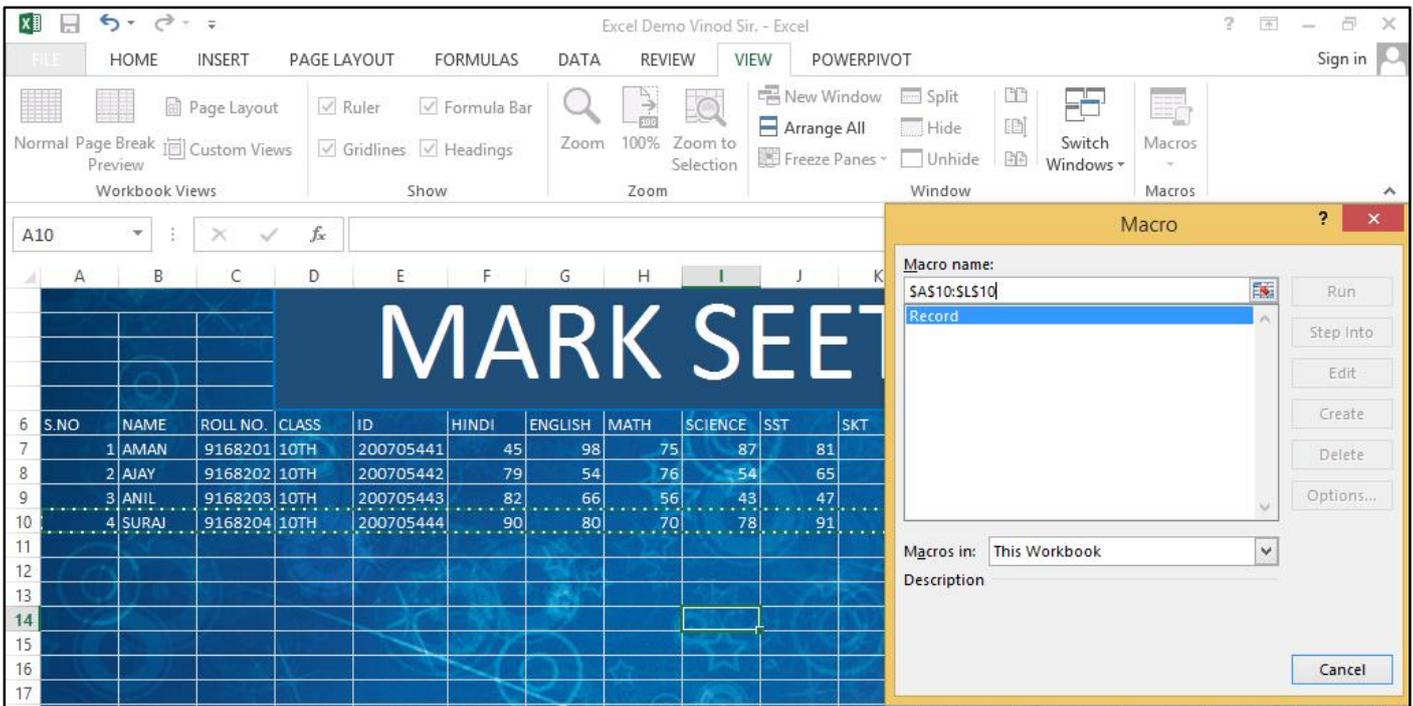


Switch Windows. Quickly switch to another open excel window.

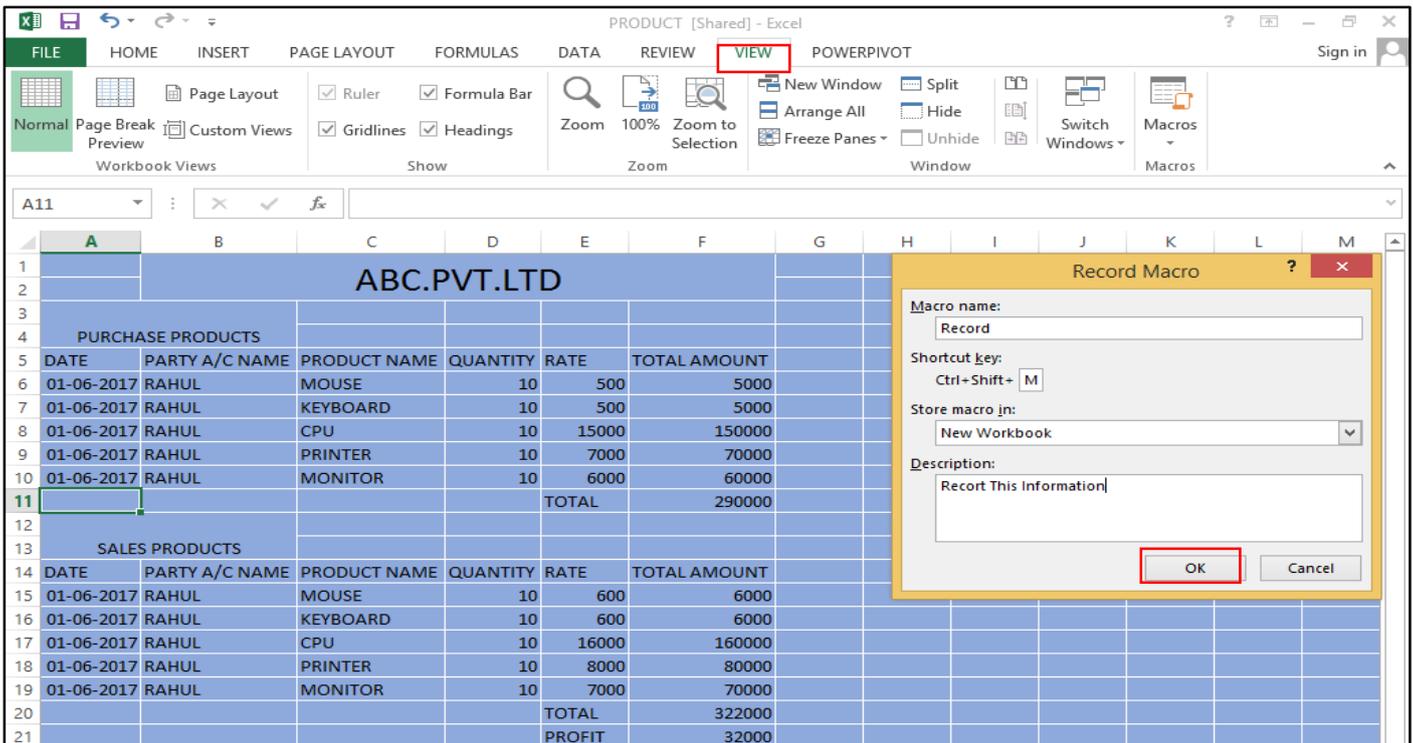


View Macro. (Alt+F8). See a list of macros you can with.

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Record Macro. Record a macro. Each of the commands you perform will be saved into the macro so that you can play them back again.



Use Relative References. Use relative references so that macro are recorded with actions relative to the initial selected cell. For instance if you record a macro in cell A1 which moves the cursor to A3 with this option turned on running the resulting macro in cell J6 would move the cursor to J8. If this Option was turned off when the macro was recorded running it in cell J6 would move the cursor to A3.

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<u>Chapter-10. Microsoft Excel Keyboard Shortcut Key.</u>	
<u>Shortcut Key.</u>	<u>Option.</u>
<u>Ctrl Function Key.</u>	
Ctrl + A.	Select All.
Ctrl + B.	Bold.
Ctrl + C.	Copy.
Ctrl+ D.	Fill Down.
Ctrl+ E.	Flash Fill.
Ctrl + F.	Find.
Ctrl + G.	Go To.
Ctrl + H.	Replace.
Ctrl + I.	Italic.
Ctrl + K.	Hyper Link.
Ctrl + L.	Create Table.
Ctrl + N.	New.
Ctrl + O.	Open.
Ctrl + P.	Print.
Ctrl + Q.	Quick Analysis.
Ctrl+ R.	Fill Right.
Ctrl + S.	Save.
Ctrl + T.	Create Table.
Ctrl + U.	Underline.
Ctrl + V.	Paste.
Ctrl + W.	Close File.
Ctrl + X.	Cut.
Ctrl + Y.	Redo.
Ctrl + Z.	Undo.
Ctrl+ F1.	Show / Hide Ribbon Menu.
Ctrl+ F2.	Print Preview.
Ctrl+ F3.	Display “Name” Box.
Ctrl+ F4.	Close File.
Ctrl+ F5.	Document Restore.
Ctrl+ F6.	Go To Next Window.
Ctrl+ F9.	Insert Field.
Ctrl+ F10.	Maximize Document Window.
Ctrl + F12.	Open.
Ctrl+ 1.	Format Cell
Ctrl+ 2.	Bold.

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Ctrl+ 3.	Italic.
Ctrl+ 4.	Underline.
Ctrl+ 5.	Strikethrough.
Ctrl+ 9.	Hide Row
Ctrl+ 0.	Hide Column
Ctrl+].	Go To Dependent Cell.
Ctrl+ Space.	Select Column.
Ctrl+ ‘.	Edit Cell
Ctrl + ;.	Insert Current Date.
Ctrl + Insert.	Copy.
Ctrl + -.	Delete Cell.
Ctrl + `.	Show Formula.
Ctrl + Home.	To Cell A1.
Ctrl + End.	To Last Cell.
Ctrl + Page Down.	Move to next worksheet.
Ctrl + Page Up.	Move to previous worksheet.
Ctrl + Left Arrow.	Data Region Left.
Ctrl + Right Arrow.	Data Region Right.
Ctrl + Down Arrow.	Data Region Down.
Ctrl + Up Arrow.	Data Region Up.
<u>Shift Function Key.</u>	
Shift + F2.	Write Comment.
Shift + F3.	Insert Function.
Shift + F4.	Go To Action.
Shift + F5.	Find And Replace.
Shift + F6.	Go To Previous Frame.
Shift + F7.	Choose Thesaurus Command.
Shift + F8.	Shrink Selection.
Shift + F9.	Calculate Sheet.
Shift + F10.	Display Shortcut Menu.
Shift + F11.	Insert New Sheet.
Shift + F12.	Choose Save Command.
Shift + Tab.	Left One Cell.
Shift + Enter.	Up One Cell.
Shift + Space.	Select Entire Row.
<u>Alt Function Key.</u>	
Alt + =.	Sum Function.
Alt+ Click.	Research.

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Alt + F5.	App Restore.
Alt + F8.	Macros.
Alt + Backspace.	Undo.
Alt + T + O.	Option Menu.
Alt + Tab.	Switch Window.
Alt + A + E.	Text To Column.
Alt + F4.	Exit.
Alt + N + V.	Insert Pivot Table.
Alt + D + T.	Insert A Data Table.
Alt + D + S.	Short A Table.
Alt + A + T.	Auto Filter Selection.
Alt + + Rs.	Record Macro.
Alt + H + O + I.	Fit Column Width.
Alt + I + W.	Insert Worksheet.
Alt + H + O + R.	Change Tab Name.
Alt + H + M + C.	Marge & Center.
Alt + H + O + M.	Move/ Copy A Tab.
Alt + M + D.	Trace Immediate Dependents.
Alt + M + A + A.	Remove Tracing Arrows.
Alt + M + V.	Evaluate Formula.
Alt + R + G.	Track Changes.
Alt + W + G.	Zoom To Selection.
Alt + M + P.	Trace Immediate Precedents.
Alt + W + F + F.	Freeze Pane.
Alt + W + S.	Split Screen.
Alt + F + T.	Excel Options.
Alt + I + F.	Display “Insert Function” Box.
Alt + Arrow – Left.	Decrease Indent.
Alt + Arrow – Right.	Increase Indent.
Alt + Enter.	New Line in Cell.
Alt + 1.	Current Column First Cell From Top.
Alt + 2.	Current Column Second Cell From Top.
Alt + 3.	Current Column Third Cell From Top.
Alt + 4.	Current Column Fourth Cell From Top.
<u>Ctrl + Shift Function Key.</u>	
Ctrl + Shift + +.	Insert.
Ctrl + Shift + W.	Underscore.
Ctrl + Shift + F.	Format Cell.

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Ctrl + Shift + 1.	Number Cycle.
Ctrl + Shift + 2.	Time Cycle.
Ctrl + Shift + 3.	Date Cycle.
Ctrl + Shift + 4.	Currency Cycle.
Ctrl + Shift + 5.	Percent Cycle.
Ctrl + Shift + 6.	Multiple Cycle.
Ctrl + Shift + 7.	Border Outline.
Ctrl + Shift + 8.	Selection Expand
Ctrl + Shift + _.	Border None.
Ctrl + Shift + U.	Formula Cycle.
Ctrl + Shift + }.	Power Trace Precedents.
Ctrl + Shift + {.	Power Trace Dependents.
Ctrl + Shift + R.	Power Fill Right.
Ctrl + Shift + F1	Full Screen.
Ctrl + Shift + F3.	Create Names From Selection.
Ctrl + Shift + F6.	Go To Previous Window.
Ctrl + Shift + F12.	Print Command.
Ctrl + Shift + >.	Fill Top.
Ctrl + Shift + <.	Fill Right.
Ctrl + Shift + +	Insert Cell.
Ctrl + Shift + F.	Font.
Ctrl + Shift + ;.	Insert Current Time.
Ctrl + Shift + %.	Percent Style.
Ctrl + Shift + P.	Change the font size.
Ctrl + Shift + V.	Say Version of Excel.
<u>Function Key.</u>	
F1.	Help.
F2.	Edit Cell.
F4.	Sheet Delete.
F5.	Go To Command.
F6.	Change View Mode.
F7.	Spelling.
F8.	Expand Selection.
F9.	Calculate Now.
F10.	Show Menu Bar.
F12.	Save As.
<u>Extra.</u>	
Alt + Shift + D.	Pivot Table.

Del.	Clear Content.
Esc.	Exit Dialog.
Ctrl + Alt + F2.	Open.
Ctrl + Alt + V.	Paste Special.
Ctrl + Alt + L.	Reapply.
Ctrl + Alt + F5.	Refresh All.
Shift + Alt + Right.	Group.
Shift + Alt + Left.	Ungroup.
Page Down.	Down One Screen.
Page Up.	Up One Screen.
Alt+Shift+Arrow-Down.	Sort Ascending.
Alt+Shift+Arrow-Up.	Sort Descending.
Alt+Shift+F1.	Inserts a new worksheet.
Alt+Shift+L.	Clear Filter.
Alt + Shift + V.	Say Visible Range Coordinates.

Chapter-11. Microsoft Excel Advance Formula List.

1- MATH FUNCTION.

SUM FUNCTION (). The SUM function sums values supplied as arguments function provide a quickly way to add number together in an excel spreadsheet.

	A	B	C	D
1	Get The Sum Function(Number1,Number2,...)			
2	Product Name.	Quantity.	Rate.	Total.
3	Keyboard.	5	500	2500
4	Mouse.	5	500	2500
5	Printer.	5	5000	25000
6			Total.	=SUM(D3:D5)

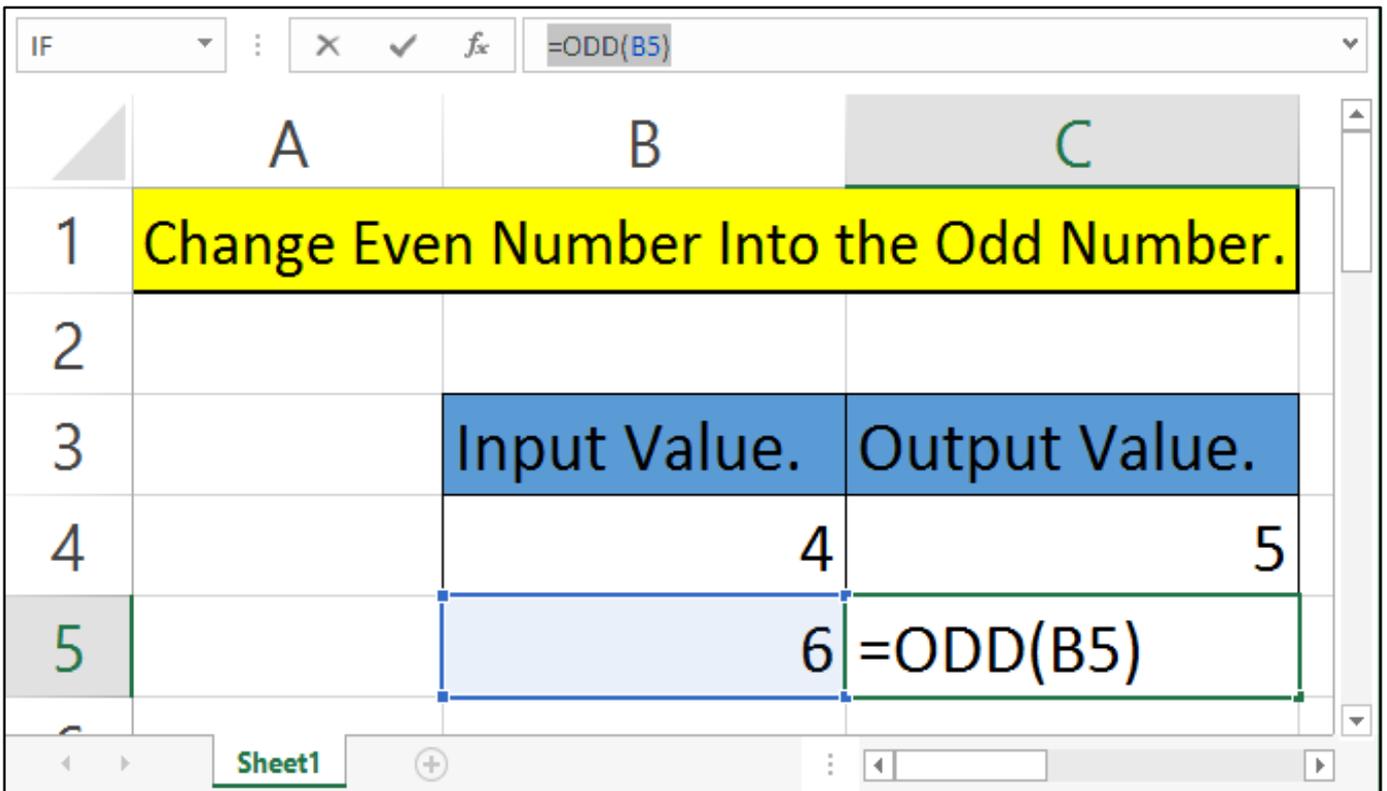
ABS FUNCTION (). To change negative numbers value into positive and leave positive numbers along return the absolute values of a number use the built-in ABS function.

	A	B	C
1	Change Negative Number To The Positive.		
2			
3		Input Value.	output Value.
4		-300	300
5		-500	=ABS(B5)

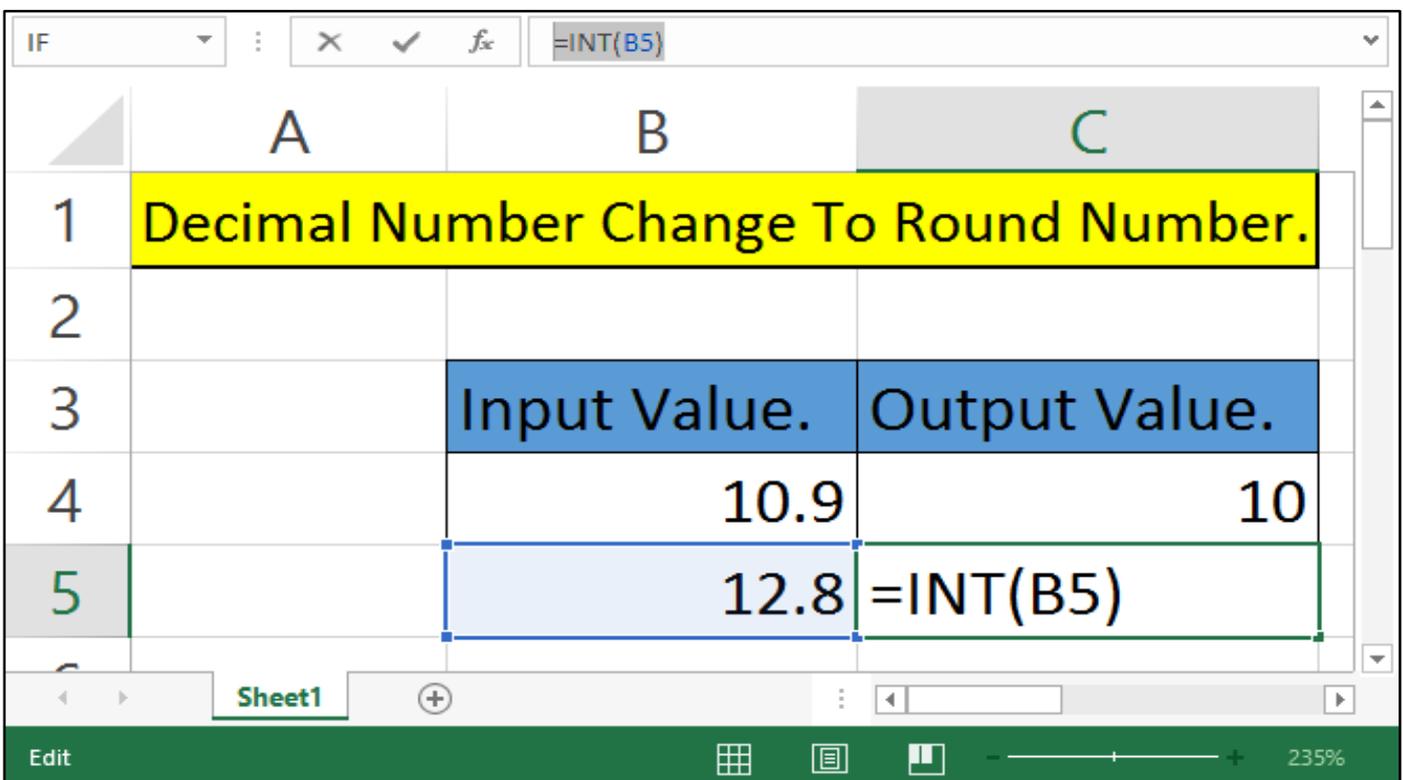
EVEN FUNCTION (). The EVEN function always rounds up to the next even integer, skipping odd integers along the way.

	A	B	C
1	Change Odd Number Into the Even Number.		
2			
3		Input Value.	output Value.
4		3	4
5		5	=EVEN(B5)

ODD FUNCTION (). The ODD function always rounds up to the next odd integer, skipping even integers along the way.



INT FUNCTION (). Use the INT function when you want only the integer part of a decimal number, and it's ok to always round the number down nearest integer function.



MOD FUNCTION (). Use the MOD function to get the remainder after division.

	A	B	C
1	Get The Remainder From After Division.		
2			
3	Number.	Divisor.	Output Value.
4	10	3	1
5	7	3	=MOD(A5,B5)

MROUND FUNCTION (). The rounding occurs when the remainder left from dividing number by multiple is greater than or equal to half the value of multiple.

	A	B	C
1	Get The Mround (Number, Multiple).		
2			
3	Number.	Multiple.	Output Value.
4	10	3	9
5	7	3	=MROUND(A5,B5)

ROUND FUNCTION (). The ROUND function rounds numbers to a specified level of precision. It can round to the right or left of the decimal point. Round a number to a specified number of digits.

	A	B	C
1	Get The Round (Number,Num_Digits).		
2			
3	Number.	Digits.	Output Value.
4	8.8874	1	8.9
5	9.9987	2	=ROUND(A5,B5)

ROUNDDOWN FUNCTION (). The ROUNDDOWN function works like the ROUND function except that when rounding, the ROUNDDOWN function will always round the numbers 1-9 down.

	A	B	C
1	Get The RoundDown (Number,Num_Digits).		
2			
3	Number.	Digits.	Output Value.
4	8.8874	0	8
5	9.9987	1	=ROUNDDOWN(A5,B5)

ROUNDUP FUNCTION (). The ROUNDUP function works like the ROUND function except that when rounding, the ROUNDUP function will always round the numbers 1-9 up. ROUNDUP can round either to the left or right of the decimal point.

	A	B	C
1	Get The RoundUp (Number,Num_Digits).		
2			
3	Number.	Digits.	Output Value.
4	8.8874	0	9
5	9.9987	1	=ROUNDUP(A5,B5)

SQRT FUNCTION (). Return a positive square root. To get the square root of a number, you can use the SQRT function. In the example shown, the formula in is: =SQRT (A5) how this function works The SQRT function is fully automatic and will return the square root.

	A	B	D	E
1	Get The Square Root.			
2				
3	Number.	Output Value.		
4	81	9		
5	49	=SQRT(A5)		

SUMIF FUNCTION (). Return the sum of cell which meets a specified criteria SUMIF sums cells in a range that match supplied criteria. Unlike the SUMIF function, SUMIF can apply more than one set of criteria, with more than one range. The first range is the range to be summed. The criteria is supplied in pairs (range/criteria) and only the first pair is required.

Range. Range is the range of cell you want to be evaluated by criteria. Cell in each range must be number. Or names, array, and text value are ignore.

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Criteria. Criteria is the form of number or text define which cells would be added.

Sum-Range. Sum range are the actual cells to add if their corresponding cell in range match criteria. If sum _ range omitted the cell range both evaluated criteria.

1	A	B	C	D	E	F	G	H
	DATE.	EMPLOYEE CODE.	EMPLOYEE NAME.	EMPLOYEE DEPARTMENT.	MONTHLY SALARY.	PERDAY SALARY.	WORKING DAY.	ACTUAL SALARY.
2	01-12-2017	E001	RAHUL	PURCHASE	20000	645	29	18710
3	01-12-2017	E002	SURAJ	HR	18000	581	28	16258
4	01-12-2017	E003	RAJ	PURCHASE	15000	484	27	13065
5	01-12-2017	E004	RAJU	SALES	15001	484	28	13549
6	01-12-2017	E004	KAMAL	SALES	18000	581	29	16839
7	SUMIF (range, criteria, sum _range). Add the cells specified by a given condition or criteria.							
8					TOTAL ADD AMOUNT SALES DEPARTMENT.			30388
9					TOTAL ADD AMOUNT SALES DEPARTMENT.			=SUMIF(D2:D6,
10								"SALES",H2:H6)
11								SUMIF(range, criteria, sum _range)

PRODUCT FUNCTION. These function multiplies all the numbers given as argument and return the products.

	A	B	C	D
1	Multiplication of These Products Numbers.			
2				
3	Product Name.	Quantity	Result.	
4	Keyboard.	10		
5	Mouse.	12		
6	Monitor.	14		
7	Printer.	15	25200	
8	Multiplication of These Number.		=PRODUCT(B4,B5,B6,B7)	
9				PRODUCT(number1, [number2], [number3], [number4], [number5])

POWER FUNCTION. Return the result of number raise to a power allow the calculation of cubic root and other root.

	A	B	C
1	Get The Power Function (Number,Power)		
2			
3	Number.	Power	Output Value.
4	5	3	125
5	5	2	=POWER(A5,B5)

2- **STATISTICAL FUNCTION.**

COUNT FUNCTION. The COUNT function is fully automatic. It counts the number of cells in the range that contain numbers and returns the result. Argument that can contain different type of data but only numbers are count.

	B	C	D	E
1	Total Number Of Records.			
2				
3	Name.	Department.	Basic Salary.	Result.
4	Rahul	Purchase	18000	
5	Suraj	Sales	10000	
6	Kamal	Purchase	7000	
7	Kunal	Sales	5000	
8	Count Total Numbers of Basic Salary Records.			4
9	Count Total Numbers of Basic Salary Records.			=COUNT(D4:D7)

COUNTIF FUNCTION. COUNTIF counts the number of cells in the range that contain numeric values and returns the result as a number. The function returns the numbers of cells which meets a specified criteria.

SUM					=COUNTIF(C4:C7,"Sales")					
	A	B	C	D	E					
1	Count Total Number of Employee Department Records.									
2										
3	E-Code.	Name.	Department.	Basic Salary.	Result.					
4	A001	Rahul	Purchase	18000						
5	A002	Suraj	Sales	10000						
6	A003	Kamal	Purchase	7000						
7	A004	Kunal	Sales	5000						
8	Count Total Numbers of Purchase Department Records.									2
9	Count Total Numbers of Sales Department Records.									=COUNTIF(C4:
10										C7,"Sales")
11										COUNTIF(range, criteria)

COUNTIFBLANK FUNCTION. COUNTBLANK counts the number of cells in the range that don't contain any value and returns this number as the result. Return the number of blank cell.

SUM					=COUNTBLANK(D4:D7)					
	A	B	C	D	E					
1	Count Total Number of Blank Cell Records.									
2										
3	E-Code.	Name.	Department.	Basic Salary.	Result.					
4	A001	Rahul	Purchase	18000						
5	A002	Suraj	Sales							
6	A003	Kamal	Purchase							
7	A004	Kunal	Sales	5000						
8	Count Total Numbers of Blank Cell Records.									=COUNTBLANK(
9										D4:D7)

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COUNTA FUNCTION. COUNTA is very use full automatic function. When given a range of cells, it counts cells that contain numbers, text, logical values, and errors. COUNTA does not count empty cells.

	A	B	C	D	E
1	Count Cell That Are Not Blank.				
2					
3	E-Code.	Name.	Department.	Basic Salary.	Result.
4	A001	Rahul	Purchase	18000	
5	A002	Suraj	Sales	20000	
6	A003	Kamal	Purchase	22000	
7	A004	Kunal	Sales	5000	4
8	Count Cell That Are Not Blank.				=COUNTA(D4:
9					D7)

MAX FUNCTION. The MAX function is useful when you want to retrieve the largest value from a set of data. For example, the highest score in a test. This function return largest value in a set of values.

	A	B	C	D
1	Get The Max Function(Number1,Number2,...)			
2	Product Name.	Quantity.	Rate.	Total.
3	Keyboard.	5	500	2500
4	Mouse.	5	400	2000
5	Printer.	5	500	2500
6			Maximum Total.	2500
7			Maximum Rate.	=MAX(C3:C5)

MIN FUNCTION. The MIN function is useful when you want to retrieve the smallest value from a set of data. For example, the fastest time in a race. This function return largest value in a set of values.

	A	B	C	D
1	Get The Min Function(Number1,Number2,...)			
2	Product Name.	Quantity.	Rate.	Total.
3	Keyboard.	5	500	2500
4	Mouse.	5	400	2000
5	Printer.	5	500	2500
6			Minimum Total.	2000
7			Minimum Rate.	=MIN(C3:C5)

AVERAGE FUNCTION. The AVERAGE function returns the average (arithmetic mean) of a group of supplied numbers. To calculate the average, Excel adds the numbers together and divides by the total number of numbers. This function returns the average of the argument.

	A	B	C	D
1	Get The Average Function(Number1,Number2,...)			
2	Product Name.	Purchase.	Sale.	Average.
3	Red Pen.	10	12	11
4	Black Pen.	12	14	13
5	Blue Pen.	15	18	=AVERAGE(B5:C5)

3- **TEXT FUNCTION.**

UPPER TEXT FUNCTION. This function converts text into the CAPITAL letters. Text can be a reference or text string.

	A	B
1	Get The Upper Text (Text)	
2	Input Text.	Output Result.
3	expert academy pvt.ltd.	EXPERT ACADEMY PVT.LTD.
4	comuter software institute.	COMUTER SOFTWARE INSTITUTE.
5	comuter hardware institute.	=UPPER(A5).

LOWER TEXT FUNCTION. This function converts all upper letters in a text string to lowercase. This is the text you want to convert to lowercase. LOWER does not change the character in the text that are not letters.

	A	B
1	Get The Lower Text (Text)	
2	Input Text.	Output Result.
3	EXPERT ACADEMY PVT.LTD.	expert academy pvt.ltd.
4	COMPUTER HARDWARE INSTITUTE.	computer hardware institu
5	COMPUTER SOFTWARE INSTITUTE.	=LOWER(A5)

PROPER TEXT FUNCTION. All letters in text will be converted to lower case before the first letter in each word is capitalized.

	A	B
1	Get The Proper Text (Text)	
2	Input Text.	Output Result.
3	expert academy pvt.ltd.	Expert Academy Pvt.Ltd.
4	computer software institute.	Computer Software Institute.
5	computer software institute.	=PROPER(A5)

CONCATENATE TEXT FUNCTION. This function joints two or more text strings into one text string. Text items can be text strings, numbers, or cell references that refer to one cell.

	A	B	C
1	Get The ConcatenateText (Text1,Text2,...)		
2	First Name.	Last Name.	Output Result.
3	Rahul.	Singh.	Rahul. Singh.
4	Sunita.	Pal.	Sunita. Pal.
5	Suraj.	Sharma.	=CONCATENATE(A5," ",B5)
6			

LEFT FUNCTION. This function return the first character or characters in a text string base on the number of characters you specify. LEFT function when you want to extract characters starting at the left side of text.

	A	B
1	Get The Left Text (Text)	
2	First Name.	Output Result.
3	Expert Academy.	Exp
4	Computer Institute.	Com
5	Hardware and software.	=LEFT(A5,3)

RIGHT FUNCTION. This function return the last character or characters in a text string base on the number of characters you specify. RIGHT function when you want to extract characters starting at the right side of text.

	A	B
1	Get The Right Text (Text)	
2	First Name.	Output Result.
3	Expert Academy	emy
4	Computer Institute	ute
5	Hardware and software	=RIGHT(A5,3)

LEN FUNCTION. This function return the number of character in a text string. Text is the text whose length find you want find space count character. LEN is a useful when you want to count how many characters there are in some text.

	A	B
1	Get The Len Text (Text)	
2	First Name.	Output Result.
3	Expert Academy	14
4	Computer Institute	18
5	Hardware and software	=LEN(A5)

REPT FUNCTION. Use the REPT function to repeat text a given number of times. This can be useful if you want to fill a cell, or pad values to a certain length.

	A	B	C
1	Get The Repeat Function (Text,Number_Times).		
2			
3	Text.	Times.	Output Result.
4	Rahul	3	RahulRahulRahul
5	Suraj	3	SurajSurajSuraj
6	Kamal	4	KamalKamalKamalKamal
7	Kunal	3	=REPT(A7,B7)
8			

TRIM FUNCTION. TRIM strips extra spaces from text, leaving only single spaces between words and no space characters at the start or end of the text. TRIM only removes the ASCII space character (32) from text.

	A	B
1	Get The Trim Function (Text).	
2		
3	Input Text.	Output Result.
4	Many Space of The Word.	Many Space of The Word.
5	Even More Space.	Even More Space.
6	Extra Space & Line Break.	Extra Space & Line Break.
7	Extra Space of The Word.	=TRIM(A7)

TEXT FUNCTION. Use the TEXT function to convert a number to text in a specific number format. TEXT is especially useful when you want to embed the numeric output of a formula or function and present it in a particular format inside other text.

	A	B
1	Get The Text Function (Value,Format_Text).	
2		
3	Input Value.	Output Result.
4	01-09-2016	Thursday,September 01
5	02-09-2016	Friday,September 02
6	03-09-2016	Saturday,September 03
7	04-09-2016	=TEXT(A7,"ddd,mmm dd")
8		

MID FUNCTION. MID returns a specific number of characters from a text string, starting at start_num and continuing through start_num + num_chars. Use the MID function when you want to extract text from inside a text string, based on location and length.

	A	B	C	D
1	Get The Mid Function (Text, Start_Num_Chars).			
2				
3	Input Text.	Strart Word.	Chars.	Output Result.
4	This is Keyboard.	6	4	is K
5	This is Mouse.	7	6	s Mous
6	This is Monitor.	8	4	Mon
7	This is Printer.	9	6	=MID(A7,B7,C7)

EXACT FUNCTION. EXACT will compare two text strings and return TRUE if they are the same, and FALSE if not. EXACT is case-sensitive. You can also use the equal sign in a formula (text1=text2) to compare text strings.

	A	B	C
1	Get The Exact Function (Text1, Text2).		
2			
3	Input Text.	Input Text.	Output Result.
4	Keyboard.	Keyboard.	TRUE
5	Mouse.	mouse.	FALSE
6	Monitor.	Monitor.	TRUE
7	Printer.	printer.	=EXACT(A7,B7)

4- **DATE AND TIME FUNCTION.**

DATE FUNCTION. DATE returns a date serial number. Format the result as a date to display as a date. The date function is most useful in situations where the year, month, and date are supplied by the formula cell reference such as YYYYMMDD.

	A	B	C	D
1	Get The Date Function (Year, Month, Day).			
2				
3	Year.	Month.	Day.	Output Result.
4	2013	1	10	10-01-2013
5	2014	2	12	12-02-2014
6	2015	3	13	13-03-2015
7	2016	4	14	=DATE(A7,B7,C7)

YEAR FUNCTION. YEAR returns the corresponding date. The year is returned as an integer to find date should be enter by using the Date Function.

	A	B
1	Get The Year Function (Date).	
2		
3	Date.	Output Result.
4	01-10-2013	2013
5	02-10-2014	2014
6	03-10-2015	2015
7	04-10-2016	=YEAR(A7)

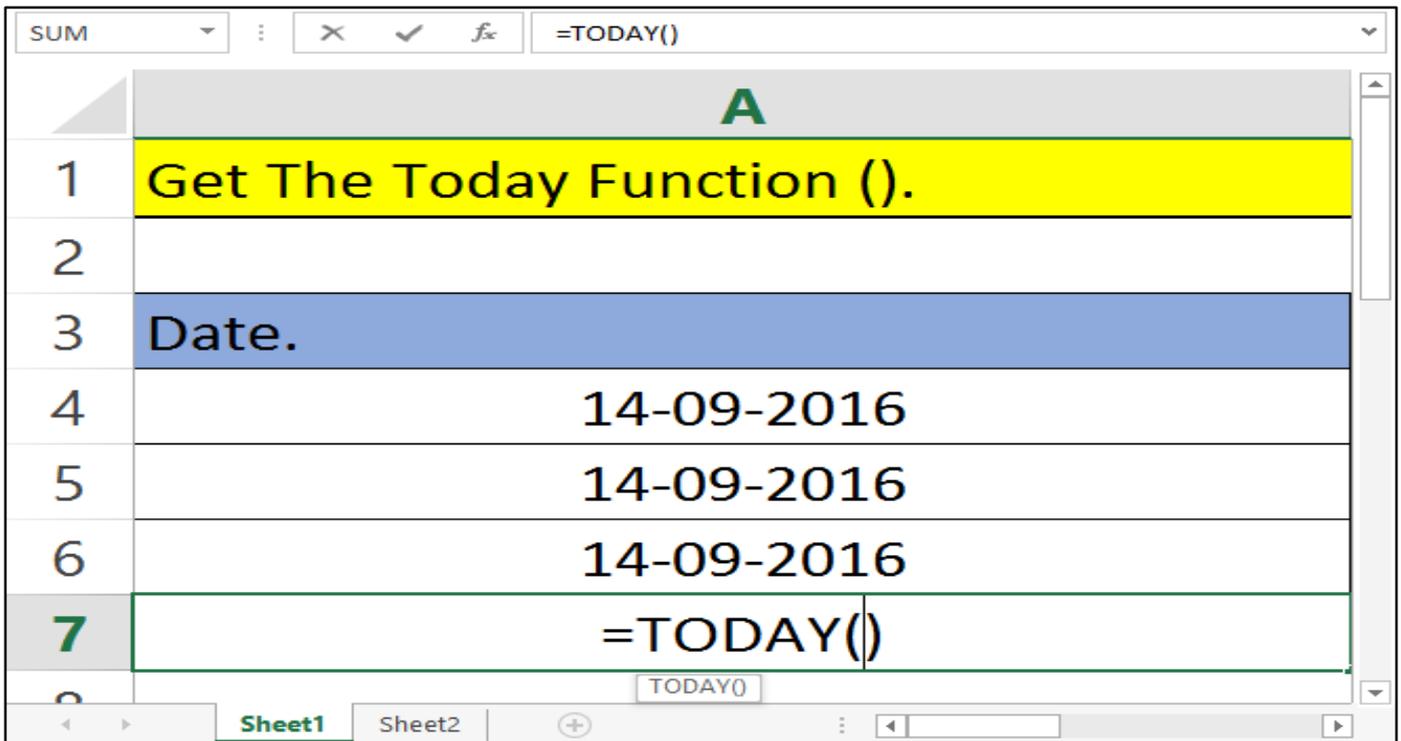
MONTH FUNCTION. This function return the month of a date represented by a serial number. The month is given as an integer.

	A	B
1	Get The Month Function (Date).	
2		
3	Date.	Output Result.
4	01-01-2013	1
5	02-05-2014	5
6	03-06-2015	6
7	04-08-2016	=MONTH(A7)

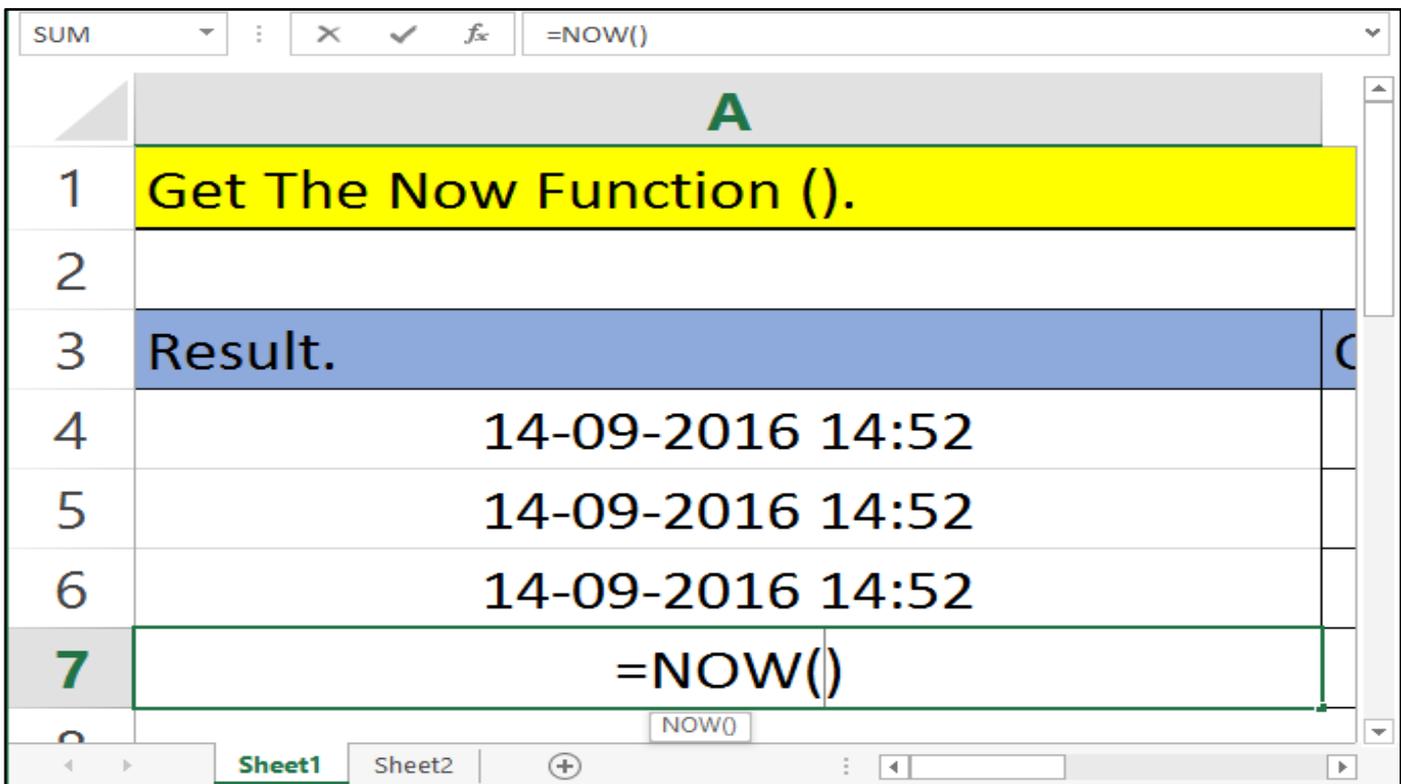
DAY FUNCTION. This function return the day of a date represented by a serial number. The day is given as an integer.

	A	B
1	Get The Day Function (Date).	
2		
3	Date.	Output Result.
4	01-01-2013	1
5	02-05-2014	2
6	03-06-2015	3
7	04-08-2016	=DAY(A7)

TODAY FUNCTION. This function is useful when you need to have the current date displayed on a workbook.



NOW FUNCTION. This function is useful when you need to display the current date and time on a worksheet. Calculate the value on the current date and time. You can update each time you open the worksheet.



TIME FUNCTION. The TIME function creates a date in serial number format from the hour, minute, and second components you specify.

	A	B	C	D
1	Get The Time Function (Hour, Minute, Second).			
2				
3	Hour.	Minute.	Second.	Output Result.
4	7	10	5	07:10:05
5	8	12	7	08:12:07
6	9	15	0	09:15:00
7	10	18	2	=TIME(A7,B7,C7)

HOUR FUNCTION. The TIME function creates a date in serial number format from the hour, components you specify.

	A	B
1	Get The Hour Function (Hour).	
2		
3	Time.	Output Result.
4	10:22:45	10
5	11:22:45	11
6	12:22:45	12
7	13:22:45	=HOUR(A7)

MINUTE FUNCTION. The TIME function creates a date in serial number format from the minute, components you specify.

	A	B
1	Get The Minute Function (Serial_Number).	
2		
3	Time.	Output Result.
4	10:22:45	22
5	11:22:45	22
6	12:22:45	22
7	13:22:45	=MINUTE(A7)

SECOND FUNCTION. The TIME function creates a date in serial number format from the second, components you specify.

	A	B
1	Get The Second Function (Serial_Number).	
2		
3	Time.	Output Result.
4	10:22:12	12
5	11:22:10	10
6	12:22:04	4
7	13:22:09	=SECOND(A7)

5- LOGICAL FUNCTION.

IF FUNCTION. This if function returns one value if a condition you specify evaluate to TRUE and other value if that condition evaluates to FALSE.

	A	B	C	D
1	Get The If Function (Return The Value TRUE And FALSE).			
2	200 Above = "Pass", Below 200 = "Fail".			
3	Name.	Total Mark.	Output Result.	
4	Rahul.	300	Pass	
5	Suraj.	190	Fail	
6	Suman	250	Pass	
7	Kajal.	200	=IF(B7>=200,"Pass","Fail")	

AND FUNCTION. This function returns TRUE if all argument evaluated to TRUE, returns FALSE if one or more argument evaluate FALSE. When using the AND function, all conditions within the AND function must be TRUE for the condition to be met.

	A	B	C	D
1	Get The And Function (Return The Value TRUE All Conditions).			
2	Retrun TRUE if All Conditions Are True.			
3	Name.	Total Percentase.	Output Result.	
4	Rahul.	80	TRUE	
5	Suraj.	75	FALSE	
6	Suman	85	TRUE	
7	Kajal.	65	=AND(B7>75,B7<90)	

OR FUNCTION. This function returns TRUE if any argument is TRUE returns FALSE if all argument are FALSE. But in this case, only one or more of the conditions within the OR function needs to be TRUE for the condition to be met.

	A	B	C	D	E
1	Get The Or Function (Return The TRUE Value If Any Conditions).				
2	Retrun TRUE if Any Conditions Is True.				
3	Name.	Department.	Basic.	True/False.	
4	Ram.	Acct.	12000	False	
5	Mohan.	sales.	13000	True	
6	Seema	Acct.	14000	True	
7	Reena.	Sales.	15000	=IF(OR(B7="Acct",C7>	
8				12000),"True","False")	

NOT FUNCTION. This function returns reverse the value of its argument. Use NOT when you want to make sure a value is not equal to one particular value.

	A	B	C	D
1	Get The NOT Function (A Reversed Logical Value).			
2				
3	Name.	Department.	Basic.	Yes/No.
4	Mohit.	Acct	12000	Yes
5	Kajal.	Sales.	13000	No
6	Suraj.	Acct	14000	Yes
7	Suman.	Sales.	15000	=IF(NOT(B7="Acct"),"No","Yes")

6- LOOKUP AND REFERENCE FUNCTION.

VLOOKUP FUNCTION. This function V in VLOOKUP stand for vertical. VLOOKUP search for a value in the first column of a table array and returns a value in the same row from another column in the table array.

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1	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
2	01-12-2016	E001	RAHUL	PURCHASE	20000	645	29	18710
3	02-12-2016	E002	SURAJ	HR	18000	581	28	16258
4	03-12-2016	E003	RAJ	PURCHASE	15000	484	27	13065
5	04-12-2016	E004	RAJU	SALES	15001	484	28	13549
6	05-12-2016	E004	KAMAL	SALES	18000	581	29	16839
7	VLOOKUP (lookup_value, table_array, col_index_num, range_lookup). Lookup for a value in the left more column of a table,							
8	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
9	01-12-2016	E001	RAHUL	PURCHASE	20000	645	29	18710
10	02-12-2016	E002	SURAJ	HR	18000	581	28	16258
11	03-12-2016	E003	RAJ	PURCHASE	15000	484	27	13065
12	04-12-2016	E004	RAJU	SALES	15001	484	28	13549
13	=VLOOKUP(A13,Sheet3!A5:H10,2,0)		SALES	15001	484	28	13549	
14	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])							

HLOOKUP FUNCTION. This function H in HLOOKUP stand for horizontal. HLOOKUP search for a value in the top row of a table array of value and then returns a value in the same column from a row you specify in the table array.

1	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
2	01-12-2016	E001	RAHUL	PURCHASE	20000	645	29	18710
3	02-12-2016	E002	SURAJ	HR	18000	581	28	16258
4	03-12-2016	E003	RAJ	PURCHASE	15000	484	27	13065
5	04-12-2016	E004	RAJU	SALES	15001	484	28	13549
6	05-12-2016	E004	KAMAL	SALES	18000	581	29	16839
7	HLOOKUP (lookup_value, table_array, row_index_num, range_lookup). Lookup for a value in the top row of a table,							
8	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
9	01-12-2016	E001	RAHUL	PURCHASE	20000	645	29	18710
10	02-12-2016	E002	SURAJ	HR	18000	581	28	16258
11	03-12-2016	E003	RAJ	PURCHASE	15000	484	27	13065
12	=HLOOKUP(A11,Sheet3!A4:H9,2,0)		SALES	15001	484	28	13549	
13	A11,Sheet3!		E004	KAMAL	SALES	18000	581	16839
14	A4:H9,2,0)							
15	HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])							

DMAX FUNCTION. This function returns the largest number in a field column of records in a list or a database that matches condition that you specify.

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	A	B	C	D	E	F	G	H
1	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
2	01-12-2016	E001	RAHUL	PURCHASE	20000	645	29	18710
3	02-12-2016	E002	SURAJ	HR	18000	581	28	16258
4	03-12-2016	E003	RAJ	PURCHASE	15000	484	27	13065
5	04-12-2016	E004	RAJU	SALES	15000	484	28	13548
6	05-12-2016	E004	KAMAL	SALES	18000	581	29	16839
7	DMAX FUNCTION. This function returns the largest number in a field column of records in a list or a database.							
8	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
9					=DMAX(D1:E6,"MONTHLY SALARY",D8:D9)			
10					DMAX(database, field, criteria)			
11			OUTPUT RESULT.	SALES	18000			

DMIN FUNCTION. This function returns the smallest number in a field column of records in a list or a database that matches condition that you specify criteria.

	A	B	C	D	E	F	G	H
1	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
2	01-12-2016	E001	RAHUL	PURCHASE	20000	645	29	18710
3	02-12-2016	E002	SURAJ	HR	18000	581	28	16258
4	03-12-2016	E003	RAJ	PURCHASE	15000	484	27	13065
5	04-12-2016	E004	RAJU	SALES	15000	484	28	13548
6	05-12-2016	E004	KAMAL	SALES	18000	581	29	16839
7	DMIN FUNCTION. This function returns the smallest number in a field column of records in a list .							
8	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
9					=DMIN(D1:E6,"MONTHLY SALARY",D8:D9)			
10					DMIN(database, field, criteria)			
11			OUTPUT RESULT.	SALES	15000			

DSUM FUNCTION. DSUM function sums up the numbers in a column or a database that meets a given criteria.

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SUM : X ✓ fx =DSUM(D1:E6,"MONTHLY SALARY",D8:D9)								
	A	B	C	D	E	F	G	H
1	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
2	01-12-2016	E001	RAHUL	PURCHASE	20000	645	29	18710
3	02-12-2016	E002	SURAJ	HR	18000	581	28	16258
4	03-12-2016	E003	RAJ	PURCHASE	15000	484	27	13065
5	04-12-2016	E004	RAJU	SALES	15000	484	28	13548
6	05-12-2016	E004	KAMAL	SALES	18000	581	29	16839
7	DSUM function sums up the numbers in a column or a database that meets a given criteria.							
8	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALA
9					=DSUM(D1:E6,"MONTHLY SALARY",D8:D9)			
10					DSUM(database, field, criteria)			
11			OUTPUT RESULT.	SALES	33000			

7- FINANCIAL FUNCTION.

PMT FUNCTION. The PMT function can be used to figure out the future payments for a loan, assuming constant payments and a constant interest rate.

Rate - The interest rate for the loan.

PMT - The total number of payments for the loan.

PV - The present value, or total value of all loan payments now.

FV - [optional] the future value, or a cash balance you want after the last payment is made.

SUM : X ✓ fx =PMT(5%,5,100000)					
	A	B	C	D	E
1	Get The PMT Function (Rate,Nper,Pv,Fv,Type).				
2					
3	Principal.	Amount.	Yearly & Monthly.	Result.	
4	Principal.	100000			
5	Rate.	5%			
6	Year.	5			
7			Yearly.		
8		PMT.	₹ -23,097.48	=PMT(5%,5,100000)	
9			Monthly.	PMT(rate, nper, pv, [fv], [type])	
10			₹ -1,887.12	₹ -1,887.12	
11					

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SUM	A	B	C	D	E
	Get The PMT Function (Rate,Nper,Pv,Fv,Type).				
1					
2					
3	Principal.	Amount.	Yearly & Monthly.	Result.	
4	Principal.	100000			
5	Rate.	5%			
6	Year.	5			
7			Yearly.		
8		PMT.	₹ -23,097.48	₹ -23,097.48	
9			Monthly.		
10			₹ -1,887.12	=PMT(5%/12,5*12,100000)	
11				PMT(rate, nper, pv, [fv], [type])	

PV FUNCTION. This function returns the present value of an investment. The present value is the total amount that a series of future payments is worth now.

RATE - The interest rate per period.

NPER - The total number of payments period.

PMT - The payment made each period.

FV - [optional] a cash balance you want to attain after the last payment is made.

TYPE - [optional] when payments are due. 0 = end of period, 1 = beginning of period default is 0.

SUM	A	B	C	D	E
	Get The PV Function (Rate,Nper,Pmt,Fv,Type).				
1					
2					
3	Principal.	Amount.	Yearly & Monthly.	Result.	
4	Principal.	100000			
5	Rate.	5%			
6	Year.	₹ -23,097.48			
7			Yearly.		
8		PV.	₹ 1,00,000	=PV(5%,5,-23097.48)	
9				PV(rate, nper, pmt, [fv], [type])	

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FV FUNCTION. This function returns the future value of an investment base on period, constant payments and a constant interest rate.

RATE - The interest rate per period.

NPER - The total number of payments period.

PMT - The payment made each period.

PV - [optional] the present value of future payment.

TYPE - [optional] when payments are due. 0 = end of period, 1 = beginning of period. Default is 0.

	A	B	C	D
1	Get The FV Function (Rate,Nper,Pmt,Pv,Type).			
2				
3	Principal.	Amount.	Yearly & Monthly.	Result.
4	Principal.	100000		
5	Rate.	5%		
6	Year.	₹ -23,097.48		
7			Yearly.	
8		FV.	₹ 1,27,628	=FV(5%,5,-23097.48)
9				FV(rate, nper, pmt, [pv], [type])

RATE FUNCTION. This function returns the interest rate per period of an annually.

NPER - The total number of payments period.

PMT - The payment made each period.

PV – The present value or total value of all loan payment now.

FV – The future value or a cash balance you want after last payment is made.

TYPE - [optional] when payments are due. 0 = end of period. 1 = beginning of period. Default is 0.

GUESS - [optional] your guess on the rate. Defaults to 10%.

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SUM	A	B	C	D	E
1	Get The Rate Function (Rate,Nper,Pmt,Pv,Fv,Type,Guess).				
2					
3	Principal.	Amount.	Yearly & Monthly.	Result.	
4	Principal.	100000			
5	Rate.	5%			
6	Year.	₹ -23,097.48			
7			Yearly.		
8		Rate.	5%	=RATE(5,-23097.48,100000)	
9				RATE(nper, pmt, pv, [fv], [type], [guess])	

NPER FUNCTION. This function returns the number of period for an investment base on periodic constant payment and a constant interest rate.

RATE - The interest rate per period.

PMT - The payment made each period.

PV – The present value or total value of all payment now.

FV – The future value or a cash balance you want after the last payment is made.

TYPE - [optional] when payments are due. 0 = end of period. 1 = beginning of period. Default is 0.

SUM	A	B	C	D	E
1	Get The NPER Function (Rate,Pmt,Pv,Fv,Type,).				
2					
3	Principal.	Amount.	Yearly & Monthly.	Result.	
4	Principal.	100000			
5	Rate.	5%			
6	Year.	₹ -23,097.48			
7			Yearly.		
8		NPER.	5	=NPER(5%,-23097.48,100000)	
9				NPER(rate, pmt, pv, [fv], [type])	

PPMT FUNCTION. The PPMT function can be returns the payment on the principal for the given period of an investment base on periodic constant payment and interest rate.

Vinod Computer Institute Mehnagar Azamgarh UP.

RATE - The interest rate per period.

PER – Specify the period and must be in the range 1 to nper.

NPER – It is total number of payment period in an annuity.

PV - The present value, or total value that a series of future payments is worth now.

FV - It is future value, or a cash balance you want after the last payment is made.

SUM				
=PPMT(5%,5,5,100000)				
	A	B	C	D
1	Get The PPMT Function (Rate,Per,Nper,Pv,Fv,Type,).			
2				
3	Principal.	Amount.	Yearly & Monthly.	Result.
4	Principal.	100000		
5	Rate.	5%		
6	Year.	5		
7			Yearly.	
8		PPMT.	-21998	=PPMT(5%,5,5,100000)
9			Monthly.	PPMT(rate, per, nper, pv, [fv], [type])
10			₹ -1,495.12	₹ -1,495.12

SUM					
=PPMT(5%/12,5,5*12,100000)					
	A	B	C	D	E
1	Get The PPMT Function (Rate,Per,Nper,Pv,Fv,Type,).				
2					
3	Principal.	Amount.	Yearly & Monthly.	Result.	
4	Principal.	100000			
5	Rate.	5%			
6	Year.	5			
7			Yearly.		
8		PPMT.	-21998	-21998	
9			Monthly.		
10			₹ -1,495.12	=PPMT(5%/12,5,5*12,100000)	
11				PPMT(rate, per, nper, pv, [fv], [type])	

IPMT FUNCTION. The IPMT function can be returns the interest payment for a given period of an investment base on periodic constant payment and constant interest rate.

RATE - The interest rate per period.

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PER – Specify the period for which you want to find the interest and it must be in the range from 1 to nper.

NPER – It is total number of payment period in an annuity.

PV - The present value, or sum amount that a series of future payments is worth right now.

FV - It is future value, or a cash balance you want to attain after the last payment is made.

TYPE – It is logical value and is the number 0 or 1 indicate when payments are due. 0 = end of period. 1 = beginning of period. Default is 0.

SUM					=IPMT(5%,5,5,100000)				
	A	B	C	D					
1	Get The IPMT Function (Rate,Per,Nper,Pv,Fv,Type,).								
2									
3	Principal.	Amount.	Yearly & Monthly.	Result.					
4	Principal.	100000							
5	Rate.	5%							
6	Year.	5							
7			Yearly.						
8		IPMT.	-1100	=IPMT(5%,5,5,100000)					
9			Monthly.	<small>IPMT(rate, per, nper, pv, [fv], [type])</small>					
10			₹ -392.01	₹ -392.01					

SUM					=IPMT(5%/12,5,5*12,100000)				
	A	B	C	D		E			
1	Get The IPMT Function (Rate,Per,Nper,Pv,Fv,Type,).								
2									
3	Principal.	Amount.	Yearly & Monthly.	Result.					
4	Principal.	100000							
5	Rate.	5%							
6	Year.	5							
7			Yearly.						
8		IPMT.	-1100	-1100					
9			Monthly.						
10			₹ -392.01	=IPMT(5%/12,5,5*12,100000)					
11				<small>IPMT(rate, per, nper, pv, [fv], [type])</small>					

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Result Formula. =IF([@[TOTAL.]<=60,"FAIL",IF([@[TOTAL.]<=400,"COM","PASS"])).													
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ROLL.NO.	NAME.	HINDI.	MATH.	ENGLISH.	SCIENCE.	SST.	TOTAL.	MAXIMUM.	MINIMUM.	PERCENTAGE.	RESULT.	GRADE.
2	42705	RAHUL	82	91	72	94	77	416	94	72	83.2	PASS	A
3	42706	SURAJ	87	74	47	88	45	341	88	45	68.2	COM	A
4	42707	KAJAL	86	56	95	78	45	360	95	45	72	COM	A
5	42708	KAMAL	75	45	55	72	78	325	78	45	65	COM	A
6	42709	KARAN	80	90	75	86	85	416	90	75	83.2	PASS	A
7	Result Formula. =IF([@[TOTAL.]<=60,"FAIL",IF([@[TOTAL.]<=400,"COM","PASS"])).												

Grade Formula. =IF([@[MAXIMUM.]<=60,"C",IF([@[MAXIMUM.]<=70,"B","A"])).													
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ROLL.NO.	NAME.	HINDI.	MATH.	ENGLISH.	SCIENCE.	SST.	TOTAL.	MAXIMUM.	MINIMUM.	PERCENTAGE.	RESULT.	GRADE.
2	42705	RAHUL	82	91	72	94	77	416	94	72	83.2	PASS	A
3	42706	SURAJ	87	74	47	88	45	341	88	45	68.2	COM	A
4	42707	KAJAL	86	56	95	78	45	360	95	45	72	COM	A
5	42708	KAMAL	75	45	55	72	78	325	78	45	65	COM	A
6	42709	KARAN	80	90	75	86	85	416	90	75	83.2	PASS	A
7	Grade Formula. =IF([@[MAXIMUM.]<=60,"C",IF([@[MAXIMUM.]<=70,"B","A"])).												

Chapter-12. Microsoft Excel. Assignment-1.

- 1.) Open Excel.
- 2.) Go to the following cells without scrolling.
A1048576.
XFD16384.
- 3.) Go to first and last row using shortcut key.
- 4.) Go to first and last column using shortcut key.
- 5.) Create the following table.

<u>Employee Code.</u>	<u>Employee Name.</u>	<u>Department.</u>	<u>Basic Salary.</u>
E001.	Miss. Seema.	Accounts.	Rs.10000.
E002.	Miss. Renu.	Accounts.	Rs.12000.
E003.	Mr. Rajinder.	Accounts.	Rs.11000.
E004.	Mr. Naveen.	Accounts.	Rs.13000.
E005.	Mr. Mohit.	Marketing.	Rs.14000.
E006.	Mr. Deepak.	Marketing.	Rs.15000.
E007.	Mr. Manish.	Marketing.	Rs.16000.
E008.	Miss. Poonam.	Marketing.	Rs.17000.
E009.	Mr. Sameer.	Purchase.	Rs.18000.

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E010.	Mr. Sagar.	Purchase.	Rs.19000.
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- 6.) Select the heading of the table and apply the following formats.
 Font face: Arial-----font style bold italic.
 Font size: 16 points-----font color Red.
- 7.) Select the entries records of each employee and apply the following formats.
 Font face Times New Roman -----font style italic.
 Font size 14 point-----font color blue.
- 8.) Rename the workbook as “employee”
- 9.) Save the file with your name followed by excel and your folder.
- 10.) Save and close the workbook and exit excel.

Chapter-13. Assignment-2.

Create a table of student and calculate student’s grade and result save the file in excel
 Your folder with the name student annual mark sheet.

- 1.) Add a new column and calculate total marks of students.
- 2.) Add a new column and calculate maximum and minimum number.
- 3.) Add a new column and calculate.
- 4.) Apply the following format fill to the “Total Mark” field.
- 5.) Add a new column calculate total no of student whose grade “A”, “B”, “C”.
- 6.) Add a new column calculate total no of student whose “Pass”, “Fail”, “Com”.

<u>Roll No.</u>	<u>Student Name.</u>	<u>Hindi</u>	<u>English.</u>	<u>Math.</u>	<u>Science.</u>	<u>S.s.t.</u>	<u>Total.</u>	<u>Grade.</u>
1	Aman Pal.	61	80	78	78	90		
2	Arun Gupta.	70	78	99	78	55		
3	Babita Yadav	31	45	78	56	41		
4	Kamal singh	80	88	74	56	54		
5	Aman Pal.	71	78	45	45	65		
6	Shyam Kumar.	32	31	28	29	22		
7	Nikhil Gupta	25	28	29	27	26		
8	Dhiraj.	45	41	41	40	36		

- 7.) Create a Vlookup and Hlookup of above table in next sheet with rename sheet Vlookup And Hlookup.
- 8.) Save and close your workbook.

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Chapter-14. Assignment-3.

1.) Create the following table.

<u>Month.</u>	<u>Sale & Purchase Person.</u>	<u>Keyboard.</u>	<u>Mouse.</u>	<u>Printer.</u>	<u>Ups.</u>
Jan.	Sohan.	10.	5.	7	8
Feb.	Mohan.	12.	7.	8	7
Mar.	Sohan.	14.	8.	5	4
April.	Mohan.	15.	5.	7	9
May.	Seeta.	11.	6.	3	7
Jan.	Geeta.	17.	9.	7	5
Feb.	Geeta.	18.	8.	5	6

2.) Create a pivot table and pivot chart according to “Sales & Purchase Person” wise.

3.) Create a recommended pivot table.

4.) Make a pivot chart month wise.

5.) Make a comparison chart between month wise keyboard, mouse, and printer.

Chapter-15. Assignment-4.

1) Create the following table and answer the questions:

<u>Number.</u>	<u>Remainder.</u>	<u>Power.</u>	<u>Product.</u>	<u>Integer.</u>	<u>Square Root.</u>	<u>Round.</u>	<u>Round Up.</u>	<u>Round Down.</u>
38.20								
55								
37.12								
75.36								
48.25								

a.) Calculate the remainder of the numbers column after divisible by two.

b.) Calculate the power to the remainder when the power is 2(two).

c.) Calculate the products between remainder and power.

d.) Calculate the integer value of the number.

e.) Calculate the square root of the number.

f.) Round the square root up to 2 (two) decimal place.

g.) Round up the value of the square root up to 3 (three) decimal place.

h.) Round down the value of the square root up to 3 (three) decimal place.

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Chapter-16. Assignment-5.

1.) Create this table and apply formula.

<u>Employee No.</u>	<u>Employee Name.</u>	<u>Basic Salary.</u>	<u>DA.</u>	<u>PF.</u>	<u>Gross Salary.</u>
01.	Suman Gupta	15000.			
02.	Kamal Yadav.	16000.			
03.	Suraj Sharma.	17000.			
04.	Karan Singh.	18000.			
05.	Raju Pal.	19000.			
06.	Aman Yadav.	20000.			
07.	Rahul Yadav.	21000.			
08.	Surbhi Pal.	22000.			
09.	Raman Singh.	24000.			
10.	Pawan Yadav.	25000.			
11.	Kiran Pla.	12000.			
12.	Suraj Sharma.	13000.			

2.) Calculate DA will be 12% of basic salary.

3.) Calculate PF will be 12% of (basic salary + DA).

4.) Calculate gross salary.

5.) Give the double line border with red color and dotted line outside border with blue color.

6.) Save and close your workbook.

Chapter-17. Assignment-6.

1.) Open the last save workbook with the given password.

2.) Unprotect the sheet “stock table” and keep the following fields within the stock details table.

<u>Product Name.</u>	<u>Brand.</u>	<u>Unit Price.</u>	<u>Qty.</u>	<u>Total Price.</u>
Keyboard.	Sony.	700.	3.	
Mouse.	Lg.	200.	2.	
Printer.	Lg.	1500.	8.	
Keyboard.	Lg.	800.	3.	
Mouse.	Sony.	2000.	5.	
Printer.	Lg.	1500.	4.	

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Printer.	Sony.	2000.	3.	
Mouse.	Lg.	200.	2.	
Keyboard.	Lg.	800.	1.	
Mouse.	Sony.	250.	6.	
Keyboard.	Lg.	800.	1.	
Mouse.	Sony.	250.	6.	
Keyboard.	Lg.	800.	1.	
Mouse.	Sony.	250.	6.	
Keyboard.	Lg.	800.	3.	

- 3.) Calculate the total QTY of keyboard (SUMIF).
- 4.) Count the number of printer (COUNTIF).
- 5.) Calculate the largest value of total price of SONY brand of keyboard. (DMAX).
- 6.) Calculate the lowest value of total price in LG brand of printer. (DMIN).
- 7.) Count the total product of LG brand (COUNTA).
- 8.) Calculate the total QTY of printer of Sony brand (DSUM).
- 9.) Give light shade to that products which have QTY more than 5.
- 10.) Find out the product name which has a QTY 6 pcs.

Chapter-18. Assignment-7.

- 1.) Draw the following table and computer the following fields.

<u>Player's Name.</u>	<u>Balls Played.</u>	<u>Run Scored.</u>	<u>Strike Rate.</u>	<u>Team</u>
Sachin.	101.	190.		India
Ganguly.	50.	51.		
Rahul.	75.	50.		
Raina.	40.	90.		
Virat.	80.	150.		

- 2.) Show any picture in header & footer option.
- 3.) Change (increase/decrease) the standard width of all the columns.
- 4.) Show any picture as a background of your worksheet.
- 5.) Use the trace precedents option and see the difference.
- 6.) Use the track changes option and accept or reject the changes in your sheet.

Chapter-19. Assignment-8.

1) Create the following table sheet: -

<u>Product id.</u>	<u>Product Name.</u>	<u>Qty.</u>	<u>Unit Price.</u>	<u>Amount.</u>
Prod 1.	Bread.	7.	Rs. 25.	
Prod 2.	Pickle.	5.	Rs. 70.	
Prod 3.	Milk.	5.	Rs. 60.	
Prod 4.	Jelly.	6.	Rs. 80.	
Prod 5.	Bread.	7.	Rs. 35.	
Prod 6.	Bread.	7.	Rs. 25.	
Prod 7.	Pickle.	5.	Rs. 70.	
Prod 8.	Milk.	5.	Rs. 60.	
Prod 9.	Jelly.	6.	Rs. 80.	
Prod 10.	Bread.	7.	Rs. 35.	

- 2) Find out total amount of bread.
- 3) Find out maximum amount of product.
- 4) Find out minimum amount of product.
- 5) Give the validation total amount.
- 6) If any of the above validation is violated one error should be generated telling user, the Correct value that can be entered in particular cell.
- 7) Find out the records from the above table whose product description is preserve able And units in hand is more than 55. [Use filter option].