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Microsoft Excel-2016.

<u>Chapter-1. What is Microsoft Excel?</u> 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 **X** MS. Excel. Icon on Desktop.

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

e	Run ×
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
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	OK Cancel <u>B</u> rowse

<u>**Title Bar.**</u> 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.

<u>Cell.</u> A cell us 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.

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

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

<u>Quick Access Toolbar.</u> 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.

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4 Sort Ascending															
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7 More Commands															
8 Show Below the Ribbon															
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<u>Ribbon</u>. 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.



<u>Status Bar.</u> 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.

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

<u>Creating Workbook.</u> 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.

<u>Work Sheet Views.</u> 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).

<u>New (Ctrl+N).</u> 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.

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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.

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<u>Save (Ctrl+S).</u> 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.

<u>Save As (F12).</u> 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.

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<u>Print (Ctrl+P)</u>. 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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	Custom Scaling 👻	Print guality:
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	Page Setup	rist page number: Auto
		Options
		OK Cancel

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.

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Share	Printer Properties	A4 210 x 297 mm	A4 (210 x 2	297 mm) ∨
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	Page Setup			

<u>Share.</u> 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		Workbook must be saved in a shared location	
Close		Everyone gets a PDF attachment Preserves layout, formatting, fonts, and images	
Account		Send as Content can't be easily changed PDF	
Options		Image: Send as XPS Everyone gets an XPS attachment Image: Send as XPS Preserves layout, formatting, fonts, and images	
		 No fax machine needed You'll need a fax service provider Send as Internet Fax 	

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.

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

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

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<u>Cut (Ctrl+X)</u>. This command is used to deletes 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 copies 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.

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2	E001	RAHUL	MANAGEB	20000	645.1612903	29	18709.67742
З	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 T	ne Selection.					

<u>Paste (Ctrl+V)</u>. This command is used to places 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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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.

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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 Form	ating Painter.				•	
7							

<u>Undo (Ctrl+Z).</u> 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.

<u>Redo (Ctrl+Y)</u>. 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.

<u>Font.</u>

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.

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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.

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7 1 AMAN 36 EX001	MANAGER.	20000 5	10	645.16	80.65	1000	60	00
8 2 AJAY 48 3X002	HR.	17000 4	15	548.39	68.55	850	51	10
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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.

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.

<u>Underline Font (Ctrl+U).</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.

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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.

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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.

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8	5	AMIT	EX005	TELICALLER.	15100	503	30	15100
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10	7	AMAN	EX007	SALES.	16000	533	30	16000

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.

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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

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.

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

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

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

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

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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.

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<u>Unmerge & Cells.</u> 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.

<u>Currency</u>. 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.

<u>Date.</u> Enable to you can choose from several different formats date.

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<u>**Time.**</u> Enable to you can choose from several different formats time.

<u>Percentage</u>. 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.

<u>Custom</u>. Enable you define custom number formats that are not include any other category.

Style.

<u>Conditional Formatting.</u> 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.

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.

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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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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	(Less Than	? ×	15100	503	30	15100			
9	Format cells that are LESS THAN:				14000	467	30	14000			
10	15000 with Light Red Fill with Dark Red Text				16000	533	30	16000			
11	OK Cancel				12000	400	28	11200			

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.

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4	01-Jan-17	AMAN	EX001	MANAGER.	20000	667	30	20000				
5	02-Jan-17	AJAY	EX002	HR.	17000	567	30	17000				
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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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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	4	Duplicate Val	ues ? ×	15100	503	29	14597			
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11	08-Jan-17	1		OK Cancel	12000	400	22	8800			

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.

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6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500 Manage Rules	Below Average	500			
7	04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28 More Ruler	880			
8	05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597			
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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	Тор 10	Items ? ×	15100	503	29	14597			
9	06-Jan-17	SUMIT Forma	at cells that rank in the	тор:	14000	467	29	13533			
10	07-Jan-17	AMAN 5	with Light Red	Fill with Dark Red Text	16000	533	26	13867			
11	08-Jan-17	KAMA:		OK Cancel	12000	400	22	8800			

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

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6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500 Manage Rules		11500
7	04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28 More Rules	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
11	08-Jan-17	KAMAL	EX008	WORKER.	12000	400	22	8800

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 is the selected cells.

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6	03-Jan-17	ANIL	EX003	SUPERVISOR.	№ 15000	№ 500	 A → M ↓ A → M ↓	
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9	06-Jan-17	SUMIT	EX006	PURCHASE.	P 14000	№ 467		×
10	07-Jan-17	AMAN	EX007	SALES.	P 16000	► 533	Ratings 3 Flags	of icons to represent
11	08-Jan-17	KAMAL	EX008	WORKER.	№ 12000	№ 400	the values in	the selected cells.

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

<u>Cell Style.</u> 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 predesigned cell styles. Cell styles are a quick way to include professional formatting for different parts of your workbook, such as titles and headers.

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6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000)	Number Forma	t				Accen	5
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9	06-Jan-17	SUMIT	EX006 🛛 🗲	PURCHASE.	14000)	2	67	29	9		13533	
10	07-Jan-17	AMAN	EX007	SALES.	16000)	5	33	20	6		13867	
11	08-Jan-17	KAMAL	EX008	WORKER.	12000)	4	100	22	2		8800	

Cells.

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

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2					3.1 2.1 4.1		be added to the	e left of the selection.
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		30	20000
6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	667	23	11500
7	04-Jan-17	ARUN	EX004	MARKETER.	13800	500	28	12880
8	05-Jan-17	AMIT	EX005	TELICALLER.	15100	460	29	14597
9	06-Jan-17	SUMIT	EX006	PURCHASE.	14000	503	29	13533
10	07-Jan-17	AMAN	EX007	SALES.	16000	467	26	13867
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11	08-Jan-17	KAMAL	EX008	WORKER.	12000	533	22	8800
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<u>Insert Sheet Row (Alt + I + R).</u> 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.

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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
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7	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
8	04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880
9	05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	14597
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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.

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4	01-Jan-17	AMAN	EX001	MANAGER.		20000	667	30	2000
5	02-Jan-17	AJAY	EX002	HR.		20000	667	30	2000
6	03-Jan-17	ANIL	EX003	SUPERVISOR.		15000	500	23	1150
7	04-Jan-17	ARUN	EX004	MARKETER.		13800	460	28	1288
8	05-Jan-17	AMIT	EX005	TELICALLER.		15100	503	29	1459

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.

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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

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.

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

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.

<u>Column Width.</u> 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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8	05-Jan-17	AMIT	EX005	TELICALLER.	15100	503	29	1459	07

<u>Auto Fit Column Width.</u> 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.

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

<u>Unhide Row and Column.</u> 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.

<u>Move or Copy Sheet.</u> 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.

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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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6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	case-sensiti	oK C	ancel	Select unlocked	cells
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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.

<u>Auto Sum (Alt + =).</u> Automatically add it up. You total will appearance after the selected cells.

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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								=SUM(H4:H9)		

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...).

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9								=AVERAGE(H4:H8)

<u>Count Numbers.</u> 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...).

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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								=COUNT(H4:H8)	

<u>Max.</u> 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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9								=MAX(H4:H8)
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<u>Min.</u> The Microsoft Excel MIN function returns the smallest value from the numbers provided. He 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...).

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7	04-Jan-17	ARUN	EX004	MARKETER.	13800	460	28	12880	
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9								=MIN(H4:H8)	

<u>Fill.</u> 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 used 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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<u>Fill Right (Ctrl + R).</u> You can used 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 used 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.

<u>Fill Left.</u> You can used 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.

<u>Series.</u> You can used 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.

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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.

<u>Clear All.</u> Clear everything from the selected cells. All Comments, formatting and comments are cleared from the selected cells.

<u>Clear Formats.</u> Clear only the formatting that is applied to the selected cells.

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

<u>Clear Comments.</u> Clear any comments that are attached to the selected cells.

<u>Clear Hyperlinks.</u> Clear the hyperlinks from the selected cells. The formatting is not cleared.

<u>Remove Hyperlinks.</u> Remove the hyperlinks and the formatting selected cells.

<u>Sort A to Z.</u> 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.

<u>Sort Z to A.</u> 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.

<u>**Custom Sort.**</u> Choose more options such as sorting by the multiple columns or rows and casessensitive sorts.

<u>Filter.</u> 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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<u>Clear.</u> Clear the filter and sort state for the currency range of data.

<u>Reapply (Ctrl + Alt + L).</u> 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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<u>Selects Objects.</u> Select objects including ink, shapes and text areas. This is especially useful when working with objects that are behind the text.

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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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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.



Illustrations.

<u>Picture.</u> 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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<u>Screenshot.</u> 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.



Insert Column Chart. Use this chart type to visually compare values across few categorise. 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 categorise. 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.

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 categorise 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.

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.

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

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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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<u>Text.</u>

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.

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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.

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<u>Add A Signature Line.</u> 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.

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

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<u>**Themes.**</u> 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.

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<u>Themes Colour.</u> 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.

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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.

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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.

<u>Adjust Margins.</u> 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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<u>Change Page Orientation.</u> 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.

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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.

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.

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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.

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

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

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

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		11500	23		500	15000	SUPERVISOR.	EX003	ANIL	03-Jan-17	6
		12880	28		460	13800	MARKETER.	EX004	ARUN	04-Jan-17	7
		14597	29		503	15100	TELICALLER.	EX005	AMIT	05-Jan-17	8

<u>View.</u> Show the lines between rows and columns to make the sheet easier to read. The gridlines won not print unless print also checked.

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9 ANIL 9168203 10TH	200705443 82 66 56 43 47 54 348 58.00 43 82 FAIL C	
10		

<u>Print.</u> Print the lines between rows and columns to make the sheet easier to read.

<u>Headings.</u>

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

<u>Print.</u> 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.

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7	04-Jan-17	ARUN	EX004				//	12880
8	05-Jan-17	AMIT	EX005					14597

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.

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7	04-Jan-17	ARUN	EX004					12880	
8	05-Jan-17	AMIT	EX005					14597	
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<u>Selection Pane.</u> 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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7	04-Jan-17	ARUN	EX004					
8	05-Jan-17	AMIT	EX005					
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<u>Align Objects.</u> 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.

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

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

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8	05-Jan-17	AM	IIT	EX005				<u> </u>								

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

<u>Rotation</u>. This option is used to rotate or flip selected object.

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Chapter-6. Formulas (Alt+M).

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Function Library.

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.

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6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000		500	Select a functio <u>n</u> :	Most Recently Used All Financial Date & Time	Î Î	<u>^</u>
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Auto Sum. Automatically add it up. Your total will appear after the selected cells.

<u>Recently Used.</u> 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.

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7		3 ANIL	9	168203	10TH	82	66	56	43	47	54	348	58.00	43	82	FAIL	С	
8		4 SURA	J 9	168204	11th	82	66	56	43	47	54	348	58.00	43	82	FAIL	С	
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Financial. Add a financial function to your sheet.

Logical. Add a logical function to your worksheet.

Text. Add a text function to your worksheet.

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

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6	03-Jan-17	ANIL	EX003	SUPERVIS	Returns the number that rep	resents the Day	e date in Microsoft Exc	el date-time code.	av of the month.		
7	04-Jan-17	ARUN	EX004	MARKETE		buy		strepresenting the d	, or the month		
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9					Help on this function				OK Car	ncel	

Lookup and Reference.

<u>VLOOKUP</u> (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.

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6	03-Jan-17	ANIL	EX003	LOOKUP MATCH	R.	15000	5	00	23	11500	
7	04-Jan-17	ARUN	EX004	OFFSET	٤.	13800	4	60	28	12880	
8	05-Jan-17	AMIT	EX005	ROWS	R.	15100	5	03	29	14597	
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13											
14											

Lookup and Reference.

<u>HLOOKUP</u> (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.

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6	03-Jan-17	ANIL	EX003	LOOKUP MATCH	? Tell me m	ore 130	00	וכ	00		23		11500		
7	04-Jan-17	ARUN	EX004	OFFSET ROW	۲.	138	00	40	60		28		12880		
8	05-Jan-17	AMIT	EX005	ROWS	R.	151	00	50	03		29		14597		
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11	02-Jan-17														
12	03-Jan-17														
13	=HLOOK	UP(A12,SHEE	T1!A6:H11	.,2,0)											

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

<u>SUMIF</u> (range, criteria, sum _range). Add the cells specified by a given condition or criteria.

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4	01-Jan-17	AMAN	EX001	SALES	20000	667	30	20000
5	02-Jan-17	AJAY	EX002	SUPERVISOR.	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	SALES	15100	503	29	14597
9							Sales.	34597
10 11							Sales.	=SUMIF(D4:D8, "SALES",H4:H8)

<u>More Functions.</u> 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.

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3	Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SAL	ARY	PERDAY SALARY.	WORKING DA	AY. ACTUAL SALARY
4	01-Jan-17	AMAN	EX001	SALES	20000		667	30	20000
5	02-Jan-17	AJAY	EX002	SUPERVISOR.	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	SALES	15100		503	29	14597
9	Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SAL	ARY.	PERDAY SALARY.	WORKING DA	AY. ACTUAL SALARY
10				SALES	=DMAX(D3	:E8,"BAS	SIC SALARY", <mark>D9:D1</mark>	0)	
11					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.

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3	Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALAR	Y PERDAY SALARY	. WORKING DAY	ACTUAL SALARY.
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
9	Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALAR	Y. PERDAY SALARY	. WORKING DAY	ACTUAL SALARY.
10				PURCHASE	=DMIN(D3:E8,	BASIC SALARY",D9	:D10)	
11					13800			
12								

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

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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
9	Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALARY.	PERDAY SALARY.	WORKING DAY	ACTUAL SALARY.
10				PURCHASE	=DSUM(D3:E8,"I	BASIC SALARY",D9):D10)	
11					33800			

Define Name.

<u>Name Manager (Ctrl+F3).</u> 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.

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

<u>Create From Selection (Ctrl+Shift+F3).</u> 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.

<u>**Trace Precedents.**</u> Show arrows that indicate which cells affect the value of currently selected cell.

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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					
9	Date.	EMP.NAME.	EMP.CODE.	DEPARTMENT.	BASIC SALAR	RY. PERDAY SALARY. WORKING DAY. ACTUAL SALARY.					
10				PURCHASE	33800						

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

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6	ANIL	EX003	SUPERVISOR.	15000	500	23	11500	60	3750	15250		
7	ARUN	EX004	PURCHASE	13800	460	28	12880	45	2588	15468		
8	AMIT	EX005	SALES	15100	503	29	14597	72	4530	19127		
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11			PURCHASE	33800								

<u>Remove Arrow.</u> 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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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.

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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	
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<u>Watch Window.</u> 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.



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6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	2	23	11500	
7	04-Jan-17	ARUN	EX004	PURCHASE	13800	460	2	28	12880	
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Calculation.

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

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

<u>Calculate Sheet (Shift+F9).</u> 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.

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10	6 RAJU	9168206	13th	82	50	60	5	5	60	54	Add this data to th	e Data Model	-
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4	02-Jau-17	AIVIII	E,	x005	SALE	:5	12100	50	13	2	9	14597	

Connection.

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

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

<u>**Connections.**</u> 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 souse 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 handle in the workbook.

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

Sort & Filter.

<u>Sort.</u> 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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6	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	5	00	NEW LIST Mon, Tue, Wed, Thu, Fri, Sat, S Monday, Tuesday, Wednesday	SALES PURCHASE SUPERVISOR	Add
7	04-Jan-17	ARUN	EX004	PURCHASE	13800	4	60	Jan, Feb, Mar, Apr, May, Jun, Ju January, February, March, Apri Mon, Tue, Wed, Thu, Fri, Sat, S		Delete
8	05-Jan-17	AMIT	EX005	SALES	15100	5	03	Monday, Tuesday, Wednesday, Jan, Feb, Mar, Apr, May, Jun, Ju January, February, March, Apri		
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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.

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Clear. Clear the filter and sort state of the current range of data.

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

<u>Advanced.</u> Option for filtering using complex criteria. If you need to filter for something specific, basic filtering may not give you enough options. Fortunately, excel includes many advanced filtering tools, including search, text, date, and number filtering, which can narrow your results to help find exactly what you need.

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8	05-Jan-17	AMIT	EX005	SALES	15100	503	29	nique <u>r</u> ecords only
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11	01-Jan-17	AMAN	EX001	SALES	20000	667	30	20000
12	02-Jan-17	AJAY	EX002	PURCHASE	20000	667	30	20000
13	03-Jan-17	ANIL	EX003	SUPERVISOR.	15000	500	23	11500
14	04-Jan-17	ARUN	EX004	PURCHASE	13800	460	28	12880
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Data Tools.

<u>Text to Columns.</u> You can take the text in one or more cells, and spread it out across multiple cells. This is called parsing, and is the opposite of concatenating, where you can combine text from two or more cells into one cell. For example, if you have a column of full names, you can split that column into separate first name and last name columns, like this. You can choose how to split it up fixed width or split at each comma, period, or other character.
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3	Date.	EMP.NAME.	EMP.CODE.	DEPARTME	To CREATE a break line, click at the desired position.	
4	01-Jan-17	AMAN	EX001	SALES	To DELETE a break line, double click on the line. To MOVE a break line, click and drag it.	
5	02-Jan-17	AJAY	EX002	PURCHASE		
6	03-Jan-17	ANIL	EX003	SUPERVISO		
7	04-Jan-17	ARUN	EX004	PURCHASE	Data preview 10 20 30 40	50 60
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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.

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7	04-Jan-17	ARUN EX004	ARUN	EX004	PURCHASE	13800	460
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<u>Remove Duplicate.</u> Delete duplicate rows from a sheet. You can pick which columns should be checked for duplicate information.

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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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7	04-Jan-17	ARUN	EX004	PURCHASE	13800	460)	28	12880
8	05-Jan-17	AMIT	EX005	SALES	15100	503	3	29	14597
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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.

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<u>Consolidate.</u> 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.

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<u>What-If Analysis.</u> 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.

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7	3	ANIL	9168203	10TH	82	66	56	43	47	54	348			Merge
8	4	SURAJ	9168204	11th	82	66	56	43	47	54	348			Summary
9	5	AMAN	9168205	12th	82	66	56	43	47	54	348			
10	6	RAJU	9168206	13th	82	50	60	55	60	54	361		Changing cells:	
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<u>Relationships.</u> 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.

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.

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

<u>Subtotal.</u> 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).

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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

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.

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Translate. Translate the selected text into a different language.

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

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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.

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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.

<u>Allow User To Edit Range.</u> 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.



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<u>Page Layout.</u> 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.



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

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<u>Ruler</u>. 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.

<u>**Gridlines.**</u> 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.

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<u>100%</u>. Zoom your document to 100%.

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

Window.

<u>New Window.</u> 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.

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Freeze Panes. Freeze a portion of the sheet to keep it visible while your scroll through the rest of the sheet. This is useful for checking out data in other parts of your worksheet losing your headers or labels.

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

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

<u>Unhide</u>. Unhide any window hidden by the hide window feature.

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

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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.

<u>Reset Window Position.</u> 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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7	1	AMAN	9168201	10TH 2	00705441	45	98	75	; 8	7	81	45	431	71.83	45	98	PASS	
8	2	AJAY	9168202	10TH 2	00705442	79	54	76	5	4	65	68	396	66.00	54	79	сом	
9	3	ANIL	9168203	10TH 20	00705443	82	66	56	5 4	13	47	54	348	58.00	43	82	FAIL	
12		1		-		1	-							†				

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

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-	1.2	1			ΛΛ	D				Record				^	Step Into
				\mathbb{N}	14	٩R	K	SE	E	Record					Step Into Edit
6 S NO) NAME	BOULNO.	CLASS				K	SE		Record				~	Step Into Edit Create
6 S.NO) NAME 1 AMAN	ROLL NO. 9168201	CLASS 10TH	ID 200705441		R ENGLISH 5 98		SE	тарияна 57 работа 51 рабо	Record				~	Step Into Edit Create
6 S.NO 7 8	D NAME 1 AMAN 2 AJAY	ROLL NO. 9168201 9168202	CLASS 10TH 10TH	ID 200705441 200705442		ENGLISH 5 98 9 54	MATH SP	SE cience si 87 54	ST SKT 81 65	Record				×	Step Into Edit Create Delete
6 S.NO 7 8 9	D NAME 1 AMAN 2 AJAY 3 ANIL	ROLL NO. 9168201 9168202 9168203	CLASS 10TH 10TH 10TH	ID 200705441 200705443		R ENGLISH 5 98 9 54 2 66	MATH S 75 76 56	SE cience s: 87 54 43	ST SKT 81 65 47	Record				~	Step Into Edit Create Delete Options
6 S.NO 7 8 9 10	D NAME 1 AMAN 2 AJAY 3 ANIL 4 SURA	ROLL NO. 9168201 9168202 9168203 9168203	CLASS 10TH 10TH 10TH 10TH	ID 200705441 200705443 200705443		ENGLISH 5 98 9 54 2 66 0 80	MATH 50 75 76 56 	SE (IENCE SI 87 54 43 	ST SKT 81 65 47 91	Record				~	Step Into Edit Create Delete Options
6 S.NO 7 8 9 10 11	D NAME 1 AMAN 2 AJAY 3 ANIL 4 SURA	ROLL NO. 9168201 9168202 9168203 9168204	CLASS 10TH 10TH 10TH 10TH 10TH	ID 200705441 200705442 200705443 200705444		ENGLISH 5 98 9 54 2 66 0 80	MATH 50 75 76 	SE RT SA SA SA SA SA SA SA SA SA SA	ST SKT 81 65 47 91	Record	This W	orkbook		~ ~ ~	Step Into Edit Create Delete Options
6 S.NO 7 8 9 10 11 12 13	0 NAME 1 AMAN 2 AJAY 3 ANIL 4 SURA	ROLL NO. 9168201 9168202 9168203 9168204	CLASS 10TH 10TH 10TH 10TH 10TH	ID 200705441 200705443 200705444		ENGLISH 5 98 9 54 2 66 0 80	MATH 50 75 76 56 70	SE (IENCE S: 87 54 43 	ST SKT 81 65 47 	Record M <u>a</u> cros in: Description	This W	orkbook		~ ~	Step Into Edit Create Delete Options
6 S.NO 7 8 9 10 11 11 12 13 14	D NAME 1 AMAN 2 AJAY 3 ANIL 4 SURA	ROLL NO. 9168201 9168202 9168203 9168204	CLASS 10TH 10TH 10TH 10TH 10TH	ID 200705441 200705442 200705443 200705444		ENGLISH 5 98 9 54 2 66 0 80	MATH 50 75 76 56 	SE (1ENCE S: 87 54 43 78 78	ST SKT 81 65 47 	Record M <u>a</u> cros in: Description	This W	orkbook		×	Step Into Edit Create Delete Options
6 S.NO 7 8 9 10 11 12 13 14 15	D NAME 1 AMAN 2 AJAY 3 ANIL 4 SURA	ROLL NO. 9168201 9168202 9168203 9168204	CLASS 10TH 10TH 10TH 10TH 10TH	ID 200705441 200705443 200705443 200705444	HINDI 45 79 8 8 3 8 90	R ENGLISH 5 98 9 54 2 66 080	MATH 5	SE (1ENCE S: 87 54 43. 	ST SKT 81 65 47 	M <u>a</u> cros in: Description	This W	orkbook		×	Step Into Edit Create Delete Options
6 S.NO 7 8 9 10 11 12 13 14 15	D NAME 1 AMAN 2 AJAY 3 ANIL 4 SURA	ROLL NO. 9168201 9168202 9168203 9168204	CLASS 10TH 10TH 10TH 10TH	ID 200705441 200705443 200705443 200705444	HINDI 455 795 825 90	R ENGLISH 5 98 9 54 2 66 0 80 1 1 1 1 1 1 1 1	MATH S. 75 76 	SE (1000000000000000000000000000000000000	ST SKT 81 65 47 91	Record M <u>a</u> cros in: Description	This W	orkbook		×	Step I Edi Crea Dele Optior

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

X	PRODUCT [Shared] - Excel ? 团 → □ ×														
F	ILE HOI	VIE INSERT F	AGE LAYOUT F	ORMULAS	DATA	REVIEW VIEW	POWER	PIVC	т					Sign	in 🔍
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	11 .		£												~
~			<i>j.</i> *												
	A	В	С	D	E	F	G		Н	I	J	К	L	M	
1			ABC.F	VT.LT	D						Record	d Macro		? ×	
3									<u>M</u> acro n	ame:					
4	PURCH	ASE PRODUCTS							Reco	ord					
5	DATE	PARTY A/C NAME	PRODUCT NAME	QUANTITY	RATE	TOTAL AMOUNT			Shortcut	t <u>k</u> ey:	_				
6	01-06-2017	RAHUL	MOUSE	10	500	5000			Ctrl+	Shift+ M					
7	01-06-2017	RAHUL	KEYBOARD	10	500	5000			Store ma	icro <u>i</u> n:					
8	01-06-2017	RAHUL	CPU	10	15000	150000			New	/ Workbo	ok			~	•
9	01-06-2017	RAHUL	PRINTER	10	7000	70000			Descript	ion:					
10	01-06-2017	RAHUL	MONITOR	10	6000	60000			Reco	ort This In	formation				
12	L				TOTAL	290000									
12	SALE														
14	DATE	PARTY A/C NAME	PRODUCT NAME	QUANTITY	RATE	TOTAL AMOUNT						ОК		Cancel	
15	01-06-2017	RAHUL	MOUSE	10	600	6000									
16	01-06-2017	RAHUL	KEYBOARD	10	600	6000									
17	01-06-2017	RAHUL	CPU	10	16000	160000									
18	01-06-2017	RAHUL	PRINTER	10	8000	80000									
19	01-06-2017	RAHUL	MONITOR	10	7000	70000									
20					TOTAL	322000									
21					PROFIT	32000									

<u>Use Relative References.</u> 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.

Chapter-10. Microsoft Excel Keyboard Shortcut Key.							
Shortcut Key.	Option.						
Ctrl Function Key.							
Ctrl + A.	Select All.						
Ctrl + B.	Bold.						
Ctrl + C.	Сору.						
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.						

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.	Сору.
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.
Shift Function Key.	
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.
Alt Function Key.	
Alt + =.	Sum Function.
Alt+ Click.	Research.

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.

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.
Function Key.	
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.
Extra.	
Alt + Shift + D.	Pivot Table.

Del	Clear Content
	Evit Dislog
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.

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

HYP	• : × ✓ fx	=SUM(D3:D5)			*
	А	В	С	D	
1	Get The S	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	5)
-	Sheet1 +		: 4	SUM(number1 , [number	2],)

<u>ABS FUNCTION ().</u> 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.

IF	▼ : X ✓	f _x =ABS(B5)		
	А	В	С	
1	Change Negative Number T		o The Positive.	
2				
3		Input Value.	output Value.	
4		-300	300	
5		-500	=ABS(B5)	
	Sheet1 (+)	:	[

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

IF	* : X	~	fx =EVEN(B5)		۷
	А		В	С	A
1	Change Od		l Number Into t	he Even Number	•
2					
3			Input Value.	output Value.	
4			3	Ζ	ł
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 reminder after division.

IF	• : × •	<i>f</i> _x =MOD(A5,B5)		*
	А	В	С	
1	1 Get The Remainder From After Di		<mark>n After Division.</mark>	
2				
3	Number.	Divisor.	Output Value.	
4	10	3	1	
5	7	3	=MOD(A5,B5)	
(→	Sheet1 (+) :	4	

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

IF	▼ : × ✓	fx =MROUND(A5,B5)		*
	А	В	С	
1	Get The Mround (Num		er,Multiple).	
2				
2	AL 1		<u> </u>	
3	Number.	Multiple.	Output Value.	
4	Number. 10	Multiple. 3	Output Value. 9	
3 4 5	Number. 10 7	Multiple. 3 3	Output Value. 9 =MROUND(A5,B	35)

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.



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.

IF	• : X 🗸	fx =ROUNDDOWN(A5,B5)	
	А	В	С
1	Get The Ro	oundDown (Number,Num_Digits).	
2			
3	Number.	Digits.	Output Value.
4	8.8874	0	8
5	9.9987	1	=ROUNDDOWN(A5,B5)
	Sheet1 +)	
Edit			Ⅲ □

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.

IF	▼ : X ✓	fx =ROUNDUP(A5,B5)		~
	А	В	С	A
1	Get The Ro	oundUp (Numl	ber,Num_Digits).	
2				
3	Number.	Digits.	Output Value.	
4	8.8874	0		9
5	9.9987	1	=ROUNDUP(A5,B5)	
	Sheet1 +)	: •	

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.

IF	▼ : × ✓	<i>f</i> _* =SQRT(A5)		*
	А	В	D	E
1	Get The Sc	quare Root.		
2				
3	Number.	Output Value.	•	
3 4	Number. 81	Output Value. 9		
3 4 5	Number. 81 49	Output Value. 9 =SQRT(A5)		

<u>SUMIF FUNCTION ().</u> 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.

<u>Range</u>. 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.

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

<u>Sum-Range.</u> 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.

HLO	OKUP 🔻 :	🗙 🖌 f_x =sumi	F(D2:D6,"SALES",H2:H6)					×
	А	В	С	D	E	F	G	Н
1	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 (rang	ge, criteria, sum _r	ange). Add the cell	s specified by a given cond	ition or criteria.			
8					TOTAL ADD AN	IOUNT SALES DEP	PARTMENT.	30388
9					TOTAL ADD AN	IOUNT SALES DEP	PARTMENT.	=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.

SUM	▼ : × ✓ f _x =PRO	DUCT(B4,B5,B6,B7)		~
	А	В	С	D
1	Multiplication of	⁻ These Pro	ducts Num	ibers.
2				
3	Product Name.	Quantity	Result.	
4	Keyboard.	10		
5	Mouse.	12		
6	Monitor.	14		
7	Printer.	15	25200	
8	Multiplication of The	se Number.	=PRODUC	T(B4, <mark>B5</mark> ,B6,B7)
9			PRODUCT(number1, [number2], [number3], [number4], [number
	Sheet1 Sheet2 🕂		: •	
EDIT				235%

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

COUNT	▼ : × ✓	<i>f</i> _x =POWER(A5,B5)	^
	А	В	C
1	Get The Po	ower Function	(Number,Power)
2			
3	Number.	Power	Output Value.
4	5	3	125
5	5	2	=POWER(A5, <mark>B5)</mark>
	Sheet1 (+)	POWER(number, power)

2- STATISTICAL FUNCTION.

<u>COUNT FUNCTION.</u> 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.

SUM	▼ : × ✓ fs =COUNT(D4:D7) ▼					
	В	С	D	E		
1	Tota	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	9 Count Total Numbers of Basic Salary Records. =COUNT(D4:D7)					
	Sheet1	Sheet2 +	: 4			

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	- : ×	✓ f _x =	COUNTIF(C4:C7,"Sales")		· · · · · · · · · · · · · · · · · · ·
	А	В	С	D	E
1	Count	Total N	lumber of Em	ployee Depar	tment 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 To	otal Numb	ers of Purchase Dep	artment Records.	2
9	Count	Total Num	bers of Sales Depar	tment Records.	=COUNTIF(C4:
10					C7, "Sales")
- - - - →	Sheet1	Sheet2 (·	÷	: 4	COUNTIF(range, criteria)

<u>COUNTIFBLANK FUNCTION.</u> 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	• : X	✓ f _x =	COUNTBLANK(D4:D7)		۷
	А	В	С	D	E
1		Count [·]	Total Numbe	r 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	Cc	ount Total I	Numbers of Blank Ce	ell Records.	=COUNTBLANK(
9					D4:D7)
4	Sheet1	Sheet2 6	Ð	: .	COUNTBLANK(range)
EDIT					▣ Щ

<u>COUNTA FUNCTION.</u> 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.

SUM	\bullet : \times \checkmark f_x =COUNTA(D4:D7) \bullet				
	А	В	С	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 B	lank.	=COUNTA(D4:
9) D7)				D7)
4	Sheet1	Sheet2 (·	Ð	:	COUNTA(value1, [value2],)

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.

HYP ▼ : × ✓ fx =MAX(C3:C5) ~					
	А	В	С	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)	
	Sheet1 +		: 4	MAX(number1 , [number2],) ¥

<u>MIN FUNCTION.</u> 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.

HYP * : × ✓ fx =MIN(C3:C5) *								
		A		В		С	D	
1	Get 1	Гhе	Min Fu	unction(Nun	nbei	r1,Number2,)		
2	Produ	ct N	lame.	Quantity.		Rate.	Total.	
3	Keybo	bard			5	500	2500	
4	Mouse	e.			5	400	2000	
5	Printe	r.			5	500	2500	
6						Minimum Total.	2000	
7						Minimum Rate.	=MIN(C3:C5)	
	S	Sheet	1 🕀			: •	MIN(number1 , [number2]	,) ▼ ▶

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.

HYP ▼ : × ✓ fx =AVERAGE(B5:C5)					
	А	В	С	D	
1	Get The A	Average Functio	n(Number1,Nu	mber2,)	
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)	
	Sheet1 +		: (AVERAGE(number1, [num	nber2],)

3- <u>TEXT FUNCTION.</u>

<u>**UPPER TEXT FUNCTION.</u>** This function converts text into the CAPITAL letters. Text can be a reference or text string.</u>

HYP	HYP ▼ : × ✓ fx =UPPER(A5). ~			
	А	В		
1	Get The Upper Te	ext (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).		
4	Sheet1 +	UPPER(text)][-]]	

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.

HYP • : × • fx =LOWER(A5) •					
	Α	B			
1	Get The Lower Text (Te	xt)			
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)			
	Sheet1 (+)	LOWER(text)			
EDIT		■ ■ 115%			

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

HYP ▼ : × ✓ fx =PROPER(A5) ~				
	А	B		
1	Get The Proper Text (Te	ext)		
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)			
	Sheet1 +	PROPER(text)		

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.

HYP	HYP * : × ✓ ≰ =CONCATENATE(A5," ",B5) *					
	А	В	C			
1	Get The ConcatenateT	ext (Text1,Text2,)				
2	First Name.	Last Name.	Output Result.			
3	Rahul.	Singh.	Rahul. Singh.			
4	Sunita.	Pal.	Sunita. Pal.			
5	Suraj.	Sharma.	=CONCATENATE(A5,"			
6			",B5)			
	Sheet1 (+)	: 4	CONCATENATE(text1, [text2], [text			

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.
)	
нтр	· · · · · · · · · · =LEFT(A5,5	5) ·	
	Α	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)	
< >	Sheet1 + : 4	LEFT(text, [num_chars])	

<u>RIGHT FUNCTION.</u> 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.

HYP	• : × • fx =RIGHT(A5	5,3) ~		
	Α	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)			
	Sheet1 (+) : (RIGHT(text, [num_chars])		

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.

HYP	• : × • fx =LEN(A5)		~
	Α	В	
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)	
-	Sheet1 + : •	LEN(text)]

<u>REPT FUNCTION.</u> 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.

SUM	▼ : ×	✓ f _× =REP	T(A7,B7)	~
	А	В	С	
1	Get The	Repeat	Function (Text,Number_Tim	<mark>les).</mark>
2				
3	Text.	Times.	Output Result.	
4	Rahul	3	RahulRahul	
5	Suraj	3	SurajSurajSuraj	
6	Kamal	4	KamalKamalKamal	
7	Kunal	3	=REPT(A7,B7)	
8			REPT(text, number_times)	
-	Sheet1	Sheet2 🕂	: •	►

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.

SUM	• : X	√ f _× =TRIM(A7	7)		~
		А			B
1	Get Th	e Trim Fund	tion	(Text).	
2					
3	Input 1	ēxt.			Output Result.
4	Many	Space of T	Гhe	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)
4)	Sheet1	Sheet2 🔶			TRIM(text)

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.

SUM	\bullet : \times \checkmark f_{x} =TEXT(A7,"dddd,mmmm dd")		
	А	B	
1	Get The Text Function (Value,	ormat_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,"dddd,mmmm dd")	
8		TEXT(value, format_text)	
 ↓ ▶ 	Sheet1 Sheet2 🕂		

<u>MID FUNCTION.</u> 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.

SUM	SUM ▼ : × ✓ f _x =MID(A7,B7,C7) ×						
	А	В	С	D			
1	Get The Mid Funct	ion (Text, Star	t_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, <mark>B7</mark> ,C7)			
O	Sheet1 Sheet2 +		: •	MID(text, start_num, num_chars)			

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.

SUM	\checkmark : \times \checkmark f_x =EXACT	=EXACT(A7,B7)			
	А	BC			
1	Get The Exact Fur	n <mark>ction (Text1,</mark> T	ext2).		
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	EXACT(text1, text2) Sheet1 Sheet2 +				

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 mist useful in situation where the year, month, and date are supplied by the formula cell reference such as YYYYMMDD.

SUM		$\times \checkmark f_x$ =	DATE(A7,B7,C	7)	~
	А	В	С	D	
1	Get Th	ne Date F	unctio	on (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)
	Sheet	Sheet2 (Ð	DATE(year, month, day)	▼ ►
EDIT					

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.

	Α	В	•
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)	
	Sheet1 Sheet2 +	YEAR(serial_number)	•
DIT		III III	

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

SUM	\bullet : \times \checkmark f_{x} =MONTH(A7)	~
	А	B
1	Get The Month Func	tion (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)
C	Sheet1 Sheet2 +	MONTH(serial_number)

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

SUM	▼ : × ✓ f _x =DAY(A7)	٧
	Α	B
1	Get The Day Function	n (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)
○	Sheet1 Sheet2 (+)	DAY(serial_number)

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

SUM	\bullet : \times \checkmark f_{x} =TODAY() \bullet					
	A					
1	Get The Today Function ().					
2						
3	Date.					
4	14-09-2016					
5	14-09-2016					
6	14-09-2016					
7	=TODAY()					
	TODAY() Image: Constraint of the second					

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.

SUM	\checkmark : \times \checkmark f_{x} =NOW()	<				
	Α					
1	Get The Now Function ().					
2						
3	Result.					
4	14-09-2016 14:52					
5	14-09-2016 14:52					
6	14-09-2016 14:52					
7	=NOW()					
	NOW() Sheet1 Sheet2 + I I	•				

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

SUM	• : >	≺ ✓ f _x =tin	1E(A7,B7,C7)		~				
	А	В	C D						
1	Get Th	e Time Fu	unction (H	lour, Minute, Sea	cond).				
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 <mark>(A7,B7,</mark> C7)				
	Image: Sheet1 Sheet2 Image: Shee								

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

SUM	✓ : × ✓ f _x =HOUR(A7)	٧
	А	B
1	Get The Hour Function (H	our).
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)
	Sheet1 Sheet2 +	HOUR(serial_number)

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

SUM	\checkmark : \succ \checkmark f_x =MINUTE(A7)	~
	А	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)
	Sheet1 Sheet2 +	MINUTE(serial_number)

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

SUM	▼ : × ✓ f _x =SECOND(A7)	*
	А	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)
	Sheet1 Sheet2 +	SECOND(serial_number)

5- LOGICAL FUNCTION.

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

SUM	• : ×	 ✓ f_x =IF(B7>=200,"Pass","Fail 	")	~
	А	В	С	D
1	Get The I	f Function (Return	The Value TRUE A	nd FALSE).
2	200 Above =	"Pass",Below200= "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,"Pase	s","Fail")
4	Sheet1	Sheet2 (+)	IF(logical_test, [value_if_true], [value_if	f_false]) ►

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.

SUM	•	×	$\checkmark f_x$	=AND(B7>75,B7<90)		
	A			В	С	
1	Get Tl	ne A	nd Fu	nction (Return Th	e Value TRUE All Co	nditions).
2	Ret	run T	RUE if All	Conditions Are True.		
3	Nan	Vame. Tota		l Percentase.	Output Result.	
4	Rah	ul.		80	TRUE	
5	Suraj.			75	FALSE	
6	Sum	ian 85 TR		TRUE		
7	Каја	al.	65		=AND(B7>75,B	7<90)
	She	et1	Sheet2	÷	AND(logical1, [logical2] , [logical3],	····)

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.

SUM	\bullet : \times \checkmark f_x =IF	(OR(B7="Acct",C7>12000),"True",	,"False")			Ŷ
	А	В	С	D	E	
1	Get The Or Functic	on (Return The TR	JE Value	If Any Condition	ıs).	
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 <mark>(</mark> B7="/	Acct", <mark>C7</mark> >	
8				12000 <mark>)</mark> ,"True	e","False")	
	Sheet1 Sheet2 +			IF(logical_test, [value_if_true]	, [value_if_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.

COUNT	COUNT \cdot : $\times \checkmark f_x$ =IF(NOT(B7="Acct"), "No", "Yes")									
	А	В	С	D						
1	G	et The NOT Fu	nction (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")						
+ +	Sheet1	÷		IF(logical_test, [value_if_true], [value_if_false])						

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.

SUN	1 - -	× ✓ f _x =VLOC	OKUP(A13,Sheet3!A5:H10,	2,0)				
	А	В	С	D	E	F	G	Н
1	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALAI
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 (I	ookup_ value, tab	le_array, col_inde	ex_ num, range_ lookup).∣	Lookup for a value i	n the left more co	olumn of a table	2
7	VLOOKUP (I	pokup_value, tab	le_array, col_inde	ex_num, range_lookup).	Lookup for a value i	n the left more co	plumn of a table	
7 8	VLOOKUP (Ie DATE.	pokup_ value, tab	le_array, col_inde	ex_ num, range_ lookup). EMPLOYEE DEPARTMENT	Lookup for a value i MONTHLY SALARY	n the left more co	olumn of a table WORKING DAY	ACTUAL SALA
7 8 9	VLOOKUP (K DATE. 01-12-2016	ookup_ value, tab EMPLOYEE CODE E001	le_array, col_inde EMPLOYEE NAME RAHUL	ex_ num, range_ lookup). EMPLOYEE DEPARTMENT PURCHASE	Lookup for a value i MONTHLY SALARY 20000	n the left more of PERDAY SALARY	olumn of a table WORKING DAY 29	ACTUAL SALAI 18710
7 8 9 10	VLOOKUP (I DATE. 01-12-2016 02-12-2016	ookup_ value, tab EMPLOYEE CODE E001 E002	le_ array, col_ inde EMPLOYEE NAME RAHUL SURAJ	ex_ num, range_ lookup). EMPLOYEE DEPARTMENT PURCHASE HR	Lookup for a value i MONTHLY SALARY 20000 18000	n the left more co PERDAY SALARY 645 581	Olumn of a table WORKING DAY 29 28	ACTUAL SALAI 18710 16258
7 8 9 10 11	VLOOKUP (H DATE. 01-12-2016 02-12-2016 03-12-2016	Dokup_ value, tab EMPLOYEE CODE E001 E002 E003	le_ array, col_ inde EMPLOYEE NAME RAHUL SURAJ RAJ	ex_ num, range_ lookup). EMPLOYEE DEPARTMENT PURCHASE HR PURCHASE	Lookup for a value i MONTHLY SALARY 20000 18000 15000	n the left more of PERDAY SALARY 645 581 484	WORKING DAY 29 28 27	ACTUAL SALAI 18710 16258 13065
7 8 9 10 11 12	VLOOKUP (k DATE. 01-12-2016 02-12-2016 03-12-2016 04-12-2016	EMPLOYEE CODE E001 E002 E003 E004	le_ array, col_ inde EMPLOYEE NAME RAHUL SURAJ RAJ RAJU	ex_ num, range_ lookup). EMPLOYEE DEPARTMENT PURCHASE HR PURCHASE SALES	Lookup for a value i MONTHLY SALARY 20000 18000 15000 15001	n the left more of PERDAY SALARY 645 581 484 484	Olumn of a table WORKING DAY 29 28 27 28 28	ACTUAL SALAI 18710 16258 13065 13549
7 8 9 10 11 12 13	VLOOKUP (H DATE. 01-12-2016 02-12-2016 03-12-2016 04-12-2016 =VLOOKU	EMPLOYEE CODE E001 E002 E003 E004 JP(A13,Sheet3IA5	le_ array, col_ inde EMPLOYEE NAME RAHUL SURAJ RAJU :H10,2,0)	ex_ num, range_ lookup). EMPLOYEE DEPARTMENT PURCHASE HR PURCHASE SALES SALES SALES	Lookup for a value i MONTHLY SALARY 20000 18000 15000 15001 15001	n the left more co PERDAY SALARY 645 581 484 484 484	WORKING DAY 29 28 27 28 27 28 28 28	ACTUAL SALAI 18710 16258 13065 13549 13549

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.

SUM	*	X ✓ f _x =HLO	OKUP(A11,Sheet3!A4:H9,2	,0)				
	Α	В	С	D	E	F	G	Н
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 (I	ookup_value, tab	ole_array, row_ind	dex_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(E004	RAJU	SALES	15001	484	28	13549
13	A11,Sheet3!	E004	KAMAL	SALES	18000	581	29	16839
14	A4:H9,2,0)							
15	HLOOKUP(looku	p_value, table_array, row_in	dex_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.

SUN	• •	× ✓ f _x =DMA	X(D1:E6,"MONTHLY SALAR	Y",D8:D9)				
	А	В	С	D	E	F	G	Н
1	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALAI
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		LIION. This funct	ion returns the larg	gest number in a field colu	imn of records in a l	ist or a database	,	
8	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALAI
9				=DMAX(D1	F6."MONTHLY SAL	ARY".D8·D9)		
10				DMAX(databas	e, 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.

SUN	1 * :	× ✓ f _x =DMIN	(D1:E6,"MONTHLY SALAR	Y",D8:D9)				
	А	В	С	D	E	F	G	Н
1	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALAI
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 FUNC	HON. This function	on returns the sma	illest number in a field col	umn of records in a	list .		
8	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALAI
9				=DMIN(D1:	E6."MONTHLY SALA	RY".D8:D9)		
10				DMIN(databas	e, 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.

CLIN		Y of for another		V/I D0.D0)				
5010			IULEO, MONTHLY SALAR	(208,03)				
	А	В	С	D	E	F	G	Н
1	DATE.	EMPLOYEE CODE	EMPLOYEE NAME	EMPLOYEE DEPARTMENT	MONTHLY SALARY	PERDAY SALARY	WORKING DAY	ACTUAL SALAI
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 funct	ion sums up the n	umbers in a colum	in or a database that meet	s a given criteria.			
8	DATE	EMPLOYEE CODE	EMPLOYEE NAME	FMPLOYFE DEPARTMENT		PERDAY SALARY	WORKING DAY	ΔΩΤΙΙΔΙ SΔΙΔΙ
0								
9				DSUM(database	field criteria)	(17,00.09)		
10				0.1150				
11			OUTPUT RESULT.	SALES	33000			

7- FINANCIAL FUNCTION.

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

<u>Rate -</u> The interest rate for the loan.

<u>PMT</u> - The total number of payments for the loan.

<u>**PV**</u> - The present value, or total value of all loan payments now.

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

SUM	\bullet : \times \checkmark f_x =P	MT(5%,5,100000)			
	А	В	С	D	E
1	Get The PMT Func	tion (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%,5,1	00000)
9			Monthly.	PMT(rate, nper, pv , [fv], [type]	
10			₹ -1,887.12	₹-1,887.12	
11					

SUM	\bullet : \times \checkmark f_x =P	MT(5%/12,5*12,100000)			
	А	В	С	D	Е
1	Get The PMT Funct	tion (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	₹-23,097.48	
9			Monthly.		
10			₹-1,887.12	=PMT(5%/12	,5*12,100000)
11				PMT(rate, nper, pv , [fv], [type])

<u>PV FUNCTION.</u> 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.

<u>RATE -</u> The interest rate per period.

<u>NPER -</u> The total number of payments period.

<u>PMT -</u> The payment made each period.

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

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

SUM	▼ : × ✓ f _x =P ¹	V(5%,5,-23097.48)			
	А	В	С	D	E
1	Get The PV Functic	on (Rate,Nper,Pmt	,Fv,Type).		
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,-230	97.48)
0				PV(rate, nper, pmt, [fv], [type])	

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

<u>RATE -</u> The interest rate per period.

<u>NPER -</u> The total number of payments period.

<u>PMT</u> - The payment made each period.

<u>**PV**</u> - [optional] the present value of future payment.

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

SUM	\bullet : \times \checkmark f_x =F	V(5%,5,-23097.48)			
	А	В	С	D	
1	Get The FV Functio	on (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,-230	97.48)
9				FV(rate, nper, pmt , [pv], [type])	

<u>RATE FUNCTION.</u> This function returns the interest rate per period of an annually.

<u>NPER -</u> The total number of payments period.

<u>PMT</u> - The payment made each period.

<u>**PV**</u> – The present value or total value of all loan payment now.

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

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

<u>GUESS -</u> [optional] your guess on the rate. Defaults to 10%.

SUM	$$: $\times \checkmark f_x$ =R	ATE(5,-23097.48,100000)			
	А	В	С	D	E
1	Get The Rate Func	tion (Rate,Nper,Pn	nt,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,-2309	97.48,100000)
0				RATE(nper, pmt, pv, [fv], [type],	guess])

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

<u>RATE -</u> The interest rate per period.

<u>PMT</u> - The payment made each period.

 \underline{PV} – The present value or total value of all payment now.

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

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

SUM	\bullet : \times \checkmark f_x =N	PER(5%,-23097.48,100000)			
	А	В	С	D	Е
1	Get The NPER Fund	tion (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%,-2309	97.48,100000)
0				NPER(rate, pmt, pv , [fv], [type])	

<u>PPMT FUNCTION.</u> 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.

<u>RATE -</u> The interest rate per period.

<u>**PER**</u> – Specify the period and must be in the range1 to nper.

<u>NPER –</u> It is total number of payment period in an annuity.

<u>**PV**</u> - The present value, or total value that a series of future payments is worth now.

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

SUM	\bullet : \times \checkmark f_x	=PPMT(5%,5,5,100000)			
	А	В	С	D	
1	Get The PPMT Fu	nction (Rate,Per,Np	er,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%,5,5,1	.00000)
9			Monthly.	PPMT(rate, per, nper, pv , [fv], [type])	
10			₹ -1,495.12	₹ -1,495.12	

SUM	\bullet : $\times \checkmark f_x = P$	PMT(5%/12,5,5*12,100000)			
	А	В	С	D	Е
1	Get The PPMT Fun	ction (Rate,Per,Np	er,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])	J

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.

<u>RATE -</u> The interest rate per period.

<u>**PER**</u> – Specify the period for which you want to find the interest and it must be in the range from1 to nper.

<u>NPER –</u> It is total number of payment period in an annuity.

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

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

<u>**TYPE**</u> – 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	\bullet : \times \checkmark f_x =1	PMT(5%,5,5,100000)			
	А	В	С	D	
1	Get The IPMT Fund	tion (Rate,Per,Npe	er,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%,5,5,10	00000)
9			Monthly.	IPMT(rate, per, nper, pv , [fv], [type])	
10			₹ -392.01	₹-392.01	

SUM	\bullet : \times \checkmark f_x =1	PMT(5%/12,5,5*12,100000)			
	А	В	С	D	E
1	Get The IPMT Fun	ction (Rate,Per,Npe	er,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				IPMT(rate, per, nper, pv , [fv], [type])	

A7	*	X 🗸	<i>f</i> _x Re	sult Formula	a. =IF([@[TOTA	L.]]<=60,"FAIL'	",IF([@[TO]	[AL.]]<=400,"(COM","PASS")).				
	Α	В	С	D	E	F	G	Н	I	J	К	L	М
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	А
3	42706	SURAJ	87	74	47	88	45	341	88	45	68.2	СОМ	А
4	42707	KAJAL	86	56	95	78	45	360	95	45	72	СОМ	А
5	42708	KAMAL	75	45	55	72	78	325	78	45	65	COM	А
6	42709	KARAN	80	90	75	86	85	416	90	75	83.2	PASS	А
7	Result Forn	nula. =IF([@[TO]	ΓAL.]]<=θ	50,"FAIL",I	F([@[TOT/	AL.]]<=4	00,"COM	","PASS")).				

M2	▼ : X √ f _x =IF([@[MAXIMUM.]]<=60,"C",IF([@[MAXIMUM.]]<=70,"B","A"))												
	А	В	С	D	E	F	G	Н	I	J	K	L	М
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	СОМ	А
4	42707	KAJAL	86	56	95	78	45	360	95	45	72	СОМ	А
5	42708	KAMAL	75	45	55	72	78	325	78	45	65	СОМ	А
6	42709	KARAN	80	90	75	86	85	416	90	75	83.2	PASS	А
7	Grade Forn	nula. =IF([@[MA	XIMUM.]]<=60,"C"	,IF([@[M/	AXIMUN	И.]]<=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.

Employee Code.	Employee Name.	Department.	Basic Salary.
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.

E010.		Mr. Sagar. Purchase.		Rs.19000.	
6.)	Select the hea	ading of the table	and apply the follo	owing formats.	
	Font face: Ar	ial		font style bold ita	lic.

Font size: 16 points-----font color Red.

- 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".

Roll No.	Student	<u>Hindi</u>	English.	Math.	Science.	<u>S.s.t.</u>	Total.	Grade.
	<u>Name.</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.

Chapter-14. Assignment-3.

1.) Create the following table.

Month.	Sale & Purchase Person.	Keyboard.	Mouse.	Printer.	Ups.
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:

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

- **a.**) Calculate the reminder 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 squire root of the number.
- **f.**) Round the squire root up to 2 (two) decimal place.
- **g.**) Round up the value of the squire root up to 3 (three) decimal place.
- **h.**) Round down the value of the squire root up to 3 (three) decimal place.

Chapter-16. Assignment-5.

1.) Create this table and apply formula.

Employee No.	Employee Name.	Basic Salary.	<u>DA.</u>	<u>PF.</u>	Gross Salary.
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.

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

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.

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

Product id.	Product Name.	<u>Qty.</u>	Unit Price.	Amount.
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].