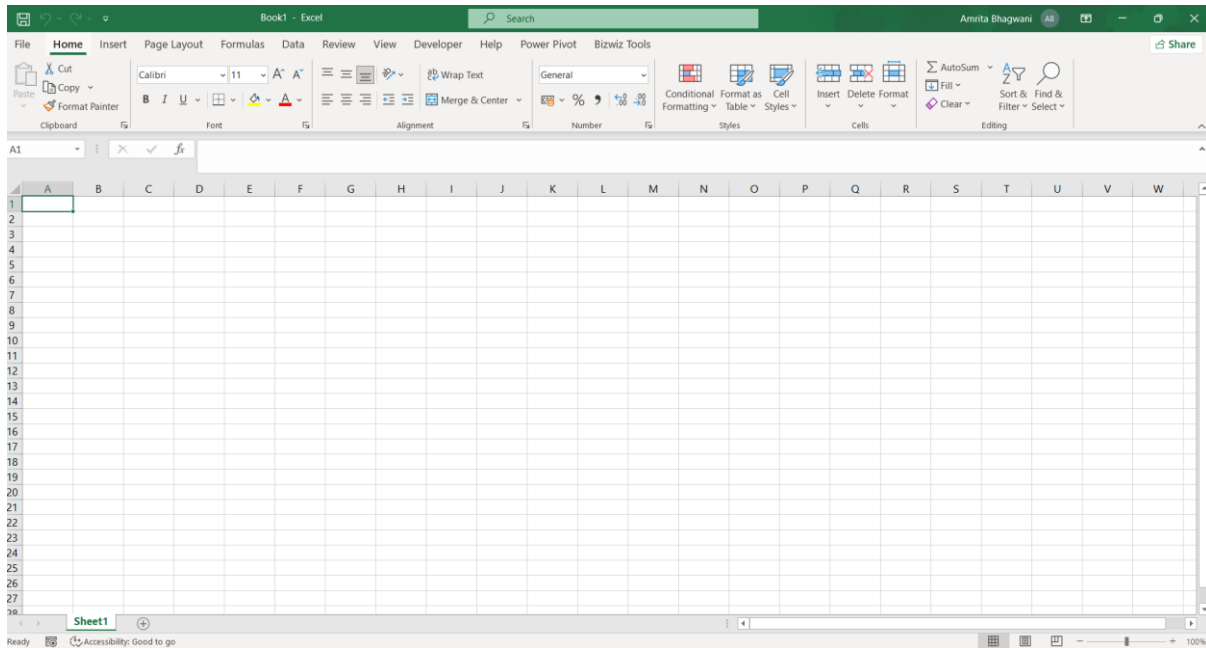


Excel Notes

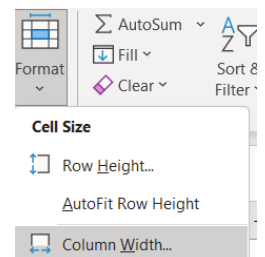


MS-Excel is a spreadsheet software developed by Microsoft. A spreadsheet is a large sheet consists of rows and columns.

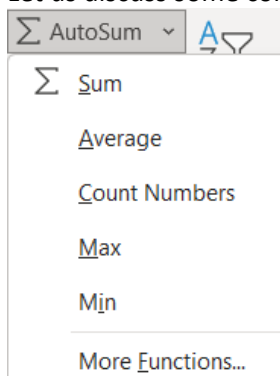
MS- Excel is used for data entry and calculations.

Some points to remember :

- Excel 2021 have one sheet by default named “Sheet1”. We can add many sheets as per our requirement by clicking on + sign just after the “Sheet1”.
- We can change the name of the sheet by right-clicking on the sheet and click on rename option. Then we can type new name for our sheet.
- Rows are denoted by numbers – 1, 2,3,.....
- Columns are denoted by A,B,C,.....
- Cells are the intersection of rows and columns and are identified by Column letter and row number. For eg. A2, B10, E5,....
- We can resize the column width and row height by resize handle.
- We can also resize the column width by clicking on format →Column width. Enter width.
- We can resize the row height by Row Height option.
- We can fill the series in MS-Excel by entering first value and second value. After that selecting both the values and drag using Autofill handle.
- There are 1048576 rows and 16384 columns in a sheet.
- Excel workbook are saved with .xlsx



Let us discuss some common functions in MS-Excel.



Sum function : It will calculate the sum of all the values in the selected range.

=sum(Range)

Eg. =sum(B1:B10)

Note : In Excel, every formula and function must begin with an = sign.

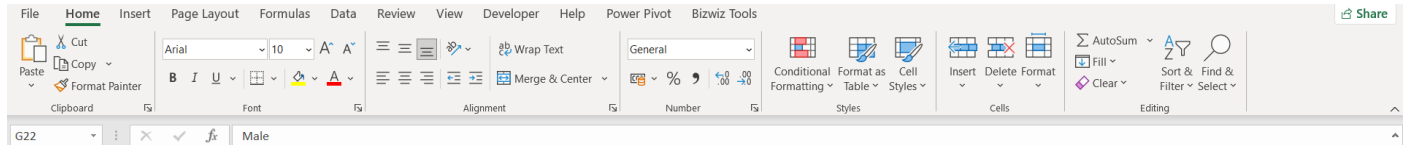
Average Function : Calculates the average of the selected values.

Max Function : Find the largest value in the selected range.

Min function : Find the lowest value in the selected range.

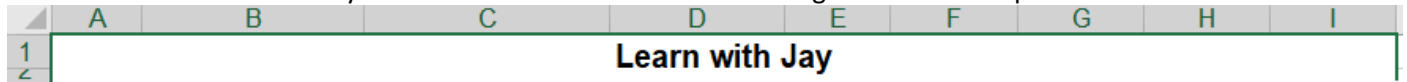
Count : Find the total number of values in the selected range.

Let us start with the home tab.

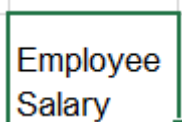


Merge and Center : It will combine the multiple cells into single cell.

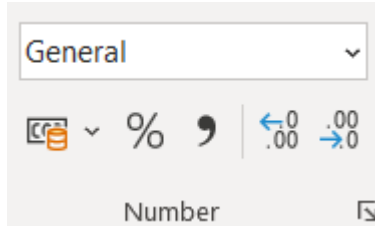
Process : Select the cell that you want to combine and click on "Merge and Center" option.



Next option is Wrap Text : This option is used if you want to write multiple lines in a single cell.



Let us discuss the Number Group options :



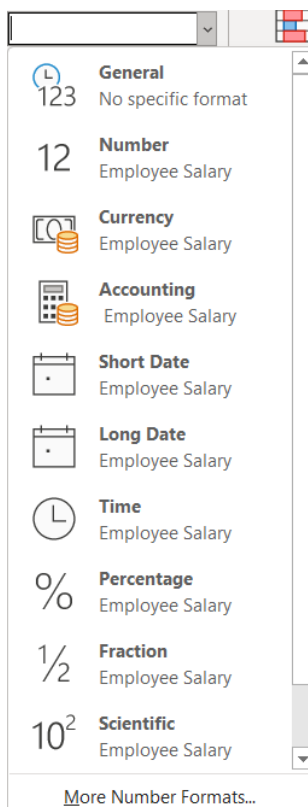
In Number format, we have Currency, Accountancy, Date, Time , Percentage format that we can select as per our requirement.

% - This option is used to show the value in the percentage.

, - Format with a thousand separator. For eg. 25,000

Increase Decimal – shows more decimal places

Decrease Decimal – shows fewer decimal places

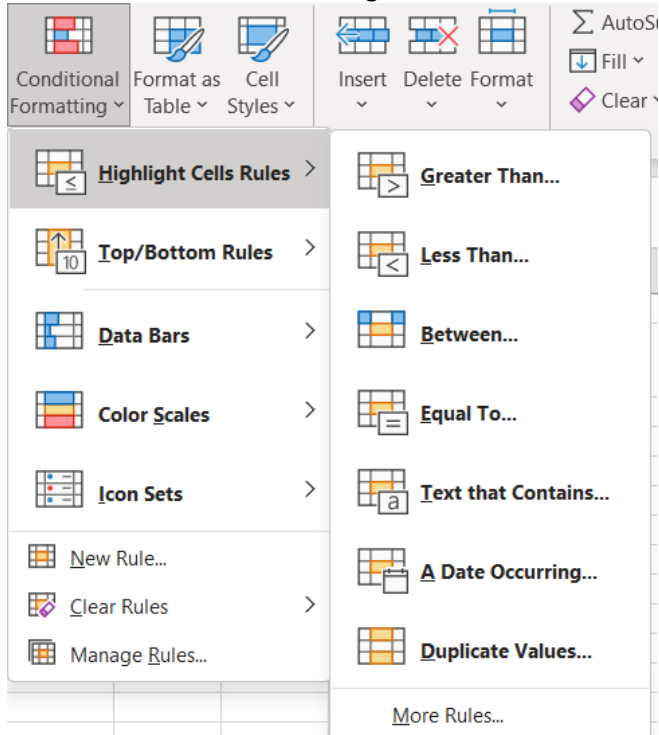


Conditional Formatting: To highlight the values based on condition. For eg. We want to highlight all those cell values greater than 50000 in Green color.

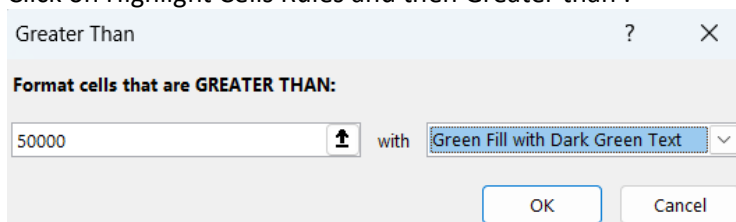
Process :

Select all the cells in which you want to apply conditional formatting.

Click on Conditional Formatting.



Click on Highlight Cells Rules and then Greater than :



It will highlight with green fill with dark green text to all the values greater than 50000.

Sort and Filter :

Sort is used to arrange the text values in Alphabetical order (A→Z or Z→A) and numeric values (ascending or descending order).

Filter is used to filter the records based on certain condition.

Process :

Select the columns only.

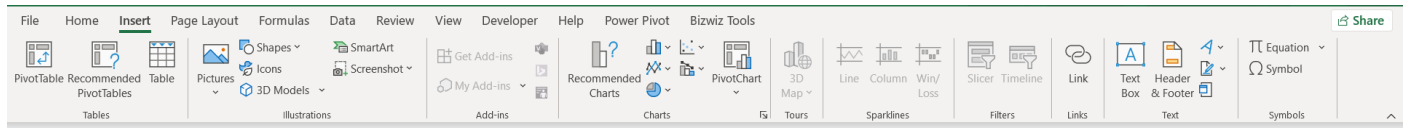
Click on Home Tab and click on Sort and Filter.

S.N	Employee Name	Department	Basic Salary	HRA	Medical	Bonus	PF	Nett
1	Rajesh	Computer	6000	1200	720	500	1200	7220
2	Dinesh	Accountant	1000	200	120	500	200	1620
3	Manish	Executive	5000	1000	600	800	1000	5800

A drop down arrow will come on all the column headings.

Now we can sort or filter the data.

Insert tab :



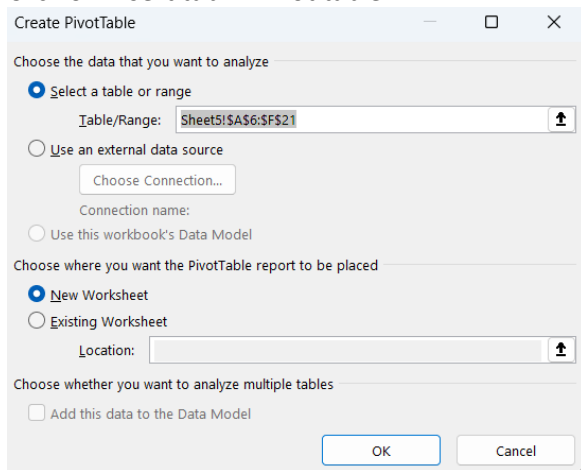
Pivot Table :

Easily arrange and summarize complex data in pivot table.

Process :

Select the data.

Click on Insert tab → Pivot table



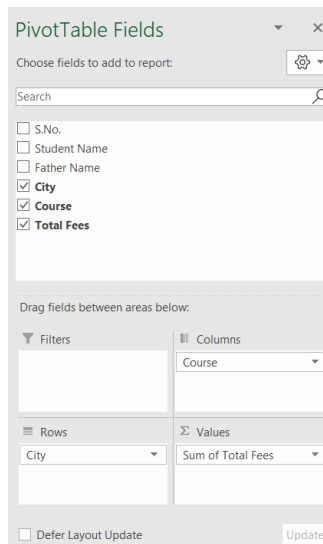
Click on Existing Worksheet and Click on cell where you want to insert Pivot table.

Now drag the numeric field(Total Fees) to the values section.

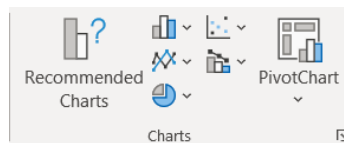
Drag the city to the row and course to the column.

Sum of Total Fees	Course				
City	DTP	HTML	MS-OFFICE	TALLY	Grand Total
Bhatapara	3200	3000	2000	1200	9400
Raipur	1600		8000	1200	10800
Surat				2400	2400
Tilda				1200	1200
Grand Total	4800	3000	10000	6000	23800

Summary Pivot Report



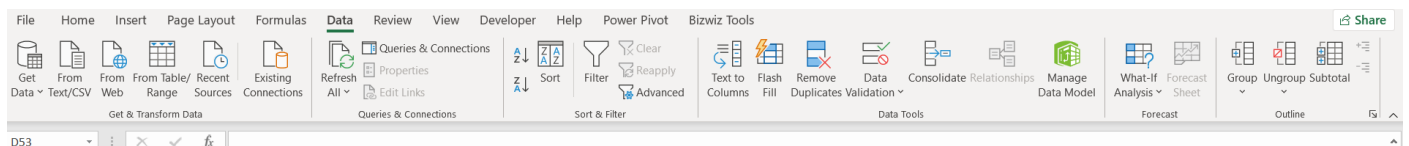
Charts : We can create column, bar, pie, scatter, line charts.



Process :

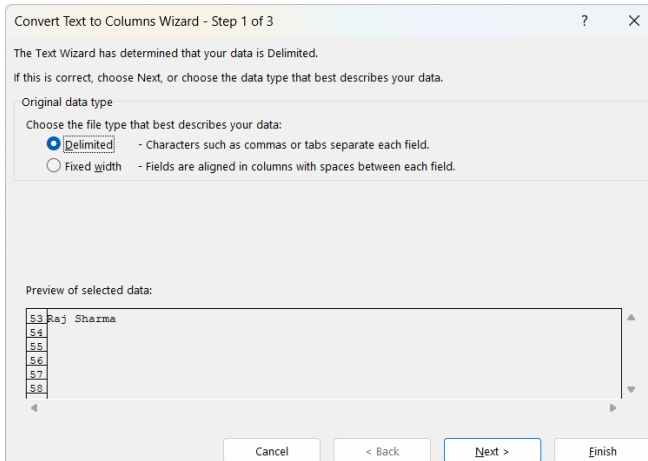
Select the data. Click on Insert tab and then select the type of chart. The chart will be inserted into the sheet.

Data Tab :

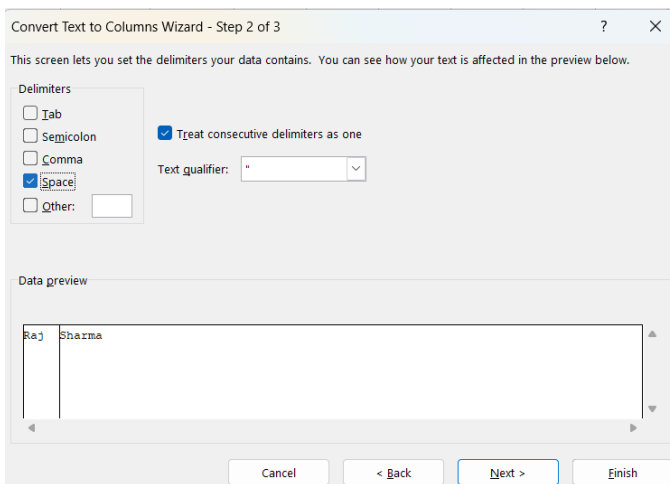


Text to Columns

Suppose we have first name and last name in the same column and we want to separate first name and last name in two different columns.



Click Next



Select space and click on Next. Click on finish in the third step.

Flash Fill (Ctrl + E)

Look at the use case for flash fill :

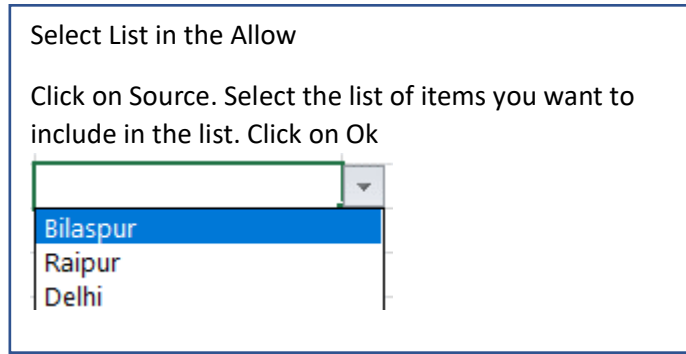
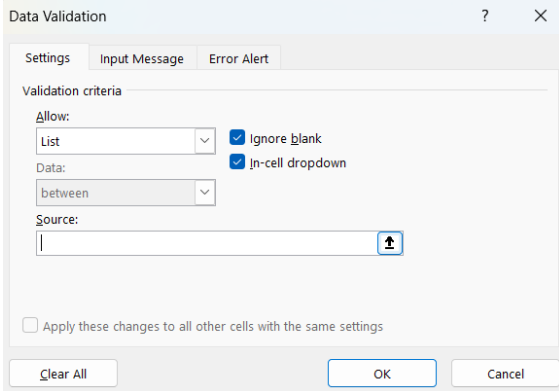
Code	First Name	City	ID
AAA	Raj	Bilaspur	AAA/Raj/Bilaspur
ASA	Vinay	Raipur	
BAS	Raju	Delhi	

We can use flash fill (Ctrl + E) to fill all the entries like the first one.

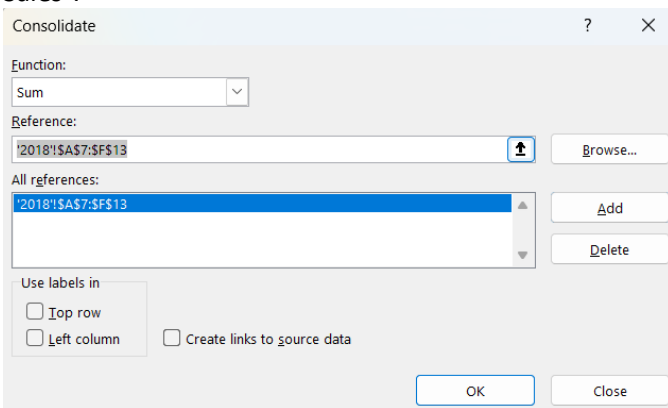
Remove Duplicates

Using this option, we can remove duplicate records.

Data Validation : It is used to make sure that only valid data entry is there in the particular cell.



Consolidate : Summarizes the data range from multiple sources. Suppose we have sales of 2020, 2021 and 2022 in three separate sheets and we want to calculate the sum of all the three years in the new sheet named “Consolidate Sales”.



Process :

- Click on Data tab and click on Consolidate option.
- In the reference, select the data from the first sheet and click on Add.
- Follow the same process to select the data from other two sheets and click on add one by one.
- And Use labels in : Select top row, left column and create links to source data.
- Click on Ok

Some important Functions :

Vlookup, Hlookup, Xlookup, PMT, today(), now(), index and match, sumif, countif, if, trim, etc.

The above functions are required to practice many times to get expertise.

Thank you