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Excel Notes

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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 \rightarrow 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

Format	∑ AutoSum ∽ ↓ Fill ∽ ♦ Clear ∽	A Z Sort 8 Filter					
Cell Size							
📜 Ro	ow <u>H</u> eight						
A	AutoFit Row Height						
Co	Column <u>W</u> idth						

Let us discuss some common functions in MS-Excel.

ΣA	utoSum Y AS		
Σ	<u>S</u> um		
<u>A</u> verage			
	<u>C</u> ount Numbers		
	Max		
	M <u>i</u> n		
	More <u>F</u> unctions		

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

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.

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Clipboard Ts Font Ts Alignment Ts Number Ts Styles Cells Editing	^
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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.

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

Employee Salary

Let us discuss the Number Group options :



More Number Formats...

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.

Conditional Formatting ~ Table ~ Styles ~	Insert Delete Format ↓ Fill ↓ ↓ Clear ↓	
Highlight Cells Rules >	<u>G</u> reater Than	
Top/Bottom Rules	Less Than	
Data Bars	Between	
Color <u>S</u> cales	Equal To	
□ Icon Sets >	Text that Contains	
End Rule Mew Rules Clear Rules →	A Date Occurring	
Manage <u>R</u> ules	Duplicate Values	
	More Rules	
Click on Highlight Cells Rule	es and then Greater than :	
Greater Than	?	×
Format cells that are GREATER THAN	l:	
50000	t with Green Fill with Dark Green Te	ext 🗸 🗸
	OK C	ancel

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 ($A \rightarrow Z$ or $Z \rightarrow A$) 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
2	Maniah	Faculty	5000	1000	600	0	1000	5600

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

Now we can sort or filter the data.

Insert tab :

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Tables Illustrations	Add-ins Charts	Ta Tours Sparklines Filters	Links Text Symbols

Pivot Table :

Easily arrange and summarize complex data in pivot table.

Process :

Select the data.

Click	on	Insert	$tab \rightarrow$	Pivot	table
CIICK				11000	LUDIC

Create PivotTable – 🗆 X								
Choose the data that you	Choose the data that you want to analyze							
Select a table or rar	Select a table or range							
<u>T</u> able/Range:	Sheet5!\$A\$6:\$F\$21			1				
○ <u>U</u> se an external data source								
Choose Conr	Choose Connection							
Connection name:								
O Use this workbook's	O Use this workbook's Data Model							
Choose where you want th	e PivotTable report to be placed							
New Worksheet								
<u>Existing Worksheet</u>								
Location:				1				
Choose whether you want	to analyze multiple tables							
Add this data to the Data Model								
	C	ж	Canc	el				

Sum of Total Fe	es	Course	-					
City	•	DTP		HTML		MS-OFFICE	TALLY	Grand Total
Bhatapara			200	300	00	2000	1200	9400
Raipur		1	600			8000	1200	10800
Surat							2400	2400
Tilda							1200	1200
Grand Total		4	800	300	00	10000	6000	23800

Summary Pivot Report

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.

PivotTable Fields • ×								
Choose fields to add to report:								
Search								
S.No.								
Father Name								
✓ City								
✓ Course								
✓ Total Fees								
Drag fields between areas below:								
▼ Filters	III Columns							
	Course 👻							
≡ Rows	Σ Values							
City	Z values							
city .	Sum of rotal rees							
Defer Layout Update								

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

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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

Convert Text to Column	is Wizard - Step 2 of 3	?	×
This screen lets you set the Delimiters Jab Semicolon Comma Space Qther:	e delimiters your data contains. You can see how your text is affected in the previe	w below.	
Raj Sharma		•	•
	Cancel < <u>B</u> ack <u>N</u> ext >	<u>F</u> inish	

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.

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Data Validation	? ×		
Settings Input Message Error Alert	Sel	ect List in the Allow	
Allow: List Valuation Chiena List Valuation Chiena Data: between V	Cli	ck on Source. Select the list o lude in the list. Click on Ok	of items you want to
Source:	Bi R D	laspur aipur elhi	
<u>C</u> lear All	Cancel		

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".

Consolidate			?	×
Eunction:				
Sum 🗸				
Reference:				
'2018'!\$A\$7:\$F\$13		Î	Brows	e
All r <u>e</u> ferences:				
'2018'!\$A\$7:\$F\$13		A	Add	
		-	<u>D</u> elet	e
Use labels in				
Left column Create links to sour	rce data			
		ОК	Clos	e

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