CTRTL+S SAVE THE FILE

CTRL+V PASTE THE TEXT

CTRL+X CUT THE TEXT

CTRL+P PRINT

CTRL+C COPY THE TEXT

CTRL+P PRINT THE TEXT

CTRL+H REPLCE THE TEXT

CTRL+G GO TO

CTRL+F FIND THE TEXT

CTRL+B BOLD THE TEXT

CTRL+I ITALIC THE WORD

CTRL+U UNDERLINED THE WORD

CTRL+O OPEN THE FILE

CTRL+N NEW FILE

CTRL+Z UNDO/REDO **INTERFACES OF MS EXCELS**

CELLS

NAME BOX

FONTS

ALIGNMENTS

FORMATTING

FORMULAS

FUNCTYIONS

CELLS STYLES

FORMULAS

SUM

AVERAGE

COUNT

PERCENTAGE

COUNT IF

AVERAGE

AUTO SUM

**CHARTS**

LINE

PIE

BAR

AREA

RADAR

SURFACE

***FUNCTION OF FILTER***

***JAB HAMEY KOI NAME YAA NO FIND KARNA HAI TOU YEH CHEEZ BHT KAAM AATIM HAI***

***FUNCTION OF COUNTA***

***YEH FUNCTION NUMBers aur alphabets Dono ko count karta hai***

***Relative refrence***

***Yeh who function hai jis sey rows aur columns dono ki automatically value find out hojati hai***

***Absolute refrence***

***Iss function sey sirf aik cheez change hoti hai aur woh aisey just like $e$4***