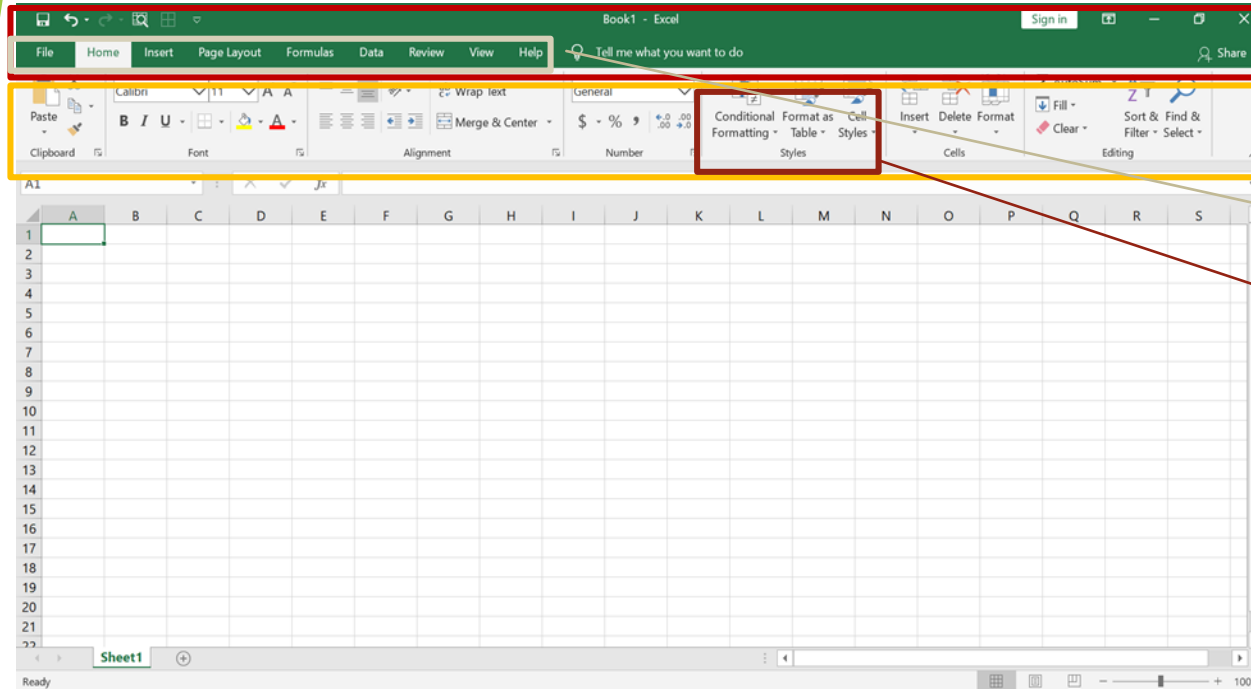


Welcome to MS Excel Course

<https://www.mockaroo.com/>

Basic-1

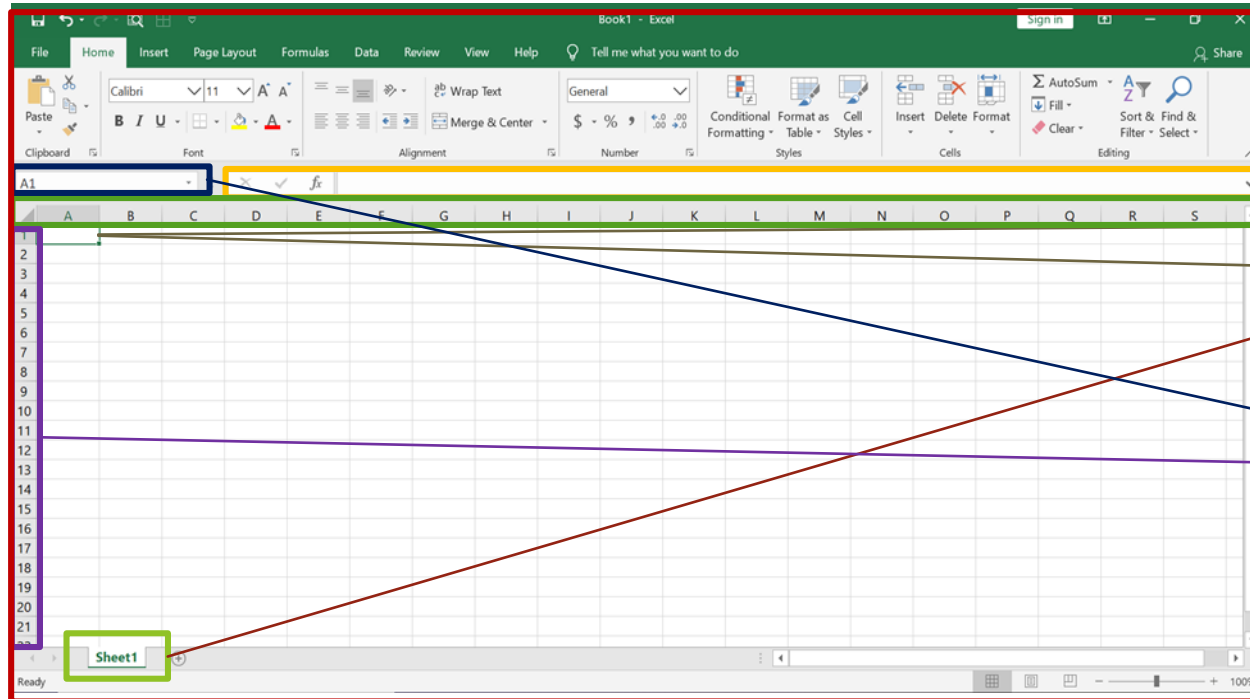


Excel Terms:

1. Worksheet
2. Spreadsheet
3. Spreadsheet Software
4. Excel Ribbon
5. Tabs
6. Tool Bar
7. Tool Group

CLICK-ACCESS TOOLBAR

Basic-2



Excel Terms:

1. Workbook
2. Worksheet
3. Cell
4. Active Cell
5. Formula Bar
6. Column Letter
7. Row Number
8. Name Box

Navigation

- **Page up**
- **Page Down**
- **Ctrl + Up Arrow**
- **Ctrl + Down Arrow**
- **Ctrl + Home**
- **Ctrl + End**

Data Selection

Short-cuts:

1. Click + Drag
 - Selection with mouse
2. Click + Shift
 - Selection with two reference cells
3. Shift + Keyboard Arrow Key
 - Selection with keyboard
4. Shift + CTRL + Keyboard Arrow Key
 - Selection till the last cell of a data set
5. Column Letters & Row Numbers
 - Selects entire columns or rows
6. CTRL+A
 - Selects the entire data set
7. CTRL + Click
 - Select non-contiguous data
8. Triangle Button
 - Select entire worksheet

Data Entry And Editing



Formula & Function

Taserif Akanda		Mark	Total
Quiz 1		4	10
Quiz 2		8	10
Mid Term		28	30
Final		43	50
Total (Formula)		=C2+C3+C4+C5	
Total (Function)		100	

Taserif Akanda		Mark	Total
Quiz 1		4	10
Quiz 2		8	10
Mid Term		28	30
Final		43	50
Total (Formula)		100	
Total (Function)		=SUM(C2:C5)	

SUM(number1, [number2], ...)

Formula Part-1

☆SCHOOL PICNIC - CLASS 7☆		
Items	No.	
Male	40	
Female	60	
Total	100	=B4+B5
Difference	-20	=B4-B5
Food Box/Student	2	
Gift Box/Student	3	
Total Food Boxes	100	=B6*B8
Total Gift Boxes	300	=B9*B6
Students per team	10	
Teachers per team	2	
Total Teams	10	
Teachers Required	20	

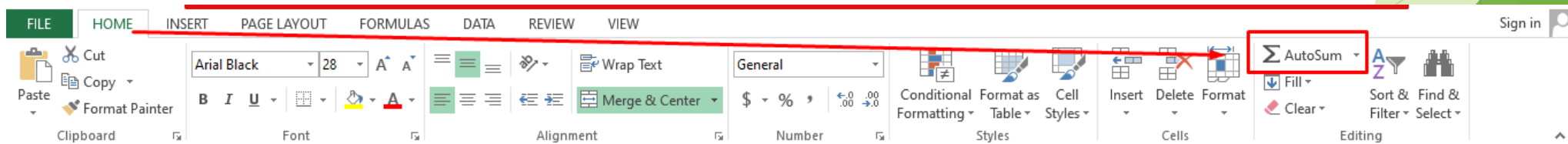
Formula Part-2

Order No	Order Date	Delivery Date	City	Delivery Mode	Order Value	Order Quantity	Sub Total	Discount %	Discount \$	Delivery Cost	Total Revenue
6217-1	2/29/2019	2/29/2019	Dhaka	Bus	90.48৳	16		5%		19.99৳	
6584-1	2/7/2019	2/7/2019	Chittagong	Bus	19.98৳	31		2%		4.00৳	
6586-1	2/7/2019	2/7/2019	Chittagong	Bus	1.48৳	10		12%		0.70৳	
6582-1	2/5/2019	2/7/2019	Dhaka	Bus	20.98৳	2		1%		1.49৳	
6581-1	2/4/2019	2/5/2019	Dhaka	Bus	20.98৳	41		5%		1.49৳	
6579-1	2/3/2019	2/5/2019	Chittagong	Bus	2.61৳	38		4%		0.50৳	
6577-1	2/2/2019	2/4/2019	Dhaka	Bus	7.08৳	46		12%		2.35৳	
6576-1	2/1/2019	2/5/2019	Dhaka	Bus	3.57৳	25		1%		4.17৳	
6574-1	1/30/2019	2/2/2019	Dhaka	Delivery Truck	120.97৳	4		7%		26.30৳	
6572-1	1/27/2019	1/28/2019	Dhaka	Bus	6.23৳	25		7%		6.97৳	
6571-1	1/26/2019	1/27/2019	Chittagong	Bus	300.97৳	29		3%		7.18৳	
6569-1	1/24/2019	1/26/2019	Dhaka	Bus	5.74৳	46		5%		5.01৳	
6567-1	1/23/2019	1/25/2019	Dhaka	Bus	3.85৳	18		4%		0.70৳	
6565-1	1/20/2019	1/21/2019	Dhaka	Bus	7.28৳	24		12%		11.15৳	
6561-1	1/19/2019	1/21/2019	Dhaka	Bus	20.99৳	29		3%		4.81৳	
6562-1	1/19/2019	1/21/2019	Dhaka	Train	12.98৳	10		5%		3.14৳	
6564-1	1/19/2019	1/26/2019	Chittagong	Train	30.98৳	41		4%		19.51৳	
6560-1	1/18/2019	1/20/2019	Dhaka	Train	1.14৳	14		2%		0.70৳	

Function

=sum()

Sales Manager	January	February	March	Quarter Total
Ahmed Jubair	5,187.90₹	7,627.17₹	28,867.26₹	41,682.33₹
Ahnaf Rafeen	24,271.31₹	130.78₹	116.61₹	24,518.70₹
Kidwa Arif	854.08₹	20,123.65₹	3,050.18₹	24,027.91₹
Saim Ahmed Sifat	19,194.00₹	17,978.00₹	9,098.00₹	46,270.00₹
Shaikh Jawad Ibrahim	15,737.00₹	17,516.00₹	17,590.00₹	50,843.00₹
Adree Islam Khan	200.34₹	100.54₹	50.00₹	350.88₹
Ashraful Shabab	25,310.00₹	5,915.00₹	7,252.00₹	38,477.00₹
Raiyan Rahman	7,989.00₹	13,934.00₹	14,858.00₹	36,781.00₹
Ahmed Mohtasim Zaber	9,130.00₹	10,592.00₹	2,445.00₹	22,167.00₹
Maruf Uchal	24,792.00₹	6,265.00₹	29,946.00₹	61,003.00₹
Total	132,665.63₹	100,182.14₹	113,273.05₹	346,120.82₹



Function

=average()

=min()

=max()

Sales Manager	Total (2019)	Average
Ahmed Jubair	68,527.00₹	71,293.60₹
Ahnaf Rafeen	65,536.00₹	Best
Kidwa Arif	77,681.00₹	85,408.00₹
Saim Ahmed Sifat	85,408.00₹	Worst
Shaikh Jawad Ibrahim	75,694.00₹	39,026.00₹
Adree Islam Khan	74,337.00₹	
Ashraful Shabab	39,026.00₹	
Raiyan Rahman	70,682.00₹	
Ahmed Mohtasim Zaber	72,838.00₹	
Maruf Uchal	83,207.00₹	
Total	712,936.00₹	

Absolute vs Relative

(\$)

Sales Manager	Total (2019)	Commision %	Commision Amount	Fixed Commision Amount		
Ahmed Jubair	68,527.00৳	2%	1,370.54৳	3,426.35৳		
Ahnaf Rafeen	65,536.00৳	4%	2,621.44৳	=B7*\$G\$11		
Kidwa Arif	77,681.00৳	5%	3,884.05৳	3,884.05৳		
Saim Ahmed Sifat	85,408.00৳	4%	3,416.32৳	4,270.40৳		
Shaikh Jawad Ibrahim	75,694.00৳	2%	1,513.88৳	3,784.70৳	Fixed Commision %	
Adree Islam Khan	74,337.00৳	6%	4,460.22৳	3,716.85৳	5%	
Ashraful Shabab	39,026.00৳	8%	3,122.08৳	1,951.30৳		
Raiyan Rahman	70,682.00৳	3%	2,120.46৳	3,534.10৳		
Ahmed Mohtasim Zabe	72,838.00৳	1%	728.38৳	3,641.90৳		
Maruf Uchal	83,207.00৳	4%	3,328.28৳	4,160.35৳		

Front and Border

Formatting - 1

Before

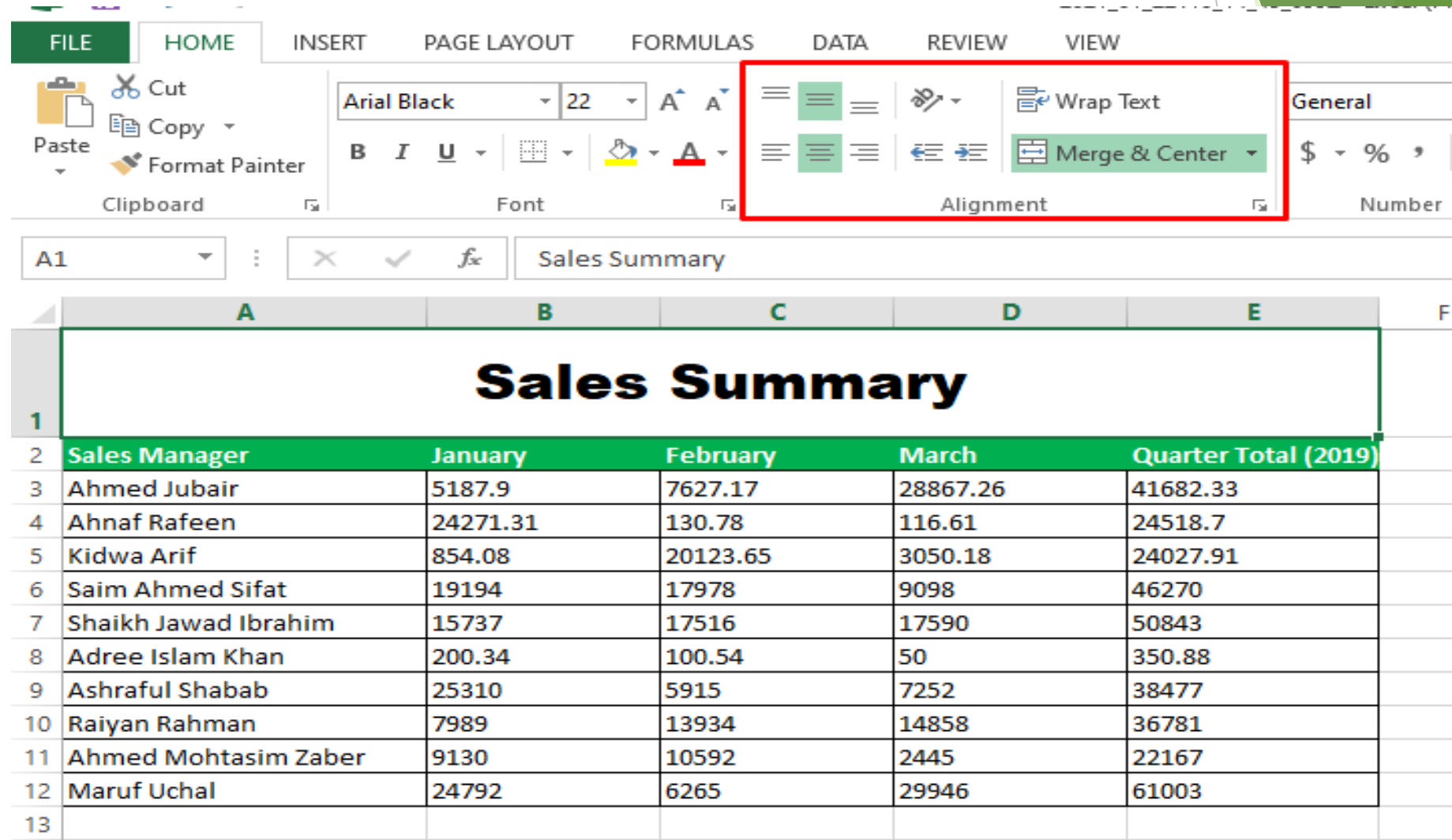
Sales Summary				
Sales Manager	January	February	March	Quarter Total (2019)
Ahmed Jubair	5187.9	7627.17	28867.26	41682.33
Ahnaf Rafeen	24271.31	130.78	116.61	24518.7
Kidwa Arif	854.08	20123.65	3050.18	24027.91
Saim Ahmed Sifat	19194	17978	9098	46270
Shaikh Jawad Ibrahim	15737	17516	17590	50843
Adree Islam Khan	200.34	100.54	50	350.88
Ashraful Shabab	25310	5915	7252	38477
Raiyan Rahman	7989	13934	14858	36781
Ahmed Mohtasim Zaber	9130	10592		
Maruf Uchal	24792	6265		

After

Sales Summary				
Sales Manager	January	February	March	Quarter Total (2019)
Ahmed Jubair	5187.9	7627.17	28867.26	41682.33
Ahnaf Rafeen	24271.31	130.78	116.61	24518.7
Kidwa Arif	854.08	20123.65	3050.18	24027.91
Saim Ahmed Sifat	19194	17978	9098	46270
Shaikh Jawad Ibrahim	15737	17516	17590	50843
Adree Islam Khan	200.34	100.54	50	350.88
Ashraful Shabab	25310	5915	7252	38477
Raiyan Rahman	7989	13934	14858	36781
Ahmed Mohtasim Zaber	9130	10592	2445	22167
Maruf Uchal	24792	6265	29946	61003

Formatting -2

Alignment



The screenshot displays the Microsoft Excel interface. The ribbon is set to the 'HOME' tab, and the 'Alignment' group is highlighted with a red box. The 'Merge & Center' button is visible within this group. Below the ribbon, the spreadsheet is titled 'Sales Summary'. The first row (row 1) is a header row with the title 'Sales Summary' centered across columns A to E. The subsequent rows (rows 2 to 13) contain data for sales managers and their quarterly totals for 2019.

	A	B	C	D	E
1	Sales Summary				
2	Sales Manager	January	February	March	Quarter Total (2019)
3	Ahmed Jubair	5187.9	7627.17	28867.26	41682.33
4	Ahnaf Rafeen	24271.31	130.78	116.61	24518.7
5	Kidwa Arif	854.08	20123.65	3050.18	24027.91
6	Saim Ahmed Sifat	19194	17978	9098	46270
7	Shaikh Jawad Ibrahim	15737	17516	17590	50843
8	Adree Islam Khan	200.34	100.54	50	350.88
9	Ashraful Shabab	25310	5915	7252	38477
10	Raiyan Rahman	7989	13934	14858	36781
11	Ahmed Mohtasim Zaber	9130	10592	2445	22167
12	Maruf Uchal	24792	6265	29946	61003
13					

Formatting - 3

Format Painter

2021_01_22 11:05_9302 - Excel (Prc)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number

Format Painter

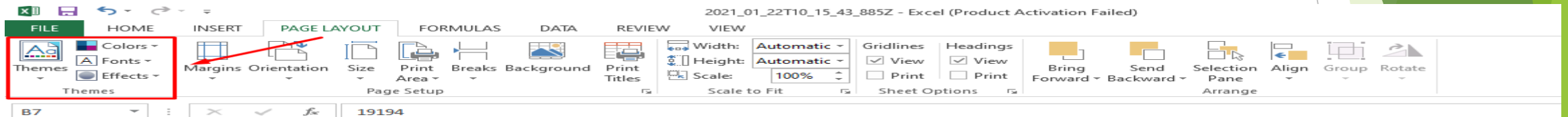
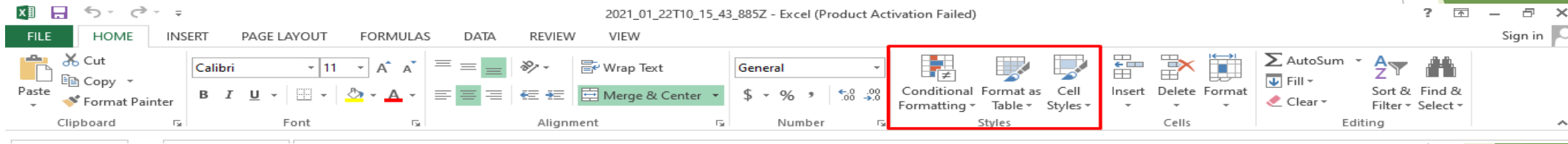
D20 12887

	A	B	C	D	E	F
1	Sales Summary					
2	Sales Manager	January	February	March	Quarter Total (2019)	
3	Ahmed Jubair	5187.9	7627.17	28867.26	41682.33	
4	Ahnaf Rafeen	24271.31	130.78	116.61	24518.7	
5	Kidwa Arif	854.08	20123.65	3050.18	24027.91	
6	Saim Ahmed Sifat	19194	17978	9098	46270	
7	Shaikh Jawad Ibrahim	15737	17516	17590	50843	
8	Adree Islam Khan	200.34	100.54	50	350.88	
9	Ashrafal Shabab	25310	5915	7252	38477	
10	Raiyan Rahman	7989	13934	14858	36781	
11	Ahmed Mohtasim Zaber	9130	10592	2445	22167	
12	Maruf Uchal	24792	6265	29946	61003	
13						
14						
15	Sales Summary (2nd Quarter)					
16	Sales Manager	April	May	June	Quarter Total (2019)	
17	Ahmed Jubair	22791	24696	19879	16355	
18	Ahnaf Rafeen	25708	28324	28481	21475	
19	Kidwa Arif	6026	24162	25941	17472	
20	Saim Ahmed Sifat	26497	22935	12887	16246	
21	Shaikh Jawad Ibrahim	23047	13057	13961	5468	
22	Adree Islam Khan	28052	10355	25282	4596	

Practice Solution (+)

Formatting -5

Styles and Themes

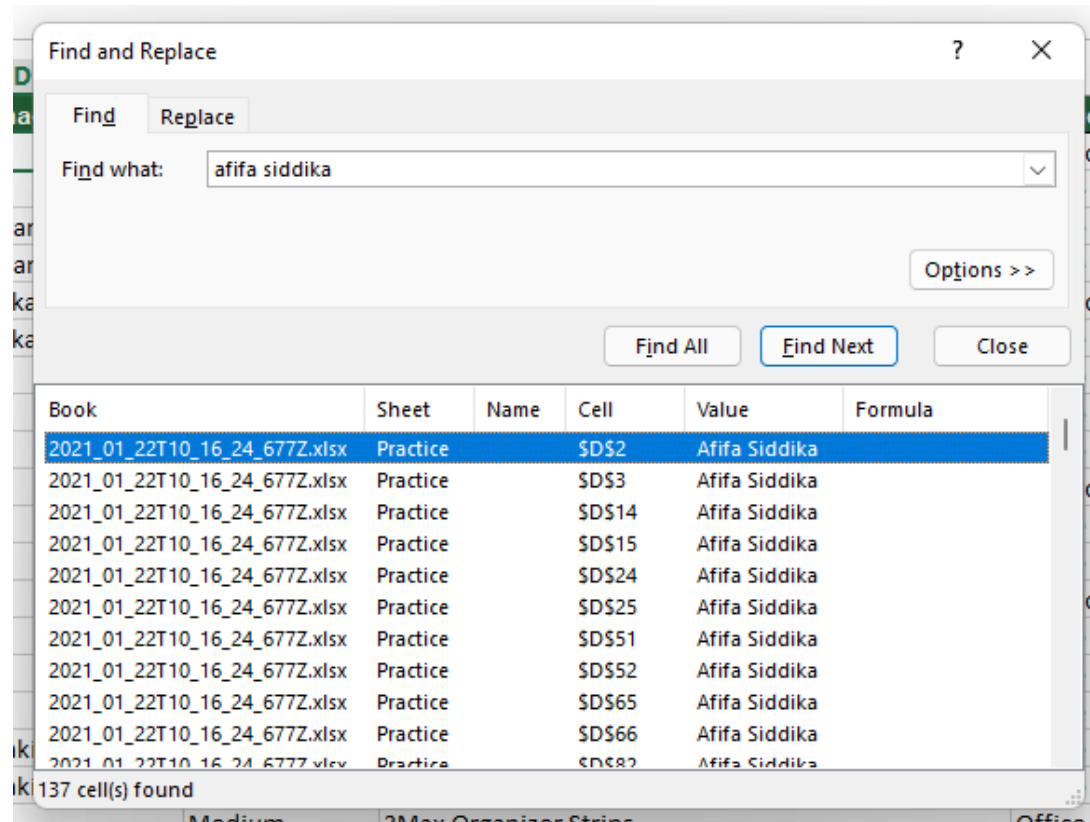
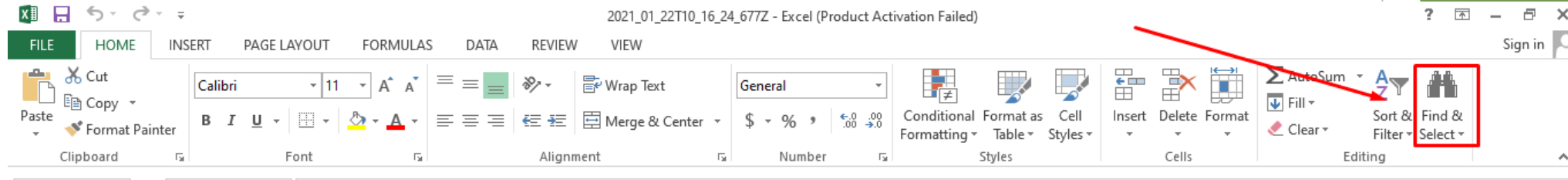


	A	B	C	D	E	F
1	Sales Summary					
2						
3	Sales Manager	January	February	March	Quarter Total	Total Commision
4	Ahmed Jubair	5187.9	7627.17	28867.26	41682.33	2084.1165
5	Ahnaf Rafeen	24271.31	130.78	116.61	24518.7	1225.935
6	Kidwa Arif	854.08	20123.65	3050.18	24027.91	1201.3955
7	Saim Ahmed Sifat	19194	17978	9098	46270	2313.5
8	Shaikh Jawad Ibrahim	15737	17516	17590	50843	2542.15
9	Adree Islam Khan	200.34	100.54	50	350.88	17.544
10	Ashrafuf Shabab	25310	5915	7252	38477	1923.85
11	Raiyan Rahman	7989	13934	14858	36781	1839.05
12	Ahmed Mohtasim Zaber	9130	10592	2445	22167	1108.35
13	Maruf Uchal	24792	6265	29946	61003	3050.15
14	Total	132665.63	100182.14	113273.05	346120.82	17306.041
15						

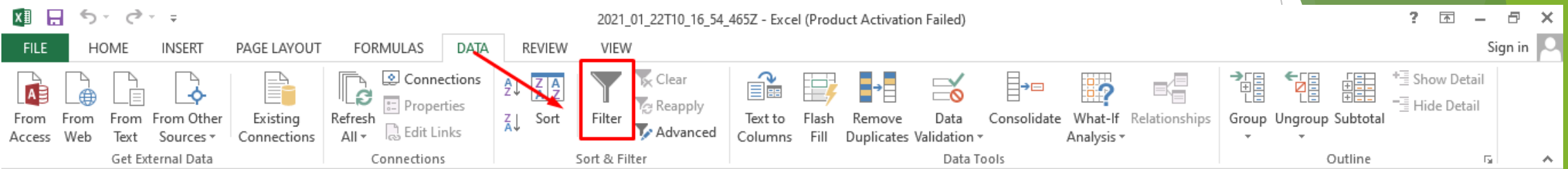
Rows and Column

Select
Delete
Add
Hide
Unhide

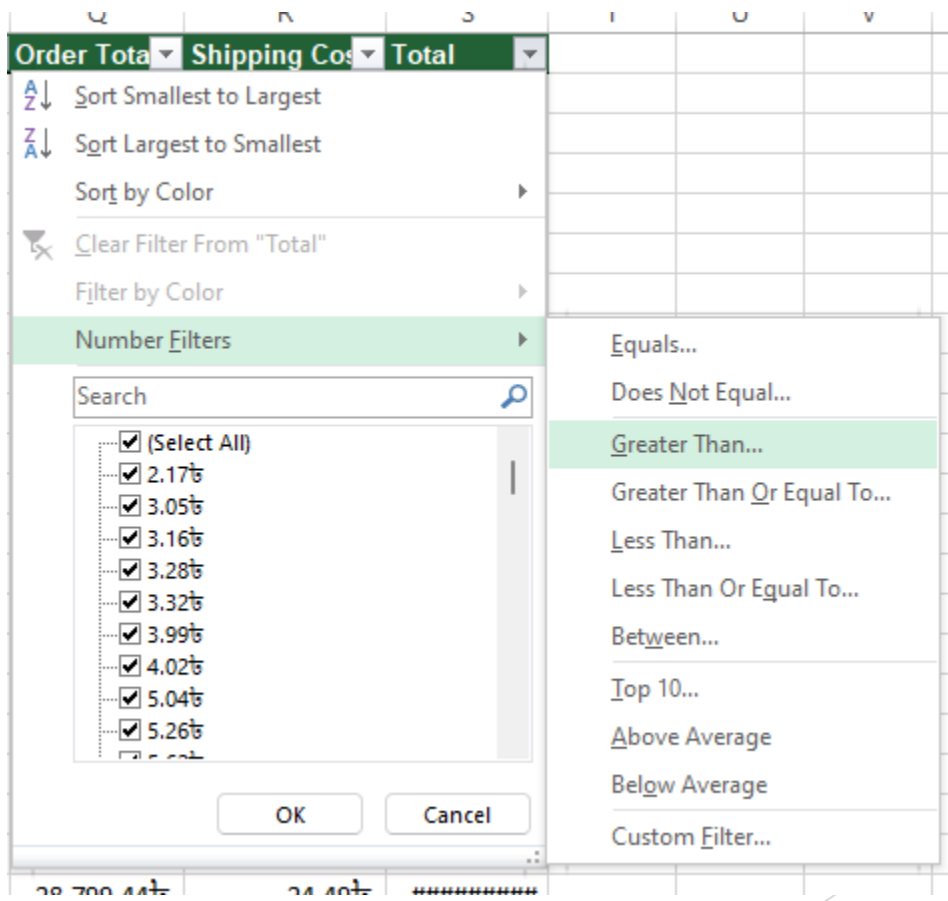
Find and Select



Filter Data



Number filter



Short Data

2021_01_22110_16_54_465Z - Excel (Product Activation Failed)

ME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

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

Low

Order Date	City	Account Manager	Order Priority	Product Name	Product Category	Product Container	Ship Mode	Ship
2016-12-08	Dhaka	Abtahi Iptesam				Small Box	Bus	
2016-12-08	Dhaka	Abtahi Iptesam				Wrap Bag	Bus	
2013-02-14	Dhaka	Abtahi Iptesam				Wrap Bag	Bus	
2013-03-23	Dhaka	Abtahi Iptesam				Wrap Bag	Bus	
2013-03-30	Dhaka	Abtahi Iptesam				Small Pack	Bus	
2013-05-20	Dhaka	Abtahi Iptesam				Small Box	Bus	
2013-05-31	Dhaka	Abtahi Iptesam				Small Box	Bus	
2013-06-02	Dhaka	Abtahi Iptesam				Small Pack	Bus	
2013-06-06	Dhaka	Abtahi Iptesam				Small Pack	Bus	
2013-06-20	Dhaka	Abtahi Iptesam				Wrap Bag	Bus	
2013-07-06	Dhaka	Abtahi Iptesam				Small Box	Bus	
2013-07-10	Dhaka	Abtahi Iptesam				Small Box	Bus	
2013-07-22	Dhaka	Abtahi Iptesam				Small Box	Train	
2013-07-30	Dhaka	Abtahi Iptesam	Not Specified	Emerson C82 Color Inkjet Printer	Technology	Jumbo Drum	Delivery Truck	
2013-08-14	Dhaka	Abtahi Iptesam	Low	Self-Adhesive Ring Binder Labels	Office Supplies	Small Box	Bus	
2013-09-04	Dhaka	Abtahi Iptesam	Low	Artisan 48 Labels	Office Supplies	Small Box	Bus	
2013-09-12	Dhaka	Abtahi Iptesam	Critical	Beekin 6 Outlet Metallic Surge Strip	Office Supplies	Small Box	Bus	
2013-11-18	Dhaka	Abtahi Iptesam	Low	Smiths Metal Binder Clips	Office Supplies	Wrap Bag	Bus	
2014-01-15	Dhaka	Abtahi Iptesam	Medium	Emerson LQ-870 Dot Matrix Printer	Technology	Jumbo Drum	Delivery Truck	
2014-02-03	Dhaka	Abtahi Iptesam	Critical	UGen Ultra Cordless Optical Suite	Technology	Small Box	Bus	

Sort

My data has headers

Sort by: Account Manager, Sort On: Values, Order: A to Z

Then by: Order Priority, Sort On: Values, Order: A to Z

OK Cancel

Conditional Formatting

The screenshot displays the Microsoft Excel interface with the 'Conditional Formatting' menu open. The menu options include: Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, Icon Sets, New Rule..., Clear Rules, and Manage Rules... The 'Highlight Cells Rules' sub-menu is also visible, showing options like Greater Than..., Less Than..., Between..., Equal To..., Text that Contains..., A Date Occurring..., and Duplicate Values... The background shows a data table with columns: Order No, Order Date, City, Account Manager, Cost Price, Retail Price, Order Quantity, Sub Total, and Total. The data is organized by Order No and includes various dates, cities, and account managers.

Order No	Order Date	City	Account Manager	Cost Price	Retail Price	Order Quantity	Sub Total	Total
5071-1	2013-05-05	Dhaka	Afifa Siddika	1.87৳	8.12৳	41	332.9৳	335.69৳
5071-2	2013-05-05	Dhaka	Afifa Siddika	3.47৳	6.68৳	2	13.3৳	14.85৳
5145-1	2013-06-29	Dhaka	Tabassum Khan	3.32৳	5.18৳	1	5.1৳	7.20৳
5145-2	2013-06-29	Dhaka	Tabassum Khan	2.98৳	5.84৳	4	23.3৳	24.10৳
5160-1	2013-07-05	Chittagong	Sajid Khandakar	8.82৳	20.99৳	41	860.5৳	865.38৳
5160-2	2013-07-05	Chittagong	Sajid Khandakar	3.40৳	5.40৳	26	140.4৳	148.13৳
5168-1	2013-07-15	Dhaka	Kidwa Arif	3.88৳	6.47৳	20	129.4৳	130.60৳
5168-2	2013-07-15	Dhaka	Kidwa Arif	1.31৳	2.84৳	39	110.7৳	111.62৳
5195-1	2013-07-31	Dhaka	Ziaus Shams	1.84৳	2.88৳	11	31.6৳	33.08৳
5195-2	2013-07-31	Dhaka	Ziaus Shams	6.39৳	19.98৳	43	859.1৳	863.04৳
5268-1	2013-10-11	Chittagong	Sabrin Radi	2.45৳	3.89৳	2	7.78৳	14.72৳
5268-2	2013-10-11	Chittagong	Sabrin Radi	67.73৳	165.20৳	6	991.20৳	1,011.10৳
5274-1	2013-10-13	Dhaka	Afifa Siddika	62.40৳	155.99৳	48	7,487.52৳	7,495.56৳
5274-2	2013-10-13	Dhaka	Afifa Siddika	2.40৳	5.40৳	8	43.20৳	50.00৳

EXERCISE 17

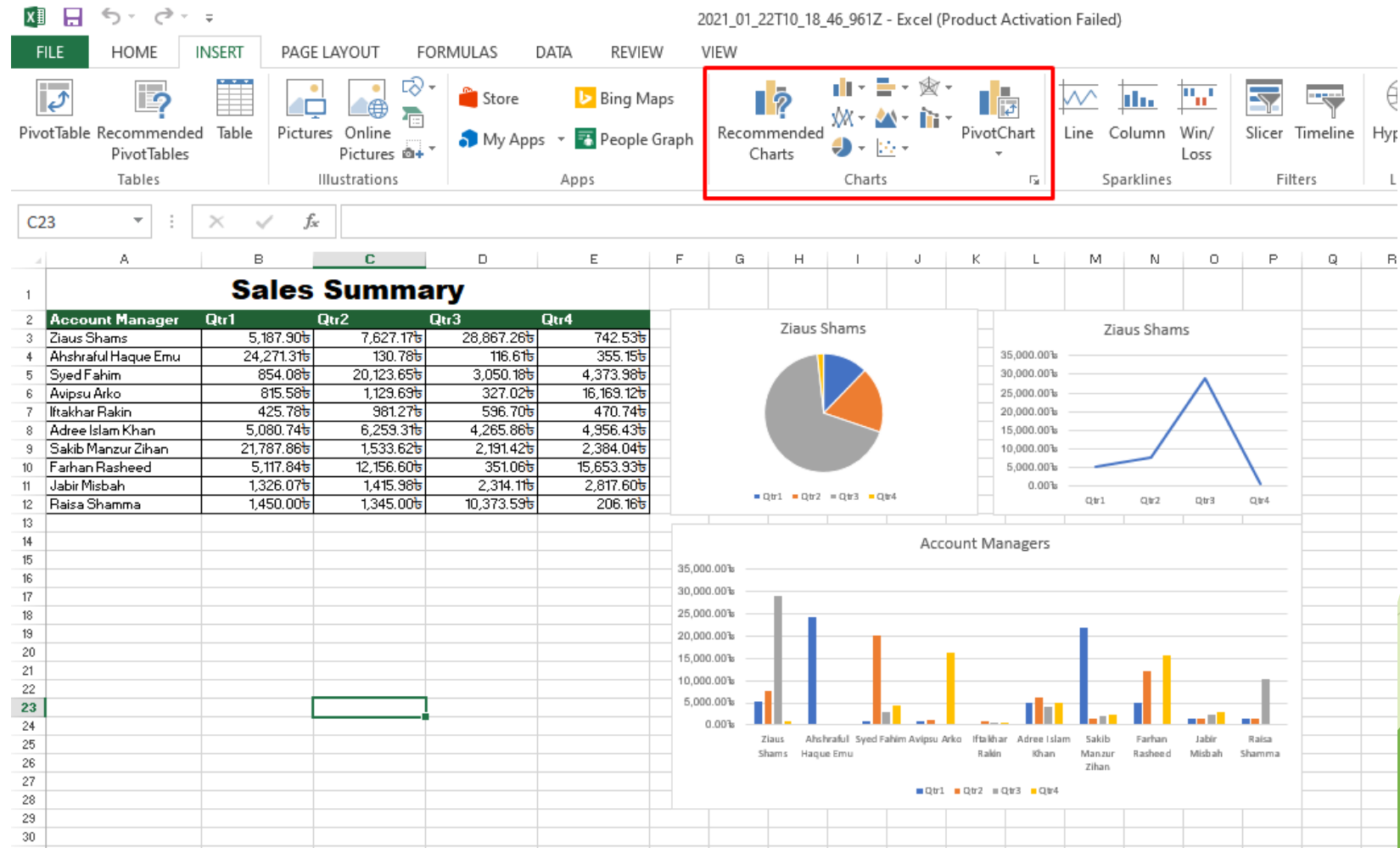
Highlight the data

Step 1:
Highlight
Manager

Step 2:
Select the
values "g

Step 3:
Select the
different

Charts



Thank You

Elvan Tawhid

Web Design And Developer

www.elvantawhid.com