

LEARN
EXCEL SHEETS



IN
30 MINUTES

LET'S CREATE MARKSHEET IN EXCEL

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	MARKSHEET																	
2																		
3																		
4	NAME	PHYSICS	CHEMISTRY	BIOLOGY	IT	TOTAL	MAXIMUM	MINIMUM	AVERAGE	%	RANK	GRADE	CLASS	RESULT				
5	name1	67	37	88	65	257	88	37	64.25	64.25	3	C	GOOD	PASS				
6	name2	77	65	76	74	292	77	65	73	73	2	C	GOOD	PASS				
7	name3	54	69	98	79	300	98	54	75	75	1	B	V.GOOD	PASS				
8				
9				
10				
11	so on	so on	so on	so on	so on	so on	so on	so on	so on	so on	so on	so on	so on	so on				
12																		

Create a table		
%	GRADE	CLASS
35	D	POOR
55	C	GOOD
75	B	V.GOOD
85	A	EXCELLENT

FORMULA LIST:

- To find total of all marks:
=sum(B5:E5) OR sum(number1,number2,...,numberN)
- To find maximum marks obtained among all subjects:
=max(B5:E5) OR max(number1,number2,...,numberN)
- To find minimum marks obtained among all subjects:
=min(B5:E5) OR min(number1,number2,...,numberN)
- To find average:
=average((B5:E5) OR average(number1,number2,...,numberN)
- To find percentage:
=select total column*100/overall total marks
For eg., =select F5 column*100/400 (400 for 4 subjects)
- To find rank:
=rank(select%, select all % column)
For eg., =rank(J5,J5:J7)
- To find grade:
Use Vlookup() Function,
=vlookup(select %, select table without header column, grade column number)
For eg., =vlookup(J5,TABLE2, 2)
- To find class:
Use Vlookup() Function,
=vlookup(select %, select table without header column, class column number)
For eg., =vlookup(J5,TABLE2, 3)
- To find result whether Pass or Fail:
Use IF() Function,
=if(select minimum marks>=35,"pass","fail")
For eg., =if(H5>=35,"pass","fail")

LET'S CREATE SALARY SHEET IN EXCEL

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SALARY SHEET												
2													
3	EMPLOYEE NAME	SALARY	ALLOWANCE	ADVANCE SALARY	RATE	OVERTIME HOURS	OVERTIME TOTAL	ABSENT HOURS	ABSENT TOTAL	NET SALARY	PAID SALARY	BALANCE SALARY	
4	name1	25000	5000	10000	83.33333333	10	833.3333333	5	416.6666667	20416.66667	20000	416.6666667	
5	name2	35000	6000	9000	116.6666667	5	583.3333333	4	466.6666667	32116.66667	30000	2116.666667	
6	name3	50000	8000	12000	166.6666667	7	1166.666667	5	833.3333333	46333.33333	45000	1333.333333	
7	
8	
9	
10	
11	so on	so on	so on	so on	so on	so on	so on	so on	so on	so on	so on	so on	
12													

FORMULA LIST:

- To find rate:

=select salary/10/30

Where, 10=working 10 hours per day and 30= number of days in a month.

- To find overtime total:

=select rate*select overtime hours

- To find absent total :

=select rate*select absent hours

- To find net salary:

=select salary + select allowance – select advance salary + select overtime total – select absent total

- To find balance salary:

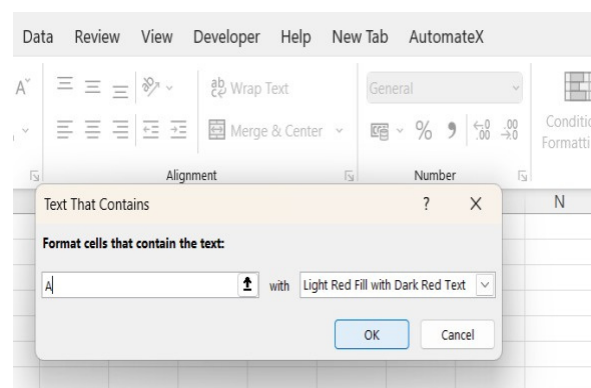
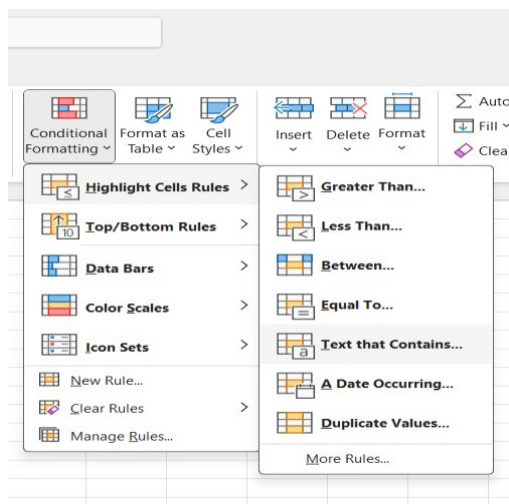
=select net salary – paid salary

LET'S CREATE ATTENDANCE SHEET IN EXCEL

	A	B	C	D	E	F	G	H	I
1	ATTENDANCE SHEET								
2									
3	DATE	12-02-2024	13-02-2024	14-02-2024	15-02-2024	16-05-2024	17-05-2024	18-02-2024	
4	NAME \ DAYS -->	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
5	name1	P	P	P	P	P	P	HD	
6	name2	P	P	A	A	P	A	HD	
7	name3	P	P	A	P	P	P	HD	
8	.	A	P	P	P	P	P	HD	
9	.	A	P	P	P	A	P	HD	
10	.	A	P	P	P	P	P	HD	
11	.	A	A	P	P	P	P	HD	
12	.	P	A	P	P	P	P	HD	
13	.	P	A	A	A	P	P	HD	
14	.	P	P	P	P	P	P	HD	
15	so on	P	P	P	P	P	P	HD	
16	TOTAL-P	7	8	
17	TOTAL-A	4	3	
18									

FORMULA LIST:

- To find the count of Present & Absent:
Use COUNTIF() Function,
=countif(select column B5:B15,"P") OR =countif(select column B5:B15,"A")
- Apply conditional formatting on columns B5:G15 (cells where you will assign "P" & "A")
STEP 1: SELECT columns B5:G15 (cells where you will assign "P" & "A")
STEP 2: CLICK ON CONDITIONAL FORMATTING ICON ABOVE ON RIBBON BAR.
STEP 3: FOLLOW THE FOLLOWING AND CLICK ON "OK".



THANK YOU!