

Excel Data Entry & Formatting

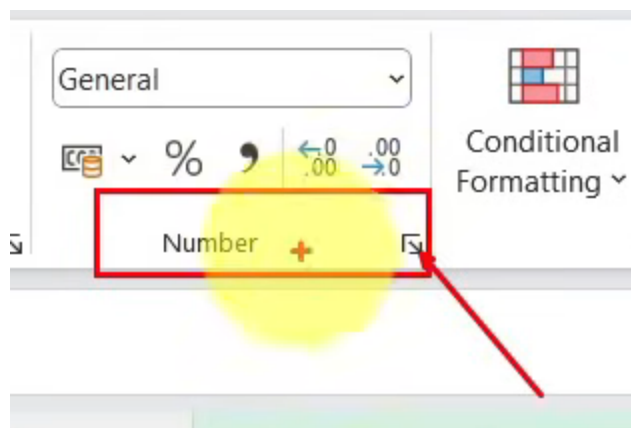


Avoid merging when you want to apply Pivot.

FORMATTING

Date

- Select column / Ctr +1



- Type the format in **Custom**

Category:

General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Type:

DD-MM-YYYY

#,##0.00_);[Red](#,##0.00)

\$#,##0_);(\$#,##0)

\$#,##0_);[Red](\$#,##0)

\$#,##0.00_);(\$#,##0.00)

\$#,##0.00_);[Red](\$#,##0.00)

0%

0.00%

0.00E+00

##0.0E+0

?/?

01-01-2020
02-01-2020
03-01-2020
04-01-2020
05-01-2020
06-01-2020
07-01-2020
08-01-2020
09-01-2020

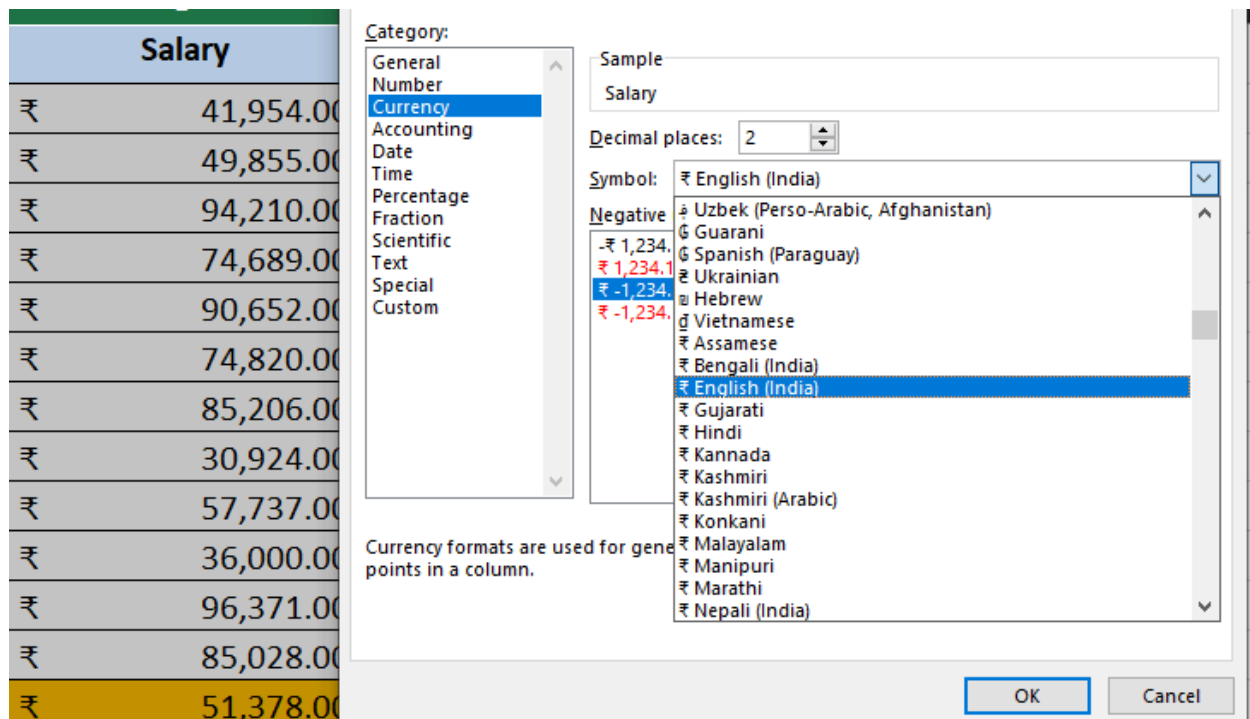
- If we Replace MM → MMM

03-Jan-2020
04-Jan-2020
05-Jan-2020
06-Jan-2020
07-Jan-2020
08-Jan-2020
09-Jan-2020
10-Jan-2020
11-Jan-2020
12-Jan-2020
13-Jan-2020
14-Jan-2020

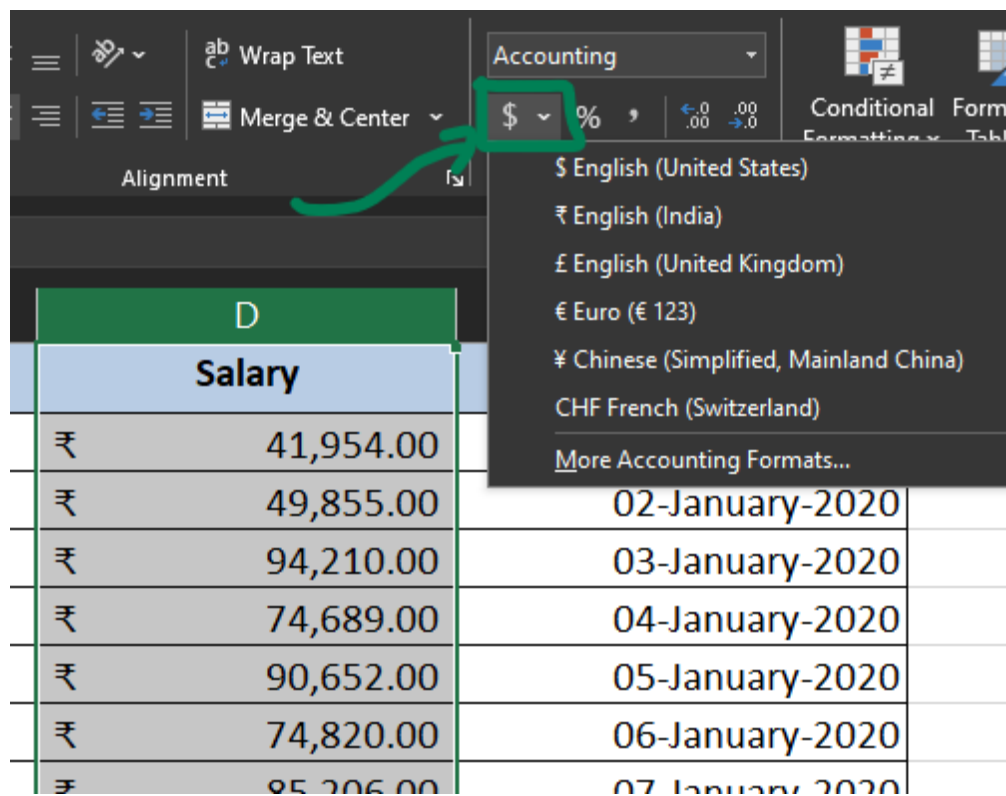
- If we Replace MMM → MMMM

01-January-2020
02-January-2020
03-January-2020
04-January-2020
05-January-2020
06-January-2020
07-January-2020
08-January-2020
09-January-2020
10-January-2020
11-January-2020
12-January-2020
13-January-2020

Currency



OR



Total

- Type → SUM(
- Select the cells & enter

Random Values

- =RANDBETWEEN

SUB1	SUB2	SUB3
=RANDBETWEEN(
RANDBETWEEN(bottom, top)		

SUB1	SUB2	SUB3
=RANDBETWEEN(10,99		
RANDBETWEEN(bottom, top)		

SUB1	SUB2	SUB3
11		

CTRL + R = FILL RIGHT
CTRL + D = FILL DOWN

SUB1	SUB2	SUB3
42	78	39
93	82	32
71	24	32
14	62	79
27	43	67
79	86	11
90	58	50
13	54	90
32	78	14
40	11	15

Ctrl + R (Right)

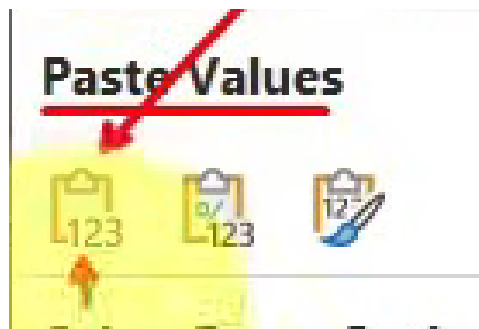
- **Action:** Fills the selected cell(s) to the right with the content of the cell to the left.
- **Use Case:** If you have a value in a cell and want to copy that value to the cells to the right of it, you can select the range of cells and press **Ctrl + R**.

Ctrl + D (Down)

- **Action:** Fills the selected cell(s) below with the content of the cell above.
- **Use Case:** Similar to **Ctrl + R**, if you have a value or formula in a cell and want to copy that value to the cells below it, you can select the range of cells and press **Ctrl + D**.

Hide Formula:

- Copy
- Paste → Select "Paste Values"



SUM

- **Alt + =**

22	65	29	
89	66	54	
21	99	87	=SUM(I21:K21)
91	50	55	SUM(number1, [number2], ...)
77	79	96	

- It auto selects rows/columns

Absolute Reference (Fixed Reference)

- **What it is:** An absolute reference does not change when you copy or move the formula. It "locks" the reference to a specific cell or range.

- **Syntax:** `A1`

Example:

- If you write a formula like `=A1 + B1` in cell C1, and then copy it to C2, the formula will still refer to cell A1 (i.e., it remains fixed to A1) but B1 will adjust to B2.
- **Use Case:** Absolute references are used when you want to "fix" a cell reference, like referring to a constant value or a specific cell that you don't want to change when the formula is copied.

Max, Min, Average

- MAX()
- MIN()
- AVERAGE()

Top/Bottom

SUB1	SUB2	SUB3
70	50	13
50	71	17
22	65	29
89	66	54
21	99	87
91	50	55
77	79	96
55	87	15
64	40	20
95	72	37
634	679	423

Data Bars

The screenshot shows the Excel ribbon with the 'Conditional Formatting' menu open. The 'Data Bars' option is highlighted. The background table is as follows:

	D	E
	Salary	Joining Date
	₹41,954	01-January
	₹49,855	02-January
	₹94,210	03-January
	₹74,689	04-January
	₹90,652	05-January
	₹74,820	06-January-2020
	₹85,206	07-January-2020
	₹30,924	08-January-2020
	₹57,737	09-January-2020
	₹36,000	10-January-2020
	₹96,371	11-January-2020

Advanced Conditional Formatting

Highlight the entire row:

- Select the data



DO NOT SELECT THE HEADING

- Conditional formatting → New rule

	A	B	C	D	E
308	EMP307	Employee_307	HR	₹75,962	02-November
309	EMP308	Employee_308	IT	₹54,569	03-November
310	EMP309	Employee_309	IT	₹53,173	04-November
311	EMP310	Employee_310	Sales	₹90,312	05-November
312	EMP311	Employee_311	Finance	₹85,906	06-November
313	EMP312	Employee_312	IT	₹45,533	07-November
314	EMP313	Employee_313	Operations	₹99,343	08-November-2020
315	EMP314	Employee_314	Finance	₹56,359	09-November-2020
316	EMP315	Employee_315	IT	₹36,682	10-November-2020
317	EMP316	Employee_316	Sales	₹60,291	11-November-2020
318	EMP317	Employee_317	IT	₹39,536	12-November-2020
319	EMP318	Employee_318	Operations	₹92,348	13-November-2020

- Click on the first item of the row
- Remove second \$ sign because we want all rows

Department	Salary	Joining
Finance	₹41,954	01-J
Operations	₹49,855	02-J
Sales	₹94,210	03-J
Finance	₹74,689	04-J
Operations	₹90,652	05-J
Operations	₹74,820	06-J
Sales	₹85,206	07-J
Finance	₹30,924	08-J
Operations	₹57,737	09-J
Sales	₹36,000	10-J
Sales	₹96,371	11-J

New Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

=~~\$~~C2

Remove 2nd \$

Preview: No Format Set

OK Cancel

- Write → ="Sales"

New Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

=C2="Sales"

Preview: AaBbCcYyZz

Format...

OK Cancel

- Select the format by clicking on format and → OK

Employee ID	Name	Department	Salary	Joining Date
EMP001	Employee_1	Finance	₹41,954	01-January-2020
EMP002	Employee_2	Operations	₹49,855	02-January-2020
EMP003	Employee_3	Sales	₹94,210	03-January-2020
EMP004	Employee_4	Finance	₹74,689	04-January-2020
EMP005	Employee_5	Operations	₹90,652	05-January-2020
EMP006	Employee_3	Operations	₹74,820	06-January-2020
EMP007	Employee_7	Sales	₹85,206	07-January-2020
EMP008	Employee_8	Finance	₹30,924	08-January-2020
EMP009	Employee_9	Operations	₹57,737	09-January-2020
EMP010	Employee_10	Sales	₹36,000	10-January-2020
EMP011	Employee_11	Sales	₹96,371	11-January-2020
EMP012	Employee_12	Operations	₹85,028	12-January-2020
EMP013	Employee_13	IT	₹51,378	13-January-2020
EMP014	Employee_14	Finance	₹49,898	14-January-2020
EMP015	Employee_15	Sales	₹71,737	15-January-2020
EMP016	Employee_16	Sales	₹89,576	16-January-2020
EMP017	Employee_17	Sales	₹45,503	17-January-2020
EMP018	Employee_18	HR	₹54,752	18-January-2020
EMP019	Employee_19	IT	₹89,685	19-January-2020
EMP020	Employee_20	Sales	₹97,208	20-January-2020