

Excel Basics

Extension → `.xlsx`

Shortcuts

- New sheet → Shift+F11 (sheet will be added to left)
- Change sheet → Ctrl + Page up/down
- Close workbook → Ctrl + W
- Add row/Column → Ctrl + +
 - *Column/row will be added before the selected column/row*
- Delete row/Column → Ctrl + -
- Format → Ctr +1
- SUM → Alt + =

Formula vs Function

Formula:

- **Formulas** are created manually by the user using operators and cell references.
- Uses operators (`+`, `-`, `*`, `/`, etc.) and cell references.
- Requires understanding of operations.

Function:

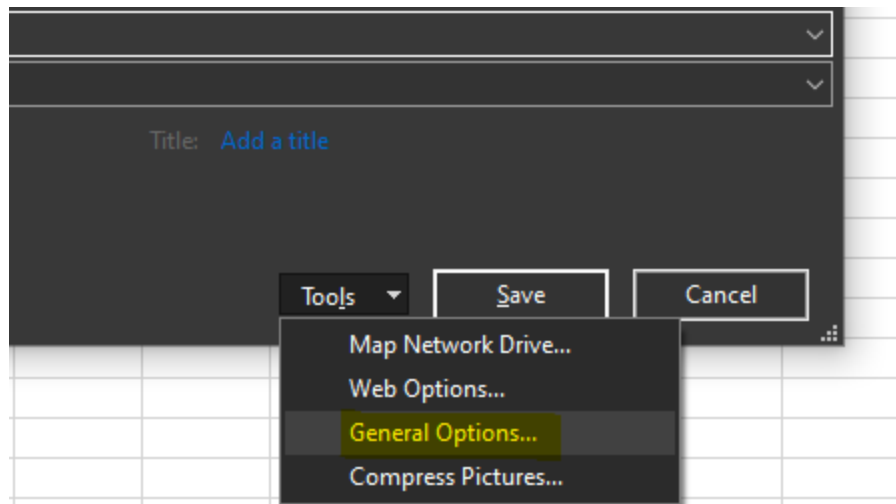
- **Functions** are pre-built operations that simplify complex calculations.
- Uses a structured syntax like `FUNCTION_NAME(arguments)`.
- `=SUM(A1:A5)` (Uses a built-in function to sum values)

- Easier since Excel handles logic.

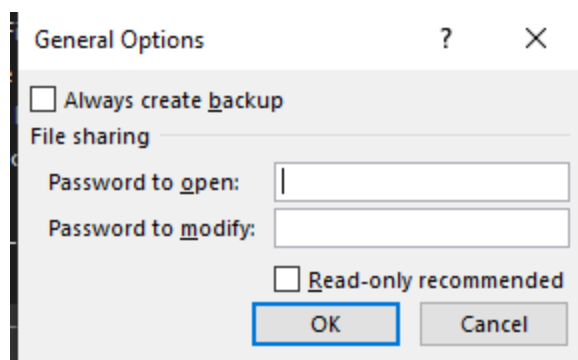
✓ All functions are formulas, but not all formulas use functions.

Password protect files

- Press F12
- Tools → General options

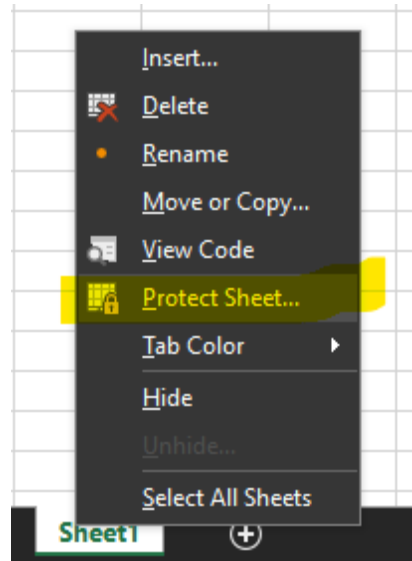


- Enter password

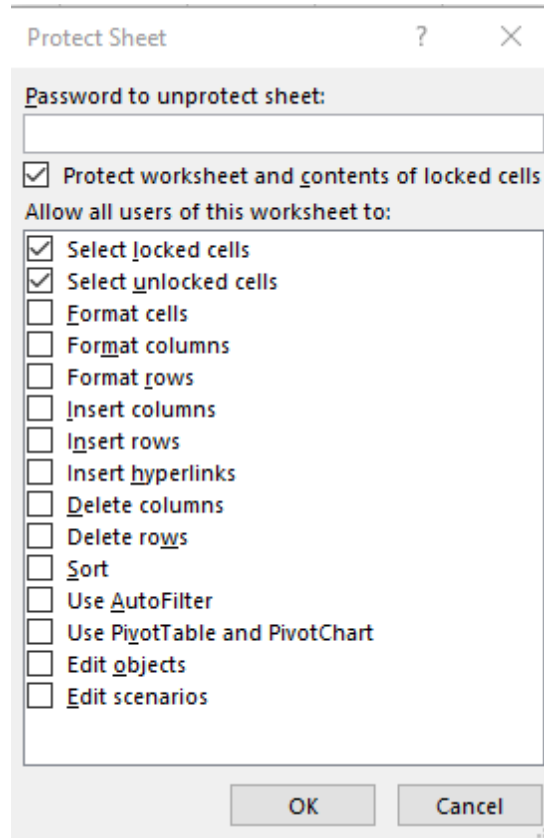


Password to sheet

- Right click on the sheet you want to protect
- Protect sheet

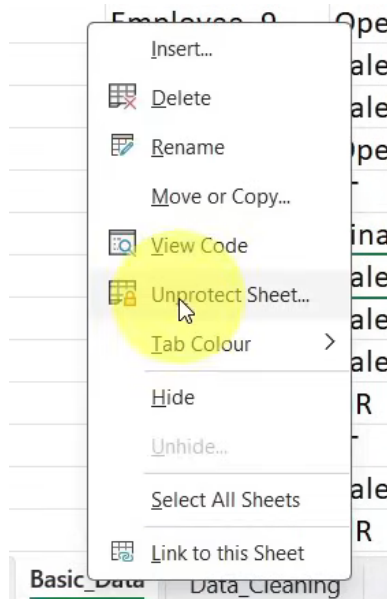


- Enter password



Unprotect sheet

- Right click → Unprotect sheet



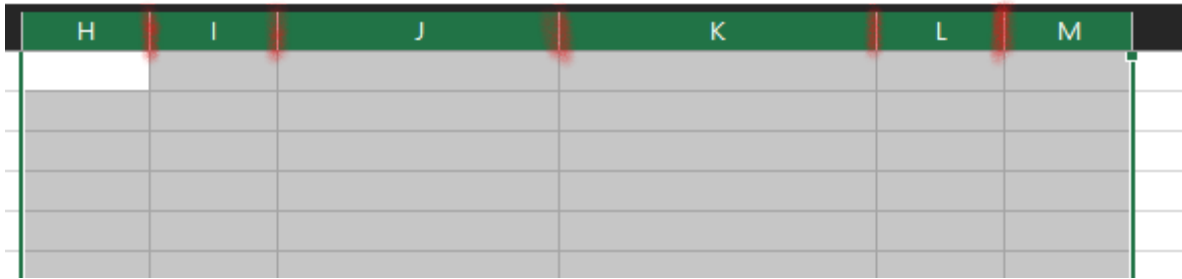
- Enter password



If you delete a sheet, Ctrl+Z cannot bring it back.

Adjust column size

- 1 Column → Drag / Double click
- Multiple columns :
 - Select the columns & double click on any partition line



H	I	J	K	L	M

Generate Series

- Type 1 & 2 and Drag
- Just type 1 → Ctrl + Drag