

# MICROSOFT EXCEL[2016]



## **Definition:**

Ms Excel, also known as Microsoft Excel, created by Microsoft Company. Ms Excel is a Spreadsheet program based on several rows and columns and used for calculation and graphical works

## **What is SpreadSheet:**

Spreadsheet is a file that consist on rows and columns

## **Software Extension:**

*excel*

## **File Extension:**

*.xlsx*

## **Working Area:**

*Spreadsheet*

## **Default Name:**

*Book*

## **Rows and Column**

✓ *Order of rows is numeric*

———— horizontal

✓ *Order of column is alphabetic*

↓  
vertical

## **Number of Row:**

1048576

## **Number of Column:**

XFD [16384]

## **Difference between Function & Formula**

Function	Formula
➤ Function is Pre-defined / built-in operation	➤ Formula is user-defined operation
➤ A function can be a formula	➤ A Formula cannot be a function
➤ Example: =sum(A1,A2)	➤ Example: =12 + 2 / 2

## **Data Validation**

*Excel data validation is a feature that allows you to control the type of data entered into a cells*

## **Type of Validation:**

1. Any value
2. Whole number
3. Decimal
4. List
5. Date
6. Time
7. Text length
8. Custom

## **Sumif:**

- *It is used for conditional wise calculation*
- *Sumif always required duplicate*
- *It is a function*  
*=Sumif (range , criteria , [sum\_range])*

## **Sumifs:**

- *It is used to calculate multiple condition data*  
*=Sumifs (Sum range ,Criteria\_range1 ,Criteria1)*