# Introduction to MS Excel(Part-II)

## SESSION OBJECTIVES

- Use conditional formatting effectively.
- Understand cell referencing (relative & absolute).
- Apply essential Excel functions (SUM, AVERAGE, IF, etc.).
- Explore AI-powered features and data tools in Excel.
- Use powerful Excel formulas—from statistical to logical, text, and date functions—to organize, analyze, and make sense of real-world data.

## 1 CONDITIONAL FORMATTING

Conditional Formatting: Make Your Data Speak Visually!
- Highlight patterns or outliers.
- Spot errors or duplicates

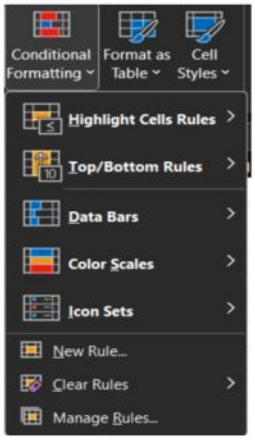
Use Cases:

- Highlight top 5 sales
- Color-code profit/loss
- Flag missing values
- Visualize trends with color scales

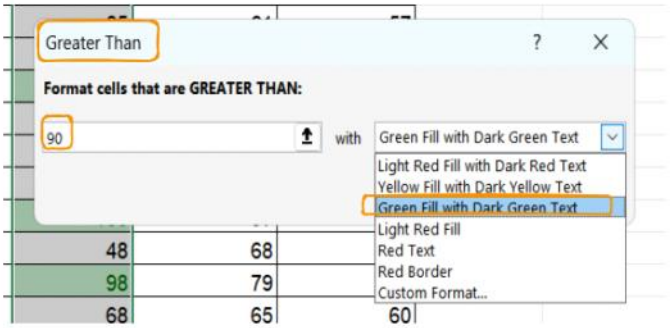
D12 standard

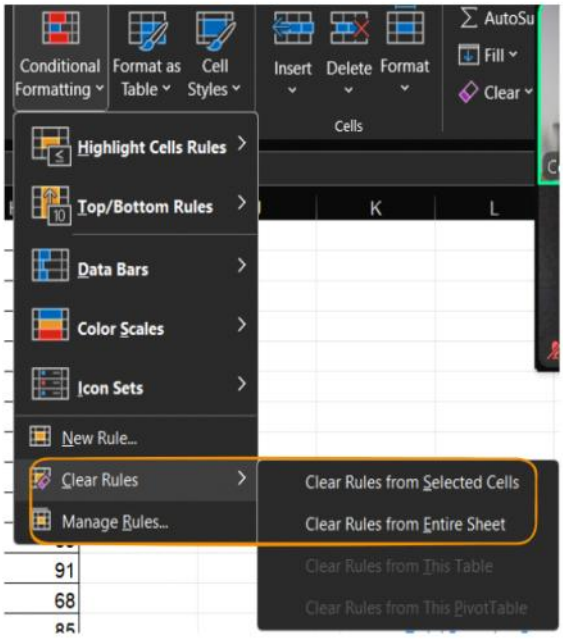
| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | gender | race/ethnicity | parental level of education | lunch | test preparation course | math score | reading score | writing score |
| 2 | female | group D | some college | standard | completed | 59 | 70 | 78 |
| 3 | male | group D | associate's degree | standard | none | 96 | 93 | 87 |
| 4 | female | group D | some college | free/reduced | none | 57 | 76 | 77 |
| 5 | male | group B | some college | free/reduced | none | 70 | 70 | 63 |
| 6 | female | group D | associate's degree | standard | none | 83 | 85 | 86 |
| 7 | male | group C | some high school | standard | none | 68 | 57 | 54 |
| 8 | female | group E | associate's degree | standard | none | 82 | 83 | 80 |
| 9 | female | group B | some high school | standard | none | 46 | 61 | 58 |
| 10 | male | group C | some high school | standard | none | 80 | 75 | 73 |
| 11 | female | group C | bachelor's degree | standard | completed | 57 | 69 | 77 |
| 12 | male | group B | some high school | standard | none | 74 | 69 | 69 |
| 13 | male | group B | master's degree | standard | none | 53 | 50 | 49 |
| 14 | male | group B | bachelor's degree | free/reduced | none | 76 | 74 | 76 |
| 15 | male | group A | some college | standard | none | 70 | 73 | 70 |
| 16 | male | group C | master's degree | free/reduced | none | 55 | 54 | 52 |
| 17 | male | group E | master's degree | free/reduced | none | 56 | 46 | 43 |
| 18 | female | group C | some college | free/reduced | none | 35 | 47 | 41 |
| 19 | female | group C | high school | standard | none | 87 | 92 | 81 |
| 20 | female | group E | associate's degree | free/reduced | none | 80 | 82 | 85 |
| 21 | female | group D | associate's degree | standard | completed | 65 | 71 | 74 |
| 22 | male | group C | high school | free/reduced | none | 66 | 66 | 62 |
| 23 | female | group D | associate's degree | standard | completed | 67 | 71 | 76 |
| 24 | female | group B | some college | standard | none | 70 | 71 | 71 |
| 25 | male | group E | associate's degree | standard | none | 89 | 88 | 86 |

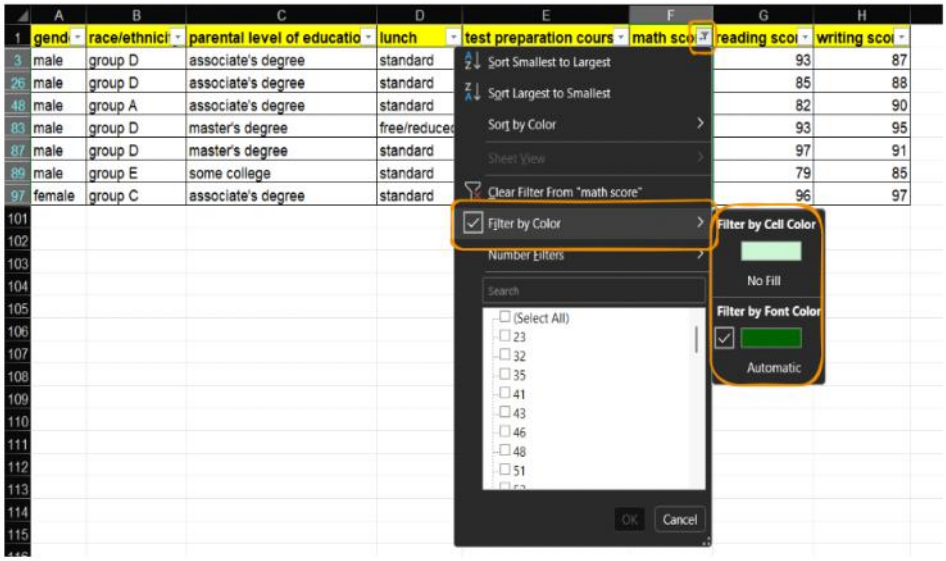
cell referencing | Exam score | Demographic details | AI tools in excel | +



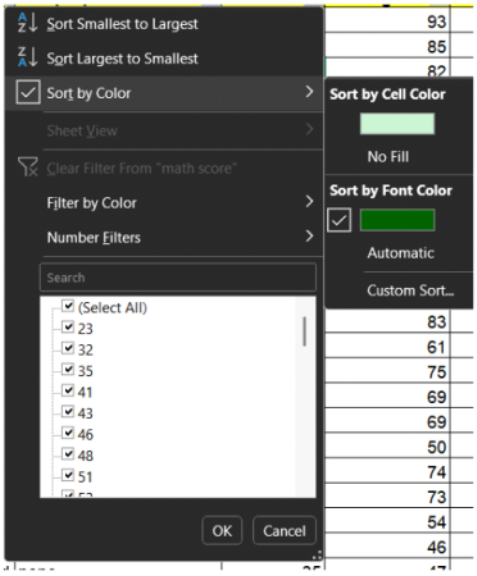

Average: 72.05050505 Count: 99 Sum: 7133

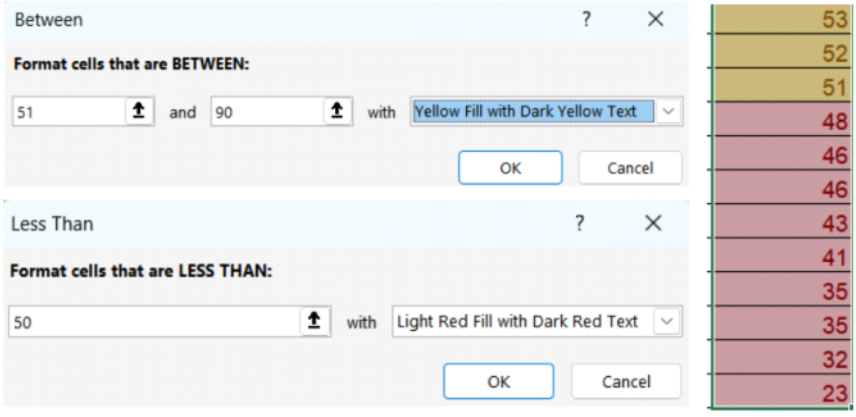

Greater Than
Format cells that are GREATER THAN:
90
with
Green Fill with Dark Green Text
Light Red Fill with Dark Red Text
Yellow Fill with Dark Yellow Text
Green Fill with Dark Green Text
Light Red Fill
Red Text
Red Border
Custom Format...
48
68
98
79
68
65
60

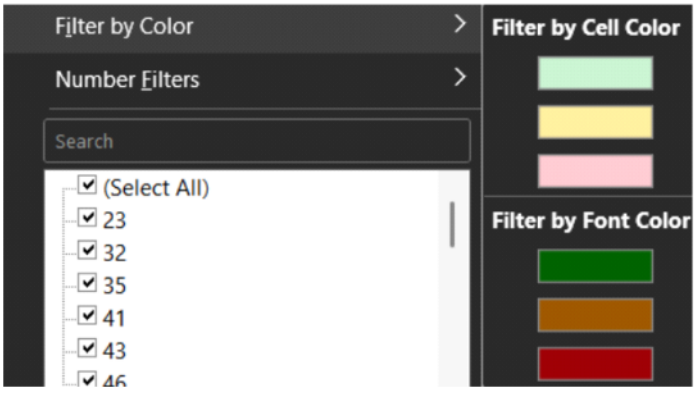

Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Cells
AutoSu
Fill
Clear
Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
Clear Rules from Selected Cells
Clear Rules from Entire Sheet
Clear Rules from This Table
Clear Rules from This PivotTable
91
68

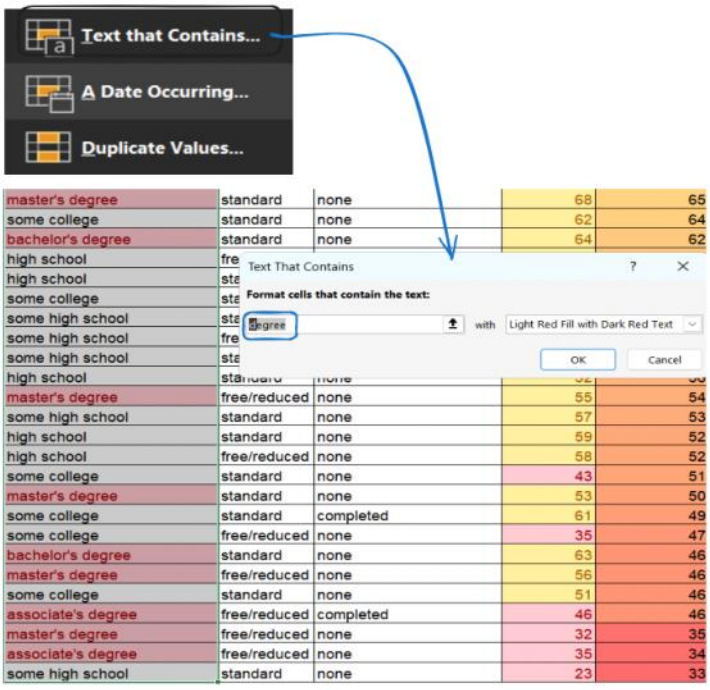

gend
race/ethnici
parental level of educatio
lunch
test preparation cours
math sco
reading scor
writing scor
male group D associate's degree standard 93 87
male group D associate's degree standard 85 88
male group A associate's degree standard 82 90
male group D master's degree free/reduce 93 95
male group D master's degree standard 97 91
male group E some college standard 79 85
female group C associate's degree standard 96 97
Sort Smallest to Largest
Sort Largest to Smallest
Sort by Color
Sheet View
Clear Filter From "math score"
Filter by Color
Number Filters
Search
(Select All)
23
32
35
41
43
46
48
51
OK
Cancel
Filter by Cell Color
No Fill
Filter by Font Color
Automatic

| gend | race/ethnici | parental level of educatio | lunch | test preparation cours | math sco | reading sco | writing sco |
|---|---|---|---|---|---|---|---|
| male | group D | associate's degree | standard | none | 96 | 93 | 87 |
| male | group D | associate's degree | standard | completed | 99 | 85 | 88 |
| male | group A | associate's degree | standard | completed | 96 | 82 | 90 |
| male | group D | master's degree | free/reduced | completed | 91 | 93 | 95 |
| male | group D | master's degree | standard | none | 100 | 97 | 91 |
| male | group E | some college | standard | none | 98 | 79 | 85 |
| female | group C | associate's degree | standard | completed | 91 | 96 | 97 |
| female | group D | some college | standard | completed | 59 | 70 | 78 |
| female | group D | some college | free/reduced | none | 57 | 76 | 77 |
| male | group B | some college | free/reduced | none | 70 | 70 | 63 |
| female | group D | associate's degree | standard | none | 83 | 85 | 86 |
| male | group C | some high school | standard | none | 68 | 57 | 54 |
| female | group E | associate's degree | standard | none | 82 | 83 | 80 |
| female | group B | some high school | standard | none | 46 | 61 | 58 |



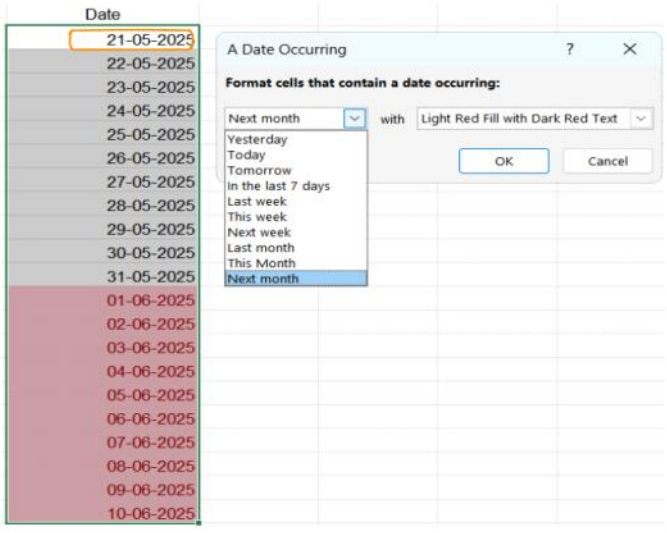




| | | | | |
|---|---|---|---|---|
| master's degree | standard | none | 68 | 65 |
| some college | standard | none | 62 | 64 |
| bachelor's degree | standard | none | 64 | 62 |
| high school | fre | | | |
| high school | sta | | | |
| some college | sta | | | |
| some high school | sta | | | |
| some high school | fre | | | |
| some high school | sta | | | |
| high school | | | | |
| master's degree | free/reduced | none | 55 | 54 |
| some high school | standard | none | 57 | 53 |
| high school | standard | none | 59 | 52 |
| high school | free/reduced | none | 58 | 52 |
| some college | standard | none | 43 | 51 |
| master's degree | standard | none | 53 | 50 |
| some college | standard | completed | 61 | 49 |
| some college | free/reduced | none | 35 | 47 |
| bachelor's degree | standard | none | 63 | 46 |
| master's degree | free/reduced | none | 56 | 46 |
| some college | standard | none | 51 | 46 |
| associate's degree | free/reduced | completed | 46 | 46 |
| master's degree | free/reduced | none | 32 | 35 |
| associate's degree | free/reduced | none | 35 | 34 |
| some high school | standard | none | 23 | 33 |

"%Stone%"

Harry Potter and the Philosopher's Stone

A Date Occurring




India/UK

"dd/mm/yyyy"

USA

"mm/dd/yyyy"

05/31/2025 → 31st is out of limit -> Month[1-12]

06-01-2025 6th Jan

upto the limit of the month 1-12

## Duplicates

| Sports | Player Name |
|---|---|
| Cricket | Virat Kohli |
| Cricket | Rohit Sharma |
| Cricket | Shivam Dube |
| Cricket | Rohit Sharma |
| Cricket | Hardik Pandya |
| Cricket | MS Dhoni |
| Cricket | Virat Kohli |

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Emp ID | Name Prefix | Name | First Name | Last Name | Gender | Date of Birth | Age in Yrs. | Weight in Kgs. | Date of Joining | Age in Company (Years) | Salary | Last % Hike | Place Name | Department |
| 408351 | Drs. | DianeEvans | Diane | Evans | F | 12-4-1977 | 39.67 | 51 | 16-04-2999 | 18.3 | 180294 | 1% | Hydetown | Marketing |
| 677509 | Drs. | LoisWalker | Lois | Walker | F | 3/29/1981 | 36.36 | 60 | 24/11/2003 | 13.68 | 168251 | 21% | Denver | Marketing |
| 386158 | Mrs. | MelissaKing | Melissa | King | F | 2/24/1972 | 45.45 | 55 | 24-11-2015 | 1.68 | 166892 | 1% | New Matamoras | Asst. Manager |
| 477616 | Hon. | FrancesYoung | Frances | Young | F | 6-9-1959 | 58.18 | 42 | 27-04-1994 | 23.27 | 121587 | 28% | Delmita | Developer |
| 231469 | Mr. | RalphFlores | Ralph | Flores | M | 2-5-1975 | 42.5 | 80 | 14-04-2009 | 8.29 | 118457 | 8% | Sabetha | Manager |
| 193819 | Mr. | BenjaminRussell | Benjamin | Russell | M | 4/17/1977 | 40.31 | 58 | 25-07-2013 | 4.01 | 117642 | 13% | Fremont | HR |
| 539712 | Ms. | NancyBaker | Nancy | Baker | F | 6/13/1995 | 22.14 | 50 | 14-09-2016 | 0.87 | 98189 | 0% | Atlanta | Marketing |
| 153989 | Prof. | JackAlexander | Jack | Alexander | M | 5/19/1995 | 22.21 | 61 | 02-05-2017 | 0.56 | 82965 | 23% | Las Vegas | Developer |
| 499687 | Mr. | PatrickBailey | Patrick | Bailey | M | 9/27/1982 | 34.86 | 58 | 22-01-2005 | 12.02 | 72305 | 5% | Macksburg | Marketing |
| 380086 | Mrs. | CarolMurphy | Carol | Murphy | F | 6/30/1958 | 59.12 | 40 | 28-01-1983 | 34.52 | 60918 | 20% | Blanchester | HR |
| 940761 | Ms. | BrendaRobinson | Brenda | Robinson | F | 7/31/1970 | 47.02 | 60 | 27-07-2008 | 9.01 | 51063 | 27% | Stonewall | HR |
| 428945 | Dr. | JoeRobinson | Joe | Robinson | M | 6/16/1963 | 54.15 | 68 | 09-03-2016 | 0.98 | 50155 | 16% | Michigantown | Developer |
| 162402 | Hon. | DianaPeterson | Diana | Peterson | F | 11/13/1987 | 29.73 | 60 | 17-02-2014 | 3.44 | 43010 | 4% | Eureka Springs | HR |
| 380086 | Mrs. | CarolMurphy | Carol | Murphy | F | 6/30/1958 | 59.12 | 40 | 28-01-1983 | 34.52 | 60918 | 20% | Blanchester | HR |
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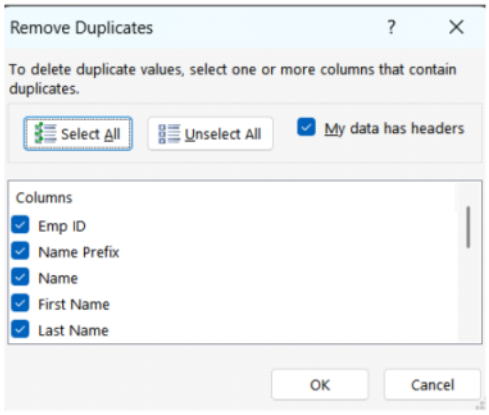


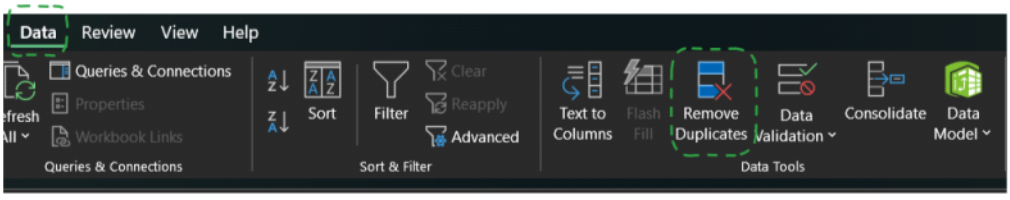


| A |
|---|
| Emp ID |
| 408351 |
| 677509 |
| 386158 |
| 477616 |
| 231469 |
| 193819 |
| 539712 |
| 153989 |
| 499687 |
| 380086 |
| 940761 |
| 428945 |
| 162402 |
| 380086 |
| 940761 |
| 428945 |
| 162402 |

| Emp ID | Name Prefix | Name | First Name | Last Name | Gender | Date of Birth | Age in Yrs. | Weight in Kgs. | Date of Joining | Age in Company (Years) | Salary | Last % Hike | Place Name | Department |
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| 408351 | Drs. | DianeEvans | Diane | Evans | F | 12-4-1977 | 39.67 | 51 | 16-04-2999 | 18.3 | 180294 | 1% | Hydetown | Marketing |
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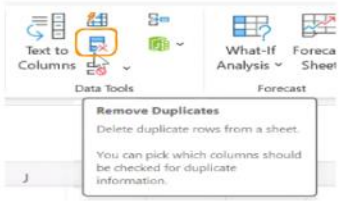
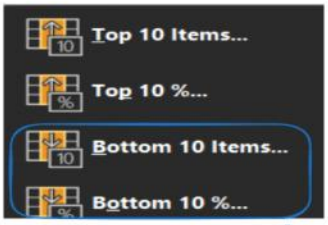
| 162402 | Hon. | DianaPeterson | Diana | Peterson | F | 11/13/1987 | 29.73 | 60 | 17-02-2014 | 3.44 | 43010 | 4% | Eureka Springs | HR |


| writing scor |
|---|
| 91 |
| 97 |
| 95 |
| 93 |
| 89 |
| 88 |
| 95 |
| 89 |
| 88 |
| 90 |
| 87 |
| 86 |
| 86 |
| 86 |

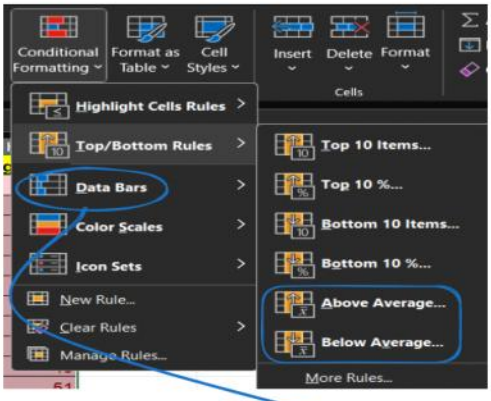



10 items VS 10% of total Value?

50 records -> Top 10 records [10 records]

50 records -> Top 10% records [5 records]

Bottom Value -> Sort it first with low to high -> LIMIT 10




Average: 70.63636364

| |
|---|
| 68 |
| 69 |
| 70 |
| 71 |
| 71 |
| 71 |
| 72 |
| 72 |

Calculation is being done on a percentage basis.

| |
|---|
| 88 |
| 89 |
| 89 |
| 90 |
| 91 |
| 93 |
| 95 |
| 95 |
| 97 |
| 100 |

# CELL References

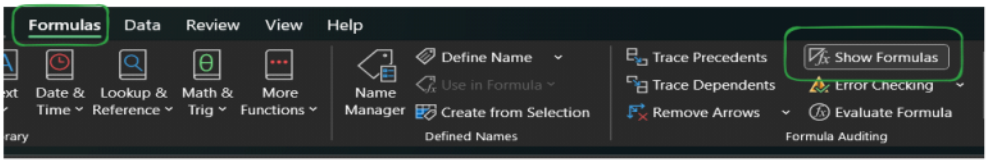
## Relative, Absolute, Mixed

C2

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Year of Birth | Present year | Age (Relative) | Age (Absolute) |
| 2 | 1957 | 2024 | | |
| 3 | 1978 | 2024 | | |
| 4 | 1988 | 2024 | | |
| 5 | 1976 | 2024 | | |
| 6 | 1980 | 2024 | | |
| 7 | 1999 | 2024 | | |
| 8 | 1996 | 2024 | | |
| 9 | 1964 | 2024 | | |
| 10 | 1999 | 2024 | | |
| 11 | 1996 | 2024 | | |

"Ctrl + `" [Show formula]

| | A | B | C |
|---|---|---|---|
| 1 | Year of Birth | Present year | Age (Relative) |
| 2 | 1957 | 2024 | =B2-A2 |
| 3 | 1978 | 2024 | =B3-A3 |
| 4 | 1988 | 2024 | =B4-A4 |
| 5 | 1976 | 2024 | =B5-A5 |
| 6 | 1980 | 2024 | =B6-A6 |
| 7 | 1999 | 2024 | =B7-A7 |
| 8 | 1996 | 2024 | =B8-A8 |
| 9 | 1964 | 2024 | =B9-A9 |
| 10 | 1999 | 2024 | =B10-A10 |
| 11 | 1996 | 2024 | =B11-A11 |




| Products | Units | Quantity sold | Total sales |
|---|---|---|---|
| 1 | 40 | 3 | =B2*C2 |
| 2 | 40 | 4 | =B3*C3 |
| 3 | 40 | 6 | =B4*C4 |
| 4 | 40 | 2 | =B5*C5 |

## Absolute Reference

In most of the calculation, you want some specific cell , or a range of cell to be freeze to get the accurate result.

$B$1 : $B$10 → Press F4 to apply $ in various permuation.

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Year of Birth | Present year | Age (Relative) | Age (Absolute) | 2025 |
| 2 | 1957 | 2024 | =B2-A2 | =$E$1-A2 | |
| 3 | 1978 | 2024 | =B3-A3 | =$E$1-A3 | |
| 4 | 1988 | 2024 | =B4-A4 | =$E$1-A4 | |
| 5 | 1976 | 2024 | =B5-A5 | =$E$1-A5 | |
| 6 | 1980 | 2024 | =B6-A6 | =$E$1-A6 | |
| 7 | 1999 | 2024 | =B7-A7 | =$E$1-A7 | |
| 8 | 1996 | 2024 | =B8-A8 | =$E$1-A8 | |
| 9 | 1964 | 2024 | =B9-A9 | =$E$1-A9 | |
| 10 | 1999 | 2024 | =B10-A10 | =$E$1-A10 | |
| 11 | 1996 | 2024 | =B11-A11 | =$E$1-A11 | |

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Year of Birth | Present year | Age (Relative) | Age (Absolute) | 2025 |
| 2 | 1957 | 2024 | 67 | 68 | |
| 3 | 1978 | 2024 | 46 | 47 | |
| 4 | 1988 | 2024 | 36 | 37 | |
| 5 | 1976 | 2024 | 48 | 49 | |
| 6 | 1980 | 2024 | 44 | 45 | |
| 7 | 1999 | 2024 | 25 | 26 | |
| 8 | 1996 | 2024 | 28 | 29 | |
| 9 | 1964 | 2024 | 60 | 61 | |
| 10 | 1999 | 2024 | 25 | 26 | |
| 11 | 1996 | 2024 | 28 | 29 | |

| Products | Units | Quantity sold | Total sales |
|---|---|---|---|
| 1 | 40 | 3 | 120 |
| 2 | | 4 | 160 |
| 3 | | 6 | 240 |
| 4 | | 2 | 80 |

| Products | Units | Quantity sold | Total sales |
|---|---|---|---|
| 1 | 40 | 3 | =$B$2 * C2 |
| 2 | | 4 | =$B$2 * C3 |
| 3 | | 6 | =$B$2 * C4 |
| 4 | | 2 | =$B$2 * C5 |

Mixed Reference

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | 10 | 20 | 30 | 40 | 50 |
| 2 | 20 | | | | |
| 3 | 30 | | | | |
| 4 | 40 | | | | |
| 5 | 50 | | | | |
| 6 | 60 | | | | |
| 7 | 70 | | | | |
| 8 | 80 | | | | |
| 9 | 90 | | | | |

B$2

$B2

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | 10 | 20 | 30 | 40 | 50 |
| 2 | 20 | =B$1*$A2 | | | |
| 3 | 30 | | | | |
| 4 | 40 | | | | |
| 5 | 50 | | | | |
| 6 | 60 | | | | |
| 7 | 70 | | | | |
| 8 | 80 | | | | |
| 9 | 90 | | | | |

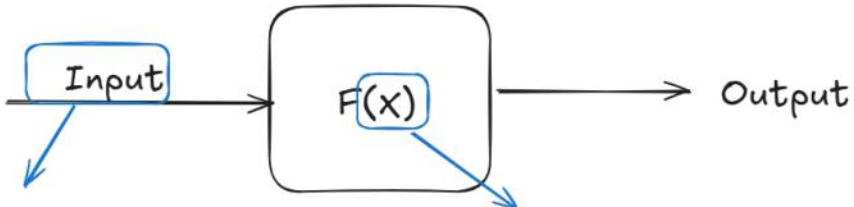
| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | 10 | 20 | 30 | 40 | 50 |
| 2 | 20 | 400 | 600 | 800 | 1000 |
| 3 | 30 | 600 | 900 | 1200 | 1500 |
| 4 | 40 | 800 | 1200 | 1600 | 2000 |
| 5 | 50 | 1000 | 1500 | 2000 | 2500 |
| 6 | 60 | 1200 | 1800 | 2400 | 3000 |
| 7 | 70 | 1400 | 2100 | 2800 | 3500 |
| 8 | 80 | 1600 | 2400 | 3200 | 4000 |
| 9 | 90 | 1800 | 2700 | 3600 | 4500 |

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | 10 | 20 | 30 | 40 | 50 |
| 2 | 20 | =B$1*$A2 | =C$1*$A2 | =D$1*$A2 | =E$1*$A2 |
| 3 | 30 | =B$1*$A3 | =C$1*$A3 | =D$1*$A3 | =E$1*$A3 |
| 4 | 40 | =B$1*$A4 | =C$1*$A4 | =D$1*$A4 | =E$1*$A4 |
| 5 | 50 | =B$1*$A5 | =C$1*$A5 | =D$1*$A5 | =E$1*$A5 |
| 6 | 60 | =B$1*$A6 | =C$1*$A6 | =D$1*$A6 | =E$1*$A6 |
| 7 | 70 | =B$1*$A7 | =C$1*$A7 | =D$1*$A7 | =E$1*$A7 |
| 8 | 80 | =B$1*$A8 | =C$1*$A8 | =D$1*$A8 | =E$1*$A8 |
| 9 | 90 | =B$1*$A9 | =C$1*$A9 | =D$1*$A9 | =E$1*$A9 |

## Formulas Vs Functions

Find the area of rectangle = Length * Breadth

User defined - We change the formulas according to the calculation.




argument - corresponding to the parameter.

Parameter

x = 5 → 2x^2 + 2x + 5

= (2*25 + 2*5 + 5)
= 50 + 10 + 5
= 65

## Essential Function in Excel

1. Math & Statistical F(x)
   - MAX, MIN, SUM, AVG,
   - COUNT, COUNTA,
   - COUNTBLANK

2. Logical Functions
   - IF, IFS, AND, OR, NOT

3. Text Functions:
   - LEFT,RIGHT,MID,
   - CONCATENATE
   - TEXT JOIN
   - TRIM

4. DATE Functions:
   - DATE, DATETIME,
   - TODAY, NOW(),
   - YEAR, MONTH, DAY
   - DATEADD, DATEDIFF

Doing a calculation based on a condition.

COUNTIF, COUNTIFS,
SUMIF, SUMIFS,
AVGIF, AVGIFS, etc...

IF(compare 2 condition)

IFS(compare 2 or more condition)

| | | | |
|---|---|---|---|
| Total Score | 6903 | 7133 | 6993 |
| Max Score | 100 | 97 | 97 |
| Min Score | 23 | 33 | 33 |
| Avg Score | 70 | 72 | 71 |

| | | | |
|---|---|---|---|
| Total Score | =SUM(F2:F100) | =SUM(G2:G100) | =SUM(H2:H100) |
| Max Score | =MAX(F2:F100) | =MAX(G2:G100) | =MAX(H2:H100) |
| Min Score | =MIN(F2:F100) | =MIN(G2:G100) | =MIN(H2:H100) |
| Avg Score | =AVERAGE(F2:F100) | =AVERAGE(G2:G100) | =AVERAGE(H2:H100) |