MS-EXCEL

* No. of columns = 16384 (last column- XFD)
* No. of rows = 1048576
* Cell
* Name box 🡪 box where the name of the cell is present
* Formula bar
* If you wanna increase the height of a cell🡪 Either drag it or click that cell and Home 🡪 Wrap text.

Or if you want to combine many cells (eg. 3cells) as a single cell. Select those 3 cells Home🡪 Merge and Center

* If your cursor is + sign then it means selection. You can select
* If you take your cursor to the border of a cell which has data, then you will get a 4 side arrow which means you can move that cell to anywhere
* In the bottom-right of your cell, there will be a small cube size. That is called as Fill Handle. If you take your cursor to that, then it will turn to small + sign. You can fill that vertically or horizontally. After you do it, you will see a box near it, if you click it 🡪 select Fill Series, then it will automatically fill in series. Eg) 1 2 3 4. If you fill series by moving it upwards or towards left, then it will fill in negative order.

If you select Copy cells, then it will copy to other cells

* You can also fill months, days, dates. But type the date format as it is in your system data. 20/4/2021 / or –
* You can’t fill series the text
* If you want to delete a row or column or cell or cells 🡪 Home 🡪 Delete icon
* If you want to insert a row or column or cell or cells 🡪 Home 🡪 Insert icon

Rename sheet 🡪 Click the sheet1 (double click) and change the name

* Number based calculation 🡪 if we type our own numbers and calculate it
* Cell based calculation 🡪 calculate based on the datas in the cell

Calculations:

* =sum( then select all the cells

Or select all the cells and then go to Home🡪 Auto sum