

Date: 11/10/23

Excel

- ① what is Excel ?
 - ↳ Excel is an application , a software program.
 - ↳ It's part of the microsoft office suite of application.
 - ↳ Excel It is used to create Spreadsheet Spreadsheet :-
- * Spreadsheets are document that help you organize data into rows and columns.
- * Excel is also called as workbook.
- * It contains cell , rows and columns.

	A	B	C	D
1				
2				
A1			C2	

Account → About Excel
↓

We can version no, Build no

Ribbon

Now, Once we have data in Excel

what do we do with it ?

How do we analyze it ?

How do we manipulate it ?

How do we make it look diff ?

{ we use various

commands

} which are part

of Ribbon.

* Ribbon has several tabs, or several different ribbons full of commands like

- 1) Home
- 2) Insert
- 3) Page Layout
- 4) Formulas
- 5) Data
- 6) Review
- 7) View
- 8) Help

① Home

- | | | |
|--------------|--------------|------------|
| 1) Undo | 4) Alignment | 7) Cells |
| 2) Clipboard | 5) Number | 8) Editing |
| 3) Font | 6) Styles | |

② Insert

- | | | |
|-------------|---------------|------------|
| 1) Tables | 3) Charts | 5) Filters |
| 2) Charts | 4) Sparklines | 6) Links |
| 7) Comments | 8) Text | 9) Symbols |

③ Page Layout

- | | | |
|---------------|------------------|------------|
| 1) Themes | 3) Scale to Fit | 5) Arrange |
| 2) Page Setup | 4) Sheet Options | |

④ Formula

- | | |
|---------------------|---------------------|
| 1) Function Library | 3) Formula Auditing |
| 2) Defined Names | 4) Calculation |

⑤ Data

- | | |
|--------------------------|---------------|
| 1) Get & Transform Data | 4) Data Tools |
| 2) Queries & Connections | 5) Forecast |
| 3) Sort & Filter | 6) Outline |

⑥ Review

- | | | |
|------------------|-------------|-------------|
| 1) Proofing | 3) Insights | 5) Comments |
| 2) Accessibility | 4) Language | 6) Notes |

7) Protect

8) Link

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⑦ View

1) sheet view

3) show

5) window

2) workbook view

4) zoom

6) macros

8) Help

1) Help

2) community



Access to microsoft excel

Quick Access toolbar

* The Quick Access toolbar is a place to put
shortcuts to your favorite commands.

Backstage New option

It is going to let us create New workbooks
 org charts, calendars, Budgets, schedule etc.

Backstage View/open option:

here we have lots of options like to open Existing Excel documents. By default, it starts with the Recent tab, this is highlighted in green.

On the right, we will see a list of Excel files that we have worked with most recently

Backstage view/info option:

→ Here we have Property sections the Properties, gives us properties about the workbook

→ If we click on the Properties button & Advanced properties it'll give place to go ahead & add more information & find out more information

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Backstage Save & Save As option :-

Save :- It help us to save the new file
Save As :- It help us to Rename the Existing file.

Backstage Print option

→ It help us to print the documents in required format

Backstage view / Share option :-

→ It help us to share the file in required format

→ It gives Link format , Pdf , word format to share the document

Backstage view / Export Option :-

→ 1st option : create a PDF / XPS doc
and f change the File type

Backstage View / Publish option

→ It help us to publish our workbook to Power BI

→ Power BI is a separate Microsoft program for Business Intelligence & visualizing data.

- u) we have 2 options , one to upload the workbook directly to Power BI in the cloud
- u) next : To Export the data from our workbook into Power

Backstage view / close option :

- u) close option closes the workbook that we have open but not Excel

Backstage View / Account option :

- w) In account option we can see who signed in as , what the account is , & we are signed in as our name or not

Backstage view / Feedback option :

- u) Here you can take particular feature or send a suggestion.
- u) May be you have an idea for something that they could do to improve Excel.
- u) They helps us to make a better Excel down the road

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Backstage view / option option :

- It's window in our backstage view
But we want to start on an open
workbook

* Navigating worksheets :

- Every Excel file is actually referred to
as a workbook that bcz it's contains
multiple worksheets

Adding & Deleting Worksheets :

- Click on sheet 1 , click on add New sheet
It is for Adding worksheet .

- for deleting click on sheet & select delete

Naming Worksheet :

Select sheet tab → Double click →
highlighted in grey & we can type the name
& when I hit Enter , that new title
is there

Entering & Editing data

Select one cell & enter the data that
you have to enter

for editing , double click on that cell
& edit it

Selecting data

Select that column or row hold control shift & click on that

Searching a data

→ searching a data by using find or Select

→ we can use find & Select tool

→ Home → Editing section → click on find & select right there → click → choose find → find what option → Enter value click on next

* Cut, Copy & Paste :-

→ Copy → control + C

→ Paste → select one cell + right click

→ click on paste option $\xrightarrow{\text{or}}$ control + V

→ Cut :- select the value + right click + click on cut

Undo / Redo :-

→ In top left we have undo section in home click on that we get eraser option.

→ & click on redo what we have erased

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Inserting rows columns

- w By inserting column, click on column header + right click + click on insert
 - w By inserting Rows → click on row header + right click + click on insert
- changing width of column
- select the column + hold the mouse + drag
- changing height of Row :-

- w select Row + hold mouse + drag it up

- hiding & unhiding columns or rows
- w Select column → right click → choose hide from the menu

- w for unhide → click on column on either side → choose unhide

Formatting

① Number, currency & Accounting formatting

Home tab - Accounting

- choose column → right click → check what format it is → By default it is in General format
- If we have to choose number format
click on Number format.

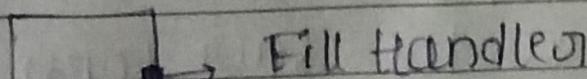
Percentage Formatting:

Select column → In home tab → Number bar
 Select the dropdown → scroll down →
 click on Percentage format

Date formatting:

→ click on value in cell → In home tab →
 Number group → Format is listed as
 Custom → then select the dropdown →
 click on date format

Auto fill & the Fill handle



→ Enter value in one cell Ex: Jan & By using Fill handle drag down it will automatically fill all the month.

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Flash Fill:

- It recognizes patterns in your data & it helps you fill that in
- It helps us to give autofill by giving all data

Saving a File

We Excel has had a diff file format
i.e. .xlsx & .xls

We .xlsx → which has been used since 2007
* Is the current default file format

We .xls → older version which was in use between 1997 & 2003

AutoSave & Save a copy :-

→ On top left we can see Autosave option If it is on means it will save the data automatically

→ Save a copy → File → save → here we can see the save copy option.