

# Navigation with MS Excel

## Session 1

Facilitator : Ms. Preeti Mishra

## Preeti Mishra

- With 16 years of expertise spanning Software Testing & Development, Product Management, Training & Facilitation, and Academia
- Qualifications-
  - M.E.(Specialization- Software Engineering)
  - B.E.(Computer Engineering)
- Well versed in programming languages - C, C++, Python, Java, R. Concepts- Data Structures, Software Engineering, Systems Programming, Compiler Design, Object-oriented analysis and design. Tools – Excel, PowerBI.
- Provided Expert Guidance on Projects
- Bagged a few Research Publications and one Patent
- Certifications from NPTEL, EdX, Coursera in Technology, Management & Teaching Learning Fields.



## Ground Rules



Powered by DALL·E 3

**Active Listening** -Listen attentively, understand, and respond effectively

**Respectful Communication**-Communicate openly and respectfully with your peers and facilitators

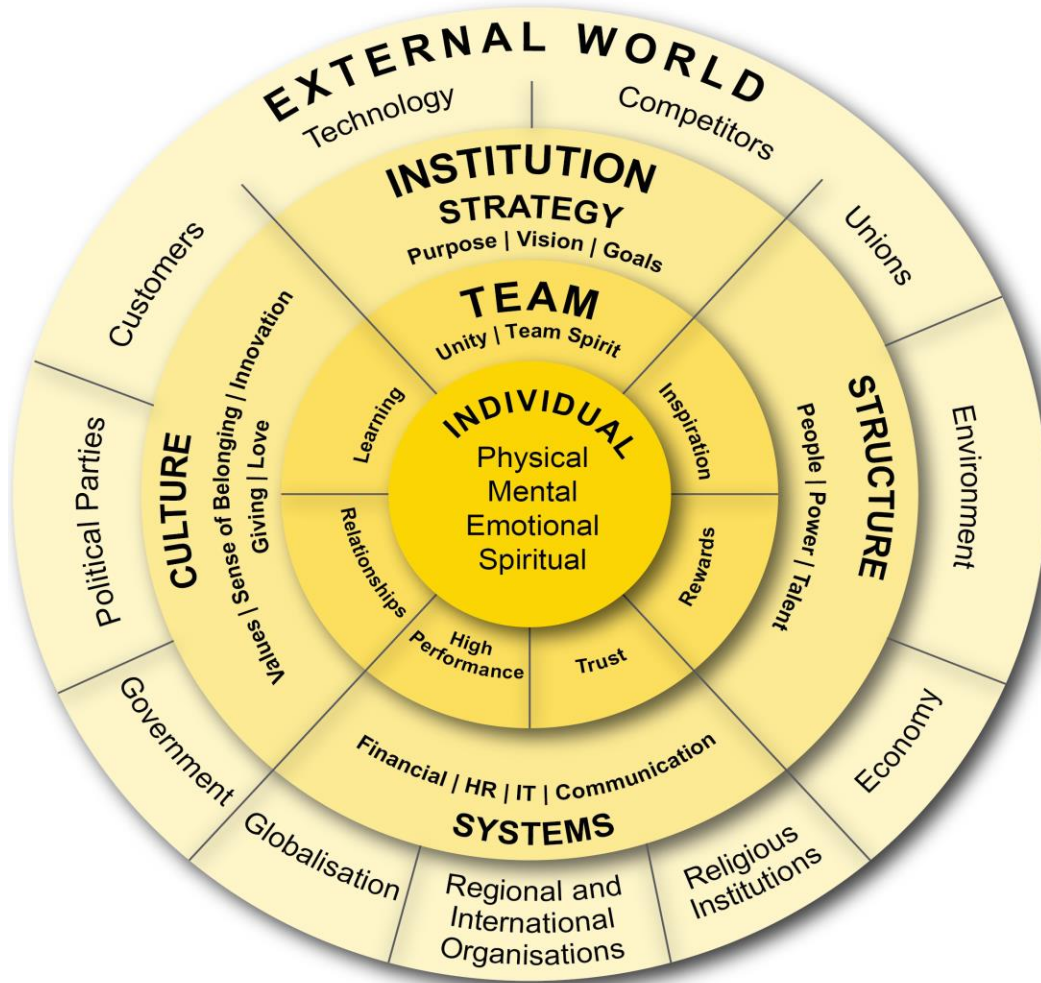
**Come Prepared**-Arrive with the necessary information and materials for productive discussions

**Be on Time**-Respect others' time and be punctual for all engagements

**Embrace Challenges**-View challenges as opportunities for growth and learning

**Follow Online Etiquettes**-Adhere to respectful and professional behavior in virtual learning

# Regenesys' Integrated Leadership and Management Model



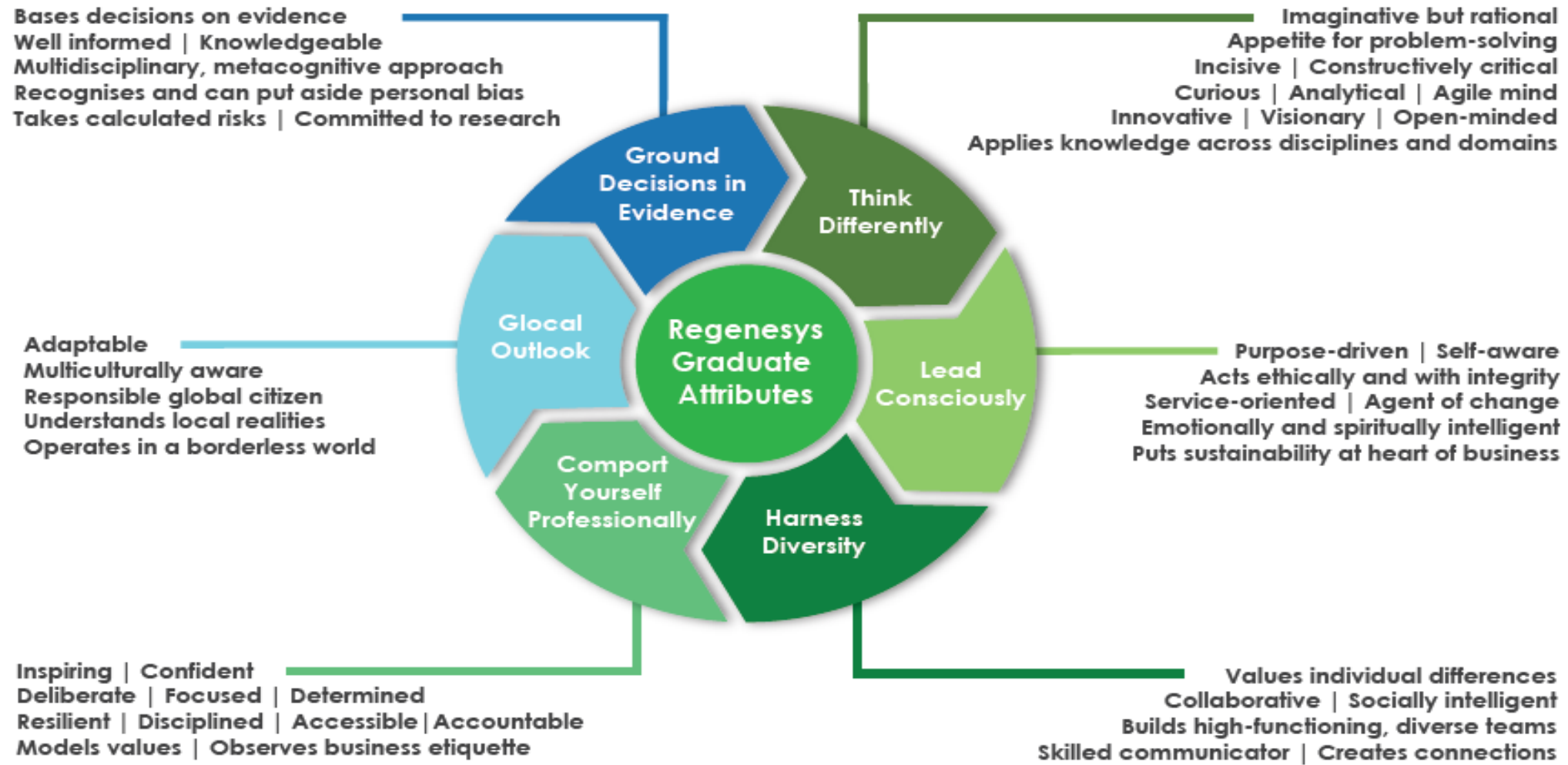
**Holistic** focus on the individual (SQ, EQ, IQ, and PQ)

**Interrelationships** are dynamic between individual, team, institution and the external environment (systemic)

**Strategy** affects individual, team, organisational, and environmental performance

**Delivery** requires alignment of strategy, structure, systems and culture

# Regenesys' Graduate Attributes







## Outline

- **MS-Excel – Spreadsheet Application: An introduction**
- **Worksheet navigation**
  - **Worksheet screen elements & customization**
  - **Worksheet management**
  - **Customization**
  - **Formatting**

# Different versions of MSOffice



Do you use  
excel.....





- Data gathering & interpretation
- Simple to complex calculations
- Financial decisions
- Project management
- Data security



# Excel Version

←

Home

New

Open

Info

Save

Save As

History

Print

Share

Export

Publish


Close

Account

More...

Account

User Information

 Dr Suman Mathur  
suman.m@regenesys.net

[Change photo](#)  
[About me](#)  
[Sign out](#)  
[Switch account](#)

Account Privacy

Manage Settings


Office Background:


Circuit

Office Theme:

Colorful

Connected Services:

 OneDrive - Regenesys Business School  
suman.m@regenesys.net

 Sites - Regenesys Business School  
suman.m@regenesys.net

Add a service ▾








Product Information

Office

Product Activated

Microsoft Office Professional Plus 2016


This product contains

[Change Product Key](#)


Office Updates

Updates are automatically downloaded and installed.

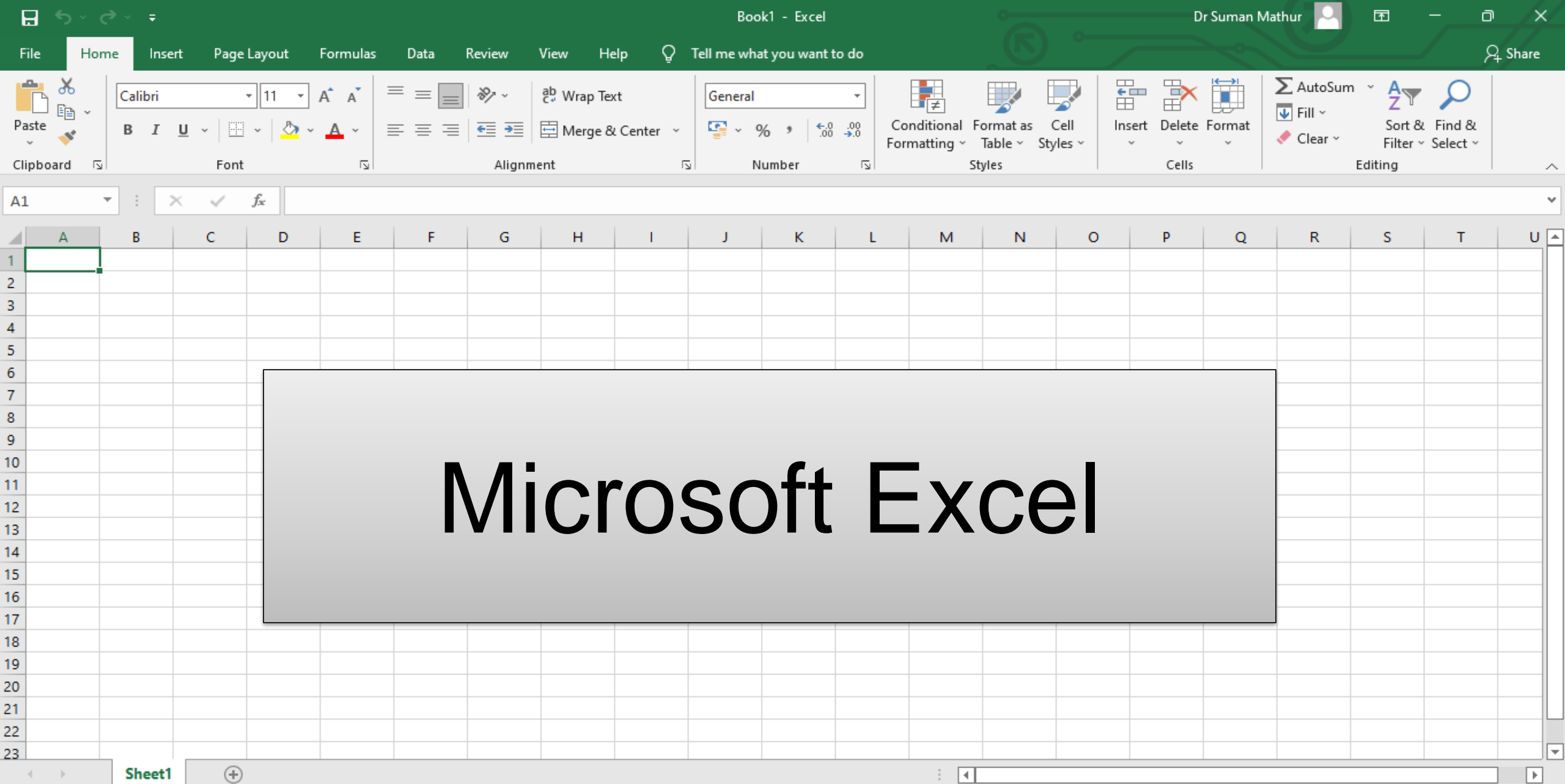
 Update Options ▾

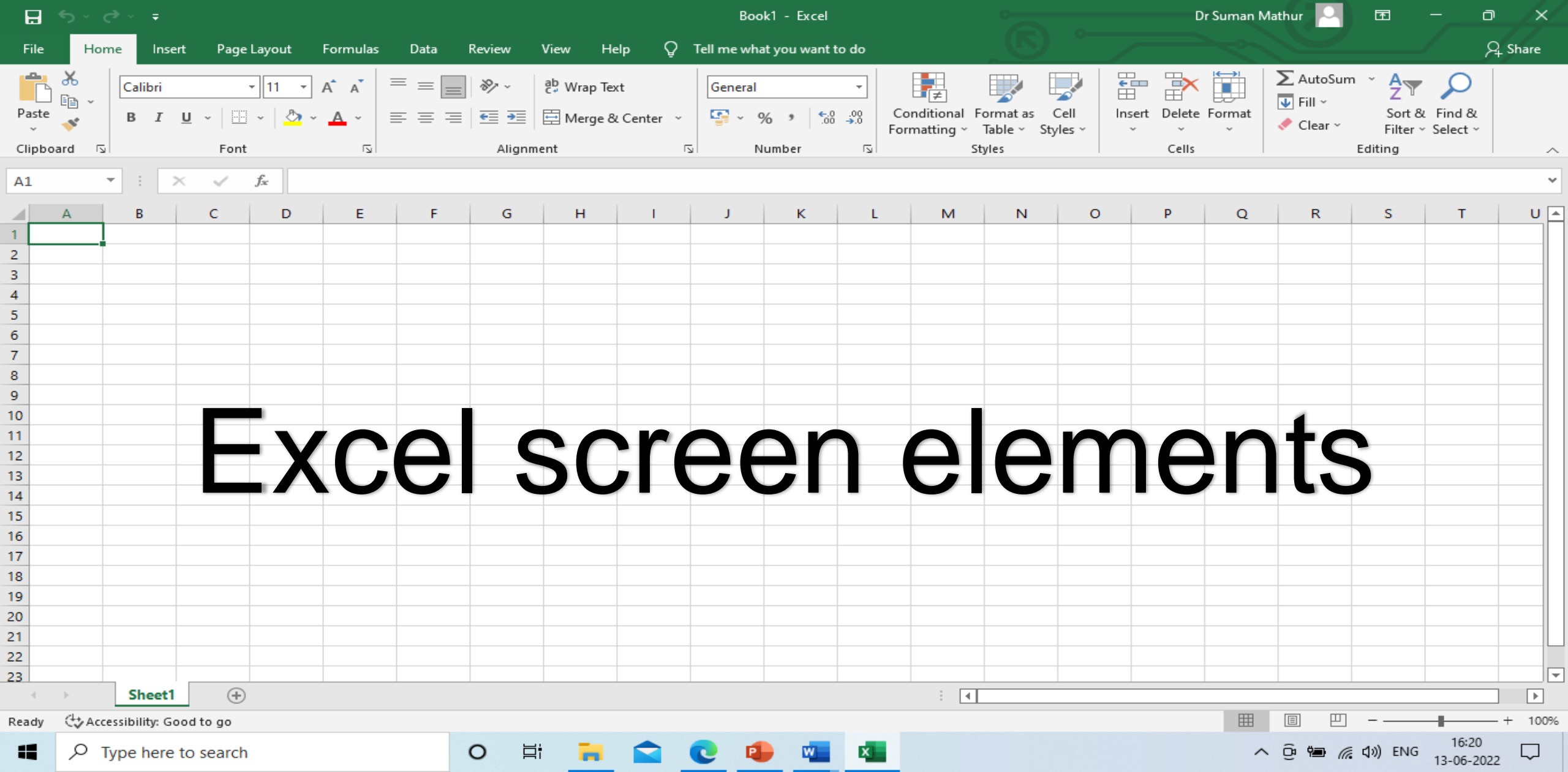
About Excel

Learn more about Excel, Support, Product ID, and Copyright information.  
Version 2208 (Build 15601.20088 Click-to-Run)

 About Excel

Version & Product activation/subscribed

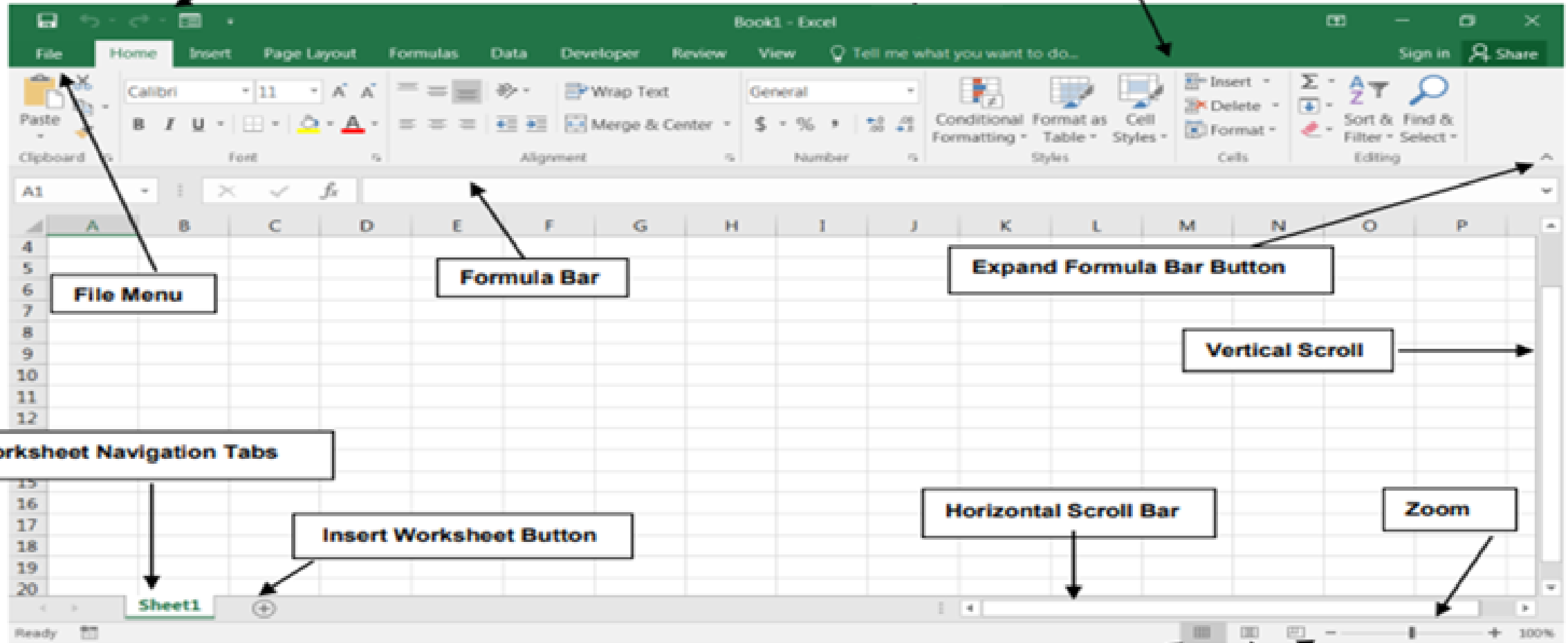






Quick Access Toolbar

The Ribbon



File Menu

Formula Bar

Expand Formula Bar Button

Vertical Scroll

Worksheet Navigation Tabs

Insert Worksheet Button

Horizontal Scroll Bar

Zoom

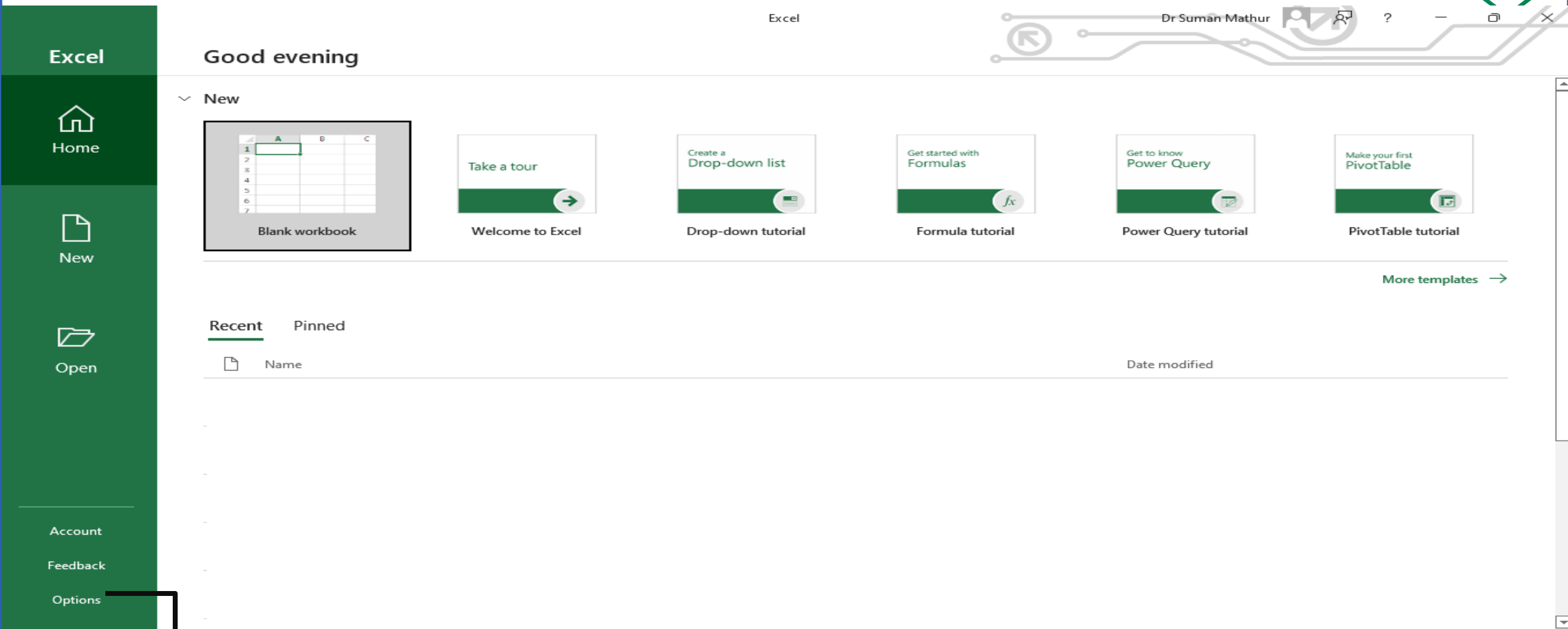
Normal View

Page Layout View

Page Break Preview

# EXCEL Screen Elements

# Customization



Customize options

# Format Data set contd....

Numbers

414186  
42113  
4896  
536  
697562  
55666778  
589  
279894  
782898  
746896  
583803  
374935  
289044  
900451  
683333

Cut

Copy

Paste Options

Paste Special...

Smart Lookup

Insert...

Delete...

Clear Contents

Quick Analysis

Filter

Sort

Insert Comment

Format Cells...

Pick From Drop-down List...

Define Name...

Hyperlink...

➔

Numbers

414186  
42113  
4896  
536  
697562  
55666778  
589  
279894  
782898  
746896  
583803  
374935  
289044  
900451  
683333

Format Cells

Number

Alignment

Font

Border

Fill

Protection

Category:

General

Number

Currency

Accounting

Date

Time

Percentage

Fraction

Scientific

Text

Special

Custo 1

Sample

000414186

Type:

b00000000 2

General

0

0.00

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#,##0\_);(#,##0)

#,##0\_);[Red](#,##0)

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#,##0.00\_);[Red](#,##0.00)

\$#,##0\_);(\$#,##0)

\$#,##0\_);[Red](\$#,##0)

Delete

Type the number format code, using one of the existing codes as a starting point.

OK

Cancel

## Data in Multiple Cells apply variations

	A	B	C	D	E	F	G	H	I
1	Package 1			Package 2					
2	Number o Fee(Rand)			Number o Fee (Rand)				Datasheet	
3	1-10	550		1-10	3950			Datasheet	
4	11-15	750		11-15	4350			Datasheet	
5	20	950		20	5850				
6	25	1050		25	6250			Datasheet	
7	30	1250		30	7500			Datasheet	
8	35	1950		35	8000			Datasheet	
9	40	2050		40	9150				
10								Datasheet	
11								Datasheet	
12									
13								Datasheet	
14									
15								Datasheet	

Display data in  
multiple cells



## Shortcut Keys

Shortcut Key	Description
Ctrl + N	New worksheet
Ctrl + O	Open existing worksheet
Ctrl + S	Save worksheet
Shift + Fn+F11	Insert new sheet
Ctrl + C	Copy selected text of the cell
Ctrl + X	Cut selected text of the cell
Ctrl + V	Paste selected text (copied/cut)
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + T	Insert Table
Ctrl + page up / page down	Move from one sheet to another sheet
Alt + enter	Begin a new line in the same cell

Thank you !!