### ****Points to Remember:****

**Tabs**: Home, Insert, Page Layout, etc.

**Ribbon: C**ontains the options available under each tab (Home, Insert, Page Layout, etc.).

**Toolbar:** R**efers to the entire Excel interface where tools and options are displayed.**

**Cells: T**he small boxes in the Excel sheet where you can enter data.

**Cell Columns**: Labeled as A, B, C, D, E, F, etc.

**Cell Rows**: Labeled as 1, 2, 3, 4, 5, etc.

**Cell Location**: Identified by combining column and row, e.g., A1, B1, C2, C10, etc.

**Formula Bar**: Displayed as **[Fx]**, where you can view or enter formulas.

**Shortcuts :-**

1. Undo :- ctrl + z
2. Find :-- ctrl + f
3. Copy : ctrl + c
4. Paste :- copy + p

**Operators :-**

1. Addition :- (+)
2. Substraction :- (-)
3. Division :- (/)
4. Multiplication :- (\*)

**Formulas for operators :-**

* Addition :- =sum(A1:A10) -**Selects and adds all values from cell A1 to A10**
* Substraction :- =A1-A2
* Multiply :- =A1\*A2
* Division :- =A1 / A2

**Note:** The entire column should be copied and pasted because it allows you to easily update the values in the future.

**TEXT FUNCTION :----**

1. **Concate :- its allow to merge and join the data.**

**--- There are four ways to use the merge the data .**

* **First way : (text & “ “ & text & “ “ &text )**

Scenario : I want to join the shweta tejram ghotekar

=(a1)&” “&(b1)&” “&(c1) --(“ “ :- for spacing)

* **Second way :- =concate(a1,” “,b1,” “,c1)**
* **Third way :- concatenate :- (a1,” “,b1,” “,c1)**
* **Fourth way :- after entering the formula just drag the column .**

**Que :- what is difference between concate and concatenate ?**

**--- there is no differenece ,concatenate is a older text version and new version is concate.**

1. **Textjoin :-** Combines (joins) multiple text strings into one, **with a delimiter** (like a space, comma, etc.), and can **ignore empty cells**.

Syntax :- =TEXTJOIN(delimiter, ignore\_empty, text1, [text2], ...)

**Example**:  
If A1 = "John", A2 = "", A3 = "Doe", then:

=TEXTJOIN(" ", TRUE, A1, A2, A3)

Result: **"John Doe"**  
(It skips the empty cell A2 and joins with a space in between.)

1. **TRIM :-**

Removes **extra spaces** from text, leaving only **single spaces** between words. It doesn’t remove all spaces—just extra ones.

**Syntax:**

=TRIM(text)

**Example:**  
If A1 = " John Doe ", then:

1. =TRIM(A1)

Result: "John Doe"  
(It removes the leading, trailing, and extra spaces between words.)

1. **Length :- count the length including spaces .**

**-Syntax :- =len(text)**

**5)Left :- Extracts a certain number of characters from the beginning (left side) of a text string.**

**Syntax**:

=LEFT(text, num\_chars)

**Example**:  
If A1 = "ExcelTips"

=LEFT(A1, 5) ----(excel is a 5 character)

Result: "Excel"

**6) RIGHT :-** Extracts a certain number of characters from the end (right side) of a text string.

-Syntax:

=RIGHT(text, num\_chars)

Example:  
If A1 = "ExcelTips"

=RIGHT(A1, 4) (tips is a 4 character)

**Result: "Tips"**

### **7)MID :-** **Extracts characters from the middle of a text string, starting at a specified position.**

Syntax :

=MID(text, start\_num, num\_chars)

Example:  
If A1 = "ExcelTips"

=MID(A1, 6, 4)

Result: "Tips"

### Summary:

| **Function** | **Extracts from** | **Example** | **Result** |  |  |
| --- | --- | --- | --- | --- | --- |
| LEFT | Beginning | =LEFT("Hello", 2) | "He" |  |  |
| RIGHT | End | =RIGHT("Hello", 2) | "lo" |  |  |
| MID | Middle | =MID("Hello", 2, 3) | "ell" |  |  |

### **UPPER **:-****Converts all letters in a text string to uppercase.

Syntax:

=UPPER(text)

Example:  
If A1 = "excel tips"

=UPPER(A1)

Result: "EXCEL TIPS

### ****9)LOWER :-****Converts ****all letters**** in a text string to ****lowercase****.

**Syntax**:

=LOWER(text)

**Example**:  
If A1 = "Excel Tips"

=LOWER(A1)

**Result**: "excel tips"

### ****10)PROPER :--****Capitalizes the first letter of each word in a text string.

**Syntax**:

=PROPER(text)

**Example**:  
If A1 = "excel tips"

=PROPER(A1)

**Result**: "Excel Tips"

Summary :-

| **Function** | **Converts to** | **Example Input** | **Result** |  |  |
| --- | --- | --- | --- | --- | --- |
| UPPER | ALL CAPS | excel tips | EXCEL TIPS |  |  |
| LOWER | all lowercase | Excel Tips | excel tips |  |  |
| PROPER | First Letter Caps | excel tips | Excel Tips |  |  |

* CONDITIONS :- (if ,else )

IF :- The IF function checks whether a condition is TRUE or FALSE, and returns different values based on the result — even text values.

- there are two types of data :

1. Numerical (numbers ):- eg : age,salary

2.Categorical (characters) : These are text values such as employee names, departments, etc.  
We write them inside double quotes (" ") because they are considered strings in Excel formulas.

**Examples**:

"John"

"HR"

"Marketing"

### ****Example 1**** – If with text

If A1 contains a department name:

=IF(A1="HR", "Human Resources", "Other Department")

### ****Explanation:****

If A1 is "HR" → result is "Human Resources"

Otherwise → result is "Other Department"

### ****Example 2 :--If with numbers :-****

If A1 has a number (like a mark or salary):

=IF(A1>50, "Pass", "Fail")

**Explanation:**

If A1 is greater than 50, it returns "Pass"

Otherwise, it returns "Fail"

### ****Example 3: If with salary :---****

=IF(A1>30000, "Eligible", "Not Eligible")

Explanation:

If the salary in A1 is more than 30,000, it returns "Eligible"

Otherwise, "Not Eligible"

### ****If with two conditions :-****

### ****1.IF with AND (Both conditions must be TRUE)****

**Syntax:**

=IF(AND(condition1, condition2), value\_if\_TRUE, value\_if\_FALSE)

**Example:**  
Check if salary is above 40,000 and department is "HR":

=IF(AND(A1>40000, B1="HR"), "Eligible", "Not Eligible")

### ✅ ****2. IF with OR (At least one condition must be TRUE)****

**Syntax:**

=IF(OR(condition1, condition2), value\_if\_TRUE, value\_if\_FALSE)

**Example:**  
Check if salary is above 40,000 or department is "HR":

=IF(OR(A1>40000, B1="HR"), "Eligible", "Not Eligible")

### 🧠 ****Tip:****

Use AND when both conditions must be true.

Use OR when any one condition being true is enough.