

MS EXCEL

- Excel is a spreadsheet program developed by Microsoft which works on different operating system. windows, mac-os, ios android etc.
- What exactly Excel does?
 - Excel is a huge application with various types of options and functions. In this you can create different types of function formulas also you can work in different graphical representation. (pivot chart, normal chart) pivot table also. You can do different data analysis.

* Basics of MS EXCEL:

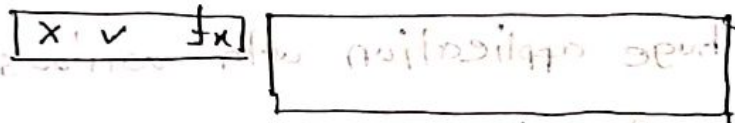
- At the top of Excel we have tabs:

Home	Insert	Page Layout...
------	--------	----------------
- For each tab there have a ribbon under tab.
- Each tab click then each ribbon display below tab.
- If you double click on tab then ribbon hide. Again double click on tab then display ribbon.
- For a particular tab [Home/Insert/...Review] there have ribbon that is display when click on tab.

- Every tab have a different ribbon which are different options available.

- under ribbon at left there is a name box A1 which give column location.

- under the middle of the ribbon there are formula bar



- A, B, C, D, ... These are column heading.

if you select any A / B / D entire column is being selected.

- at the left hand side row's shown.

- if you click any row heading entire row gets selected.

- ④ At the left bottom of the excel there have sheets.

Sheet-1 Sheet-2 Sheet-3

you can also change sheet name.

- If you want to see the names of all the sheets at one place.

- At the left bottom < > right click your mouse.

- If you want to go through any sheet just double press on a particular sheet
- At the top right of the sheet you have a scroll bar for moving sheet and zoom bar for zoom in and zoom out of sheet
- At the right bottom of the excel there is another scroll bar for row scrolling.
- ⊗ If you click on left top file button you have a lot of options. (You can save any file on that).
- ⊗ If you want to enter any data/information into a single ☐ just click on it and type.
- Suppose you want to edit a cell shift the cursor on a particular cell and press **[F2]** key to edit that cell.
- This entire is a work book workbook have different worksheets.

*
Creating a new file: Excel have lot of templates

for creating diff diff analysis.

suppose

Expense Trends chart

Working with tabs and groups;

Excel have some tabs like Home Insert Page Layout Review

• Sometimes you do not want to go through all tabs.

you only need few option and few tabs.

• So how you can customize your own tab?

go to File → options → customize ribbon



Then

you will see at the right side options Main tabs

Home

Insert

Draw.

In every ribbon tab looks

below have ribbon options.

(Different groups)

Home ← Tab

clipboard, Font, Alignment style

groups

* So i want to create my own custom tab then

at Right bottom have option

new tab **New-group** **Rename**

• create a new tab

press **new-tab** → rename → ok

• create group under my own tab.

press **new group** → ~~exit~~ then select

side of the box.

group item from left

• Similarly if you do not want that you can delete also

File → **option** → **Customized Ribbon** → ☒ custom tab

☐ - custom tab Hide

Add

Remove ✓

Editing Data: Editing text, Editing function/formula -

⊛ Suppose we have some data:

☐ we want to find something / replace something

There are two methods to find

on x thing

- shortcut
- longest


- Shortcut: \rightarrow Find $[chr(L + F)]$
find next matching
replace $[chr(L + H)]$

Find & Replace

Find replace

Find what ☐

Find all Find next

- Longer method:- In your Home tab right side of the ribbon has an option 


has an option



search
Find &
select

Then some dialogue box.

☐ To ^{overwrite} edit any cell just double click on that cell and edit

shortcut - select cell  \Rightarrow press F2

Saturday	10
Sunday	20
Monday	30
Tuesday	40
Wednesday	50
Thursday	60
Friday	70

□ Edit a formula / function:

Formula =

$$= D_1 + B_2 + D_3 + D_4 + D_5 + D_6 + D_7$$

$$= \boxed{280}$$

D
10
20
30
40
50
60
70

Function ↑

press - autosum
at right side
of Home ribbon

- Edit a formula a function.

a formula: double click and set/edit

a function: double click then edit

There is one more method.

just click cell and then see on function ribbon

fx

- undo and redo.

go for back (undo) go for forward (redo)

on top of the left side /

ctrl - z = undo

ctrl - y = redo

- goto option - ctrl + g : This is use for go any particular cell by column/row name or anything else



- Advance go to special for go where function written


- comment
- constants


• Formulas ✓ - OK - WTSOTI will highlight OK

Formatting in Excel


• Font:


- Bold - (ctrl + b) 

- Italic - (ctrl + i) 


- Underline - (ctrl + u) 


• Borders - 

- Bottom Border 

- Top Border 

- Left " 

- Right " 

- All Borders 



• Background color 


• Font color 


• Font -  Calibri

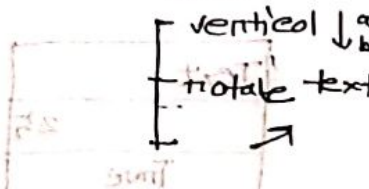
• Alignment:


- merge and center - merge column selected. 

- Align - left  Align - top 

- Align - right 

- Text direction 



- If text is lengthy, Text is outside of the cell then use wrap text  columns remains same but row height change.

• Number :


- Format sets dialog box

- number

- decimal place

≤ 0 00
.00 ≥ 0

Shortest $(\frac{A}{n} + 1)$


- Date changing: click 

category

—
—
—

← select . date

- currency format change.

click 

select on category currency

Logical function: if, nested if, and, or, not

• There are some characteristics of a cell.

Different type of data can store in a cell

cell can accept

- Text
- number
- bool - expression
- error message
- Function formula
- anything

Text
25
True
False

Cell reference:

- Relative reference

- Absolute reference

- Mixed reference

Relative reference

A	B	C	D
Month	Total revenue	Total expense	Net income

Shortcut:

$$=B_1 - B_2$$

$$D = B_1 - B_2$$

↑
Ctrl + Enter

- Absolute reference:

To see formula click

Ctrl + Alt + F

Tab Formulas → middle Show Formula

D
100
85 = D2/D1
87
94
68

To fix a cell:

Enter a formula - press [F4] ← loc

To fix
or
click F2

[F4]

→ Convert Relative to Absolute.

- Mixed reference:

For loc multiple row and column

\$B6 * C5

press (F4, F4) Twice

	A	B	C	D	E
1		1	2	3	4
2	10	\$B2*\$B			
3	20				
4	30				
5	40				
6	50				

speak cells: whatever text written in a sheet that exceeds

will speak for you. you can verify that soft copy with hard copy

if the text written in a paper on something you can keep on taking and asking it

- speak cell is option which is hidden on the bottom we need to bring it at the front where we can bring?

- quick access tool-bar
 File → Option → Quick Access → search for toolbar → speak cells.

by click any cell is speak by speaker cell

actually read

speak can be row-manner column/vertical manner

Text to columns:

separation ' ' space
A

John	Rita
Rita	Nela
Joseph	Robert
Hanny	Luke
Luke	Saimon

• if we want to create two column from this one column based on how they separated?

select the column. then

Select Tab [Data] → [Text to column] → [Delimited] → Next

[Delimiters] separations

- ☐ Tab
- ☐ semicolon
- ☐ comma
- ✓ ☒ space
- ☐ other

↖ further symbol <, >, "

→ Finish

↘

A	B
John	Rita
Rita	Nela
...	...
Luke	Saimon

• You can also separation text to column to another destination

• Source data remain same. edited data shift another destination.

* If you want to create column according to your convenience.

select column and now then select Tab [Data] → [Text to column]

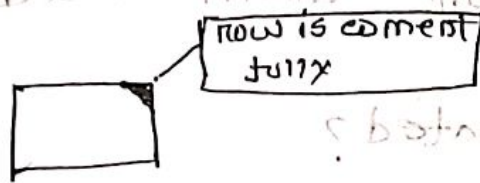
→ [Fixed width]

separate column by distance based on your convenience

Comments:

select a cell

→ click **Review** tab → new comment



To create a comment, shortcut **Shift+F2**. you can

edit also by **Shift+F2** :

• If you want to delete a comment

Keep your cursor

→ Tab

Review

→

comment

To see all comment select  show all comment

Copying and Filling:

select any cell/table and copy **Ctrl+C**

paste = **Ctrl+V**

There are different types of paste type - values,

paste special

number,

values only

• You can also use Formatting, only table

Filling Series:

- Filling series with formatting editing

- Filling without formatting

Saturday
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday

drag down (↑) like
and bottom (↓)

- Copy cell
- Fill series
- Fill formatting only
- Fill without formatting
- Fill days
- Fill weekday (only weekday)
- Flash fill

Advance Fill

10
20

January

January
March
May
July
September

* If you want to define your own list
own custom filling series

File → Options → Advanced

→ drop down both

new list
Example

Edit custom list

↓

← New list

Then click ok
any try out on

Bangladesh

Add

you can add
list on your
choice!

Bangladesh
India,
Pakistan
Nepal
Myanmar

* Shortcut for filling cell

Fill down - Ctrl+D

Fill right - Ctrl+R

Home tab - top right [Fill]

[↓] down

[→] right

[↑] up

Flash Fill

[Ctrl+E]

code
100-5-1300
200-20-130
560-20-696
21-22-55
56-10-20

first 3 digit

100
200

[Ctrl+E]

Sometime no catch: then know by adding more.

Also For text:

Home tab - Fill [Flash Fill]

Names

ABIR
Sourov
Jeny
Any
Delwar

First letter

A

[Ctrl+E]

* To concatenate two column

just type like reference and press [Ctrl+E]

viewing worksheet:

Hide column: Go to column heading; Mouse right click.

and click Hide option.

Unhide column: select left top corner A

then select any column right click and

unhide.

Similarly you can Hide/unhide row.

Freezing Pones.

press view - tab; in the middle there have
freeze pones

Suppose you creating a table. there are many row

and you want to show always top column name,

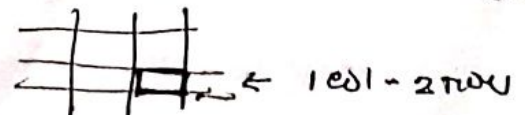
then scroll row but freeze row doesn't hide

, you can freeze first column, first row,

you can also customize freeze.

Keep cursor on your needed row and column to freeze

then press view tab → freeze



split panes: split panes one temporary, Freeze panes one: permanent

we when you want to compare with two feature

A. - - - - - 0

Then use scroll bar; to compare

To remove split panes just double click on this.

- comparing with row and comparing with columns
split is very important

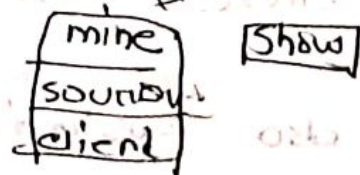
Custom views: custom view are something which we have advantage which can overcome

Hiding and unhiding columns & rows.

press view - tab custom view - Add

by modifying sheet, then from show

client different from use view : custom view



• To delete custom view.

click - view → custom view - select & delete.

Adjusting an worksheet:

- Inserting and deleting sheets, cell.

click on a cell. right then Insert

shift cells.

o shift cell right

o shift cell down

o Entire row

o Entire column

- deleting a cell:

click that particular cell.

right click mouse. then click over delete

- Insert and delete rows:

right click on a row heading → insert

you can also delete by somely.

- Insert and delete columns:

Select a column heading. right click on mouse

- You can change column width from column by mouse

on by Home tab Right side Format

This way you can apply also for row.

Autofit row height just select the rows and
on row heading double click

#

How to work with worksheets:

on the bottom below there are worksheets.

many worksheets.

If you want to insert in a particular worksheet put the cursor on that ws and right click mouse. then select insert, a dialog box opens. what to insert.

you can rename / delete your sheet.

⑧ How to move / copy a worksheet into a new workbook?

- some method right click on a sheet.

select the option move / copy

Then select new book, create a copy

} differentiate

- If you want to copy a sheet in the same place same file

right click, move / copy →

if i want to cut a sheet i.e. data v to

create and copy

- you can also hide / unhide worksheets

" " change sheet color

want to
* Suppose you want to create 12 sheet for 12 month
of some format how do you do that?

- Normally we do copy paste. But there are
shortcuts.

Ctrl + mouse click
select all sheets and do whatever you want
in a particular sheet it automatically become
same as in all sheet;

Compare two sheet side by side!

To compare two sheet at first try to create
duplicate file of this.

view tab \rightarrow new window \rightarrow

in taskbar two file one created BOOK1:1 | BOOK1:2

Those one temporarily diff file. Now I want
to compare these two file, go to

view - tab \rightarrow view side
by side

view - tab \rightarrow arrange - Horizontal
- vertical

view file side by side:

create a new file **[Ctrl+N]**

Go to **[view]** tab \Rightarrow **[view side by side]**

[Arrange]

o Tiled

o Horizontal 

o vertical 

o Cascade 

If we want to compare 2 file use **[view] -> [view side by side]**

[Arrange]

Tiled