Excel Stage 1 – Complete Notes (Marks Sheet + GST)

1. Excel Basics

Excel Interface

- **Workbook**: Excel file
- **Worksheet**: Sheet inside workbook
- **Cell**: Intersection of row & column (A1, B2)
- **Ribbon**: Top menu (Home, Insert, Formulas, Data)
- **Formula Bar**: Shows formula inside a cell
- **Name Box**: Shows selected cell address

2. Data Entry & Editing

Types of Data

- **Text**: Names, headings
- **Number**: Marks, fees
- **Formula**: Starts with =

Useful Shortcuts

- Copy: `Ctrl + C`
- Paste: `Ctrl + V`
- Cut: `Ctrl + X`
- Undo: `Ctrl + Z`

3. File Types

XLSX

- Default Excel file
- Supports formulas, formatting, multiple sheets

CSV

- Plain text file
- No formulas, no colors, single sheet only

4. Saving & Printing

- Save: `Ctrl + S`
- Save As: Change name/location/type
- Print: `Ctrl + P`
- Fit sheet on one page: Print → Scaling → Fit Sheet on One Page

5. Basic Excel Formulas

SUM

`=SUM(B2:B6)`

Adds values

AVERAGE

`=AVERAGE(B2:B6)`

Finds average

COUNT

`=COUNT(B2:B6)`

Counts numeric cells

MAX

`=MAX(B2:B6)`

Highest value

MIN

`=MIN(B2:B6)`

Lowest value

6. Cell Referencing (MOST IMPORTANT)

Relative Reference (A1)

- Changes when dragged
- Default reference

Example:

`=A1+B1`

Absolute Reference (A1)

- Fixed row & column
- Used for constant values (GST, Tax, Discount)

Example:

`=C2*$F$2`

Mixed Reference ($A1 or A$1)   -

`$A1: Column fixed, row changes ;A$1`: Row fixed, column changes
- Used in tables & matrices

7. Marks Sheet + GST Calculation (Mini Project)

Table Structure

Student | Marks | Fee | GST (18%) | Total Fee |

GST Rate Cell
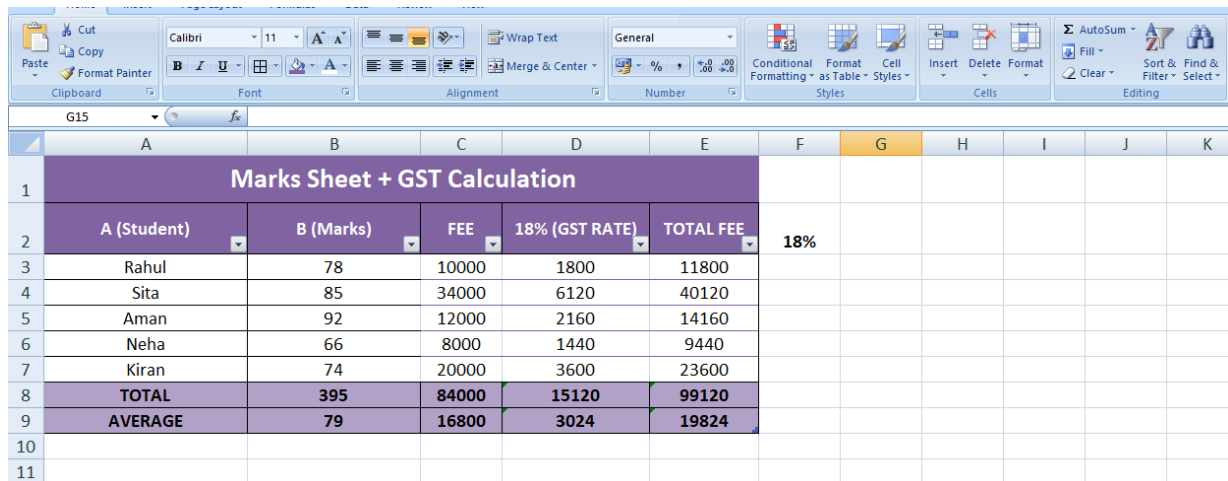- GST Rate stored in **F2 = 18%**

GST Formula

=D2 = C2 * F2

- Fee changes
- GST rate fixed

Total Fee Formula

=E2 = C2 + D2

OR (Direct Method)

=C2*(1+F2)

	A (Student)	B (Marks)	FEE	18% (GST RATE)	TOTAL FEE	F	G
1	Marks Sheet + GST Calculation						
2	A (Student)	B (Marks)	FEE	18% (GST RATE)	TOTAL FEE	18%	
3	Rahul	78	10000	1800	11800		
4	Sita	85	34000	6120	40120		
5	Aman	92	12000	2160	14160		
6	Neha	66	8000	1440	9440		
7	Kiran	74	20000	3600	23600		
8	TOTAL	395	84000	15120	99120		
9	AVERAGE	79	16800	3024	19824		