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YV COMPUTER CLASSES

https://yvcomputerclasses.netlify.app

SUBJECT:- MICROSOFT OFFICE

Chapter 1 Microsoft Excel

Excel is a semi accounting package software.

Extension name of Microsoft Excel (2007) is →.xls Extension name of Microsoft Excel (2010&2019) is →.xlsx

There are three Methods to open Microsoft Excel 2010.

- Start → Microsoft Office → Microsoft Excel
 2010.
- Start + R → Open Run Dialog Box and type [excel].

3. Go to search box and Type [excel].

The Total No. of Rows in Ms Excel 2010 is

→1048576.

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The Total no. of Columns in Ms Excel 2010 is → 16384.

The last Column name in Ms Excel 2010 is → XFD

The Last Cell Address Name is → XFD1048576

3 sheets are given by default in Ms Excel 2010.

Example:-

	Α	В	С	D	E
1	Roll No	Name	Hindi	English	Total
2	1	Ankit	23	85	=sum(C2:D2)
3	2	Harsh \P	65	63	=C3+D3
4			5		
5		7			
6	SUBTRACTION		50	20	=C6-D6
7		J `			
8	MULTIP	LICATION	2	6	=C8*D8
9					
10	DIVI	SION	10	2	=C10/D10
11					
12					
	2 3 4 5 6 7 8 9 10 11	1 Roll No 2 1 3 2 4 5 6 SUBTR 7 8 MULTIP 9 10 DIV	1 Roll No Name 2 1 Ankit 3 2 Harsh 4 Harsh Harsh 5 SUBTRACTION Harsh 7 MULTIPLICATION Harsh 9 DIVISION Harsh 11 Harsh Harsh	1 Roll No Name Hindi 2 1 Ankit 23 3 2 Harsh 65 4	1 Roll No Name Hindi English 2 1 Ankit 23 85 3 2 Harsh 65 63 4 5 5 5 6 6 SUBTRACTION 50 20 7 7 7 7 6 9 9 9 9 9 10 2 10 DIVISION 10 2 10 10 2 11 11 10 10 2 10 <t< td=""></t<>

** Shortcut key Of Auto Sum → Alt + =
