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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.

1. Start → Microsoft Office → Microsoft Excel 2010.

2. 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.

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 :-

	A	B	C	D	E
1	Roll No	Name	Hindi	English	Total
2	1	Ankit	23	85	=sum(C2:D2)
3	2	Harsh	65	63	=C3+D3
4					
5					
6	SUBTRACTION		50	20	=C6-D6
7					
8	MULTIPLICATION		2	6	=C8*D8
9					
10	DIVISION		10	2	=C10/D10
11					
12					

Shortcut key Of Auto Sum ➔ Alt + =