**Excel Lecture Flow**

* **Use Of Excel**
* **Limit of using excel**
* **Max and Min rows and columns**
* **Components in Excel**
  + - Task Bar
    - Tabs (How Logical Grouping is Done)
    - Indexing (CTRL + G) or GOTO
    - Formulae Bar [Sum (A1: B1)
    - Status Bar (Last Bar)
* **File Tab**
  + - Back Stage view
    - It is Slightly change Than Others
* **More About Save and Save as**
  + - .csv file -----------

> Difference

* + - . excel file -----------
    - .pdf
* **Excel Workbook**
* **Excel worksheets**
* **Keyword Short cuts [ALT]**
  + - No use in Google sheet
* **Add column** 
  + - CTRL + Shift + (+)
    - CTRL + (-)
* **CTRL C- CTRL V**
  + - Format only
    - Values only
    - Transpose
    - Linked Sheets
    - Transpose + Only values
    - Pest as a Picture
      * + Data to Group
        + Excel Charts
* **Date Format** 
  + - Number to Date
    - Date to Number (home ->Number)
* **Freeze** 
  + - (View -> Freez)
* **Gridlines** 
  + - (View -> Gridlines)
* **Fill Colour**
* **Merge & Centre**
  + - (Home -> Merge and centre)
* **Group** 
  + - (Data -> Group [Right corner])
* **Hyper Links**
  + - (Insert -> Hyper Link)
    - New Sheet
    - Online/Web Link

**VLOOKUP (Refer Practice excel sheet for the same)**

* + - What is VLOOKUP (V= Vertical)
    - Why to Use
    - When to Use
    - General scenario