* Excel is an electronic spreadsheet application that enables user to store, organize, calculate, and manipulate data with formulas using a spreadsheet system, broken up by rows and column
* Freeze panes: to lock any row or column, freeze panes is used. The locked column or row will be visible on the screen even if we scroll the sheet vertically or horizontally.
* Count: it is used to count cells containing number, dates, etc any value stored as number excluding blank.
* Count A: it is use to count any cell value containing numbers, text, logical values, etc any type of value excluding blanks.
* Count blank: it counts blank cells or cells with an empty string.
* Count if or ifs: it counts cells matching a certain criteria.
* If function: to perform the logical test IF function is used. It check whether certain conditions is true or false. Condition is true then it will give result accordingly, if the condition is false then the result will be different.
* Look up: in excel the lookup function returns a value from a range or an array.
* WEEKDAY() returns the day of the week for a particular date counting from Sunday.
* Hyperlink: the hyperlink function creates a shortcut that jumps to another location in the current workbook or opens a document stored on a network server in a internet or the internet opens the document we specified.
* Text to columns: it is feature in excel that divides the text in one cell / column into many columns using a delimeter than can be adjusted.
* Data validation: it is feature that allows us to control the type of data entered into our worksheet.
* Need of data validation: excel can restrict data entry to certain cell by using data validation. Prompt users to enter valid data when a cell is selected and displays an error message when user enters invalid data.
* Different ways of referring a cell.

1)Relative reference

2)Absolute reference

3) Mixed reference

* Cell references: A cell reference refers to the value of different cell or cell range on the current worksheet or different worksheet with in a spreadsheet. A cell reference can be used as a variable in formula.