Ms excel

Total Rows :- 1048576

Total columns :- 16384

File extension :- .xlsx

Formula

Total :- =sum(range) enter

Minimum :- =min(range) enter

Maximum :- =max(range) enter

Average :- =average(range) enter

Count :- =count(range) enter

Product :- =product(range) enter

Date :- =date(year,month,day)

Month:- =month(date)

Day :- =day(date)

Conditional format:-

Select data -> click conditional format -> select conditional format-> click rules

Format:-

In format we can change column height , row width, hide & column, protect sheet

Insert menu

Pivot table & chart report :

Select table -> go to insert menu -> click pivot table -> select table range -> ok -> choose field to add report -> click pivot chart

Table :-

We can inset table

Go to insert menu -> click table -> select table range -> ok

Charts :-

Select data -> go to insert table -> click on charts -> select chart type -> ok -> click on chart tools -> select chart design, layout , format

Data menu :-

Get external data :-

Go to data menu -> click get external data -> select database file -> select file -> open -> ok

Sort :- to sort our data in ascending & descending order

Select table -> go to data menu -> click sort -> select column -> select order -> ok

Text to column :-

Eg :- purchase , sales, rent , opening stock

Select text -> go to data menu -> select text to column -> next -> select delimiters -> next -> finish

Data validation :-

Select row & column -> go to data menu -> click data validation -> select data validation -> click setting -> allow : whole number -> write minimum & maximum no. -> click error alert -> type error message -> ok

How to remove

Select row & column -> go to data menu -> click data validation -> clear all

What if analysis

Goal seek :- will find the right input when you know the result you want

Click on formula value -> go to data menu -> select what if analysis -> click goal seek -> set cell : set cursor -> to value : write new value -> by changing cell : click on change value

Data table :- allow you to see the results of many different possible inputs at the same time.

5

8

=(5\*8) 40 1 2 3 4 5

11

12 select

13

14

To data menu -> click what if analysis -> select data table -> row input cell : 5 – click -> column input cell : 8 – click -> ok

Subtotal :- automatically inserting subtotals and totals for selected cells

Select table -> go to data menu -> click sort column -> select subtotal -> select column -> ok

View menu

Macro :-

Go to view menu -> click macro -> select record macro -> write macro name -> write short cut key -> or -> write your record -> click macro -> stop recording