

Unit : 1 – Concept of Worksheet

Excel:-

- Microsoft Excel is a tool that supports the spread -sheets to store and manage data along with it also supports text, shapes, graphics, pictures and multimedia.
- By default, spread-sheets saved in Excel 2010 are saved with the .xlsx extension whereas, the file extension of the prior Excel versions is .xls.

Workbooks and Worksheets :-

- Workbook: A workbook is another word for your Excel file. Excel automatically creates a blank workbook when you open it.
- A worksheet is a collection of cells where you keep and manipulate the data. By default, each Excel workbook contains three worksheets.
 - When you open Excel, Excel automatically selects Sheet1 for you. The name of the worksheet appears on its sheet tab at the bottom of the document window.

Steps to open Excel :-

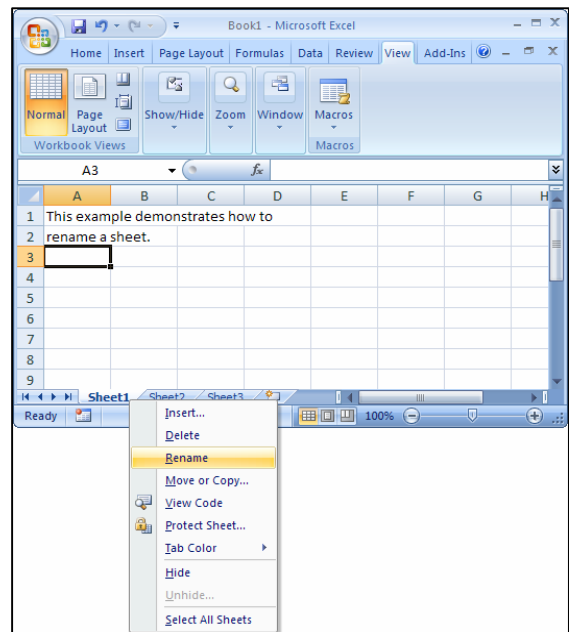
Step 1 : press windows logo key and key R.

Step 2 : when run opens type “ excel ”.

Step 3 : press enter to start Excel.

Create & Managing worksheets :-

- Open Worksheet
- Rename a Worksheet
 - By default, the worksheets are named Sheet1, Sheet2 and Sheet3. To give a worksheet a more specific name, execute the following steps.
 - 1. Right click on the sheet tab of Sheet1.



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- 2. Choose Rename.
- Insert
- Move
- Rename
- Delete

Protect Sheet :-

When you share an Excel file with other users, you may want to protect a worksheet to help prevent it from being changed.

1. Right click a worksheet tab.

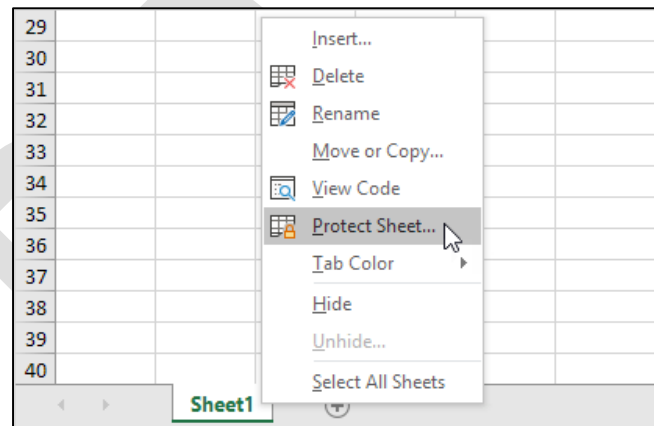
2. Click Protect Sheet.

Enter a password.

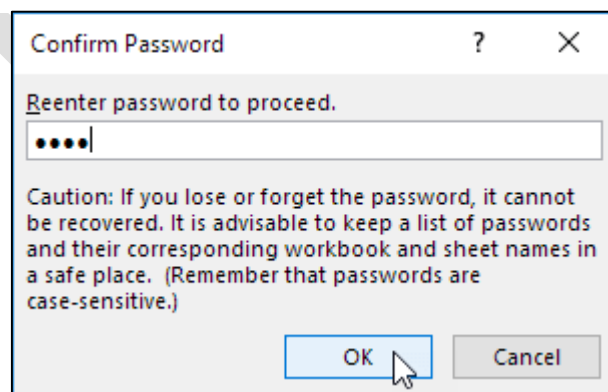
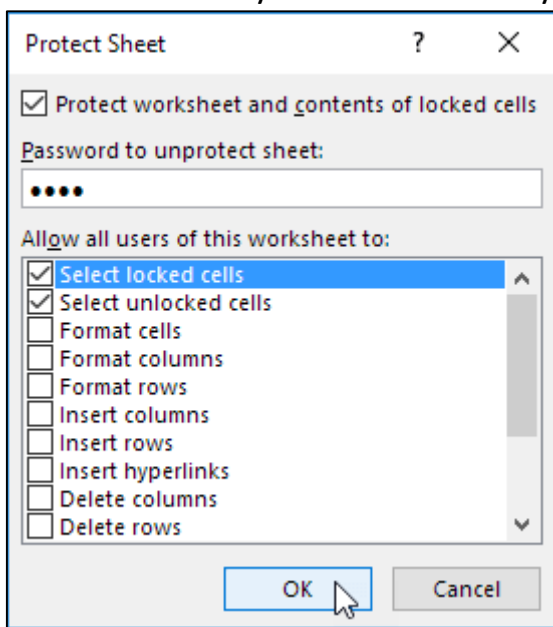
4. Check the actions you allow the users of your worksheet to perform.

5. Click OK.

Note: if you don't check any action, users can only view the Excel file!



6. Confirm the password and click OK



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Formula Bar :-

The Formula Bar is where data or formulas you enter into a worksheet appear for the active cell. The Formula Bar can also be used to edit data or formula in the active cell. The active cell displays the results of its formula while we see the formula itself in the Formula Bar.

Row and Column :-

MS Excel is in tabular format consisting of rows and columns. Row runs horizontally while Column runs vertically. Each row is identified by row number, which runs vertically at the left side of the sheet. Each column is identified by column header, which runs horizontally at the top of the sheet.

→ Column headings = letters

- To highlight an entire Column, click on any of the letters.

→ Numbers = rows

- The exact number of rows and columns are 1,048,576 rows and 16,384 columns.

Cell:-

A cell is the intersection(combination) of a row and a column. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3). For eg. combine the B column with Row 5, you get Cell B5.

Cell Address:-

A Cell is the point where the row and the column intersect. That point name is combining of row and column, it is called cell address. For Instance, the cell intersects column C and row 5, so the cell address is C5.

You can also select multiple cells at the same time. A group of cells is known as a cell range. For example, a cell range that included cells A1, A2, A3, A4, and A5 would be written as A1:A5.

Format Cell:

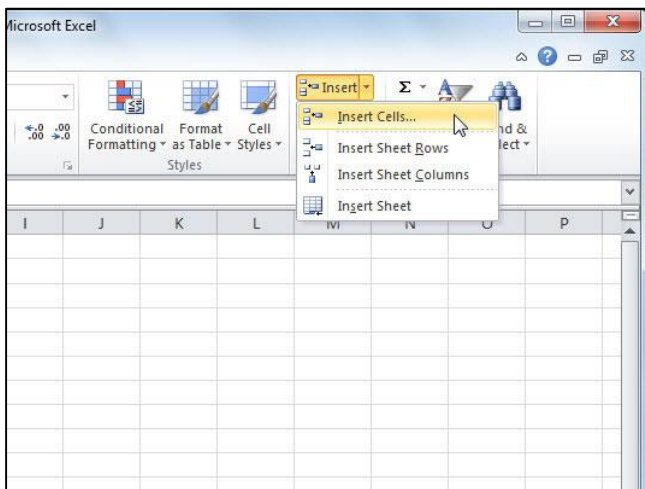
All cell content uses the same formatting by default, which can make it difficult to read a workbook with a lot of information. Basic formatting can customize the look and feel of your workbook, allowing you to draw attention to

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specific sections and making your content easier to view and understand. You can also apply number formatting to tell Excel exactly what type of data you're using in the workbook, such as percentages (%), currency (\$), and so on

❖ Insert Cell:

1. Select the cells, rows, or columns where you want the new, blank cells to appear.
2. Click the drop-down arrow attached to the Insert button in the Cells group of the Home tab.
3. Click Insert Cells on the drop-down menu.

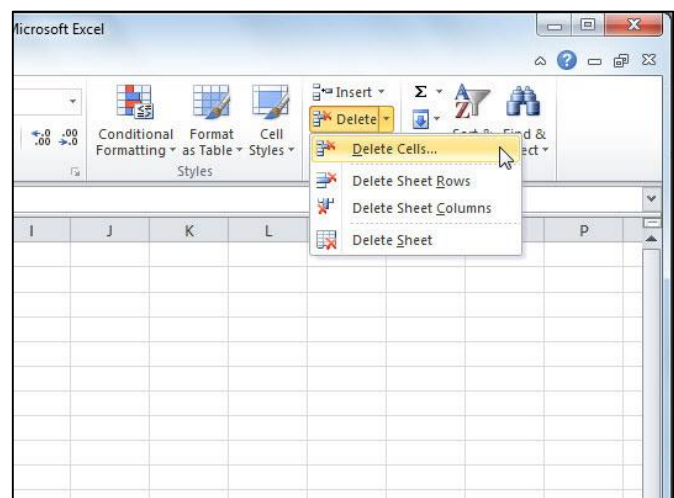


The Insert dialog box opens with the following options:

- Shift Cells Right shifts existing cells to the right to make room for the blank cells you want to insert.
- Shift Cells Down instructs Excel to shift existing cells down. This is the default option.
- Entire Row inserts complete rows in the cell range. You can also select the row number on the frame before you choose the Insert command.
- Entire Column inserts complete columns in the cell range. You can also select the column letter on the frame before you choose the Insert command.

❖ Delete Cell:

Deleting cells gets rid of the whole kit and caboodle — cell structure along with all its contents and formatting. When you delete a cell (or an entire row or column), Excel has to shuffle the position of



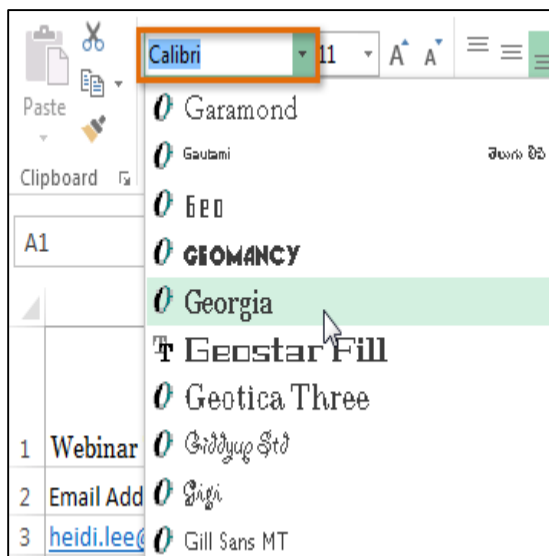
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entries in the surrounding cells to plug up any gaps caused by the deletion.

To delete the actual cell selection rather than just clear the cell contents, follow these steps:

1. Select the cells, rows, or columns you want to delete.
2. Click the drop-down button attached to the Delete button in the Cells group of the Home tab.
3. Click Delete Cells on the drop-down menu.

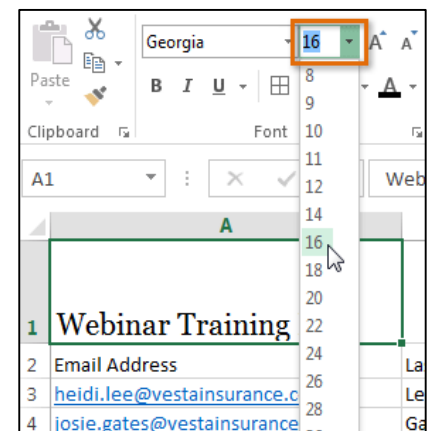
❖ **Font Face/Style/Type:** By default, the font of each new workbook is set to Calibri. However, Excel provides many other fonts you can use to customize your cell text. In the example below, we'll format our title cell to help distinguish it from the rest of the worksheet.



1. Select the cell(s) you want to modify.
2. Click the drop-down arrow next to the Font command on the Home tab. The Font drop-down menu will appear.
3. Select the desired font. A live preview of the new font will appear as you hover the mouse over different options. In our example, we'll choose Georgia.
4. The text will change to the selected font.

❖ **Font Size:**

1. Select the cell(s) you want to modify.
2. Click the drop-down arrow next to the Font Size command on the Home tab. The Font Size drop-down menu will appear.
3. Select the desired font size. A live preview of the new font size will appear as you hover the mouse over different options. In our example, we will choose 16 to make the text larger.
4. The text will change to the selected font size.

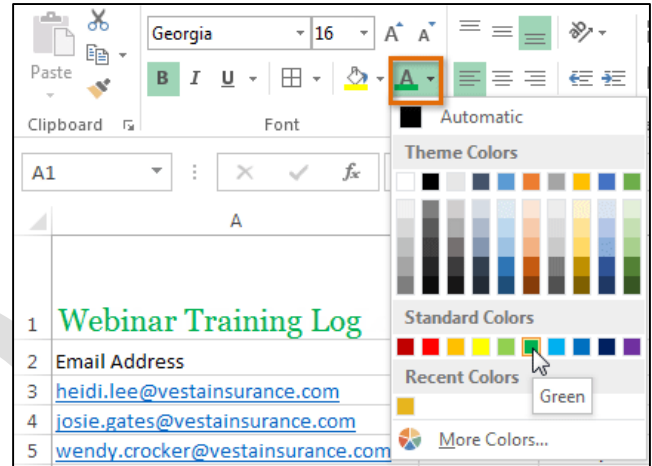


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Note: You can also use the Increase Font Size and Decrease Font Size commands or enter a custom font size using your keyboard.

❖ **Font Color:**

1. Select the cell(s) you want to modify.
2. Click the drop-down arrow next to the Font Color command on the Home tab. The Color menu will appear.
3. Select the desired font color. A live preview of the new font color will appear as you hover the mouse over different options. In our example, we'll choose Green.
4. The text will change to the selected font color.

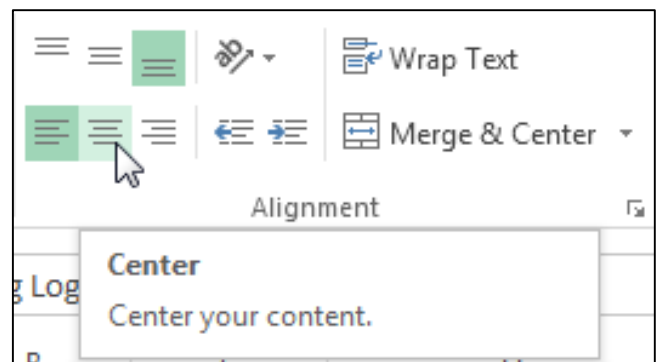


❖ **Font Alignment/Text Alignment:**

By default, any text entered into your worksheet will be aligned to the bottom-left of a cell, while any numbers will be aligned to the bottom-right. Changing the alignment of your cell content allows you to choose how the content is displayed in any cell, which can make your cell content easier to read.

→ **Steps to Change Alignment:**

1. Select the cell(s) you want to modify.
2. Select one of the three horizontal alignment commands on the Home tab. In our example, we'll choose Center Align.
3. The text will realign.



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→ Alignment Options:

1. Horizontal Alignment – You can set horizontal alignment to Left, Centre, Right, etc.

- **Left** – Aligns the cell contents to the left side of the cell.
- **Center** – Centers the cell contents in the cell.
- **Right** – Aligns the cell contents to the right side of the cell.
- **Fill** – Repeats the contents of the cell until the cell's width is filled.
- **Justify** – Justifies the text to the left and right of the cell. This option is applicable only if the cell is formatted as wrapped text and uses more than one line.

2. Vertical Alignment – You can set Vertical alignment to top, Middle, bottom, etc.

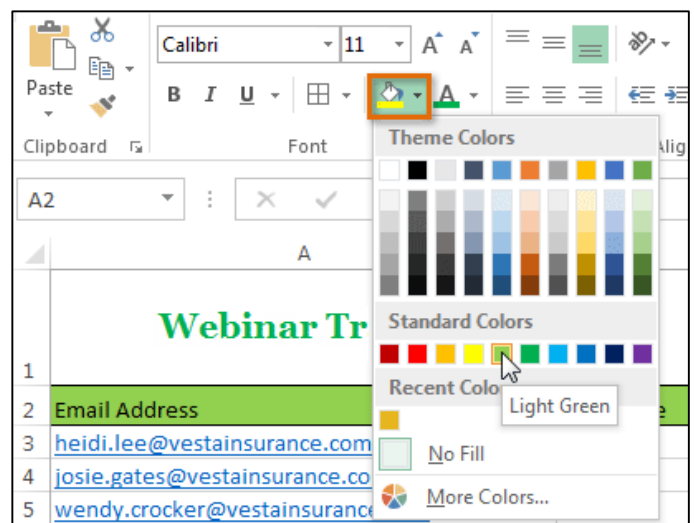
- **Top** Aligns the cell contents to the top of the cell.
- **Center** Centers the cell contents vertically in the cell.
- **Bottom** Aligns the cell contents to the bottom of the cell.
- **Justify** Justifies the text vertically in the cell; this option is applicable only if the cell is formatted as wrapped text and uses more than one line.

❖ Fill Color :

Fill colors allow you to create clear and defined boundaries for different sections of your worksheet.

→ Steps to Fill color:

1. Select the cell(s) you want to modify.
2. Click the drop-down arrow next to the Fill Color command on the Home tab. The Fill Color menu will appear.



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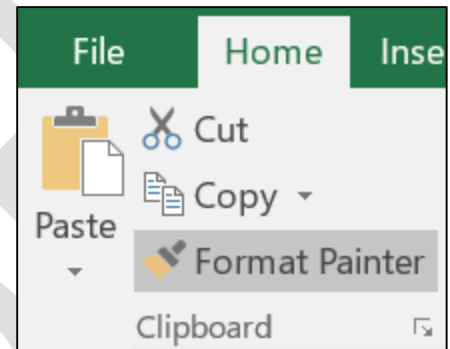
3. Select the fill color you want to use. A live preview of the new fill color will appear as you hover the mouse over different options. In our example, we'll choose Light Green.
4. The selected fill color will appear in the selected cells.

❖ **Format Painter:**

When it comes to copying formatting in Excel, Format Painter is one of the most helpful and underused features. It works by copying the formatting of one cell and applying it to other cells.

With just a couple of clicks, it can help you reproduce most, if not all of the formatting settings, including:

- Number format (General, Percentage, Currency, etc.)
- Font face, size, and color
- Font characteristics such as bold, italic, and underline
- Fill color (cell background color)
- Text alignment, direction and orientation
- Cell borders



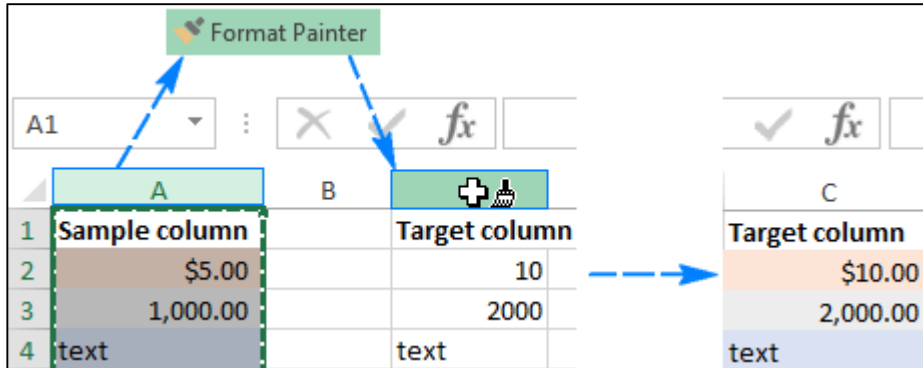
→ **How to use Format Painter in Excel**

To copy cell formatting with the Excel Format Painter, just do the following:

1. Select the cell with the formatting you want to copy.
2. On the Home tab, in the Clipboard group, click the Format Painter button. The pointer will change to a paint brush.
3. Move to the cell where you want to apply the formatting and click on it
 1. **How to copy formatting to a range of cells:** To copy formatting to several adjacent cells, select the sample cell with the desired format, click the Format Painter button, and then drag the brush cursor across the cells that you want to format.
 2. **How to copy format to non-adjacent cells:** To copy formatting to non-contiguous cells, double-click the Format Painter button instead of

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single-clicking it. This will "lock" the Excel Format Painter on, and the



copied formatting will be applied to all cells and ranges that you click/select until you press Esc or click on the Format Painter button one final time.

3. How to copy the formatting of one column to another column row-by-row: To quickly copy the format of the entire column, select the heading of the column whose formatting you want to copy, click *Format Painter*, and then click the heading of the target column.

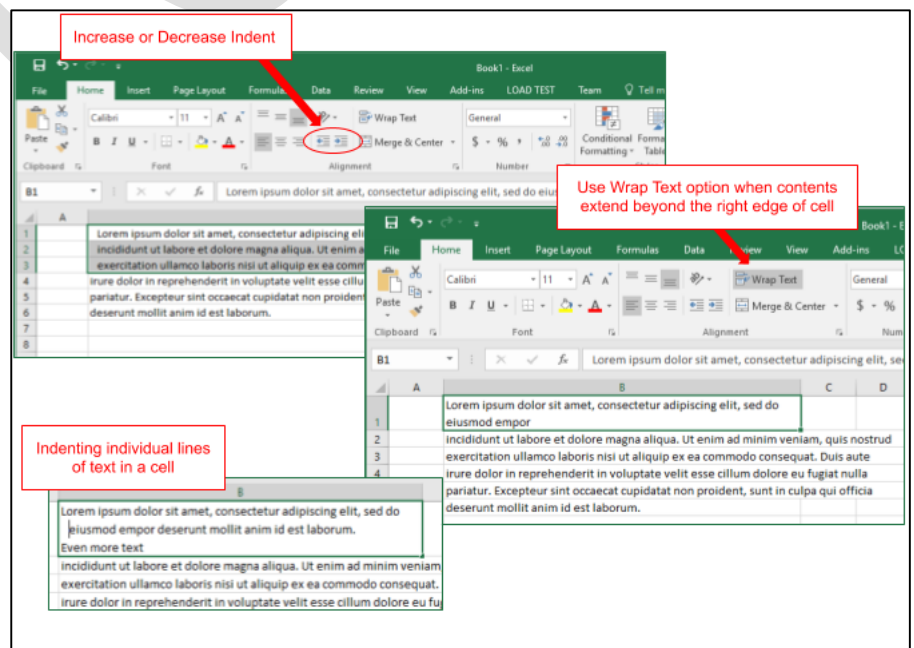
❖ Indent :

When referring to text, indent or indentation is the increase or decrease of space between the left and right margin of a paragraph. In many programs, to indent text, move the cursor to the front of the line and press the Tab key on the keyboard.

In Excel there are two buttons in ribbon for indent .

→ Using the Increase or Decrease Indent Button

1. Enter your text into the document.
2. Select the cell(s) whose entries you want to indent. (Make sure the cursor is not blinking within the selection.)
3. Under the "Home" tab, in the "Alignment"



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group, click the "Increase Indent" icon (right-facing arrow pointing towards lines that resemble text). Each time you click the button, the selected text will indent further to the right.

4. If you go too far, select the "Decrease Indent" icon (back-facing arrow) to move the text back toward the left.

→ Using Multiple Lines of Text Using Wrap Text Option

The wrap text option is useful if your text entry extends beyond the right edge of the cell. These instructions will show you how to change a cell's text alignment, so that the text wraps within the cell.

1. Select the cell.
2. Under the "Home" tab, in the "Alignment" group, choose "Wrap Text." Excel will make the contents of each cell visible by displaying it on multiple lines.

→ Indenting Individual Lines of Text in a Cell

While you can change the indentation for a whole cell, you can not automatically indent individual lines of a cell. However, you can still get this effect by completing the following steps:

1. Select the desired cell(s).
2. Turn on "Wrap Text" using the instructions above.
3. Click your cursor into the desired cell.
4. Type the desired text. To go to a new line, press [Alt]+[Enter].
5. To indent individual lines of text, use the space bar to insert the desired space.

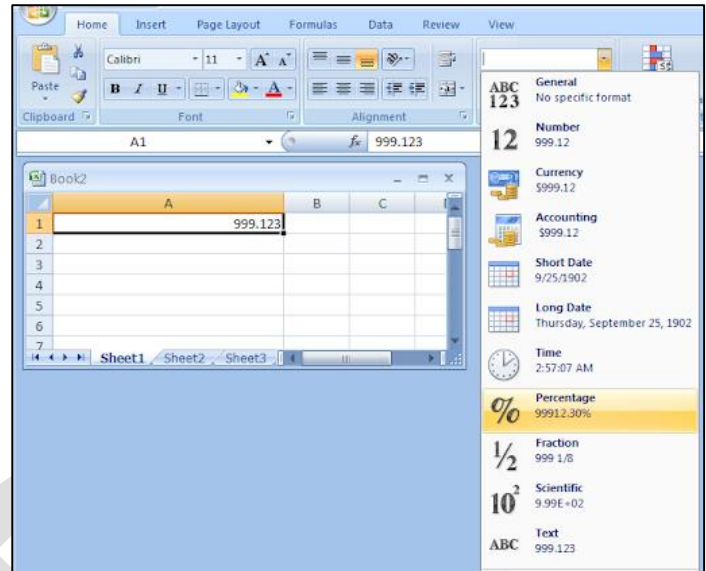
❖ Number Formatting:

One of the most powerful tools in Excel is the ability to apply specific formatting for text and numbers. Instead of displaying all cell content in exactly the same way, you can use formatting to change the appearance of dates, times, decimals, coma, percentages (%), currency (\$), and much more.

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For example, we'll change the number format for several cells to modify the way Percentage are displayed.

1. Select the cells(s) you want to modify.
2. Click the drop-down arrow next to the Number Format command on the Home tab.
The Number Formatting drop-down menu will appear.
3. Select the desired formatting option. In our example, we will change the formatting to Percentage



4. The selected cells will change to the new formatting style. For some number formats, you can then use the Increase Decimal and Decrease Decimal commands (below the Number Format command) to change the number of decimal places that are displayed.

❖ Increase and Decrease Decimal:

If you don't want unnecessary decimal places in cells because they cause ##### symbols to appear, or you don't need accuracy down to the microscopic level, change the cell format to get the number of decimal places you want.

Or if you want to round to the nearest major unit, such as thousands, hundreds, tens, or ones, use a function in a formula.



By using a button:

1. Select the cells that you want to format.
2. On the Home tab, click Increase Decimal or Decrease Decimal to show more or fewer digits after the decimal point.

By applying a built-in number format:

1. On the Home tab, in the Number group, click the arrow next to the list of number formats, and then click More Number Formats.

❖ Cut, Copy and paste cell content:

Excel allows you to copy content that is already entered into your spreadsheet and paste this content to other cells, which can save you time and effort.

1. Select the cell(s) you want to cut or copy.
2. Click the Copy command on the Home tab, or press Ctrl+C on your keyboard.

Or

Click the Cut command on the Home tab, or press Ctrl+X on your keyboard.

3. Select the cell(s) where you want to paste the content.
4. Click the Paste command on the Home tab, or press Ctrl+V on your keyboard.
5. The content will be pasted into the selected cells.

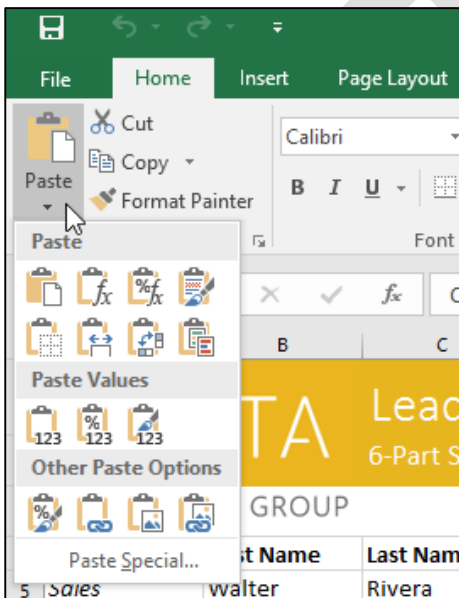
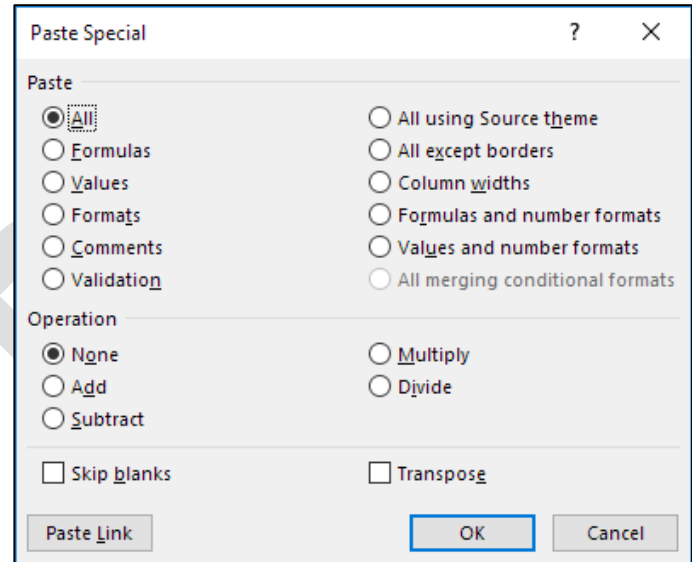
❖ Paste Special:

- Paste Special is an extremely powerful tool allowing you to paste only certain aspects of your copied data, such as the value without the underlying formula.
- It also provides the user with a means of consolidating data, creating links and transposing data lists.

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- Excel's standard *Copy* and *Paste* feature works for a wide variety of situations; however, occasions may arise when it does not meet your needs. For example, if you want the results of a formula but no longer need the formula itself, you can isolate the results using the *Paste Special* command. Additional *Paste Special* options include the following:

- All (the default)
- Formulas
- Values
- Formats
- Comments
- Validation
- All except borders
- Column widths



- Formulas and number formats
- Values and number formats

Example: To copy and paste only the results of a formula:

1. Select the cell(s) whose values should be copied
2. From the *Edit* menu, select **Copy**

A moving border appears around your selection.

3. Select the first cell where the results should be pasted

4. From the *Edit* menu, select **Paste Special...**

The *Paste Special* dialog box appears.

5. Under *Paste*, select **Values**
6. Click **OK**

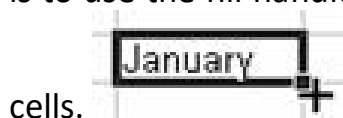
The results of the formula are pasted into the selected cell(s).

DIFFERENCE BETWEEN PASTE AND PASTE SPECIAL

- **Paste:** When you copy the contents of a cell, you want to paste just the value and not the underlying formula, in this situation paste is used.
- **Paste Special:** Paste Special is an extremely powerful tool allowing you to paste only certain aspects of your copied data, such as the value without the underlying formula.
- It also provides the user with a means of consolidating data, creating links and transposing data lists.

What is Fill Handle?

- The lower right corner of the active cell has a small box called a Fill Handle. Your mouse changes to a cross-hair when you are on the Fill Handle. The Fill Handle helps you copy data and create series of information. For example, if you type January in the active cell and then drag the Fill Handle over four cells, Excel automatically inserts February, March, April and May.
- Although Excel gives you several ways to activate AutoFill, the easiest method is to use the fill handle on the bottom right-hand corner of the selected cell or



- When you select one or more cells, the fill handle appears.
- Drag the handle across the adjacent cells you want to fill, as shown in Figure. As you drag, the cells appear highlighted. Release the mouse button to fill in the data series.

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Data Method	Entry	Action
1	Auto Fill	Enter 1st value in recognize series & use fill handle to extend series.
2	Fill Series	Enter 1st 2 values in series & use fill handle to extend the series.
3	Auto complete	Type 1st few letters in cell & if similar value exists in same column, excel will suggest the existing value.
4	Pick from List	Right click on cell & from shortcut menu that appears choose pick from list. list of existing values in cell's column will appear.
5	CTRL + Enter	Select range of cells to contain the same data, type the data in active cell & press Ctrl + Enter

What is AutoFill?

Answer:

- There are many times when a series of numbers, months, or week days are used in a spreadsheet repeatedly. We can do this by use of copy & past the 1st occurrence of the sequence.
- Excel has a feature called AutoFill which quickly completes a series of data by entering the first values. The following series are completed automatically after the first value is entered with the help of fill handle.
- The series is completed with abbreviations when they are used. For example, when Sun is used as the first value, the series is completed with Mon, Tue, and Wed.
- A series can be done across rows or columns.
- Auto fill Option Button:

First Value Entered Series Completed With

- Sunday Monday, Tuesday, Wednesday, ...
- 1/10/2005 1/11/2005, 1/12/2005, 1/13/2005, ...
- Qtr 1 Qtr 2, Qtr 3, Qtr 4, ...
- January February, March, April, May, ..

What is Fill Series?

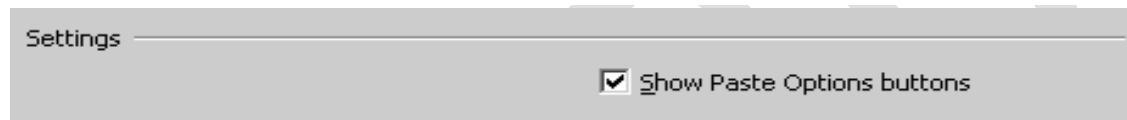
Enter 1st 2 values in series & use fill handle to extend the series. i.e. if u want to create a series starting at 2 & increase by 2, u put 2 in 1st cell & in 2nd cell put 4 then use fill handle to extend the series.

AutoFill's Paste Option

Step 1 - Check your Options

AutoFill smart tag will not appear unless you have chosen to display Paste Option buttons.

Check your (Tools > Options)(Edit tab, Show Paste Options buttons).



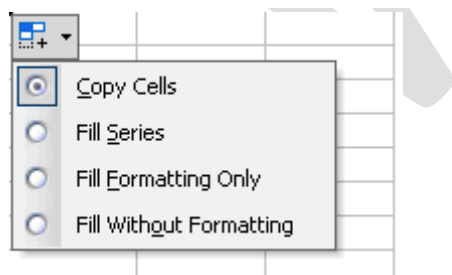
Step 2 - Displaying the Smart tag

Using the smart tag is an alternative to dragging the fill handle with the right mouse button and displaying the Shortcut menu.

Options on this smart tag correspond directly to first four options on the shortcut menu.

This smart tag will appear automatically after you release the Fill Handle.

Move the mouse over the button and over the drop-down arrow to display the menu.



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Step 3 - Copy Cells

Dragging FillHandle with single cell highlighted will copy value to all subsequent cells.

Using the Copy Cells option lets you copy the values from a range of cells.

This can also be done with a range of cells using the Copy Cells option.

Enter values 15, 30 & 45 into cells "B2", "B3" & "B4" respectively. Drag fill handle & select Copy Cells.

	A	B	C
1			
2		15	
3		30	
4		45	
5			
6			
7			
8			
9			
10			
11			

	A	B	C
1			
2		15	
3		30	
4		45	
5			
6			
7			
8			
9			
10			
11			

	A	B	C
1			
2		15	
3		30	
4		45	
5		15	
6		30	
7		45	
8		15	
9		30	
10		45	
11			

Step 4 - Fill Series

Fill Series is the default when this tag is not displayed.

Enter the values 15, 30 and 45 into cells "B2", "B3" and "B4" respectively. Drag the fill handle and select Fill Series.

	A	B	C
1			
2		15	
3		30	
4		45	
5			
6			
7			
8			
9			
10			
11			

	A	B	C
1			
2		15	
3		30	
4		45	
5			
6			
7			
8			
9			
10			
11			

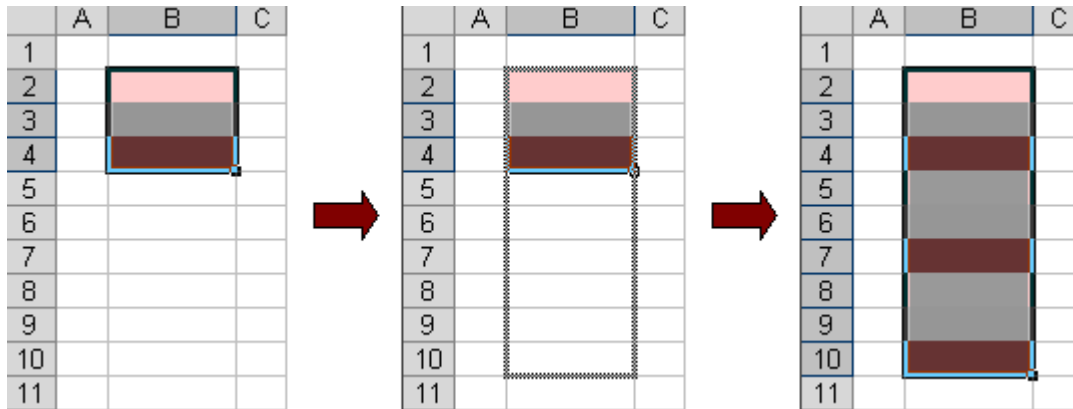
	A	B	C
1			
2		15	
3		30	
4		45	
5		60	
6		75	
7		90	
8		105	
9		120	
10		135	
11			

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Step 5 - Fill Formatting Only

This feature can be used to copy the cell formats onto other cells.

Format cells "B2", "B3" & "B4" in different colour. Drag fillhandle & select Fill Formatting Only



Step 6 - Fill Without Formatting

This allow you to copy values that were in original selection & not associated formatting.

If more than one cell is selected then the sequence of formatting will be continued. Format cells "B2", "B3" & "B4" in different colour. Drag fill handle & select Fill Formatting Only

	A	B	C
1			
2		15	
3		30	
4		45	
5			
6			
7			
8			
9			
10			
11			

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❖ Cell Size (Row Height, Column Height):

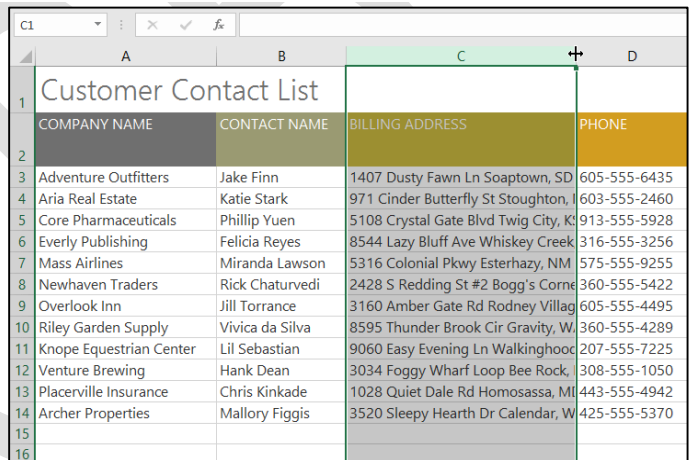
By default, every row and column of a new workbook is set to the same height and width. Excel allows you to modify column width and row height in different ways, including wrapping text and merging cells.

The default row height for all the rows is 15, with the default font of Calibri and default font size of 11 points. The default column width for all the columns is 8.38.

→ **Modify Column Width:**

For Example, column C is too narrow to display all of the content in these cells. We can make all of this content visible by changing the width of column C.

1. Position the mouse over the column line in the column heading so the cursor becomes a double arrow.
2. Click and drag the mouse to increase or decrease the column width.
3. Release the mouse. The column width will be changed.



	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, MA	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KY	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, CO	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, IL	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, VA	605-555-4495
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA	360-555-4289
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghooc, OH	207-555-7225
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, VA	308-555-1050
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MI	443-555-4942
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WY	425-555-5370
15				
16				

➤ **AutoFill Column:**

The AutoFit feature will allow you to set a column's width to fit its content automatically.

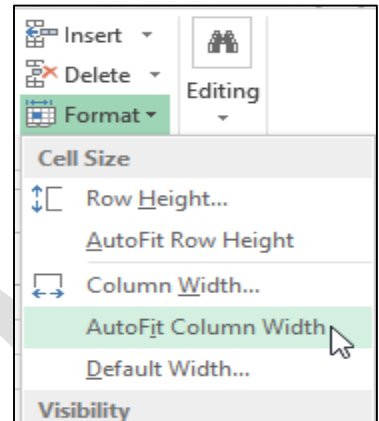
1. Position the mouse over the column line in the column heading so the cursor becomes a double arrow.
2. Double-click the mouse. The column width will be changed automatically to fit the content.

Unit : 1 – Concept of Worksheet

Note: You can also AutoFit the width for several columns at the same time. Simply select the columns you want to AutoFit, then select the AutoFit Column Width command from the Format drop-down menu on the Home tab.

➤ Insert Column:

1. Select the column heading to the right of where you want the new column to appear. For example, if you want to insert a column between columns D and E, select column E.
2. Click the Insert command on the Home tab.
3. The new column will appear to the left of the selected column.



➔ Modify Row Height:

1. Position the cursor over the row line so the cursor becomes a double arrow.
2. Click and drag the mouse to increase or decrease the row height.
3. Release the mouse. The height of the selected row will be changed.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

Note: You can also AutoFit the height for several rows at the same time. Simply select the rows you want to AutoFit, then select the AutoFit Row Height command from the Format drop-down menu on the Home tab.

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➤ **Insert Row:**

1. Select the row heading below where you want the new row to appear. In this example, we want to insert a row between rows 4 and 5, so we'll select row 5.
2. Click the Insert command on the Home tab.
3. The new row will appear above the selected row.

❖ **Delete Row or Column:**

It's easy to delete a row or column that you no longer need. In example we'll delete a row, but you can delete a column the same way.

1. Select the row or column you want to delete.
2. Click the Delete command on the Home tab.
3. The selected row or column will be deleted, and those around it will shift.

❖ **Lock Cell :**

The cells can only be unlocked when the sheet is unprotected (by going to the Review tab again, choosing "Unprotect Sheet," and entering the password, if required).

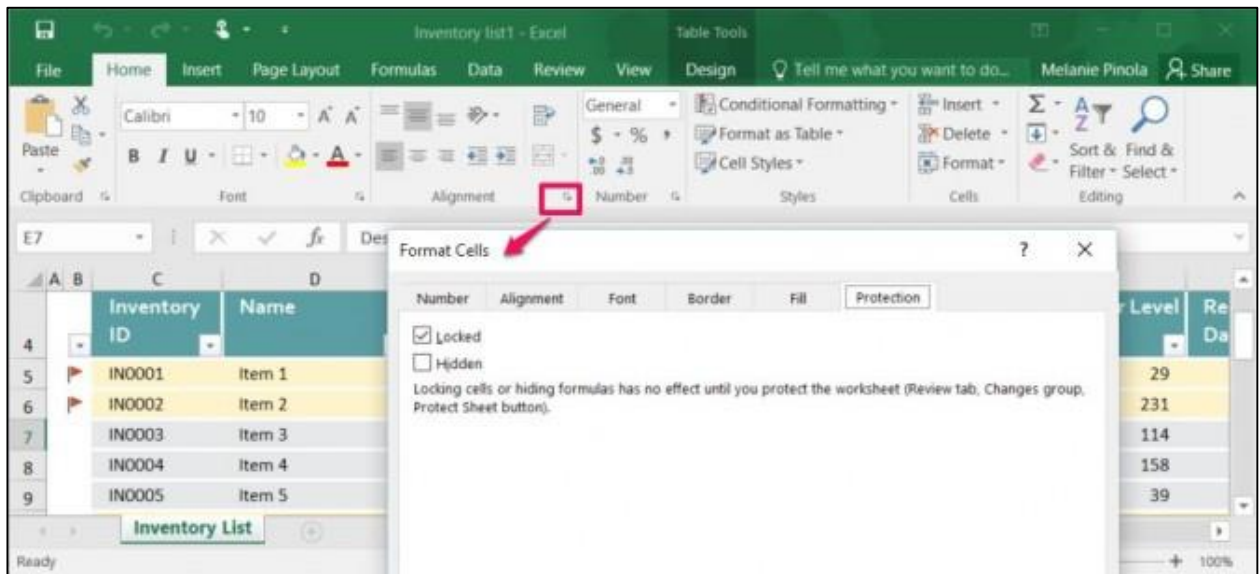
How to Lock Specific Cells in an Excel Worksheet

There might be times when you want to lock certain cells from being changed but still allow users to adjust other cells in a worksheet. In our example, in an inventory list you might allow unit prices and stock quantities to be updated, but not the item IDs, names, or descriptions. As mentioned above, all cells are locked by default when you protect the sheet. However, you can specify whether a certain cell should be locked or unlocked in the cell's format properties.

1. Select all the cells you don't want to be locked. These will be the specific cells that can be edited even after the sheet is protected.

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2. Right-click on your selection, select Format Cells, and click on the Protection tab. (Alternatively, under the Home tab, click on the expansion icon next to



Alignment, and in the Format Cells window go to the Protection tab.)

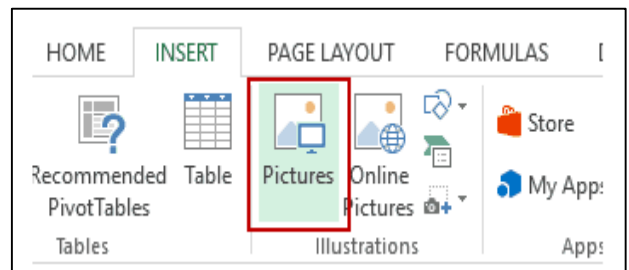
3. Uncheck "Locked" (which is checked by default) and click OK.
4. Go to Review > Protect Sheet and hit OK to protect the sheet. Any cells you didn't unlock under the Format Cells option (step 3 above) will be locked, while the unlocked cells will be editable:

Insert Picture :-

You can easily insert a picture into a cell in Excel in a way that when you move, resize, and/or filter the cell, the picture also moves/resizes/filters.

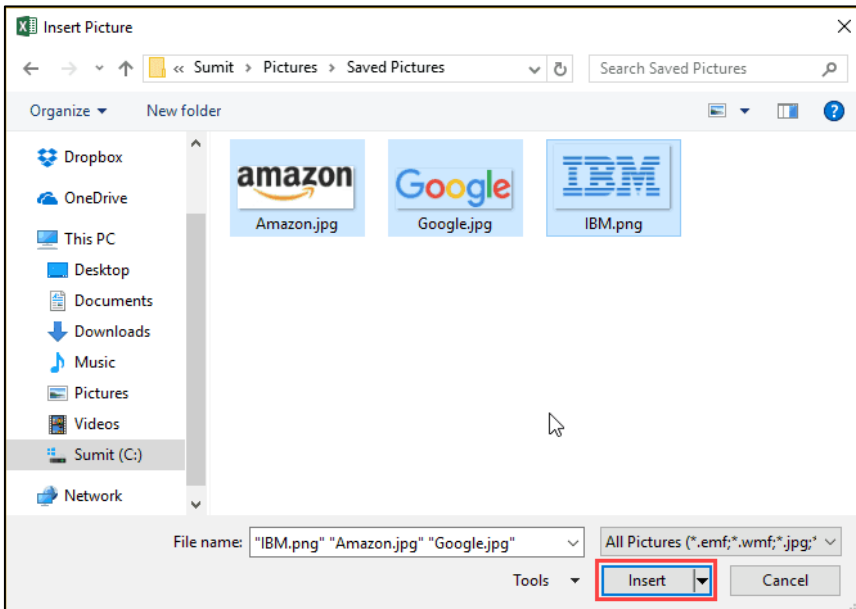
→ **Here are the steps to insert a picture into a cell in Excel:**

1. Go to the Insert tab.
2. Click on the Pictures option (it's in the illustrations group).



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3. In the 'Insert Picture' dialog box, locate the pictures that you want to insert



into a cell in Excel.

4. click on the Insert button.

5. Re-size the picture/image so that it can fit perfectly within the cell.

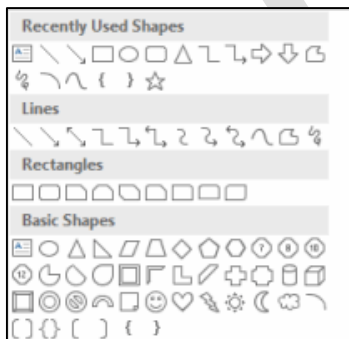
6. Place the picture in the cell.

If you have multiple images, you can select and insert all the images at once (as shown in step 4).

Insert Shape :-

You can easily add a wide variety of shapes to your Microsoft Excel worksheets, including squares, circles, stars, arrows, smiley faces, lines, equation shapes, and callouts.

To insert a shape into a worksheet, follow these four easy steps:



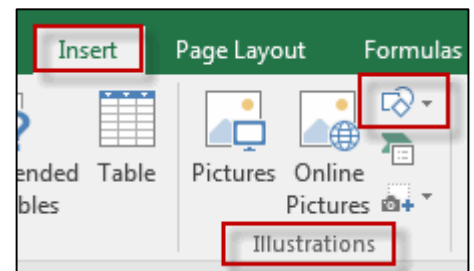
1. From the Insert tab, in the Illustrations group, click Shapes.

2. Select a shape by clicking on it.

3. Your cursor will change to a plus sign.

4. Click in your worksheet where you want to place the shape, drag your mouse until the shape is the size you want it to be, and then

release your mouse.



Insert Textbox :-

Text boxes are special graphic objects that combine the text with a rectangular graphic object. Text boxes and cell comments are similar in displaying the text in

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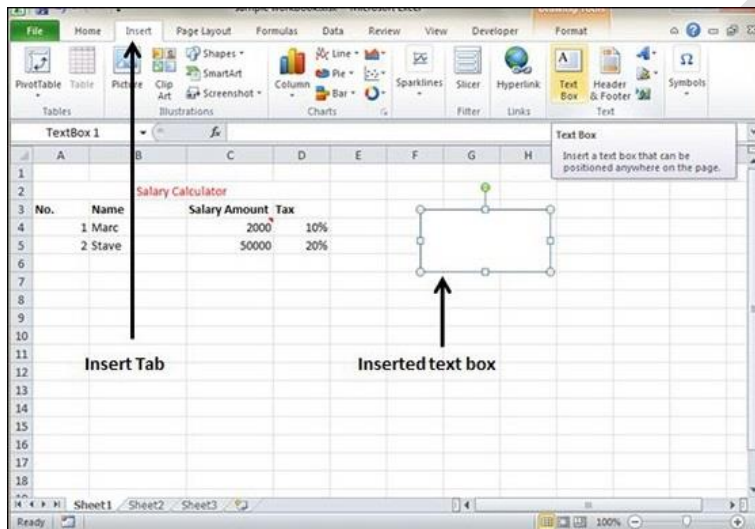
rectangular box. But text boxes are always visible, while cell comments become visible after selecting the cell.

➤ Adding Text Boxes

To add a text box, perform the below actions.

- Choose Insert » Text Box » choose text box or draw it.

Initially, the comment consists of Computer's user name. You have to modify it with text for the cell comment.

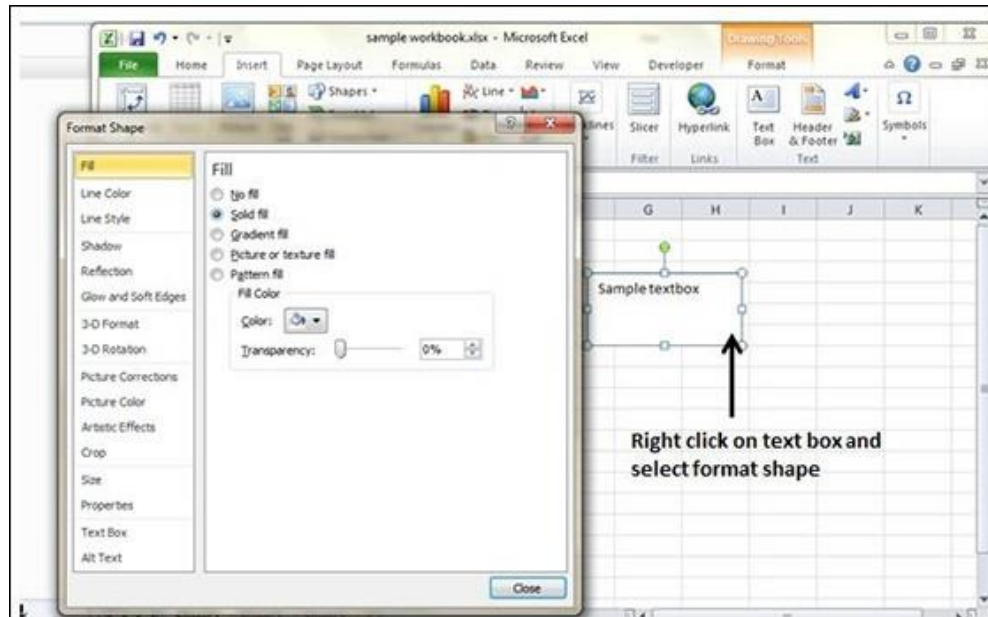


➤ Formatting Text Box

After you have added the text box, you can format it by changing the font, font size, font style, and alignment, etc. Let us see some of the important options of formatting a text box.

- Fill – Specifies the filling of text box like No fill, solid fill. Also specifying the transparency of text box fill.
- Line Colour – Specifies the line colour and transparency of the line.
- Line Style – Specifies the line style and width.
- Size – Specifies the size of the text box.
- Properties – Specifies some properties of the text box.
- Text Box – Specifies text box layout, Auto-fit option and internal margins.

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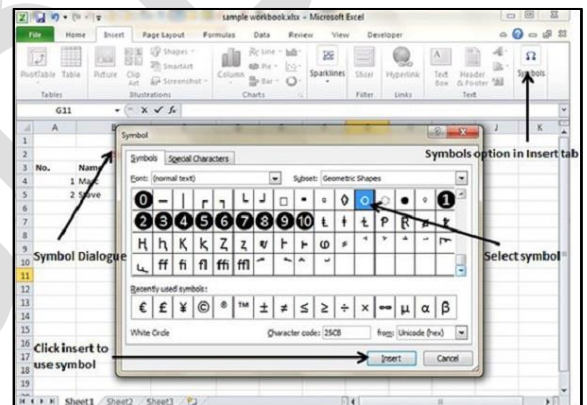


Insert Symbol :-

If you want to insert some symbols or special characters that are not found on the keyboard in that case you need to use the Symbols option.

❖ **Using Symbols**

Go to Insert » Symbols » Symbol to view available symbols. You can see many symbols available there like Pi, alpha, beta, etc.

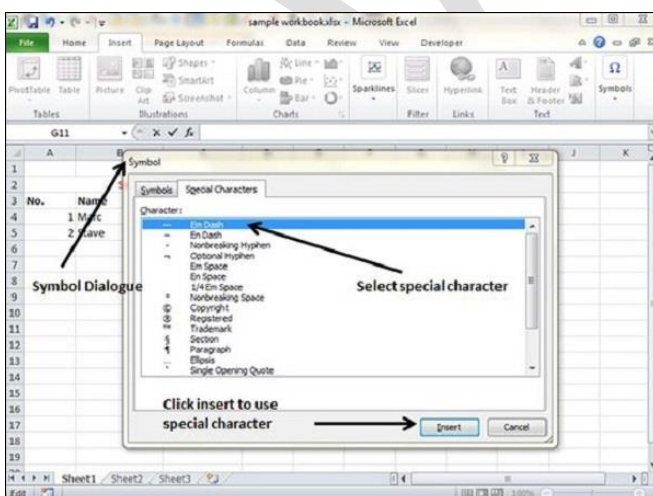


Select the symbol you want to add and click insert to use the symbol.

❖ **Using Special Characters**

Go to Insert » Symbols » Special Characters to view the available special characters. You can see many special characters available there like Copyright, Registered etc.

Select the special character you want to add and click insert, to use the special character.



Header and Footer:-

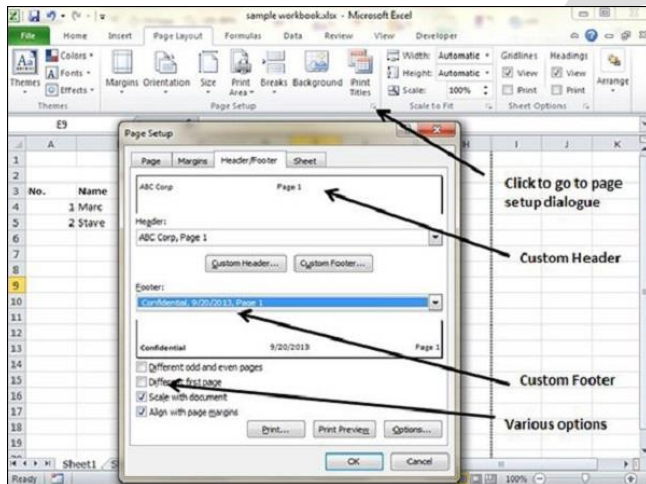
A header is the information that appears at the top of each printed page and a footer is the information that appears at the bottom of each printed page. By default, new workbooks do not have headers or footers.

➤ **Adding Header and Footer**

- Choose Page Setup dialog box » Header or Footer tab.

You can choose the predefined header and footer or create your custom ones.

- &[Page] – Displays the page number.
- &[Pages] – Displays the total number of pages to be printed.
- &[Date] – Displays the current date.
- &[Time] – Displays the current time.
- &[Path]&[File] – Displays the workbook's complete path and filename.
- &[File] – Displays the workbook name.
- &[Tab] – Displays the sheet's name.



Other Header and Footer Options

When a header or footer is selected in Page Layout view, the Header & Footer » Design »

Options group contains controls that let you specify other options –

- Different First Page – Check this to specify a different header or footer for the first printed page.
- Different Odd & Even Pages – Check this to specify a different header or footer for odd and even pages.
- Scale with Document – If checked, the font size in the header and footer will be sized. Accordingly if the document is scaled when printed. This option is enabled, by default.

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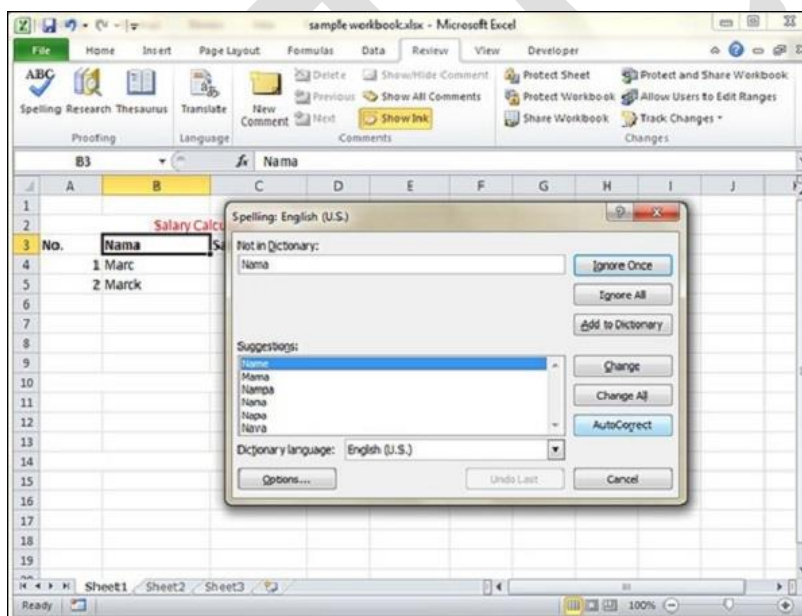
- Align with Page Margins – If checked, the left header and footer will be aligned with the left margin, and the right header and footer will be aligned with the right margin. This option is enabled, by default.

Spell Check:

MS Excel provides a feature of Word Processing program called Spelling check. We can get rid of the spelling mistakes with the help of spelling check feature.

❖ Steps to access the spell check.

1. To access the spell checker, Choose Review ⇨ Spelling or press F7.
2. To check the spelling in just a particular range, select the range before you activate the spell checker.
3. If the spell checker finds any words it does not recognize as correct, it displays the Spelling dialogue with suggested options.



➤ **Exploring Options**

the various options available in spell check dialogue.

- Ignore Once – Ignores the word and continues the spell check.
- Ignore All – Ignores the word and all subsequent occurrences of it.
- Add to Dictionary – Adds the word to the dictionary.
- Change – Changes the word to the selected word in the Suggestions list.
- Change All – Changes the word to the selected word in the Suggestions list and changes all subsequent occurrences of it without asking.

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- AutoCorrect – Adds the misspelled word and its correct spelling (which you select from the list) to the AutoCorrect list.

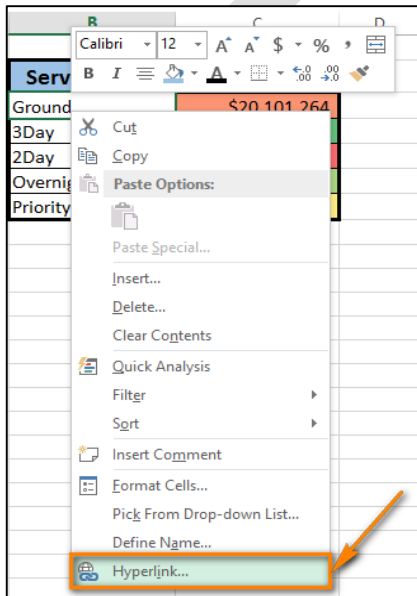
Linking Spreadsheet:

If you need to add a hyperlink in Excel, you can choose one of the following hyperlink types: a link to an existing or new file, to a web page or e-mail address. Since the subject of this article is creating a hyperlink to another worksheet in the same workbook, below you'll find out three ways to do that.

❖ **Add hyperlink from context menu:-**

The first method of creating a hyperlink within one workbook is to use the Hyperlink command.

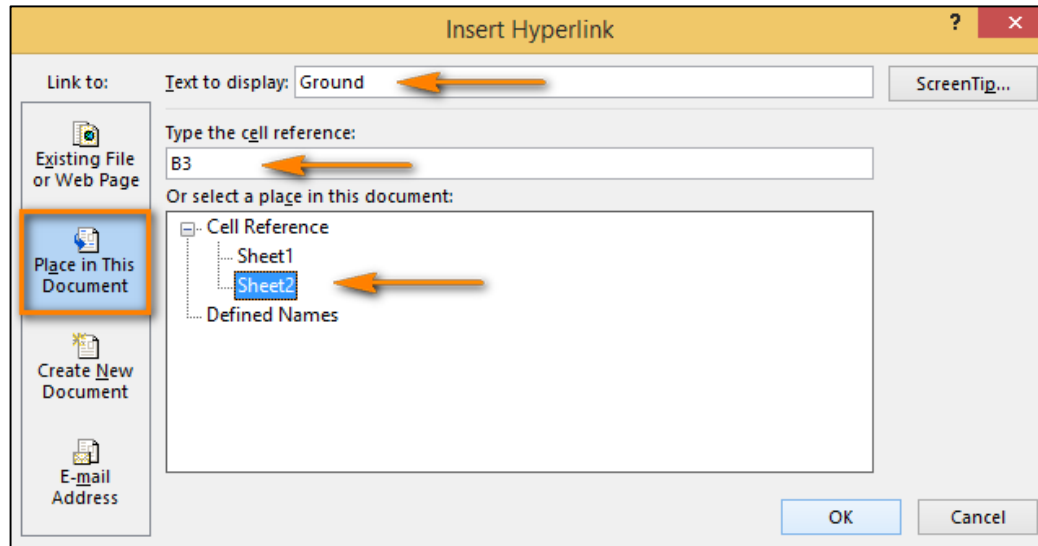
1. Select a cell where you want to insert a hyperlink.
2. Right-click on the cell and choose the Hyperlink option from the context menu.






The Insert Hyperlink dialog window appears on the screen.

3. Choose Place in This Document in the Link to section if your task is to link the cell to a specific location in the same workbook.
4. Select the worksheet that you want to link to in the Or select a place in this document field.
5. Enter the cell address in the Type the cell reference box if you want to link to a certain cell of another worksheet.
6. Enter a value or name into the Text to display box to represent the hyperlink in the cell.

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B3		:				Ground
	A	B	C			D
1						
2						
3						
4						
5						
6						
7						
8						
9						

Service Level	Revenue
Ground	\$20,101,264
3Day	\$26,811,778
2Day	\$19,251,279
Overnight	\$24,551,509
Priority Overnight	\$21,781,958

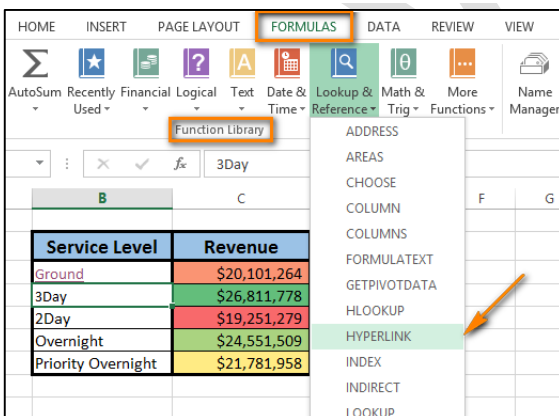
7. Click OK.

The cell content becomes underlined and highlighted in blue. It means that the cell contains the hyperlink. To check if the link works, just hover the pointer over the underlined text and click on it to go to the specified location.

❖ Excel Hyperlink using Function:

Excel has a function named HYPERLINK that you can also use for creating links between spreadsheets in the workbook. If you are not good at entering Excel formulas immediately in the Formula bar, do the following:

1. Select the cell to which you want to add a hyperlink.



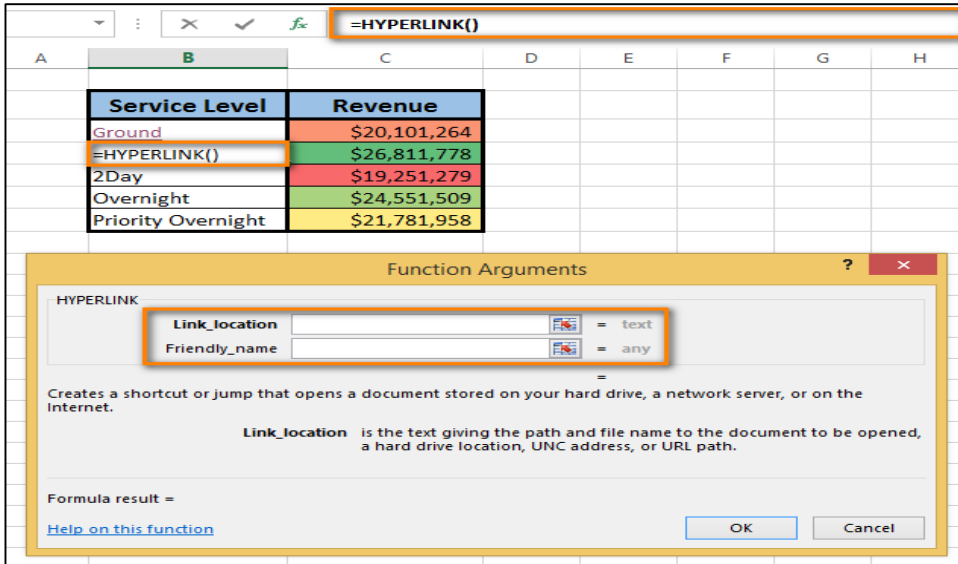
2. Go to Function Library on the FORMULAS tab.

3. Open the Lookup & Reference drop-down list and choose HYPERLINK.

Now you can see the function name in the Formula bar. Just enter the following two HYPERLINK function arguments in the dialog window: link_location and friendly_name.

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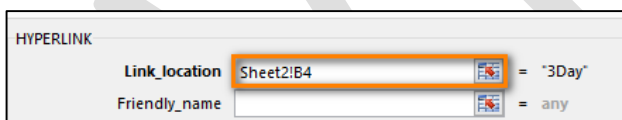
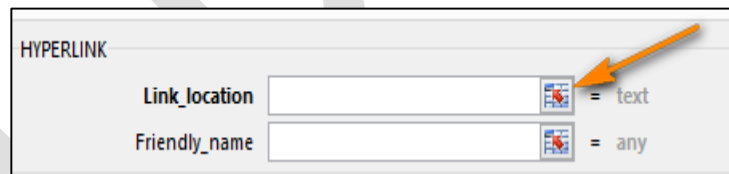
In our case link_location refers to a specific cell in another Excel worksheet and friendly_name is jump text to display in the cell.



Note. It's not a must to enter friendly_name. But if you want the hyperlink to look neat and clear, I'd recommend to do it. If you don't type in friendly_name, the cell will display the link_location as the jump text.

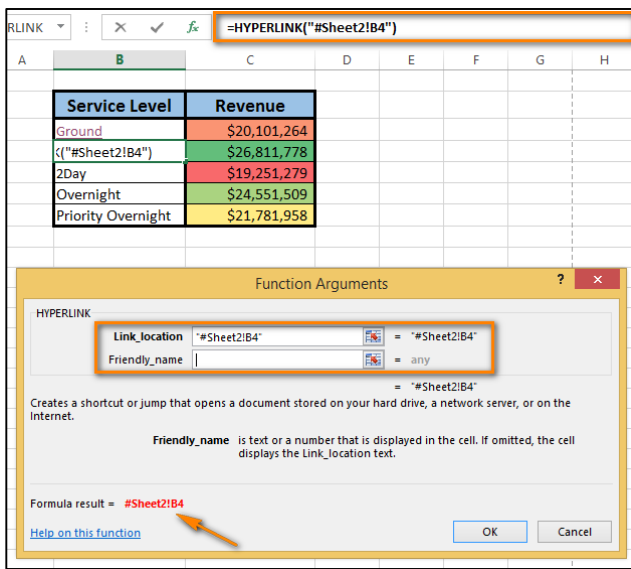
4. Fill in the Link_location text box.

Tip: If you don't know what address to enter, just use the Select range icon to pick the destination cell. The address displays in the Link_location text box.



5. Add the number sign (#) before the specified location.

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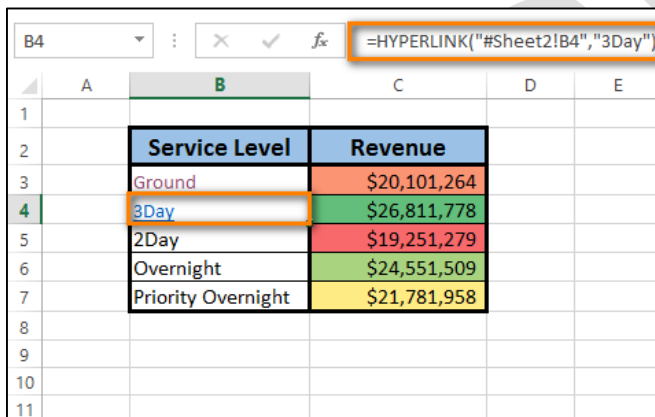


Note. It is crucial to type the number sign. It indicates that the location is within the current workbook. If you forget to enter it, the link won't work and an error will appear when you click on it.

When you move to the Friendly_name text box, you see the formula result in the bottom-left corner of the Function Arguments dialog.

6. Enter Friendly_name that you want to display in the cell.

7. Click OK.



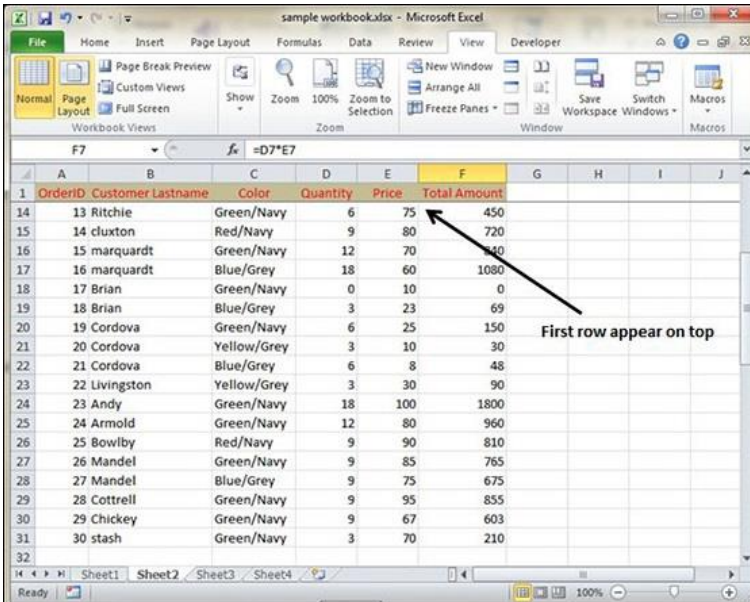
Freeze Panes in Worksheet:

If you set up a worksheet with row or column headings, these headings will not be visible when you scroll down or to the right. MS Excel provides a handy solution to this problem with freezing panes. Freezing panes keeps the headings visible while you're scrolling through the worksheet.

❖ Follow the steps mentioned below to freeze panes:

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- Select the First row or First Column or the row Below, which you want to freeze, or Column right to area, which you want to freeze.



- Choose **View Tab » Freeze Panes**.

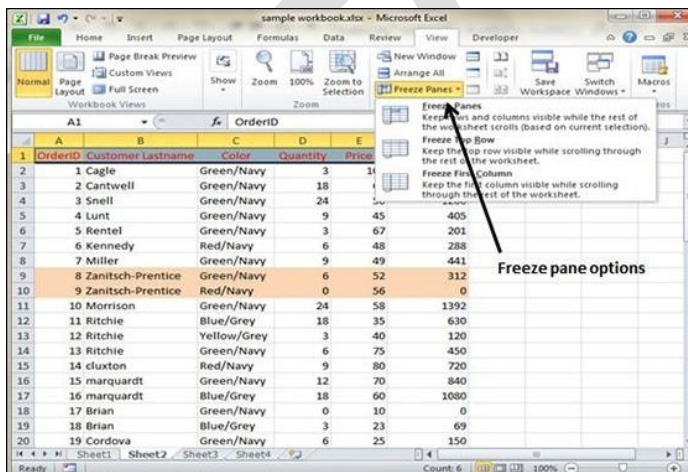
- Select the suitable option –

- **Freeze Panes** – To freeze area of cells.

- **Freeze Top Row** – To freeze first row of worksheet.

- **Freeze First Column** – To freeze first Column of worksheet.

- If you have selected Freeze top row you can see the first row appears at the top, after scrolling also. See the below screen-shot.



❖ Freeze Rows:

1. Select the **row** below the row(s) you want to **freeze**.
2. Click the **View** tab on the **Ribbon**
3. Select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu. Select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.

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4. The rows will be **frozen** in place, as indicated by the **gray line**. You can **scroll down** the worksheet while continuing to view the frozen rows at the top.

❖ Freeze Column:

1. Select the **column** to the right of the column(s) you want to **freeze**.
2. Click the **View** tab on the **Ribbon**.
3. Select the **Freeze Panes** command, then choose **Freeze Panes** from the drop-down menu.
4. The column will be **frozen** in place, as indicated by the **gray line**. You can **scroll across** the worksheet while continuing to view the frozen column on the left.

❖ Unfreeze Panes

To unfreeze Panes, choose **View Tab » Unfreeze Panes**.

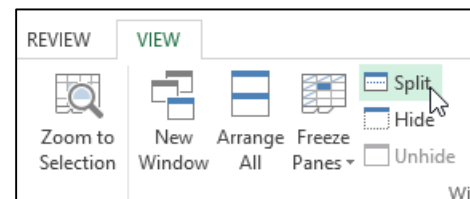
Splitting In Worksheet:

There is a very useful feature called Split Panes in Excel which can separate the worksheet into more than one copies so that you can view and compare the data at the same time. Now I will introduce how to split a worksheet into panes in Excel.

The **Split** command allows you to **divide** the worksheet into multiple panes that scroll separately.

❖ Steps to Split Cell :

1. Select the **cell** where you want to split the worksheet.
2. Click the **View** tab on the **Ribbon**, then select the **Split** command.
3. The workbook will be **split** into different **panes**. You can scroll through each pane separately using the **scroll bars**, allowing you to compare different sections of the workbook.

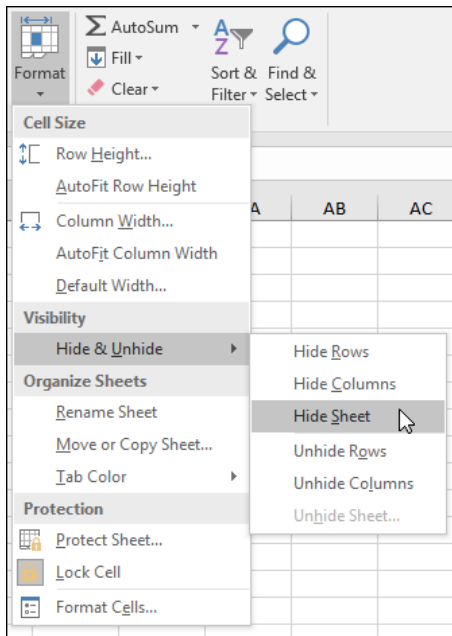


Note: After creating a split, you can click and drag the vertical and horizontal dividers to change the size of each section. To remove the split, click the **Split** command again.

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Hide & Unhide Worksheet:

- You can hide any worksheet in a workbook to remove it from view. You can also hide the workbook window of a workbook to remove it from your workspace. The data in hidden worksheets and workbook windows is not visible, but it can still be referenced from other worksheets and workbooks. You can display hidden worksheets or workbook windows as needed.



By default, all workbook that you open are displayed on the taskbar, but you can hide or display them on the taskbar as needed.

❖ **Steps to Hide or Unhide a worksheet :**

- Select the worksheets that you want to hide.
- On the **Home** tab, in the **Cells** group, click **Format > Visibility > Hide & Unhide > Hide Sheet**.
- To unhide a worksheet, follow the same steps, but select **Unhide**. You'll be presented with a dialog box listing which sheets are hidden, so select the one you want to unhide.

Menus in Excel:

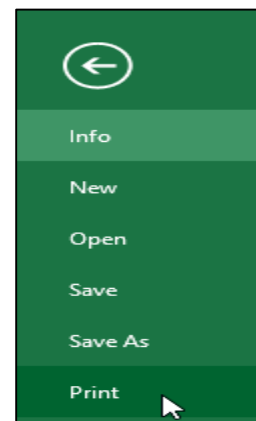
❖ **Printing:**

There may be times when you want to **print a workbook** to view and share your data **offline**. Once you've chosen your **page layout** settings, it's easy to preview and print a workbook from Excel using the **Print** pane.

→ **Access Print Pane:**

- Select the **File** tab. **Backstage view** will appear.
- Select **Print**. The **Print** pane will appear.

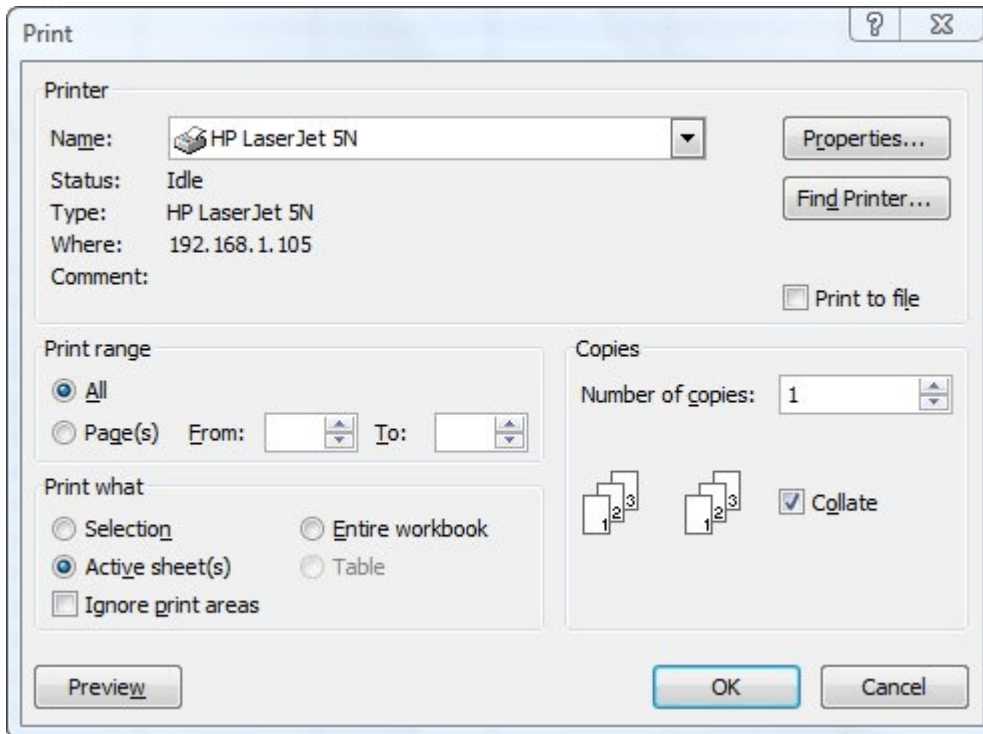
→ **Print a workbook:**



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1. Navigate to the **Print** pane, then select the desired **printer**.
2. Enter the number of **copies** you want to print.
3. Select any additional **settings** if needed
4. Click **Print**.

You can specify how you want to print a document by selecting option in the **print** dialoge box



- **Printer:-**
Name - Specifies the printer. Select a printer from the list. The printer you select becomes the default printer until you close Microsoft Word or select a different printer. The information that appears in the fields below the list applies to the selected printer.

Status - Describes the state of the selected printer— for example, busy or idle.

Type - Identifies the selected printer.

Where - Identifies the location of the selected printer and the printer port it uses.

Comment - Includes any additional information about the selected printer.

Properties - Click to open the **Printer Name Properties** dialog box. Use this dialog box to change Microsoft Windows printer options for the selected printer. To change Microsoft Word printing options, click **Options** instead.

Find Printer - Click to open the **Find Printers** dialog box.

Print to file - Prints your document to a file instead of a printer.

Manual duplex - Enables you to print a document on both sides of the paper if you don't have a duplex printer. After printing one side, Word prompts you to feed the paper again.

- **Page range:-**

All - Prints the entire document.

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Current page - Prints the page that contains the insertion point. If you select more than one page, Word prints the page at the start of the selection.

Selection - Prints only the current selection. This option remains unavailable until you select part or all of the document.

Pages - Prints the pages you type in the **Pages** box.

- Copies:-

Number of copies - Enter the number of copies you want to print.

Collate - Prints the copies of the document in proper binding order.

- Zoom:-

Pages per sheet - Specifies the number of pages in the document that you want to print on each sheet of paper.

Scale to paper size - Adjusts the document to fit on the selected paper size. Select the paper size on which you want to print the document. For example, you can specify that a B4-size document prints on A4-size paper by decreasing the size of the font and the graphics.

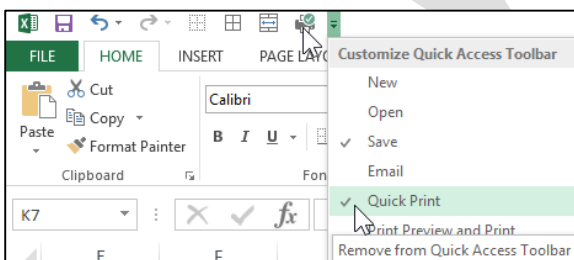
Print what - Specifies the portion of the document to print. Select a portion of the document from the list. For example, if you want to print only the document's properties, click **Document Properties**.

Print - Specifies which pages of the selected document portion to print. This option is unavailable unless you select **Document** in the **Print what** list.

Options - Click to change the print settings for Word. If you want to change your printer settings, click **Properties**.

❖ **Quick Print:**

- As long as you want to use Excel's default print settings to print all the cells in the current worksheet. Simply add the Quick Print button to the Quick Access toolbar by clicking the Customize Quick Access Toolbar button and then choosing the Quick Print item from its drop-down menu.

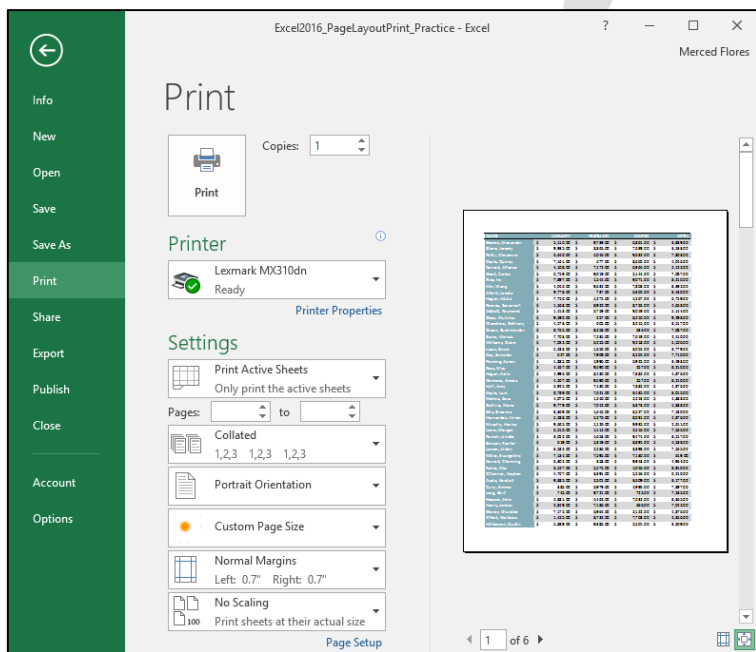


to print a single copy of all the information in the current worksheet, including any charts and graphics, everything but the comments you've add to cells.

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- When you click the Quick Print button, Excel routes the print job to the Windows print queue, which acts like a middleman and sends the job to the printer. While Excel sends the print job to the print queue, Excel displays a Printing dialog box to inform you of its progress (displaying such updates as *Printing Page 2 of 3*).
- After this dialog box disappears, you are free to go back to work in Excel. To stop the printing while the job is still being sent to the print queue, click the Cancel button in the Printing dialog box.
- If you want to print a copy of a worksheet with no layout adjustment, using Quick Print. There are two ways in which we can use this option.
 1. Choose **File » Print** (which displays the Print pane), and then click the Print button.
 2. Press Ctrl+P and then click the Print button (or press Enter).

❖ Print Preview:



• Print Preview displays your page exactly as it will be printed and is only displayed in colour in you have a colour printer.

The worksheet name and page number will appear by default. You can display Print Preview either by pressing the button on the standard toolbar or by selecting (**File > Print Preview**).

• You can exit Print Preview mode at any time by pressing the ESC key.

• The majority of the available options can be accessed from the Print Preview

toolbar.

You can magnify an area of the page by moving the left mouse button over the page and pressing with the left mouse button. You can display the whole page again by pressing again. The status bar in the bottom left corner tells you which page you are currently looking at and the total number of pages on your worksheet.

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- When you select one or more sheets and then click **File > Print**, you'll see a preview of how the data will appear on the printout.

1. Select the worksheet(s) you want to preview.
2. Click **File**, and then click **Print** to display the Preview window and printing options.(**Keyboard shortcut** You can also press **Ctrl+F2**.)

➤ More useful information

- To preview the next and previous pages, click the arrows for **Next Page** and **Previous Page** at the bottom of the **Print Preview** window—or type the page number.
- To exit **Print Preview** and return to your workbook, click any the arrow in the upper-left of the **Print Preview** window.
- To view page margins, click the **Show Margins** button in the lower right corner of the **Print Preview** window.
- To change margins, drag the margins to the height and width that you prefer. You can also change the column widths by dragging the handles at the top or bottom of the print preview page.

❖ Save:

- Wherever you want to save your workbook (on your computer or the web, for example), you do all your saving on the **File** tab.
- While you'll use **Save** or press Ctrl+S to save an existing workbook in its current location.

❖ Save As:

- **Save As** is save your workbook for the first time, in a different location, or to create a copy of your workbook in the same or another location.
- Most of the time, you'll probably want to save your workbooks in the current file format (.xlsx). But sometimes, you might need to save a workbook in another file format, like the file format of an earlier version of Excel, a text file, or a PDF or XPS file. Just keep in mind that whenever you save a workbook in another file format, some of its formatting, data, and features might not be saved.

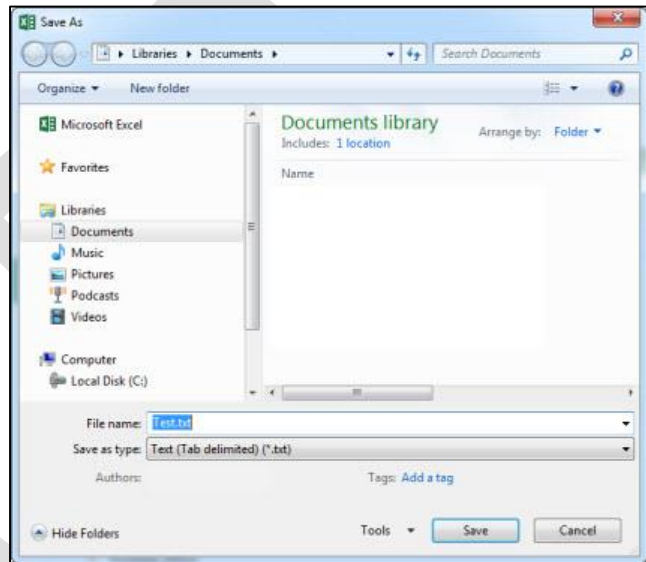
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➤ Step to Save file at Your using Save As:

1. Open the workbook you want to save.
2. Click **File > Save As**.
3. Open Workbook you want to save at your location.
4. Select location where want to save your worksheet
5. Press OK.

➤ Step to Save file in other format accept “.xlsx” using Save As:

1. Open the workbook you want to save.
2. Click **File > Save As**.
3. Under **Places**, pick the place where you want to save the workbook. For example, pick **OneDrive** to save it to your Web location or **Computer** to save it in a local folder like your **Documents**.
4. In the **Save As** dialog box, navigate to the location you want.
5. In the **Save as type** list, click the file format you want. Click the arrows to scroll to file formats that aren't visible in the list.
6. In the **File name** box, accept the suggested name or type a new name for the workbook.

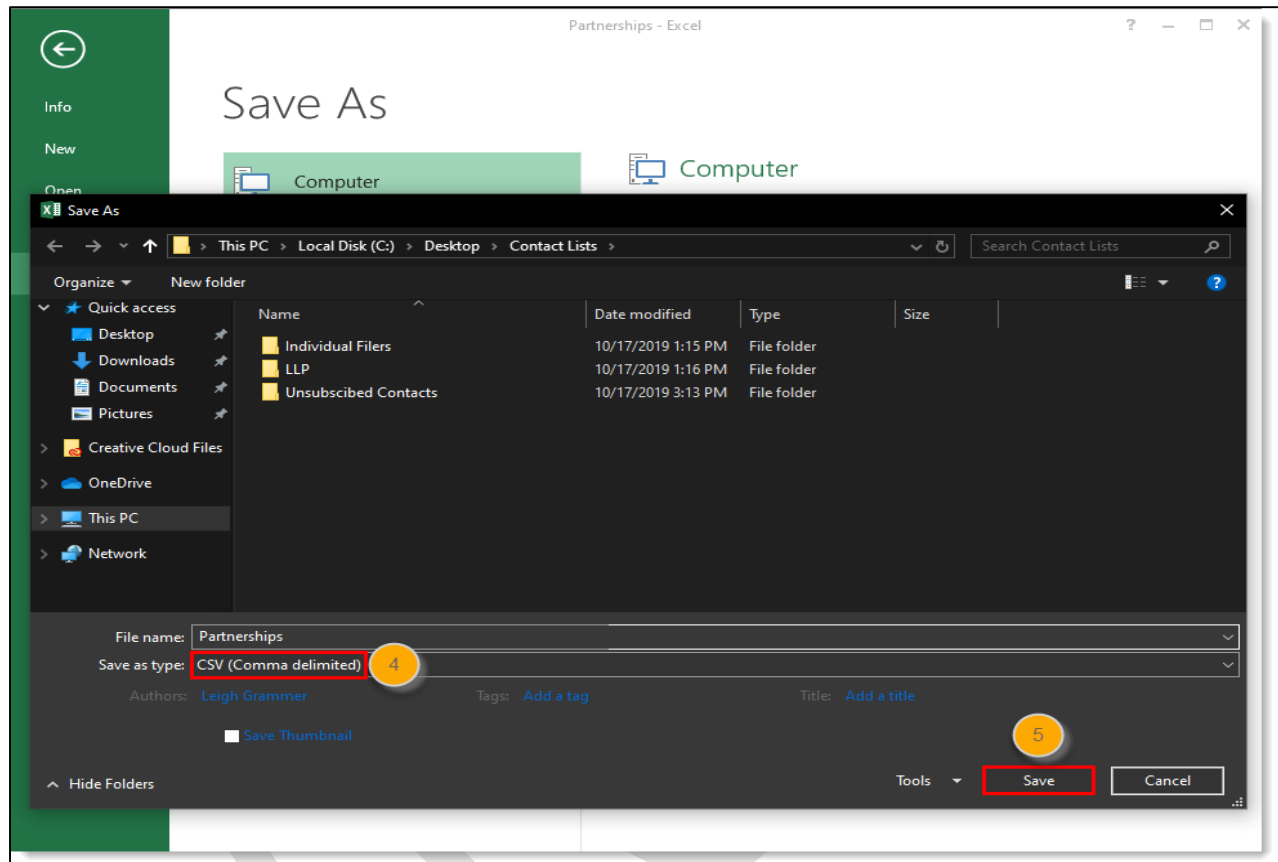


❖ **Save As csv:**

- A Comma Separated Values (CSV) file is a plain text file that contains a list of data. These files are often used for exchanging data between different applications. For example, databases and contact managers often support CSV files.
- These files may sometimes be called Character Separated Values or Comma Delimited files. They mostly use the comma character to separate (or delimit) data, but sometimes use other characters, like semicolons. The idea is that you can export complex data from one application to a CSV file, and then import the data in that CSV file into another application.

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- If you're running into errors while trying to import your contact list into Constant Contact, it can help to check the formatting and then save your Excel spreadsheet (XLS, XLSX) as a Comma Separated Value file (CSV) instead.



➤ Steps to save file as csv :

1. In your Excel spreadsheet, click **File**.
2. Click **Save As**.
3. Click **Browse** to choose where you want to save your file.
4. Select "CSV" from the "Save as type" drop-down menu.
5. Click **Save**.