

Excel Assignment

1. Cells In Excel : When we open an excel worksheet we could see so many boxes, these boxes are referred to as cells.
2. We can restrict someone from copying a cell from our excel worksheet by encrypting it with password.
Steps for encrypting is : Go to info → Protect Workbook
↓
Encrypt with Password
↓
Enter Password.
(Or)
Go to Review tab → Protect Sheet → Enter Password.
3. To move or copy the worksheet into another book → right click on sheet → select move or copy → Enter the book name where you want to move → ok.
4. Key used as a shortcut for opening a new window → $Ctrl + N$
5. The things that we can notice after opening the Excel Interface is the following:
 - A worksheet window with many cells
 - Row heading, column heading
 - Name box
 - Formula bar
 - Toolbars and sheet tabs
6. Relative cell referencing is used when we need to repeat the same calculation across multiple rows & columns.
7. \$ (dollar) sign is used to indicate absolute cell references in formula.
\$ sign freezes a particular cell.

8. Changing the reference from Relative to Absolute.
Let's understand it with an eg:

Relative Reference: $=SUM(A1 : A5)$

It adds the value of cells A1 through A5

To change the above to an absolute reference, add a "\$" symbol in front of the column & row.

$=SUM(\$A\$1 : \$A\$5)$

9. Order of operations in Excel : PEDMAS

P: Parenthesis

E: Exponents

D: Division

M: Multiplication

A: Addition

S: Subtraction.

10. 5 functions in Excel :

(i) SUM funct: It includes at least 1 number, reference to a cell or a range of cells.

Eg: $=SUM(B2 : B6)$ → adds up values in cells B2 through B6.
 $=SUM(B2, B6)$ → adds up values in cells B2 & B6.

(ii) AVERAGE funct: does exactly what its name suggests, it finds an average of numbers.

Syntax same as SUM funct.

(iii). MIN & MAX funct: It gets the largest & smallest value in a set of numbers.

(iv). COUNT funct: It will give us a count of numeric values in a given range.

(v) CONCATENATE funct: It takes ^{values from} 2 or more cells & combine them ^{into} 1 cell.
 $=CONCATENATE(A1, " ", B1)$ → combines value from cells A1 & B1 with a space in b/w in one cell.

11: The Subtotal funct. helps us to get the totals of several column of data broken down into various categories.
To apply subtotal funct. on a data, the data needs to be sorted.

12. Vlookup function:

syntax: $=VLOOKUP(\text{Look up value}, \text{Table Array}, \text{Column Index no.}, \text{range look up bool value})$.

Look-up value \rightarrow It is the value that we want to look up.

Table array \rightarrow The place where we want to look for the value.
i.e., the table range.

Column-Index no. \rightarrow It ^{is} the column no. in the range containing the value to return

bool value \rightarrow False (Exact value)
True (Approximate value).

Eg: $VLOOKUP(D12, A3:E8, 5, FALSE)$.