

### **Aligning Entries:**

When data is entered, the **text** is automatically aligned to the **left side** of the cell and *numbers* to the **right side**. The **Align Left, and Align Right buttons** in the formatting toolbar can be used to change the default alignment.

### **Hide or unhide Rows and Columns:**

- Select the cell.
- Right click and choose hide option

#### **Unhide:**

- Select the rows or columns on both sides of the hidden columns(i.e., 6 is hided to unhide 6 select 5 and 7 rows or (columns)
- Right click the selection.
- Select Unhide option form the menu.

### **Shrinking Entries to fit a cell:**

- Select the cells whose entries have to be shrunk
- Go to **Format** ----> Click on **Cells**
- Click **shrink to fit** check box on the **Alignment** tab
- Click ok.

### **Wrap text to multiple lines:**

- Select the cells whose entries have to be wrapped
- **Format**-----> **Cells**
- Click **Wrap text** check box on the **Alignment** tab
- Click ok.

### **Applying Number Format:**

Select the cell or range of cells to format.

**Format**---> **Cells**

Select a format category on the **Number** tab.

Select and set the options available for the format category

Click ok.

### **Formatting borders:**

- **Format**----->**cells**-----> **borders**
- Select the border style
- Click ok.

### **Auto format:**

- **Format**--->**Auto Format**

- Select the format
- Click ok.

### **Links:**

#### **Creating links:**

- Activate the window in the source application that contains the information that has to copy.
- Select the information by using the mouse or keyboard.
- Select **Edit** menu and from there select the **copy** option from the source application
- Activate the destination application.
- Move to the appropriate position in the destination application.
- Go to **Edit** ---> Click **Paste Special**.
- Click **paste link**
- Click ok.

### **Note:**

If any changes are done in the source document will effect in the destination document. But the changes done in the destination document will not effect in the source document.

#### **Copying and moving worksheet within a workbook:**

- Click the sheet tab on which the user wants to make a duplicate (copy).
- Press and hold the **Ctrl** key.
- Drag the sheet tab. A triangle appears, as well as a **page symbol with a plus sign**.
- Release the mouse button when the triangle is pointing to the spot where the user wants to place the duplicate and then release the **Ctrl** key.

#### **Copying and Moving worksheets between workbooks:**

- Open both workbooks that currently contain the worksheet and the target workbook where the user wants to move or copy.
- In the current workbook, right click the worksheet tab for the sheet that the user wants to move or copy.
- Choose **move or copy** from the shortcut menu.
- Select the target workbook from the **To Book** list.

- In the **Before Sheet** list, select a location in the target workbook for the sheet.
- To create a copy of the sheet click on the **Create a copy** (Select copy option that creates a duplicate sheet and places in the target workbook) check box other wise the user can click **ok** to move the worksheet to the target workbook.

### **Filtering Lists:**

Frequently the user might want to locate or select information from the list, where the list might be extensive.

The process of finding or selecting information is called filtering in excel. This facility enables the user to display only the selected information. Whenever a list is filtered, excel displays only those data specified by the user. However filtering does not re-arrange a list, but temporarily hides rows that need not be displayed. Filtered records can be formatted, edited and even charted. Active filter is saved with the workbook.

### **Note:**

- Excel allows only one list at a time to be filtered on a workbook.
- Excel provides an Auto filter to handle simple criteria and advanced Auto filter to handle complex criteria.

### **Filtering Lists Using AutoFilter:**

Auto filter applies a normal selection filter to the list, which can be customized. AutoFilter is the easiest way to filter the list. The user can filter a list for a specific entry in a single field.

### **Steps:**

- Select any cell in the table.
- Go to **Data** ----> Choose **Filter** ----> Click **AutoFilter**.
- A **filter arrow** is displayed at the top of each column and each filter arrow displays a drops list of the key factor found in the field.
- Click the key factor on which the list needs to be filtered. (The records with the key factor that the user chooses will be displayed and all the other records are hidden.)

**To remove the key factor** click on the filter arrow and select All.

**To remove the filter** and to display the table with records,

Go to **Data**--> Choose **Filter** option -->click **Auto Filter** to turn off the Auto filter option.

### **Options:**

**All:**

Cancels the filter processes for the particular column and lists all records in that category.

**Top 10:**

This option is only applicable to the columns containing numbers and dates. It is used to display the top 10 records in the list. The displayed top 10 Auto filter records are not in the sorted list.

**Blanks:**

Displays blank records in particular field. This option can be used to find fields with missing entries.

**Non-Blanks:**

Displays all records with entries in the field. This option can be used to display the records in which entries are made to that specific field. The displayed records can be sorted and merged.

**Note:**

The blanks and the non-blanks entries appear only when the column contains empty cells.

**Custom filter:**

Custom filter is used to display records that meet the specific condition.

With the comparison operators the user can display more than one type of entry in a particular field. The two comparison values can be linked with either “AND” or “OR” options.

**Custom filters using wildcards:**

? – Represents only one character

\*-- Represents all possible character

**Eg:**

- **A\*** --- Represents that it displays all the names start with “A”.
- **A?** --- Represents that it displays the name starts with “A” and next character is single.
- **A???** --- Represents that it displays the name starts with “A” and next any e characters

**Advanced Filter:**

- Advanced filter is used to set the criteria range outside the list using the field names to filter.
- Advance filter is only applicable when the list includes the field names in the criteria range.

- The worksheet should include a blank row between the criteria range and the list and also the field names in the list should match the field names in the criteria range.

### **Steps:**

- Enter the data in the worksheet.
- Specify the field names in a row and the criteria under it i.e., create a criteria range (condition range)
- Add more rows to the criteria range to specify multiple criteria.
- Go to **Data-->Filter---** click **Advanced Filter**
- Specify the correct the criteria range (criteria range means the condition range), or in case the range is not specified, excel automatically selects the list if blank rows and columns bound it.
- Enter the destination where the data is to be copied.
- Click on the option **copy to another location** where the **copy to option** will be enabled.
- Click the **“Unique records only”** to display only the unique records.
- Click **ok** to run the filter.

### **Eg:**

Empname	Salary	Location
Ravi	9000	Hyderabad
Ajay	12000	Secundrabad
Srinu	18000	Vizag

Type the condition in another cell

### **Eg:**

Salary	Location
>4000	=Hyderabad

Enter the field name in one cell

Enter the condition in another cell (next cell)

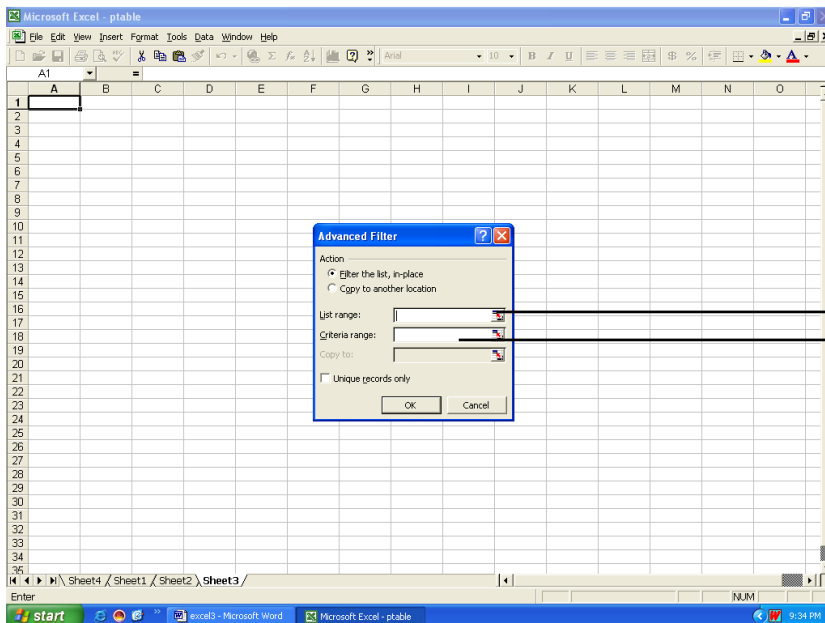
### **AND condition:**

Salary	Location	Empname
>4000	=Hyderabad	=Ravi

**OR condition:**

Salary	Location	Empname
>4000		
	=Hyderabad	
		=Ravi

**List Range means our data range(Select the data)**



List Range  
means select the  
data

Criteria Range  
means our  
condition data