

Lecture - I

Basic

①

Areas:

open Excel
↓
new blank worksheet

→ Upper : Ribbon
Formula bar :- write something in
cell → it will show

spreadsheet and → Rows + columns.

→ Add new sheet by clicking (+) button
at the bottom

→ Bottom area :- status Bar

→ Bottom right :- zoom in/out - $\frac{1}{100}$ +

→ Save file → (Ctrl + S)

Entering Data in sheet

* → For alignment of entered data



Home : → alignment options

* ~~Adjust size of~~

* Adjust size of cell

(i) select any row / column



Place cursor b/w^2
(\downarrow or \leftarrow)

adjust its size.

(ii) for data entry



select all the column from top

select ↓



place ↓

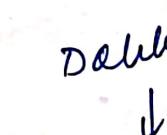
cursor

anywhere

b/w columns



Double left click



Excel automatically adjust its size.

→ Text : → ^{left} ~~right~~ alignment } by default
nos : → Right align

Formatting Data

- make it diff.
- i) select heading →
 - ii) select entire data
↓
Home : → Border [F11]
↓
all borders.

- iii) For Table / Tabular Data
- ↓
any cell inside table
Select ~~any cell~~ any cell inside table
↓
(Ctrl + T) or Insert :- Table
↓
automatically apply table + filter
↓
Design : - change Table colour

⇒ To goto table design
select any cell in the table
then only if will show Table design
option in ribbon.

Filter Data

→ After making Table

(Ctrl + T)

↓
Excel put in each heading for
filtering the data

↓
click on or filter button
set filter as per ur choice.

→ After applying filter :
states bar will show "x/y" filtered one
total

→ select all amount

states bar

sum & Average

Right click on states bar

more options will come
(max, min, sum, count ...)

Convert Amount value in currency

select all amount



Home :- General



Currency



more number format



No. → Category → Currency



right box par



put : decimal (0 place)



symbol (₹ or Indian English)



select Put comma in amount

eg: 2543 will show ₹ 2,543

(Thousand separator)

Sorting Amount

→ Go to Amount filter in table



Select sort options

Note :-

① Sorting applied

- acts only at the time of sorting
- not dynamic in nature
- Apply sort

② After making Table (ctrl + T)

↓
if we enter new data entry
↓
Excel automatically continue making table.



Sum - Average - Count

Formula:

= sum(select range)

→ dynamic in nature

= sum(Table! [A1:A10]) : formula -

Change Table Name:

→ select any cell in table

↓
Table design

Table name → Rename it

SUM

$\Rightarrow = \text{sum}(\text{table name} [: :]) + \text{press entr}$

excel will show
all the column available
there
 \downarrow
select for which we want

To clear something

$\rightarrow \text{select} \downarrow \text{delete key}$ \rightarrow delete only content
not formating

$\rightarrow \text{select } \rightarrow$ Hence :- clear \rightarrow clear all

\Downarrow :
 \rightarrow delete all content + formating

Average

$\Rightarrow = \text{average} (\text{select range})$
or

$\Rightarrow = \text{average} (\text{table name} [: : -]) + [\leftarrow]$

To increase/decrease decimal point

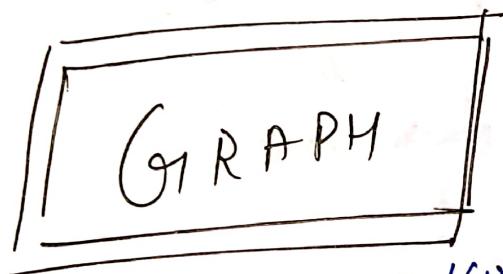
Select cell



Home : → Below general



decimal point.



Insert : → chart/graph option.

→ select Ament / data



insert bar chart



2-D bar



→ right click on chart/graph



Select Data



Horizontal category axes

↓
edit

edit
↓
select all the list from table
OK

Change colour of graph

select bar of graph

↓
chart design / design + Format

Format

change colour ,
outline , effect

To change order in graph

→ select label (Horizontal label)

↓
right click

↓
format axis

or

select → **Ctrl + F** → format axis will open

→ Axis position

↓
change as per ur choice.

[For Bar space]

select bar of the graph

↓
[Ctrl + F]

↓
gap width

[Variation in graph as per filter]

→ as u filter from table
then graph will automatically
change as per filter in the
table.

→ To clear filter from table

↓



↓
clear filter option.

To check any table as per
our condition

select that particular eg! amount table

↓

name :- conditional formatting.

↓

highlight cells

↓

choose from there &
customise it.

→ dynamic rule.

① If statement :

= if (select amount) > 1000, "More than 1K", "Less than 1K"
+ press enter

then swipe with "+" down drag ; all
will automatic point.

② Count statement :

= count (select range)
no. of how much no. = ?

③ sum if statement :

= sumif ((range) , " Utlis" , (amount)) + pres entr

④ select the Amt → Home :- conditional
formatting → select the condition & highlight
those as per requirement.

⑤ for new rule making

select the items in excel
↓

Home ⇒ conditional formatting

↓

New Rule

↓

Use formula to determine cell or cells

$\Rightarrow = (\text{Amet cell}) > \text{Number}$ → that amount highlighted

$\Rightarrow = \$ (\text{Amet cell}) > \text{NO}$ → whole series
of that amount highlighted

e.g.:

$(= E3 > 100)$
 $= \$E3 > 100$

⑥ Insert ⇒ {picture,
online pic,
shapes,
Smart art graph
S.S.} } → change colors.

Pivot - Table

→ Analyse data more quickly & precisely

→ select any column / box

↓
Insert → Pivot table

↓
choose the field

↓
Height & design the table.

→ Amount (1200)

↓
Select the amount → right click

↓
value field setting

↓
No. → currency.

(comma format)

Print Excel Sheet

→ (Ctrl + P)

↓
Page setup

↓
Page

↓
Fix to to empty

↓

point in 1 page

↓

→ if long list, then print in next page
∴ Heading sare page pe chalye

↓

Sheet
↓
point titles

Shortcuts

switch

prev. window which u were working
switch to other window

- ① Alt + tab : → switch to other window
- ② windows + D : → all windows get minimized & come to desktop
- ③ windows + tab : → all tabs are visible
- ④ windows + ~~red fm~~ + Prt. Scrn] : → S.S
(Insert)

Excel:

- ⑤ Ctrl + mouse : → last table ka box pe reach karne

- ⑥ switch + Ctrl + arrow : → to select entire
or
Ctrl + Shift + [B] : → select entire table

- ⑦ F2 : → press select any box + F2
allow edit in that box

- ⑧ F4 : → for repeating any prev. action
any place of excel

- ⑨ F5 : → Goto in any place
(sheet 2! A6)

- (10) F7 : \rightarrow spell check.
- (11) F1 : \rightarrow to launch Excel help window
- (12) long press Alt : \rightarrow it will show some short cut alphabet

- (13) Ctrl + C \rightarrow copy
 - + P \rightarrow Paste
 - + X \rightarrow Cut
 - + B \rightarrow Bold
 - + I \rightarrow italic
 - + U \rightarrow Underline
 - + O \rightarrow Open
 - + N \rightarrow new file
 - + S \rightarrow save
 - + R \rightarrow Redo
 - + Z \rightarrow Undo
 - + S \rightarrow strike through
(~~cancel~~)

Useful Short cut in excel

- ① To add bunch of NO \Rightarrow
select them \rightarrow Home: - Auto sum (Σ)
- ② Shift + F11 \Rightarrow add new sheet
- ③ Quick chart \Rightarrow Insert \rightarrow Smart Art Graphic
- ④ Right click on "sheetNo" at the bottom
 \rightarrow (Rename option) \rightarrow Rename sheet
and (Tabs colour) \rightarrow change colour name.
- ⑤ write something or insert a symbol.
 \downarrow
right click
 \downarrow
hyper link
 \downarrow
Place in this Document
 \downarrow
sheet sheet for which
u want to create link.

⑥ To apply same format of any cell
to another

Select that cell



Home : format painter



then select that cell for
the change.

⑦ To freeze the heading



Select below a row below heading



View → Freeze pane

⑧ To hide any row / column



Select → right click



Hide

Note

① Extract Name initials



Type 2-3 name initial

: => flash fill

e.g.: Rakesh Kumar => RK



Press: (ctrl + E) extend with automatic
type rest all

② Filtered Totals

→ select any cell



ctrl + T : → convert into Table



Table design: → Total Row

* ctrl + shift + L → undo all filters

& back to original data

(3) Compare 2 list

→ Select 2 list/table



Home :- Conditional formatting



highlight cells



Duplicate value

→ Name appeared in both will be highlighted

(4) Frequency Distribution Analysis

→ Select data



Insert



Histogram box

Histogram

Box & whisker
(Plenty of data)

→ To change the graph axis



Select the graph



Automatic table will be selected

↓
Move it with " \leftrightarrow " to another table
for graph chay

(5) Running Totals

→ cumulative total

→ select the table / data



Ctrl + Q



quick analysis chart in sheet



Total



running total

(6) Quick Exchange Rate conversion

eq:

Sales Rs: → Dollars

↓ convert

Euro

$$\boxed{\begin{array}{l} \text{Rate conversion} \\ = 0.85 \end{array}}$$

Select those value



Paste them beneath Rate



Go to Rate cell



Select & copy the rate



Select those no data



Right click



Paste special



paste → multiply

=====

→ Not dynamic in process.

(7) Outlier Analysis

→ select all data / NO.



Home :- conditional formatting



color scale

for
→ Big / small values . highest

(8) Forecasting

→ To predict next/upcoming values.

select all data



Data



Forecast sheet

→ Excel : Q5-1. Sure

Forecast worksheet



options



confidence interval & other options.

(a) Interactive chart with slicers.

→ Select data

↓
convert it into Table

(ctrl + T)

↓

Design or Table designs

↓
insert slicer

↓

Product group

↓

select data sales figure
(amount)

↓

plot chart/graph.

(10) Excel Analyze Data for You.

Excel : 365

↓
select all data

↓
Home : - Ideas