1. Format painter=It is use to copy and paste one cell design to the other cell in any workbook.
2. Copy as pitcher=Copy the selected item as pitcher and paste it any where in sheet .
3. Merge & center =It is use to merge the selected cell and put the written text in center.
4. Merge across= It is use to merge any cell in row wise.
5. Merge cell=It is use to merge selected cell in one cell.
6. Wrap text=It is use to arrange text in one cell such than not show in next column in excel.
7. Indent= It is use to give space before or after the text in any cell.
8. [=now()]=gives us the current time
9. [=today()]=gives us the current date
10. [=date(year,months,day)]=manual date input
11. [=months(select cell where year is given)]=give months of given date
12. [=day(select cell where year is given)]= give day of given date
13. [=time(hour,min,sec)]=menual time input
14. [=minute(select cell where time is given)]= give minute of given time
15. [=hour(select cell where time is given)]= give hour of given time
16. [=second(select cell where time is given)]= give sec of given time
17. [=weekday(date)]= give the day of given date in no form
18. [=weeknum(date)]=give the no of week of given date in year
19. [=max(range)]=give max of range data
20. [=min(range)]=give min of range data
21. [=countif(range,cretria)]=a/q to condition give no of present
22. [=large(range,condition)]=give the largest no of given position(K) in range
23. [=small(range,condition)]=give the smallest no of given position(K) in range
24. [=countblank(range)]=give the no of blanks cell by counting