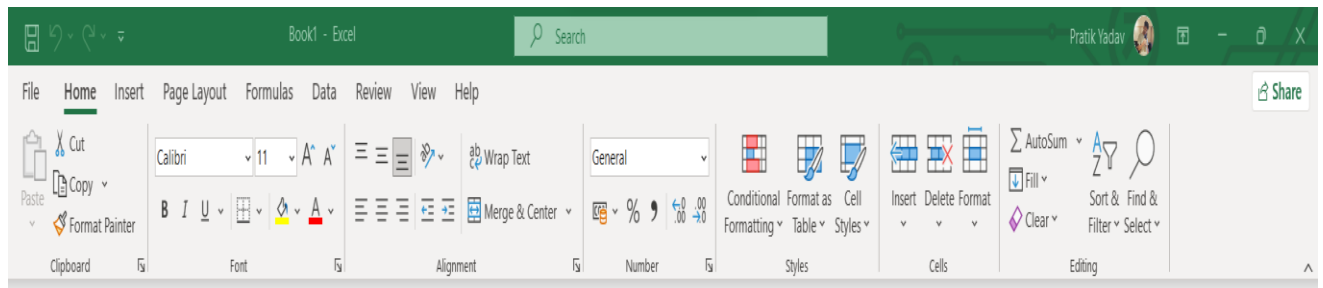


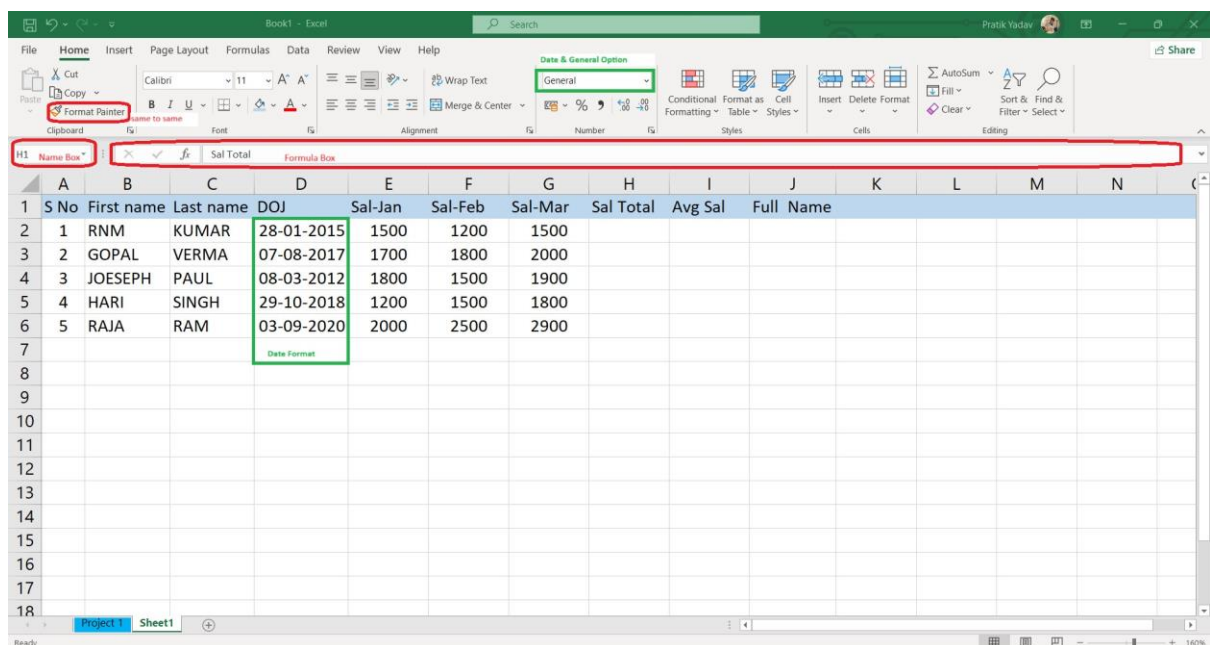
Excel

Day:1

1. Basic Excel Feature



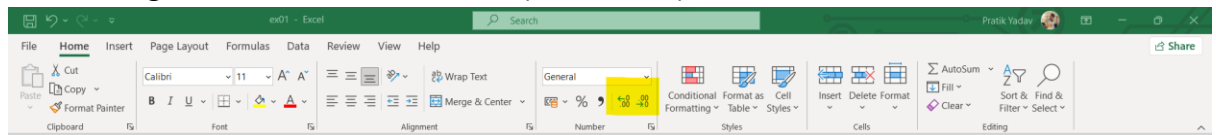
- This all-group structure called as ribbon



- **Name Box**: it is related to the column's index
- **Formula Box**: it is for Formula to the Selected part
- **Format Painter**: It is to Copy the same Format to Others
- **General**: It's a Number Format For Your cell Such as Percentage, currency, date and Time

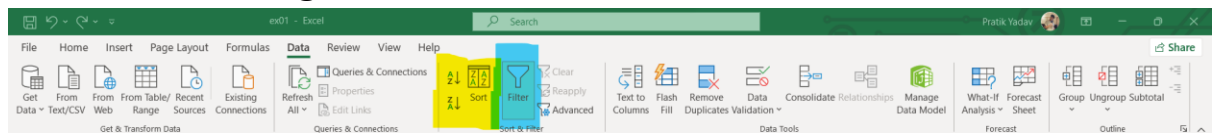
Using Formulas

1. Sum (): =SUM (number1, number2,..., number)
 2. AVG (): =AVRAGE (number1,number2,number3)
- Removing Decimal from The Number (22.22 -> 22)



3. CONCATENATE () : This Formula is for Concatenate the text
=CONCATENATE(text1," ",text2),

Filter And Sorting

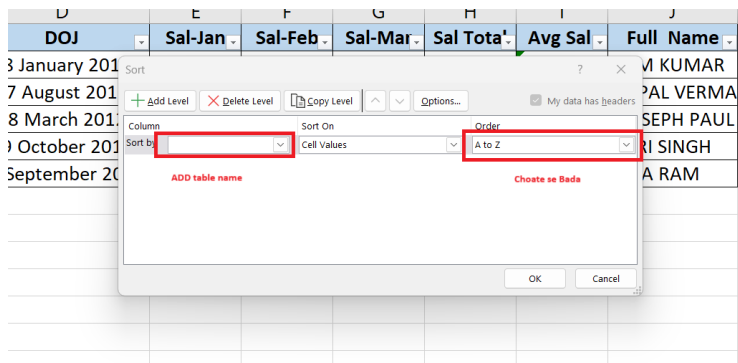


1. Filter method

	A	B	C	D	E	F	G	H	I	J
1	S N	First nam	Last nam	DOJ	Sal-Jan	Sal-Feb	Sal-Mar	Sal Tota	Avg Sal	Full Name

- Filter Out the Greater to Smaller (Choate se Bada)

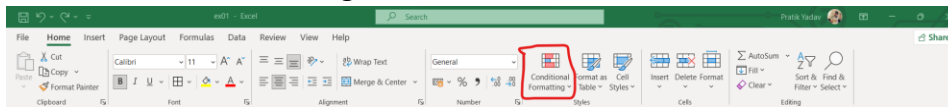
2. SORT



- Same as filter but we don't have to select the rows, and Colum.
- We have to Add the Colum name and then Order which format User wants

Conditional Formatting

1. Conditional Formatting



- Conditional formatting with 'Colour Scale'

A	B	C	D	E	F	G	H	I	J
S.N.	First nam	Last nam	DOJ	Sal-Jan	Sal-Feb	Sal-Mar	Sal Total	Avg Sal	Full Name
1	RNM	KUMAR	28 January 2015	1500	1200	1500	4200	1400	RNM KUMAR
2	GOPAL	VERMA	07 August 2017	1700	1800	2000	5500	1833	GOPAL VERMA
3	JOSEPH	PAUL	08 March 2012	1800	1500	1900	5200	1733	JOSEPH PAUL
4	HARI	SINGH	29 October 2018	1200	1500	1800	4500	1500	HARI SINGH
5	RAJA	RAM	03 September 2020	2000	2500	2900	7400	2467	RAJA RAM

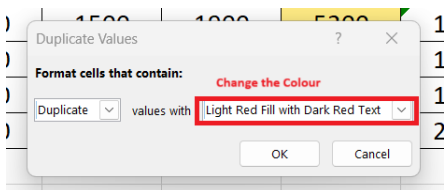
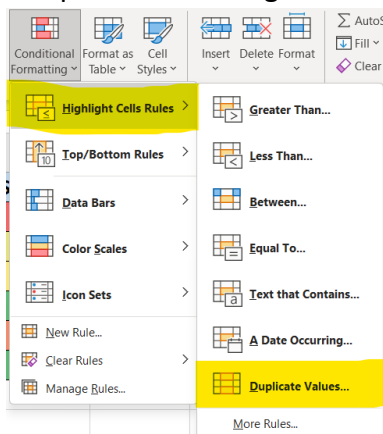
GREEN: The largest Salary

YELLOW: is for 2nd largest Salary

ORANGE: is for 3rd largest Salary

2. Removing Duplicate by giving a special Colour

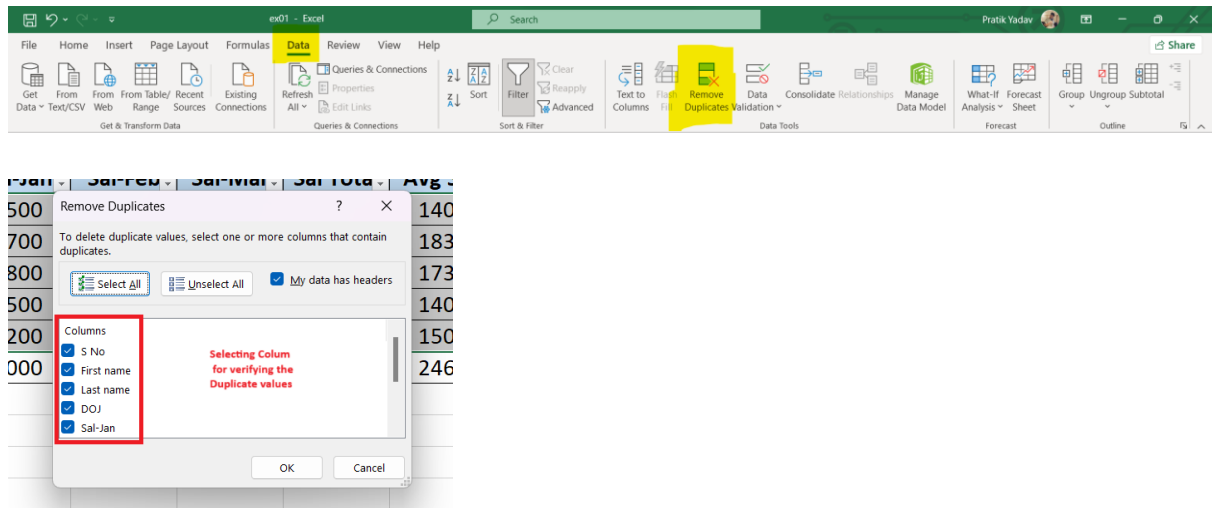
- Duplicate Colouring



Full Name
RNM KUMAR
GOPAL VERMA
JOSEPH PAUL
RNM KUMAR
HARI SINGH
RAJA RAM

With this we can Confirm how many duplicates is present.

- Removing Duplicate



Remove the Duplicate Value Image:

S N	First nam	Last nam	DOJ	Sal-Jan	Sal-Feb	Sal-Mar	Sal Tota	Avg Sal	Full Name
1	RNM	KUMAR	28 January 2015	1500	1200	1500	4200	1400	RNM KUMAR
2	GOPAL	VERMA	07 August 2017	1700	1800	2000	5500	1833	GOPAL VERMA
3	JOSEPH	PAUL	08 March 2012	1800	1500	1900	5200	1733	JOSEPH PAUL
4	HARI	SINGH	29 October 2018	1200	1500	1800	4500	1500	HARI SINGH
5	RAJA	RAM	03 September 2020	2000	2500	2900	7400	2467	RAJA RAM

Merging the Column's

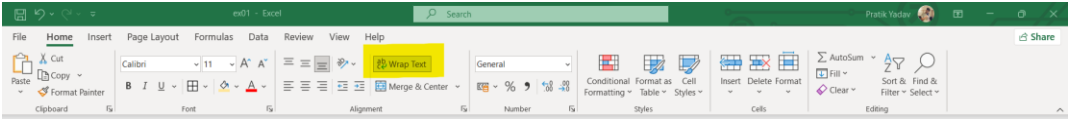


Result

	A	B	C	D	E	F	G	H	I	J
1	Employee Salary Description									
2										
3										
4	S N	First nam	Last nam	DOJ	Sal-Jan	Sal-Feb	Sal-Mar	Sal Tota	Avg Sal	Full Name
5	1	RNM	KUMAR	28 January 2015	1500	1200	1500	4200	1400	RNM KUMAR
6	2	GOPAL	VERMA	07 August 2017	1700	1800	2000	5500	1833	GOPAL VERMA
7	3	JOSEPH	PAUL	08 March 2012	1800	1500	1900	5200	1733	JOSEPH PAUL
8	4	HARI	SINGH	29 October 2018	1200	1500	1800	4500	1500	HARI SINGH
9	5	RAJA	RAM	03 September 2020	2000	2500	2900	7400	2467	RAJA RAM

- Merging the Column's, you can identify.

How to wrap?



Result:

6	2	GOPAL	VERMA
7	3	JOSEPH	PAUL
8	4	HARI	SINGH
9	5	RAJA	RAM
10			
11		Ram Having the Highest Salary	
12			
13			

Day2

INDEX

>Rounding of Numbers

- ROUND :=ROUND(number,number_digit)
- ROUNDUP: ROUNDUP(number,number_digit)
- ROUNDDOWN: ROUNDDOWN(number,number_digit)

	A	B	C	D
1	Numbers	Round	RoundUp	Round Down
2	1.03333	1	2	1
3	2.0555	2	3	2
4	2.99999	3	3	2
5	8.9565	9	9	8
6	1.333	1	2	1
7	4.556	5	5	4

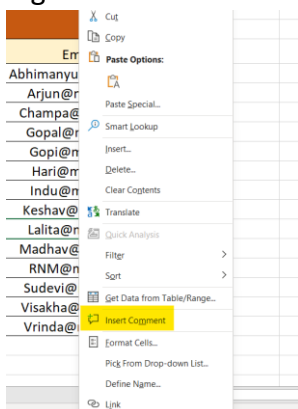
>Autofill

Auto Fill the Months and Weeks and Numbers

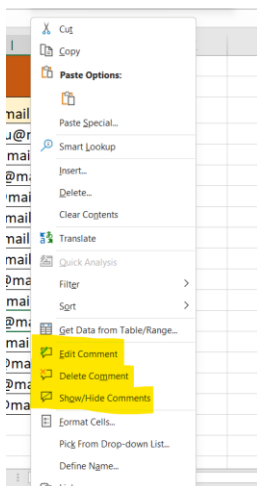
>ADD OR Edit Comments

- Insert Comments

Right Click on selected part:



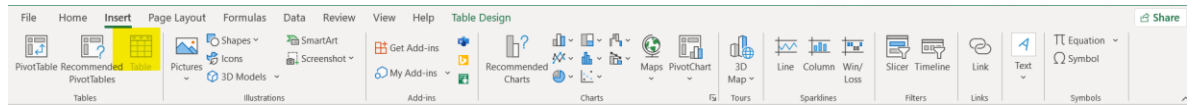
Edit Comments:



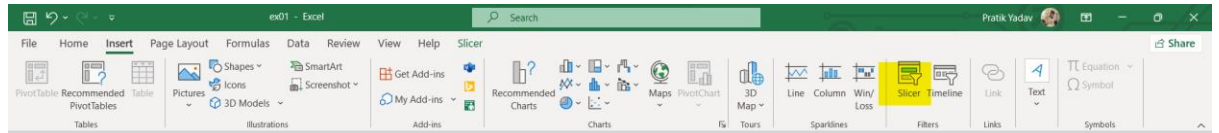
>Table & Filters

Done with Filter and Sorting

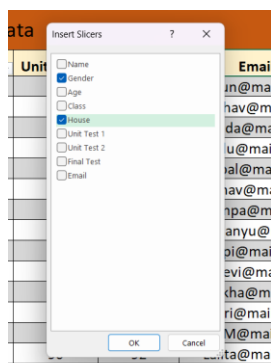
Adding table, in it:



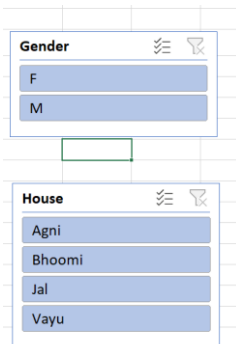
>Slicers



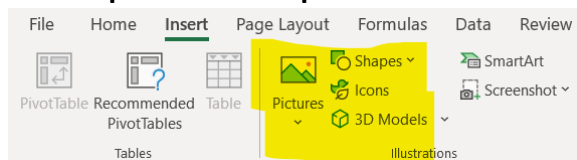
Select the data to insert Slicer:



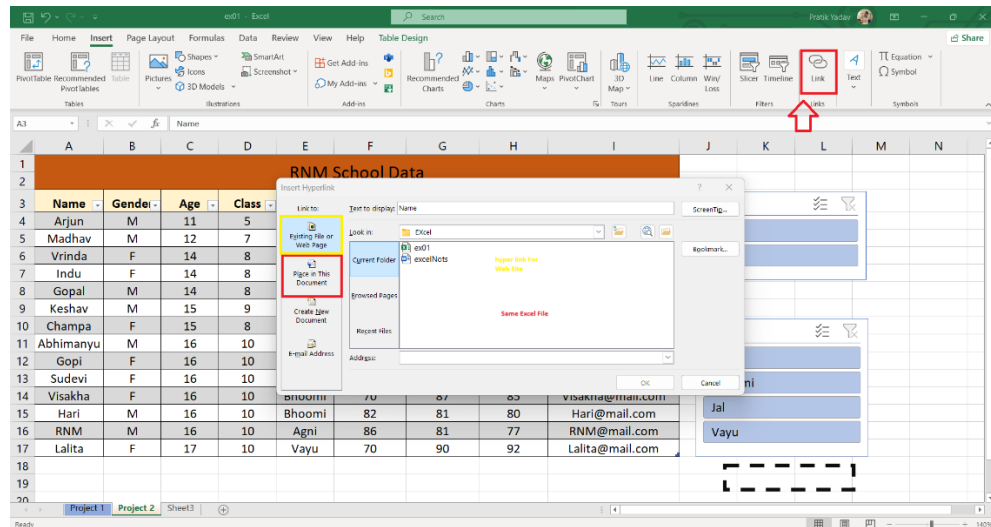
This type of slicer get form after selecting the data:



>Insert pictures & Shapes

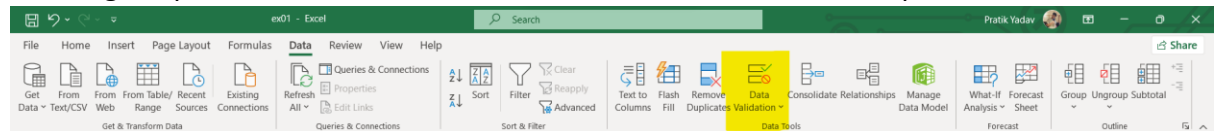


>Insert Hyperlink

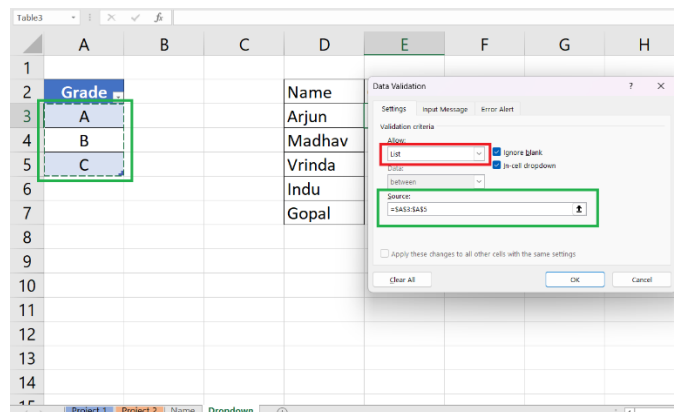


>Create Drop Down List

- Adding Drop Down list 1st we have to select the area to add the drop down



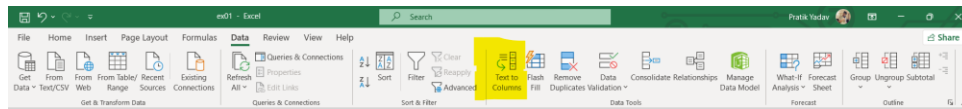
-Select the data Validation



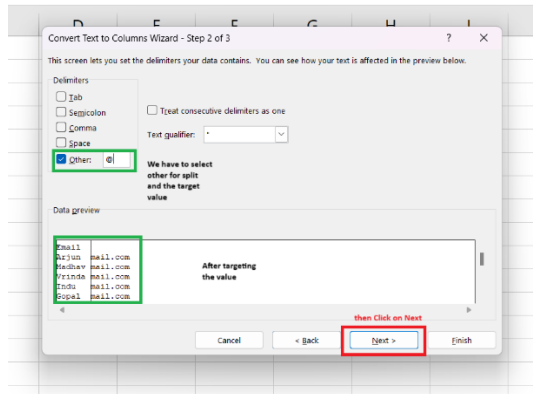
-Drop Down list added

Name	Grade
Arjun	A
Madhav	A
Vrinda	B
Indu	C
Gopal	

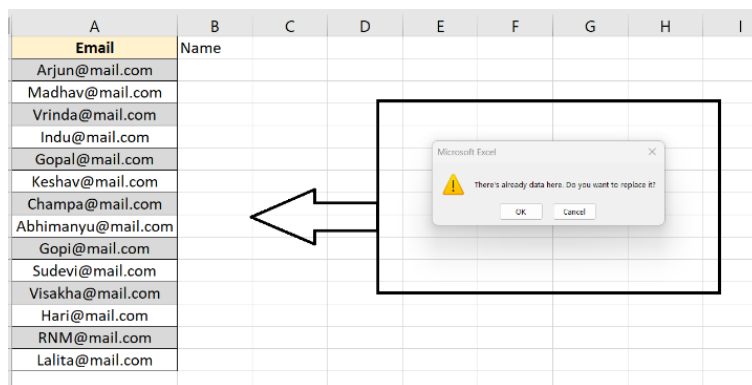
>Split Char



-Select the full-row then click on this



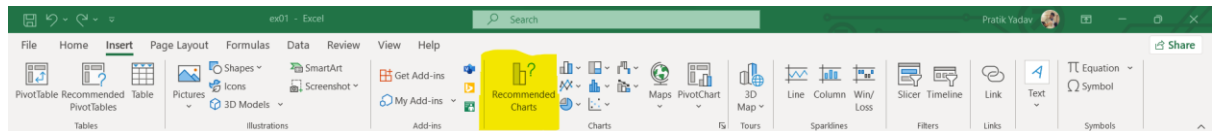
-Targeting to name Colum



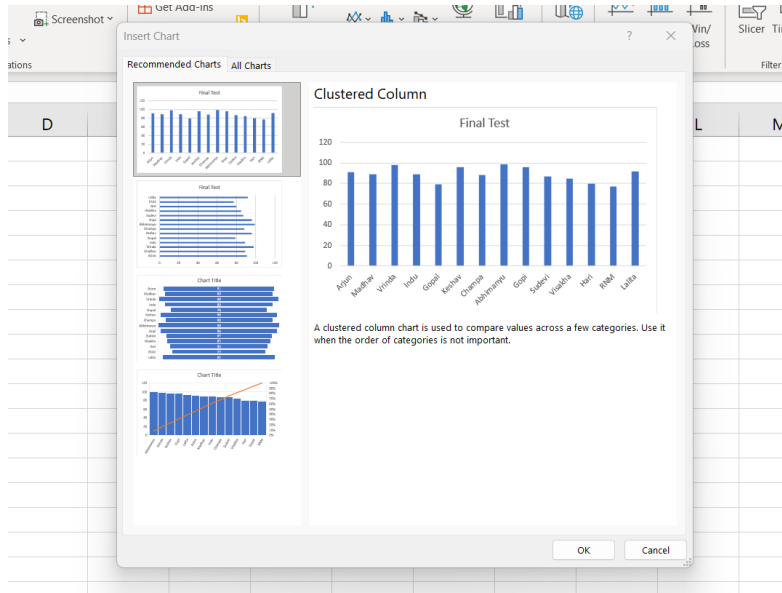
	A	B	C
1	Email		
2	Arjun	mail.com	
3	Madhav	mail.com	
4	Vrinda	mail.com	
5	Indu	mail.com	
6	Gopal	mail.com	
7	Keshav	mail.com	
8	Champa	mail.com	
9	Abhimanyu	mail.com	
10	Gopi	mail.com	
11	Sudevi	mail.com	
12	Visakha	mail.com	
13	Hari	mail.com	
14	RNM	mail.com	
15	Lalita	mail.com	
16			

Remaining data get transfer to another side.

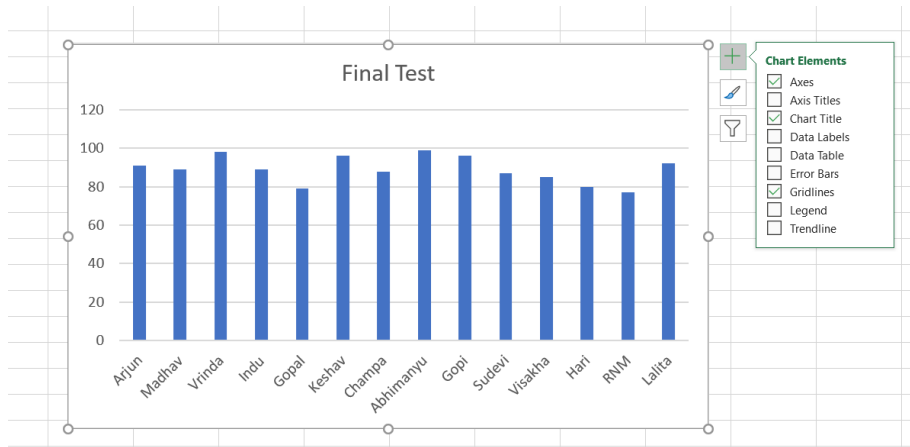
>Insert Chart



-This will show you some chart



-Chart Elements



>VLOOKUP Function

=VLOOKUP (J3,\$A\$2: \$G\$17,7,TRUE)

=VLOOKUP (select the position what to add, full data for sync, position of rows, TRUE-Approximate match)

-we can add the position with row number 1-9.

The screenshot shows an Excel spreadsheet with a VLOOKUP formula in cell J3: `=VLOOKUP(J3,A2:G17,7,TRUE)`. The formula bar shows the formula. The spreadsheet contains two tables. The first table, located in the range A2:G17, has columns for Name, Gender, Age, Class, Unit Test 1, Unit Test 2, and Final Test. The second table, located in the range J2:K9, has columns for Name and Final Test. The data in the first table is as follows:

Name	Gender	Age	Class	Unit Test 1	Unit Test 2	Final Test
Abhimanyu	M	16	10	84	79	81
Arjun	M	11	5	82	83	91
Champa	F	15	8	81	78	88
Gopal	M	14	8	70	75	79
Gopi	F	16	10	88	92	96
Hari	M	16	10	82	81	80
Indu	F	14	8	90	86	89
Keshav	M	15	9	87	89	96
Lalita	F	17	10	70	90	92
Hari	M	11	6	91	81	95
Madhav	M	12	7	86	92	89
Sudevi	F	16	10	81	80	87
Vidya	F	11	6	88	90	92
Visakha	F	16	10	70	87	85
Vrinda	F	14	8	91	96	98

>PIVOT TABLE

Value = for Calculation (default is SUM (+))

The screenshot shows the PivotTable Fields task pane in Excel. The task pane is titled "PivotTable Fields" and contains a list of fields to be added to the report. The fields are: Name, Gender, Age, Class, House, Unit Test 1, Unit Test 2, and Final Test. The "Gender" and "Final Test" fields are selected. The task pane also shows the "Filters" area, the "Columns" area, the "Rows" area, and the "Values" area. The "Values" area is currently empty, and the "Defer Layout..." button is visible at the bottom.

- Who scored more boys or girls in final test?

Ans: After adding the pivot table we get the pivot-Table Fields.

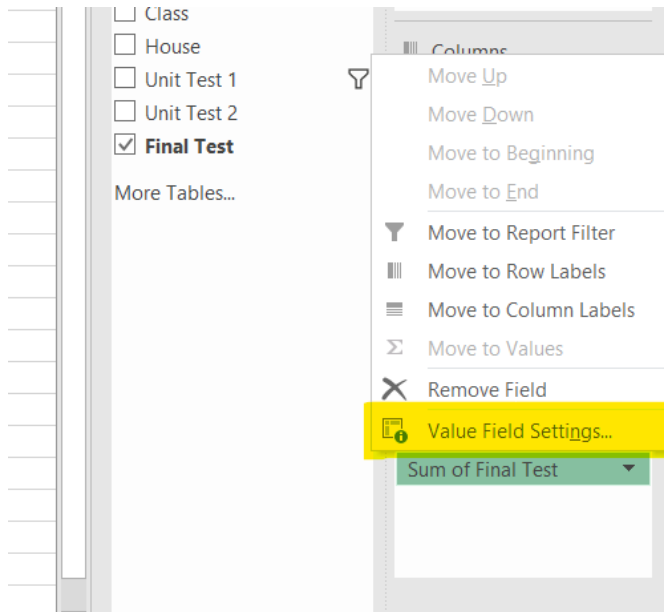
The screenshot shows the PivotTable Fields task pane with the following configuration:

- Filters:** None
- Columns:** None
- Rows:** Gender
- Values:** Sum of Final Test

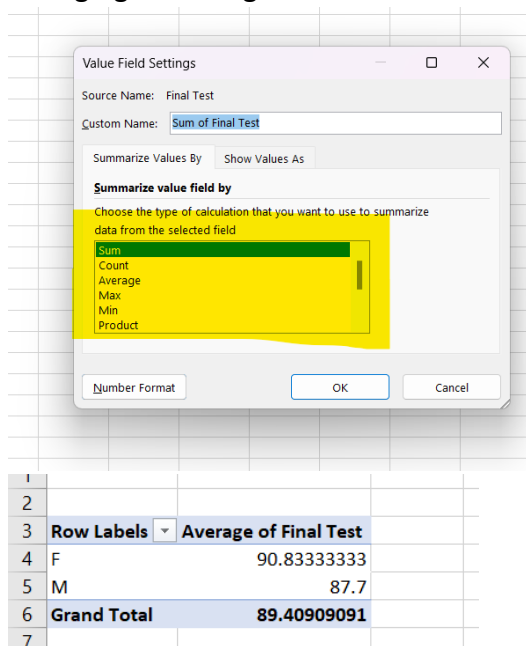
The "Defer Layout..." button is visible at the bottom of the task pane.

How to find average value on field?

Ans: In this you can change the SUM to another method



Changing to average



Which house as best students in the group?

-Vayu Group as Score more in Final Test

3	Row Labels	Sum of Final Test
4	Vayu	646
5	Agni	556
6	Jal	440
7	Bhoomi	325
8	Grand Total	1967

Which House Male and female score the most?

3	Row Labels	Sum of Final Test
4	Vayu	646
5	F	460
6	M	186
7	Agni	556
8	F	194
9	M	362
10	Jal	440
11	F	351
12	M	89
13	Bhoomi	325
14	F	85
15	M	240
16	Grand Total	1967

How to change the layout of Table?

The screenshot shows the Microsoft Excel interface with the PivotTable Design tab selected. The PivotTable is located in the range B4:D13. The PivotTable Fields task pane is open on the right, showing the following fields:

- Choose fields to add to report: Name, Gender, Age, Class, House, Unit Test 1, Unit Test 2, Final Test.
- Drag fields between areas below:
- Filters: (Empty)
- Columns: (Empty)
- Rows: House, Gender.

The PivotTable layout is currently set to 'Show in Compact Form'. The 'Report Layout' dropdown menu is open, showing the following options:

- Show in Compact Form
- Show in Outline Form
- Show in Tabular Form
- Repeat All Item Labels
- Do Not Repeat Item Labels

3	Row Labels	Sum of Final Test
4	Vayu	646
5	F	460
6	M	186
7	Agni	556
8	F	194
9	M	362
10	Jal	440
11	F	351
12	M	89
13	Bhoomi	325
14	F	85
15	M	240
16	Grand Total	1967
17		

Removing Sub-Total and Grand Total

The screenshot shows the Excel ribbon with the 'Subtotals' button highlighted. The dropdown menu is open, and the option 'Do Not Show Subtotals' is selected. The background shows a PivotTable with the following data:

Row Labels	Sum of Final Test
Vayu	646
F	460
M	186
Agni	556
F	194
M	362
Jal	440
F	351
M	89
Bhoomi	325
F	85
M	240
Grand Total	1967

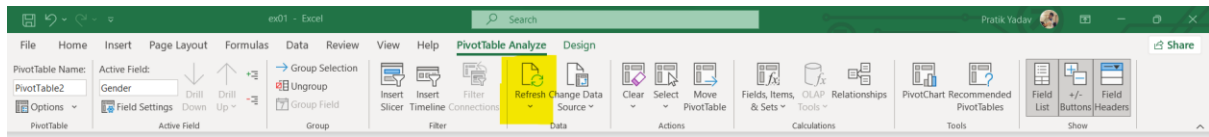
The screenshot shows the Excel ribbon with the 'Grand Totals' button highlighted. The dropdown menu is open, and the option 'Off for Rows and Columns' is selected. The background shows a PivotTable with the following data:

Row Labels	Sum of Final Test
Vayu	460
M	186
Agni	194

3	House	Gender	Sum of Final Test
4	Vayu	F	460
5		M	186
6	Agni	F	194
7		M	362
8	Jal	F	351
9		M	89
10	Bhoomi	F	85
11		M	240

If I change the value, how can I change the remaining Pivot-Table.

Refresh it.



If I added new row ,how can I add to Pivot Table Field.