Class1

Write a Short note on Microsoft Excel.

Also explain the following key components of MS-Excel:

1) Workbook. 2) Worksheet.  3) Cells.    4) Rows & columns.   5) Ribbon

Create a dummy dataset with column names such as Name,History marks, English marks and Maths marks and add 5 records into it.

 Apply the Following:

Cell formating

Font

Size

Bold and Border

Add a comment

Illustrate the different pasting functions after applying cut/copy functions on data in a cell in Excel:

a) Transpose

b) Paste as values

c) Paste as formula

d) Paste formatting only

e) Paste as picture

f.) Paste as a linked picture.

Dataset Link:

[https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/1+-+Introduction++to+Excel/Paste+Options.xlsx](https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/1+-+Introduction++to+Excel/Paste+Options.xlsx" \t "https://pulse.itvedant.com/index.php/topic/_blank)

Find the word "Carrot" , "Boston" from Formatting.xlsx file (Currency Format sheet) using find function and replace them with "ORANGE" and "POLAND".

Dataset Link:

[https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/1+-+Introduction++to+Excel/Formatting.xlsx](https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/1+-+Introduction++to+Excel/Formatting.xlsx" \t "https://pulse.itvedant.com/index.php/topic/_blank)

Using 'Formatting.xlsx' file:

1. In 'Currency Format' worksheet remove the ##### to display the date.

2. In same sheet apply the currency format to unit price and accounting format to total price.

3. In 'Number Format' worksheet apply the percentage format to all the number values

4. In 'Date Format' worksheet change to the date format to:

        e.g. 20/Dec/2021, Fri

Dataset Link:

<https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/1+-+Introduction++to+Excel/Formatting.xlsx>

### Formula and Function

[Introduction to Formulas](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18462&course_id=205&preview=on" \o "Add sub topic content)

[Creating Formulas using Operators](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18463&course_id=205&preview=on" \o "Add sub topic content)

[AutoSum](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18464&course_id=205&preview=on" \o "Add sub topic content)

[Common Formulas](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18465&course_id=205&preview=on" \o "Add sub topic content)

[Formulas Tab](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18466&course_id=205&preview=on" \o "Add sub topic content)

[Copying Formulas](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18467&course_id=205&preview=on" \o "Add sub topic content)

[Date Functions](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18468&course_id=205&preview=on" \o "Add sub topic content)

[Text Functions](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18469&course_id=205&preview=on" \o "Add sub topic content)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20044&course_id=205&preview=on" \o "Add sub topic content)

Using 'Inventory.xlsx':

1. Add the values of cell E2,F2 and G2 and store in H2.

2. Copy the formula for the remaining rows.

3. Multiply the values of cell H2 and D2 and store in I2.

4. Copy the formula for the remaining rows.

5. Use autosum to summarize the columns D to I.

6. Find the min and max value for unit price.

Dataset link:

[https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/2+-+Formulas+%26+Functions/Inventory.xlsx](https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/2+-+Formulas+&+Functions/Inventory.xlsx" \t "https://pulse.itvedant.com/index.php/topic/_blank)

Update 'Employee Details.xlsx' based on the information given below:

1. Calculate years of service of the employee.

2. Update the Full Name column based on the first name and last name provided.

3. Separate the value of phone extension (last 4 digits) and building

(character at the start of the location) from the Office Location column

4. Update the email id of the employees in the format firstname\_lastname@companyname.com

Dataset Link:

[https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/2+-+Formulas+%26+Functions/Employee+Details.xlsx](https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/2+-+Formulas+&+Functions/Employee+Details.xlsx)

Update 'Financial Statement.xlsx' workbook based on the information given below:

1. Calculate Gross Sales = Units Sold \* Sale Price

2. Calculate Sales = Gross Sales \* Discount

3. Profit = Sales \* COGS

4. Find month number, month name and year using date functions.

Dataset Link:

[https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/2+-+Formulas+%26+Functions/Financial+Sample.xlsx](https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/2+-+Formulas+&+Functions/Financial+Sample.xlsx" \t "https://pulse.itvedant.com/index.php/topic/_blank)

Note: If link is not clickable, please copy paste it in address bar of browser.

**Named Ranges Defined Names Named Ranges Formulas with named ranges Assignment**

Using 'Muffin Man.xlsx', give proper names to the cells and complete the sheet.

Use following as the hint:

Revenue = Sales \* Sale Price

Costs = (Ingredients \* Sales) + (Overheads \* Sales)

Profits = Revenue - Costs

Data link:

<https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/Named+Ranges/Muffin+Man.xlsx>

**Table in Excel Insert a Table and Style Options Add Rows and Columns Perform a Function in a Table Assignment**

Using 'Invoice.xlsx':

1. Convert mentioned range into

    Table.

2. Apply any Table Style of Your Choice

3. Add New Column as ""Order no"" in the table.

4. Add new row in table which calculates Total price from FINAL TOTAL.

Dataset Link:

<https://itv-contentbucket.s3.ap-south-1.amazonaws.com/Exams/Excel/Tables+in+Excel/Invoice.xlsx>