1. Quick access toolbar customization
2. Right click on the status bar at the bottom to and see the variety of that are available on it.
3. Excel screen is divided into 3 sections namely ribbon at top, excel workbook at middle and status bar at down side.
4. Understanding the structure of excel workbook like adding sheets, excel can add up to 255 sheets. Adding sheets, row and column reference.
5. Saving the excel document.
6. Opening the existing documents.
7. Learning about shortcuts.

**Section 3**

1. Typing some monthly budget values.
2. Tab key for swapping to the right cell.
3. Why the text are left aligned in the shell while the numerical values are right aligned, What happen if we put the data from other source if yes, Why we see the green triangles on top. Green triangle means the data type is unidentified by excel pls confirm its type then its fine.
4. Entering date values changing its type inside home tab.
5. Ctrl+ wheel up/down to zoom in and out.
6. Creating basic formulas in excel Like addition =B5+b6+b7+b8+b9 using cell references
7. Relative cell reference: we can copy the b11 cell along with it formula to the next left empty cell and we can see the magic its now c5+c6….wow, Similarly like d5+d6…. And so on. Anywhere now in excel add 5 cells up.
8. =F5/F11 {relative reference} copying the formula and pasting it to the next cell didn’t works. =F6/F12 gives #DIV/0!
9. =F5/$F$11 {now absolute } by adding $ sign before column and row reference.
10. Hw 1 exercise evalutating the total tax . Exploring the formula section🡪 Formula Auditing🡪Evaluate formula and then checking the output

**Section 4**

1. Excel Functions
2. Function\_name (Arguments) 🡪sum(b4:b8)
3. Function argument window.
4. 455+ functions available in the excel.
5. All the excel functions are located on the formulas tab in the ribbon.
6. To search for a specific function tap on the ribbon f(x) and then 🡪 search it either by category or name.
7. MIN(), MAX(), COUNT(),SUM(), AVERAGE()
8. Adjacent cell errors in excel.
9. Esc key to close a cell operation.
10. To select cells in a row and column simultaneously press ctrl key and then delete.
11. Autosum 🡪{shortcut alt + =}
12. Autofill command {the little green dot . in the right of the cell}.

**Section 5**

1. Movement of excel sheet inside the sheet.
2. Movement to another sheet2.
3. How to add an additional row and a column in between the sheets table like introducing water between phone and credit card. Click on row no. to highlight it, like row7. Press ctrl + “+” key.
4. Introducing april-2019 in column tab.
5. Method 2--HOME TAB🡪CELLS🡪INSERT🡪INSERT ROW/COLUMNS.
6. Press ctrl + “-” key for deleting the row/columns.
7. Changing the height and width of cells column/rows {already known}.
8. How to autofit according to the cell entered values like largest value occupied by the cell and all data are fit in accordance with it. just double click in between the column headers like column e and f.
9. We can also select multiple cells/ rows and auto adjust or adjust according to us. By double clicking or adjusting one cell in reference.
10. Hiding /unhiding columns.
11. View🡪show🡪heading 🡪uncheck it and you cannot see the a, b, c column reference and 1, 2, 3 row reference.
12. Deleting a sheet form a workbook is permanent.
13. Moving and dragging sheets and reordering it

Ctrl + moving and dragging sheets will create a copy of sheet namely monthly budget (2).

1. How to copy an excel sheet to different excel file. Right click (monthly budget) 🡪 move or copy 🡪 now the copying to workbook should be open in the tab. And then move or copy it.

Section 6

1. Home 🡪 Font 🡪 discussion
2. Page Layout 🡪themes
3. Home 🡪 Font 🡪 Fill colour {discussion}
4. Home 🡪 Font 🡪 Border {discussion namely added thick bottom border}
5. Home 🡪 Font 🡪Border 🡪More Borders{discussion }
6. Home 🡪 Number🡪Accounting number format{  
   adding currency symbols }
7. Home 🡪 Number🡪 ‘**,**’{format with a thousand separator}
8. Home 🡪 Number🡪 ‘**%**’

* Check Increase and decrease decimal option

1. Home 🡪 Format painter {to copy all the design that are done for a cell to other cell/cells or rows.
2. Home 🡪styles {for css}.
3. How to merge cell ?
4. Go to Home 🡪 Alignment 🡪 merge and centre. Select from (A1🡪G1) to merge as a single cell.
5. Conditional formatting what if you want to highlight all the cell which have amount greater than 250. Instead of selecting and doing it manually we use conditional formatting.
6. Conditional formatting 🡪manage rules {discussed}

**Section 7**

1. Inserting images.
2. Insert 🡪 illustration 🡪Pictures{ money bag }
3. Inserting shapes.
4. Insert 🡪 illustration 🡪Shapes{ check the yellow dot while using the shape }
5. Check shape fill, shape outline and shape effects.
6. Smart art🡪 understanding the concept

* Smart art design🡪 create graphic 🡪 text plane{ check }
* Inside the text plane {tab key to create sub bullets {work, ask mom etc.}

**Section 8**

1. Creating charts in excel.
2. Insert tab 🡪Charts🡪column chart 2d
3. Select the chart and explore Data🡪 select data.
4. Connecting chart title with the formula bar.
5. Moving chart to another worksheet.
6. Select chart 🡪Design🡪location🡪Move chart
7. Working with pie charts.

**Section 9**

1. Print 🡪 No scaling 🡪 custom scaling options 🡪Page { scaling adjust to 115% }, Margin {discussed }
2. View tab 🡪 Page layout { check it v.v.i}
3. Adding header and footer content.
4. Select the cells and print only the selected area by choosing Page layout 🡪 Page setup 🡪 Print area 🡪 set print area.

**Section 10**

1. Microsoft excel templates
2. What if we need to create the same chart/tables/columns for year 2020, 2021 and so on? Instead of creating from scratch we can use our previous excel file as template and just we need to update the data and use it accordingly.
3. We looked at File🡪New🡪Loan Amortization schedule
4. Creating a custom template
5. Select the previous excel file and clear all the input data and then go to File 🡪Save as🡪{on save as type 🡪 click excel template }
6. Your custom template will be created and saved.

**Section 11**