

## \* EXCEL TRICKS \*

\* - File name → •xlsx (new versions) •xls (old versions)  
(2016 →) (← 2007)

\* - Jump to any sheet → right click on the arrow near the sheet button at left bottom corner.

\* - edit the cell → click on cell → Press F2 | double click.

\* Create own tab :-

- File → options → customize ribbon → New tabs  
→ Rename ~~tab~~ tab → OK

- To add option go to same procedure again & go to the new tab generated. → New Group.  
→ select the option of click add. → we can also change the name of group.

- To delete Tab → follow same procedure of just

~~This hide the tab~~ → uncheck the box before the new ribbon created  
→ we can remove by clicking the tab.

\* Go to → Ctrl + G. → To go on any cell we type.

\* Go to Special :-

→ Click on Special → we have different options  
→ we can go to comments, formulas, blanks, etc.

\* Currency symbol → select the no → right click → format cells → change the currency in currency tab.

\* Characteristics of cell :-

1) If type text → 

Text
------

 → left side of cell

2) Boolean expression → 

false
-------

 → appear at the center.  

True
------

3) Numbers → 

10
----

 → at right.

4) Error message → 

#DIV/0!
---------

 → comes with # sign & then the message → appear at center.

\* Cell Reference :-

→ Relative Reference → Dragging formulae for the cell Horiz or Vertically.

→ Trick → select entire cell → Type formula for selecting first cell → press Ctrl + Enter → All

Cell get the formulae.

\* Absolute Reference →

To see formula → click on cell → press Ctrl + ~ for entire sheet ~ → left side of no. L.

OR → Go to formulae ribbon & show formulae.

→ How to get the cell locked for set formulae

→ Type the formula then cell which we want to fix → click on that cell in formulae → Then press F4 → That cell will be fixed in formulae for entire worksheet.

\* Mixed Reference :- → See video.

\* Text to Columns :-

Select the data → Data tab → Delimited → we space, comma, Use delimiter → next → select where u need answer & tab etc. → click OK/Finish.

\* Fixed width → This gives us the user defined width. Just click on the column width & we get the column with given width.

\* Comment →

Go to review → comment → And type OR shift + F2 → shortcut.

To delete comment → shift F2 → Esc → Delete.

### \* Transpose Data :-

Copy data → Paste special → Transpose  
→ Table will be inverted (rows to columns)

### \* Copy data in multiple sheet at once :-

- Copy the data → Ctrl + sheet1 + sheet2 + ...  
+ paste in sheet 1 → it will be copied to selected sheets at selected cells.

### \* How to do a custom list :-

\* Inbuilt list in excel app. → Files → Options → Advanced → Go to bottom

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- Same is last four/three digit

- for middle also same procedure → Type middle digit & we will get the answer.

\* Same is done for the text → Ctrl+E

\* Sometimes it gives the different value for cell after giving Ctrl+E → So we have to train the excel  
→ Just enter the value manually - For two or three cell → then press Ctrl+E → we get our ans.

\* CONCATENATE :- To Join two text of two cells.

\* Custom Views :-  
- Set what we want to show & what we don't want to show

- Go to view → custom view → Add → Select the entire area to show.

- To delete there is a option to delete also.

\* Compare two sheets in same file :-  
- Create temporary duplicate file

- Go to view → New window → Name of file changes

- In task bar there are 2 files from same option → Go to view → click view side by side → we see it horiz → Go to view → click arrange → click vertical

→ Go to view → If you type text → then text appear in both sheet.

### \* Compare two files :- (Totally different) :-

- open two files in task bar → click on view
- view side by side → two files are visible
- click on arrange all → click vertical.

### \* Tiled → This option is in view → arrange all

- This compares two or more files & give equal space to them in vertical manner

- From this we can apply formula in any sheet by taking cells in any other sheet.
- we can connect many sheets by these.

### \* Cascade → View → Arrange all

- This compares file one before after.

### Logical Test :- Comparison of No. :-

- Needs Comparative Operator.

### Comparative Operator

= Equal

<> Not Equal

> Greater Than

>= Greater Than or Equal to

< Less than

<= Less than or equal to

- If condition not satisfy ⇒ Ans is "false" (Boolean)

- If condition satisfy ⇒ Logical Ans will be "True"

### \* IF function :-

- If we need Ans as True or False → we use Comparators

- we need Answer as L, O

= if (E2>F2, L, O)

Value for  
True  
Value for  
False

if (E2>F2, 0, 1)

- we need Answer as Pass, Fail

= if (E2>F2, "Pass", "Fail")

True value  
False value

operator  
a comparator  
(>, =, <, <=)  
any

- Ans needed text then put it in "" format
- Number not to be put in double inverted format.

- we need Answer as PASS, FAIL → In capital letters.

= if (E2>F2, UPPER(H2), upper (H2))

where, H1 → cell with text as Pass

H2 → cell with text as Fail

Note:- Text can be any text we need.

\* - if (E2>F2, E2+F2, 0)

False → then we get 0  
True → then it will add the two values

- if (E2>F2, today(), today ()+10)

True → It gives todays date  
False → It gives date after 10 days

- change format to date we get for Answer

### Logical Function

\* Nested IF :- Mostly used for school result display.

Distinction | Fail | Pass | Pass Class

$\text{if } (\text{F}_1 > 40, "Fail", \text{F}_2 > 60, "Distinction")$

$\text{if } (\text{F}_2 > 60, "distinction", \text{if } (\text{F}_2 > 40, "Pass", "Fail"))$

True value with  
some comparison.

false value

### Logical function

\* AND Function

		E6	
45	$\begin{cases} >=0 \\ <=100 \end{cases}$	Criteria	Result
		$< 40$	Fail
		$< 60$	Pass
		$< 100$	Distinction
		$> 100$	Invalid

- Both satisfy  $\rightarrow$  True  
- Not both  $\rightarrow$  False

Satisfy

Point as Ans in cell.

works with  $\Rightarrow = \text{if } (\text{And } (\text{E}_6 >= 0, \text{E}_6 < 10), "Fail", \text{If } (\text{And } (\text{E}_6 >= 40,$   
 $\text{E}_6 < 60, "Pass", \text{If } (\text{And } (\text{E}_6 > 60, \text{E}_6 <= 100),$   
 $"But", "Invalid" )))$

\* NOT Function :-

Used For negative  $\rightarrow$  True to convert False  
False to True

$B6 = \text{False} \rightarrow \text{Ans} = \text{NOT } (B6) \Rightarrow \text{Give True}$

\* IF Error  $\Rightarrow$  To find out error message in entire data.

= iferror (C6, "skip this")

$\downarrow$   
 $\rightarrow$  If there is no error it will display "skip this"

If there is no error it will display the text as it is in the cell -

- Error is generally by # error.

\* Auditing Tools :- Goto & Formulas

Trace Precedents  $\rightarrow$  Gives that which cells are used to get the formulae for particular answer

Trace Dependents  $\rightarrow$  It gives that the cell value is used for which formula is dependent value for that cell.

= formulatext (E2)  $\Rightarrow$  This gives the formula used after using get in a particular cell (Shows formula).

TOP

### \* TEXT FUNCTION :-

1) TRIM  $\Rightarrow$   $= \text{Trim}(\text{cell No.})$   $\rightarrow$  It removes the unwanted space in cell  $\rightarrow$  space may be before / after / middle of text  $\rightarrow$  ex: Trim(A1) before / after / middle of text  $\rightarrow$  It is trimmed!

2) PROPER  $\Rightarrow$  Every alphabet of each word should be Capital then this is used.  
 $= \text{proper}(\text{cell No.})$

3) UPPER :- To make all letters of a word capital word.  
 $= \text{Upper}(\text{cell No.})$

4) LOWER :- To make all letters of a word small case.  
 $= \text{Lower}(\text{cell No.})$

5) LEN :-  $\rightarrow$  Length  $\rightarrow$  used to calculate length of text it calculate the spaces also.

$= \text{len}(\text{cell no.})$

6) LEFT :- Used to get left characters.

$= \text{Left}(A7, 3)$   $\Rightarrow$  Ans = Chai  
↑ ↑  
Text      3 letters from left

7) RIGHT :- Used to get right characters.

ex.  $A7 = \text{Chai} \rightarrow$   
 $= \text{Right}(A7, 2) \Rightarrow$  Ans  $\Rightarrow$  i

8) MID :- Used to get middle text.

eg. Chai.

$= \text{mid}(A7, 3, 2)$   
from where start where to end i.e.  
from where to start to get character  $\rightarrow$  how many character from start

$\rightarrow$   $= \text{mid}(A7, 3, 2)$   $\rightarrow$  Ans = ai

9) Concatenate :- Used to combine two text of two different cell in one single cell.

$= \text{concatenate}(A7, B8) \rightarrow$  But does not generate space b/w two words.

$= \text{concatenate}(A7, " " B8) \rightarrow$  Give one space b/w  
two words combined.  
give space (one space)  
(not hyper)

10) Find :- Used to give the position of the character in text.

Ex :- Abhijit = A7

$= \text{Find}(B1, A7) \rightarrow$  It is case sensitive.

Ans = 3

Note: If we want to put text then always mention with "\_" , if no. then directly enter no. without double quotes.

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1) Replace :- Use to replace a text in a old text.

Ex:- Kadam = J7

= Replace(J7, "K", "A", "4")  
From where to replace text? [Type how many character you want to replace]  
Ans = KAessm  
4 characters so  
(Kaessm) here = (Aessm)

2) Substitute :- Use to substitute a letter from one to any other alphabet.

= substitute(J7, "m", "k") → It is case sensitive.

⇒ Ans = Mukba!

Ex. J7 = Mumbai

### \* DATE FUNCTIONS :-

1) Today:

= today() → This gives us the todays date & displays it in cell

→ Also if we open sheet tomorrow it will display the tomorrow date, because it is connected to our system date.

2) Now:

= now() → It gives date with time also.

Ans = 14/07/2019 11:36

3) Add/Subtract day :-

J7 cell  
14/06/2019

J8 cell  
6

$$\begin{aligned} &= (J7 + J8) \Rightarrow Ans = 20/06/2019 \\ &= (J7 - J8) \Rightarrow Ans = 08/06/2019 \end{aligned}$$

4) Add/Subtract month :- EDATE → To add/sub. Month.

$$\begin{aligned} &= \text{edate}(J7, J8) \longrightarrow \begin{array}{|c|c|} \hline 6 & J8 \\ \hline -6 & J9 \\ \hline \end{array} \\ &\uparrow \quad \uparrow \\ &\text{date no.} \end{aligned}$$

Ans = 14/12/2019

$$= \text{edate}(J7, J9)$$

Ans = 14/12/2018 → Goes to Last year

formula  $\Rightarrow$  if there is [ ] equipment then it is a optional parameter, not needed to put compulsory.

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### 5) Add | Subtract years :-

14/07/2016  $\rightarrow$  J7

= edate (J7, J8)

$\uparrow$   
It need months

10  $\rightarrow$  J8

$\rightarrow$  Here we have to convert the years to add/sub. In month

To add 10 year in J7

= edate (J7, J8 + 12)

Ans = 14/07/2006

### 6) Network days :-

- This gives us the count of working days in the year by excluding the holidays or week off (sat+sun)

01-01-2016

J7

31-12-2016

J8

= networkdays (J7, J8)  $\Rightarrow$  26  $\Rightarrow$  Ans

or = networkdays (J7, J8, D1:D12)

D11 = 15/01/2016

D12 = 02/10/2016

may be festival holiday,

Independence day, etc. (mention date & day)

extra holidays (select cell by drag)

7) Networkdays.intl :- This gives us the working days, but in this we can define the weekend days-

= networkdays.intl (J7, J8, weekend, [holidays])

$\uparrow$  start date  
 $\uparrow$  end date  
 $\uparrow$  can select anyone  
 $\uparrow$  holiday date (optional)

8) How to get the Day in front or from the Date :-

- Select the Date cell  $\rightarrow$  Right click  $\rightarrow$  Format cells  $\rightarrow$  custom  $\rightarrow$  In Type delete that format  $\rightarrow$  type #0 four time ####  $\rightarrow$  day for that date will be displayed.

9) To calculate how many days/month/year old are you :-

Requirements	02/08/1991	J7	14/02/2021	J8
Date of birth			Todays date	

Total year  $\Rightarrow$  = datedif (J7, J8, "Y")

Total months  $\Rightarrow$  = datedif (J7, J8, "M")

Total Days  $\Rightarrow$  = datedif (J7, J8, "D")

### \* NAME RANGE :-

- It is used to find our range sheet in many of the sheets in same worksheet.
- It is done by dragging the cell to give the name → then in at left of formula bar put name to that range selected → the name is set.
- If we select that we can directly go to that sheet containing the range we have named.
- To rename / edit / delete → Go to formulas → Name Manager.

From here also we can give name range.

- Trap to when large range of cell are to be selected & deselected again & again.

- \* formula → create from selection → this is used to create multiple name range by selecting more than one column.

Note:- The heading must not contain the space.

### \* Name range with formula :-

- This is used when we select name range which contain the numbers.
- To apply some formula like sum/average/min/max etc. we can type

a) Sum :-  $= \text{sum}()$  ⇒ we will get answer here.  
Name which is given to range

b) Minimum :-  
 $= \text{min}()$  ⇒ this gives smaller no. from the range.

*Note:- Here the formula can also be typed manually dragging X  
manually selecting cells C) Maximum :-  
 $= \text{max}()$  ⇒ gives max no. of range.  
Name of range*

d) Average :-  
 $= \text{average}()$  ⇒ calculates average of range.

only for numbers

e) Count :-  
 $= \text{count}()$  ⇒ Total selected cell in range.

only for texts

f) Counta :-  
 $= \text{counta}()$  ⇒  
Range having text only / count non empty cell (with no text)

g) Countblank :-

$= \text{countblank}()$  ⇒ To calculate blank cells in the selected range.

i) Small :- Used to find the smallest no. in the range i.e. 3rd smallest or 4th or 2nd smallest

This is used to get which

= small (range, k) smallest no. we want

↑ Here we need

to select name

range

e.g. = small (range, 3)

↓ This will give 3rd

smallest no. in the selected range.

e) Large :- This is vice versa of small, will give 3rd/4th..... largest no. in the selected range.

= large (name of range, 4)

↓ This will give the 4th largest no. in the range.

NOTE :- This is mostly used to get the above discussed formula answer in any sheet of that workbook by selecting range / Name range.

### formula Tips :-

- We see that the preference given by excel to operator is as follows

i) B → Bracket ( ) and then ^

ii) O → order ^

iii) D → Division /

iv) M → Multiply \*

v) A → Addition +

vi) S → subtraction -

### BODMAS

### \* COUNT FUNCTIONS :-

Example:-

a) Count :- Here this is used to get count of cells having only numbers.

$$= \text{count}(\quad) = 3 \rightarrow \text{Ans}$$

select range by dragging

from data to formula

or can enter name range also ← previous topic

Cell with different dates.

Data
08-12-2008
19
22-23
# DIV/0!

# DIV/0!

formula

b) Counta :- Used to get count of cell with text only, with no., error, boolean, all.

= counta( ) Range of selection.

$$= 7$$

- counts all the things we selected.

- Doesn't count empty cells.

c) Countblank :- Used to get blank cell count.

$$= \text{countblank}(\quad)$$

= 0 ← Ans of above example.

d) Countif :- Count the no. of cells with repetitive no. or text in range.

$$= \text{countif}(\text{Range}, \text{"text"})$$

↑ criteria → what to search.

e) Permutation :- The formula is already set in the excel as

$$P_{k,n} = \frac{n!}{(n-k)!} \rightarrow \text{eqn of permutation}$$

Example:- A<sub>1</sub> | 4 → no. of objects

A<sub>2</sub> | 3 → no. of objects in each permutation

$$= \text{permut}(A_1, A_2)$$

$$= 24 \rightarrow \text{Ans}$$

f) Combination :-

$$\binom{n}{k} = P_{k,n} = \frac{n!}{k!(n-k)!}$$

$$\text{with } P_{k,n} \rightarrow \text{Permutation} = \frac{n!}{(n-k)!}$$

E.g. Possible 2 person teams that can be formed

from 8 candidates

$$= \text{combin}(8, 2)$$

$$= 28 \rightarrow \text{Answer.}$$

Imp

### \* Statistical Functions :-

1) Sumif :-  $= \text{sumif}(\text{range}, \text{criteria}, [\text{sum range}])$   
 - For only one criteria ↑ may be boolean operator like  
 This may be range of ( $< , >, =, \geq, \leq$  or text)

$\Rightarrow = \text{sumif}(C1:C9, ">50")$

this gives sum of no.  $> 50$

$$= 60 + 70 + 80 + 90 = \underline{\underline{220}}$$

Name Days Numbers

John	Mon	10
Joseph	Tue	20
Mike	Wed	30

2) Sumif ( $A1:A9, "Mon", C1:C9$ )

↑ range criteria ↑ sum range

- This will get sum of only ~~no.~~ numbers against monday.

$$= 10 + 70 + 80 = \underline{\underline{160}}$$

Meri Thu 40

Sini Fri 50

Neexy Sat 60

Limey Mon 70

John Mon 80

Abhi Tue 90

(A1:A9) (B1:B9) (C1:C9)

3) Countif :-  $= \text{countif}(\text{range}, \text{criteria})$

$= \text{countif}(C1:C9, "<40") = \underline{\underline{3}}$  ← only 3 no. are less than 40.  
 ↑ number range ↑ Boolean

4) Averageif :-  $= \text{averageif}(\text{range}, \text{criteria}, [\text{average range}])$

$= \text{averageif}(C1:C9, ">40")$

will give average of no. greater than 40.

### Advanced Function

1) Sumifs :- Eg Sum of number belonging to Mon + John

2) If there are multiple criteria

$= \text{sumifs}(C1:C9, B1:B9, "Mon", A1:A9, "John")$

$$= 10 + 80 = \underline{\underline{90}}$$

- This gives the value of John only on monday.

2) Countifs :- Eg count of no. where they have John + monday.

$= \text{countifs}(\text{criteria range 1, criteria 1, criteria range 2, criteria 2})$

$= \text{countifs}(B1:B9, "Mon", A1:A9, "John")$

$$= \underline{\underline{2}} \leftarrow \text{Two times they occur}$$

3) Averageifs :-

Eg  $= \text{Averageifs}(\text{Average range, criteria range 1, criteria 1, criteria range 2, criteria 2, ...})$

$= \text{Averageifs}(C1:C9, B1:B9, "Mon", A1:A9, "John")$

$$= \underline{\underline{(10+80)/2}} = \underline{\underline{45}}$$

ALT + = → ~~ctrl~~ short cut for sum

Shift

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### MATH & TRIGONOMETRIC FUNCTION :-

1) SUMPRODUCT :- This gives us the product of the two cells in array as well as sum of the product obtained.

$$= \text{sumproduct}(A1:A3, B1:B3)$$

$$= (8 \times 3) + (8 \times 2) + (2 \times 1)$$

$$= 27 \quad \underline{\underline{Ans}}$$

Array 1	Array 2	Multiple
3	3	
8	2	
2	1	

A1:A3      B1:B3

### MROUND :-

$$= \text{mround}(\text{number}, \text{multiple})$$

This is used to round number to the nearest multiple.

$$= \text{mround}(\underline{\underline{A1}}, L) \quad A1 \downarrow = \text{mround}(A1, L)$$

$$= 6x1 \quad \text{number} \quad \text{multiple}$$

$$= \underline{\underline{6}}$$

$$\begin{array}{|c|c|} \hline 5 & 6 \\ \hline \end{array} \quad \begin{array}{l} \text{Convert to } 6 \times 1 = 6 \\ \text{nearest to } 6 \quad \text{multiple} \end{array}$$

$$= mround(A1, L)$$

$$= 6 \times 2$$

$$\text{Convert to } 6 \times 2 = \underline{\underline{12}}$$

$$= \underline{\underline{12}}$$

2) FLOOR :- The Round off the value to the lowest value & displays.

(↓)  $A1 = \text{roundFloor}(A1, L)$

$$= \text{Round}(\text{number}, \text{significance})$$

$$= \text{Round}(A1, L)$$

$\downarrow$  multiple of no.

$$2 \times 1 = \underline{\underline{2}}$$

$$3 \times 1 \rightarrow 3 \times 1 = 3$$

A1 = roundFloor(A1, L)

$$2 \cdot 1 \quad 2 \cdot$$

$$3 \cdot 9 \quad 3$$

$$4 \cdot 1 \quad 4$$

3) CEILING :- It is oppo. of floor → It round off value

(↑) to the highest & displays.

A1 = ceiling(A1, L)

$$= \text{ceiling}(\text{number}, \text{significance})$$

$$2 \cdot 1 \quad 3$$

$$3 \cdot 9 \quad 4$$

$$4 \cdot 1 \quad 5$$

$$= \text{ceiling}(A1, L)$$

$$\downarrow$$

$$2 \cdot 1$$

$$\downarrow$$

$$3 \cdot 9$$

$$\downarrow$$

$$4 \cdot 1$$

Rounded to highest  $3 \times 1 = \underline{\underline{3}}$

(ceiling)

### \* Vlookup - with Exact Match :-

V → vertical.

= vlookup (lookup value, table array, column index, 0)  
 ↑  
 exact  
 match.

- To look for a value from set of data

### \* Vlookup using data validation :-

- Here we can create a drop down list for a particular cell.

→ data → data validation → allow → list

→ select the list by dragging → The list will be available in cell by drop down button

- Then apply vlookup for that cell which will give us lookup value easily for any item in that drop down list.

### \* Vlookup with name range :-

= vlookup (lookup value, table array, column index, 0)

↑  
 That is here for table array we can directly use name range instead of selecting all table again.

### \* Vlookup with Approximate Match :-

- It is used to get approximate match of look up values.

= vlookup (lookup value, table array, column index, 1)

↑  
 lookup value should always be a number.  
 true/approx. match.

Example :-

	Question attempted Number	Subject	marks
	10	A	50
	20	B	70
	30	C	100

Total table

= vlookup (A1, table array, 3, 1)

= 50 ← we will get answer 15 because it is less than 20 so automatically goes for 50 marks

A1 →	15	50
	17	50
	21	70
	5	#NA
	20	70
	35	#NA

→ less than 10 attempted will show error

→ again error (more than 30)

### \* Vlookup - with Exact Match

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exact  
match.

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↑  
lookup value should  
always be a number.

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Question attempted Number	Subject	marks
10	A	50
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↑ Total table

= vlookup (A1, table array, 3, 1)

= 50 ← we will get answer 15 because it is less than 20 so automatically goes for 50 marks

AK → 15      50

17      50

21      70

5      #NA

→ less than 10 attempted will show error

20      70

35      #NA

→ again error (more than 30)

**\* Vlookup Using Trim :-**

- To lookup for the value even when there is a blank space in the text which we are looking for.
- This trim's the blank spaces & get us the value.
- Removes unwanted spaces in lookup value.

= vlookup (trim (lookup value), table array, column index, 0)

**Note:-** This is used when there are blank spaces in lookup value.

Here we have to fix the table by F4 for both rows of column. Computation bcz when we drag it down formula changes.

**\* When there are blank spaces in table array :-**

= vlookup (lookup value, trim (table array), column index, 0)

↑  
lock cell | F4

Now, when we enter we don't get the answer but we get a error message #Value!

→ Do ctrl + shift + Enter → Then we will get the answer.

**\* HLookup :-**

To look up the value for horizontal content

= hlookup (lookup value, table array, column index, 0)

↑  
Horizontal  
Index no.

**\* Vlookup Rules :-**

- 1) Look up value should be unique in the column of table array selected, it should not be repeated & have some two different data.
- 2) Vlookup only works from left to right.
- 3) The first column of the table array selected must be lookup value column computation.

**\* Lookup function :-**

- The lookup function is same as vlookup with approx. value, only difference is that it works for both vertical & horizontal data sets & is easy with two inputs only.

= lookup (lookup value, table array).

- This can also be used instead of vlookup with exact match.
- It requires less input & also gives exact values & approximate values.
- Limitation is that this will give value of last column in table only.

### \* look up full Record :-

- This will give us the full record one lookup value in front of it.

=  $\text{lookup}(\text{lookup value}, \text{lookup vector}, [\text{result vector}])$

↑  
Poco F4 to fix  
↑  
fix F4  
↑  
data which we want to display.

This is to select only that column which have lookup data (no other column).

select that particular column only.

- when we drag the formula in row lookup value & lookupvector will be fixed & only result vector will be changed.

- This can be used as an option for vlookup & hlookup easily.

### \* Vlookup show full Record.

\* Note - Works with a) match function

=  $\text{vlookup}(\text{lookup value}, \text{table array}, \text{match}(\text{lookup value}, \text{array}, \text{match type}))$

=  $\text{vlookup}(\text{lookup value}, \text{table array}, \text{match}(\text{lookup value}, \text{array}, \text{match type}, 0))$

↑  
fix (F4)  
↑  
Total table will all column without headings (F4)  
heading  
heading array (row)  
exact match of match type (0)

- This is important to get the multiple data using the single formulae.

- To get a proper drag down click the few formulae of column q row must be fixed by some logical understanding.

### \* Index function :-

- It is used to get the position of value cell that data in the entire data set by selecting a serial no.
- i.e. we select a certain serial no. & we will know that what data is present against that serial no.
- By position no. get value.
- It is allowed for 2D
- i.e. by giving row no. & column no.

= Index (array, row num, [column no])

### \* MATCH FUNCTION :-

- To get position no. of the text in the entire data set.

= match (lookup value, table array, exact match)

Example.

A1	Abhi	= match (A1, A1:A5, 0)
A2	Vini	= 4 ← Answer.
A3	more	
A4	Bizu	
A5	veeku	

### \* Protect Cells :-

- To find out whether cells are locked or unlocked
- click on particular cell / cells → right click → format cells → protection → here it is given locked / hidden
- a) \* How to protect the sheet with all cells locked :-  
 Click on sheet → right click → protect sheet  
 → put password to protect the sheet  
 → To unlock follow same procedure of unlock.

### b) To protect sheet with few cell unprotected.

Select cell → format cells → protection → unlock checkbox of locked → protect sheet → protect by pass → you will be able to edit only selected cells which are unlocked.

### c) lock selected cells & unlock entire sheet :-

Select entire sheet → format cell → unlock the locked check box → select cells to be locked → format cells (C1+1) → lock it → now go to protect sheet → enter password & then the condn follows.

other methods { Review tab → Protect sheet  
File → protect current workbook.  
Home tab → format → protect sheet

#### \* Protect Sheet :-

Right click sheet → protect sheet →  
enter password → entire sheet will  
be protected.

\* Now if we want to give some permission  
to edit the sheet.

- first unprotect the sheet → right click  
on sheet → Allow user to → select the  
check box you want to give permission →  
set pass → locked.

#### \* Protect file :-

File → Info → Protect workbook → encrypt with pass  
→ put password → close → open &  
it will ask for password.

\* To unprotect → file → Info → protect workbook  
→ clear password → ok.

#### \* Protect workbook :-

Review tab → protect workbook → put pass  
→ by this you cannot move, delete, rename,  
hide, unhide, etc. the sheet now.

\* To unprotect → Review → protect workbook →  
put password.

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#### \* Hyperlink to sheet :-

Select cell to give hyperlink → press  $ctrl + k$  / or right  
click & select hyper link → Place in this document  
→ select sheet we need → In that sheet it  
take by default to A1 cell no → type the cell  
reference we need → type we want that cell no →  
ok → the cell get converted to hyperlink.

#### Note

We can put hyperlink to an image also.

#### \* Hyperlink to a file :-

- open any file not only excel by this.

Select cell →  $ctrl + k$  → existing file → select  
file from your system

#### \* Hyperlink to webpage :-

Navigate to website.  
Select cell →  $ctrl + k$  → below of address bar →  
copy the web address → ok.

- we can change also the screen tips.

#### \* Hyperlink to update :-

Select cell →  $ctrl + k$  → create new document →  
enter name with extention .txt / .doc / .xls, etc. →  
you can set path also → click edit it now → file open →  
edit / type → close & save.

#### \* Header & Footer :-

Insert → Header & footer →

f [Page]	f [Date] f [Time]	
↑	↑	
Page no.	current date	current time

Page f [Page] or f [Pages]

↑  
displays as → Page #1 of page so (for ex.)

#### \* SORT :-

This is used to sort the data by text | color | etc.

Ascending / descending, etc.

#### \* Simple Sort :-

- Click on the any cell of the column we want to sort → go to sort & filter in home ribbon → click on smallest to largest or vice versa → we will get that column sorted.

- This is applicable to the date also.

#### \* Advanced Sort :-

- This is used when we want to do colour sort or sorting of data with more than one column.

- Go to data → sort → sort by → chose the major sort | column we want to be sorted → sort on by | color | cell value | etc → select order → Add level → select second column to sort → put order →

→ This is used when there is a repetitive data in certain major column & different values for that repetitive data in other column → it will sort the data by ascending | descending | or as we want.

#### \* Advanced Filter :-

Requires → Data → criteria range → location of copy

- This allows us to filter the data & paste it automatically at the other cells.

- click on any cell we want to filter the data from

→ data tab → Advanced filter → list range → criteria range → criteria range should be paste at other cells which we want & it should contain # with the heading of that column → click on copy to another location → copy to → select cell → click ok → data will be filtered.

- We can give criteria by two columns also → multicolumn

Filtration if one criteria range has repetitive values.

-

most basic of both are both → same result & not able to sort with multiple criteria as the condition is not met.

→ if we want to sort with multiple criteria then we have to use advanced filter.

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### Example :- Advanced filters

Name	Roll no.	Marks		Mark
Abhi	1	10		> 40
Saty	2	20		
More	3	50		
Manju	4	40		
Vinu	5	50		
Vinu	6	60		
ABC	7	70		

① List range

Name	Rollno.	Marks
Vinu	5	50
Vinu	6	60
ABC	7	70

② Criteria range  
copied to these cells

\* we can also filter the dates

Date	Heading what we have
> 19/07/2016	

Criteria range :- This will give list of date greater than 19/07/2016.

\* we can also paste to other sheet → just we have to start from the sheet where we have to copy → then select the range by going to different sheet as well as criteria → select copy cell to sheet where you have to copy.

### \* BASIC TABLE

Press your cursor or select any cell in data → press Ctrl + T → OR go to Insert → Table → automatically chooses my table has header OR we can choose our headers → OK → table generates → which has automatic filter & colours → we can change table styles also.

Click on table → go to design → check the Total row box generated (click on header)

→ we will get the sum inserted at bottom → It can give us multiple options to sum/avg/etc. by selecting dropdown list.

### \* ADVANCED TABLE :-

Design → change table name.

→ Resize the table.

### \* SLICER :- It is a userfriendly filter.

Go to design → Insert slicer → It gives a dialog box saying saying the header of the table → we can select one/multiple & click OK → it gives us a dialog box → here we can select individual data by clicking & get the required data.

- We can also remove duplicates → it can remove duplicate from all column or any selected column we need.

\* convert to range → it involves / convert to range → removes the table design tab.

\* Alt + F1 → Create chart \*

Bar chart only.

\* SUBTOTAL :-

→ Data should be sorted in ascending or descending order. → goto Data Ribbon → subtotal → at each change select the column which was sorted → we function as sum / average. → Add subtotal select that column which contain numerical values..

- This give total of repeated data separately as well as grand total at the last.

\* COLUMN CHARTS :-

Select data or click on cell of data → press Alt+F1 or go to insert → Bar chart / column chart → it automatically creates a chart.

- chart has different option on its GUI only.

- when we click on chart it select the data set we have selected for chart.

\* Select data → press F11 → we get chart in a new sheet which automatically get sheet name as chart1 → we can independently work on this chart.

- Double click on chart → you get the editing options → you can manage as you want.

- You can also use company logo as background for the chart.

- We can also use text option.

\* Plot Area → Double click on the plot area ie. on the chart which is generated & we get plot area format option.

\* Chart Area → Double click at the edge of the chart we get chart area option to format.

\* Axis option → Double click on the chart axis → here we can change the x-axis range & y-axis range if many formatting option are there.

\* PIE CHART :-

- Best representation of chart in circular format
- slices. (2D or 3D)
- 3D is most preferred.



- To rotate the pie → double click on slices
- you can change angle → You can also explode the individual pie.

Abhi	10
Prad	20
Vizu	80
Vinu	40

only one column of no can be converted to pie chart.

- Here we can select only one column of the number.

for this, click on chart → chart Tool design → select data → legend entry → delete the series that we want on x-axis → Horizontal axis label → click on edit → select the series we want → ok → we get the chart as we wanted.

↑ do not select column heading.

- for this we can select go for change chart type
- Right click on made chart → Select the chart that we want

Note :- mostly when both ~~two~~ column contain the numeric data then go for Bar chart.

It states the big thing very clearly.

Ex :- For year wise data what was profit of that year → use of Bar chart.

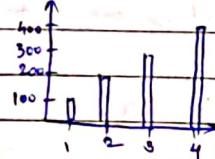
Note :- If we want to modify any element of any type of charts just double click on that element if we can't modify that.

\* Column chart with both column as no. only

Ex:-

- when we insert column chart we get the default chart by on x axis it take data as

10	100
20	200
30	300
40	400



- But we need on x axis as 10, 20, 30, 40

### SPARK LINE CHART:

#### \* XY SCATTER CHART :-

- It is used to get a small scatter chart in the data we have easily.

Example:-

create a chart here.  
we can drag & fill by making one chart only.

Product	Jan	Feb	March
A	40	10	40
B	20	20	30
C	80	30	20
D	15	40	20

→ click on any of cell of data having numerical value → goto insert ribbon → There is a sparkline chart → Three types → select the one we want → choose data you want → selection location → ok.

→ By clicking on chart → go to design → here we can format the chart as we want by different options.

### PIVOT CHART :-

- It gives us subtotal representation of the data.

→ click on cell in data → Insert → pivot chart  
→ select a source data / automatically select → location → new worksheet

Analyse type is created

Note :- The data for pivot table to make must not have any blank column (row) cell.

drag here if we want to filter that data for other three	filter	column	put here if no. of column are less
put if rows are higher	Rows	values	mostly put numeric values

Note 1 :- If there is a repetitive data & we want to count its no. of times occurrence then drag that field to rows & drag same field to values we will get the count of repetition easily.

Note 2 :- The result we get in any cell of pivot table → when we double click it → it opens new sheet showing the formula from where it got the value.

Note 3 :- from note 1 if we want the detail of where the person went | date | yearwise count | regionwise count then we can drag one more field as per our logic to column & it will give the breakage of the repetitive count.

Note 4 :- click on data of pivot → design | analyze tool is displaced → go to design → Report layout → now data default shows in compact form → click on outline / table form → we get data in proper format with proper heading.

Note 5 :- Design → Grand total → from here we can select what we want total of all rows & columns or etc.

Note 6 :- If we want to change ~~the~~ cell in to %. format → Go to values field → field which is selected → Go to drop down option. → value field setting → select number format → ~~percentage~~ → set it

Note 7 :- Go to drop down list → value field setting → choose type of calculation you need → you can get sum | count | avg | etc.

Note 8 :- By pivot table we can directly get the filtered data easily → i.e. by repetitive name → apply pivot table → apply for count by Note 1 → double click on the count → we can easily get the new sheet showing its result → we can copy

Note 9 :- We can't change the column heading by just clicking on the heading in a pivot table → dialog box displays → change the name.

### # PIVOT TABLE HAS GROUPING :-

Note 10 :- How to group the year month wise | quarter wise, etc.

Go to Insert → pivot table → drag date field to the Row area → it displays the year wise data → in year quarter wise or month wise →

Note 10 :- If we want to ungroup the date as day wise → right click on cell having year/quarter → select ungroup → data will be displayed date wise in ascending order (older to newer).

[ we can again group by right click on data & we can group according to we want → select month → it groups in month but we don't get year in that month → again right click on month → group → select (month → already selected) year → ok → we get year of month wise data.

Note 11 :- once we get date / year / month wise data → design → Report layout → select table format → we get separate ~~one~~ column for year & month.

NOTE 12 :- Slicer Tool → Create pivot table → there is a slicer in analyze tab → by using slicer we can analyze & filter data as we want. \* By using slicer → click on slicer → it has a tool of itself to format named as option → Go to option → there are different options like to manage height / width / colour / column.

\* By caption heading → Right click on slicer → Go to slice setting → here we can change the name heading of slicer also.

\* Change heading

NOTE 13 :- Once we create a pivot table & apply some fields & create a slicer → Now copy the pivot table → paste at other place in same sheet → the slices created will work for both pivot tables → to break connection → click on slice → options → Report connection → from here we can change connection.

#### & PIVOT TABLE TIMELINE :-

- This just like a slicer but it is a timeline slicer i.e. we can sort data by date By Year / Month / Day
- Create a pivot table as usual → Go to analyze tab → Insert time line → it will give you a option of date if you have date field in your data table.
- Once you get timeline box → you can sort data by Year / Month / Day.
- It will have same properties like as to a slicer.

\* Go Consolidation :-

- It is mostly used to get the summation of data of more than one sheet in the different sheet.

- Go to data → **Consolidate** → dialog box displays
- we different fn like sum/average/count/etc → select sum → in sequence select data of sheet 1
- click add → again select data of sheet 2 → click add → like this add the no. of sheet data
- In labels → If you have text data in top row & left column → then check the top row & left column checkbox (will not use that in sum) → press ok → you will get ans.

- One more option is there i.e. in consolidate dialog box → click link to source data, what it will do is if source data / any sheet data you change the consolidate data will take changes automatically.

Note:- The data in every sheet is shuffled i.e. the column or row heading text are at different part in each sheet [e.g. sheet 1 → Add at row 2, sheet 2 → Add at row 20] (likewise) → it still used to give us the answer.

\* Data Validation :-

- This is used to apply some limitation or validation to our data.

e.g.: If applied as like put date only in selected portion, then it will take as date, that also if mention in b/w date, then it allows the in b/w date only → other data it shows error message.

- Data ribbon → Data validation.

\* Drop down list :-

- We can create our own drop down list for a cell or no. of cells.

- Data → Data validation → Allow → list → Select the list.

Note:- If we select the list of later if we delete the list from source → or delete some of cells from source list → it will affect the drop down list. So, usually we keep that drop down list in another sheet or protect sheet / cells.

Note:- To create dependent drop down list i.e. list of one cell will be affecting other.

- For this you have to keep the data with you.

Example 8:-

India	China	Pakistan	America
A	A	C	X
B	B	D	Y
C	C	A	Z
D		K	F
		L	G
		M	

- First step is to create the name range of the above data set

- Select the cell having data only (no blank) by   
 Ctrl + A

- Then go to formulae → Create from selection - ok  
 name range will be created.

- Click on cell where we want drop down list →  
 Go to data validation → select source as  
 the row headings of above data i.e. India, China,  
 Pakistan, America.

- Click on cell next where we want its respective  
 drop down list → data validation → list →  
 here type formulae → indirect (select that cell  
 where first dropdown list was created)

= indirect (cell no.) → Type this in source  
 of data validation

- Hence we get the answer.

NOTE 8 If we copy the cells containing data list, it  
 gets pasted with list at other places.

\* Import data live from Net :-

- These require the website url where data is changing  
 continuously.

- We get that same changes dynamically in excel.

- Go to Data ribbon → Get data → from web  
 → paste the url & we will get the data.

- You have to click the yellow checkbox & then  
 you have to press import.

- Click on data we got → Go to data →  
 properties → Refresh every → we can set time  
 → it will automatically refresh the data.

\* Import data from Notepad 8:-

Data → Get external data → from text →  
 browse file → we can break / or get in same  
 column data.

### → Inserting objects :-

• Insert tab → Text → object → create from file  
→ browse → browse your file → click on  
display as an icon in that dialog box → if we want  
we can change icon → also we can change caption  
→ click ok.

• To open it → just double click on it.

→ In this way we can add video | word file | pdf |  
software etc. easily.

• If → Text → object → create new →

scroll down → you can create ppt | word directly  
in excel.