

Section 1: Understanding Basics of Excel

1. Understanding Excel Layout Excel consists of a grid of cells arranged in rows and columns. The top part contains the Ribbon, below that is the Formula Bar, and the main area is the Worksheet. Understanding layout helps in faster navigation.
2. Workbook vs Worksheet Workbook = entire Excel file (.xlsx). Worksheet = individual sheet inside workbook. One workbook can contain multiple worksheets.
3. Ribbon, Tabs, Groups, and Menus Ribbon contains Tabs (Home, Insert, Data etc). Each tab has Groups (Clipboard, Font, Alignment). Groups contain commands.
4. Customizing Quick Access Toolbar You can add frequently used commands like Save, Undo, Redo, Sort, Filter to Quick Access Toolbar for faster work.
5. Cells | Rows | Columns Cell = intersection of row and column (e.g. A1). Rows are horizontal, columns are vertical. Naming and Selecting: Click on row/column header. Formatting: Font, color, borders. Auto-adjusting: Double click boundary. Creating & Deleting via right click.
6. Saving, Undo, Redo Save using Ctrl+S. Undo Ctrl+Z. Redo Ctrl+Y. These are critical for safe editing.
7. Intelligent Navigation Ctrl + Arrow keys to jump to data edges. Ctrl + Home to go to A1. Ctrl + End to last used cell.
8. Selecting Ranges Click and drag, Shift + click, Ctrl + click for multiple selections. Important for bulk operations.
9. Copying & Pasting Mastery Ctrl+C copy, Ctrl+V paste. Paste Special allows values, formulas, formats. Avoid normal paste when cleaning data.
10. Basic Arithmetic Operations + Addition, - Subtraction, * Multiplication, / Division. Example: =A1+B1. In-built functions like SUM(), AVERAGE(), MIN(), MAX().
11. Cell Referencing Relative (A1): changes when copied. Absolute (\$A\$1): fixed. Mixed (\$A1 or A\$1): partial lock. Used heavily in formulas and analysis.
12. Different Techniques of Fills Drag fill handle to auto-fill series. Double click to auto-fill down. Fill series (numbers, dates, months).