Excel : Deep Dive into Basics

LEVERIFY

Presenter: Balaj Sikander
Business Intelligence Executive
Email: balaj.sikander@leverify.com

What will we learn Today?

We will view the following concept today:

- Format Cells
- Find & Select
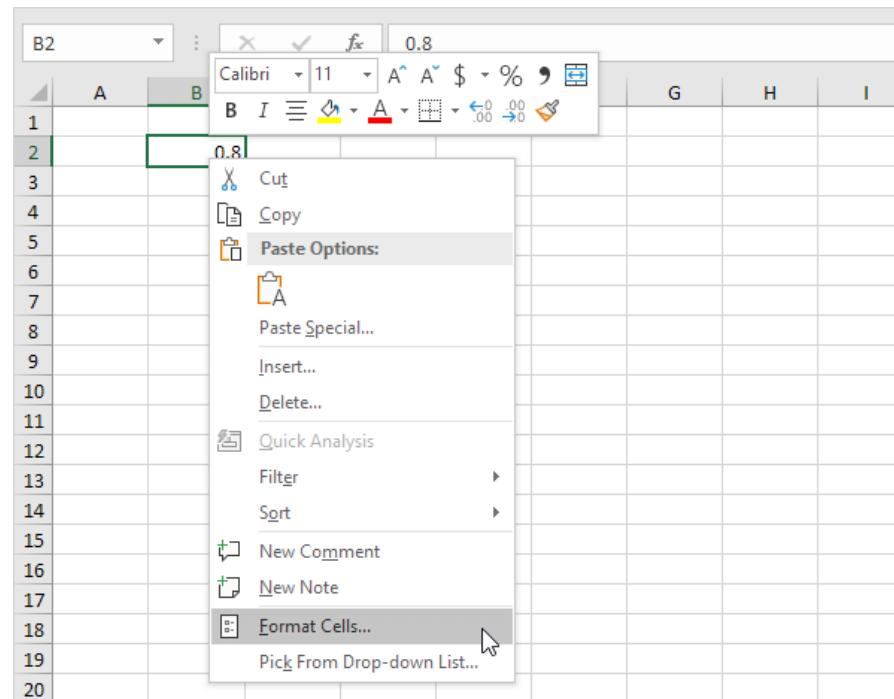- Data Validation
- Password Protect

LEVERIFY

Magic In A Cell

When we **format cells** in Excel, we change the appearance of a number without changing the number itself.

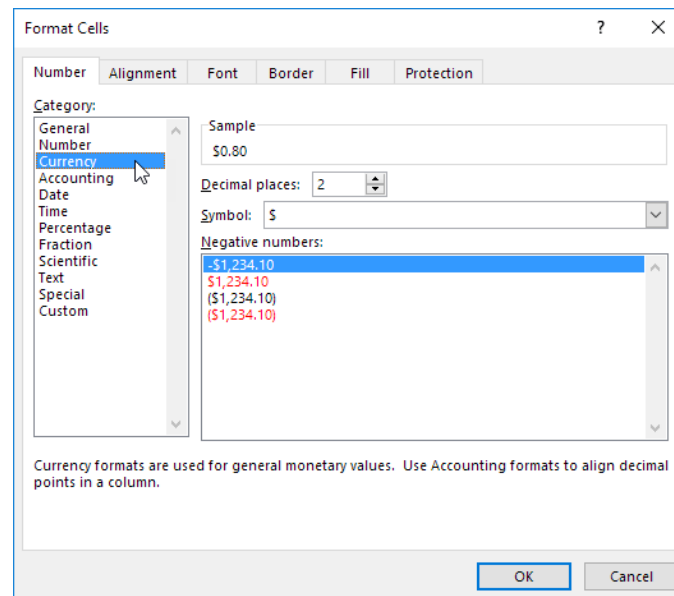**Can you tell the Default Cell Format?**

General Format

LEVERIFY

Magic In A Cell

1. Select the cell
2. Right click, and then click Format Cells (or press CTRL + 1)

LEVERIFY

Magic In A Cell

The 'Format Cells' dialog box appears
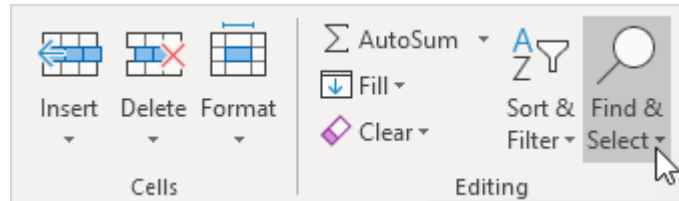3. For example, select Format from categories
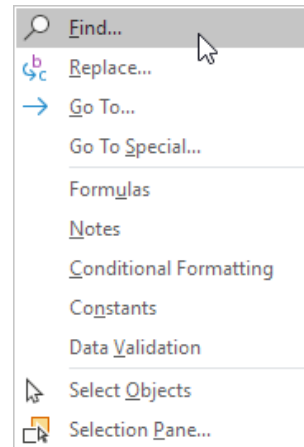

4. Press "OK"

LEVERIFY

I Am Going To Find You

To quickly find specific text, Do as follow:

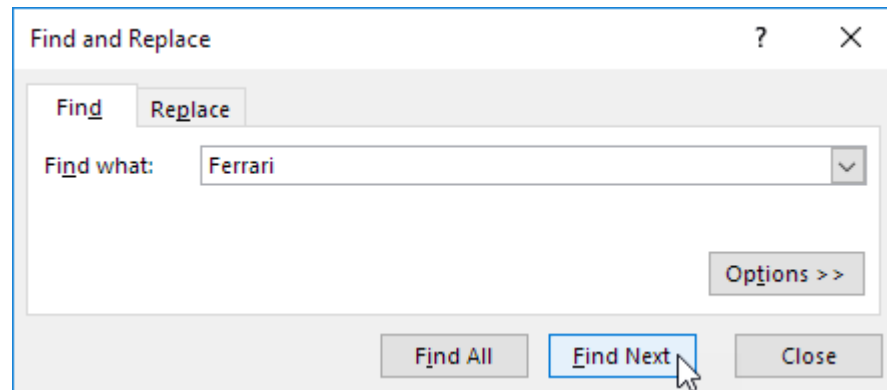1. On the Home tab, in the Editing group, click Find & Select

2. Click Find

I Am Going To Find You

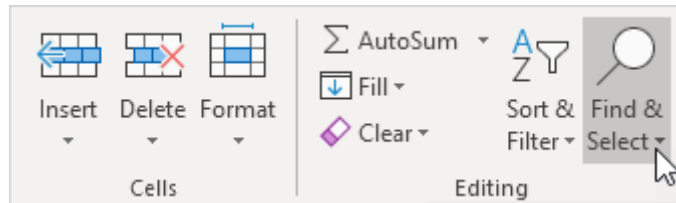3. Type the text you want to find
4. Click 'Find Next'

Excel selects the first occurrence
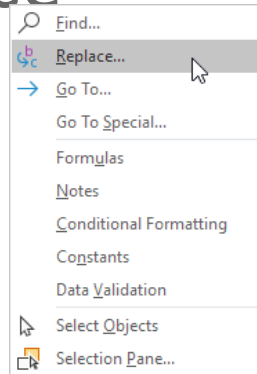5. To get a list of all the occurrences, click 'Find All'

LEVERIFY

You Got Replaced

To quickly find specific text and replace it with other text, execute the following steps

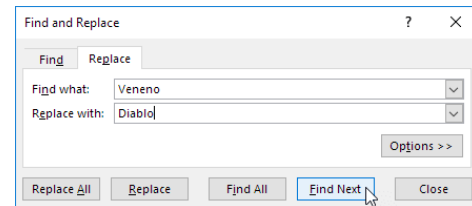1. On the Home tab, in the Editing group, click Find & Select

2. Click Replace

LEVERIFY

You Got Replaced

The 'Find and Replace' dialog box appears (with the Replace tab selected)

3. Type the text you want to find and replace it with

4. Click 'Find Next'

5. Click 'Replace' to make a single replacement

LEVERIFY

Let's test our learning

In exercise sheet, you created yesterday, doing the following
1. Format the "Price" and "Grand-Total" as currency.
2. Find "complete" in status and replace all with "Closed"

LEVERIFY

Answers

Any Questions

LEVERIFY

Some Keyboard Shortcuts To Make Life Easier

Do you know the keyboard shortcut to select entire range ?

 press CTRL + a

And what about shortcut for moving to bottom of the range ?

hold down CTRL and press ↓

LEVERIFY

Some Keyboard Shortcuts To Make Life Easier

For extreme right ?

hold down CTRL and press →

Select while moving ?

Shift and press ↓
Shift and press →

LEVERIFY

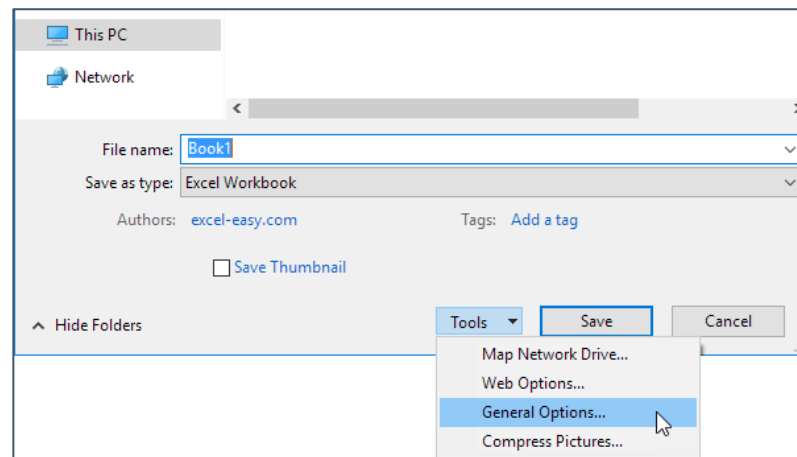# Some Keyboard Shortcuts To Make Life Easier

Shortcut key to apply Sum formula ?

press ATL + =, and press Enter

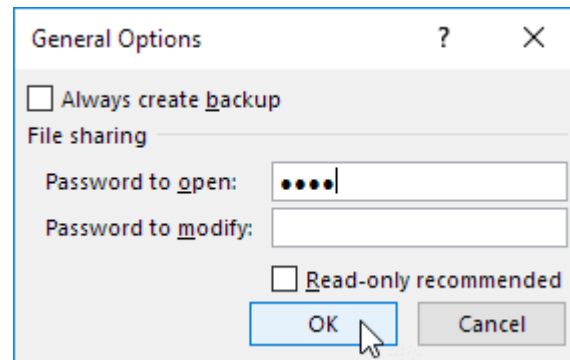**LEVERIFY**

Password Please

To password protect an Excel file, execute the following steps:
    1. Open an Excel file
    2. On the File tab, click Save As
    3. Click Browse
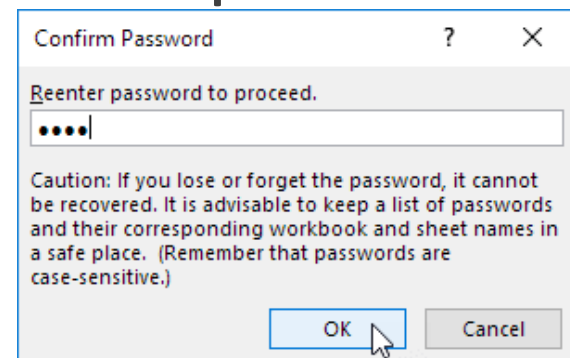   4. Click on the Tools button and click General Options

LEVERIFY

Password Please

5. In the Password to open box, enter a password and click OK

6. Reenter the password and click OK

LEVERIFY

Test Our Learning

1. Save the file you are working on as a password protected file

LEVERIFY

Any Questions

LEVERIFY

LEVERIFY

Thankyou