



Excel : Deep Dive into Basics

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What will we learn Today?

We will view the following concept today:

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

Magic In A Cell

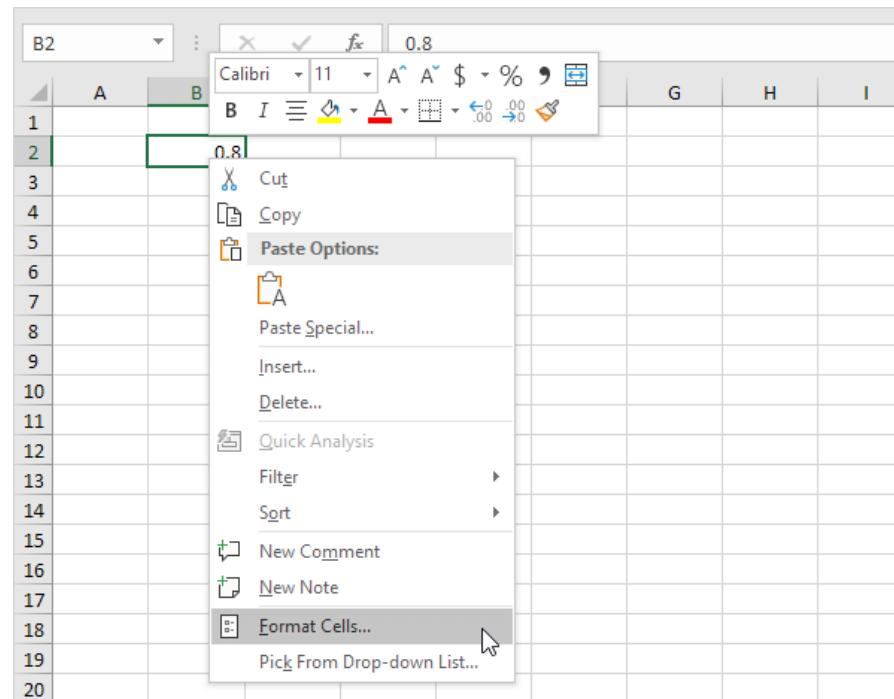
When we **format cells** in Excel, we change the appearance of a number without changing the number itself.

Can you tell the Default Cell Format?

General Format

Magic In A Cell

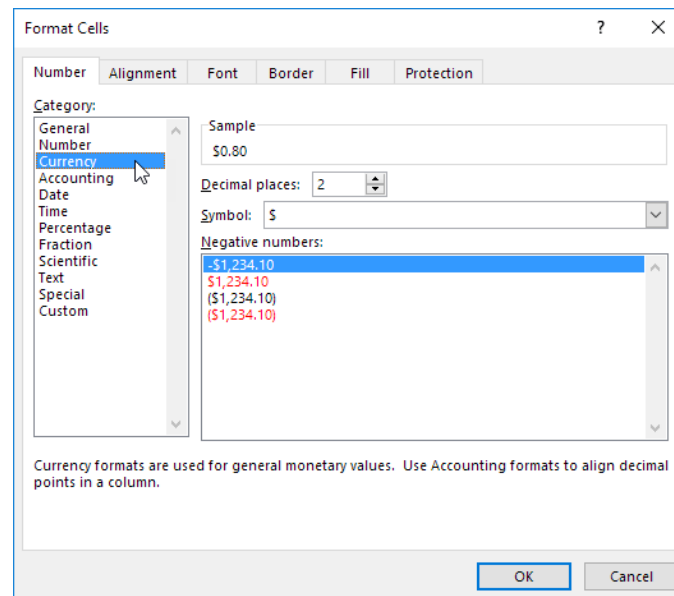
1. Select the cell
2. Right click, and then click Format Cells (or press CTRL + 1)



Magic In A Cell

The 'Format Cells' dialog box appears

3. For example, select Format from categories

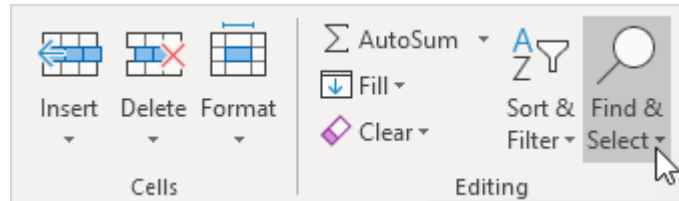


4. Press “OK”

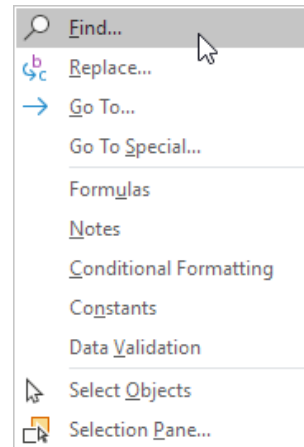
I Am Going To Find You

To quickly find specific text, Do as follow:

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



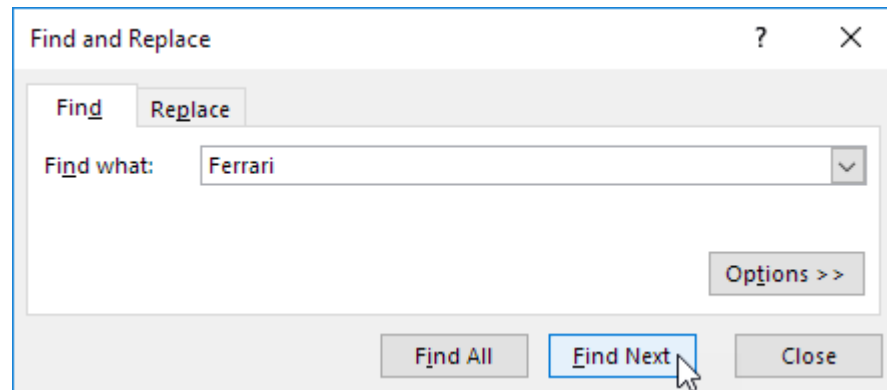
2. Click Find



I Am Going To Find You

3. Type the text you want to find

4. Click 'Find Next'



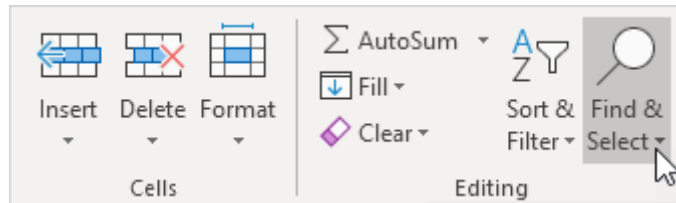
Excel selects the first occurrence

5. To get a list of all the occurrences, click 'Find All'

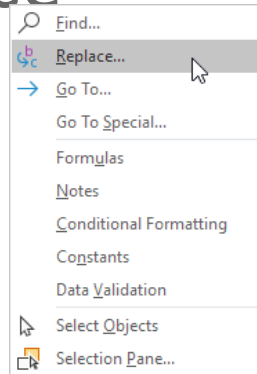
You Got Replaced

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



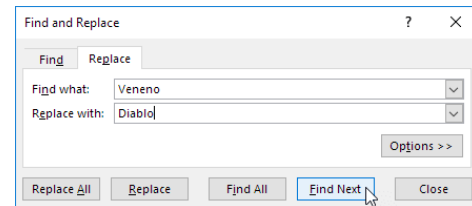
2. Click Replace



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'

	A	B	C	D	E
1	Car	Model	Price	Top Speed	
2	Porsche	Carrera	\$593	288	
3	Aston Martin	Vanquish	\$1,397	267	
4	Ferrari	Spider	\$448	363	
5	Lamborghini	Gallardo	\$2,569	342	
6	Maybach	Exelero	\$2,638	256	
7	Ferrari	Enzo	\$223	359	
8	Ferrari	F50	\$1,553	296	
9	Lamborghini	Diablo	\$891	321	
10	Aston Martin	One	\$1,675	273	
11	Porsche	Cayenne	\$929	253	
12	Porsche	911	\$2,669	263	
13	Lamborghini	Aventador	\$732	292	
14	Ferrari	Maranello	\$666	336	
15	Bugatti	Veyron	\$1,642	375	
16					
17		Average	\$1,330	306	
18					

5. Click 'Replace' to make a single replacement

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”

Answers

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Customer	item_id	status	created_at	sku	price	qty_order	grand_total	increment	category	sales_com	discount	payment	Working D	BI Status	MV	Year	Month					
2	1	211131	closed	7/1/2016	kreations_	Rs 1,950.00	1	PKR 1,950.00	1E+08	Women's I\N		0	cod	7/1/2016	#REF!	1,950	2016	7					
3	2	211133	canceled	7/1/2016	kcc_Buy 2	Rs 240.00	1	PKR 240.00	1E+08	Beauty & C\N		0	cod	7/1/2016	Gross	240	2016	7					
4	3	211134	canceled	7/1/2016	Ego_UP00	Rs 2,450.00	1	PKR 2,450.00	1E+08	Women's I\N		0	cod	7/1/2016	Gross	2,450	2016	7					
5	4	211135	closed	7/1/2016	kcc_krone	Rs 360.00	1	PKR 60.00	1E+08	Beauty & C\N	R-FSD-523	300	cod	7/1/2016	Net	360	2016	7					
6	5	211136	order_refu	7/1/2016	BK701040	Rs 555.00	2	PKR 1,110.00	1E+08	Soghaat \N		0	cod	7/1/2016	Valid	1,110	2016	7					
7	6	211137	canceled	7/1/2016	UK_Namki	Rs 80.00	1	PKR 80.00	1E+08	Soghaat \N		0	cod	7/1/2016	Gross	80	2016	7					
8	7	211138	closed	7/1/2016	kcc_krone	Rs 360.00	1	PKR 60.00	1E+08	Beauty & C\N		300	cod	7/1/2016	Net	360	2016	7					
9	6	211139	closed	7/1/2016	UK_Namki	Rs 170.00	1	PKR 170.00	1E+08	Soghaat \N		0	cod	7/1/2016	Net	170	2016	7					
10	8	211140	canceled	7/1/2016	Apple iPho	Rs 96,499.00	1	PKR 96,499.00	1E+08	Mobiles & \N		0	ublcreditc	7/1/2016	Gross	96,499	2016	7					
11	8	211141	canceled	7/1/2016	Apple iPho	Rs 96,499.00	1	PKR 96,499.00	1E+08	Mobiles & \N		0	mygatewa	7/1/2016	Gross	96,499	2016	7					
12	9	211142	closed	7/1/2016	GFC_Pede	Rs 5,500.00	1	PKR 5,500.00	1E+08	Appliances\N		0	cod	7/1/2016	Net	5,500	2016	7					
13	10	211143	received	7/1/2016	BK107020	Rs 210.00	1	PKR 366.00	1E+08	Soghaat \N		0	cod	7/1/2016	Valid	210	2016	7					
14	10	211144	received	7/1/2016	BK113020	Rs 156.00	1	PKR 366.00	1E+08	Soghaat \N		0	cod	7/1/2016	Valid	156	2016	7					
15	11	211145	closed	7/1/2016	kcc_Sultan	Rs 120.00	1	PKR 120.00	1E+08	Home & Li	105259	0	ublcreditc	7/1/2016	Net	120	2016	7					
16	12	211146	closed	7/1/2016	kcc_glamc	Rs 320.00	1	PKR 0.00	1E+08	Beauty & C\N		0	customer	7/1/2016	Net	320	2016	7					
17	11	211147	canceled	7/1/2016	Assetmen	Rs 1,550.00	1	PKR 1,550.00	1E+08	Men's Fas	105259	0	ublcreditc	7/1/2016	Gross	1,550	2016	7					
18	13	211149	closed	7/1/2016	cr_DATES	Rs 420.00	1	PKR 1,270.00	1E+08	Soghaat R-KHW-10		0	cod	7/1/2016	Net	420	2016	7					
19	13	211150	closed	7/1/2016	UK_Gift Bc	Rs 360.00	1	PKR 1,270.00	1E+08	Soghaat R-KHW-10		0	cod	7/1/2016	Net	360	2016	7					
20	13	211151	closed	7/1/2016	itter_AB 1	Rs 490.00	1	PKR 1,270.00	1E+08	Beauty & C\N	R-KHW-10	0	cod	7/1/2016	Net	490	2016	7					
21	14	211152	canceled	7/1/2016	RL_B005	Rs 899.25	1	PKR 2,118.25	1E+08	Home & Li \N		0	cod	7/1/2016	Gross	899	2016	7					
22	14	211153	canceled	7/1/2016	bed&rest	Rs 899.00	1	PKR 2,118.25	1E+08	Home & Li \N		0	cod	7/1/2016	Gross	899	2016	7					
23	14	211154	canceled	7/1/2016	L&L_LLHL	Rs 320.00	1	PKR 2,118.25	1E+08	Home & Li \N		0	cod	7/1/2016	Gross	320	2016	7					
24	15	211155	closed	7/1/2016	J&J_JJR-4	Rs 149.00	1	PKR 298.00	1E+08	Kids & Bab \N		0	cod	7/1/2016	Net	149	2016	7					
25	15	211156	closed	7/1/2016	J&J_JJR-20	Rs 149.00	1	PKR 298.00	1E+08	Kids & Bab \N		0	cod	7/1/2016	Net	149	2016	7					
26																							
27																							
28																							
29																							

Activate Windows
Go to Settings to activate Windows.

Pakistan Largest Ecommerce DataExercise

Ready

100%

Any Questions

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 ↓

Some Keyboard Shortcuts To Make Life Easier

For extreme right ?

hold down CTRL and press →

Select while moving ?

Shift and press ↓

Shift and press →

Some Keyboard Shortcuts To Make Life Easier

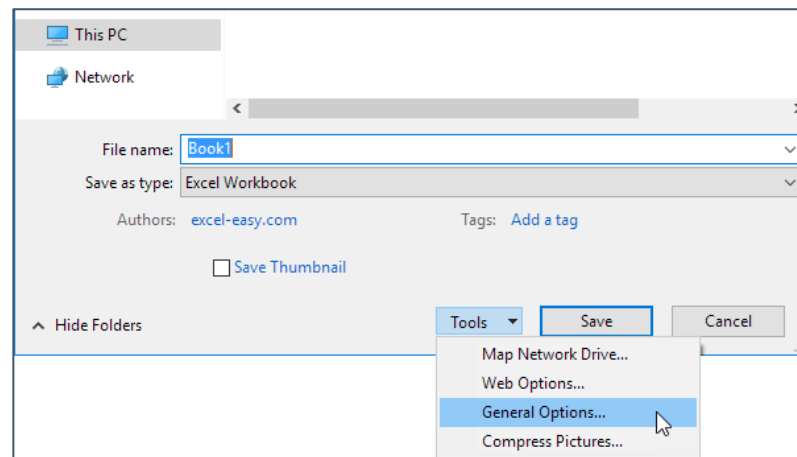
Shortcut key to apply Sum formula ?

press ATL + =, and press Enter

Password Please

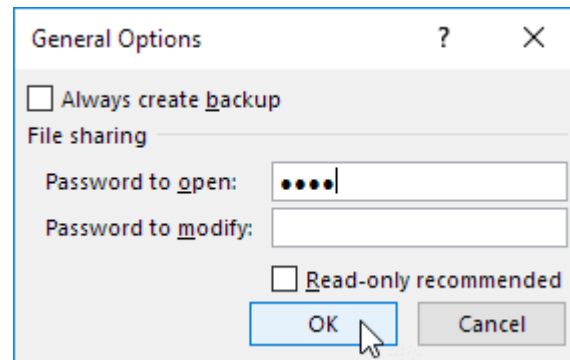
To password protect an Excel file, execute the following steps:

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

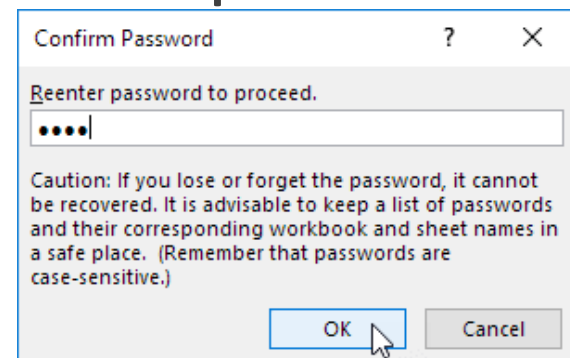


Password Please

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



6. Reenter the password and click OK



Test Our Learning

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



Any Questions



LEVERIFY

Thankyou