

# Microsoft Excel: Practical Topics

---

## 1. Microsoft Excel Basics

### 1.1 Microsoft Excel Interface

### 1.2 Enter data manually in worksheet cells

### 1.3 Managing Sheet

## 2. Formatting

### 2.1 Basic Formatting Commands: Font, Font Size, Bold, Italic, Underline, Strikethrough, Fill Color, Font Color

### 2.2 Borders

- 2.2.1 Apply a predefined cell border
- 2.2.1 Remove a cell border

### 2.3 Data Alignment

### 2.4 Merge and Center

### 2.5 Wrap Text

### 2.6 Number Format

- 2.6.1 To change a Cell's number format
- 2.6.2 Working with comma style
- 2.6.3 Format cell with currency symbol Rs.
- 2.6.4 Apply the percentage style
- 2.6.5 Formatting Date

### 2.7 Format as Table

### 2.8 Format Painter

## 3. Formulas in Excel

- Operators and Order of Operations

## 4. Functions

## 4.1 Most popular functions

- 4.1.1 sum
- 4.1.2 sumif
- 4.1.3 max
- 4.1.4 min
- 4.1.5 count
- 4.1.6 counta
- 4.1.7 countif
- 4.1.8 power
- 4.1.9 product
- 4.1.10 average
- 4.1.11 if
- 4.1.12 now
- 4.1.13 today
- 4.1.14 Change the case of Text: lower, upper, proper
- 4.1.15 len
- 4.1.16 concat

## 5. [Excel Assignments \[1-3\]](#)