Microsoft Excel: Practical Tasks

1. Microsoft Excel Basics

1.1 Microsoft Excel Interface

1.2 Enter data manuall 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

- Apply a predefined cell border
- Remove a cell border

2.3 Data Alignment

2.4 Merge and Center

2.5 Wrap Text

2.6 Number Format

- To change a Cell's number format
- Working with comma style
- Format cell with currency symbol Rs.
- Apply the percentage style
- 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 poplar functions

1. sum
2. sumif
3. max

4. min
5. count
6. counta
7. countif
8. power
9. product
10. average
11. if
12. now
13. today
14. Change the case of Text: lower, upper, proper
15. len
16. contcat

Excel Assignments [1-3]