# Microsoft

Excel

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MS EXCEL

Ms excel is a spread sheet based application. **it is developed by Dan Bricklin and Bob Frankston**. **The previous name of ms excel spread sheet was VisiCalc it was developed in 1979.** It is used for creating ledger invoices and analysis report, it shows the file in the form of work book, the work book contains many work sheets each work sheet has **1048576 rows and 16384 column,** the column is given name a, b, c like that and the rows are numbered 1, 2, 3. The page is divided into different cells & each cell can hold one set of value and the value is refered.

A1

By the address; there are different type of addressing in ms excel.

The extension of excel file is .xls
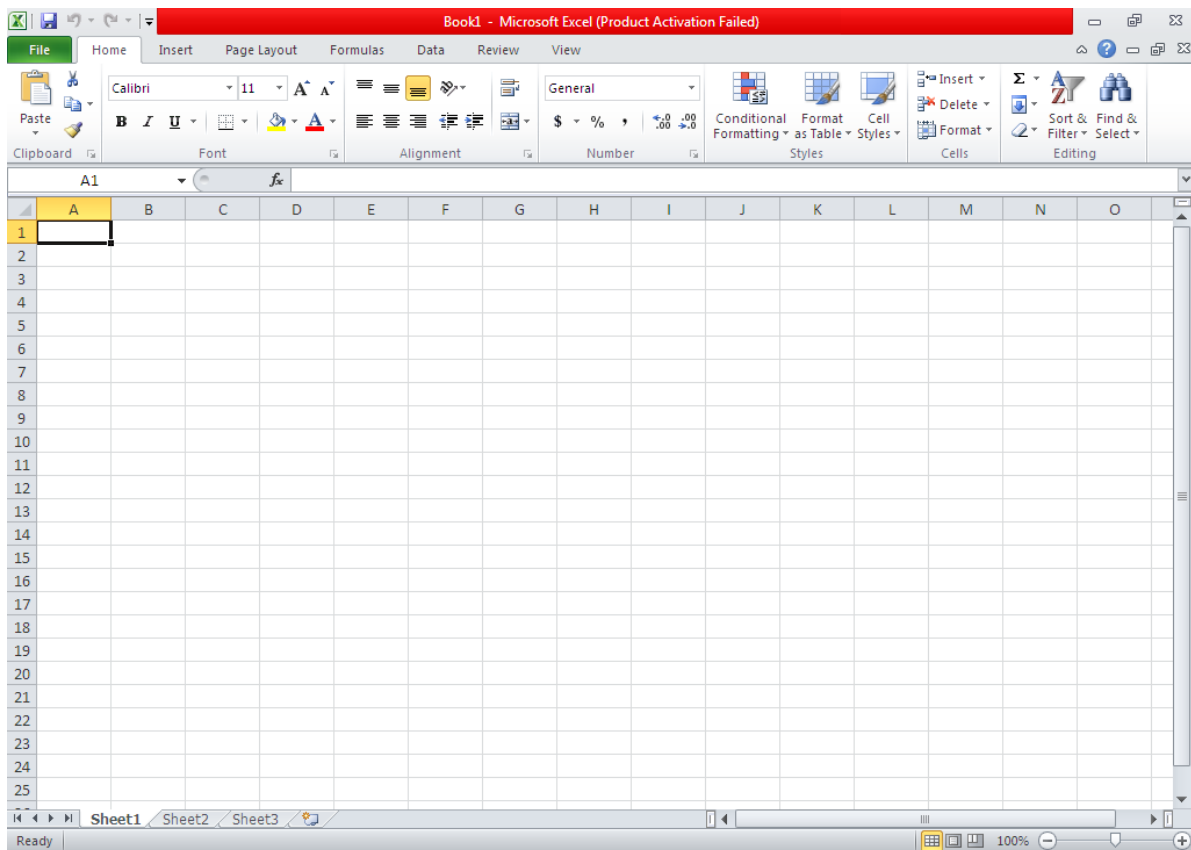
CCC Note

1-Relative addressing: - this addressing is used when u requires copying the formula in different cell and need the address to be adjust according to the corresponding cell and column.

For ex:-

	A	B	C	D	E	F	G	H
1	Rollno	Name	Hindi	Eng.	Math	Total	Per	Div.
2	1001	reshu	67	78	76	=c2+d2+e2	=F2/3	
3	1002	ishita	56	67	90			
4	1003	kanak	76	65	84			
5	1004	tripti	87	76	65			
6	1005	sriyeshi	67	78	98			

DIV.=if(g2>=60,"first", if(g2>=45,"second", if(g2>=33,"third","fail")))

2-Absolute addressing: - this method of addressing is used with ($) dollar symbol with column name and row number this method of addressing does not change if u copy the formula in other cell. It means $ makes the row and column constat (unchanged).

For ex:-

Roll no	name	Hindi	Eng.	Math	total	per
1001	reshu	67	78	76	=c2+d2+e2	=F2/3
1002	ishita	56	67	90		
1003	kanak	76	65	84		
1004	tripti	87	76	65		
1005	sriyeshi	67	78	98		
1006	ramesh	56	74	67		

Mixed addressing: - relative and absolute addressing methods are mixed together in the form of mixed addressing.

for ex:-

name	Post	salary	7% Ta	18% da	12% hra	Total
reshu	doctor	12000	=C3*D1	=C3*E1	=C3*F1	=C3+D3+E3+F3

CCC Note

ishita	accountant	14000				
kanak	clerk	30000				
tripti	manager	45000				
sriyeshi	engineer	24000				

1. There are some menu and tool bars are available in ms excel.

Office button

New: - this option is used for create a new work book

   Steps:-click on office button
1. Select new option
2. Click on blank workbook and
3. click on create button
4. Press **ctrl+ n** key from the key board.

Open:-it is used for open your workbook which is saved in the computer's memory.

Steps: - click on office button
1. select open option
2. a dialog box will be displayed
3. select your file
4. click on open button
5. Or press **ctrl+ O** key from the keyboard.

Save workbook: - it is used for save your file in the current directory.

Steps: - click on office button
1. select save option
2. A dialog box will be displayed
3. Type your file name
4. Click on save button
5. Or press **ctrl+ s** from the keyboard.

Save as: - it is used for save your file with different name.

   Steps: - click on office button
1. Select saves as option
2. A dialog box will be displayed
3. Type your file name (new name)
4. Click on save button.
1. Or press **F12** function key from the key board.

Page setup: - it is used to set the margin, paper source, page size etc… of your worksheet.

Steps: - click on office button

Select page setup option

Set the required option

Click on ok button.

CCC Note

Print: - It is using for print your file on the paper with the help of printing device (printer).

Prepare →Properties: - It is used for show the status of your file like file name, version, statistic etc....

Close: - This option is used to exit you from the ms word.

Home button

Cut: - it is used for cut the selected text.

Steps:-select the text or sentence

1.   Click on home button

2.   Click on cut button

Press **ctrl+x** from the keyboard.

Copy: - it is used for copy the selected text or cell contents.

Steps:-select the cell area in your work sheet

1.   Click on Clipboard box

2.   Select copy option or

3.   Press **ctrl+c** from the keyboard.

Paste:-it is used for paste the cut/copied text or cell contents. Or it is used to paste the content of the clip board.

Steps:-cut/copy the text or cell contents.

1.   Click on home button

2.   Select paste option or

3.   Press **ctrl+v** from the keyboard

Format painter: - it is used to copy the formatting and paste it into another text.

Font

Font name:- this command is used to set or change the formatting of your document that will also be appeared when this document is printed on the paper.

Steps: - select the text which you wants to format

1.   Click on home button

2.   Click on font box

3.   Select the formatting style (font face/name).

Font size:- it is use for change the size of the selected text, you can also make the font bold, italic and underline.

Strike through:- the selected text appear with an straight line that strikes on it .for ex:- ~~computer~~

Sub scripts: - the selected character appears below from the normal base line. The shortcut key of subscript is **ctrl+=**

For ex:- a_2

Super scripts: - the selected character appears above from the normal base line. The shortcut key of superscript is **ctrl+shift+= For ex: - a^2**

Clear formatting: - it is used for clear the formatting from the text or sentences which you have selected.

Text highlight color:-it makes the text highlighted as it is marked by the highlighter pen.

Font color: - this is used for color the selected text or sentences.

CCC Note

Grow font / shrink font:-it is used to increase or decrease the size of the selected text or sentence.

Fill color:-it makes the text highlighted as it is marked by the highlighter pen or set the background color into selected cell.

Font color: - this is used for color the selected cell, row, and column.

Top align:-it is used for set the top alignment of the selected cell.

Middle align:-it is used for set the middle alignment of the selected cell.

Bottom align:-it is used for set the bottom alignment of the selected cell.

Cell alignment: - you can format the cell value its alignment font border and pattern. To work with this you have to select particular cell or cell range and choose the formatting style from the format cell box.

Cells: - you can format the cell value its alignment font border and pattern. To work with this you have to select particular cell or cell range and choose the formatting style from the format cell box.

Row formatting:-it formats the row for row size set the height of the row hide and unhide it.

Column formatting:-to set the column width and auto fit selection of the column we used column format.

Sheet format:-you can rename hide and unhide the sheet with the help of this option.

Auto format:-table designs are saved in excel template u can set the style and pattern of the table using auto format

Auto sum:- it is use to display the sum directly to the selected cells.

Fill: - it fills the numbers to the selected cells. You can generate the series also the series can be from linear and growth for number. In the same way you can fill the series of dates.

Linear: - it fills the series by adding the step value to the number.

Growth: - it fills the series by multiplying the value with the step value.

Clear:-

All: - it removes all cell contents and formatting including comments and hyper links from the selected cells.

Formats: - it removes only the formatting from your selection the content and comment are unchanged.

Content: - it removes the cell content (data and formula) from the selected cell.

Comments: - it removes only the comment from the selected cell.

Sort:-it arranges the record on the basis of any field or more than one field.

   Steps:-select the table
- ➢ Click on home menu
1. Select sort option
2. Choose the sort by column option
3. Select ascending or descending order
4. Click on ok button.

Filter:-it is used to short out the records from the table and show the records selectively.

<div align="center">

Insert menu

</div>

CCC Note

Picture: - it inserts the clipart, chart, auto shapes, picture etc... At the insertion point.

Chart: - the graphical representation of data in the form of graph is called chart. There are different type of charts are available in ms excel but on the basis of data sets there are two category of the data series from the chart.

1-single data series: - in this series of data set there is a set of category and one set of value in the form of series. In this method **pie chart** will be used.

For ex:-

Party	Seats
Bsp	45
Bjp	145
Sp	98
cong.	23
oth.	32

2-multiple data series: - this type of data series consist one set of category and many set of values

For ex:-

Party	seat 2002	seat 2007	Seat 2012
BSP	120	202	88
BJP	34	45	45
SP	123	98	225
CONG	67	23	26

Page layout

Margins: - it is used for select the margin sign for the entire workbook or the current section

Orientation: - it is used for switch the page between the portrait and landscape.

Size: - you can choose the paper size for the current section

Print area:-

1-Set print area:-it define the selected range as a print area which is only portion of your file that will be printed out

  Steps:-select the area which you want to print
1.   Click on file menu
2.   Select print area → set print area

Clear print area: - it is used for clear the selected print area from your active work sheet

CCC Note

Page breaks:-it specifies where a new page with breaks in printed copy. Page breaks are inserted above and to the left of the section

Background:-it is used for choose an image to display as the background of the sheet.

Print titles:-it specifies row and columns to repeat on each printed page.

   Height:-it formats the row for row size set the height of the row.

   Width:-to set the column width and auto fit selection of the column we used column format.

   Scale:-it is used for stretch or shrinks the printed output to a percentage of its actual size. The maximum width and height must be set to automatic to use this feature.

Gridlines:-

View:-It is use for show the lines between row & columns in the sheet to make editing and reading easier.

Print:-it is used for print row and columns heading

Formula Menu

Function:-functions are pre-defined set of formula that executes the result according the procedure. There are different types of functions some of them are used for micro programming and some of them are used for spread sheet functions.

1-Text function:-this type of function takes the input and generates the out put in the form of text.

   Char: - it is used for return the character from the code

   =char (65)

   Code:-it returns code no of the character

   =code ("A")

   Concatenate: - it is used for joins the two or more strings

   =concatenate ("hello", "world")

   Dollar:-it precedes the dollar symbol with any number

   =dollar (1500)

   Left: - it is used for show the strings from the left

   =left ("hello world",7)

   Rept: - it is used for repeat the strings

   =rept ("R", 5)

   Right:-it show the string from the right

   =right ("hello boys", 7)

   Trim: - it is used for remove the extra spaces

   =trim ("hello   India")

   Abs: - it returns the absolute value

   =abs (-50)

   Fact: - it returns the factorial of any number

   =fact (5)

   Int:-it returns integer number

   =int (55.4)

CCC Note

Mod:-it show the reminder from the division
=mod (13, 2)
Product:-it multiply all numbers
=product (12, 3)
Sum:-it show the result by adding all numbers
Name: - it creates the name for cell range, or computes the value that u can use to refer to the cell range or value
1-define:-it is used for creating cell name for set of value in to the individual cell

For ex:-

Steps:-

	jansale	febsale	marchsale
sale	2000	4000	3000
expense	230	321	409
profit			

b2

formula menu→

- ➢ Select cell
- ➢ Click on define name
- ➢ Type the field name (jansale)
- ➢ Click add
- ➢ Select cell c2
- ➢ Click on formula menu→ define name
- ➢ Type the field name (febsale)
- ➢ Click ok
- ➢ Now type the formula **(=jansale+febsale)** it will calculate the value from b2 and c2.

Auditing: - this option traces the value collectively with formula and dependency of formula or cell to different formula
1. **Trace precedent:-**if the formula is given in any cell it draw the tracer arrow from the cell to the formula.
2. **Trace dependent:-**the value collected with the formula is traced by trace dependent a tracer arrow draw from the table to formula.
3. **Remove arrows :-**it is use for remove all arrows from the table.

Data menu

Get external data: - you can select and create the data table and query from external data base source like ms access for importing you have to choose the file name from import select source box
Sort:-it arranges the record on the basis of any field or more than one field.

Steps:-select the table
- ➢ Click on data menu
- ➢ Select sort option
- ➢ Choose the sort by column option
- ➢ Select ascending or descending order
- ➢ Click on ok button.

Filter:-it is used to short out the records from the table and show the records selectively. In filter there are 2 types of filter are available –
1-Auto filter:-it filters the record and shows the list of records selectively from the table it is easiest way to list the record from the table it filters one field at a time.

CCC Note

Steps:-select the table
1. Click on data menu
1. Select filter option
2. Click on auto filter option.

2-Advance filter:-in advance filter you can filter the record form the table according to given criteria so that it may meet the criteria range which you wants to display the table area is called table range and the items which are written besides the table is called criteria.

Name	Post	Salary		
Ishita	accountant	14000		
Kanak	Clerk	30000		
Rahul	Clerk	19000		
Reshu	Doctor	12000		
Sriyeshi	engineer	45000		
Tripti	engineer	30000		
			Criteria	
			post	salary
			clerk	>=19000

Steps:-select the table
 ➢ Data→filter →advance filter
 ➢ In criteria range box click and select the criteria
 ➢ Click ok

Text to column:-it converts the selected text into a column.

Review menu

Comment: - it is used for giving any notation about any cell, cell range or value.

PROTECTION:-

Protect sheet:-it prevent the changes to cell contents work sheet's item in the chart , graphics object on a work sheet or chart sheet.

Allow user to edit range:-it allows you to designate user computers or groups who may makes changes to the specified cell without entering a password.

Protect workbook:-it is used to protect a workbook's structure and window u can prevent changes to the structure of a work book so that there can not be delete, moved, hidden, unhidden or renamed and new sheet can not be inserted.

View menu

Normal:-it switches to normal view which is the default view for most tasks of ms excel such as entering the data, filtering the record, charting etc…

CCC Note

Page break preview: - it switches to page break preview it is used for display your work sheet as it will be printed out.

Custom view: - it creates deferent views of your work sheet. An view provide an easy way see your data with deferent display option.

Full screen: - it hides most screen elements so that u can view more of your file to switch back on your original view press esc key from the keyboard.

Zoom:-

Window—

New window: - it opens a new window with the same content as the active window so u can view deferent part of your file at the same time.

Arrange:- it display all open files in separate windows on the screen. The arrange command make it easier to drag between the files.

Split: - it split the active window into panes or removes the split from the active window.

The End