

Serial No.	Section	Description	Content
1	Cells	The basic unit of Excel, where data is entered.	A cell is the intersection of a row and a column. It is identified by its cell reference (e.g., A1). Cells can contain various types of data such as text, numbers, and formulas.
2	Ranges	A selection of multiple cells.	A range is a group of two or more cells. Ranges can be adjacent (e.g., A1) or non-adjacent (e.g., A1 , C1). Ranges are used to perform operations on multiple cells at once, such as formatting or applying formulas.
3	Number of Rows	The total number of horizontal lines in an Excel worksheet.	Excel has 1,048,576 rows in a worksheet. Rows are numbered sequentially from 1 to 1,048,576.
4	Number of Columns	The total number of vertical lines in an Excel worksheet.	Excel has 16,384 columns in a worksheet, labeled from A to XFD.
5	Ribbons	The toolbar at the top of Excel that provides access to various commands and features.	The Ribbon is divided into tabs, each containing groups of related commands. Common tabs include Home, Insert, Page Layout, Formulas, Data, Review, and View. The Ribbon can be customized to include frequently used commands.
6	Quick Access Toolbar	A customizable toolbar that provides quick access to commonly used commands.	Located above the Ribbon, the Quick Access Toolbar can be customized to include commands like Save, Undo, Redo, and more. It helps in quick access to frequently used features without navigating through the Ribbon tabs.
7	Status Bar	The bar at the bottom of the Excel window that provides information about the current worksheet.	The Status Bar shows information like the current cell mode, view settings (e.g., Normal, Page Layout), and zoom level. It also provides quick calculations like sum, average, and count when multiple cells are selected.
8	What Type of Values Can a Cell Hold	The different types of data that can be entered into an Excel cell.	A cell can hold various types of values, including: - Text: Alphanumeric characters - Numbers: Numeric values - Formulas: Expressions that calculate values - Dates and Times: Date and time values - Boolean: TRUE/FALSE values
9	How to Write a Basic Formula in Excel	Introduction to formulas and how to create them in Excel.	A formula in Excel is an expression that calculates the value of a cell. To write a basic formula, start with the equals sign = followed by the expression (e.g., =A1+B1). Formulas can include arithmetic operations, cell references, functions, and more.
10	Data Types in Excel and Shortcut to Access Them	The different data types in Excel and how to access them quickly.	Excel supports various data types, including: - General: Default format - Number: Numeric values - Currency: Monetary values - Date: Date values - Text: Text strings - Boolean: TRUE/FALSE Shortcut to access data types: Use Ctrl + 1 to open the Format Cells dialog box, where you can choose and customize data types.
11	Basic Excel File Types	The different types of files Excel can create and save.	Excel supports several file types, including: - .xlsx: Standard Excel workbook (default, does not support macros) - .xlsm: Excel workbook that supports macros - .xls: Excel 97-2003 workbook (legacy format) - .csv: Comma-separated values file for plain text data - .xltx: Excel template (does not support macros) - .xltm: Excel template that supports macros

Essential Top 5 Shortcuts for Excel Basics

Shortcut	Action
Ctrl + Arrow Keys	Quickly navigate to the edges of your data range.
F2	Edit the active cell, useful for checking or modifying cell content.
Ctrl + 1	Opens the Format Cells dialog box to change the formatting of selected cells.
Ctrl + Z	Undo the last action, useful for quickly correcting mistakes.
Ctrl + Shift + L	Toggles filters on and off, helpful when working with large datasets.