



# Microsoft Excel (Basics)

- To Start Microsoft Excel
  - Start -> Programs -> Microsoft Excel
- To Save a File
  - File -> Save (CTRL + S)
- To Open a File
  - File -> Open (CTRL + O)
- To Print a File
  - File -> Print (CTRL + P)
- To Create a New a File
  - File -> New (CTRL + N)

*Ajiboy*

# Parts of Excel Sheet

Name Box

Menu Bar

Title Bar

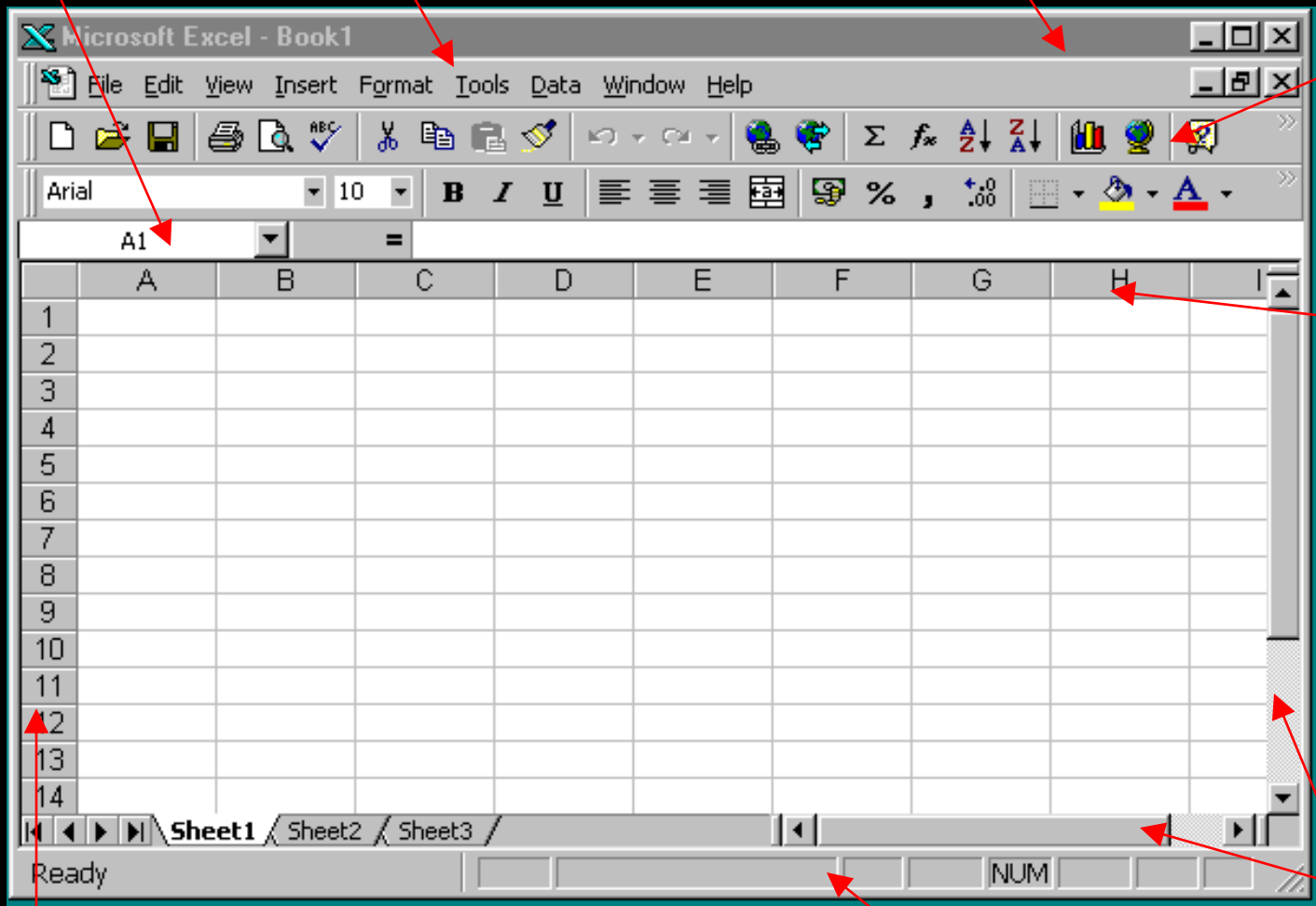
Toolbar

Column Heading

Scrollbars

Row Heading

Status Bar

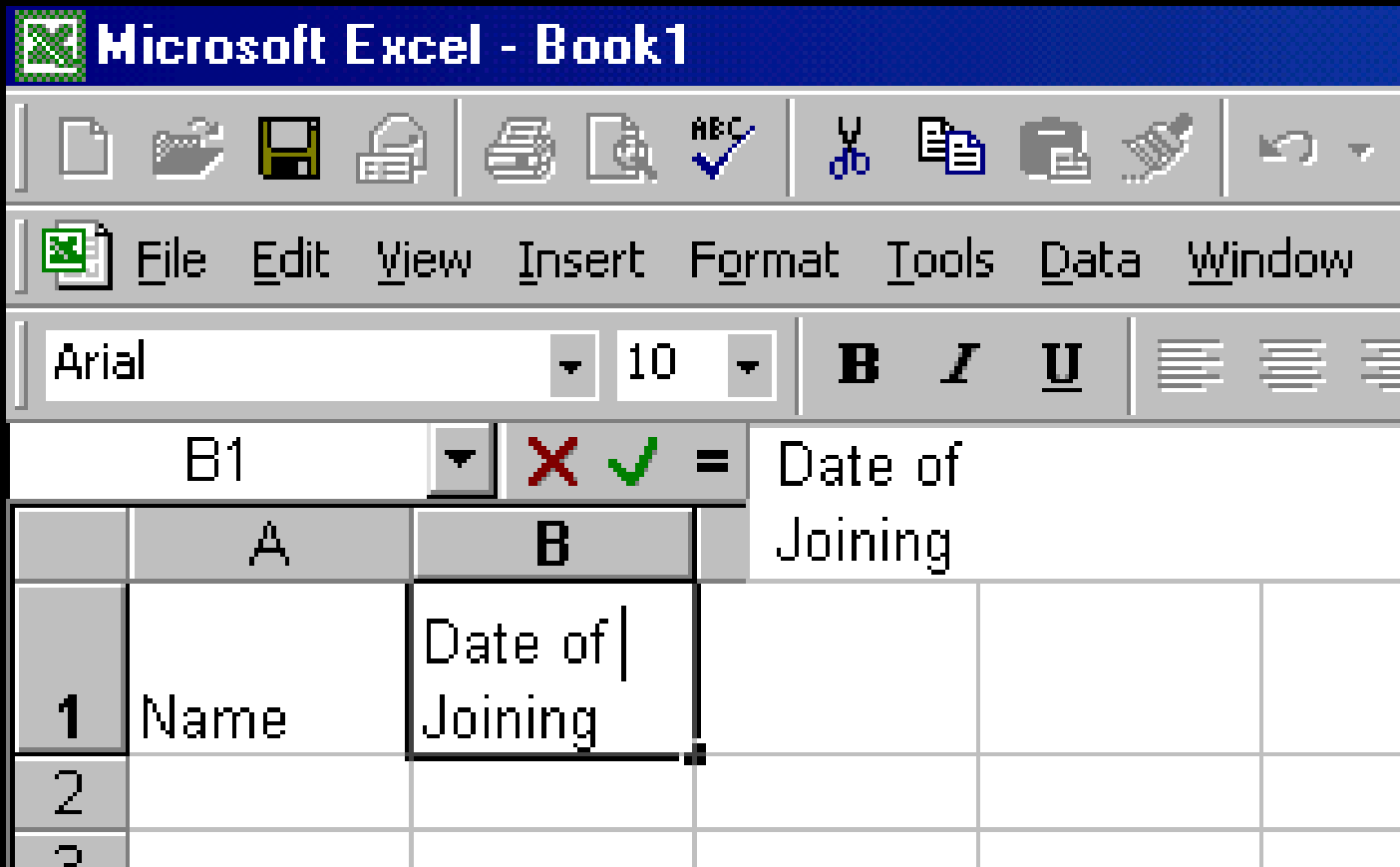


# Agility Cell

- Address of a cell is Column Number followed by Row Number
  - For Eg Cell “A55” is in Col A and Row 55
- Cell can contain 3 types of entries
  - Label/Text : Left Align within the cell
  - Numbers : Right Align within the cell
  - Formula : (Starts with “=” sign) Right Align
- To modify the contents of a cell
  - Press F2
- To go to a particular cell directly
  - Press F5

# Multiline Entry in Cell

- Type first line then Press Alt + Enter for new line



*Agiloy*

# Selecting/Highlighting cells

- Click on First Cell
- Shift + Click on Last Cell

Ogilvy

# Define name to a range of cells

- Select a range of cells
- Type a name in 'Name Box'

The screenshot shows the Microsoft Excel interface. The 'Name Box' (located below the formula bar) contains the text 'PO', which is highlighted with a red circle. The spreadsheet below contains a table with the following data:

Sno	Item	Description	Qty	Amount
1		Ogilvy & Mather Ltd		
2		Purchase Order		
3				
4	1			
5	2			
6	3			
7				
8				
9				
10				
11				
12				
13				
14			Total	
15				
16			Authorised Signature	
17				

Ajilvy

# Microsoft Excel (Moving Cursor)

- One Cell Up/Down/Left/Right
  - Arrow Keys
- One Page Up/Down
  - PageUp/PgDown Keys
- To a particular Cell
  - Edit -> GoTo (or Press F5 Key)
  - Type the Cell Address(Row No+Col No)
- To go to Beginning/End of Sheet
  - Press CTRL+ Home/End
- To go to Next/Previous Sheet
  - Press CTRL+ PageUp/PageDown

- Right click and select 'Pick from List'

Or

- Press 'Alt + Down Arrow Key'





# Microsoft Excel (Series)

- Continuous Series
  - Type first two numbers then drag using fill handle
- Series with constant difference (For eg: 2,4,6..)
  - Enter 2 numbers than drag using fill handle
- Month/Day series (Jan, Feb or Mon, Tue)
  - Enter month/day name in a cell then drag using fill handle
- Special Series (Like E001, E002 ... Or Qtr1, Qtr2...)
  - Enter first value then drag using fill handle



# Custom Series

- You can create your own series
  - Type all the values in one column(or row)
  - Select the cells
  - Click on Tools->options->custom List->Import
- Then it can be used as in built series

# Formulas

- Using '\$' in Formaulas

The screenshot shows the Microsoft Excel interface. The title bar reads "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, and Window. The toolbar shows icons for file operations and editing. The formula bar displays the formula `=B2*A$2/100`. The spreadsheet has columns A, B, C, and D, and rows 1 through 6. Cell A2 contains the value 12.5, and cell B2 contains the value 1000. The formula bar shows the formula `=B2*A$2/100` being entered into cell C2. The formula bar also shows the function name "CONCATENATE" and a dropdown arrow.

	A	B	C	D
1	ROI	Principle	Interest	
2	12.5	1000	<code>=B2*A\$2/100</code>	
3		1500		
4		2000		
5		2500		
6				



# In Built Functions

- To calculate Total of a range  
=SUM(A1:C3)
- To calculate Average of a range  
=AVERAGE(A1:C3)
- To find Minimum of a range  
=MIN(A1:C3)
- To find Maximum of a range  
=MAX(A1:C3)

Agiloy

# Autocalculate

- Excel displays summary values (Sum/Max/Min/Average) of selected range of cells in Status Bar

The screenshot shows a Microsoft Excel spreadsheet with the following data:

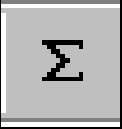
ROI	Principle	Interest
12.5	1000	125
	1500	
	2000	
	2500	

A context menu is open over the selected range (Principle 1000-2500), showing options: None, Average (checked), Count, Count Nums, Max, Min, and Sum.

The status bar at the bottom of the window displays "Average = 1750", which is circled in red.



# Autosum

- To calculate sum of a range of values automatically
  - Place the cursor below/right of values
  - Click on Autosum Icon  in the toolbar then press 'Enter'

# Condition based values (IF)

- =IF(B2>100,"Good", "Bad")

Microsoft Excel - Book2

File Edit View Insert Format Tools Data Window Help

REPLACE X ✓ = =IF(B2>400000,"A","B")

	A	B	C	D	E
1	NAME	SALE	GRADE		
2	A	520000	=IF(B2>400000,"A","B")		
3	B	320000	B		
4	C	235000	B		
5	D	450000	A		
6					
7					

Ajilvy

# Combine values of 2 columns

Using Concatenate() Function values of 2 cells can be combined

The screenshot shows the Microsoft Excel interface with the following data:

	A	B	C
1	First Name	Last Name	Name
2	Jignesh	Shah	Jignesh Shah
3	K S	Girish	K S Girish
4	Vinay	Kanojia	=CONCATENATE(A4,B4)
5			
6			

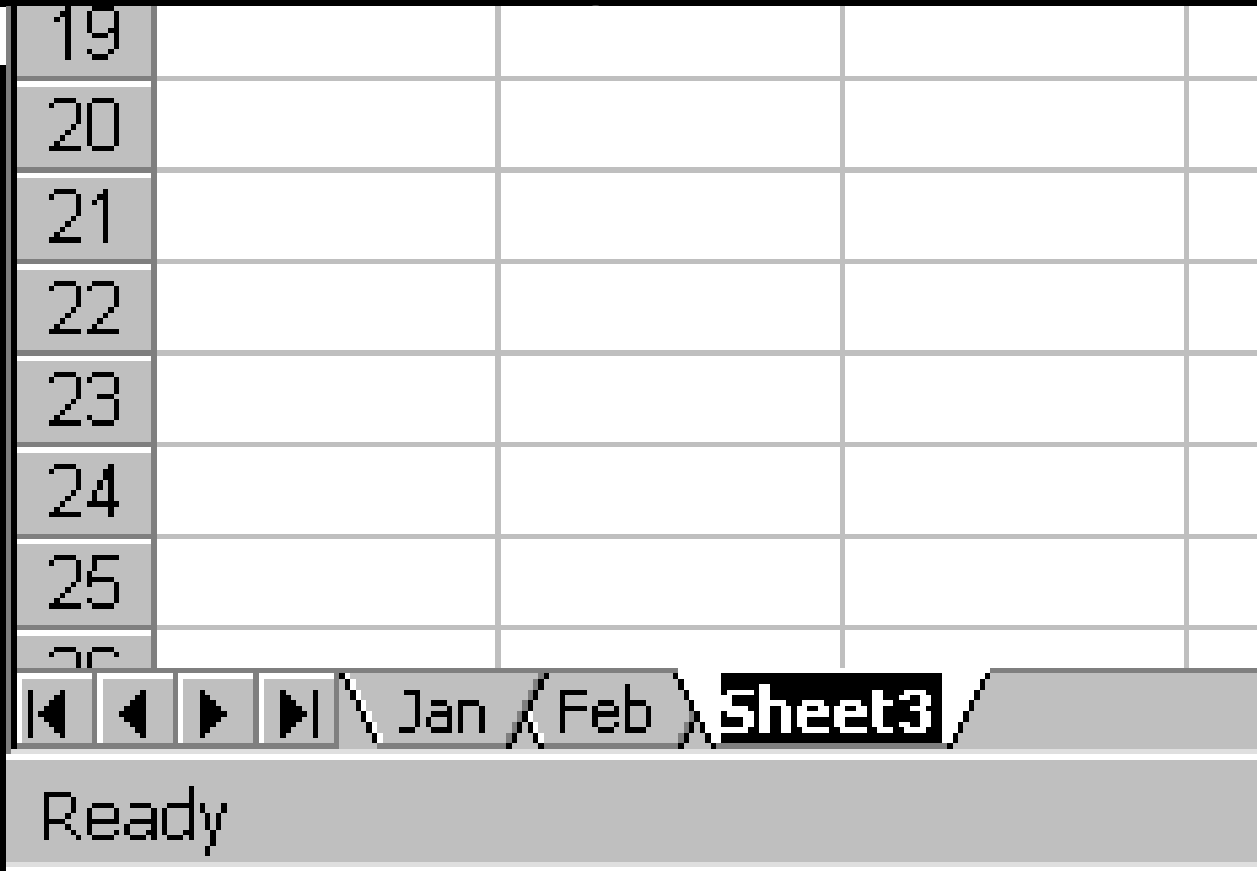
The formula bar shows the formula: `=CONCATENATE(A4,B4)`



*Agilvy*

# Renaming Sheets

- Doubleclick on Sheetname and type new name
- Or Ctrl



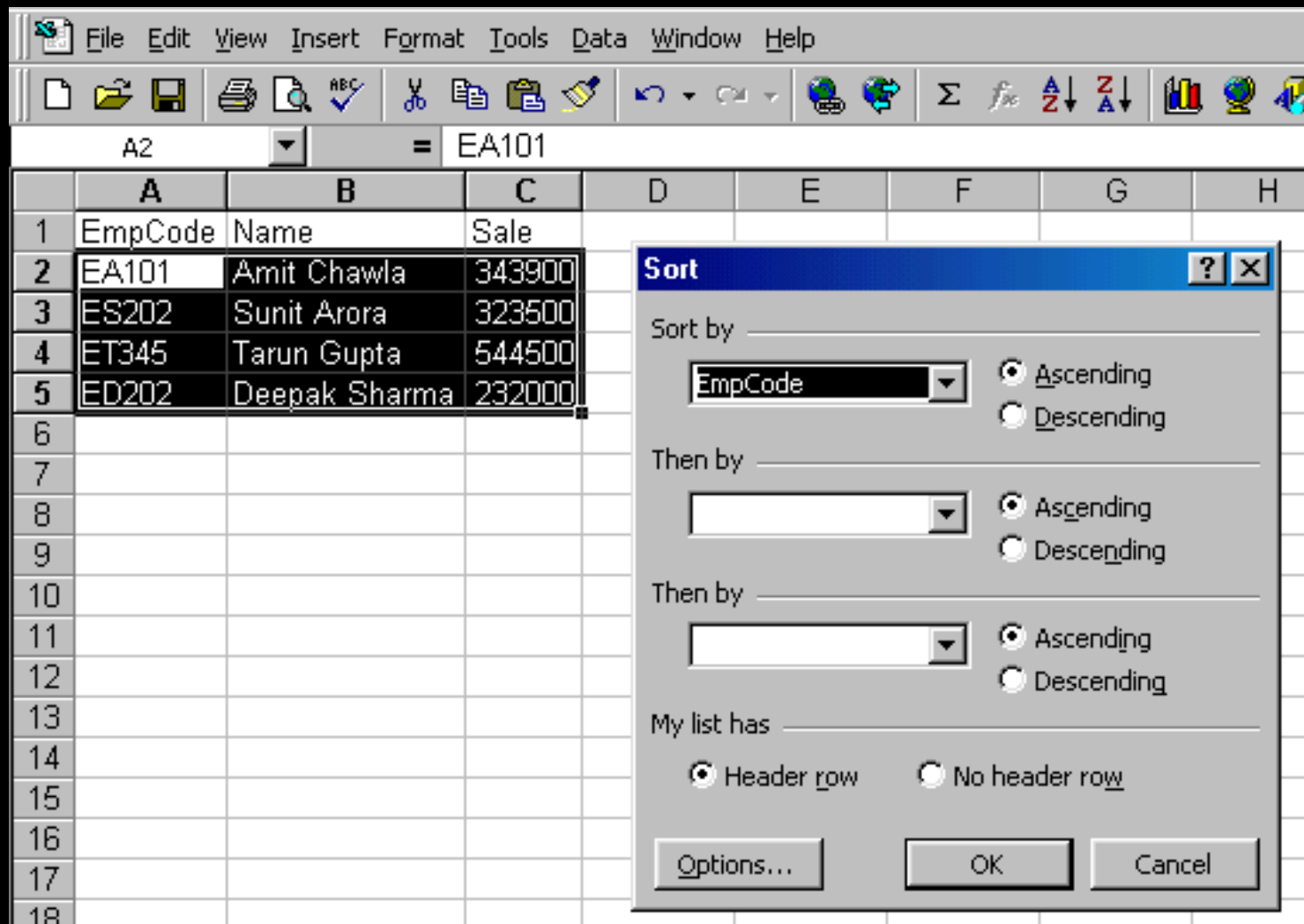
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# To create a chart

- Select the Range of values
- Press 'F11' key

# Data Sorting

- Select Range of values then Click on Data->Sort



The screenshot shows the Microsoft Excel interface with a data table and the Sort dialog box open. The data table is as follows:

	A	B	C	D	E	F	G	H
1	EmpCode	Name	Sale					
2	EA101	Amit Chawla	343900					
3	ES202	Sunit Arora	323500					
4	ET345	Tarun Gupta	544500					
5	ED202	Deepak Sharma	232000					
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

The Sort dialog box is open, showing the following settings:

- Sort by: EmpCode
- Ascending (selected), Descending
- Then by: (empty)
- Ascending (selected), Descending
- Then by: (empty)
- Ascending (selected), Descending
- My list has: Header row (selected), No header row
- Buttons: Options..., OK, Cancel

Ajit

# Data Filter

- Used to filter Data
- Click on Data->Filter->Autofilter

Microsoft Excel - Book2

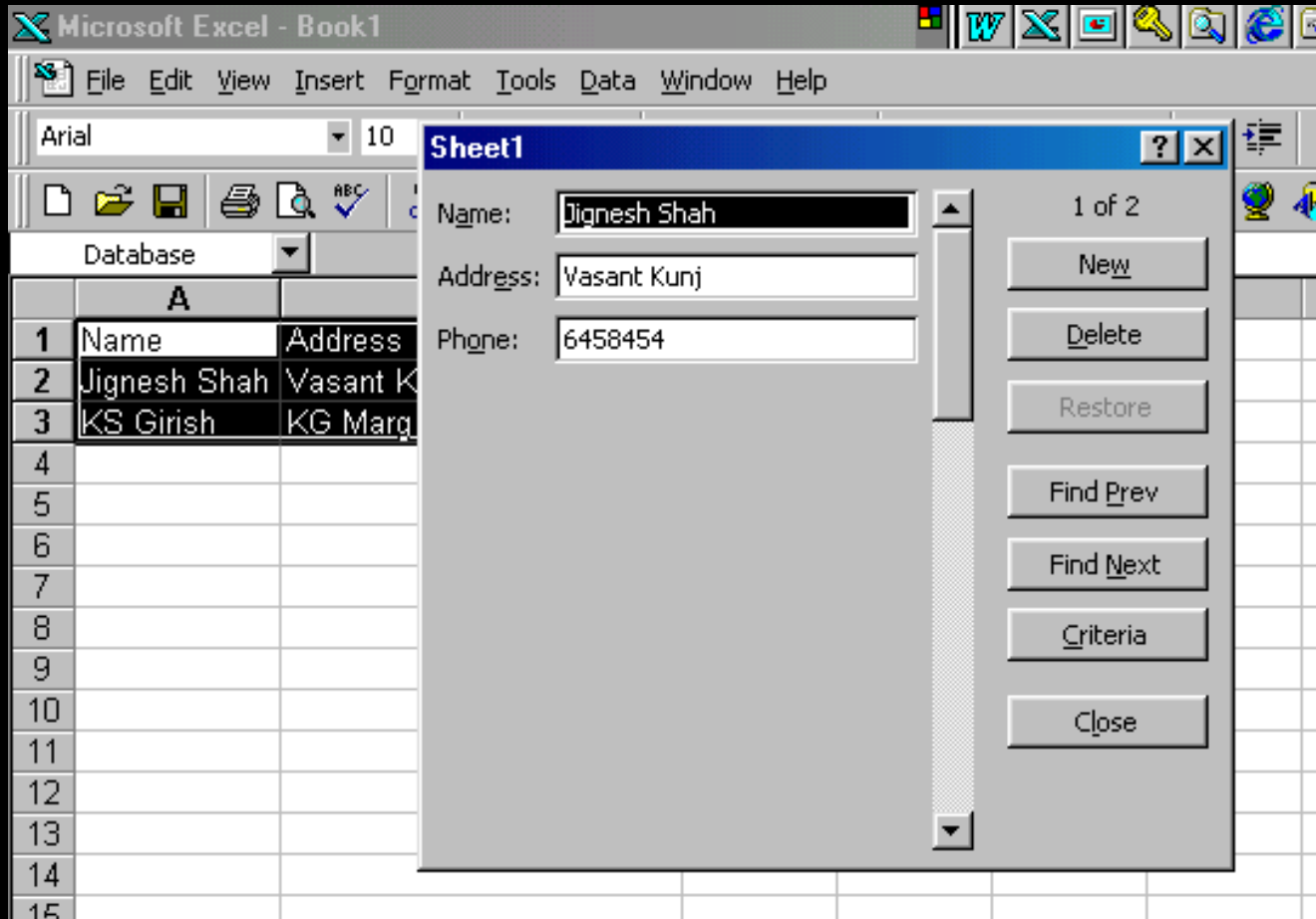
File Edit View Insert Format Tools Data Window Help

D10 =

	A	B	C	D
1	EmpCoc	Name	Dept	Salary
2	EA101	Amit Chawla	(All)	13400
3	ES202	Sunit Arora	(Top 10...)	32100
4	ET345	Tarun Gupta	(Custom...)	23000
5	ED202	Deepak Sharma	Administration	15500
6	EN323	Nitin Kumar	Finance	23300
7	ER106	Rajesh Singh	Sales	34600
8	EP330	Paramjeet Singh	Finance	33320
9	EB235	Bharat Bhushan	Sales	32340
10				

# Data Form

- Data Form is used for Data entry
- Click on Data->Form



The screenshot shows the Microsoft Excel interface with the Data Form dialog box open. The spreadsheet in the background has a table with the following data:

	A	
1	Name	Address
2	Jignesh Shah	Vasant K
3	KS Girish	KG Marg
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

The Data Form dialog box is titled "Sheet1" and contains the following fields and buttons:

- Name: Jignesh Shah
- Address: Vasant Kunj
- Phone: 6458454
- Buttons: New, Delete, Restore, Find Prev, Find Next, Criteria, Close

# *Agilvy* Pivot Table

- Click on Data -> Pivot Table
- Specify the column name to be used in Row (or Column) headings of Report

Ajit

# Conditional Formatting

- Select a range of Values
- Click Format->Conditional Formatting
- Specify the condition and formatting

The screenshot shows the Microsoft Excel interface with a spreadsheet containing the following data:

	A	B	C	D	E	F	G	H
1	Name	Collection						
2	Rahul Bhardwaj	343400						
3	Amit Chatterjee	545000						
4	Anita Chawla	643000						

The Conditional Formatting dialog box is open, showing the following configuration:

- Condition 1: Cell Value Is less than 500000
- Preview of format to use when condition is true: AaBbCcYyZz
- Buttons: Add >>, Delete..., OK, Cancel



# Some shortcut keys

Edit the active cell	F2
Go To a Cell	F5
Spelling Check command	F7
Bold	CTRL + B
Italics	CTRL + I
Underline	CTRL + U
Enter Date in current Cell	CTRL+;
Enter Time in current Cell	CTRL+ Shift +;
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V



*Agilvy*

# Some shortcut keys

Create a chart (Graph)	F11
Find a Value	CTRL + F
Find and Replace a Value	CTRL + H
New File	CTRL + N
Close Active File	CTRL + W
Save File	CTRL + S
Print File	CTRL + P
Select entire Sheet	CTRL + A
Select entire row	CTRL + Spacebar
Select entire row	SHIFT + Spacebar
Undo last Action	CTRL + Z

THANK YOU