

Topics

Home Tab (Part-1)

Font Group

- Font Style
- Font Size
- Bold, Italic, Underline
- Borders
- Fill Colour
- Font Colour
- Effects

Alignment Group

- Align
- Orientation
- Indent
- Wrap Text
- Merge Cell
- Shrink to fit

Number Group

- Number Format

Styles Group

- Conditional Formatting
- Format as Table
- Cell Styles

Clipboard Group

- Cut
- Copy
- Paste Special
- Format Painter
- Clipboard

Cells Group

- Insert Cells, Rows, Columns and Sheet
- Delete Cells, Rows, Columns and Sheet
- Row Column heights & Widths
- Hide unhide Row Column Widths
- Sheet Formatting
- Sheet Protection (Protection Tab)

Home Tab

It is a Default tab activated whenever you open the Excel file. This tab consist all the function which is frequently used by user such as cut/copy/paste, font formatting, alignment, Number formatting, Conditional formatting, Sorting & Filter, Find & Replace etc. So this tab is basically use for formatting the data.

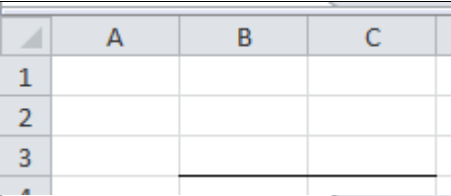
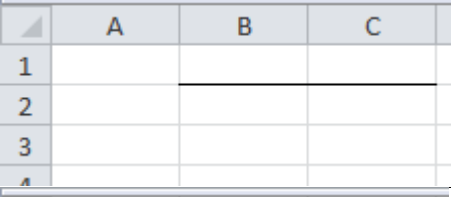
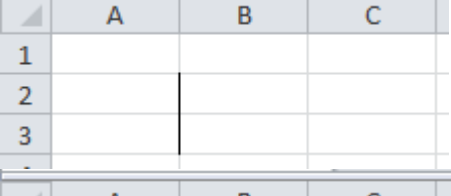
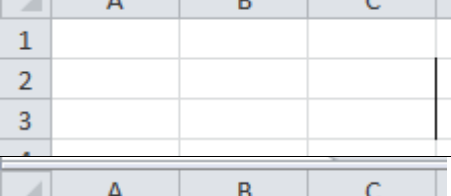
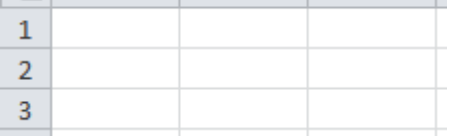
So Home Tab is dividing into seven Groups which are:

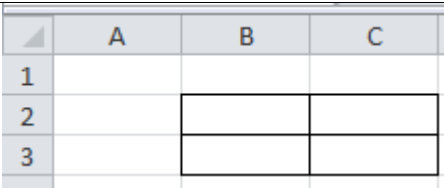
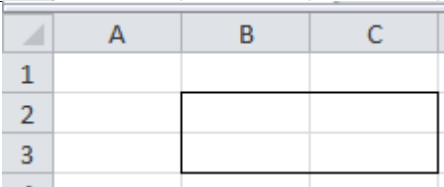
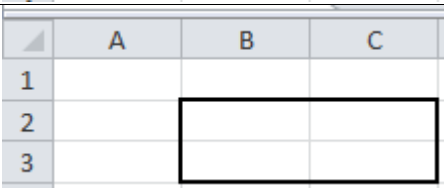
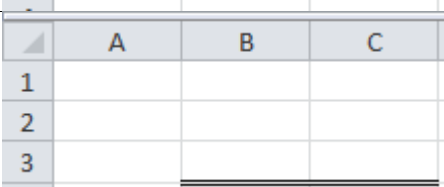
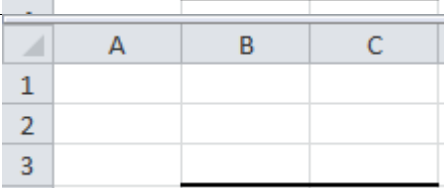
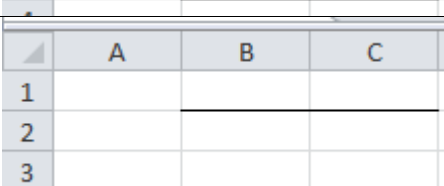
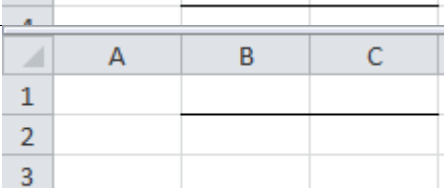
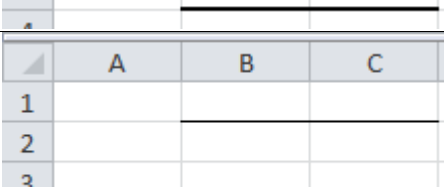
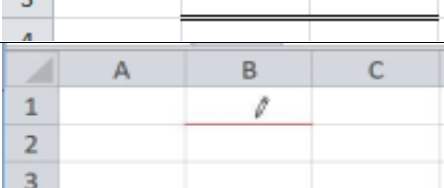
- Clipboard
- Font
- Alignment
- Number
- Styles
- Cells
- Editing

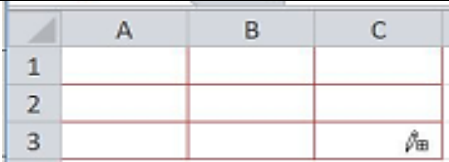
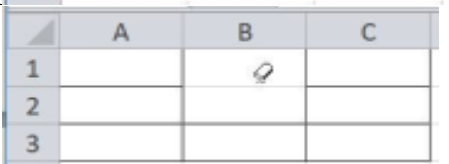
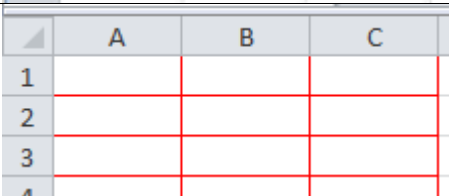
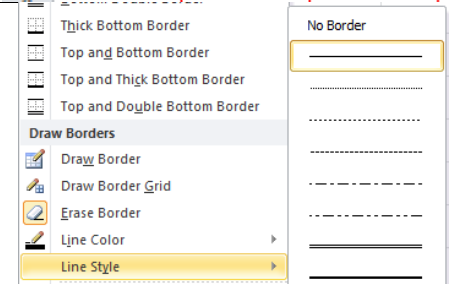
Font Group

In Font group you can change the font (style, size, bold, Italic, underline and colour), Cells Borders and Cell colour etc.

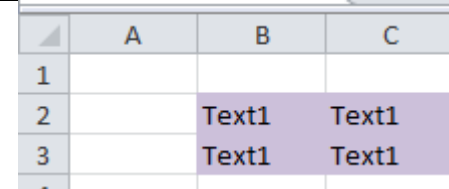
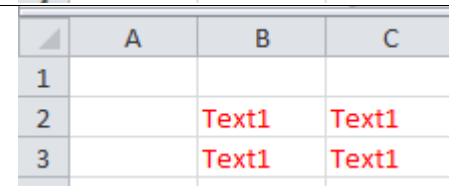
- **Font Style:** From this option you can change the font style as the image shown below:
- **Font Size:** From this option you can change the font size according to you need as the image shown below:
- **Font Size:**
 - **Increase font Size:** From this option you can increase font size in incremental order by clicking this button as the image shown below:
 - **Decrease font Size:** From this option you can decrease font size in decremental order by clicking this button as the image shown below:
- **Bold, Italic, Underline:**
 - **Bold(Ctrl+B):** From this option you can bold the font as the image shown below:
 - **Italic(Ctrl+I):** From this option you can Italicise the font as the image shown below:
 - **Underline(Ctrl+U):** From this option you can underline the font as you can see this is a combo box and inside the combo box you have one more option which is Double underline by which you can inset double underline at bottom of the text as the image shown below:
- **Borders:** From this option you can insert the borders outside of the cell(s). Now you have multiple option to insert different kind of borders as the image shown below:

○ Bottom Border: It will insert outside border on the bottom of selected cell/Range.	
○ Top Border: It will insert outside border on the top of selected cell/Range.	
○ Left Border: It will insert outside border on the left of selected cell/Range.	
○ Right Border: It will insert outside border on the right of selected cell/Range.	
○ No Border: It will remove all border from selected cell/Range.	

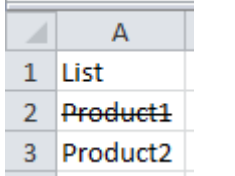
<ul style="list-style-type: none"> ○ All Borders: It will insert all borders in selected cell/Range. 	
<ul style="list-style-type: none"> ○ Outside Borders: It will insert outside borders on selected cell/Range. 	
<ul style="list-style-type: none"> ○ Thick Box Border: It will insert outside borders on selected cell/Range with thick line. 	
<ul style="list-style-type: none"> ○ Bottom Double Border: It will insert outside double border on the bottom of selected cell/Range. 	
<ul style="list-style-type: none"> ○ Thick Bottom Border: It will insert outside thick border on the bottom of selected cell/Range. 	
<ul style="list-style-type: none"> ○ Top and Bottom Border: It will insert outside border on the top and bottom of selected cell/Range. 	
<ul style="list-style-type: none"> ○ Top and Thick Bottom Border: It will insert outside border on the top and thick on bottom of selected cell/Range. 	
<ul style="list-style-type: none"> ○ Top and Double Bottom Border: It will insert outside border on the top and double line on bottom of selected cell/Range. 	
<ul style="list-style-type: none"> ○ Draw Border: From this option you can insert the border as per your requirement. 	

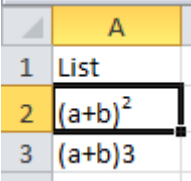
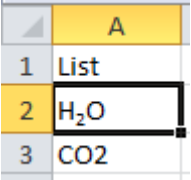
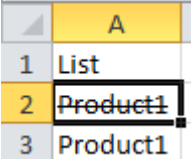
<ul style="list-style-type: none"> ○ Draw Border Grid: From this option you can insert the grid border on your range selection. 	
<ul style="list-style-type: none"> ○ Erase Border: From this option you can erase the grid border on your range selection. 	
<ul style="list-style-type: none"> ○ Line Colour: From this option you can change the border line colour. 	
<ul style="list-style-type: none"> ○ Line Style: From this option you can change the style of border line. 	
<ul style="list-style-type: none"> ○ More Borders...: This option will launch the Format cell dialog box which you can see all the border style which we cover previously. Here as you can see one more style of border which is diagonal line, by which you can insert the diagonal line. 	

- **Fill & Font Colour:**

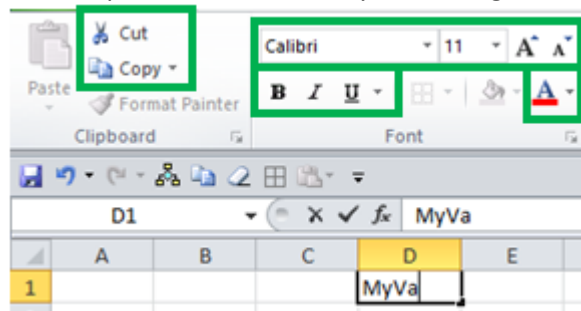
<ul style="list-style-type: none"> ○ Fill Colour: From this option you can fill the background colour of your selected cell\Range. 	
<ul style="list-style-type: none"> ○ Font Colour: From this option you can fill the font colour of your selected cell\Range. 	

- **Font Dialog Box:** From this launcher button you will open the Format cell dialog box and under that Font tab is activated because we have only necessary functions is there in the Font group and you can see the font, Font style, Size, Underline, Colour(Font Colour) which we already cover previously. So apart from this there are few new option which are not available in Font Group:
 - **Normal font:** This option will change the font colour to default colour based on your theme.
 - **Effects:** Effects has further three option:

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Strikethrough: it will insert a strike through line in the values of selected value or cell/Range as the image shown below: 	
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<ul style="list-style-type: none"> ▪ Superscript: it will insert a superscript selected value or cell/Range like position of 2 in the square of ten in mathematical equation as the image shown below: 	
<ul style="list-style-type: none"> ▪ Subscript: it will insert a subscript selected value or cell/Range like position of 2 in the chemical formula of water as the image shown below: 	
<ul style="list-style-type: none"> ▪ Preview: Here you can see the sample before you implement on your work as the image shown below: 	

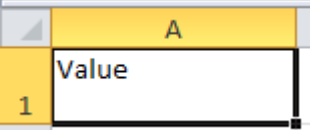
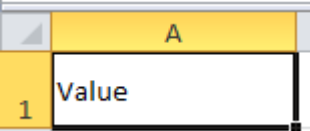
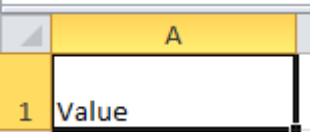
Note: As you are writing some value in the cell you can see the font group that there are few options still active. So you can use those options in between of your writing see the image below:

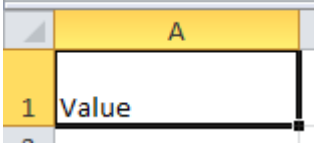
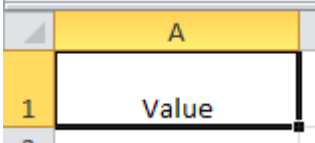
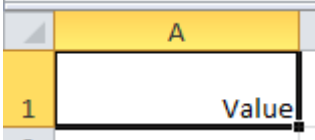


Alignment Group:

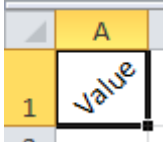
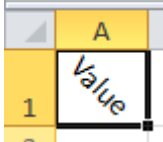
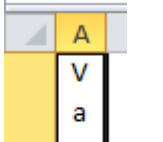
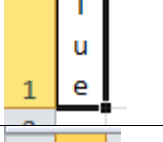
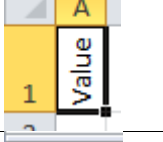
In excel when you write any text value than Excel will automatically align it on the left and for numbers and dates its alignment will be right. So in alignment group we can change the alignment of the cell as per our requirement, we can also change its orientation, we can write multiple lines in one cells, we can merger multiple cell in different ways and much more.. So let's understand the Alignment Group:

- **Align:**

<ul style="list-style-type: none"> ○ Top Align: It will do the alignment of the text on top in the cell. 	
<ul style="list-style-type: none"> ○ Middle Align: It will do the alignment of the text on middle in the cell. 	
<ul style="list-style-type: none"> ○ Bottom Align: It will do the alignment of the text on bottom in the cell. 	

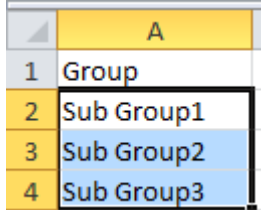
<ul style="list-style-type: none"> ○ Left Align: It will do the alignment of the text on left in the cell. 	
<ul style="list-style-type: none"> ○ Centre Align: It will do the alignment of the text on centre in the cell. 	
<ul style="list-style-type: none"> ○ Right Align: It will do the alignment of the text on right in the cell. 	

- **Orientation:** In orientation we can change the angle of the value as per our need. In Orientation dropdown we have many option to change the orientation:

<ul style="list-style-type: none"> ○ Angle Counter clockwise: 	
<ul style="list-style-type: none"> ○ Angle Clockwise: 	
<ul style="list-style-type: none"> ○ Vertical Text: 	
<ul style="list-style-type: none"> ○ Rotate Text up: 	
<ul style="list-style-type: none"> ○ Rotate Text down: 	

- **Format Cell Alignment:**

- **Indent:**

<ul style="list-style-type: none"> ○ Decrease Indent: If you don't want your value to extreme Right or Centre align then you can use this option. This option will allow you to move cell value toward the left. 	
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- **Increase Indent:** If you don't want your value to extreme Left or Centre align then you can use this option. This option will allow you to move cell value toward the Right.

	A
1	Group
2	Sub Group1
3	Sub Group2
4	Sub Group3

- **Wrap Text:**

- This will allow you to Wrap extra-long text into multiple lines within the cell so you can see all the value.

	A
1	Heading
2	Text1 Text2

- **Merger Cell**

- **Merge & Centre:** This option is very useful to create any Table heading or Label that span multiple columns. As the name says Merge & Centre which means it will merge two or more cells into one cell and make its alignment centre. Now as you can see this is a dropdown option where you can see multiple option of merging types, So let's understand this one by one:

	A	B
1	Table Heading	
2	Heading1	Heading2
3	Type1	Type2

- **Merge Across:**

	A	B
1	This is my Text1	
2	This is my Text2	
3	This is my Text3	

- **Merge Cells:**

	A	B
1	This is my Text1	

- **Unmerge Cells:**

	A	B
1	This is my Text1	

Number Group

In Number Group we can formatting the value of text for example if you want to add currency symbol in the number value you can do that in Number formatting group or if you want to change the date format. So all the value format are done in the Number group.

Before start to understand the Number Group, There are some point when you write value in a cell then it will automatically select its appropriate Number format for example when you write a date in a cell the it will automatically change the cell format General to Date or when you write a number with percentage sign then it will automatically change the cell formatting to Percentage. So let's explore the Number group:

- **Number Format:** This is a very useful option and you will use this option very frequently in your work life. This will allow you choose how the values in a cell are displayed. This option is a drop-down, So let's understand each option in this drop-down:

<ul style="list-style-type: none"> ○ General: By default every cell is formatted in General from. 	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Value</td> </tr> <tr> <td>2</td> <td>1243</td> </tr> <tr> <td>3</td> <td>-1235</td> </tr> </tbody> </table>		A	1	Value	2	1243	3	-1235
	A								
1	Value								
2	1243								
3	-1235								
<ul style="list-style-type: none"> ○ Number: Some time when you write some long number then excel automatically convert that number to scientific language so for example if you write a number more than 11 figure example 123456789012 then after click on enter you will get something like this 1.23457E+11. So to make this value as a full number you need to select the Number option and you will get the value something like this 123456789012.00. It will also add two decimal points at the end of the value. Don't worries if you don't want these two decimal then I will teach you how to remove it in upcoming formatting. 	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Value</td> </tr> <tr> <td>2</td> <td>1243.00</td> </tr> <tr> <td>3</td> <td>-1235.00</td> </tr> </tbody> </table>		A	1	Value	2	1243.00	3	-1235.00
	A								
1	Value								
2	1243.00								
3	-1235.00								
<ul style="list-style-type: none"> ○ Currency: If you want to add currency symbol in your number value than you can choose the Currency format Its will add currency symbol and comma separator with two decimal, also remember currency symbol is based on your system setting, So for example if your system configuration is based on USA then currency symbol will be \$ or if your system configuration is based on UK then your currency symbol will be £. So if you have different currency you can see my blog where you can change your system configuration as per your country. 	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Value</td> </tr> <tr> <td>2</td> <td>₹ 1,243.00</td> </tr> <tr> <td>3</td> <td>-₹ 1,235.00</td> </tr> </tbody> </table>		A	1	Value	2	₹ 1,243.00	3	-₹ 1,235.00
	A								
1	Value								
2	₹ 1,243.00								
3	-₹ 1,235.00								
<ul style="list-style-type: none"> ○ Accounting: Accounting formatting is almost similar to Currency formatting it will also add currency symbol and comma separator with two decimal. There is only one difference in Accounting formatting is that if you want your currency symbol on extreme left in the cell then you can choose the Accounting format. 	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Value</td> </tr> <tr> <td>2</td> <td>₹ 1,243.00</td> </tr> <tr> <td>3</td> <td>₹ -1,235.00</td> </tr> </tbody> </table>		A	1	Value	2	₹ 1,243.00	3	₹ -1,235.00
	A								
1	Value								
2	₹ 1,243.00								
3	₹ -1,235.00								
<ul style="list-style-type: none"> ○ Short Date: Short Date formatting is used to convert number into Date format. Sometime when you copy the data which contain date and paste it in your destination then date format converted into number so at that time you need to change its formatting to Short Date to show the date. 	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Value</td> </tr> <tr> <td>2</td> <td>06-05-2017</td> </tr> <tr> <td>3</td> <td>14-09-2018</td> </tr> </tbody> </table>		A	1	Value	2	06-05-2017	3	14-09-2018
	A								
1	Value								
2	06-05-2017								
3	14-09-2018								
<ul style="list-style-type: none"> ○ Long Date: This command will allow your Short date to Long date for example if your cell contain 13-9-2011 then it will convert it to Tuesday, September 13, 2011 format. 	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Value</td> </tr> <tr> <td>2</td> <td>06 May 2017</td> </tr> <tr> <td>3</td> <td>14 September 2018</td> </tr> </tbody> </table>		A	1	Value	2	06 May 2017	3	14 September 2018
	A								
1	Value								
2	06 May 2017								
3	14 September 2018								
<ul style="list-style-type: none"> ○ Time: This command will allow cell formatting in Time. 	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Value</td> </tr> <tr> <td>2</td> <td>10:20:23</td> </tr> <tr> <td>3</td> <td>23:10:45</td> </tr> </tbody> </table>		A	1	Value	2	10:20:23	3	23:10:45
	A								
1	Value								
2	10:20:23								
3	23:10:45								
<ul style="list-style-type: none"> ○ Percentage: This command will allow cell formatting in Percentage after applying this formatting it will multiply that value with 100 and add % sign at back. For example if your cell value is 0.35 then after applying the percentage formatting it will give you 35% as a result (.35*100 (%)). 	<table border="1"> <thead> <tr> <th></th> <th>A</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Value</td> </tr> <tr> <td>2</td> <td>97%</td> </tr> <tr> <td>3</td> <td>49%</td> </tr> </tbody> </table>		A	1	Value	2	97%	3	49%
	A								
1	Value								
2	97%								
3	49%								

- **Fraction:** This command will change the decimal value in Fraction. For example if your cell value is 5.5 and you change its formatting to fraction your cell value become 5 1/2. This command is not use much.

	A	B
1	Value	Fraction
2	23.50	23 1/2
3	76.80	76 4/5
- **Scientific:** This command will convert the number in scientific term.

	A
1	Value
2	2.31E+10
3	3.42E+11
- **Text:** This command will change the cell formatting to text. So after changing the cell formatting to text every value or formula you are entering in the cell it will consider it as a text so the default alignment is always be left whether you are entering any number or date. In Other word the cell is displayed exactly as you entered. And it will also not execute any formula so if you are facing this kind of problem than first check your cell formatting and change it to general to execute the formula.

	A
1	Value
2	1
3	=SUM(H1:H6)
- **More Number Formats...:** This command will open the Number format tab under the Format cell dialog box. Here you find more option in every formatting and also you can create custom formatting:
 - **Custom:** Here you find all the formatting which is built-in in the excel. And here you can also create your own custom formatting according to your need. So there is a special blog I write where you can write your own custom formatting.

• **Other Formatting:**

- **\$ (Accounting Number Format):** Form this command you can change your currency symbol and it will show you top 3 currencies according to your location. Here inside in it there is one option which is more accounting formats... which is directly navigate you to Accounting option in Number tab on Cell format dialog box.

	A
1	Value
2	₹ 1,243.00
3	₹ -1,235.00
- **% (Percentage):** This is the percentage command due to more usage Microsoft provides you this command outside from Number format drop down as well.

	A
1	Value
2	97%
3	49%
- **, (Comma Style):** This command will allow your number with comma separator.

	A
1	Value
2	1,243.00
3	-1,235.00
- **Increase Decimal:** This command will allow you to increase the number of you decimal.

	A
1	Value
2	1,243.000
3	-1,235.000

- **Decrease Decimal:** This command will allow you to decrease the number of you decimal.

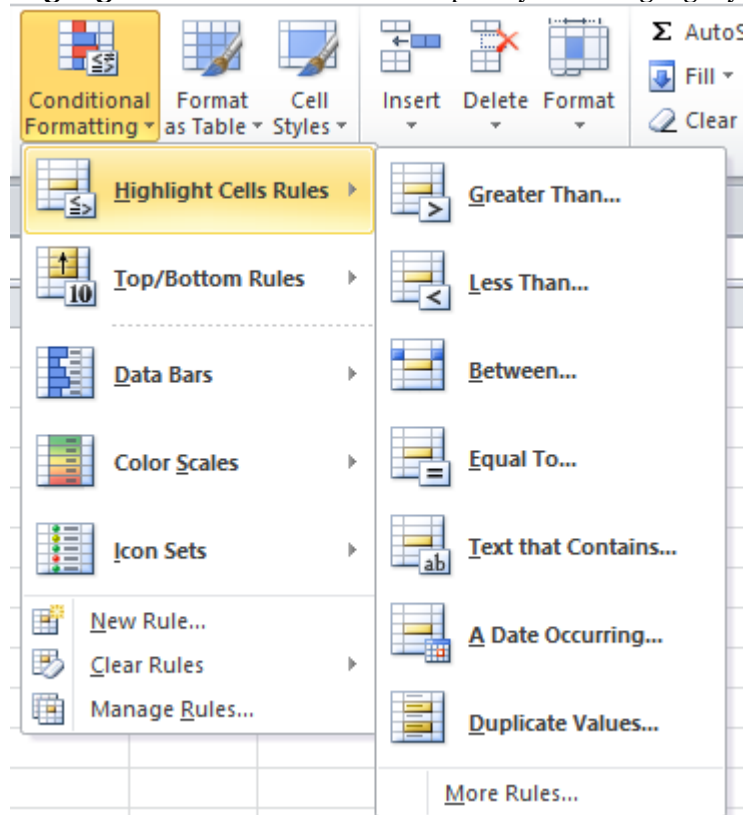
	A
1	Value
2	1,243.0
3	-1,235.0
4	

Styles Group

In the Style group you can change the cell and table style and also do dynamic cell formatting based on cell value.

Conditional Formatting: This is very useful and powerful option in excel. By Conditional formatting you can quickly highlights the desire information in a spreadsheet.

Highlight Cells Rules: From this option you can highlight your values based on following Rules:



Greater Than...: This rule will allow you to highlight those value which is greater than your required value.

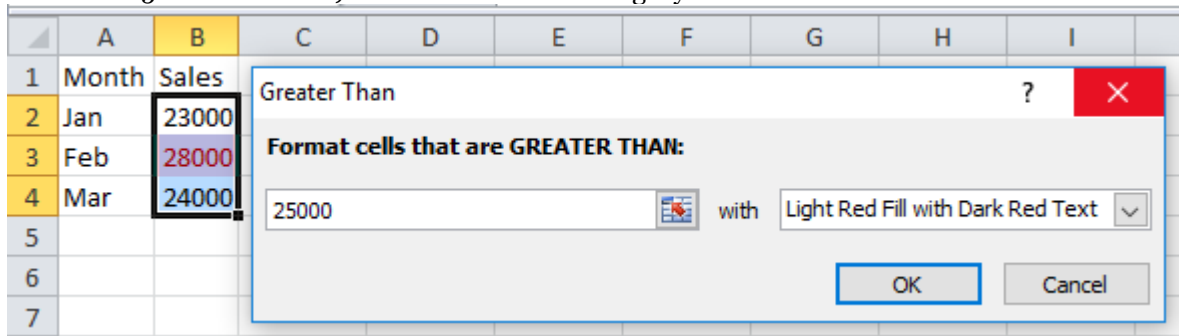
Example: You have the monthly sales data for 12 month and you want to highlight those data which is greater than 25000. Than you will use this Grater than rule (See the steps below):

Step 1: Select the Sales data range

	A	B
1	Month	Sales
2	Jan	23000
3	Feb	28000
4	Mar	24000

Step 2: Select the Greater Than rule from Conditional Formatting=> Highlight Cells Rules=> Greater Than...

Step 3: Then one dialog box will appear than Enter 25000 in the inputbox (You can also refer the cell and enter 25000 in that cell) and select the formatting style and then click OK.



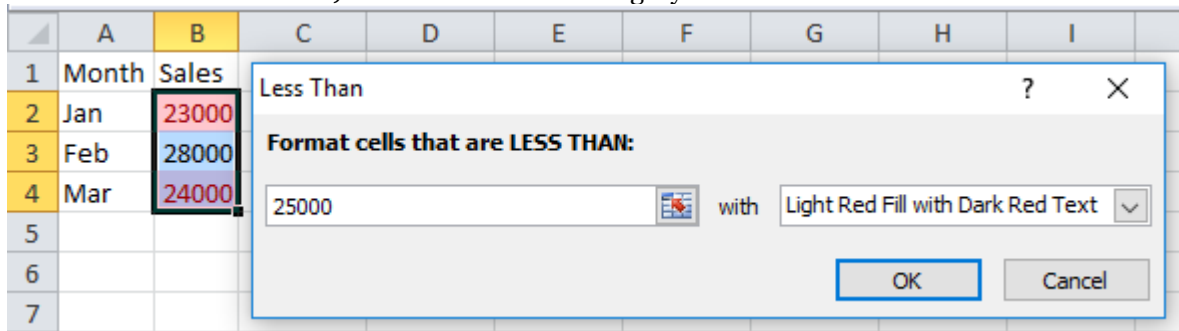
Less Than...: This rule will allow you to highlight those value which is less than your required value.

Example: You have the monthly sales data for 12 month and you want to highlight those data which is less than 25000. Than you will use this less than rule (See the steps below):

Step 1: Select the Sales data range

Step 2: Select the Less Than rule from Conditional Formatting=> Highlight Cells Rules=> Less Than...

Step 3: Than one dialog box will appear than Enter 10000 in the inputbox (You can also refer the cell and enter 10000 in that cell) and select the formatting style and then click OK.



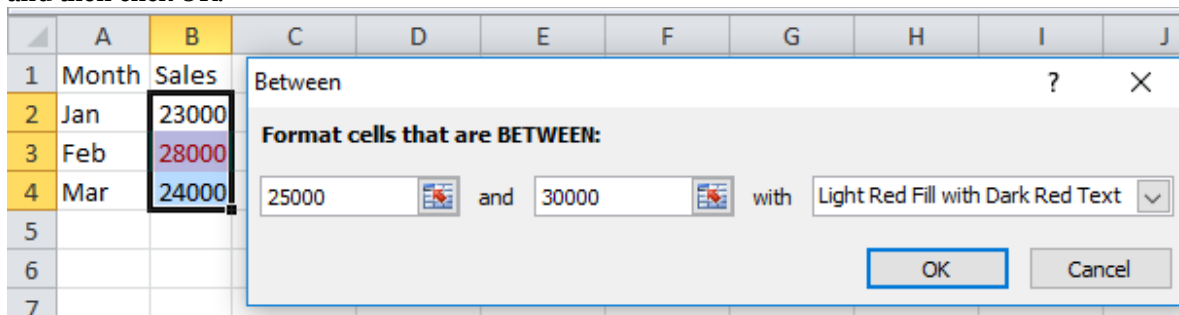
Between...: This rule will allow you to highlight those value which is between your two values value.

Example: You have the monthly sales data for 12 month and you want to highlight those data which is between 25000 and 30000. Than you will use this Between rule (See the steps below):

Step 1: Select the Sales data range

Step 2: Select the Between rule from Conditional Formatting=> Highlight Cells Rules=> Between...

Step 3: Than one dialog box will appear than Enter 12000 and 18000 in the inputboxes respectively (You can also refer the cells and enter 12000 and 18000 in that cell) and select the formatting style and then click OK.



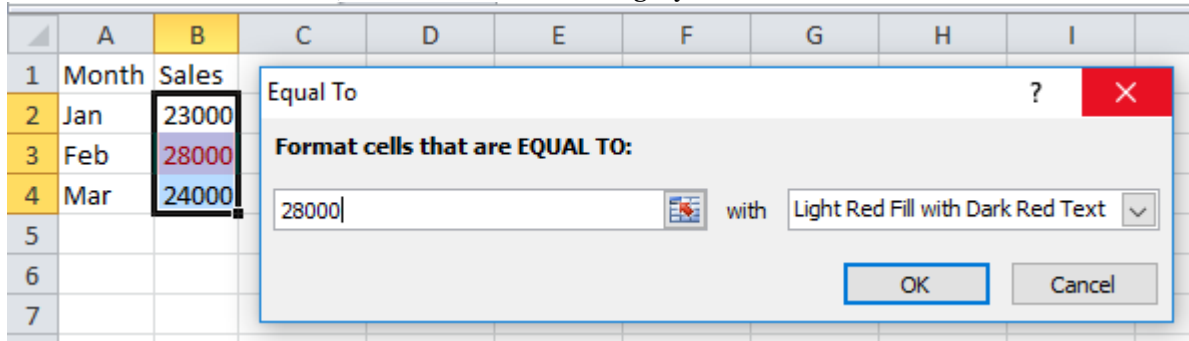
Equal To...: This rule will allow you to highlight those value which is equal to your required value. In this rule you can also highlight the text value.

Example: You have the monthly sales data and you want to highlight those data which is equal to 28000. Than you will use this Equal to rule (See the steps below):

Step 1: Select the Sales data range

Step 2: Select the Less Than rule from Conditional Formatting=> Highlight Cells Rules=> Equal To...

Step 3: Than one dialog box will appear than Enter 20000 in the inputbox (You can also refer the cell and enter 28000 in that cell) and select the formatting style and then click OK.



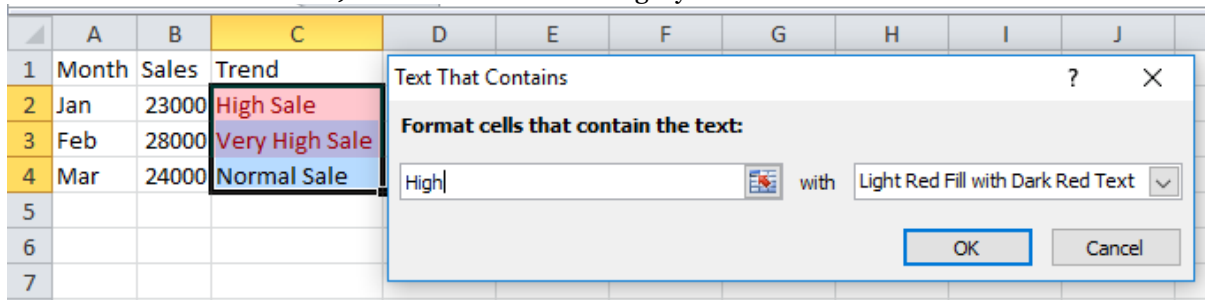
Text that Contains...: This rule will allow you to highlight those value which contain your required value (It should be either text or number).

Example: You have the employee data and you want to highlight those employee whose last name is Kumar. Than you will use this Text that Contains rule (See the steps below):

Step 1: Select the Employee data range

Step 2: Select the Text that Contains rule from Conditional Formatting=> Highlight Cells Rules=> Text that Contains...

Step 3: Than one dialog box will appear than Enter Kumar in the inputbox (You can also refer the cell and enter Kumar in that cell) and select the formatting style and then click OK.



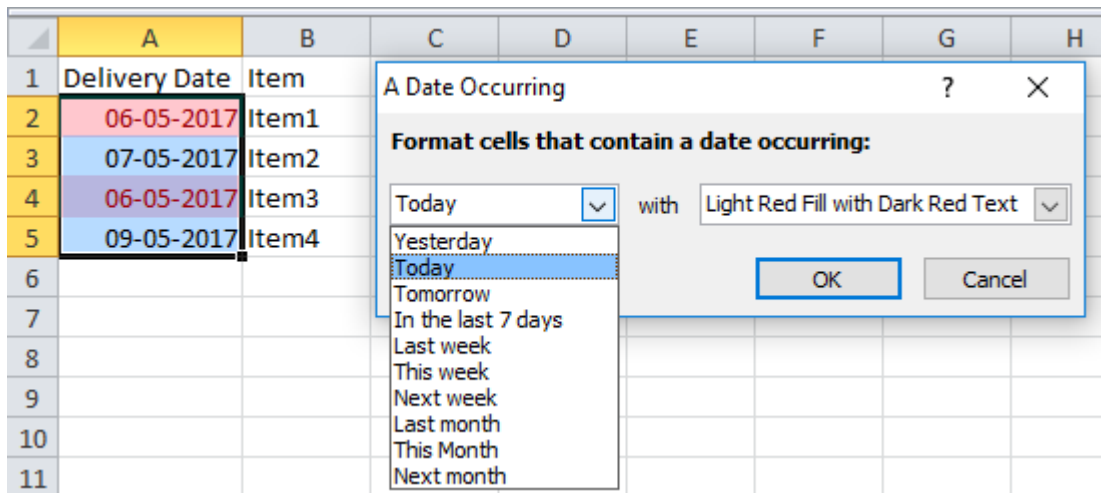
A Date Occurring...: This rule is specifically for date values where you have multiple option by which you want to highlight the dates.

Example: You have the Good delivery data and you want to highlight those dates which are coming on Next week So that you can plan for that. Than you will use A Date Occurring rule (See the steps below):

Step 1: Select the Delivery date range

Step 2: Select the Date Occurring rule from Conditional Formatting=> Highlight Cells Rules=> A Date Occurring rule...

Step 3: Than one dialog box will appear than select the Next week option from the dropdown list and select the formatting style and then click OK.



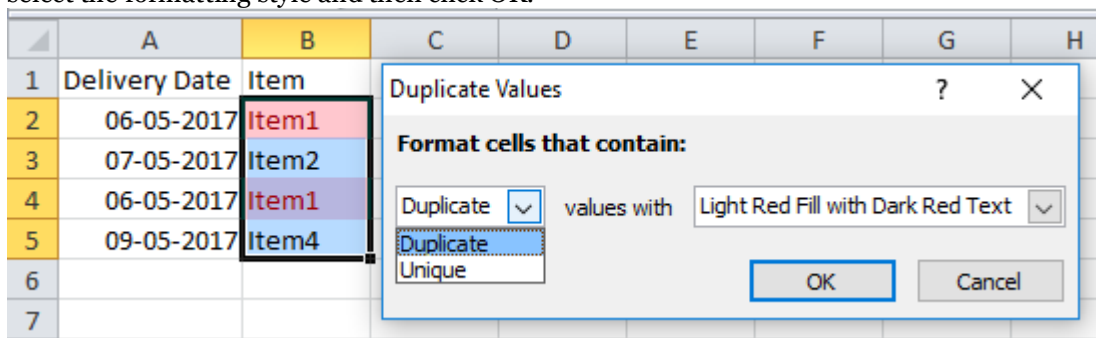
Duplicate Values...: This rule helps you to highlight duplicate or unique value from the selected data range

Example: You have the Good delivery data and you want to highlight those dates which are occurring more than one time So that you can plan for that. Than you will use Duplicate Values rule (See the steps below):

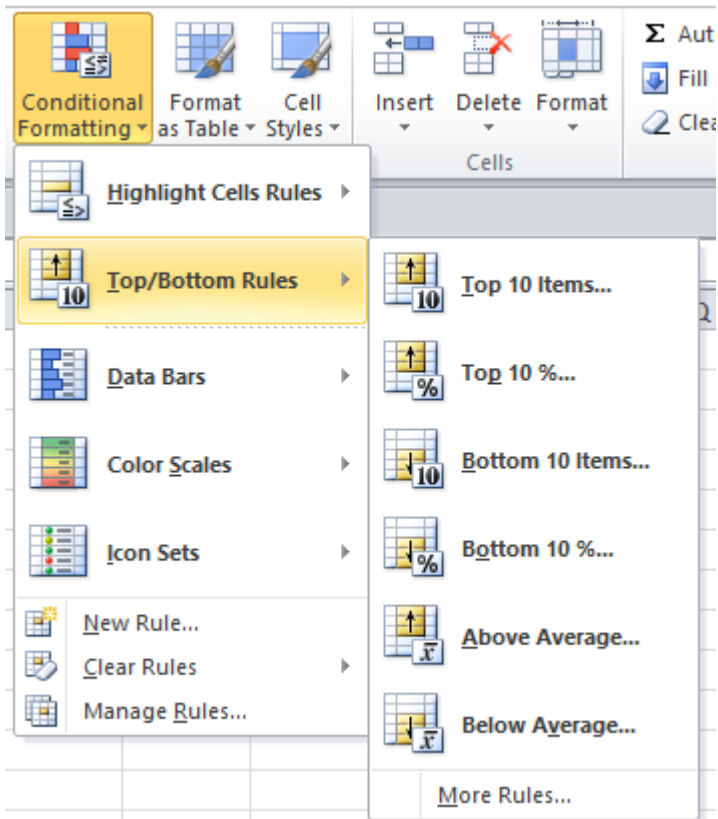
Step 1: Select the Delivery date range

Step 2: Select the Date Occurring rule from Conditional Formatting=> Highlight Cells Rules=> Duplicate Values...

Step 3: Than one dialog box will appear than select the Duplicate option from the dropdown list and select the formatting style and then click OK.



Top/Bottom Rules: From this option you can highlight your values based on following Rules:



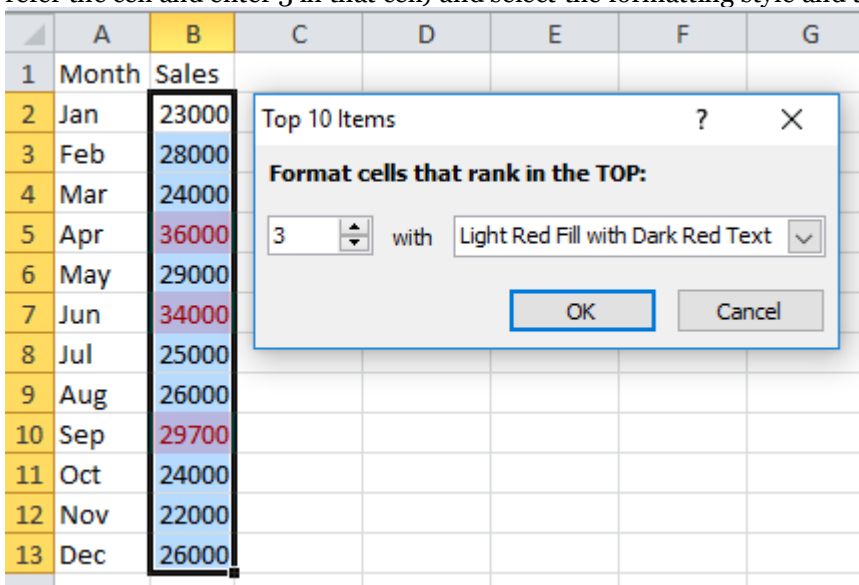
Top Ten Items...: This rule helps you to highlight the Top Ten Items from the selected numeric range.

Example: You have the monthly sales data for 12 month a you want to highlight the Top 3 month sales data. Than you will use this Top Ten Items rule (See the steps below):

Step 1: Select the Sales data range

Step 2: Select the Top Ten Items rule from Conditional Formatting=> Highlight Cells Rules=> Top Ten Items...

Step 3: Than one dialog box will appear than change the number to 3 in the inputbox (You can also refer the cell and enter 3 in that cell) and select the formatting style and then click OK.



Top Ten %...: This rule helps you to highlight the Top Ten percentage of your total number of Items from the selected numeric range.


Example: You have the monthly sales data for 12 month a you want to highlight the Top 20% of month sales data. Than you will use this Top Ten % rule (See the steps below):

Step 1: Select the Sales data range

Step 2: Select the Top Ten % rule from Conditional Formatting=> Highlight Cells Rules=> Top Ten %...

Step 3: Than one dialog box will appear than change the number to 20 in the inputbox (You can also refer the cell and enter 20 in that cell) and select the formatting style and then click OK.

	A	B	C	D	E	F	G
1	Month	Sales					
2	Jan	23000					
3	Feb	28000					
4	Mar	24000					
5	Apr	36000					
6	May	29000					
7	Jun	34000					
8	Jul	25000					
9	Aug	26000					
10	Sep	29700					
11	Oct	24000					
12	Nov	22000					
13	Dec	26000					



So according to calculation it will highlight the Top 2 items from the Sales Data ($12 * 20\% = 2.4$ and result will be 2 after round off)

Bottom Ten Items...: This rule helps you to highlight the Bottom Ten Items from the selected numeric range.


Example: You have the monthly sales data for 12 month a you want to highlight the Bottom 3 month sales data. Than you will use this Bottom Ten Items rule (See the steps below):

Step 1: Select the Sales data range

Step 2: Select the Bottom Ten Items rule from Conditional Formatting=> Highlight Cells Rules=> Bottom Ten Items...

Step 3: Than one dialog box will appear than change the number to 3 in the inputbox (You can also refer the cell and enter 3 in that cell) and select the formatting style and then click OK.

	A	B	C	D	E	F	G
1	Month	Sales					
2	Jan	23000					
3	Feb	28000					
4	Mar	24000					
5	Apr	36000					
6	May	29000					
7	Jun	34000					
8	Jul	25000					
9	Aug	26000					
10	Sep	29700					
11	Oct	24000					
12	Nov	22000					
13	Dec	26000					



Bottom Ten %...: This rule helps you to highlight the Bottom Ten percentage of your total number of Items from the selected numeric range.

Example: You have the monthly sales data for 12 month a you want to highlight the Bottom 20% of month sales data. Than you will use this Bottom Ten % rule (See the steps below):

Step 1: Select the Sales data range

Step 2: Select the Bottom Ten % rule from Conditional Formatting=> Highlight Cells Rules=> Bottom Ten %...

Step 3: Than one dialog box will appear than change the number to 20 in the inputbox (You can also refer the cell and enter 20 in that cell) and select the formatting style and then click OK.

	A	B	C	D	E	F	G
1	Month	Sales					
2	Jan	23000					
3	Feb	28000					
4	Mar	24000					
5	Apr	36000					
6	May	29000					
7	Jun	34000					
8	Jul	25000					
9	Aug	26000					
10	Sep	29700					
11	Oct	24000					
12	Nov	22000					
13	Dec	26000					

So according to calculation it will highlight the Bottom 2 items from the Sales Data ($12 * 20\% = 2.4$ and result will be 2 after round off)

Above Average...: This rule will calculate the average of your selected range and highlight those value which are above average.

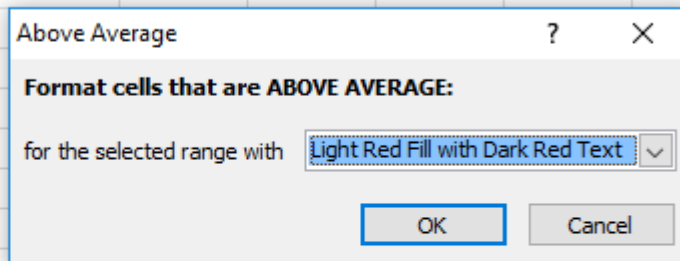
Example: You have the monthly sales data for 12 month a you want to highlight the above average sales data. Than you will use this Above average rule (See the steps below):

Step 1: Select the Sales data range

Step 2: Select the Above average rule from Conditional Formatting=> Highlight Cells Rules=> Above average...

Step 3: Than one dialog box will appear, select the formatting style and then click OK.

	A	B	C	D	E	F	G	H
1	Month	Sales						
2	Jan	23000						
3	Feb	28000						
4	Mar	24000						
5	Apr	36000						
6	May	29000						
7	Jun	34000						
8	Jul	25000						
9	Aug	26000						
10	Sep	29700						
11	Oct	24000						
12	Nov	22000						
13	Dec	26000						



Below Average...: This rule will calculate the average of your selected range and highlight those value which are below average.

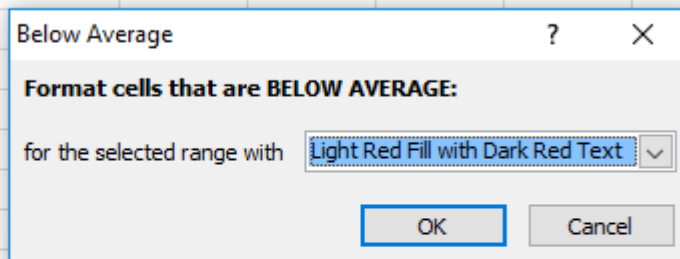
Example: You have the monthly sales data for 12 month a you want to highlight the Below average sales data. Than you will use this Below average rule (See the steps below):

Step 1: Select the Sales data range

Step 2: Select the Below average rule from Conditional Formatting=> Highlight Cells Rules=> Below Average...

Step 3: Than one dialog box will appear, select the formatting style and then click OK.

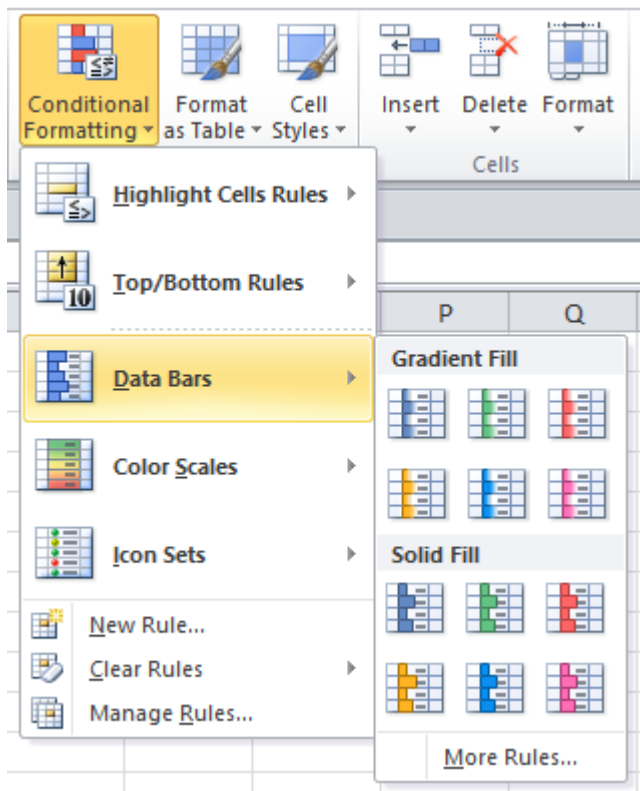
	A	B	C	D	E	F	G	H
1	Month	Sales						
2	Jan	23000						
3	Feb	28000						
4	Mar	24000						
5	Apr	36000						
6	May	29000						
7	Jun	34000						
8	Jul	25000						
9	Aug	26000						
10	Sep	29700						
11	Oct	24000						
12	Nov	22000						
13	Dec	26000						



More Rules...: This option will navigate you to the Format only Top or Bottom ranked values rule in the New Formatting Rule dialogbox. In this you have same functionality related to Top/Bottom Rules.

Data Bars: This rule will a colored data bar to represent the value of a cell, The higher the value the longer the bar See the image below:

Here all the bar is based on the largest value bar. So for example if one data value of your data range is very high than you cannot able to see the bar of other value See the image below:



In the Data Bar rule you have two options:

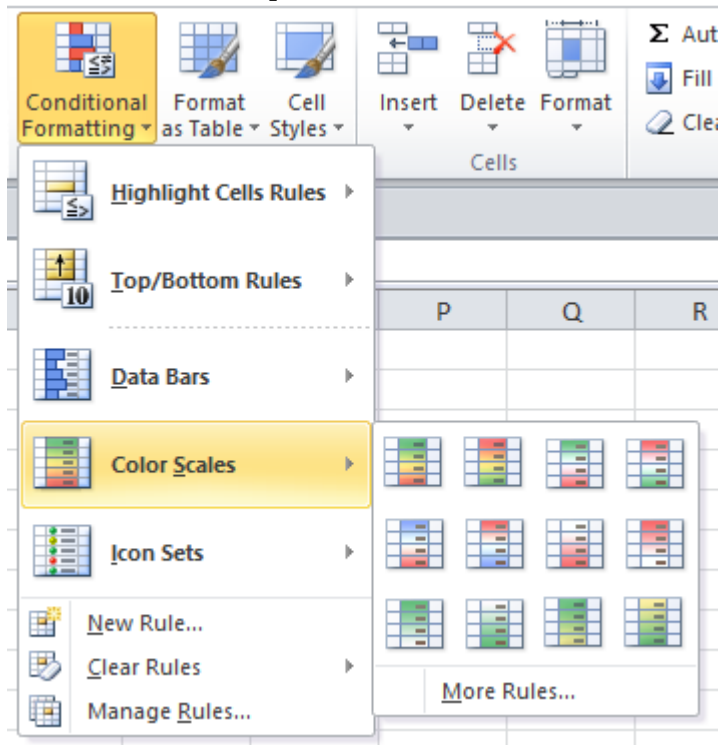
Gradient fill: It will fill the data with three dimensional color look by blending one color into another.

	A	B
1	Month	Sales
2	Jan	23000
3	Feb	28000
4	Mar	24000
5	Apr	36000
6	May	29000
7	Jun	34000
8	Jul	25000
9	Aug	26000
10	Sep	29700
11	Oct	24000
12	Nov	22000
13	Dec	26000

Solid Fill: It will fill the data with solid one color.

	A	B
1	Month	Sales
2	Jan	23000
3	Feb	28000
4	Mar	24000
5	Apr	36000
6	May	29000
7	Jun	34000
8	Jul	25000
9	Aug	26000
10	Sep	29700
11	Oct	24000
12	Nov	22000
13	Dec	26000

Color Scales: This rule will highlight the cell based two or three color gradient in a range or a cell. The shade of colour represent the value in the cell. Please see the below image for more visibility.



	A	B
1	Month	Sales
2	Jan	23000
3	Feb	28000
4	Mar	24000
5	Apr	36000
6	May	29000
7	Jun	34000
8	Jul	25000
9	Aug	26000
10	Sep	29700
11	Oct	24000
12	Nov	22000
13	Dec	26000

Icon Sets: From this rule you can add the icon based on the value. Here you have many choice of Icon set:

	A	B
1	Month	Sales
2	Jan	↓ 23000
3	Feb	→ 28000
4	Mar	↓ 24000
5	Apr	↑ 36000
6	May	→ 29000
7	Jun	↑ 34000
8	Jul	↓ 25000
9	Aug	↓ 26000
10	Sep	→ 29700
11	Oct	↓ 24000
12	Nov	↓ 22000
13	Dec	↓ 26000

New Rule...: This option will navigate you to the New Formatting Rule dialogbox. In this you have all the conditional formatting rules including above rules.

New Formatting Rule

Select a Rule Type:

- ▶ **Format all cells based on their values**
- ▶ Format only cells that contain
- ▶ Format only top or bottom ranked values
- ▶ Format only values that are above or below average
- ▶ Format only unique or duplicate values
- ▶ Use a formula to determine which cells to format

Edit the Rule Description:

Format all cells based on their values:

Format Style: 2-Color Scale

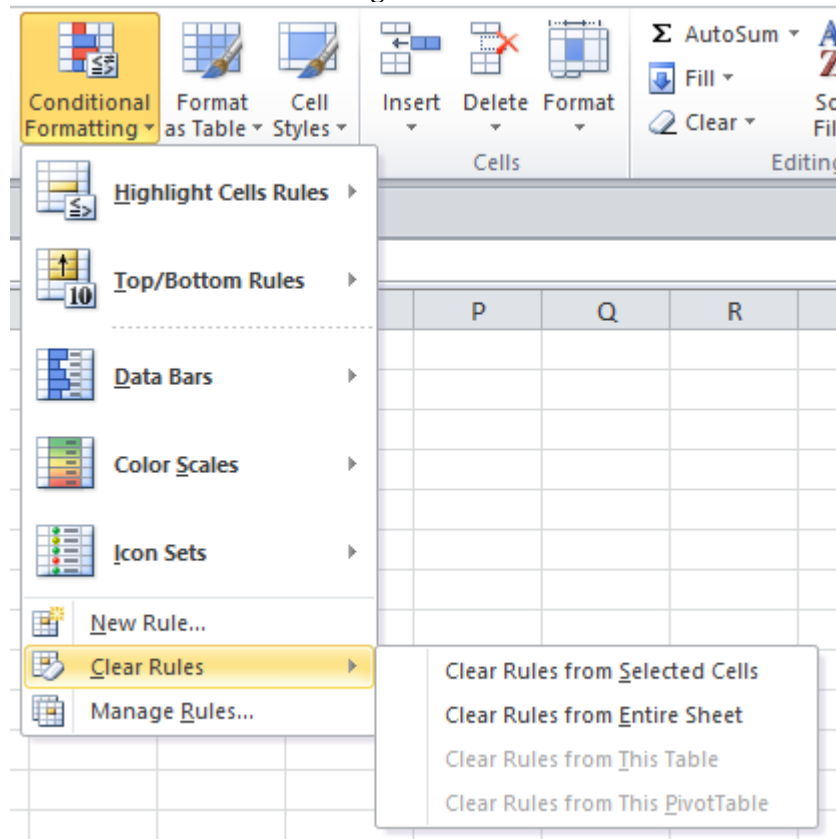
Minimum: Type: Lowest Value, Value: (Lowest value), Color: Orange

Maximum: Type: Highest Value, Value: (Highest value), Color: Yellow

Preview: [Orange to Yellow Gradient Bar]

OK Cancel

Clear Rules: This command will clear the conditional formatting rules. It has following option to clear the conditional formatting:



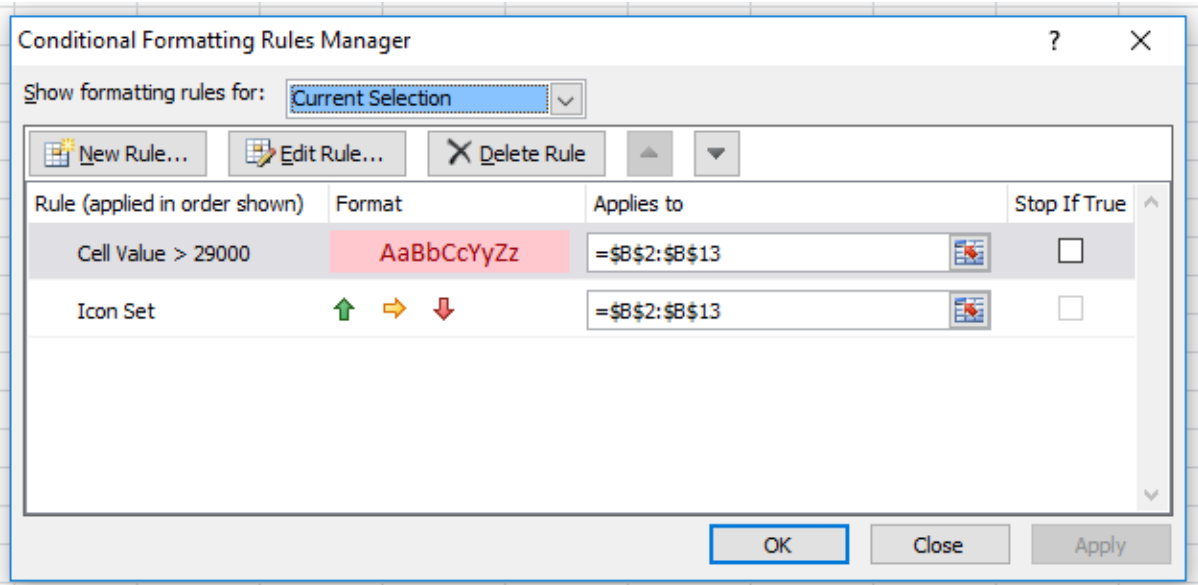
Clear Rules from Selected Cells: This option will clear the rules only the area or range which you have selected on the sheet.

Clear Rules from Entire Sheet: This option will clear all rules from the active sheet.

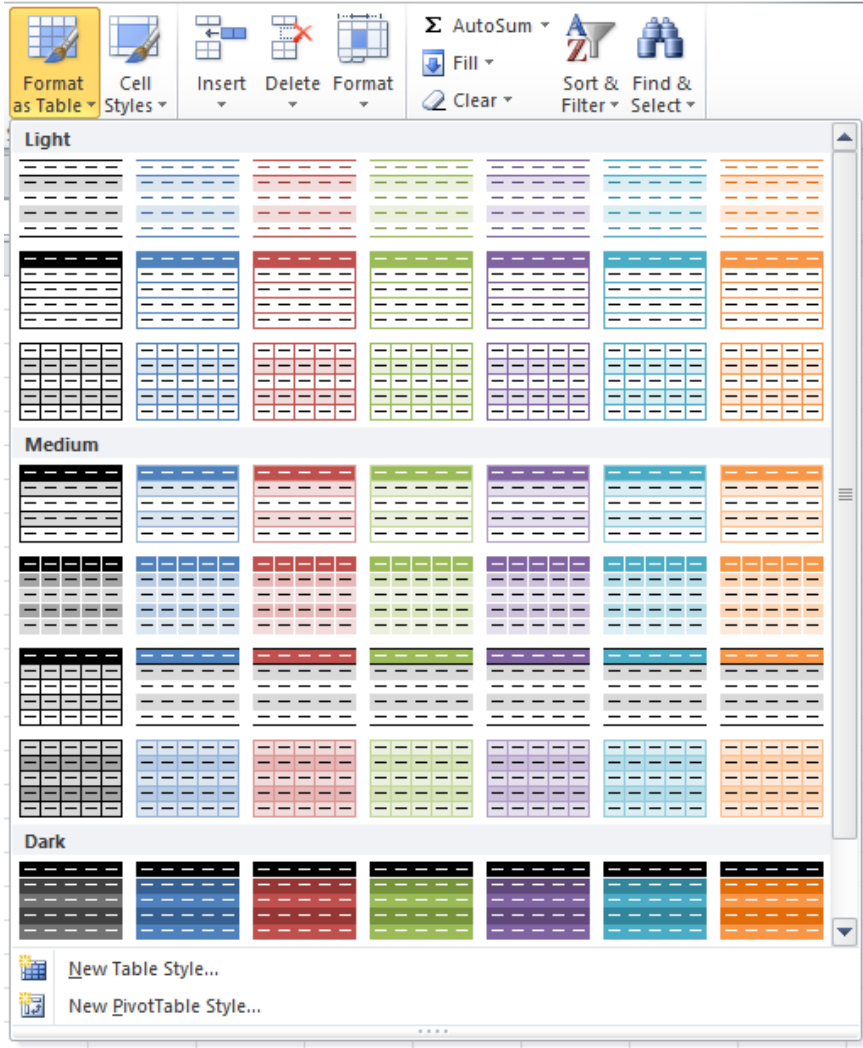
Clear Rules from This Table: This option will clear all rules from the table which you are selected.

Clear Rules from This PivotTable: This option will clear all rules from the PivotTable which you are selected.

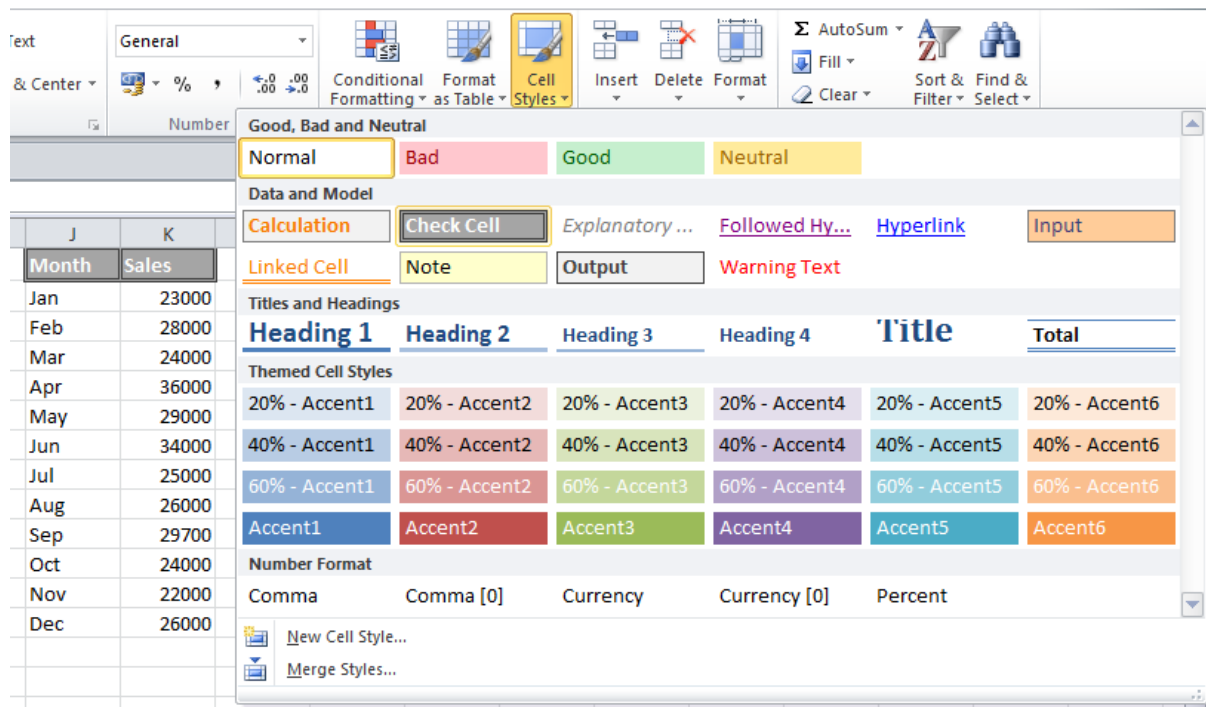
Manage Rules...: This command will open the Conditional formatting rule manager dialog box where you can add New Rule, Edit Existing rule, Delete Rules, Change the rules Order and Stop the execution of below rules.



Format as Table: From this option you can change the style format of your Table.

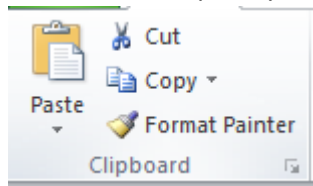


Cell Styles: From this option you can change the style format of your selected cell or Range.



Clipboard Group

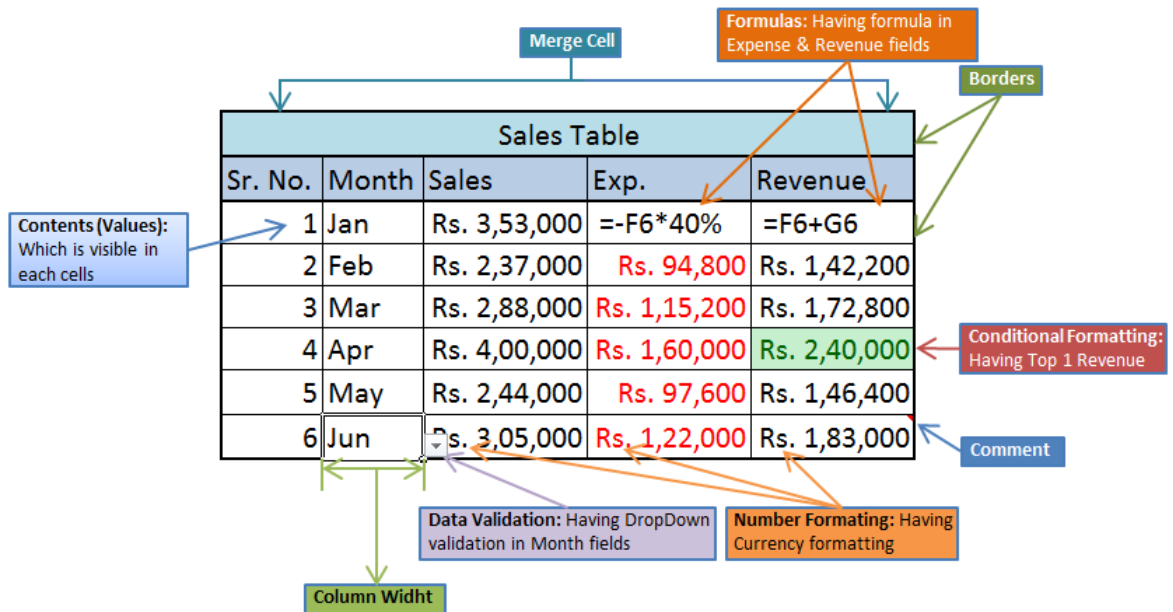
This is most frequently use group in the Home Tab. In this Group you can do Cut Copy Paste task.



- **Cut (Ctrl+X):** This option will allow you to move your selected range data from one position to another. For example if you have Month in first column and you want It on second column then you simply cut the month range and paste on another column.
- **Copy (Ctrl+C):** As the name says from this option you are creating a copy of your selected data. This is a dropdown list where you find the following options:
 - **Copy As Picture...:** From this option you are going to copy the data in form of Picture. So whenever you paste your copied data it will paste as a Picture.
Note: This command will only activate when you use either Cut command or Copy command. This command has multiple options:

Before explaining paste option let's see what kind of formatting we can do on the cell:

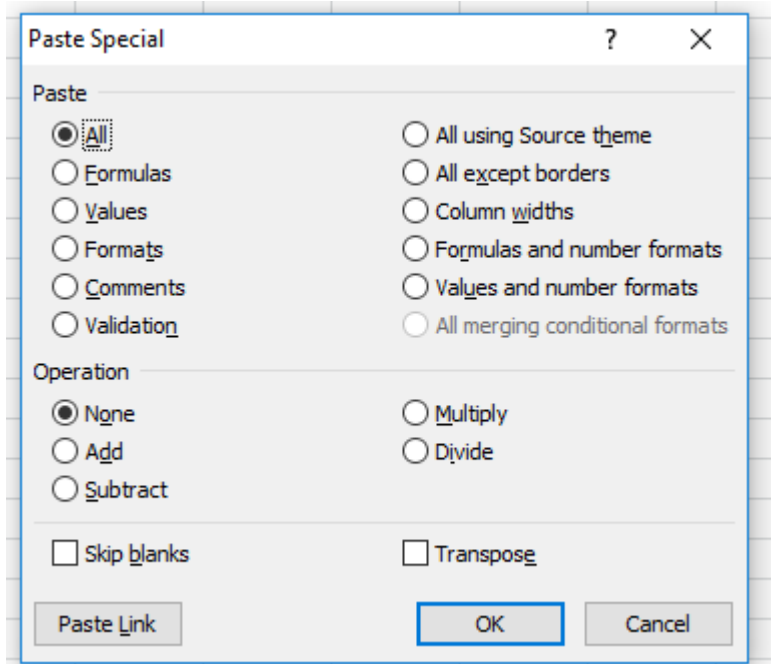
- **Values:** We can add the constant value in the cell
- **Formulas:** We can write the formula in the cell
- **Formats:**



- **Cell Color:** We can add the cell background colour and Font color
- **Borders:** We can add the borders
- **Number Formatting:** We can change the Number formatting.
- **Validation:** We can add the validation on the cell
- **Comments:** We can add the comment on the cell
- **Widths:** We can adjust the column width on the cell
- **Conditional Formatting:** We can add the conditional formatting on the cell

So let's start with Paste command. It has the following options:

- **Paste Special...:** It will open the Paste Special Dialogbox, Where you will see the above commands as well as some other commands:



All to paste all the stuff in the cell selection (formulas, formatting, you name it). This is what happens when you paste normally.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
3	Mar	Rs. 2,88,000	Rs. 1,15,200	Rs. 1,72,800
4	Apr	Rs. 4,00,000	Rs. 1,60,000	Rs. 2,40,000
5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

- Number Formatting
- Colour Formatting
- Conditional Formatting
- Column Width
- Borders
- Merge Cell
- Formulas
- Contents (Values)
- Comments
- Data Validation

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
3	Mar	Rs. 2,88,000	Rs. 1,15,200	Rs. 1,72,800
4	Apr	Rs. 4,00,000	Rs. 1,60,000	Rs. 2,40,000
5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

Formulas

Formulas to paste all the text, numbers, and formulas in the current cell selection without their formatting.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
3	Mar	Rs. 2,88,000	Rs. 1,15,200	Rs. 1,72,800
4	Apr	Rs. 4,00,000	Rs. 1,60,000	Rs. 2,40,000
5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

Number Formatting
Colour Formatting
Conditional Formatting
Column Widht
Boders
Merge Cell
Formulas
Contents (Values)
Comments
Data Validation

Sales Table

Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	353000	-141200	211800
2	Feb	237000	-94800	142200
3	Mar	288000	-115200	172800
4	Apr	400000	-160000	240000
5	May	244000	-97600	146400
6	Jun	305000	-122000	183000

Values

Values to convert formulas in the current cell selection to their calculated values.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
3	Mar	Rs. 2,88,000	Rs. 1,15,200	Rs. 1,72,800
4	Apr	Rs. 4,00,000	Rs. 1,60,000	Rs. 2,40,000
5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

Number Formatting
Colour Formatting
Conditional Formatting
Column Widht
Boders
Merge Cell
Formulas
Contents (Values)
Comments
Data Validation

Sales Table

Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	353000	-141200	211800
2	Feb	237000	-94800	142200
3	Mar	288000	-115200	172800
4	Apr	400000	-160000	240000
5	May	244000	-97600	146400
6	Jun	305000	-122000	183000

Formats

&  Format Painter

Values to convert formulas in the current cell selection to their calculated values.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
3	Mar	Rs. 2,88,000	Rs. 1,15,200	Rs. 1,72,800
4	Apr	Rs. 4,00,000	Rs. 1,60,000	Rs. 2,40,000
5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

Number Formatting
Colour Formatting
Conditional Formatting
Column Widht
Boders
Merge Cell
Formulas
Contents (Values)
Comments
Data Validation

Sr. No.	Month	Sales	Exp.	Revenue

Comments

Comments to paste only the notes that you attach to their cells (kinda like electronic self-stick notes).

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
3	Mar	Rs. 2,88,000	Rs. 1,15,200	Rs. 1,72,800
4	Apr	Rs. 4,00,000	Rs. 1,60,000	Rs. 2,40,000
5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

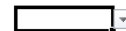
Number Formatting
Colour Formatting
Conditional Formatting
Column Widht
Boders
Merge Cell
Formulas
Contents (Values)
Comments
Data Validation

Validation

Validation to paste only the data validation rules into the cell range that you set up with the Data Validation command.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
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Number Formatting
Colour Formatting
Conditional Formatting
Column Widht
Boders
Merge Cell
Formulas
Contents (Values)
Comments
Data Validation



All using Source Theme

All Using Source Theme to paste all the information plus the cell styles applied to the cells.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
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6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

Number Formatting
Colour Formatting
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Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
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5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

All except borders

All Except Borders to paste all the stuff in the cell selection without copying any borders you use there.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
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Number Formatting
Colour Formatting
Conditional Formatting
Column Widht
Boders
Merge Cell
Formulas
Contents (Values)
Comments
Data Validation

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
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5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

Column width

Column Widths to apply the column widths of the cells copied to the Clipboard to the columns where the cells are pasted.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
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Number Formatting
Colour Formatting
Conditional Formatting
Column Widht
Boders
Merge Cell
Formulas
Contents (Values)
Comments
Data Validation

Formulas & Number formats

Formulas and Number Formats to include the number formats assigned to the pasted values and formulas.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
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Number Formatting
Colour Formatting
Conditional Formatting
Column Widht
Boders
Merge Cell
Formulas
Contents (Values)
Comments
Data Validation

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
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5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

Values & Number formats

Formulas and Number Formats to include the number formats assigned to the pasted values and formulas.

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
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5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

Number Formatting
Colour Formatting
Conditional Formatting
Column Widht
Boders
Merge Cell
Formulas
Contents (Values)
Comments
Data Validation

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
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5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

All merging conditional formats

All Merging Conditional Formats to paste conditional formatting into the cell range and retains the existing formatting in the destination..

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
2	Feb	Rs. 2,37,000	Rs. 94,800	Rs. 1,42,200
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- Number Formatting
- Colour Formatting
- Conditional Formatting
- Column Width
- Borders
- Merge Cell
- Formulas
- Contents (Values)
- Comments
- Data Validation

Sales Table				
Sr. No.	Month	Sales	Exp.	Revenue
1	Jan	Rs. 3,53,000	Rs. 1,41,200	Rs. 2,11,800
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4	Apr	Rs. 4,00,000	Rs. 1,60,000	Rs. 2,40,000
5	May	Rs. 2,44,000	Rs. 97,600	Rs. 1,46,400
6	Jun	Rs. 3,05,000	Rs. 1,22,000	Rs. 1,83,000

Operations

When you paste, you can also perform some simple math calculations based on the value(s) in the copied or cut cell(s) and the value in the target cell(s):

Sample Data	
First Data Set	Second Data
Sales 1	Sales 2
18300	15900
	16200
15300	18600
18200	18800
	14700
13400	13500
11500	18800
10500	13600

None

Excel performs no operation between the data entries you cut or copy to the Clipboard and the data entries in the cell range where you paste. This is the default setting.

First Data Set		Second Data	Second Data After Paste
Sales 1		Sales 2	Sales 2
18300	It will paste and overwrite all the data from Sales 1 in Sales 2	15900	18300
		16200	
15300		18600	15300
18200		18800	18200
		14700	
13400		13500	13400
11500		18800	11500
10500		13600	10500

Add

First Data Set		Second Data	Second Data After Paste
Sales 1		Sales 2	Sales 2
18300	This operation will add the values you cut or copy to the Clipboard to the values in the cell range where you paste.	15900	34200
		16200	16200
15300		18600	33900
18200		18800	37000
		14700	14700
13400		13500	26900
11500		18800	30300
10500		13600	24100

Subtract

First Data Set		Second Data	Second Data After Paste
Sales 1		Sales 2	Sales 2
18300	This operation will Subtract the values you cut or copy to the Clipboard to the values in the cell range where you paste.	15900	-2400
		16200	16200
15300		18600	3300
18200		18800	600
		14700	14700
13400		13500	100
11500		18800	7300
10500		13600	3100

Multiply

First Data Set

Sales 1
18300
15300
18200
13400
11500
10500

This operation will multiply the values you cut or copy to the Clipboard by the values in the cell range where you paste.

Second Data

Sales 2
15900
16200
18600
18800
14700
13500
18800
13600

Second Data After Paste

Sales 2
290970000
0
284580000
342160000
0
180900000
216200000
142800000

Divide

First Data Set

Sales 1
18300
15300
18200
13400
11500
10500

This operation will Divide the values you cut or copy to the Clipboard by the values in the cell range where you paste.

Second Data

Sales 2
15900
16200
18600
18800
14700
13500
18800
13600

Second Data After Paste

Sales 2
0.86885246
#DIV/0!
1.21568627
1.03296703
#DIV/0!
1.00746269
1.63478261
1.2952381

Skip blanks

First Data Set

Sales 1
18300
15300
18200
13400
11500
10500

Select this check box when you want Excel to paste only from the cells that aren't empty.

Transpose

Sales 1
18300
16200
15300
18200
14700
13400
11500
10500

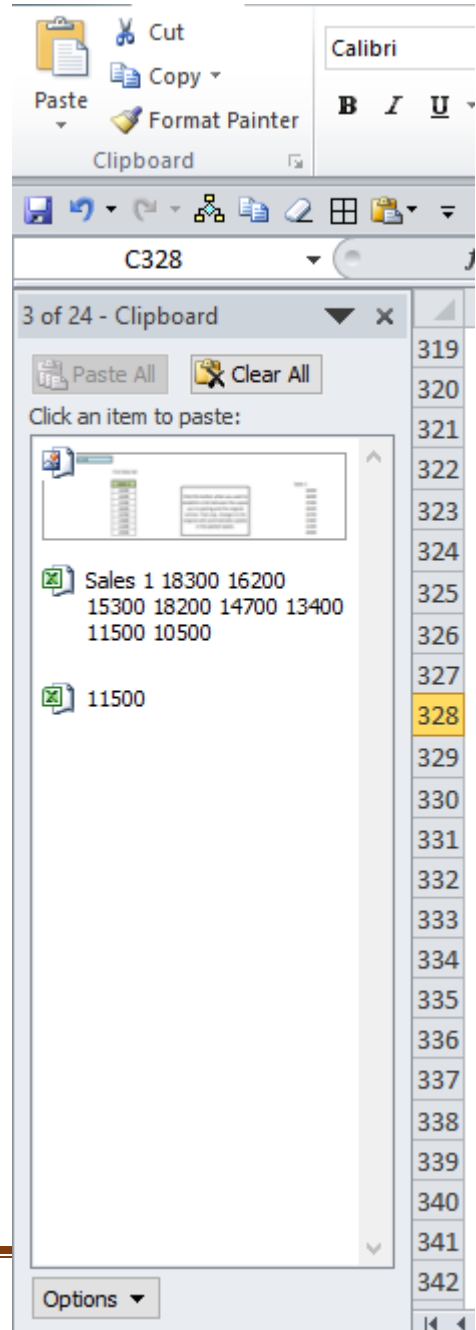
Select this check box when you want change the orientation of the pasted. For example, if the original cells' en down the rows of a single column worksheet, the transposed pasted en run across the columns of a single

Paste Link

First Data Set

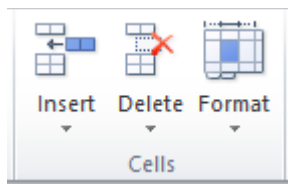
Sales 1
18300
16200
15300
18200
14700
13400
11500
10500

Click this button wher establish a link betwe you're pasting and t entries. That way, ch original cells automat in the pasted o

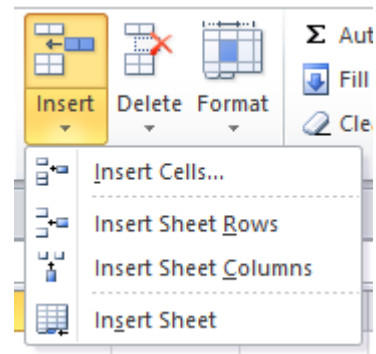


Clipboard Launcher: This command will show Clipboard. This command will use to store the history of your copied data. So in case if you want to use any previous copied data than you can simply use it from clipboard instead of copy it again.

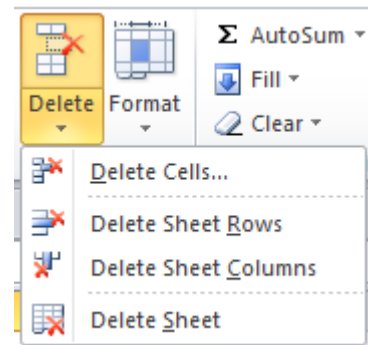
Cells Group



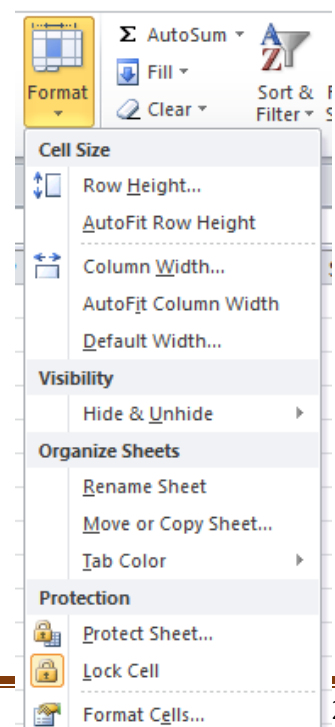
- **Insert:** This commands has the following options:
 - **Insert Cells...:** This option will help you in insert the cell.
 - **Insert Sheet Rows:** This option will insert the entire row(s) from your selection. So if you selected three rows then it will add three rows and move your selected rows downwards.
 - **Insert Sheet Columns:** This option will insert the entire column(s) from your selection. So if you selected three columns then it will add three columns and move your selected columns rightwards.
 - **Insert Sheet:** This option will insert a new sheet from the left side of your selected sheet.



- **Delete:** This commands has the following options:
 - **Delete Cells...:** This option will help you in delete the cell.
 - **Delete Sheet Rows:** This option will delete the entire row(s) from your selection. So if you selected three rows then it will delete those three rows.
 - **Delete Sheet Columns:** This option will delete the entire column(s) from your selection. So if you selected three columns then it will delete three.
 - **Delete Sheet:** This option will delete selected sheet.



- **Format:** This commands has the following options:
 - **Row Height...:** By this option you can change your Row height according to your requirement.
 - **Autofit Row Height:** By this option excel will automatically fit the row height according to your cell value.
 - **Column Width...:** By this option you can change your Column width according to your requirement.
 - **Autofit Column Width:** By this option excel will automatically fit the column width according to your cell value.
 - **Default Width...:** By this option you can assign the default width of your active sheet columns.
 - Hide & Unhide
 - **Hide Rows:** By this option you can hide the selected range rows.
 - **Hide Columns:** By this option you can hide the selected range columns.
 - **Hide Sheets:** By this option you can hide the active sheet.



- **Unhide Rows:** By this option you can unhide the selected range rows.
- **Unhide Columns:** By this option you can unhide the selected range columns.
- **Unhide Sheets:** By this option you can unhide the hidden sheet. This option will only activate if you hide any sheet.
- **Rename Sheet:** By this option you can rename your active sheet.
- **Move or Copy Sheet...:** By this option you can move or copy your active sheet either within workbook or another workbook.
- **Tab Color:** By this option you can change the active sheet tab color.
- **Protect Sheet:** By this option you can protect your active sheet, so that user cannot change any value or formatting on lock cells.
- **Lock Cell:** By this option you can lock your cell. This option is useful when you need to protect the sheet.