INDIAN AUDIT AND ACCOUNTS DEPARTMENT

READING MATERIAL ON MS-EXCEL-2010

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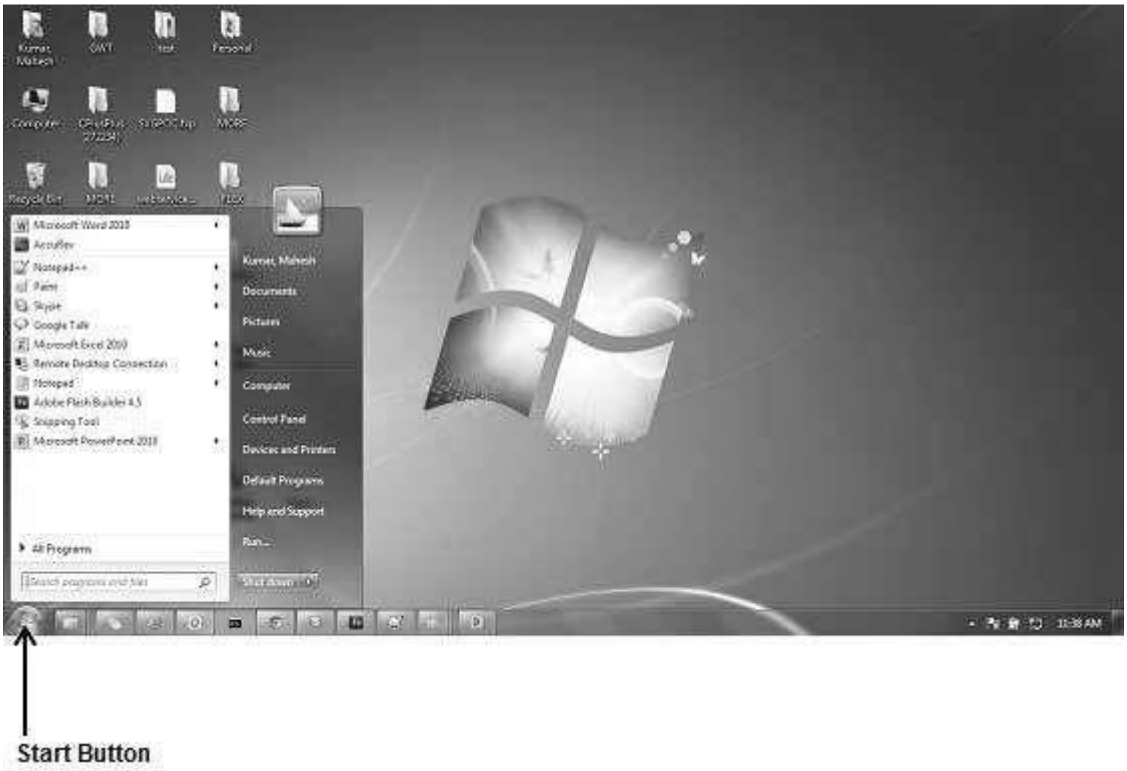
1. GETTING STARTED

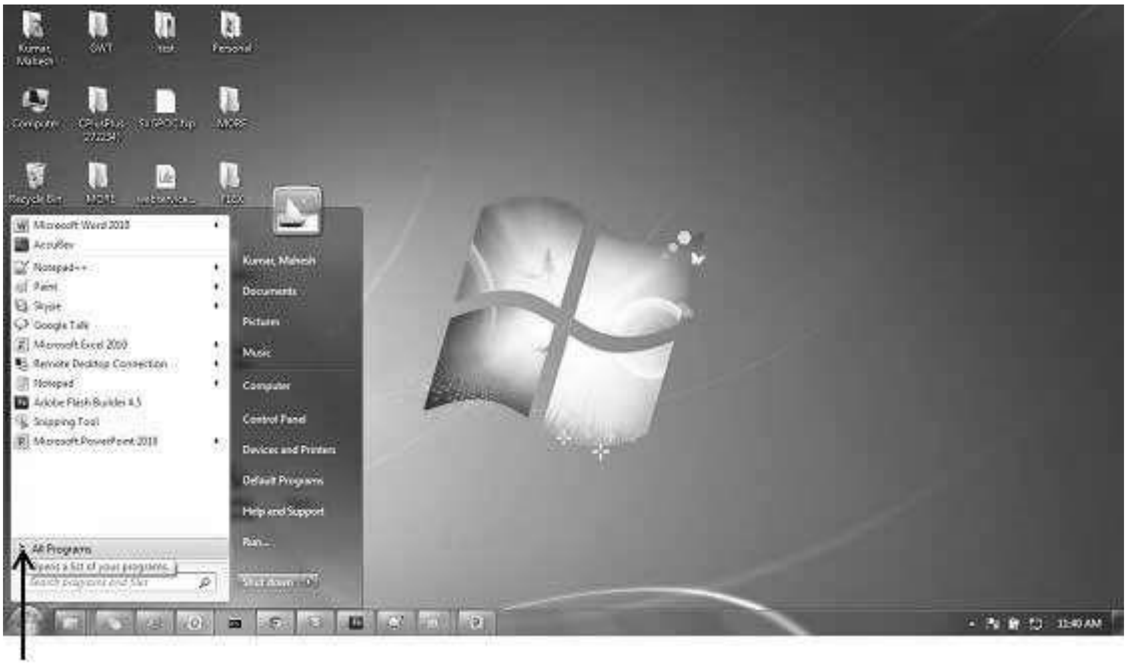
This chapter teaches you how to start an excel 2010 application in simple steps. Assuming you have Microsoft Office 2010 installed in your PC, start the excel application following the below mentioned steps in your PC.

Step 1: Click on the **Start** button.



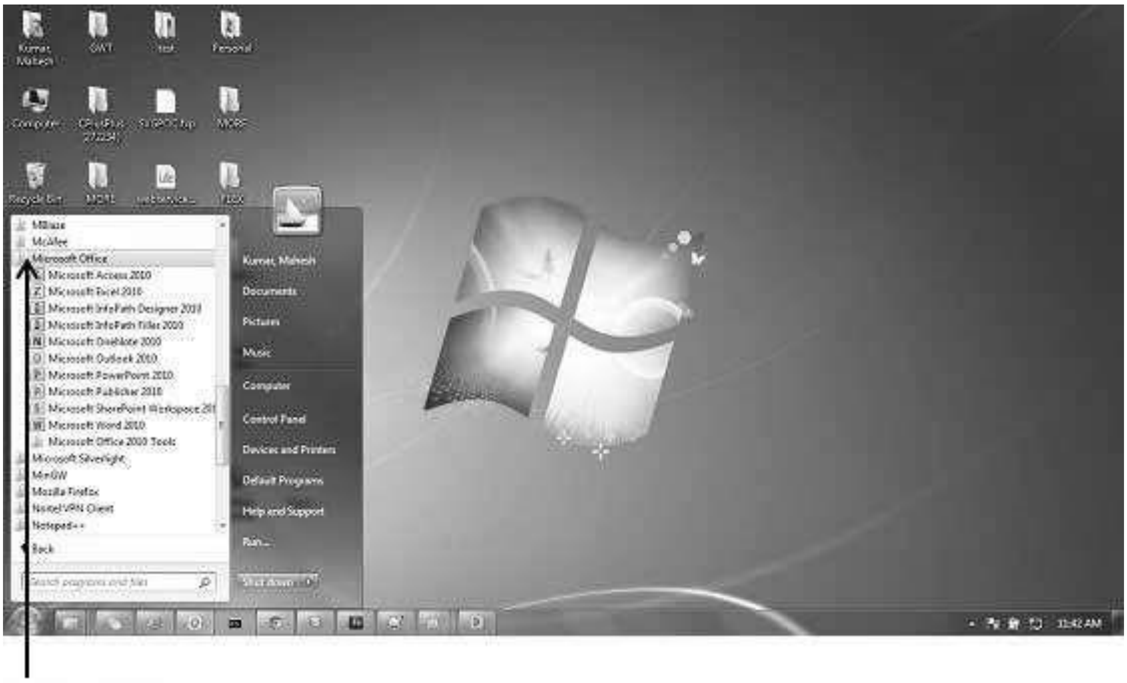
Microsoft Word 2010
AccuRev
Notepad++
Paint
Skype
Google Talk
Microsoft Excel 2010
Remote Desktop Connection
Notepad
Adobe Flash Builder 4.5
Snipping Tool
Microsoft PowerPoint 2010
All Programs
Kumar, Mahesh
Documents
Pictures
Music
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Run...
Shut down
Start Button

Step 2: Click on **All Programs** option from the menu.


Microsoft Word 2010
Notepad++
Paint
Skype
Google Talk
Microsoft Excel 2010
Remote Desktop Connection
Notepad
Adobe Flash Builder 4.5
Snipping Tool
Microsoft PowerPoint 2010
All Programs
Opens a list of your programs.
Search programs and files
Kumar, Mahesh
Documents
Pictures
Music
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Run...
Shut down

All Programs

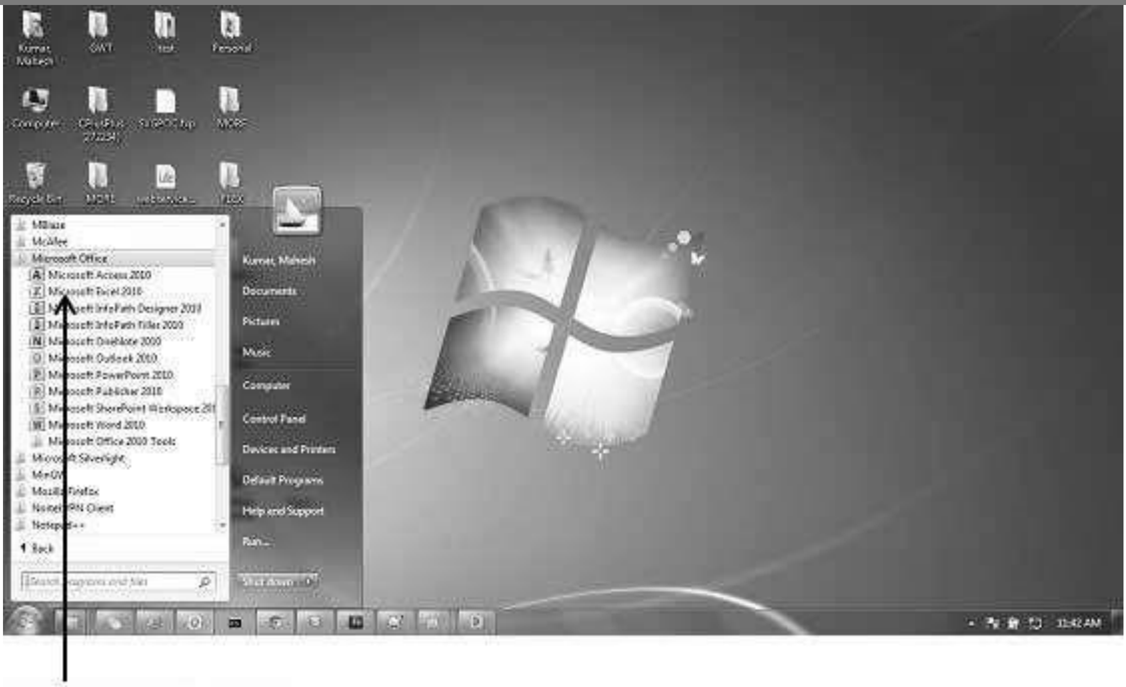
Step 3: Search for **Microsoft Office** from the sub menu and click it.


McAfee
Microsoft Office
Microsoft Access 2010
Microsoft Excel 2010
Microsoft InfoPath Designer 2010
Microsoft InfoPath Filler 2010
Microsoft OneNote 2010
Microsoft Outlook 2010
Microsoft PowerPoint 2010
Microsoft Publisher 2010
Microsoft SharePoint Workspace 2010
Microsoft Word 2010
Microsoft Office 2010 Tools
Microsoft Silverlight
MinGW
Mozilla Firefox
Nortel VPN Client
Notepad++
Back
Search programs and files
Kumar, Mahesh
Documents
Pictures
Music
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Run...
Shut down

Microsoft Office

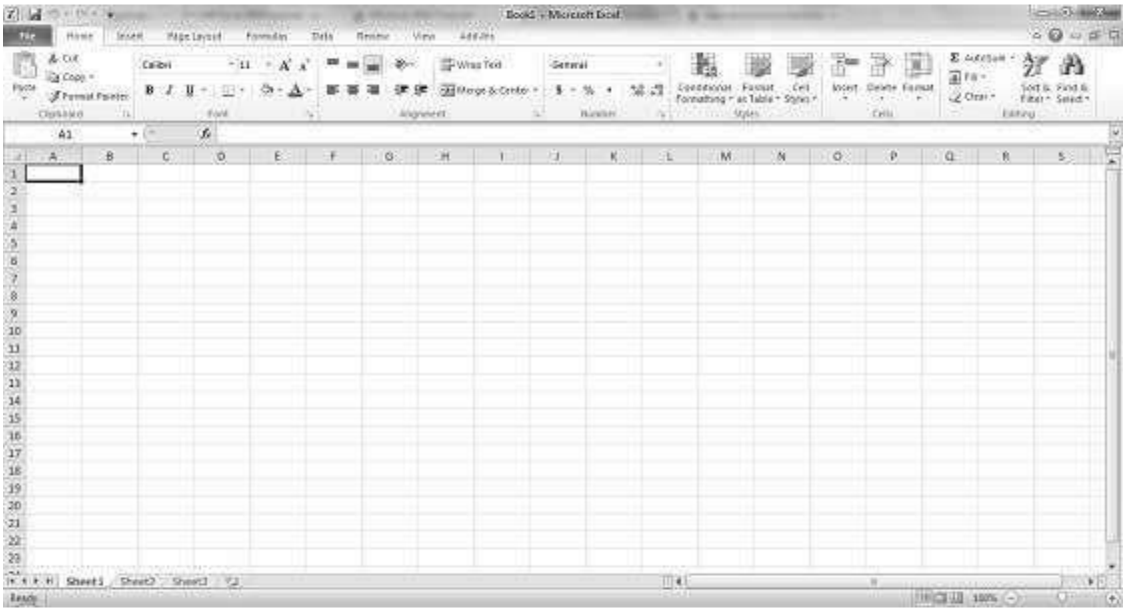
Step 4: Search for **Microsoft Excel 2010** from the submenu and click it.

2. EXPLORE WINDOW

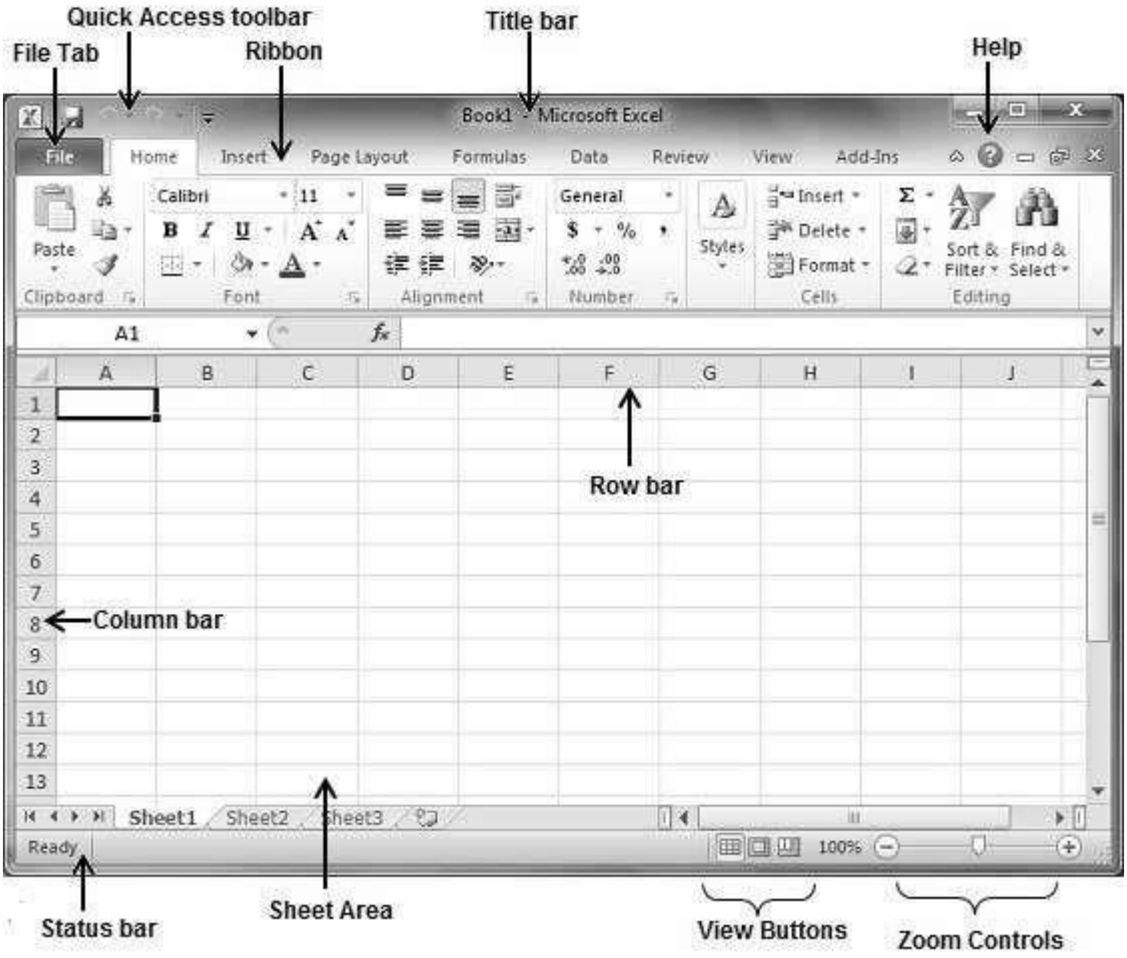

Microsoft Office
Microsoft Access 2010
Microsoft Excel 2010
Microsoft InfoPath Designer 2010
Microsoft InfoPath Filler 2010
Microsoft OneNote 2010
Microsoft Outlook 2010
Microsoft PowerPoint 2010
Microsoft Publisher 2010
Microsoft SharePoint Workspace 2010
Microsoft Word 2010
Microsoft Office 2010 Tools
Back
Documents
Pictures
Music
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Run...
Shut down

Microsoft Excel 2010

This will launch the Microsoft Excel 2010 application and you will see the following excel window.


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Cut
Copy
Format Painter
Calibri
11
Wrap Text
Merge & Center
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
AutoSum
Fill
Clear
Sort & Filter
Find & Select
A1
Sheet1
Sheet2
Sheet3
Ready
100%

The following basic window appears when you start the excel application. Let us now understand the various important parts of this window.


Quick Access toolbar
Title bar
File Tab
Ribbon
Help
Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
A1
Row bar
Column bar
Sheet1
Sheet2
Sheet3
Ready
100%
Status bar
Sheet Area
View Buttons
Zoom Controls

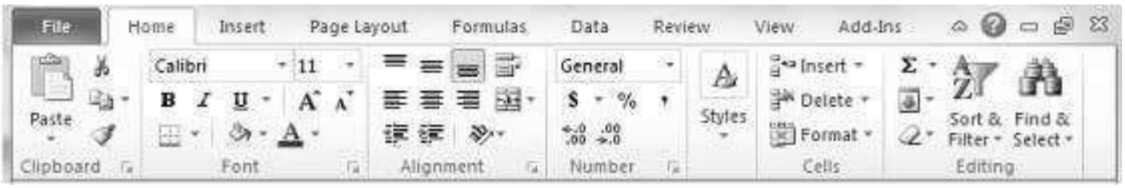
File Tab

The File tab replaces the Office button from Excel 2007. You can click it to check the **Backstage view,** where you come to open or save files, create new sheets, print a sheet, and do other file-related operations.

Quick Access Toolbar

You will find this toolbar just above the **File tab** and its purpose is to provide a convenient resting place for the Excel's most frequently used commands. You can customize this toolbar based on your comfort.

Ribbon


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Cells
Editing

Ribbon contains commands organized in three components:

- **Tabs:** They appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are the examples of ribbon tabs.
- **Groups:** They organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment etc.
- **Commands:** Commands appear within each group as mentioned above.

Title Bar

This lies in the middle and at the top of the window. Title bar shows the program and the sheet titles.

Help

The **Help Icon** can be used to get excel related help anytime you like. This provides nice tutorial on various subjects related to excel.

Zoom Control

Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out. The + buttons can be clicked to increase or decrease the zoom factor.

View Buttons

The group of three buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch among excel's various sheet views.

- **Normal Layout view:** This displays the page in normal view.
- **Page Layout view:** This displays pages exactly as they will appear when printed. This gives a full screen look of the document.
- **Page Break view:** This shows a preview of where pages will break when printed.

Sheet Area

The area where you enter data. The flashing vertical bar is called the **insertion point** and it represents the location where text will appear when you type.

Row Bar

Rows are numbered from 1 onwards and keeps on increasing as you keep entering data. Maximum limit is 1,048,576 rows.

Column Bar

Columns are numbered from A onwards and keeps on increasing as you keep entering data. After Z, it will start the series of AA, AB and so on. Maximum limit is 16,384 columns.

Status Bar

This displays the sheet information as well as the insertion point location. From left to right, this bar can contain the total number of pages and words in the document, language etc.

You can configure the status bar by right-clicking anywhere on it and by selecting or deselecting options from the provided list.

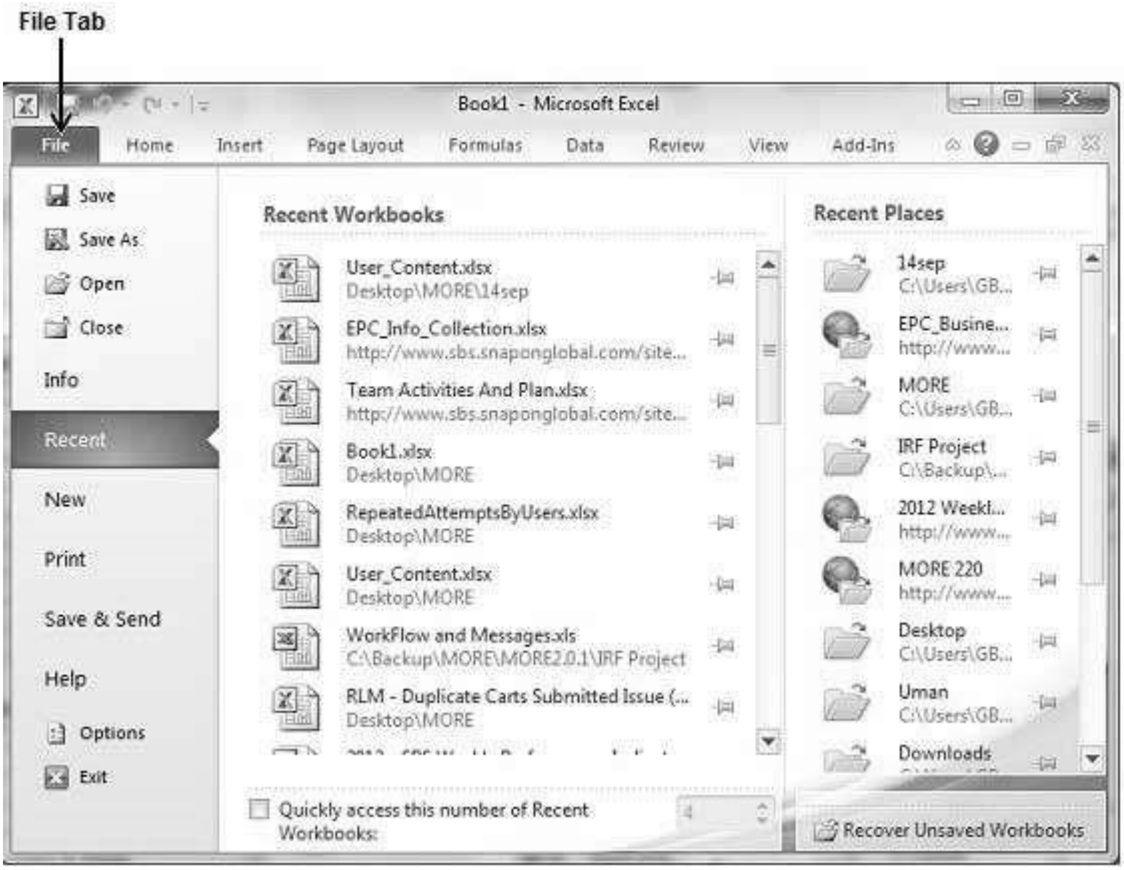
Dialog Box Launcher

This appears as a very small arrow in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options about the group.

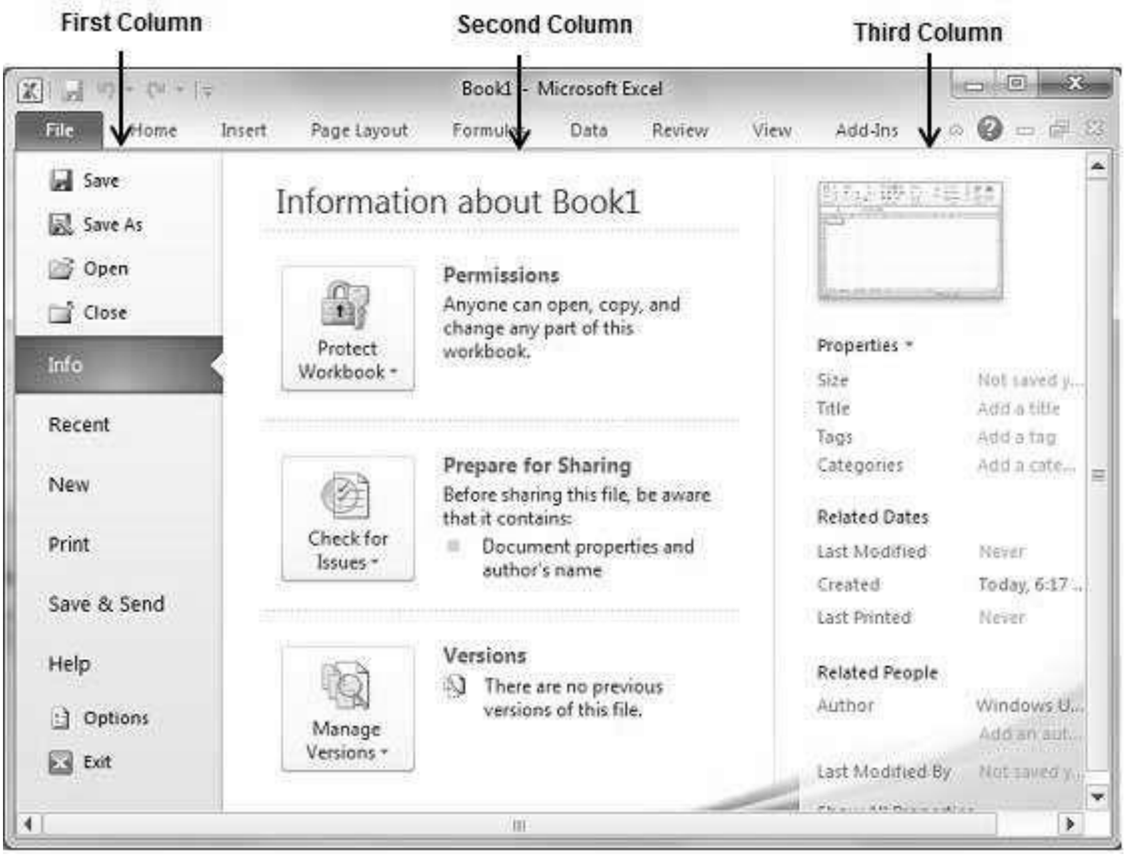
The **Backstage view** has been introduced in Excel 2010 and acts as the central place for managing your sheets. The backstage view helps in - creating new sheets, saving and opening sheets, printing and sharing sheets, and so on.

3. BACKSTAGE

Getting to the Backstage View is easy. Just click the **File tab** located in the upper-left corner of the Excel Ribbon. If you already do not have any opened sheet then you will see a window listing down all the recently opened sheets as follows:


File Tab
Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Recent Workbooks
User_Content.xlsx
Desktop\MORE\14sep
EPC_Info_Collection.xlsx
http://www.sbs.snaponglobal.com/site...
Team Activities And Plan.xlsx
http://www.sbs.snaponglobal.com/site...
Book1.xlsx
Desktop\MORE
RepeatedAttemptsByUsers.xlsx
Desktop\MORE
User_Content.xlsx
Desktop\MORE
WorkFlow and Messages.xls
C:\Backup\MORE\MORE2.0.1\IRF Project
RLM - Duplicate Carts Submitted Issue (...
Desktop\MORE
Recent Places
14sep
C:\Users\GB...
EPC_Busine...
http://www...
MORE
C:\Users\GB...
IRF Project
C:\Backup\...
2012 Weekl...
http://www...
MORE 220
http://www...
Desktop
C:\Users\GB...
Uman
C:\Users\GB...
Downloads
Quickly access this number of Recent Workbooks:
4
Recover Unsaved Workbooks

If you already have an opened sheet then it will display a window showing the details about the opened sheet as shown below. Backstage view shows three columns when you select most of the available options in the first column.


First Column
Second Column
Third Column
Book1 - Microsoft Excel
File
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View
Add-Ins
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Information about Book1
Protect Workbook
Permissions
Check for Issues
Prepare for Sharing
Manage Versions
Versions
Properties
Size
Title
Tags
Categories
Related Dates
Last Modified
Created
Last Printed
Related People
Author
Last Modified By

Anyone can open, copy, and change any part of this workbook.

Before sharing this file, be aware that it contains:

- Document properties and author's name

There are no previous versions of this file.

Size: Not saved y...
Title: Add a title
Tags: Add a tag
Categories: Add a cate...
Last Modified: Never
Created: Today, 6:17 ...
Last Printed: Never
Author: Windows U...
Add an aut...
Last Modified By: Not saved y...

First column of the backstage view will have the following options:

Option	Description
Save	If an existing sheet is opened, it would be saved as is, otherwise it will display a dialogue box asking for the sheet name.
Save As	A dialogue box will be displayed asking for sheet name and sheet type. By default, it will save in sheet 2010 format with extension .xlsx.
Open	This option is used to open an existing excel sheet.
Close	This option is used to close an opened sheet.
Info	This option displays the information about the opened sheet.

Recent	This option lists down all the recently opened sheets.
New	This option is used to open a new sheet.
Print	This option is used to print an opened sheet.
Save & Send	This option saves an opened sheet and displays options to send the sheet using email etc.
Help	You can use this option to get the required help about excel 2010.
Options	Use this option to set various option related to excel 2010.
Exit	Use this option to close the sheet and exit.

Sheet Information

When you click **Info** option available in the first column, it displays the following information in the second column of the backstage view:

- **Compatibility Mode:** If the sheet is not a native excel 2007/2010 sheet, a Convert button appears here, enabling you to easily update its format. Otherwise, this category does not appear.
- **Permissions:** You can use this option to protect the excel sheet. You can set a password so that nobody can open your sheet, or you can lock the sheet so that nobody can edit your sheet.
- **Prepare for Sharing:** This section highlights important information you should know about your sheet before you send it to others, such as a record of the edits you made as you developed the sheet.
- **Versions:** If the sheet has been saved several times, you may be able to access previous versions of it from this section.

Sheet Properties

When you click **Info** option available in the first column, it displays various properties in the third column of the backstage view. These properties include sheet size, title, tags, categories etc.

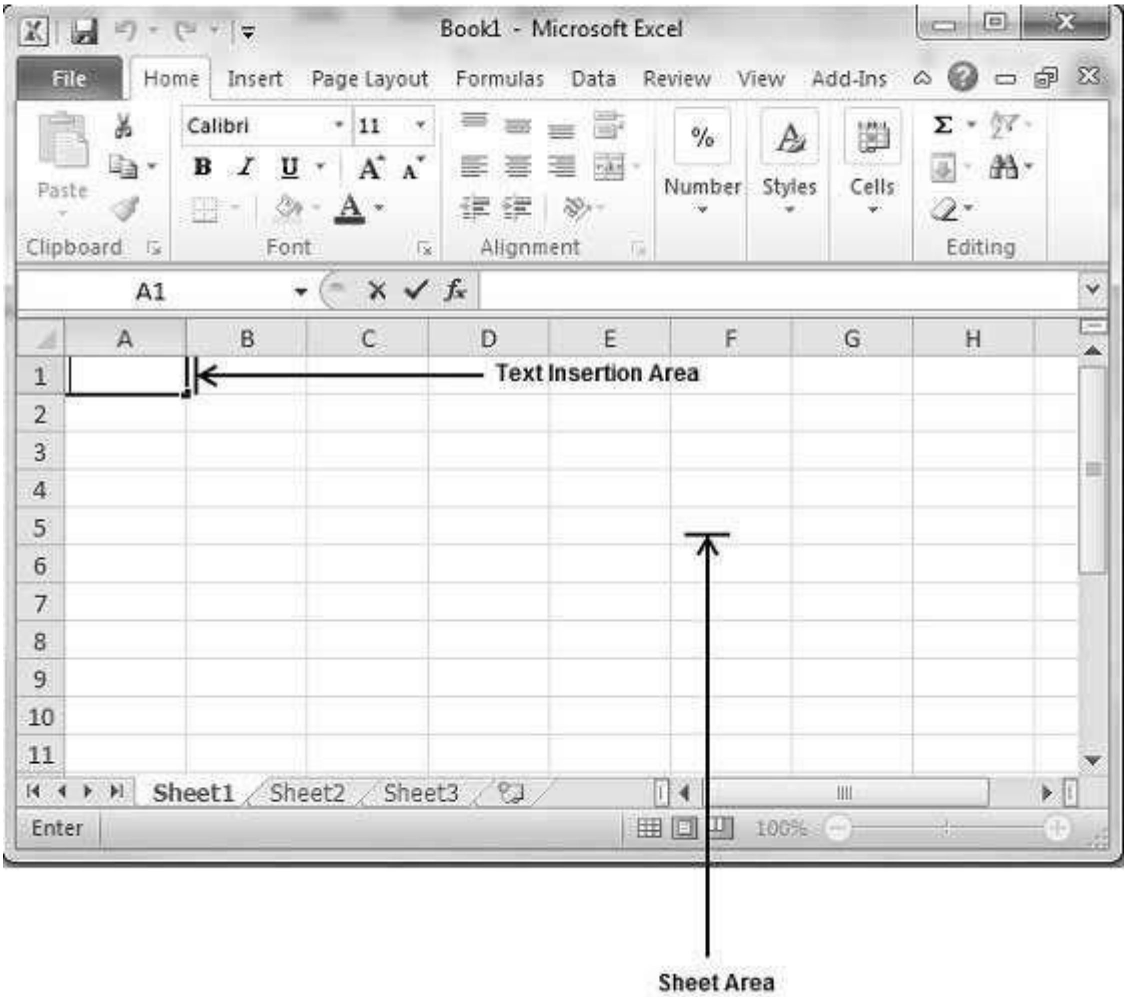
You can also edit various properties. Just try to click on the property value and if property is editable, then it will display a text box where you can add your text like title, tags, comments, Author.

Exit Backstage View

It is simple to exit from the Backstage View. Either click on the **File tab** or press the Esc button on the keyboard to go back to excel working mode.

4. ENTERING VALUES

Entering values in excel sheet is a child's play and this chapter shows how to enter values in an excel sheet. A new sheet is displayed by default when you open an excel sheet as shown in the below screen shot.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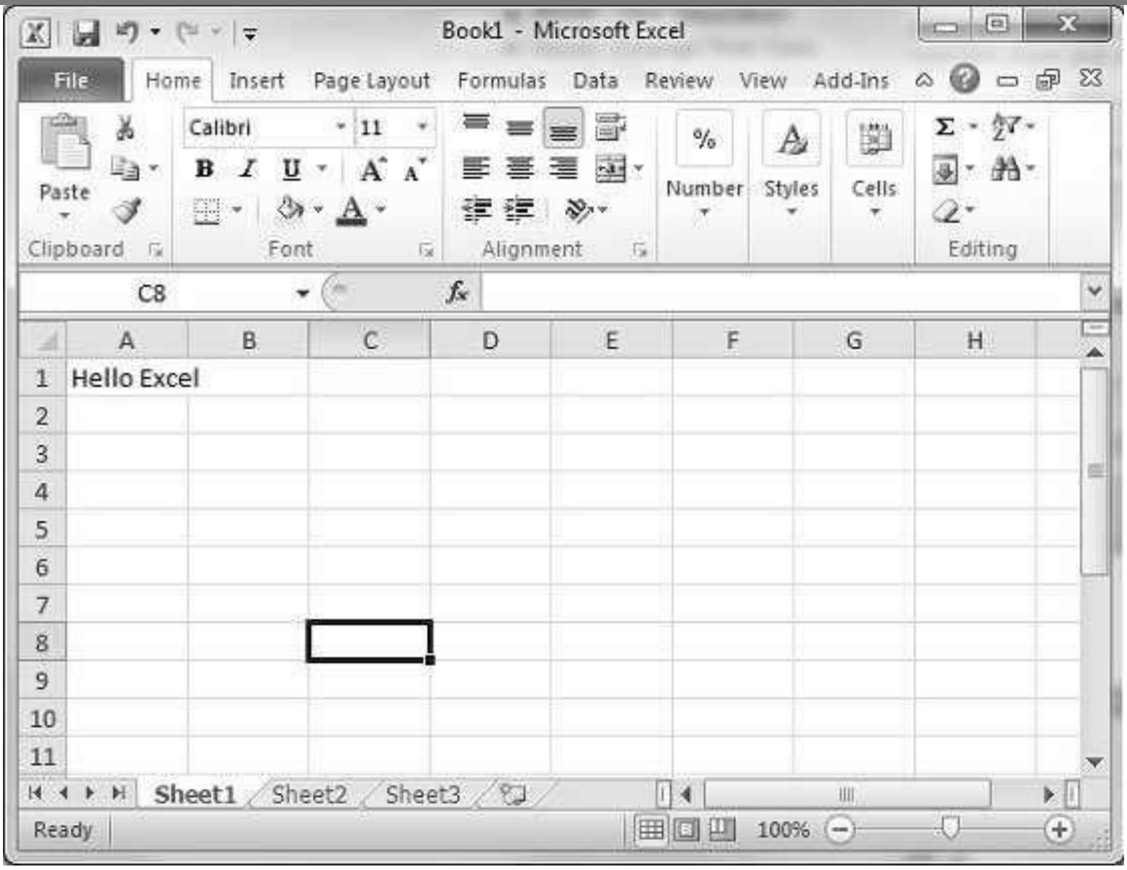
Styles
Cells
Editing
A1
Text Insertion Area
Sheet1
Sheet2
Sheet3
Enter
100%
Sheet Area

Sheet area is the place where you type your text. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type. When you click on a box then the box is highlighted. When you double click the box, the flashing vertical bar appears and you can start entering your data.

So, just keep your mouse cursor at the text insertion point and start typing whatever text you would like to type. We have typed only two words "Hello Excel" as shown below. The text appears to the left of the insertion point as you type.

5. MOVE AROUND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11
Font
Alignment
Number
Styles
Cells
Editing
C8
Hello Excel
Sheet1
Sheet2
Sheet3
Ready
100%

There are following three important points, which would help you while typing:

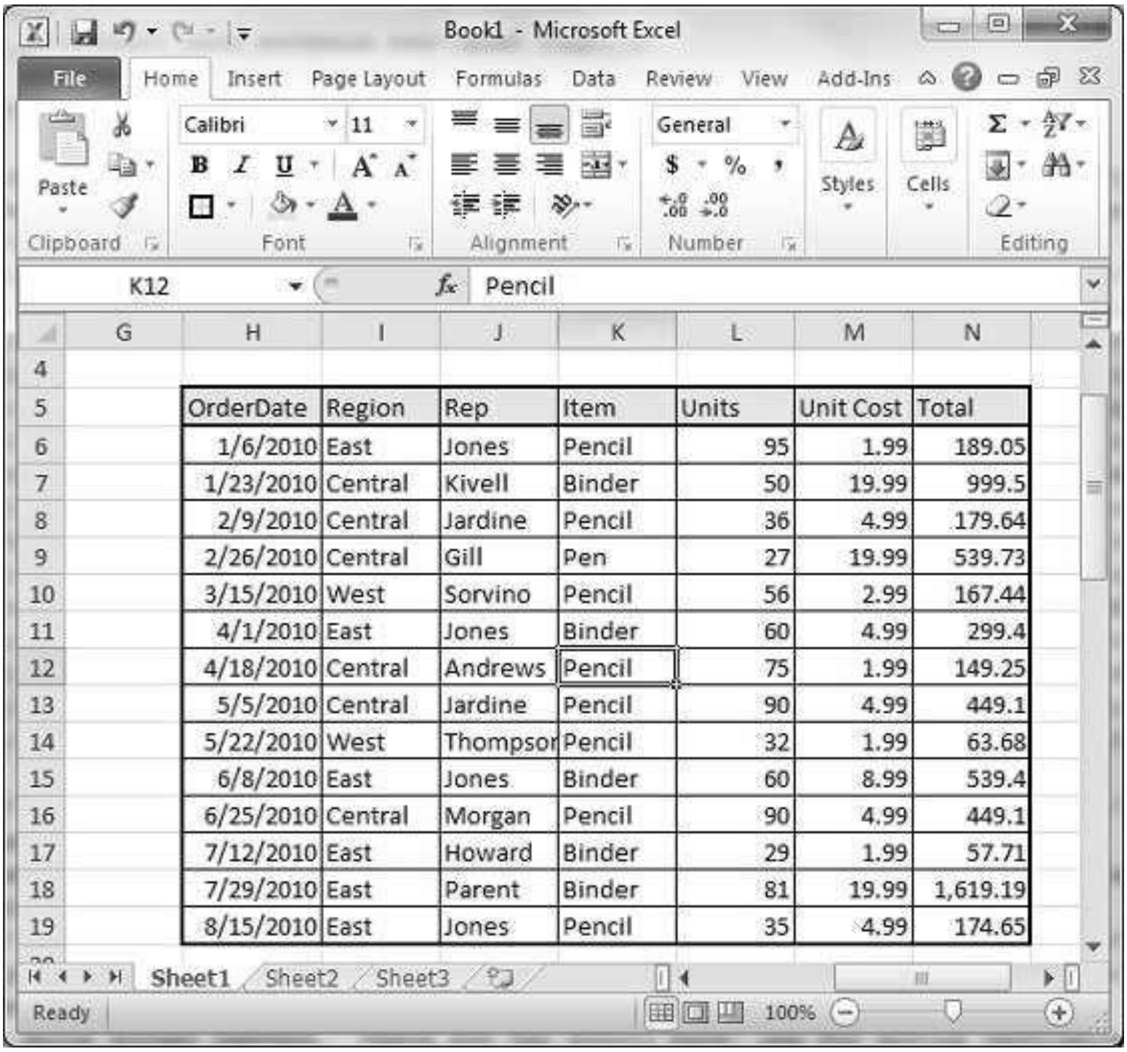
- Press Tab to go to next column.
- Press Enter to go to next row.
- Press Alt + Enter to enter a new line in the same column.

Excel provides a number of ways to move around a sheet using the mouse and the keyboard.

First of all, let us create some sample text before we proceed. Open a new excel sheet and type any data. We've shown a sample data in the screenshot.

OrderDate	Region	Rep	Item	Units	Unit Cost	Total
1/6/2010	East	Jones	Pencil	95	1.99	189.05

1/23/2010	Central	Kivell	Binder	50	19.99	999.5
2/9/2010	Central	Jardine	Pencil	36	4.99	179.64
2/26/2010	Central	Gill	Pen	27	19.99	539.73
3/15/2010	West	Sorvino	Pencil	56	2.99	167.44
4/1/2010	East	Jones	Binder	60	4.99	299.4
4/18/2010	Central	Andrews	Pencil	75	1.99	149.25
5/5/2010	Central	Jardine	Pencil	90	4.99	449.1
5/22/2010	West	Thompson	Pencil	32	1.99	63.68
6/8/2010	East	Jones	Binder	60	8.99	539.4
6/25/2010	Central	Morgan	Pencil	90	4.99	449.1
7/12/2010	East	Howard	Binder	29	1.99	57.71
7/29/2010	East	Parent	Binder	81	19.99	1,619.19
8/15/2010	East	Jones	Pencil	35	4.99	174.65


Book1 - Microsoft Excel
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View
Add-Ins
Paste
Clipboard
Calibri
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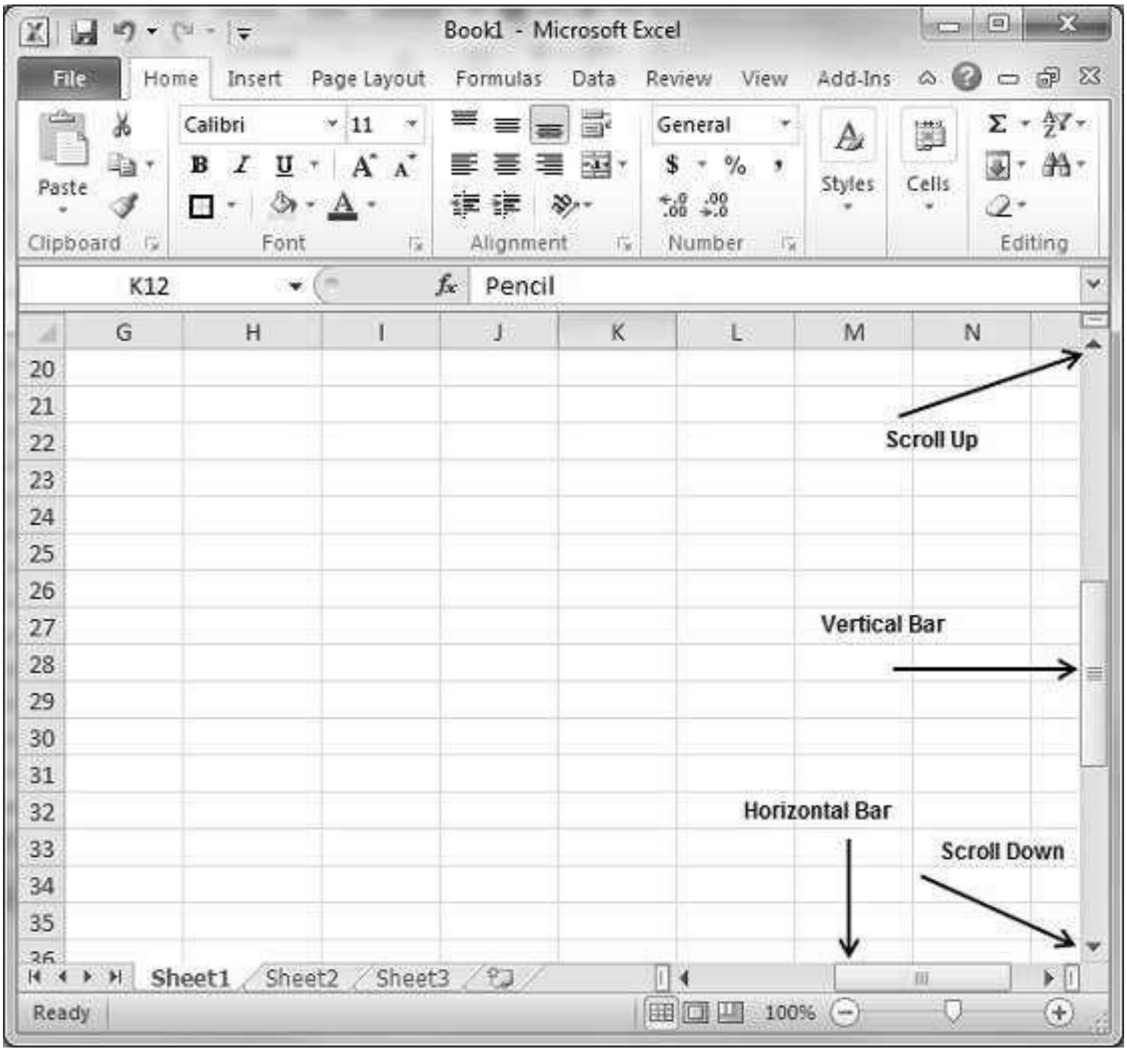
Alignment
General
Number
Styles
Cells
Editing
Sheet1
Sheet2
Sheet3
Ready
100%

K12 fx Pencil

OrderDate	Region	Rep	Item	Units	Unit Cost	Total
1/6/2010	East	Jones	Pencil	95	1.99	189.05
1/23/2010	Central	Kivell	Binder	50	19.99	999.5
2/9/2010	Central	Jardine	Pencil	36	4.99	179.64
2/26/2010	Central	Gill	Pen	27	19.99	539.73
3/15/2010	West	Sorvino	Pencil	56	2.99	167.44
4/1/2010	East	Jones	Binder	60	4.99	299.4
4/18/2010	Central	Andrews	Pencil	75	1.99	149.25
5/5/2010	Central	Jardine	Pencil	90	4.99	449.1
5/22/2010	West	Thompsor	Pencil	32	1.99	63.68
6/8/2010	East	Jones	Binder	60	8.99	539.4
6/25/2010	Central	Morgan	Pencil	90	4.99	449.1
7/12/2010	East	Howard	Binder	29	1.99	57.71
7/29/2010	East	Parent	Binder	81	19.99	1,619.19
8/15/2010	East	Jones	Pencil	35	4.99	174.65

Moving with Mouse

You can easily move the insertion point by clicking in your text anywhere on the screen. Sometime if the sheet is big then you cannot see a place where you want to move. In such situations, you would have to use the scroll bars, as shown in the following screen shot:


Book1 - Microsoft Excel
File
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Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Styles
Cells
Clipboard
Font
Alignment
Number
Editing
K12
Pencil
Scroll Up
Vertical Bar
Horizontal Bar
Scroll Down
Sheet1
Sheet2
Sheet3
Ready
100%

You can scroll your sheet by rolling your mouse wheel, which is equivalent to clicking the up-arrow or down-arrow buttons in the scroll bar.

Moving with Scroll Bars

As shown in the above screen capture, there are two scroll bars: one for moving vertically within the sheet, and one for moving horizontally. Using the vertical scroll bar, you may:

- Move upward by one line by clicking the upward-pointing scroll arrow.
- Move downward by one line by clicking the downward-pointing scroll arrow.
- Move one next page, using next page button (footnote).
- Move one previous page, using previous page button (footnote).

- Use **Browse Object** button to move through the sheet, going from one chosen object to the next.

Moving with Keyboard

The following keyboard commands, used for moving around your sheet, also move the insertion point:

Keystroke	Where the Insertion Point Moves
→	Forward one box
←	Back one box
↑	Up one box
↓	Down one box
PageUp	To the previous screen
PageDown	To the next screen
Home	To the beginning of the current screen
End	To the end of the current screen

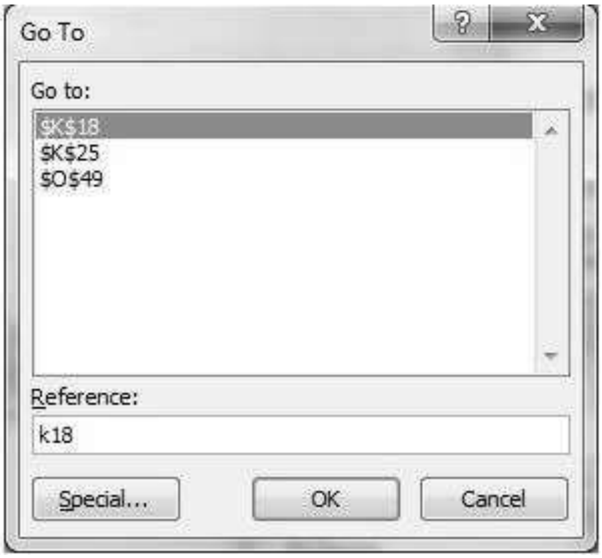
You can move box by box or sheet by sheet. Now click in any box containing data in the sheet. You would have to hold down the Ctrl key while pressing an arrow key, which moves the insertion point as described here:

Key Combination	**Where the Insertion Point Moves**
Ctrl + →	To the last box containing data of the current row.
Ctrl + ←	To the first box containing data of the current row.
Ctrl + ↑	To the first box containing data of the current column.
Ctrl + ↓	To the last box containing data of the current column.
Ctrl + PageUp	To the sheet in the left of the current sheet.
Ctrl + PageDown	To the sheet in the right of the current sheet.
Ctrl + Home	To the beginning of the sheet.
Ctrl + End	To the end of the sheet.

Moving with Go To Command

Press **F5** key to use Go To command, which will display a dialogue box where you will find various options to reach to a particular box.

Normally, we use row and column number, for example K5 and finally press **Go To** button.


Go To
?
X
Go to:
Special...
OK
Cancel

$K$18
$K$25
$O$49

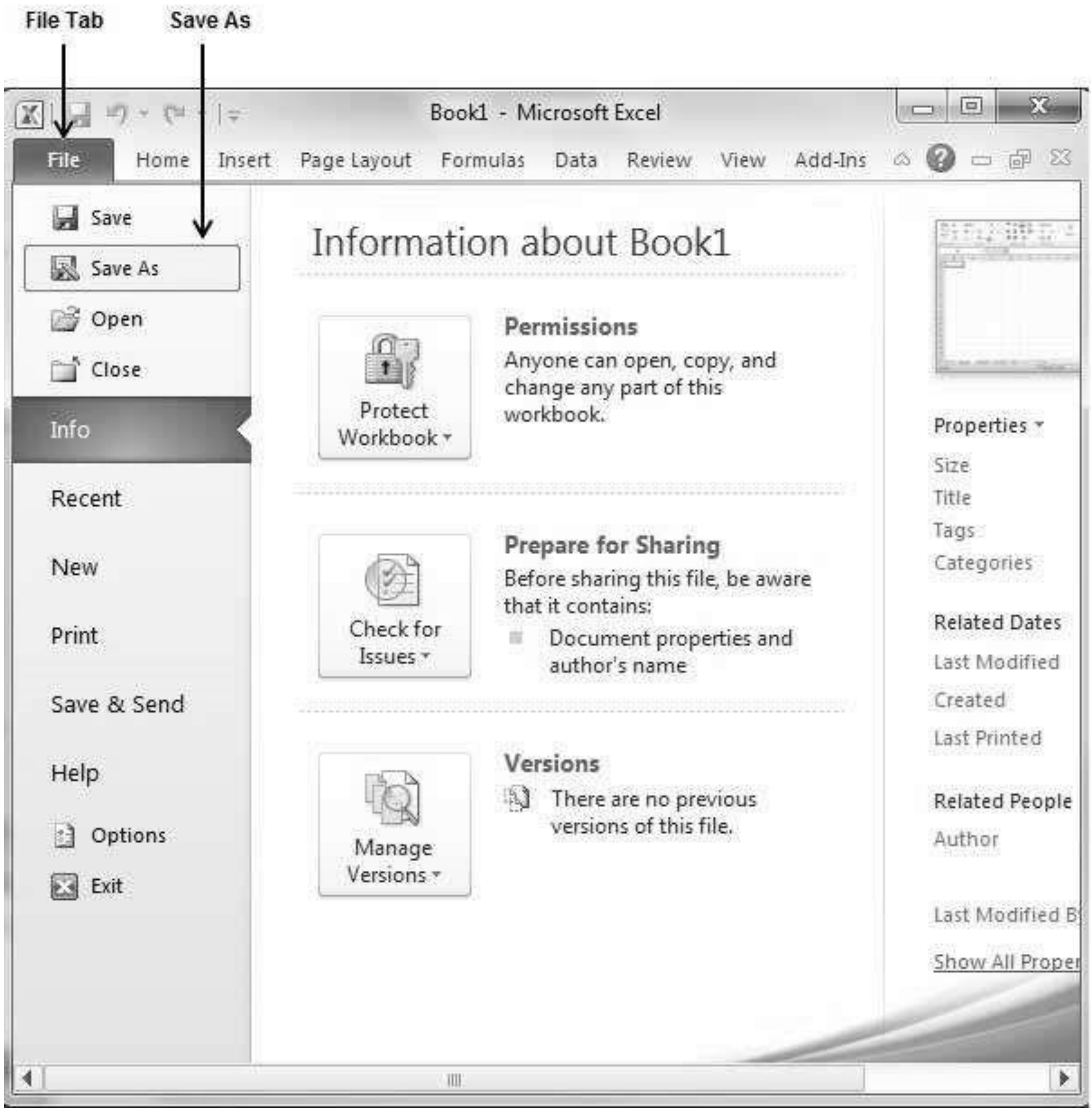
Reference: k18

6. SAVE WORKBOOK

Saving New Sheet

Once you are done with typing in your new excel sheet, it is time to save your sheet/workbook to avoid losing work you have done on an Excel sheet. Following are the steps to save an edited excel sheet:

Step 1: Click the **File tab** and select **Save As** option.


File Tab
Save As
Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Protect Workbook
Check for Issues
Manage Versions
Properties
Size
Title
Tags
Categories
Related Dates
Last Modified
Created
Last Printed
Related People
Author
Last Modified B
Show All Proper

Information about Book1

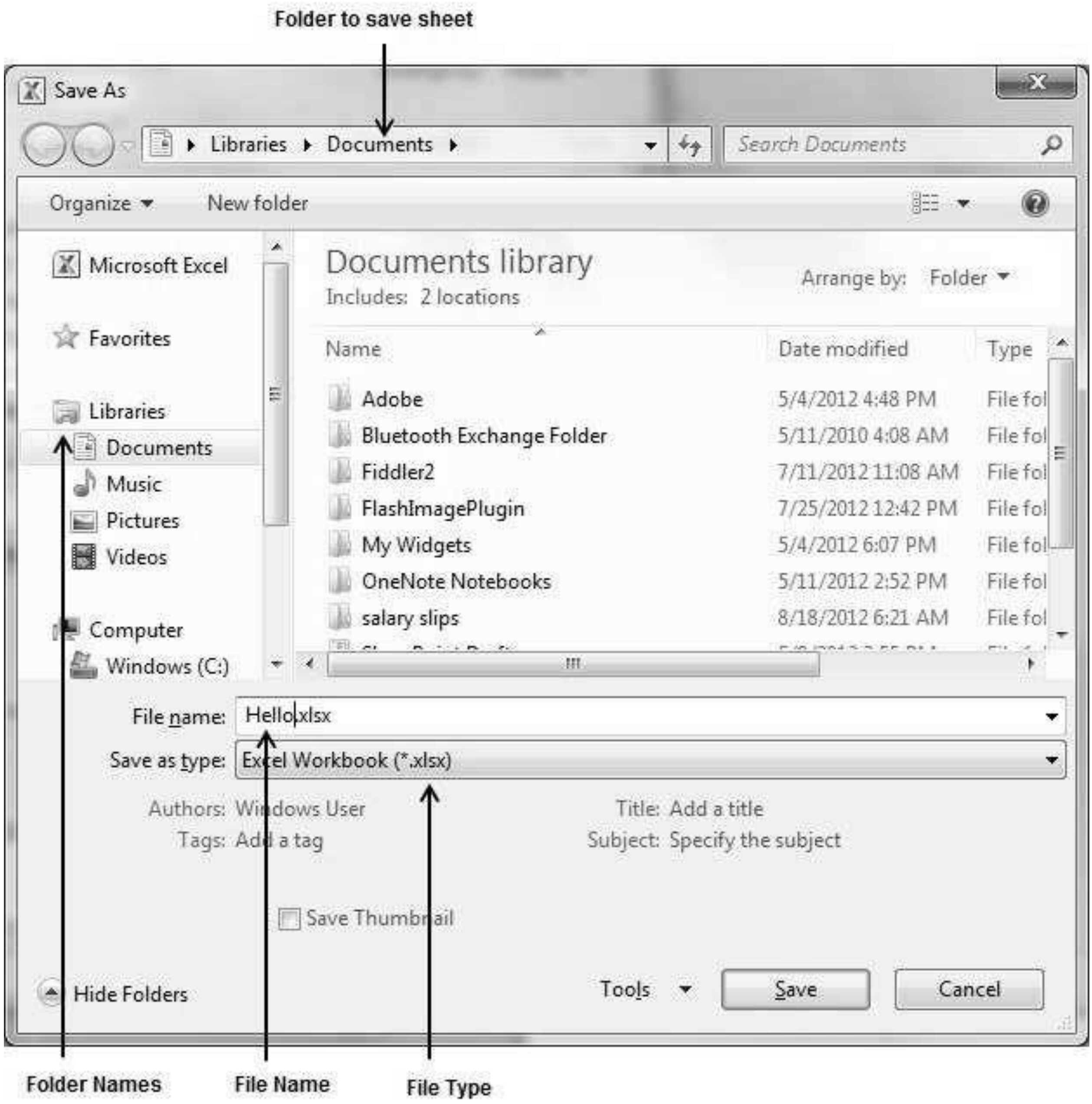
Permissions
Anyone can open, copy, and change any part of this workbook.

Prepare for Sharing
Before sharing this file, be aware that it contains:
- Document properties and author's name

Versions
There are no previous versions of this file.

Excel 2010

Step 2: Select a folder where you would like to save the sheet, Enter file name, which you want to give to your sheet and Select a Save as type, by default it is **.docx** format.


Folder to save sheet
Save As
Libraries ▸ Documents ▸
Search Documents
Organize ▾
New folder
Microsoft Excel
Favorites
Libraries
Documents
Music
Pictures
Videos
Computer
Windows (C:)
Documents library
Includes: 2 locations
Arrange by: Folder ▾
Hide Folders
Save Thumbnail
Tools ▾
Save
Cancel
Folder Names
File Name
File Type

Name	Date modified	Type
Adobe	5/4/2012 4:48 PM	File fol
Bluetooth Exchange Folder	5/11/2010 4:08 AM	File fol
Fiddler2	7/11/2012 11:08 AM	File fol
FlashImagePlugin	7/25/2012 12:42 PM	File fol
My Widgets	5/4/2012 6:07 PM	File fol
OneNote Notebooks	5/11/2012 2:52 PM	File fol
salary slips	8/18/2012 6:21 AM	File fol

File name: Hello.xlsx

Save as type: Excel Workbook (*.xlsx)

Authors: Windows User

Tags: Add a tag

Title: Add a title

Subject: Specify the subject

Step 3: Finally, click on **Save** button and your sheet will be saved with the entered name in the selected folder.

Saving New Changes

There may be a situation when you open an existing sheet and edit it partially or completely, or even you would like to save the changes in between editing of the sheet. If you want to save this sheet with the same name, then you can use either of the following simple options:

- Just press **Ctrl + S** keys to save the changes.
- Optionally, you can click on the floppy icon available at the top left corner and just above the **File tab**. This option will also save the changes.
- You can also use third method to save the changes, which is the **Save** option available just above the **Save As** option, as shown in the above screen capture.

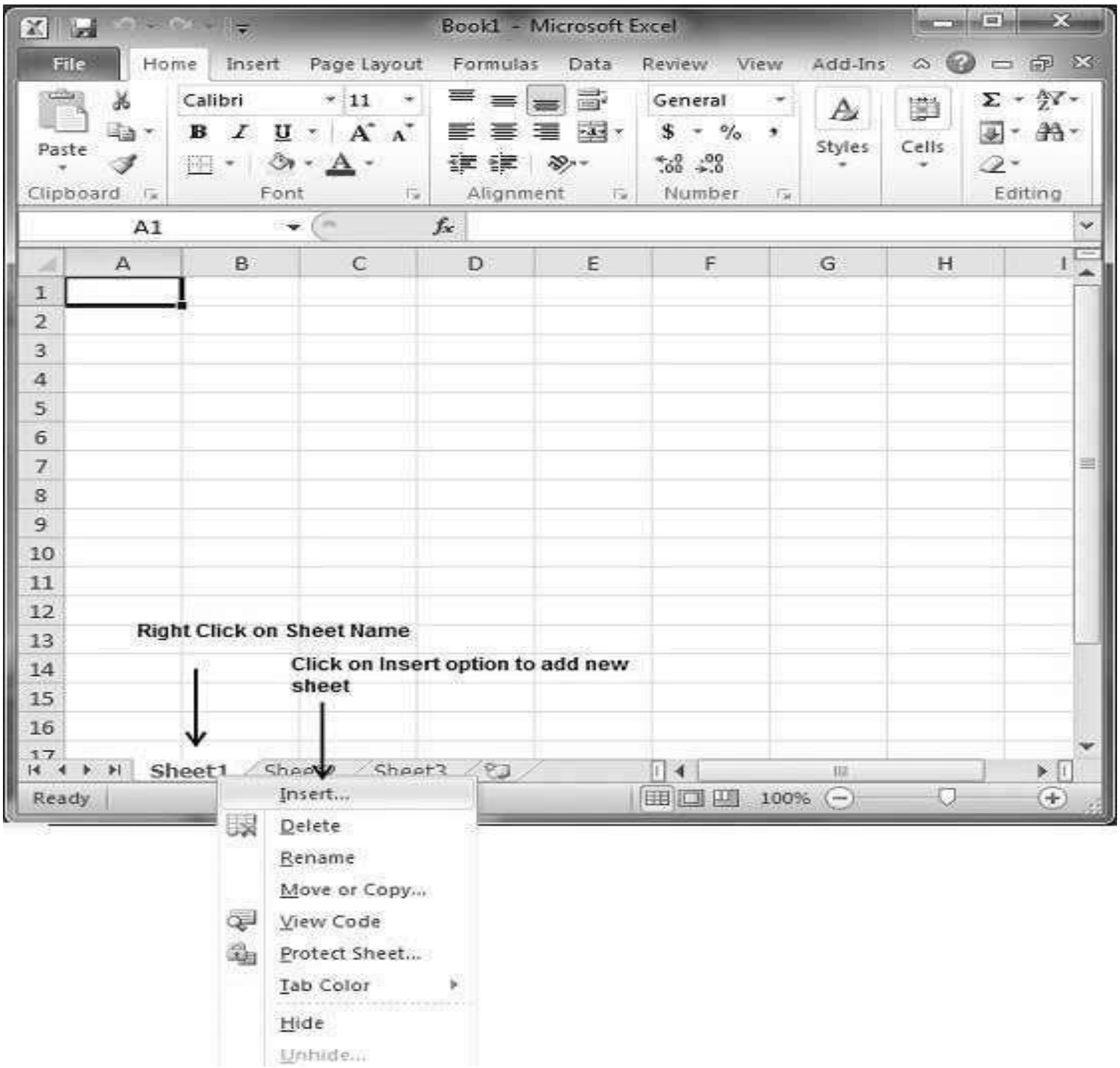
If your sheet is new and it was never saved so far, then with either of the three options, word would display you a dialogue box to let you select a folder, and enter sheet name as explained in case of saving new sheet.

7. CREATE WORKSHEET

Creating New Worksheet

Three new blank sheets always open when you start Microsoft Excel. Below steps explain you how to create a new worksheet if you want to start another new worksheet while you are working on a worksheet, or you closed an already opened worksheet and want to start a new worksheet.

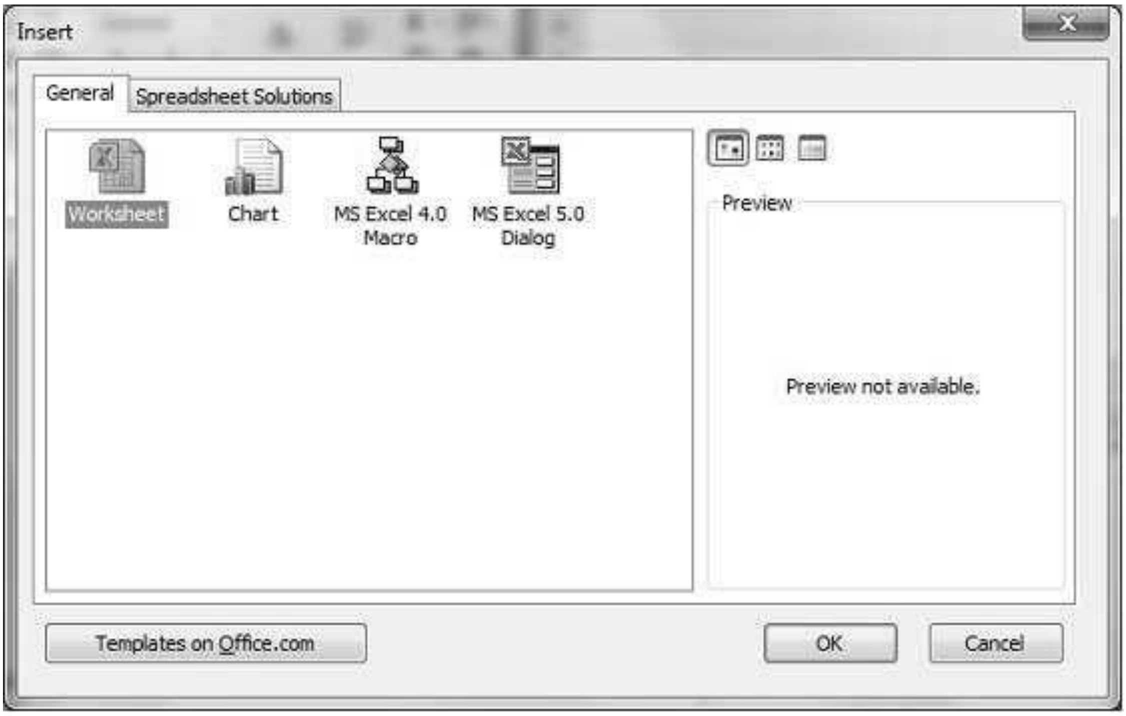
Step 1: Right Click the **Sheet Name** and select **Insert** option.


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Styles
Cells
Editing
A1
A
B
C
D
E
F
G
H
Sheet1
Sheet2
Sheet3
Ready
100%
Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...

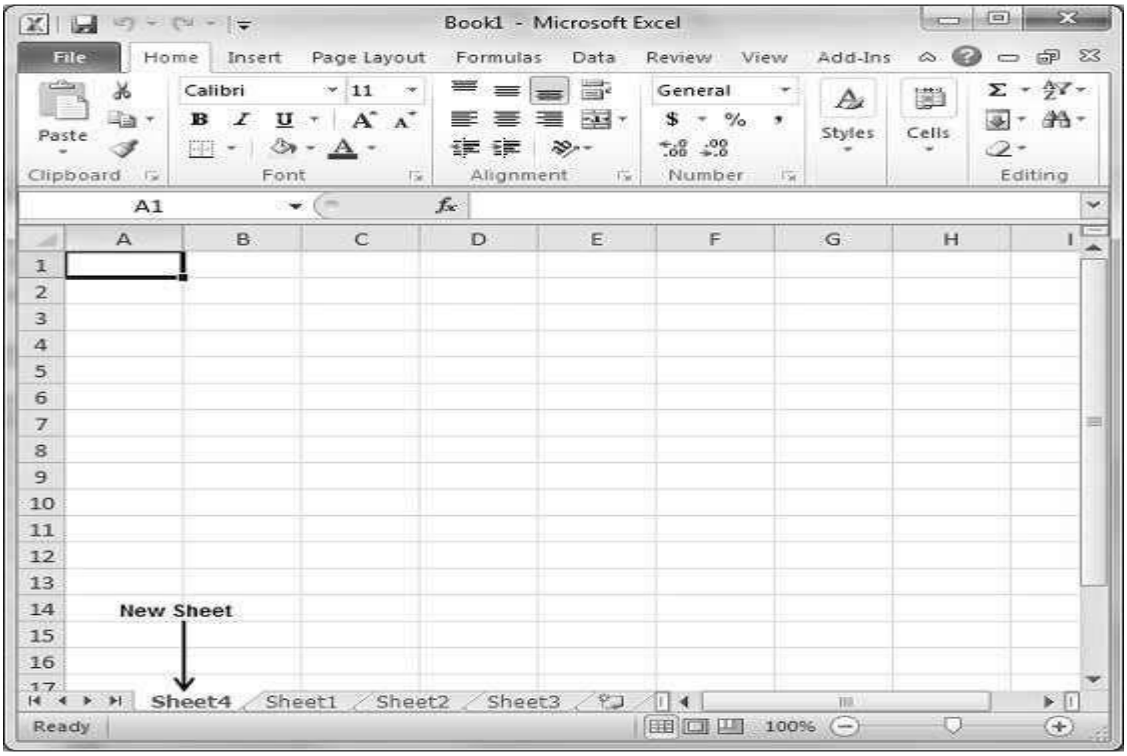
Right Click on Sheet Name

Click on Insert option to add new sheet

Step 2: Now you'll see the Insert dialog with select **Worksheet** option as selected from the general tab. Click the **Ok** button.


Insert
General
Spreadsheet Solutions
Worksheet
Chart
MS Excel 4.0 Macro
MS Excel 5.0 Dialog
Preview
Preview not available.
Templates on Office.com
OK
Cancel

Now you should have your blank sheet as shown below ready to start typing your text.


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Styles
Cells
Clipboard
Font
Alignment
Number
Editing
A1
New Sheet
Sheet4
Sheet1
Sheet2
Sheet3
Ready
100%

You can use a short cut to create a blank sheet anytime. Try using the **Shift+F11** keys and you will see a new blank sheet similar to the above sheet is opened.

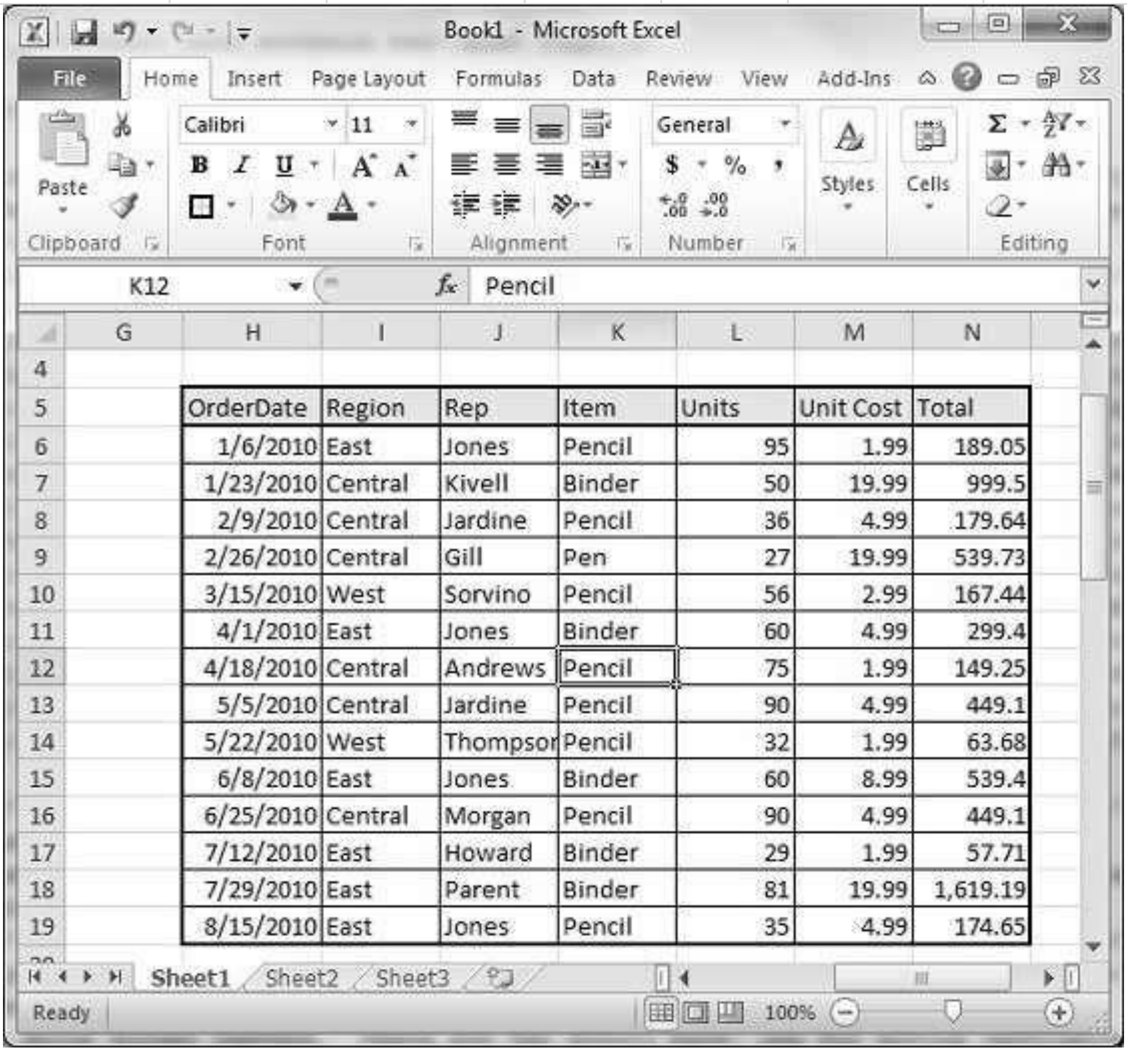
8. COPY WORKSHEET

Copy Worksheet

First of all, let us create some sample text before we proceed. Open a new excel sheet and type any data. We've shown a sample data in the screenshot.

OrderDate	Region	Rep	Item	Units	Unit Cost	Total
1/6/2010	East	Jones	Pencil	95	1.99	189.05
1/23/2010	Central	Kivell	Binder	50	19.99	999.5
2/9/2010	Central	Jardine	Pencil	36	4.99	179.64
2/26/2010	Central	Gill	Pen	27	19.99	539.73
3/15/2010	West	Sorvino	Pencil	56	2.99	167.44
4/1/2010	East	Jones	Binder	60	4.99	299.4
4/18/2010	Central	Andrews	Pencil	75	1.99	149.25
5/5/2010	Central	Jardine	Pencil	90	4.99	449.1
5/22/2010	West	Thompson	Pencil	32	1.99	63.68
6/8/2010	East	Jones	Binder	60	8.99	539.4
6/25/2010	Central	Morgan	Pencil	90	4.99	449.1
7/12/2010	East	Howard	Binder	29	1.99	57.71

7/29/2010	East	Parent	Binder	81	19.99	1,619.19
8/15/2010	East	Jones	Pencil	35	4.99	174.65

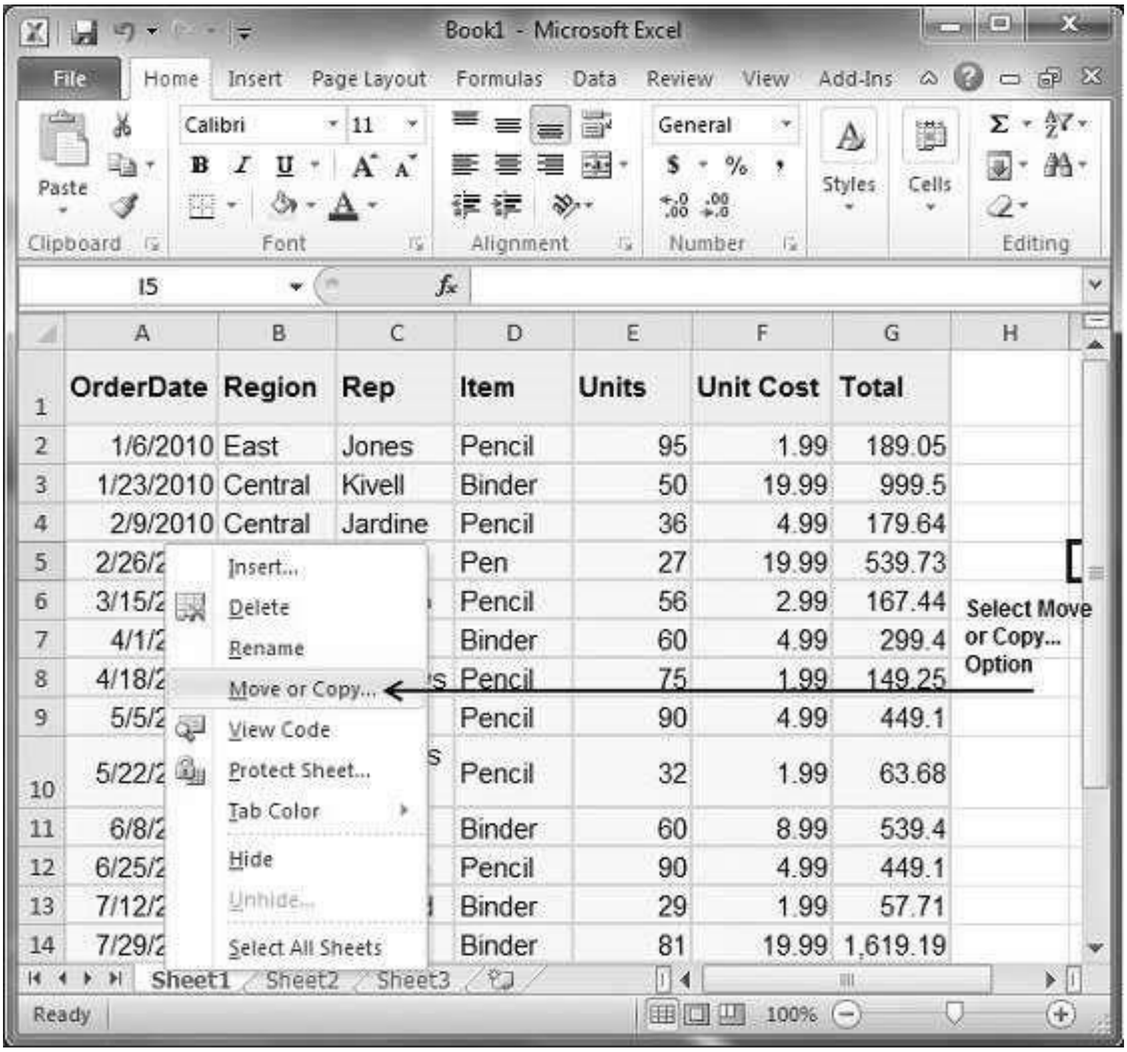

Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Styles
Cells
Clipboard
Font
Alignment
Number
Editing
Sheet1
Sheet2
Sheet3
Ready
100%

K12 Pencil

OrderDate	Region	Rep	Item	Units	Unit Cost	Total
1/6/2010	East	Jones	Pencil	95	1.99	189.05
1/23/2010	Central	Kivell	Binder	50	19.99	999.5
2/9/2010	Central	Jardine	Pencil	36	4.99	179.64
2/26/2010	Central	Gill	Pen	27	19.99	539.73
3/15/2010	West	Sorvino	Pencil	56	2.99	167.44
4/1/2010	East	Jones	Binder	60	4.99	299.4
4/18/2010	Central	Andrews	Pencil	75	1.99	149.25
5/5/2010	Central	Jardine	Pencil	90	4.99	449.1
5/22/2010	West	Thompsor	Pencil	32	1.99	63.68
6/8/2010	East	Jones	Binder	60	8.99	539.4
6/25/2010	Central	Morgan	Pencil	90	4.99	449.1
7/12/2010	East	Howard	Binder	29	1.99	57.71
7/29/2010	East	Parent	Binder	81	19.99	1,619.19
8/15/2010	East	Jones	Pencil	35	4.99	174.65

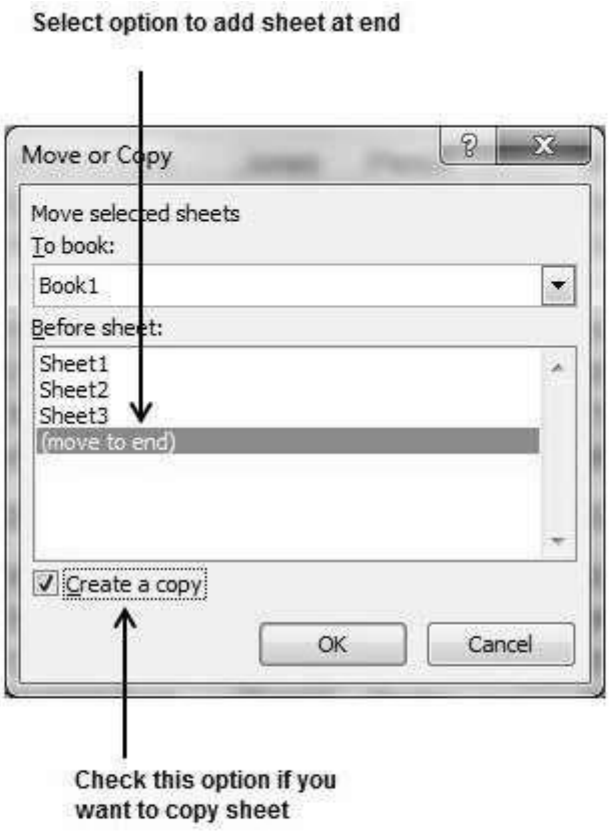
Here are the steps to copy an entire worksheet.

Step 1: Right Click the **Sheet Name** and select the **Move or Copy** option.


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Styles
Cells
Clipboard
Font
Alignment
Number
Editing
I5
Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
Select Move or Copy... Option
Sheet1
Sheet2
Sheet3
Ready
100%

	A	B	C	D	E	F	G
1	OrderDate	Region	Rep	Item	Units	Unit Cost	Total
2	1/6/2010	East	Jones	Pencil	95	1.99	189.05
3	1/23/2010	Central	Kivell	Binder	50	19.99	999.5
4	2/9/2010	Central	Jardine	Pencil	36	4.99	179.64
5	2/26/2			Pen	27	19.99	539.73
6	3/15/2			Pencil	56	2.99	167.44
7	4/1/2			Binder	60	4.99	299.4
8	4/18/2			Pencil	75	1.99	149.25
9	5/5/2			Pencil	90	4.99	449.1
10	5/22/2			Pencil	32	1.99	63.68
11	6/8/2			Binder	60	8.99	539.4
12	6/25/2			Pencil	90	4.99	449.1
13	7/12/2			Binder	29	1.99	57.71
14	7/29/2			Binder	81	19.99	1,619.19

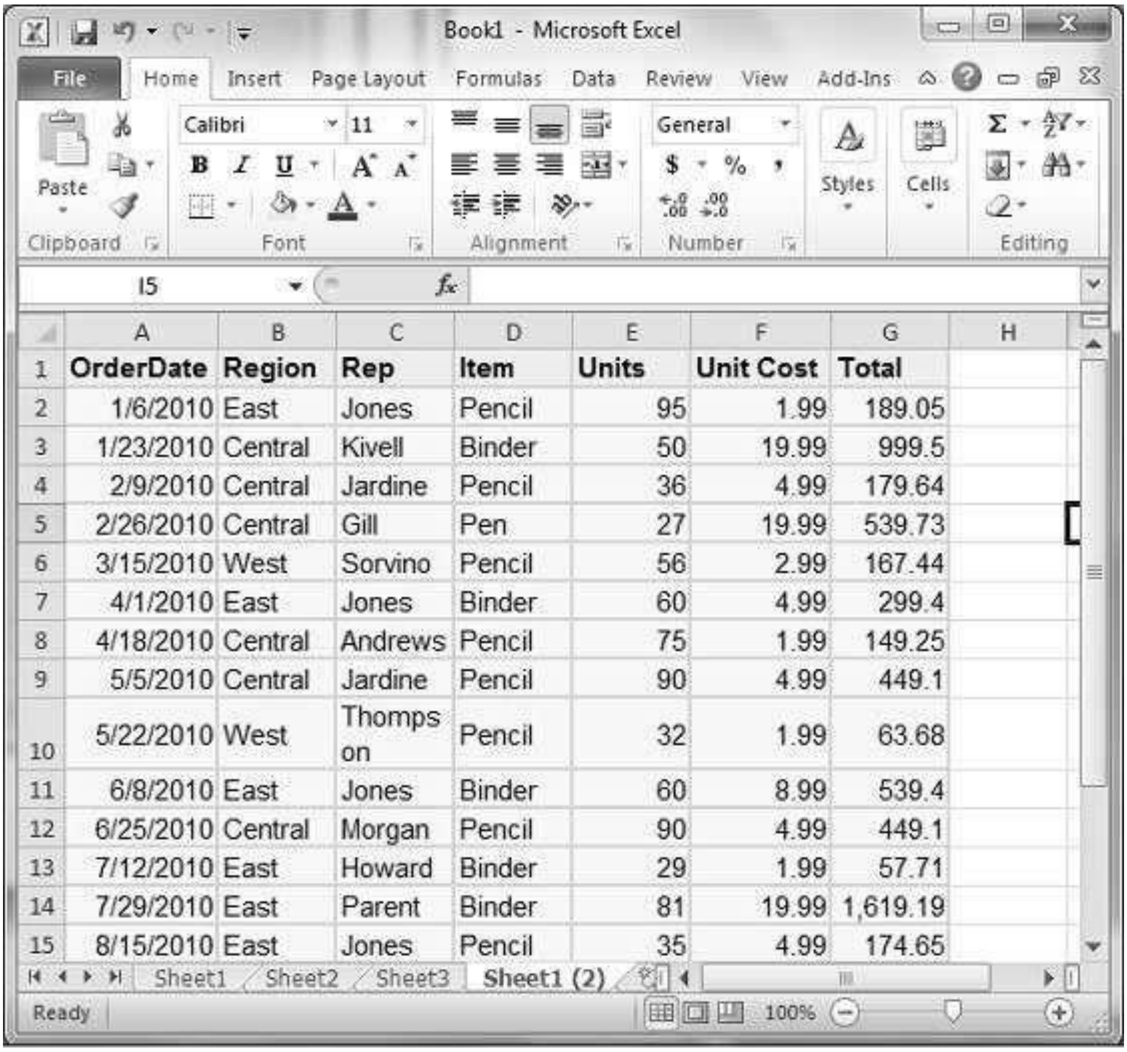
Step 2: Now you'll see the Move or Copy dialog with select **Worksheet** option as selected from the general tab. Click the **Ok** button.


Select option to add sheet at end
Move or Copy
Move selected sheets
To book:
Book1
Before sheet:
Sheet1
Sheet2
Sheet3
(move to end)
☑ Create a copy
OK
Cancel
Check this option if you want to copy sheet

Select **Create a Copy** Checkbox to create a copy of the current sheet and **Before sheet** option as **(move to end)** so that new sheet gets created at the end.

Press the **Ok** Button.

Now you should have your copied sheet as shown below.



Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Styles
Cells
Clipboard
Font
Alignment
Number
Editing
I5
Sheet1
Sheet2
Sheet3
Sheet1 (2)
Ready
100%

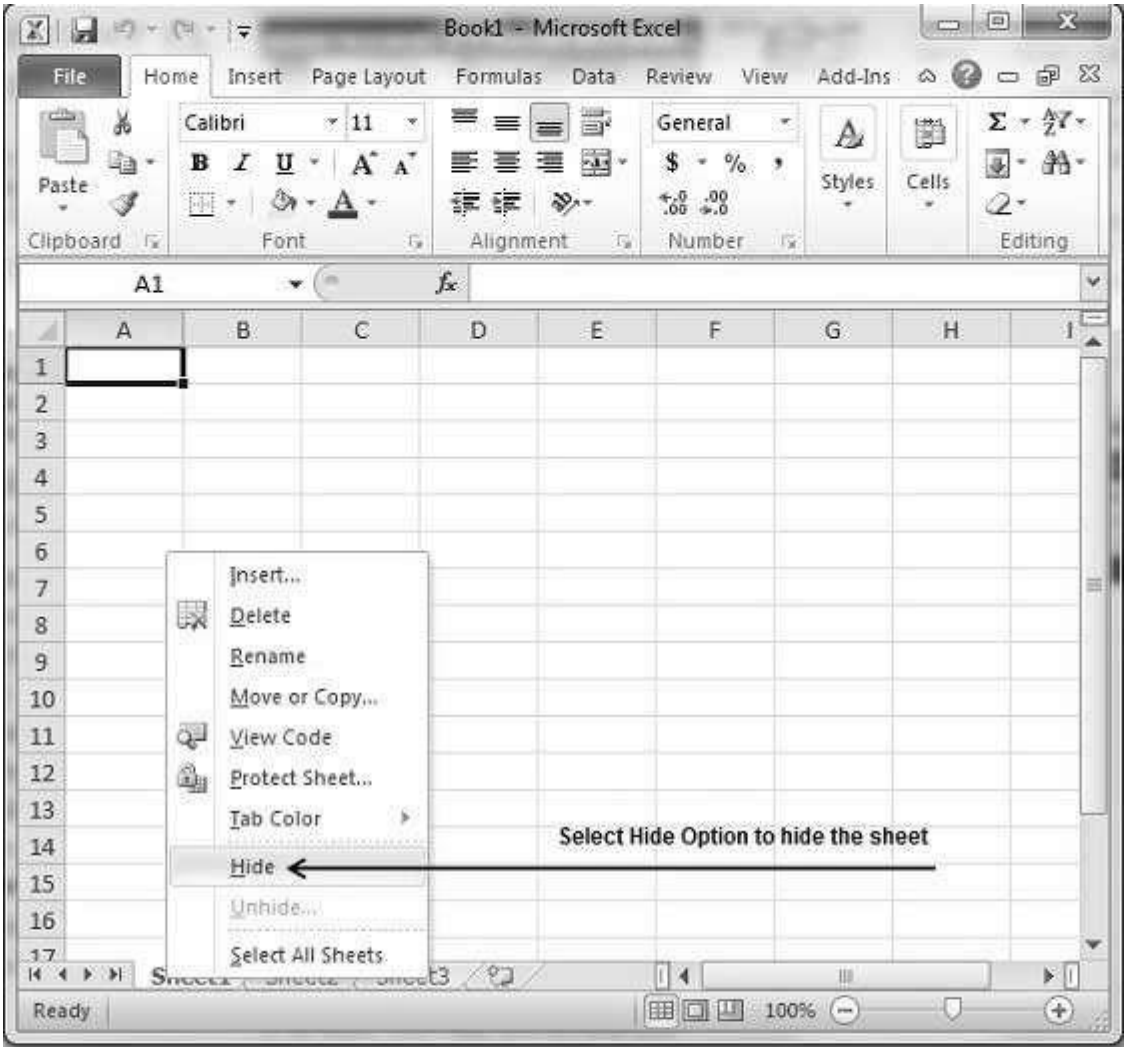
	A	B	C	D	E	F	G	H
1	OrderDate	Region	Rep	Item	Units	Unit Cost	Total	
2	1/6/2010	East	Jones	Pencil	95	1.99	189.05	
3	1/23/2010	Central	Kivell	Binder	50	19.99	999.5	
4	2/9/2010	Central	Jardine	Pencil	36	4.99	179.64	
5	2/26/2010	Central	Gill	Pen	27	19.99	539.73	
6	3/15/2010	West	Sorvino	Pencil	56	2.99	167.44	
7	4/1/2010	East	Jones	Binder	60	4.99	299.4	
8	4/18/2010	Central	Andrews	Pencil	75	1.99	149.25	
9	5/5/2010	Central	Jardine	Pencil	90	4.99	449.1	
10	5/22/2010	West	Thompson	Pencil	32	1.99	63.68	
11	6/8/2010	East	Jones	Binder	60	8.99	539.4	
12	6/25/2010	Central	Morgan	Pencil	90	4.99	449.1	
13	7/12/2010	East	Howard	Binder	29	1.99	57.71	
14	7/29/2010	East	Parent	Binder	81	19.99	1,619.19	
15	8/15/2010	East	Jones	Pencil	35	4.99	174.65	

You can rename the sheet by double clicking on it. On double click, the sheet name becomes editable. Enter any name say Sheet5 and press Tab or Enter Key.

Hiding Worksheet

Here is the step to hide a worksheet.

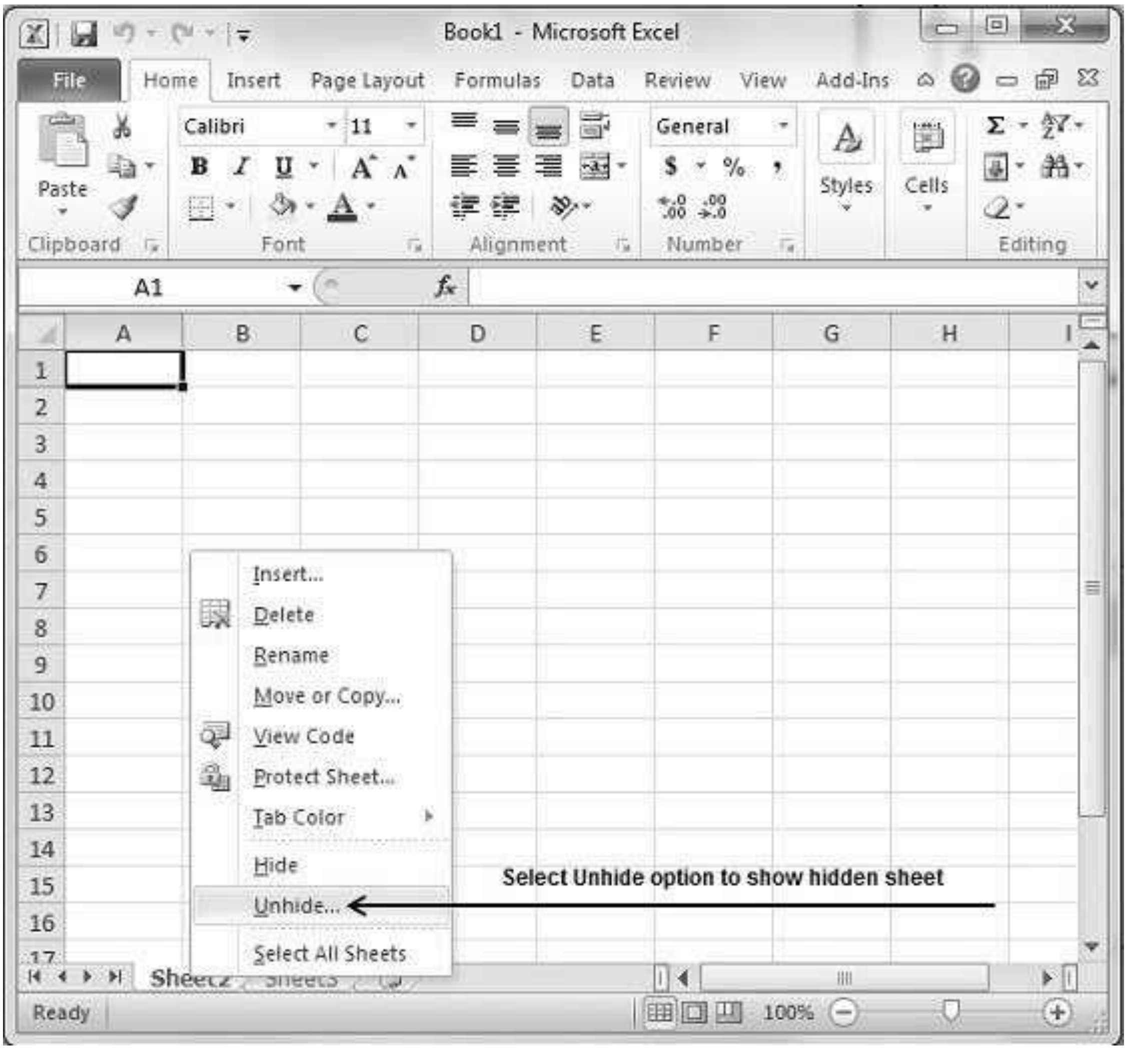
Step: Right Click the **Sheet Name** and select the **Hide** option. Sheet will get hidden.


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Styles
Cells
Editing
A1
Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
Select Hide Option to hide the sheet
Sheet1
Sheet2
Sheet3
Ready
100%

Unhiding Worksheet

Here are the steps to unhide a worksheet.

Step 1: Right Click on any **Sheet Name** and select the **Unhide...** option.


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
Select Unhide option to show hidden sheet
Sheet2
Sheet3
Ready
100%

Step 2: Select **Sheet Name** to unhide in **Unhide** dialog to unhide the sheet.

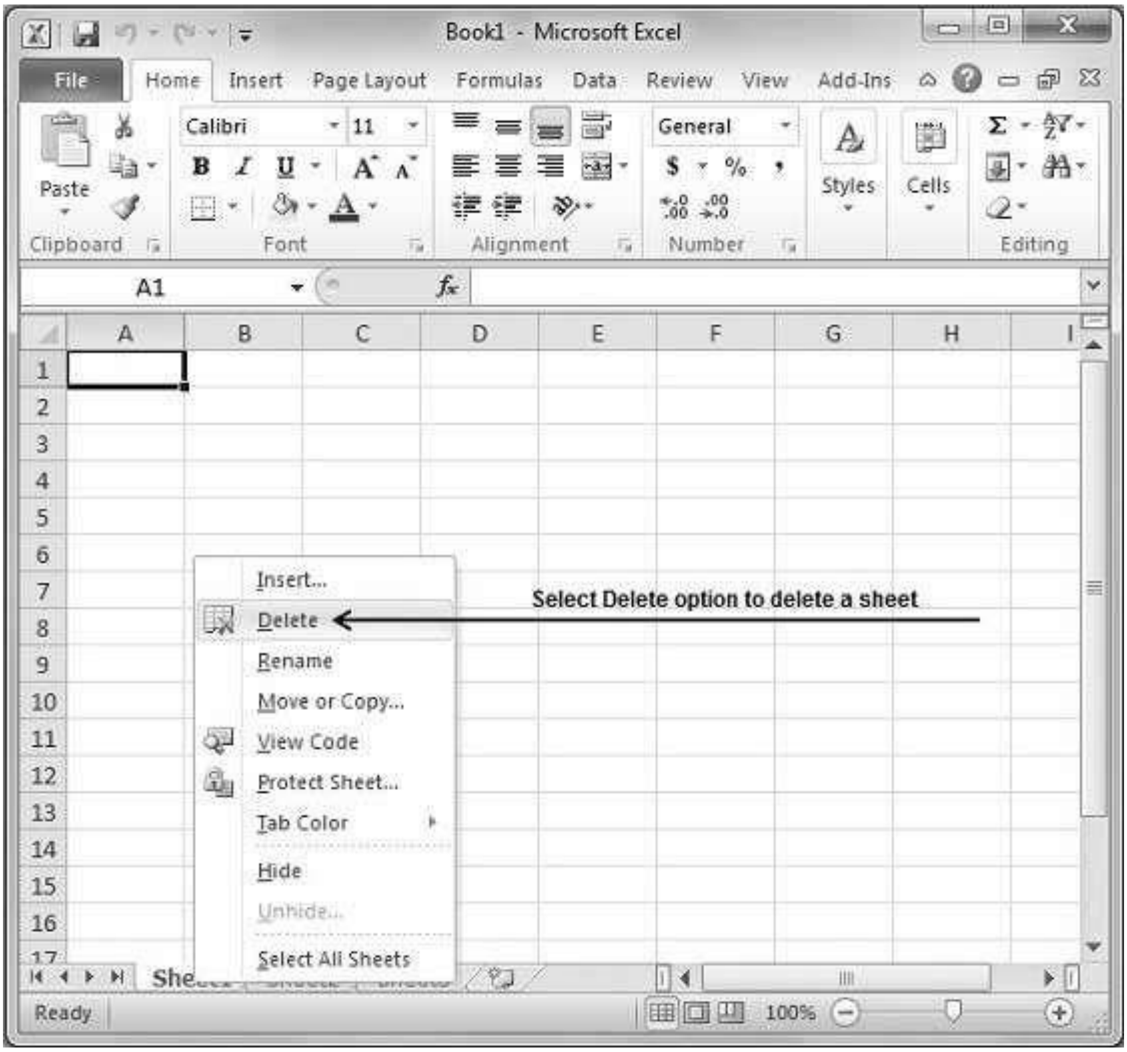
Press the **Ok** Button.

Now you will have your hidden sheet back.

Delete Worksheet

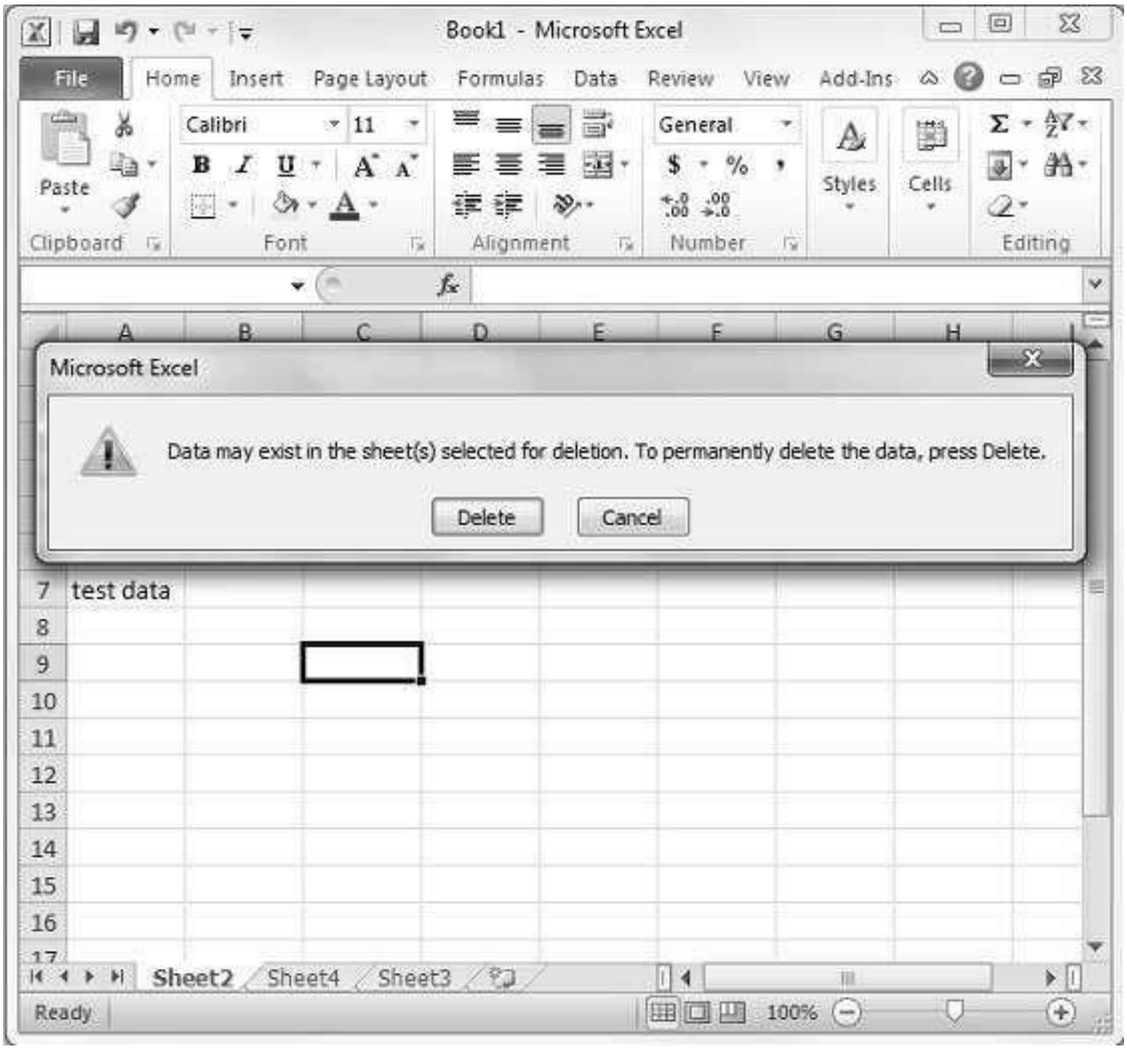
Here is the step to delete a worksheet.

Step: Right Click the **Sheet Name** and select the **Delete** option.


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Styles
Cells
Clipboard
Font
Alignment
Number
Editing
A1
Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
Ready
100%

Select Delete option to delete a sheet

Sheet will get deleted if it is empty, otherwise you'll see a confirmation message.


Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Calibri
11
General
Styles
Cells
Clipboard
Font
Alignment
Number
Editing
Sheet2
Sheet4
Sheet3
Ready
100%
Delete
Cancel

Microsoft Excel

Data may exist in the sheet(s) selected for deletion. To permanently delete the data, press Delete.

7 test data

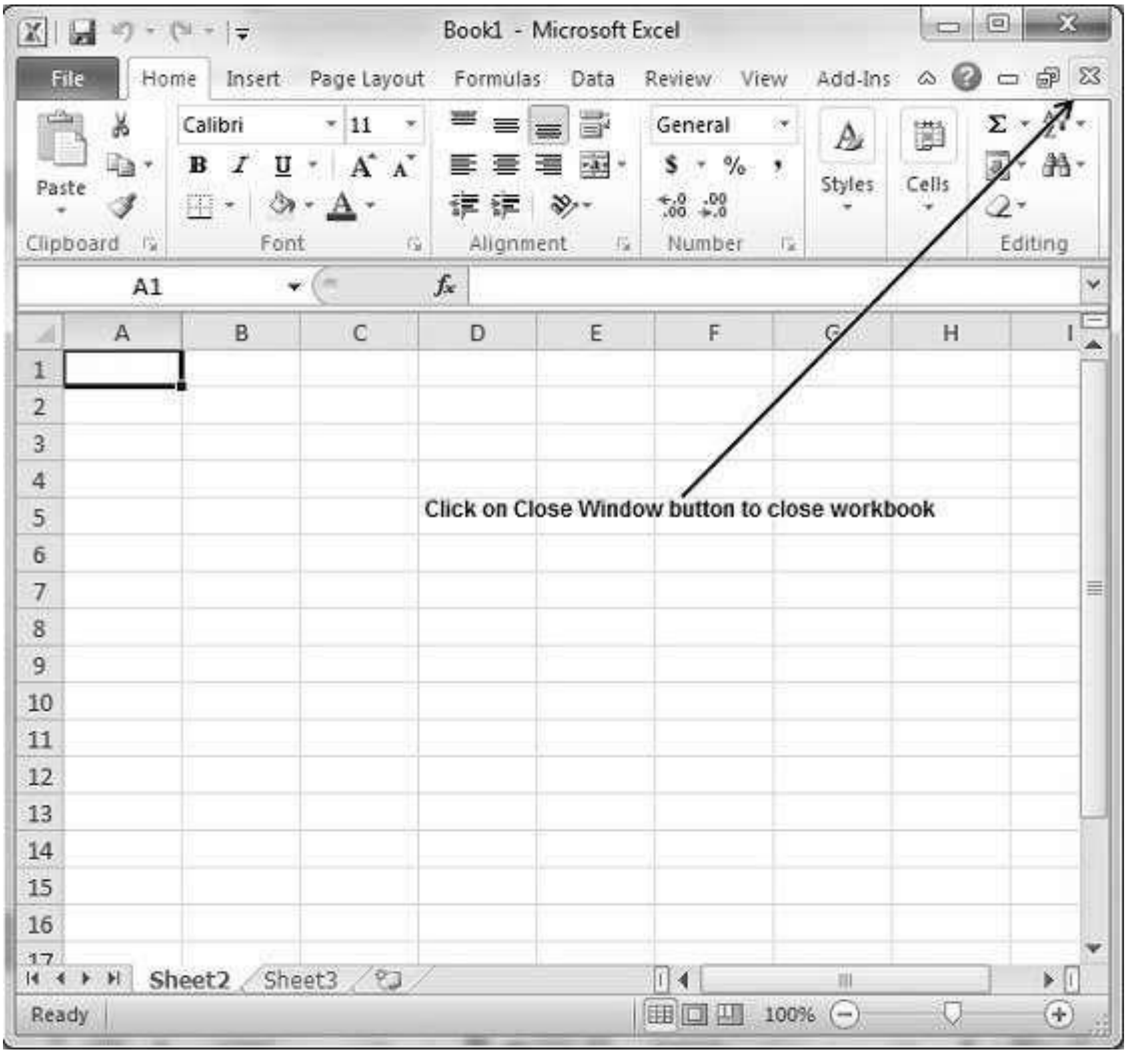
Press the Delete Button.

Now your worksheet will get deleted.

Close Workbook

Here are the steps to close a workbook.

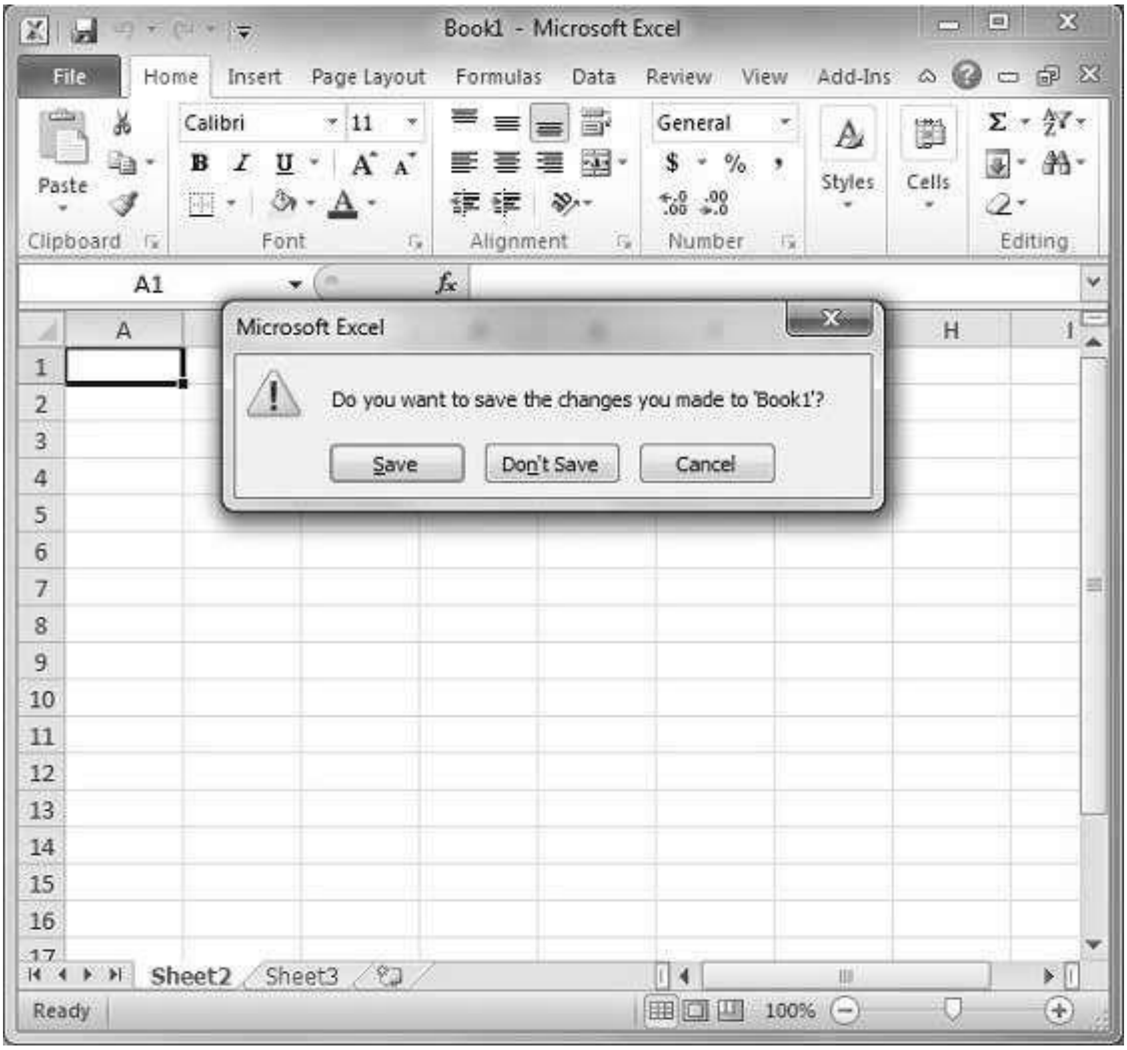
Step 1: Click the **Close Button** as shown below.



Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Styles
Cells
Editing
A1
Sheet2
Sheet3
Ready
100%

Click on Close Window button to close workbook

You'll see a confirmation message to save the workbook.



Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Calibri
11
General
Paste
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
A1
Microsoft Excel
Save
Don't Save
Cancel
Sheet2
Sheet3
Ready
100%

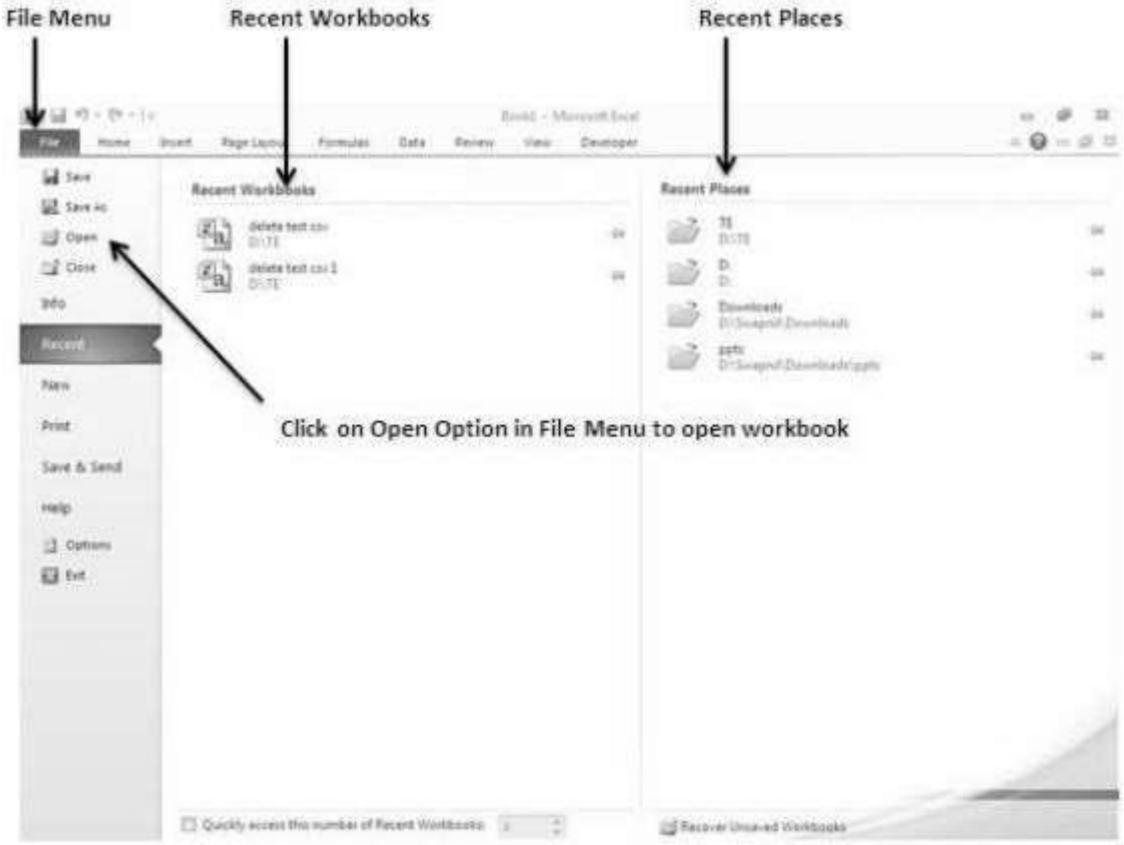
Do you want to save the changes you made to 'Book1'?

Step 2: Press the **Save** Button to save the workbook as we did in MS Excel - Save Workbook chapter.

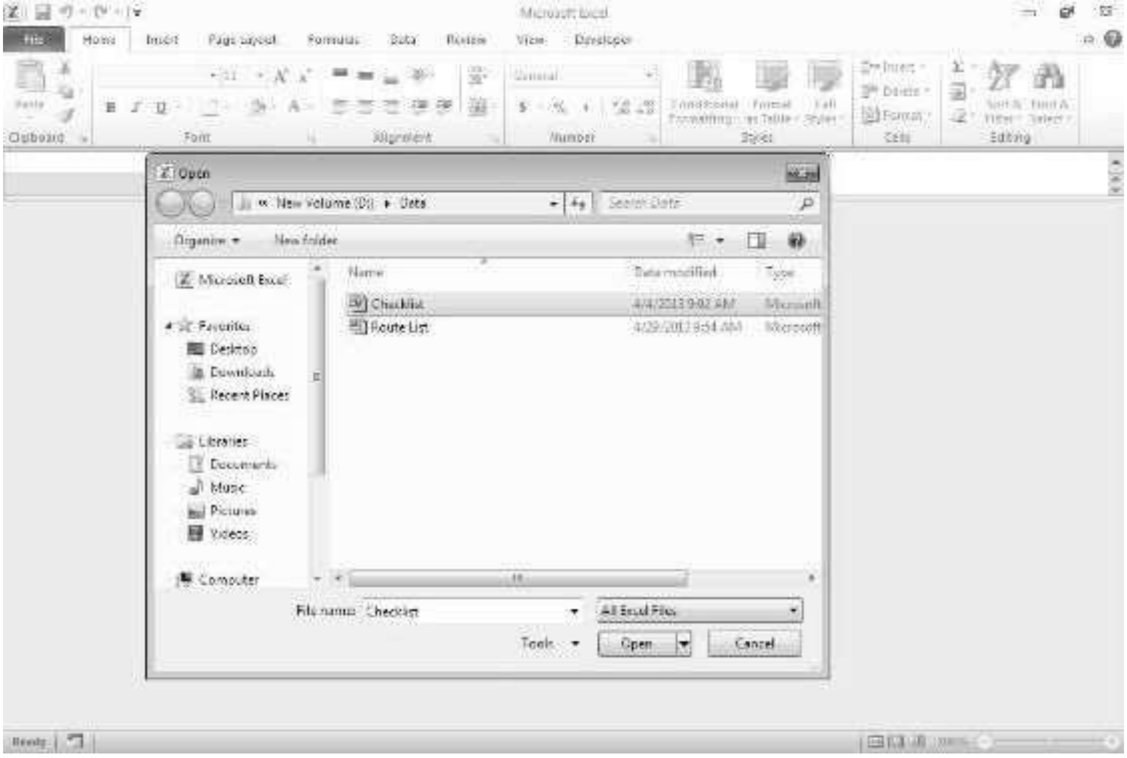
Now your worksheet will get closed.

Let us see how to open workbook from excel in the below mentioned steps.

Step 1: Click the File Menu as shown below. You can see the **Open** option in File Menu. There are two more columns - Recent workbooks and Recent places, where you can see the recently opened workbooks and the recent places from where workbooks are opened.


File Menu
Recent Workbooks
Recent Places
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Recent Workbooks
Recent Places
Downloads
Click on Open Option in File Menu to open workbook
Quickly access this number of Recent Workbooks
Recover Unsaved Workbooks

Step 2: Clicking the **Open Option** will open the browse dialog as shown below. Browse the directory and find the file you need to open.

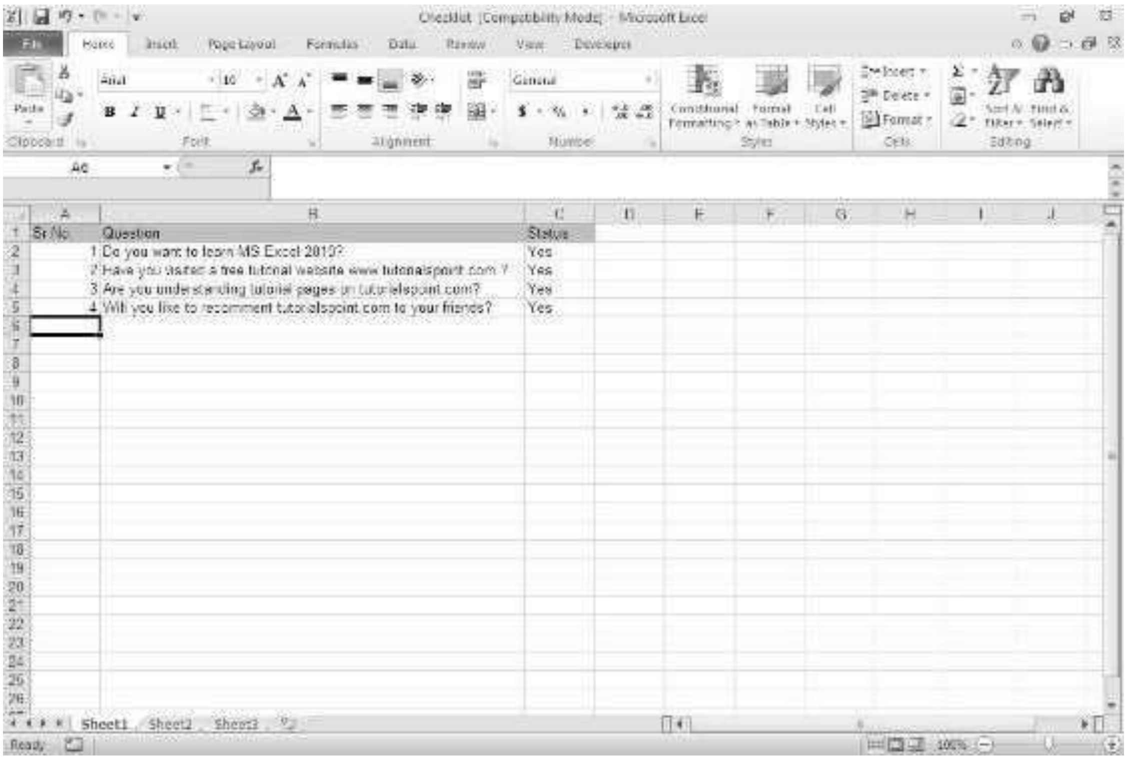


Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Open
« New Volume (D:) ▸ Data
Search Data
Organize ▾
New folder
Microsoft Excel
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Name
Date modified
Type
Checklist
4/4/2013 9:02 AM
Route List
4/29/2013 8:54 AM
Tools ▾
Open
Cancel
Ready

File name: Checklist

All Excel Files

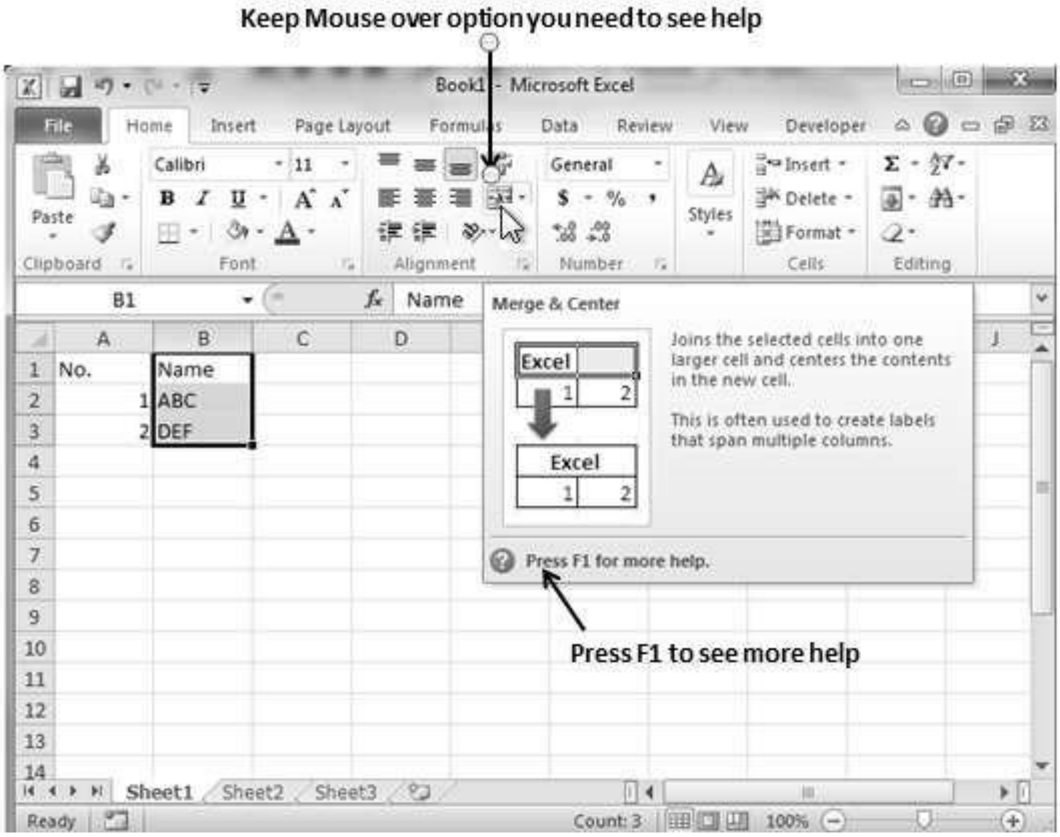
Step 3: Once you select the workbook, your workbook will be opened as below:



Checklist [Compatibility Mode] - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
A6
Sheet1
Sheet2
Sheet3
Ready
100%

Sr No	Question	Status
1	Do you want to learn MS Excel 2010?	Yes
2	Have you visited a free tutorial website www.tutorialspoint.com ?	Yes
3	Are you understanding tutorial pages on tutorialspoint.com?	Yes
4	Will you like to recomment tutorialspoint.com to your friends?	Yes

MS Excel provides context sensitive help on mouse over. To see context sensitive help for a particular Menu option, hover the mouse over the option for some time. Then you can see the context sensitive Help as shown below.



Keep Mouse over option you need to see help

Merge & Center

Joins the selected cells into one larger cell and centers the contents in the new cell.

This is often used to create labels that span multiple columns.

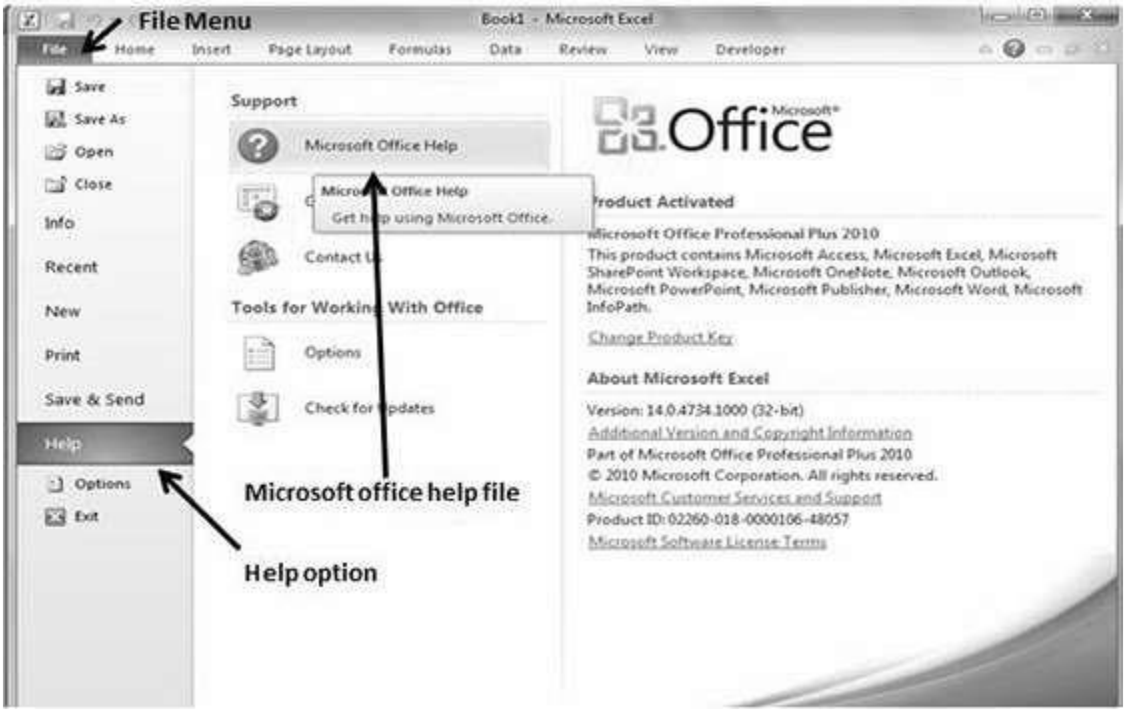
Press F1 for more help.

Press F1 to see more help

Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Styles
Insert
Delete
Format
Cells
Editing
B1
Name
A
B
C
D
J
No.
Name
1
ABC
2
DEF
Excel
1
2
Excel
1
2
Sheet1
Sheet2
Sheet3
Ready
Count: 3
100%

Getting More Help

For getting more help with MS Excel from Microsoft you can press **F1** or by **File > Help -> Support -> Microsoft Office Help.**


File Menu
Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Support
Microsoft Office Help
Contact Us
Tools for Working With Office
Options
Check for Updates
Microsoft Office
Microsoft office help file
Help option

Microsoft Office Help

Get help using Microsoft Office.

Product Activated

Microsoft Office Professional Plus 2010

This product contains Microsoft Access, Microsoft Excel, Microsoft SharePoint Workspace, Microsoft OneNote, Microsoft Outlook, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Microsoft InfoPath.

Change Product Key

About Microsoft Excel

Version: 14.0.4734.1000 (32-bit)

Additional Version and Copyright Information

Part of Microsoft Office Professional Plus 2010

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Microsoft Customer Services and Support

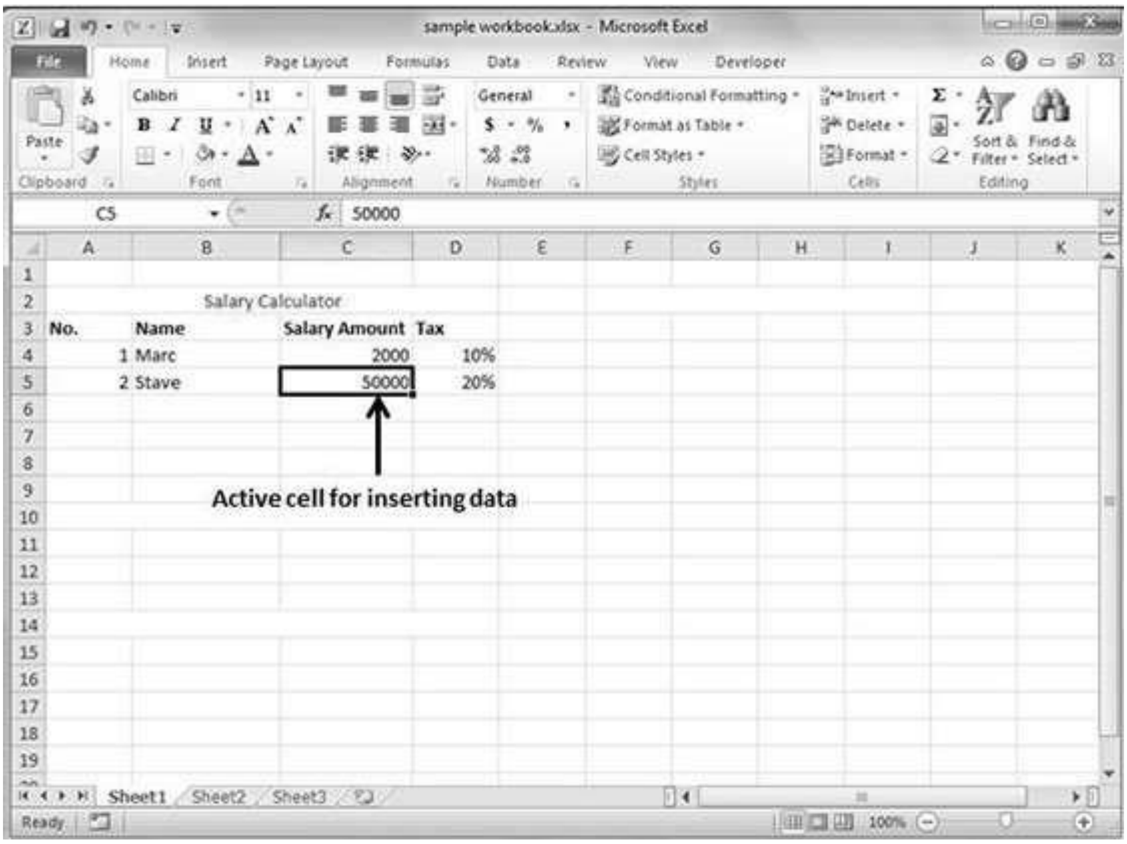
Product ID: 02260-018-0000106-48057

Microsoft Software License Terms

In **MS Excel**, there are **1048576*16384** cells. MS Excel cell can have **Text, Numeric value or formulas.** An MS Excel cell can have maximum of 32000 characters.

Inserting Data

For **inserting data** in **MS Excel**, just activate the cell type text or number and press enter or Navigation keys.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Sheet1
Sheet2
Sheet3
Ready
100%

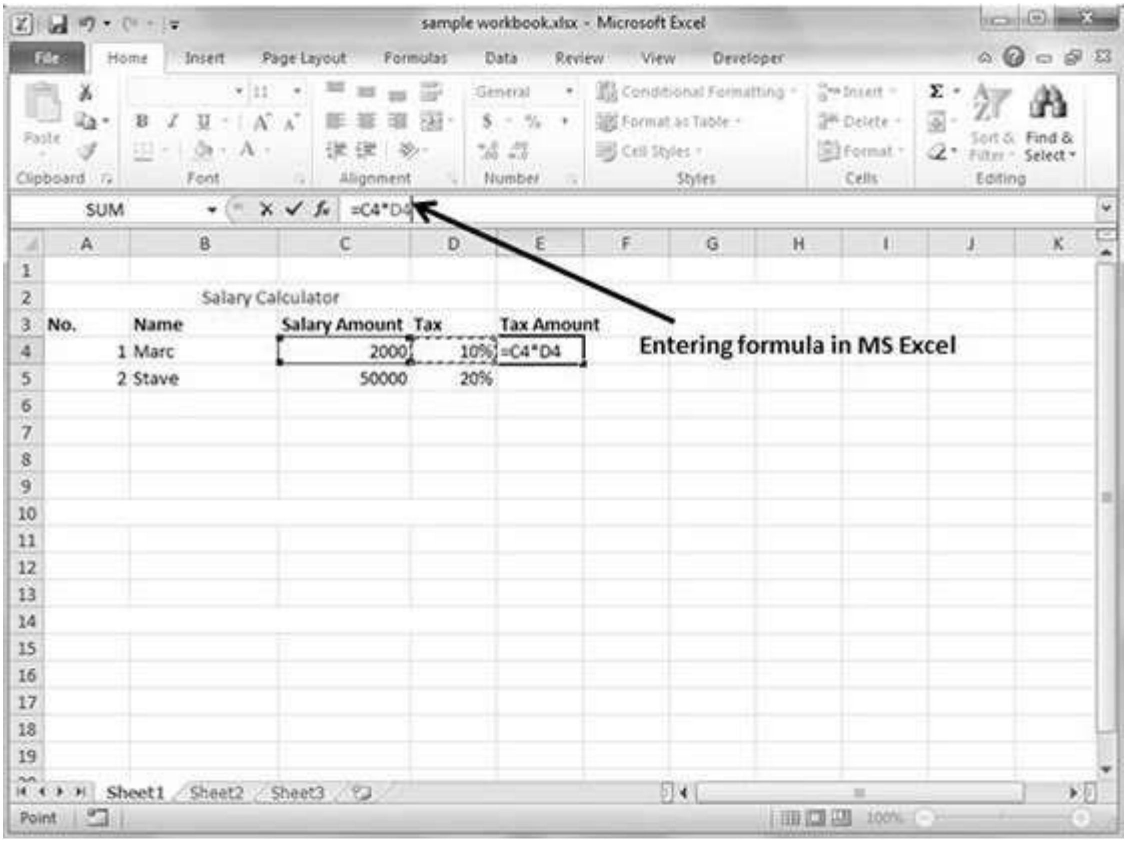
C5 f_x 50000

	A	B	C	D
2		Salary Calculator		
3	No.	Name	Salary Amount	Tax
4	1	Marc	2000	10%
5	2	Stave	50000	20%

Active cell for inserting data

Inserting Formula

For inserting formula in MS Excel go to the formula bar, enter the formula and then press enter or navigation key. See the screen-shot below to understand it.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Sheet1
Sheet2
Sheet3
Point
100%

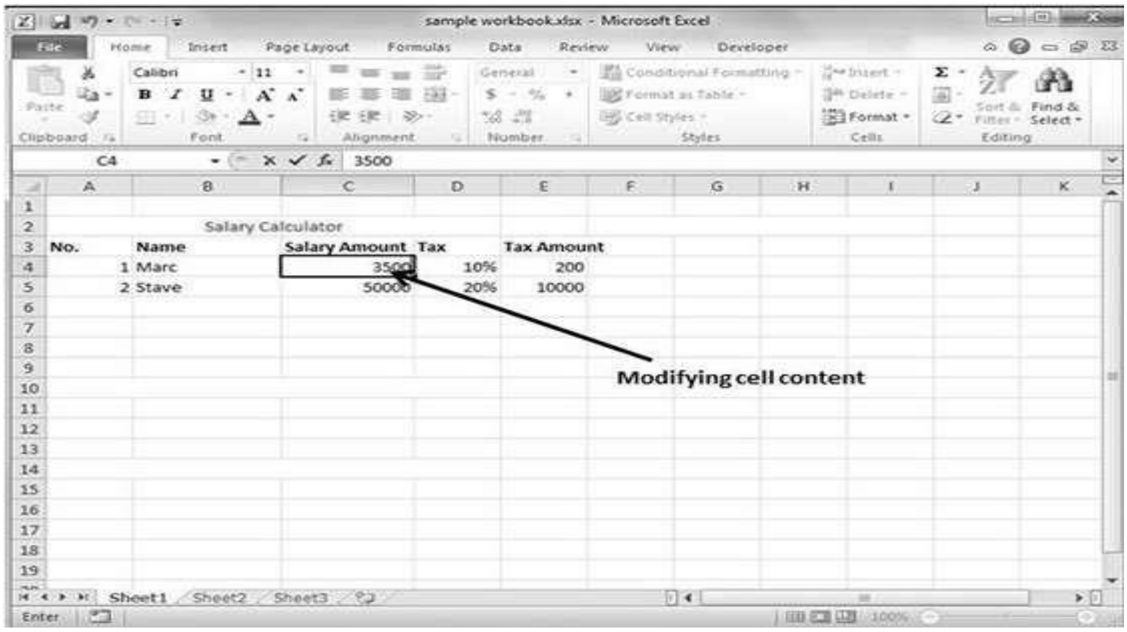
SUM =C4*D4

	A	B	C	D	E
1					
2		Salary Calculator			
3	No.	Name	Salary Amount	Tax	Tax Amount
4	1	Marc	2000	10%	=C4*D4
5	2	Stave	50000	20%	

Entering formula in MS Excel

Modifying Cell Content

For modifying the cell content just activate the cell, enter a new value and then press enter or navigation key to see the changes. See the screen-shot below to understand it.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Calibri
11
Paste
Clipboard
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Sheet1
Sheet2
Sheet3
Enter
100%

C4 3500

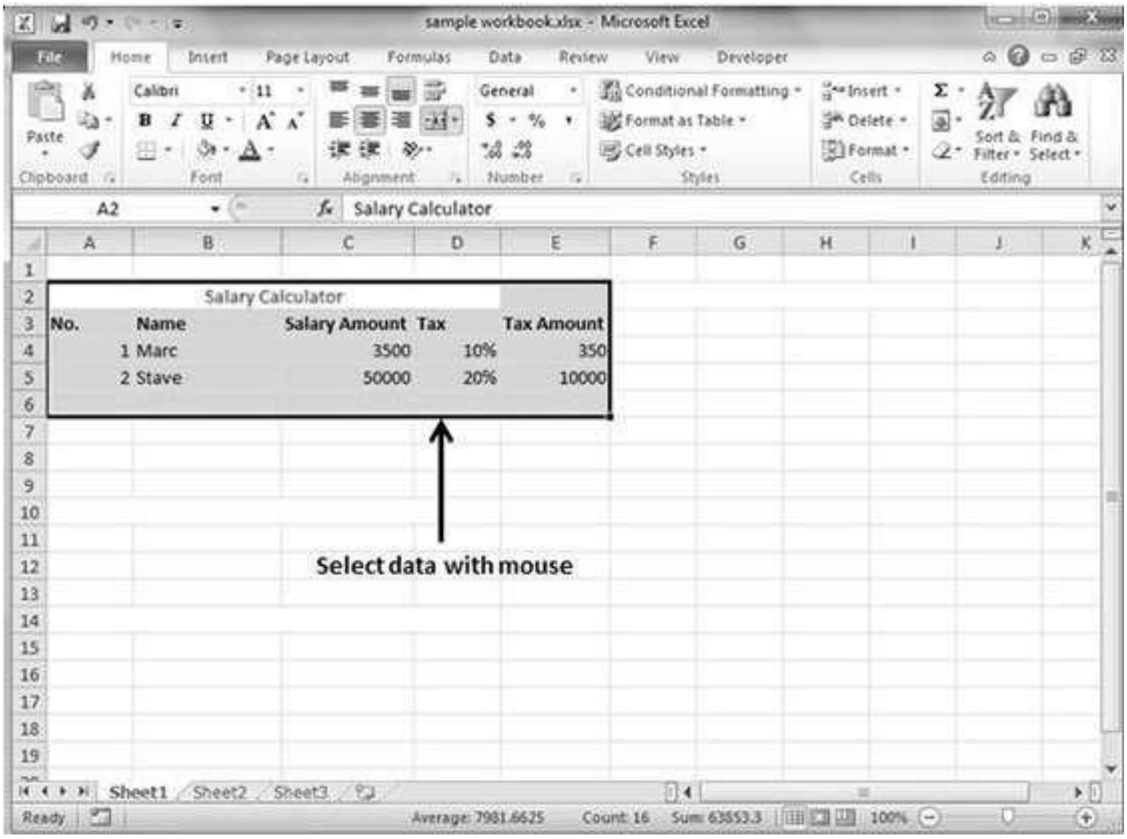
	A	B	C	D	E
1					
2		Salary Calculator			
3	No.	Name	Salary Amount	Tax	Tax Amount
4	1	Marc	3500	10%	200
5	2	Stave	50000	20%	10000

Modifying cell content

MS Excel provides various ways of selecting data in the sheet. Let us see those ways.

Select with Mouse

Drag the mouse over the data you want to select. It will select those cells as shown below.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
B
I
U
Font
Alignment
General
$
%
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Sheet1
Sheet2
Sheet3
Ready
100%

A2 | Salary Calculator

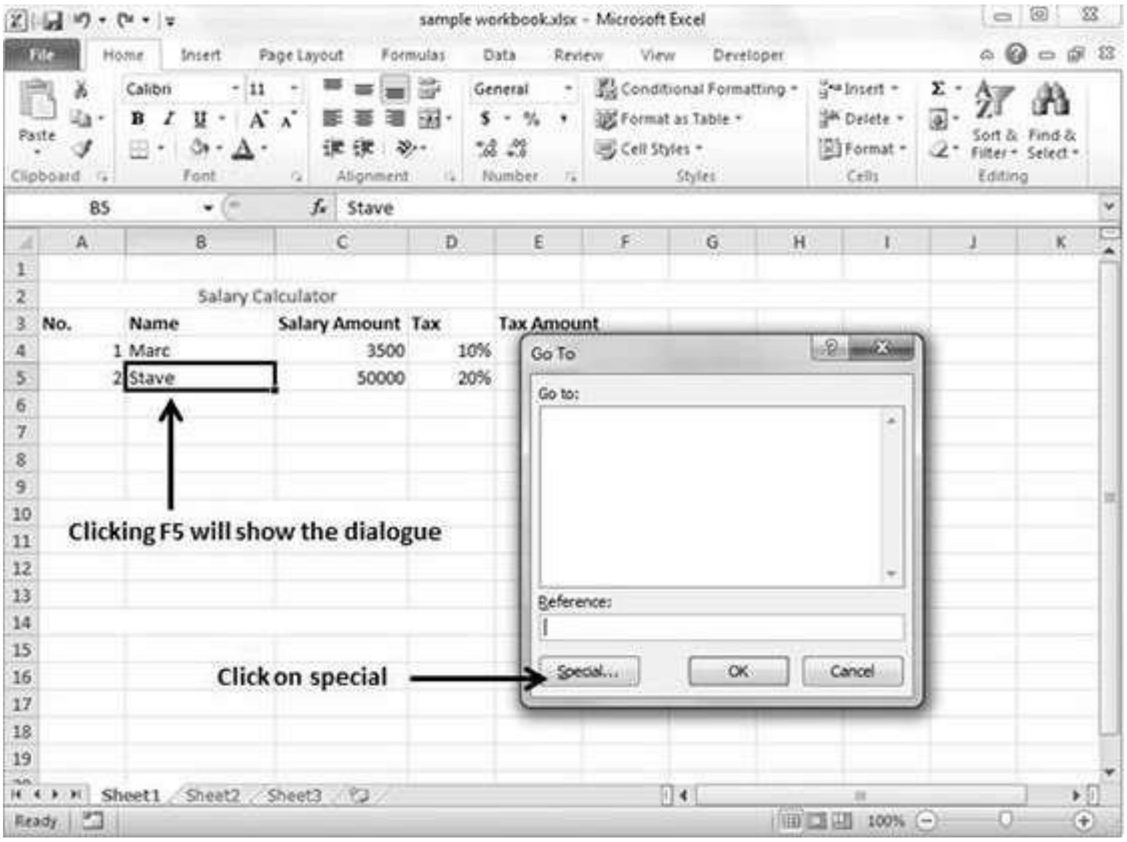
	A	B	C	D	E
1					
2	Salary Calculator				
3	No.	Name	Salary Amount	Tax	Tax Amount
4	1	Marc	3500	10%	350
5	2	Stave	50000	20%	10000
6					

Average: 7981.6625 Count: 16 Sum: 63853.3

Select data with mouse

Select with Special

If you want to select specific region, select any cell in that region. Pressing **F5** will show the below dialogue box.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
B5
Stave
Go To
Go to:
Reference:
Special...
OK
Cancel
Sheet1
Sheet2
Sheet3
Ready
100%

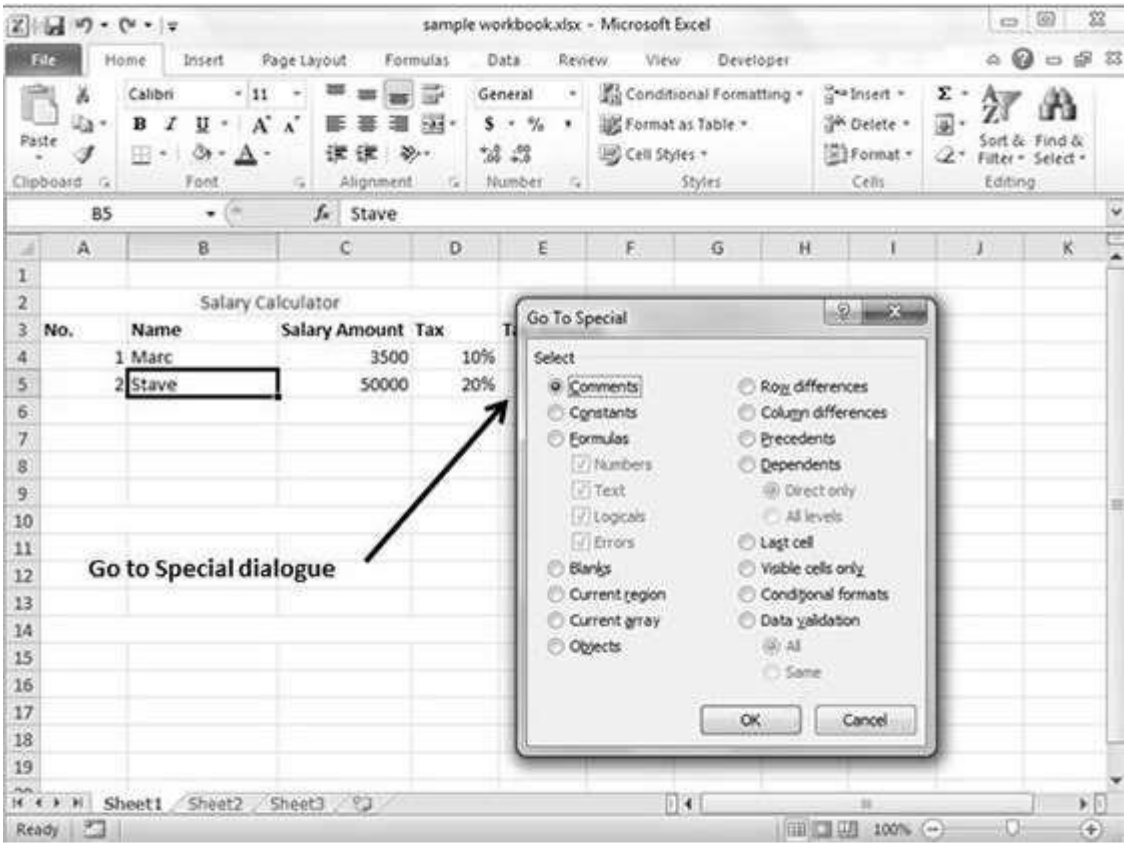
No.	Name	Salary Amount	Tax	Tax Amount
1	Marc	3500	10%	
2	Stave	50000	20%	

Salary Calculator

Clicking F5 will show the dialogue

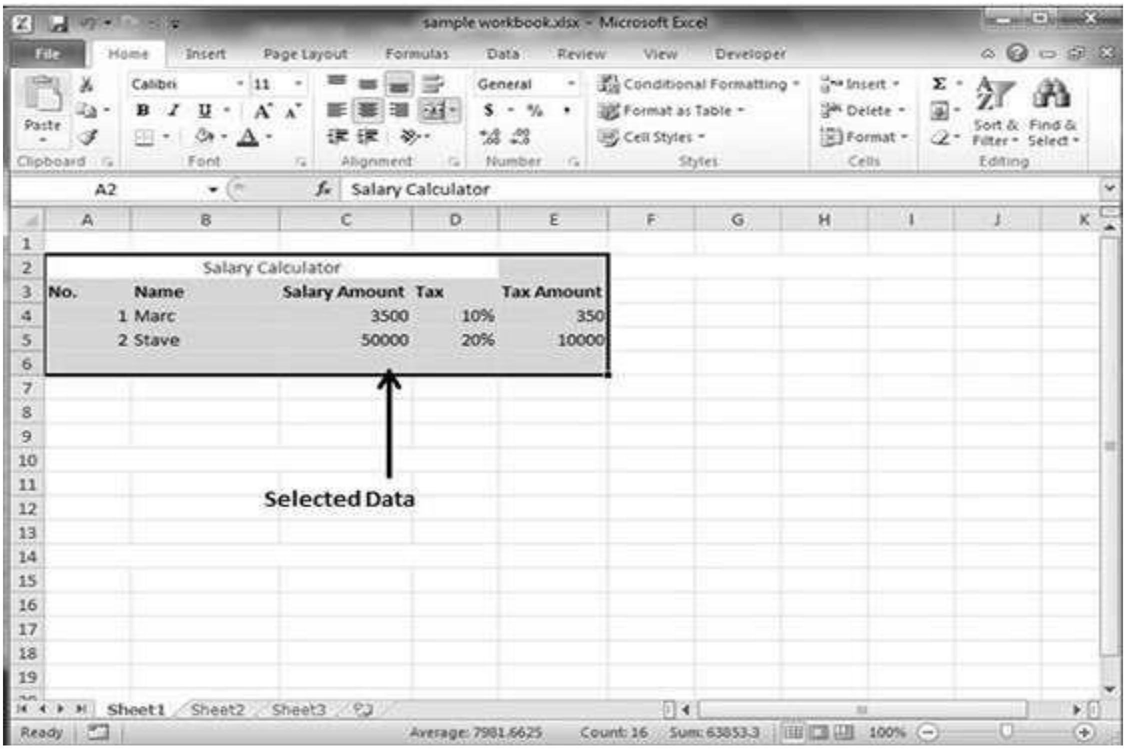
Click on special

Click on **Special button** to see the below dialogue box. Select **current region** from the radio buttons. Click on **ok** to see the current region selected.


sample workbook.xlsx - Microsoft Excel
B5
Stave
Go To Special
Select
● Comments
○ Constants
○ Formulas
☑ Numbers
☑ Text
☑ Logicals
☑ Errors
○ Blanks
○ Current region
○ Current array
○ Objects
○ Row differences
○ Column differences
○ Precedents
○ Dependents
● Direct only
○ All levels
○ Last cell
○ Visible cells only
○ Conditional formats
○ Data validation
● All
○ Same
OK
Cancel
Sheet1
Sheet2
Sheet3
Ready

Go to Special dialogue

As you can see in the below screen, the data is selected for the current region.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Sheet1
Sheet2
Sheet3
Ready
100%
Selected Data

A2 | Salary Calculator

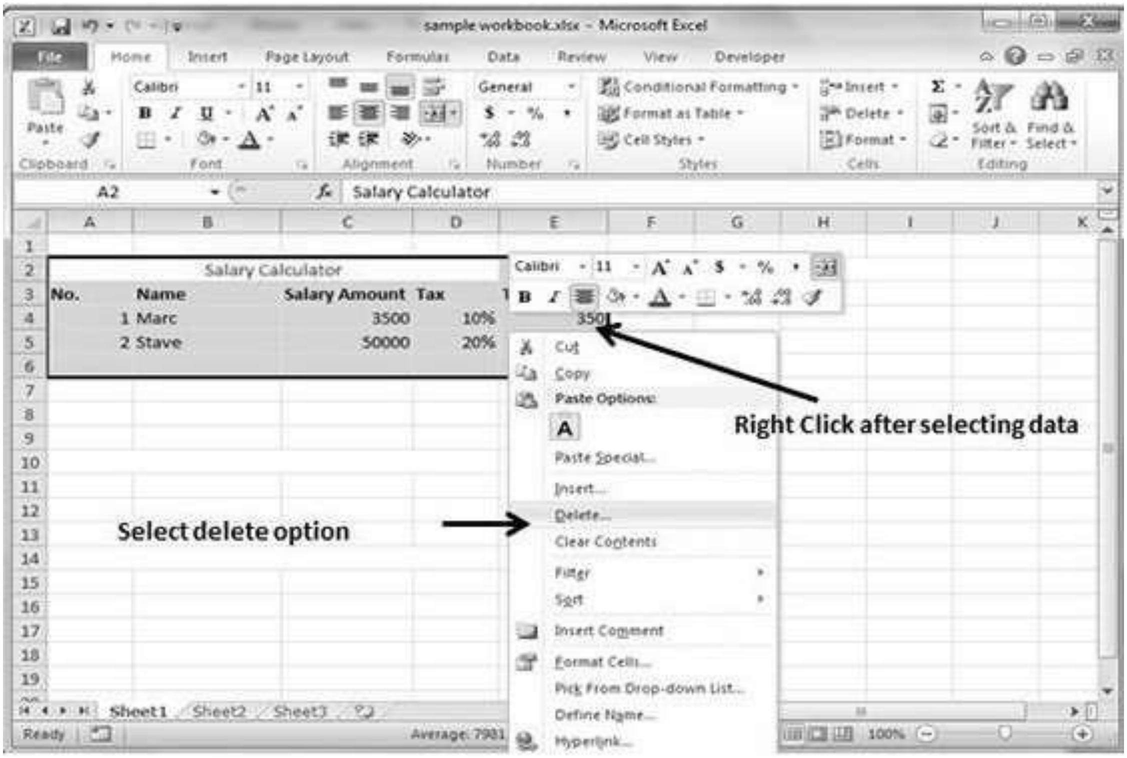
No.	Name	Salary Amount	Tax	Tax Amount
	Salary Calculator			
1	Marc	3500	10%	350
2	Stave	50000	20%	10000

Average: 7981.6625 Count: 16 Sum: 63853.3

MS Excel provides various ways of deleting data in the sheet. Let us see those ways.

Delete with Mouse

Select the data you want to delete. **Right Click** on the sheet. Select the **delete option**, to delete the data.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
A2
Salary Calculator
Cut
Copy
Paste Options:
Paste Special...
Insert...
Delete...
Clear Contents
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Hyperlink...
Right Click after selecting data
Select delete option
Sheet1
Sheet2
Sheet3
Ready
Average: 7981
100%

Salary Calculator

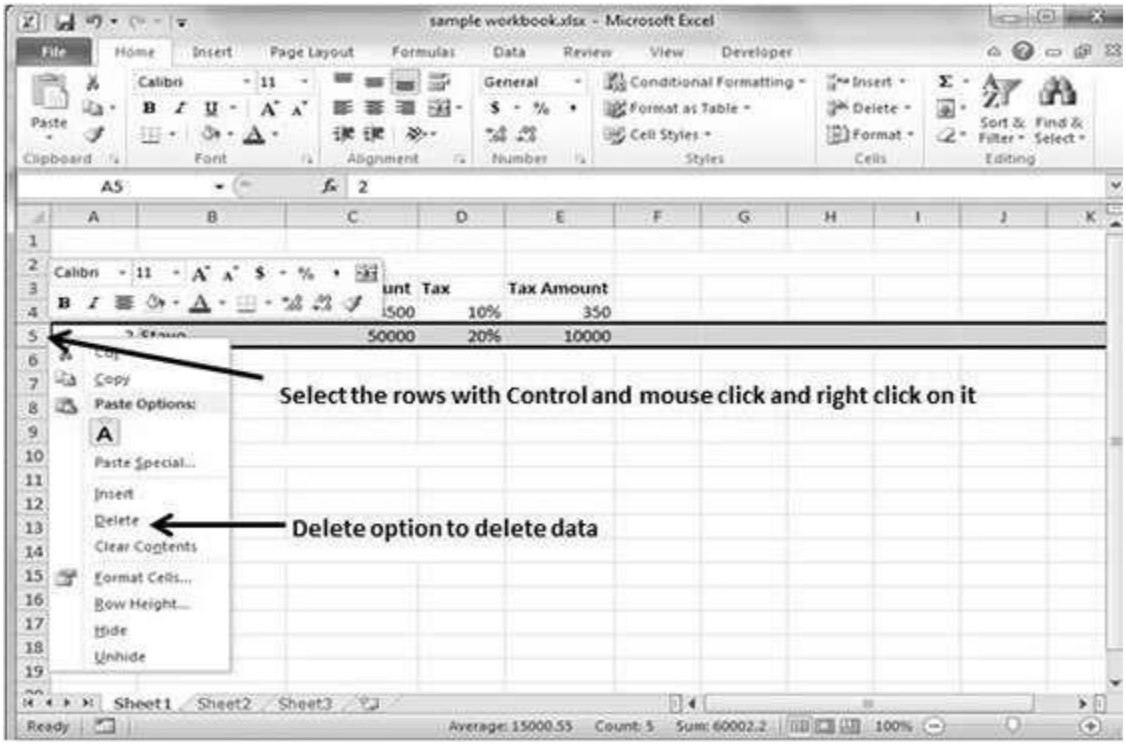
No.	Name	Salary Amount	Tax
1	Marc	3500	10%
2	Stave	50000	20%

Delete with Delete Key

Select the data you want to delete. Press on the **Delete Button** from the keyboardto delete the data.

Selective Delete for Rows

Select the rows, which you want to delete with **Mouse click + Control Key.** Then right click to show the various options. Select the **Delete option** to delete the selected rows.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
A5
2
Cut
Copy
Paste Options:
Paste Special...
Insert
Delete
Clear Contents
Format Cells...
Row Height...
Hide
Unhide
Sheet1
Sheet2
Sheet3
Ready
Average: 15000.55
Count: 5
Sum: 60002.2
100%

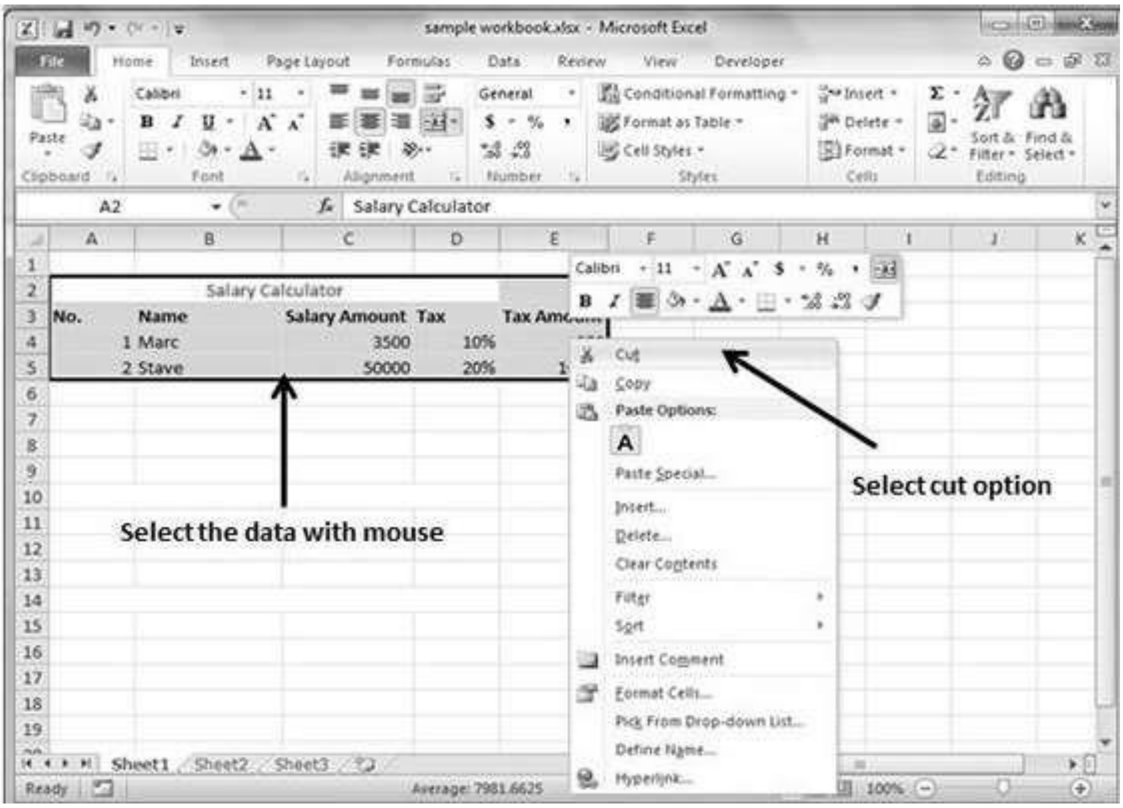
Select the rows with Control and mouse click and right click on it

Delete option to delete data

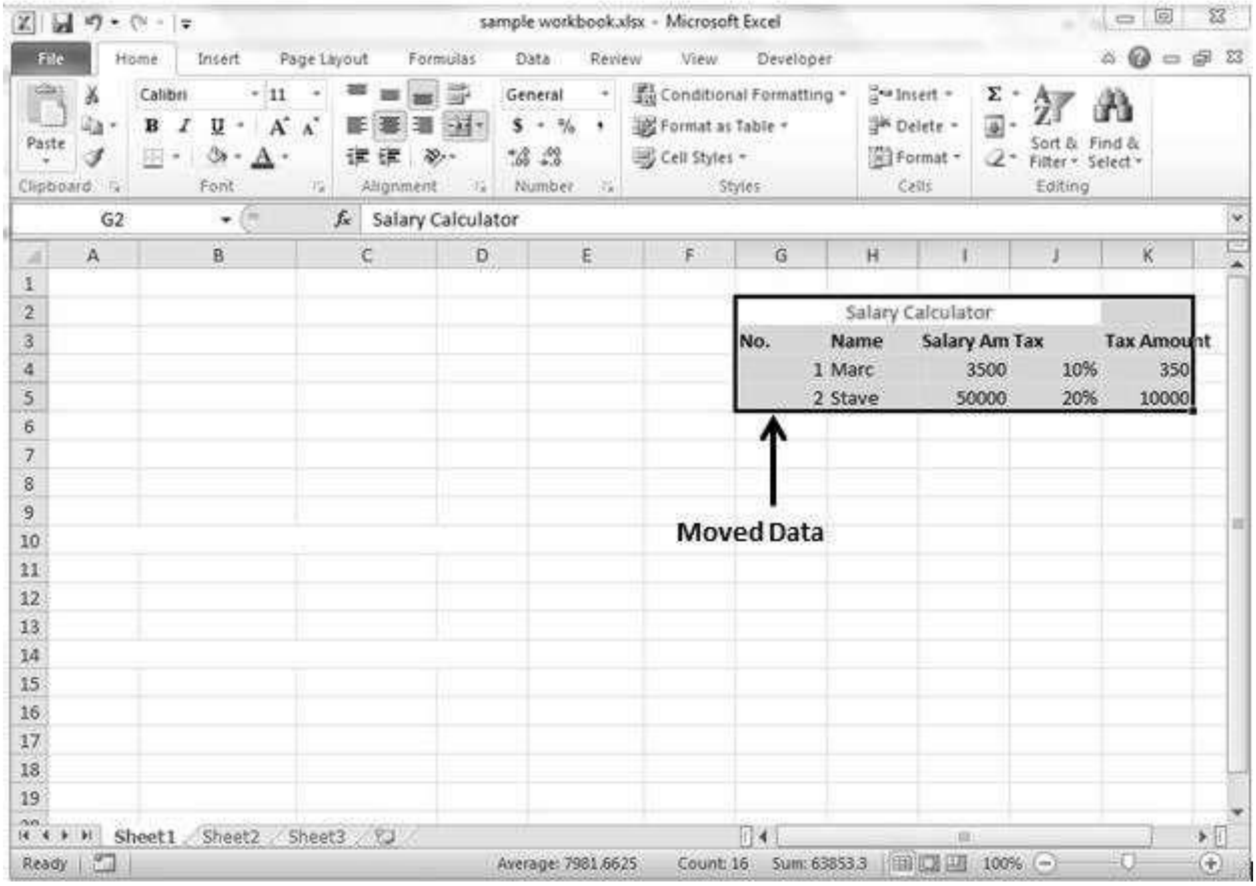
17. MOVE DATA

Let us see how we can **Move Data** with **MS Excel.**

Step 1: Select the data you want to Move. **Right Click** and select the **cut option.**


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
A2
Salary Calculator
Salary Calculator
No.
Name
Salary Amount
Tax
1 Marc
3500
10%
2 Stave
50000
20%
Cut
Copy
Paste Options:
Paste Special...
Insert...
Delete...
Clear Contents
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Hyperlink...
Select the data with mouse
Select cut option
Sheet1
Sheet2
Sheet3
Ready
Average: 7981.6625
100%

Step 2: Select the first cell where you want to move the data. Right click on it and **paste the data.** You can see the data is moved now.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Moved Data
Sheet1
Sheet2
Sheet3
Ready
100%

G2 *fx* Salary Calculator

		Salary Calculator		
No.	Name	Salary Am	Tax	Tax Amount
1	Marc	3500	10%	350
2	Stave	50000	20%	10000

Average: 7981.6625 Count: 16 Sum: 63853.3

Row and Column Basics

MS Excel is in tabular format consisting of rows and columns.

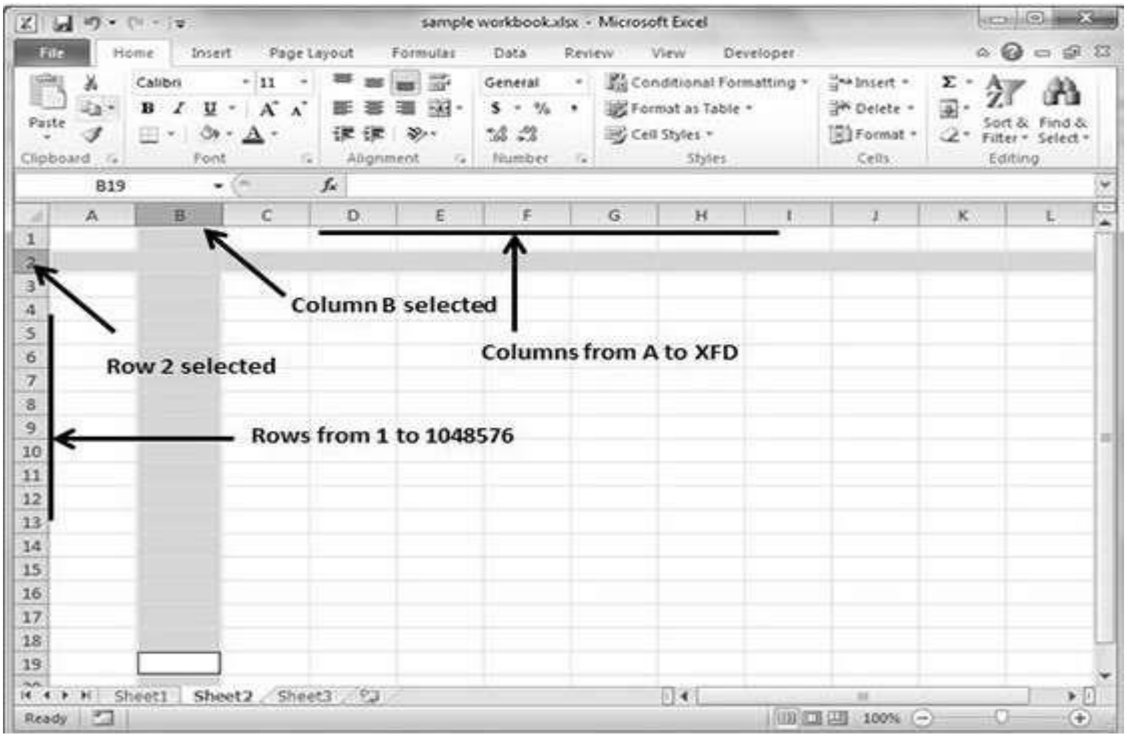
- Row runs horizontally while Column runs vertically.
- Each row is identified by row number, which runs vertically at the left side of the sheet.
- Each column is identified by column header, which runs horizontally at the top of the sheet.

For **MS Excel** 2010, Row numbers ranges from **1 to 104857**; in total **1048576** rows, and Columns ranges from **A to XFD**; in total **16384** columns.

Navigation with Rows and Columns

Let us see how to move to the last row or the last column.

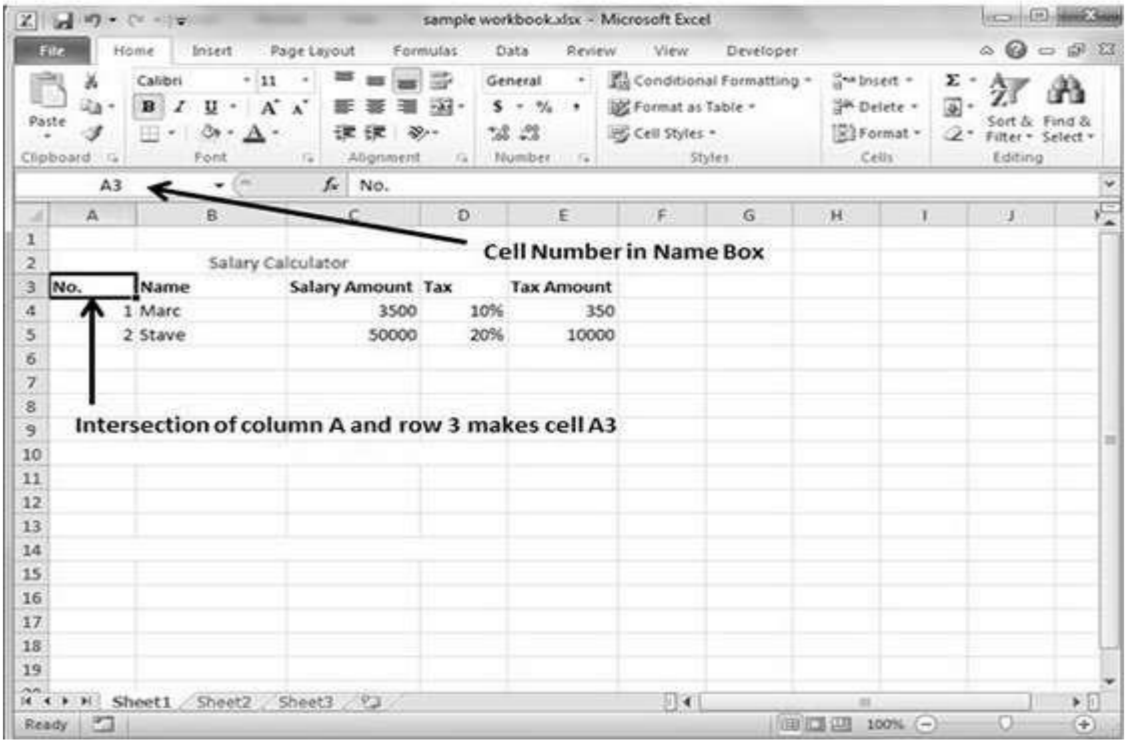
- You can go to the last row by clicking **Control + Down Navigation arrow.**
- You can go to the last column by clicking **Control + Right Navigation arrow.**


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
B19
Column B selected
Row 2 selected
Columns from A to XFD
Rows from 1 to 1048576
Sheet1
Sheet2
Sheet3
Ready

Cell Introduction

The intersection of rows and columns is called **cell**.

Cell is identified with **Combination of column header and row number.** For example: A1, A2


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
A3
No.
Cell Number in Name Box
Intersection of column A and row 3 makes cell A3
Sheet1
Sheet2
Sheet3
Ready

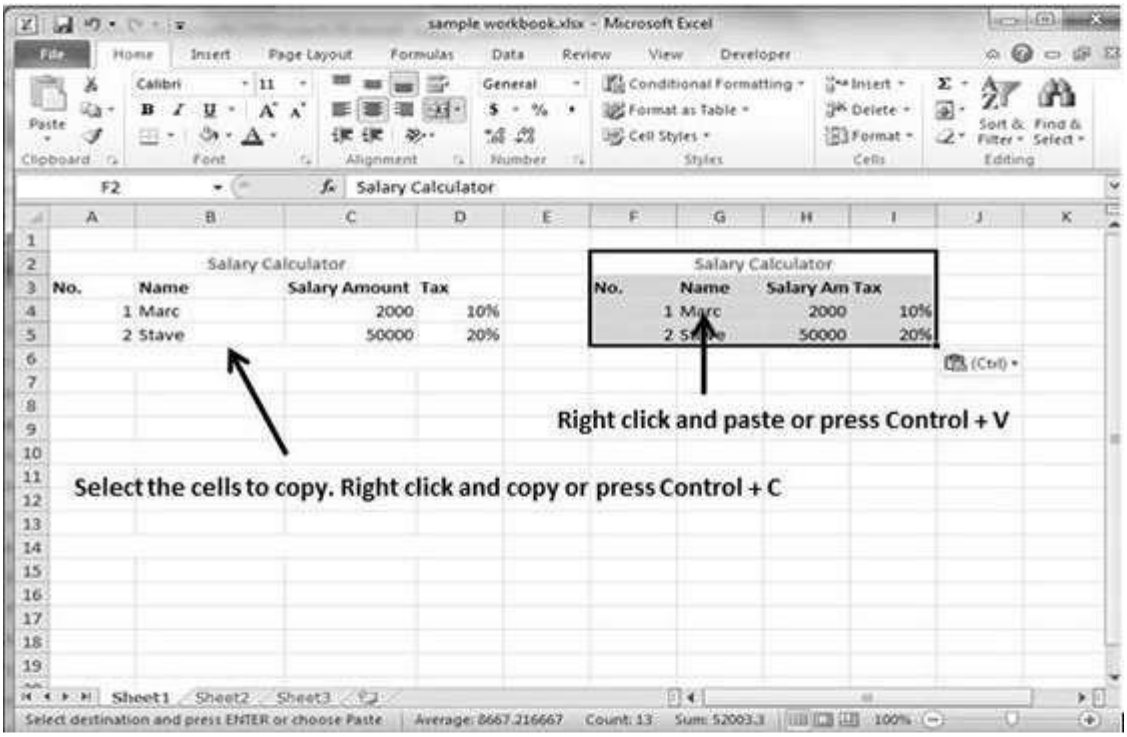
Salary Calculator

No.	Name	Salary Amount	Tax	Tax Amount
1	Marc	3500	10%	350
2	Stave	50000	20%	10000

MS Excel provides **copy paste** option in different ways. The simplest method of copy paste is as below.

Copy Paste

- To copy and paste, just select the cells you want to copy. Choose **copy option** after right click or press **Control + C.**
- Select the cell where you need to paste this copied content. Right click and select **paste option** or press **Control + V.**


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
F2
Salary Calculator
Sheet1
Sheet2
Sheet3
(Ctrl)
Select destination and press ENTER or choose Paste
Average: 8667.216667
Count: 13
Sum: 52003.3
100%

Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

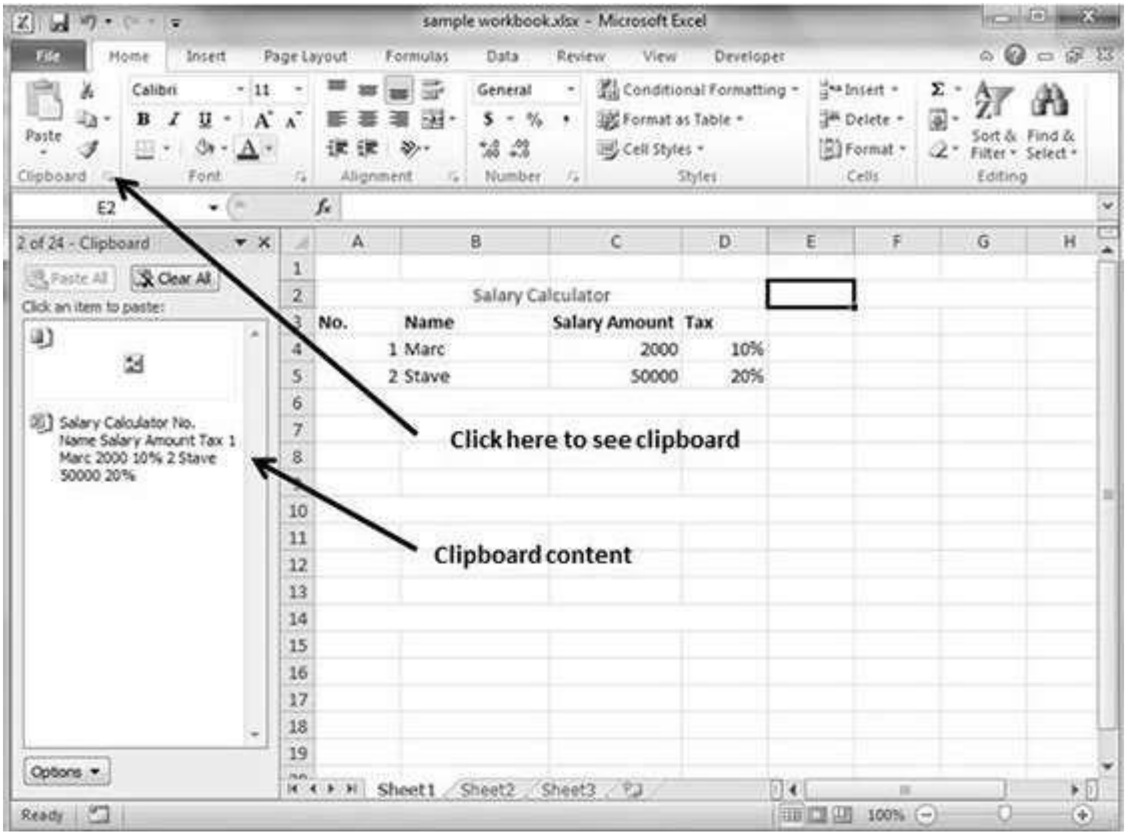
Right click and paste or press Control + V

Select the cells to copy. Right click and copy or press Control + C

In this case, **MS Excel** will copy everything such as values, formulas, Formats, Comments and validation. MS Excel will overwrite the content with paste. If you want to undo this, press **Control + Z** from the keyboard.

Copy Paste using Office Clipboard

When you copy data in MS Excel, it puts the copied content in Windows and Office Clipboard. You can view the clipboard content by **Home -> Clipboard.** View the clipboard content. Select the cell where you need to paste. Click on paste, to paste the content.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
E2
2 of 24 - Clipboard
Paste All
Clear All
Click an item to paste:
Options
Sheet1
Sheet2
Sheet3
Ready
100%

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

Salary Calculator

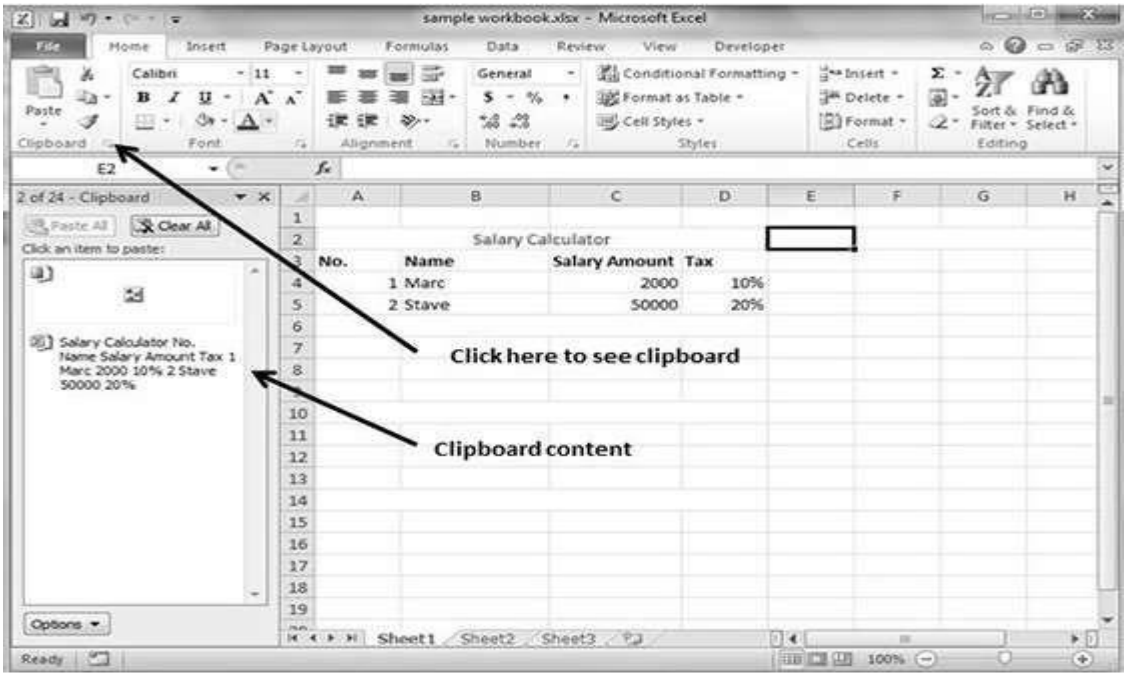
Salary Calculator No. Name Salary Amount Tax 1 Marc 2000 10% 2 Stave 50000 20%

Click here to see clipboard

Clipboard content

Copy Paste in Special way

You may not want to copy everything in some cases. For example, you want to copy only Values or you want to copy only the formatting of cells. Select the paste special option as shown below.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Calibri
11
Clipboard
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
E2
2 of 24 - Clipboard
Paste All
Clear All
Click an item to paste:
Options
Sheet1
Sheet2
Sheet3
Ready
100%

Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

Salary Calculator No. Name Salary Amount Tax 1 Marc 2000 10% 2 Stave 50000 20%

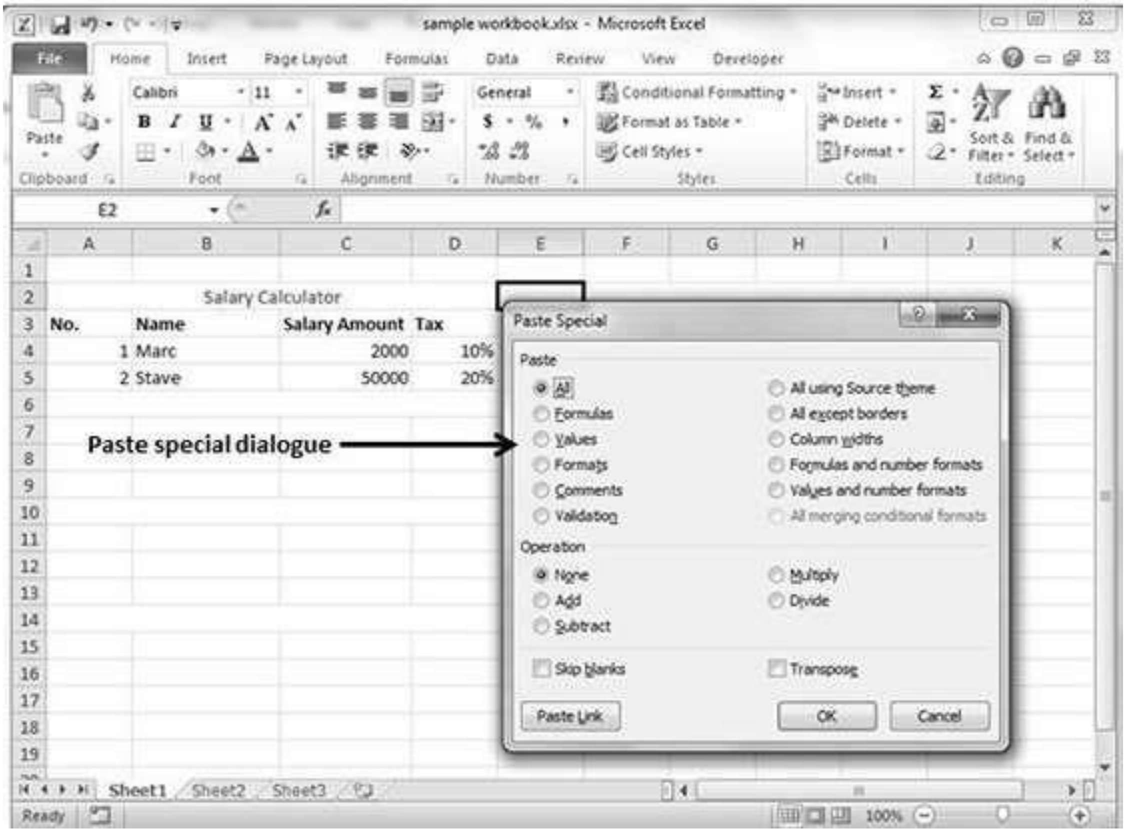
Click here to see clipboard

Clipboard content

Below are the various options available in paste special.

- **All:** Pastes the cell's contents, formats, and data validation from the Windows Clipboard.
- **Formulas:** Pastes formulas, but not formatting.
- **Values:** Pastes only values not the formulas.
- **Formats:** Pastes only the formatting of the source range.
- **Comments:** Pastes the comments with the respective cells.
- **Validation:** Pastes validation applied in the cells.
- **All using source theme:** Pastes formulas, and all formatting.
- **All except borders:** Pastes everything except borders that appear in the source range.
- **Column Width:** Pastes formulas, and also duplicates the column width of the copied cells.
- **Formulas & Number Formats:** Pastes formulas and number formatting only.
- **Values & Number Formats:** Pastes the results of formulas, plus the number.
- **Merge Conditional Formatting:** This icon is displayed only when the copied cells contain conditional formatting. When clicked, it merges the copied conditional formatting with any conditional formatting in the destination range.
- **Transpose:** Changes the orientation of the copied range. Rows become columns, and columns become rows. Any formulas in the copied range are adjusted so that they work properly when transposed.

20. FIND AND REPLACE


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
E2
Sheet1
Sheet2
Sheet3
Ready
100%

Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

Paste special dialogue

Paste Special

Paste

● All
○ Formulas
○ Values
○ Formats
○ Comments
○ Validation
○ All using Source theme
○ All except borders
○ Column widths
○ Formulas and number formats
○ Values and number formats
○ All merging conditional formats

Operation

● None
○ Add
○ Subtract
○ Multiply
○ Divide

☐ Skip blanks
☐ Transpose

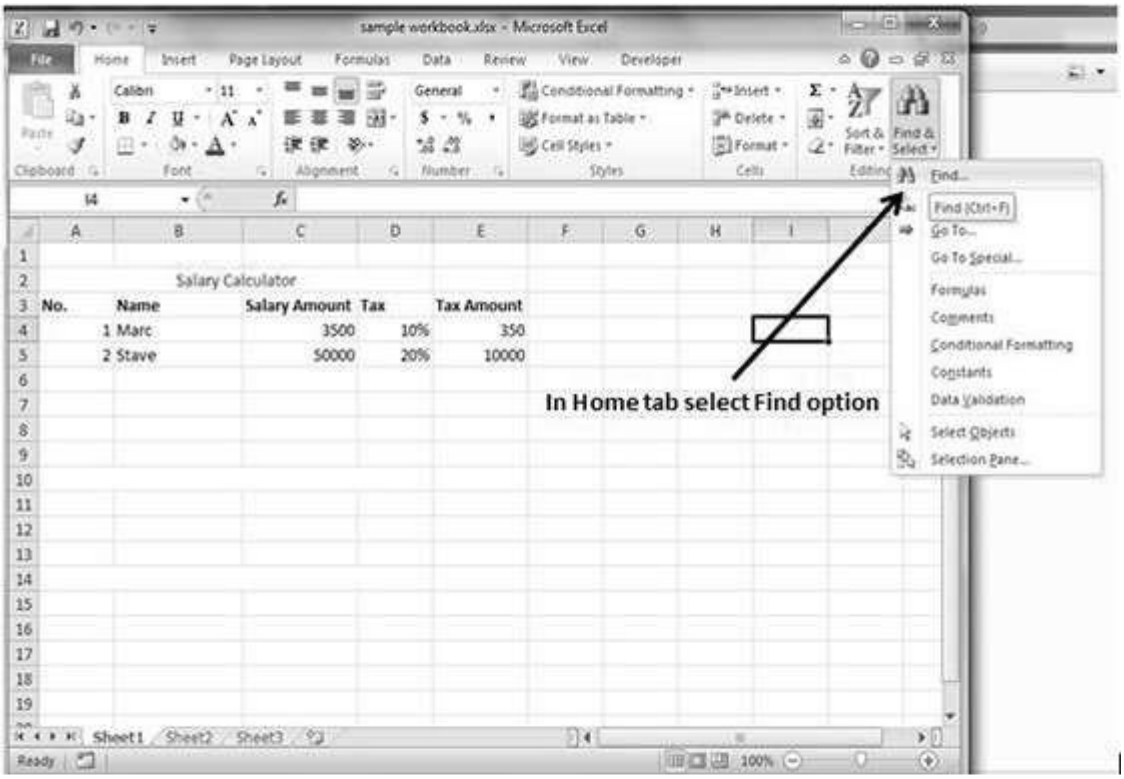
Paste Link
OK
Cancel

MS Excel provides **Find & Replace** option for finding text within the sheet.

Find and Replace Dialogue

Let us see how to access the Find & Replace Dialogue.

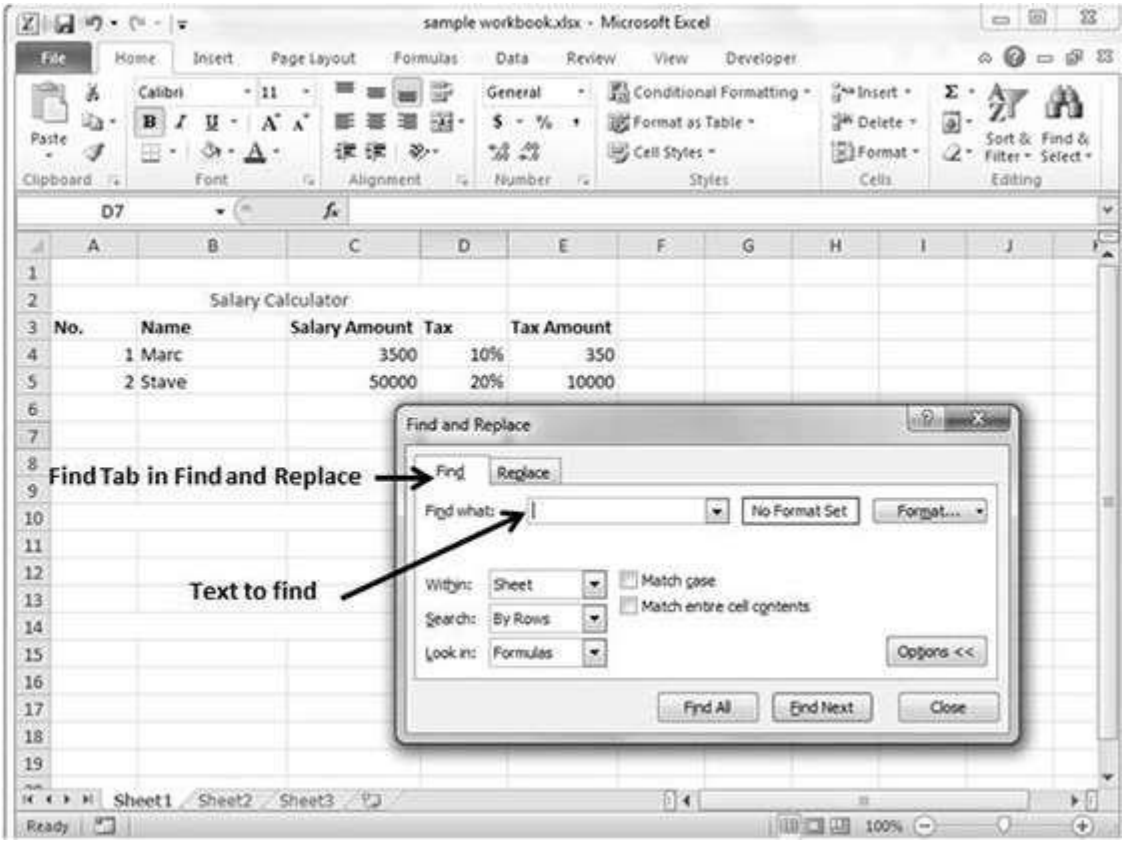
To access the Find & Replace, Choose **Home -> Find & Select -> Find**, or press **Control + F Key**. See the image below.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Find & Select
Find...
Find (Ctrl+F)
Go To...
Go To Special...
Formulas
Comments
Conditional Formatting
Constants
Data Validation
Select Objects
Selection Pane...
Sheet1
Sheet2
Sheet3
Ready
100%

In Home tab select Find option

	A	B	C	D	E
2		Salary Calculator			
3	No.	Name	Salary Amount	Tax	Tax Amount
4	1	Marc	3500	10%	350
5	2	Stave	50000	20%	10000

You can see the **Find and Replace dialogue** as below.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Find and Replace
Find
Replace
No Format Set
Format...
Match case
Match entire cell contents
Options <<
Find All
Find Next
Close
Sheet1
Sheet2
Sheet3
Ready
100%

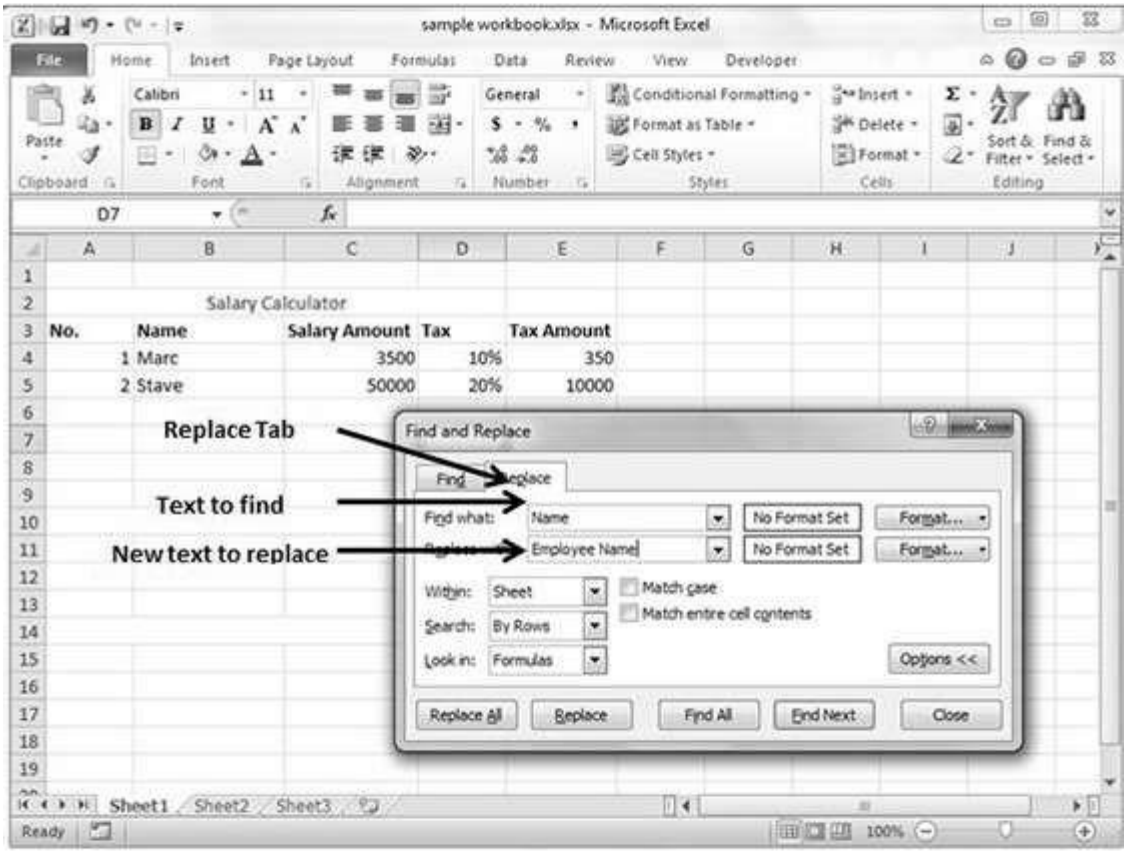
	A	B	C	D	E
2		Salary Calculator			
3	No.	Name	Salary Amount	Tax	Tax Amount
4	1	Marc	3500	10%	350
5	2	Stave	50000	20%	10000

Find what:
Within: Sheet
Search: By Rows
Look in: Formulas

Find Tab in Find and Replace

Text to find

You can replace the found text with the new text in the **Replace tab**.



sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
D7
Find
Replace
No Format Set
Format...
Match case
Match entire cell contents
Options <<
Replace All
Replace
Find All
Find Next
Close
Sheet1
Sheet2
Sheet3
Ready
100%

Salary Calculator

No.	Name	Salary Amount	Tax	Tax Amount
1	Marc	3500	10%	350
2	Stave	50000	20%	10000

Find and Replace

Replace Tab

Text to find

New text to replace

Find what: Name

Replace with: Employee Name

Within: Sheet

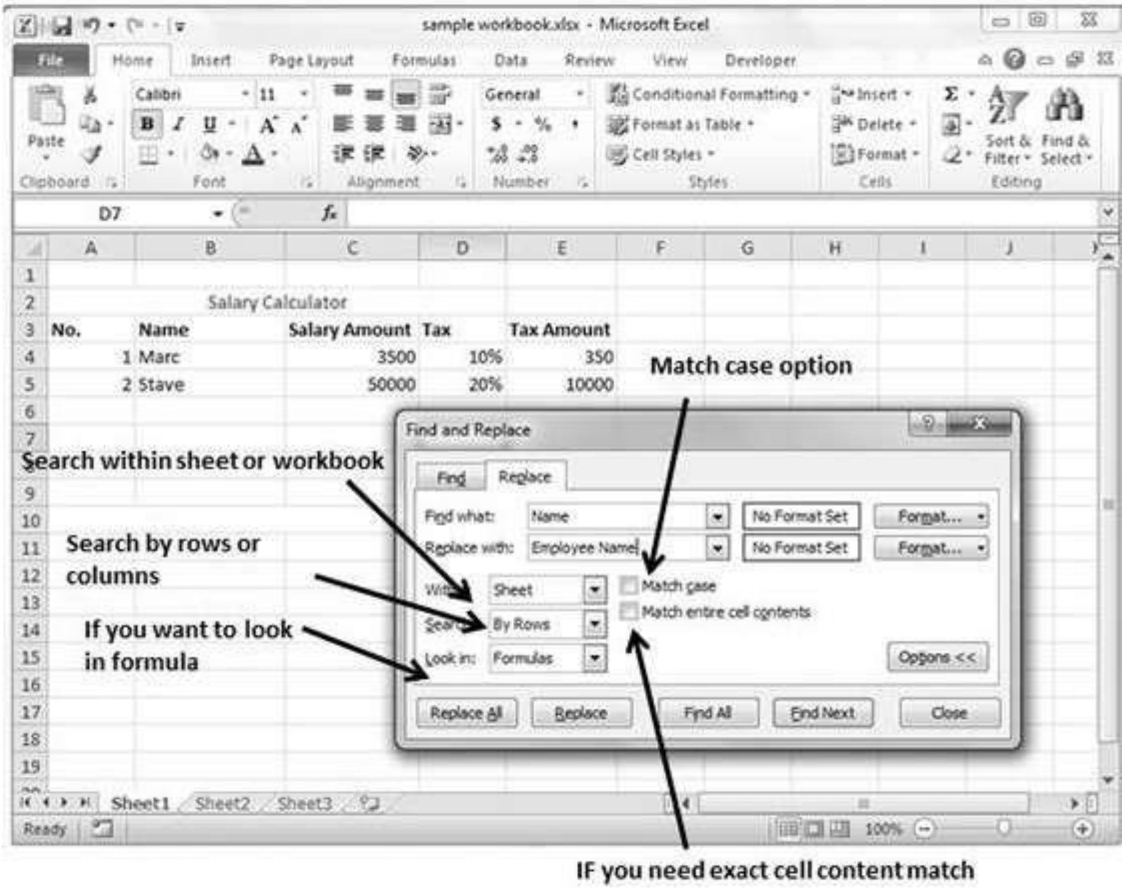
Search: By Rows

Look in: Formulas

Exploring Options

Now, let us see the various options available under the Find dialogue.

- **Within:** Specifying the search should be in Sheet or workbook.
- **Search By:** Specifying the internal search method by rows or by columns.
- **Look In:** If you want to find text in formula as well, then select this option.
- **Match Case:** If you want to match the case like lower case or upper case of words, then check this option.
- **Match Entire Cell Content:** If you want the exact match of the word with cell, then check this option.



Salary Calculator

No.	Name	Salary Amount	Tax	Tax Amount
1	Marc	3500	10%	350
2	Stave	50000	20%	10000

Find and Replace

Find what: Name

Replace with: Employee Name

Within: Sheet

Search: By Rows

Look in: Formulas

☐ Match case

☐ Match entire cell contents

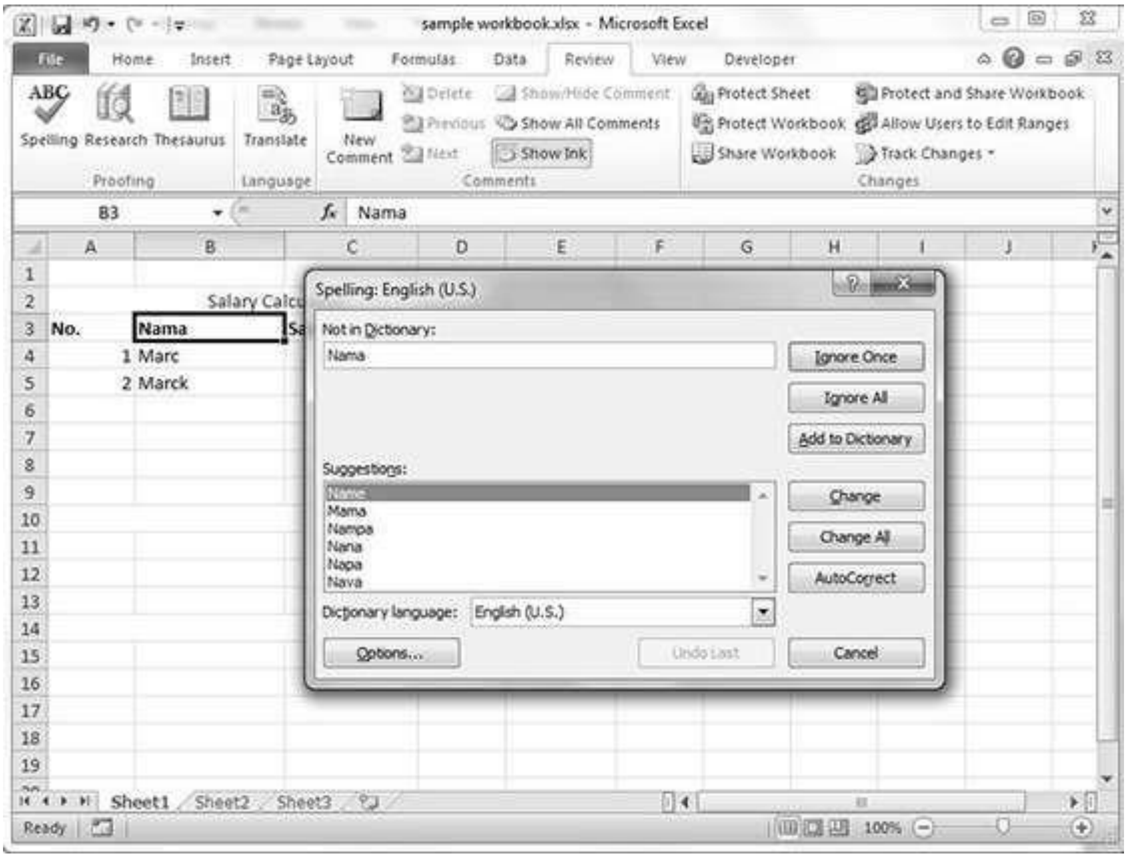
sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
D7
Sheet1
Sheet2
Sheet3
Ready
100%
Find
Replace
No Format Set
Format...
Options <<
Replace All
Replace
Find All
Find Next
Close
Match case option
Search within sheet or workbook
Search by rows or columns
If you want to look in formula
IF you need exact cell content match

MS Excel provides a feature of Word Processing program called **Spelling check.** We can get rid of the spelling mistakes with the help of spelling check feature.

Spell Check Basis

Let us see how to access the spell check.

- To access the spell checker, Choose **Review ⇨ Spelling** or press **F7**.
- To check the spelling in just a particular range, **select the range** before you activate the spell checker.
- If the spell checker finds any words it does not recognize as correct, it displays the **Spelling dialogue** with suggested options.



sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Spelling
Research
Thesaurus
Translate
New Comment
Delete
Previous
Next
Show/Hide Comment
Show All Comments
Show Ink
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Proofing
Language
Comments
Changes
Ignore Once
Ignore All
Add to Dictionary
Change
Change All
AutoCorrect
Options...
Undo Last
Cancel
Sheet1
Sheet2
Sheet3
Ready
100%

B3 Nama

	A	B
2		Salary Calcu
3	No.	Nama
4	1	Marc
5	2	Marck

Spelling: English (U.S.)

Not in Dictionary: Nama

Suggestions:
Name
Mama
Nampa
Nana
Napa
Nava

Dictionary language: English (U.S.)

Exploring Options

Let us see the various options available in **spell check** dialogue.

- **Ignore Once:** Ignores the word and continues the spell check.
- **Ignore All:** Ignores the word and all subsequent occurrences of it.
- **Add to Dictionary:** Adds the word to the dictionary.
- **Change:** Changes the word to the selected word in the Suggestions list.
- **Change All:** Changes the word to the selected word in the Suggestions list and changes all subsequent occurrences of it without asking.

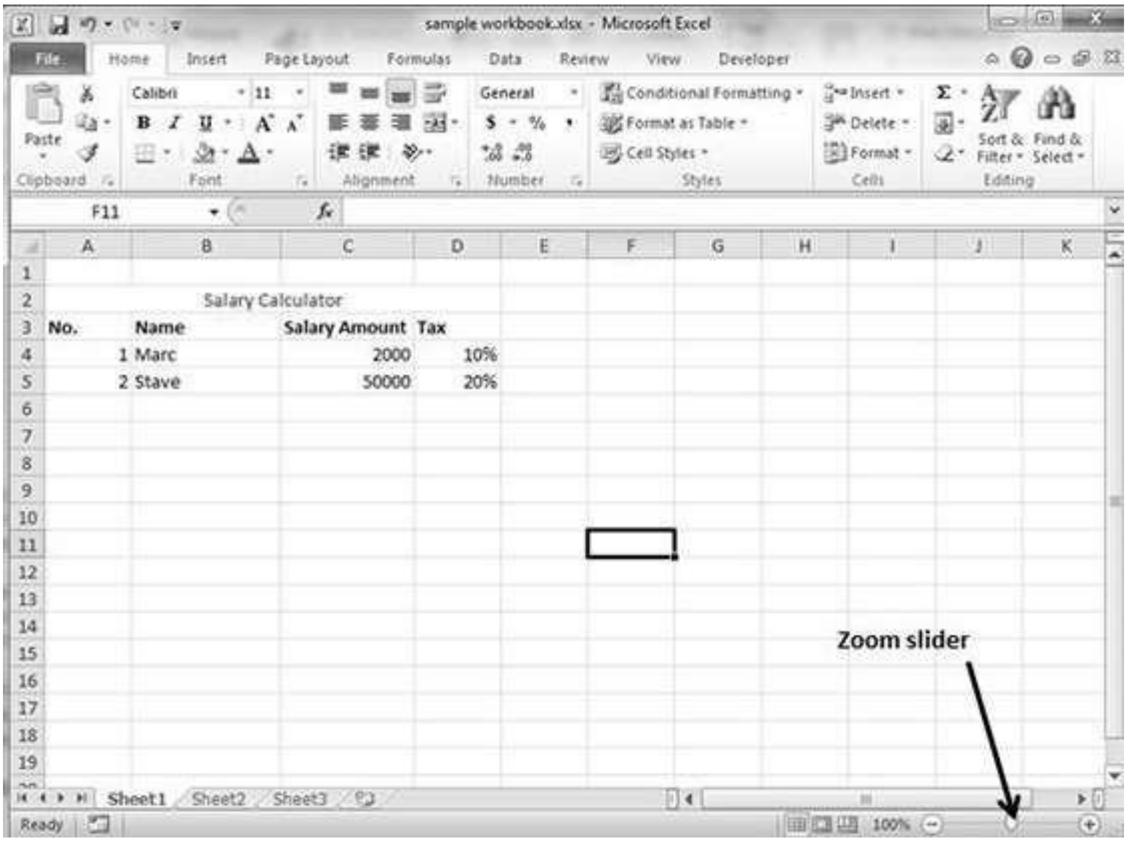
- **AutoCorrect:** Adds the misspelled word and its correct spelling (which you select from the list) to the AutoCorrect list.

22. ZOOM IN/OUT

Zoom Slider

By default, everything on screen is displayed at 100% in MS Excel. You can change the zoom percentage from 10% (tiny) to 400% (huge). Zooming doesn’t change the font size, so it has no effect on the printed output.

You can view the zoom slider at the right bottom of the workbook as shown below.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
F11
Sheet1
Sheet2
Sheet3
Ready
100%

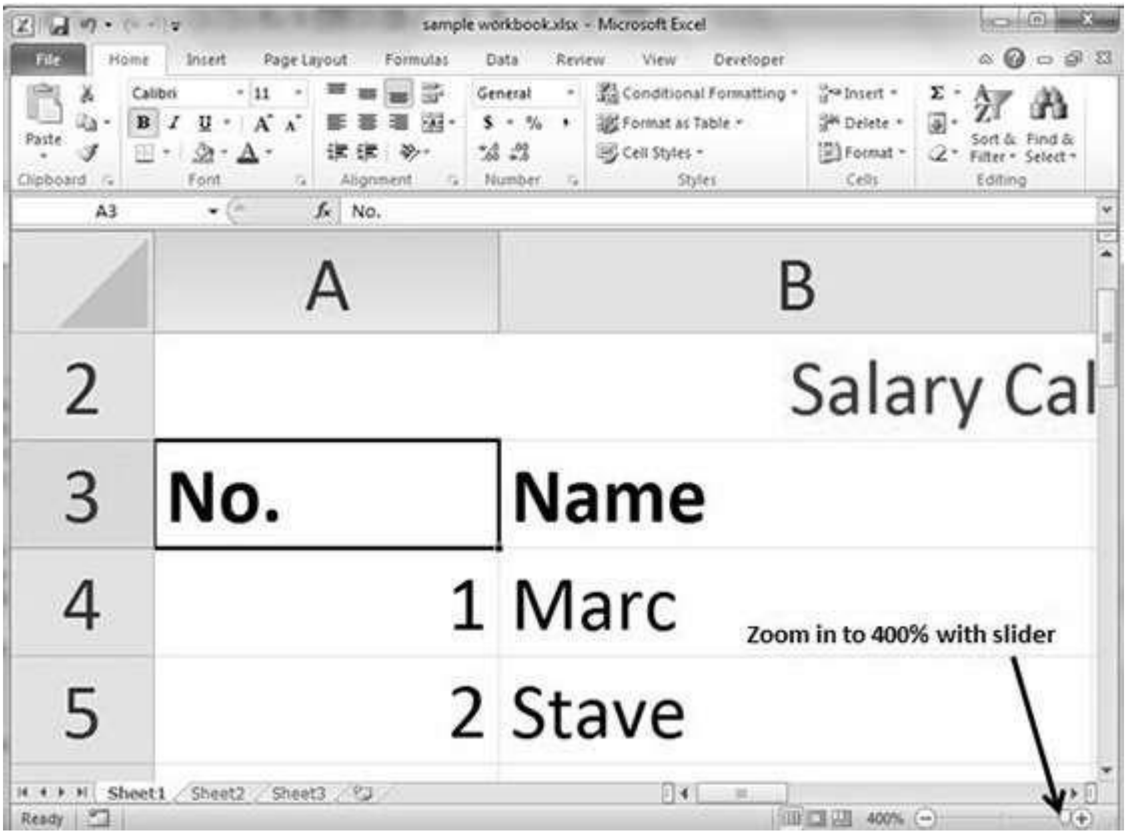
Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

Zoom slider

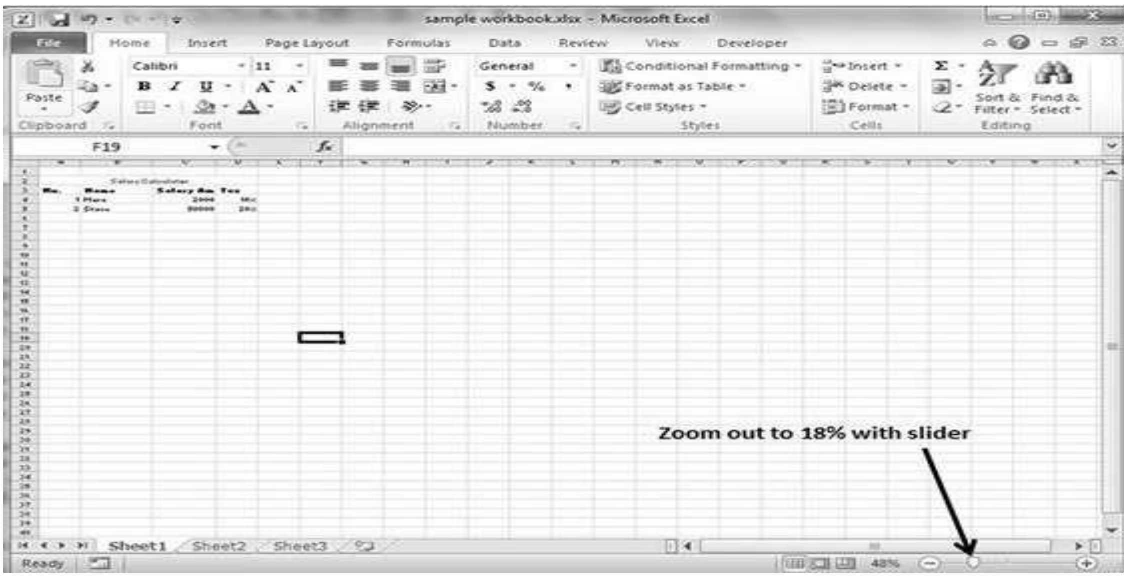
Zoom In

You can zoom in the workbook by moving the slider to the right. It will change the only view of the workbook. You can have maximum of 400% zoom in. See the below screen-shot.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
A3
No.
A
B
2
Salary Cal
3
No.
Name
4
1
Marc
5
2
Stave
Zoom in to 400% with slider
Sheet1
Sheet2
Sheet3
Ready
400%

Zoom Out

You can zoom out the workbook by moving the slider to the left. It will change the only view of the workbook. You can have maximum of 10% zoom in. See the below screen-shot.

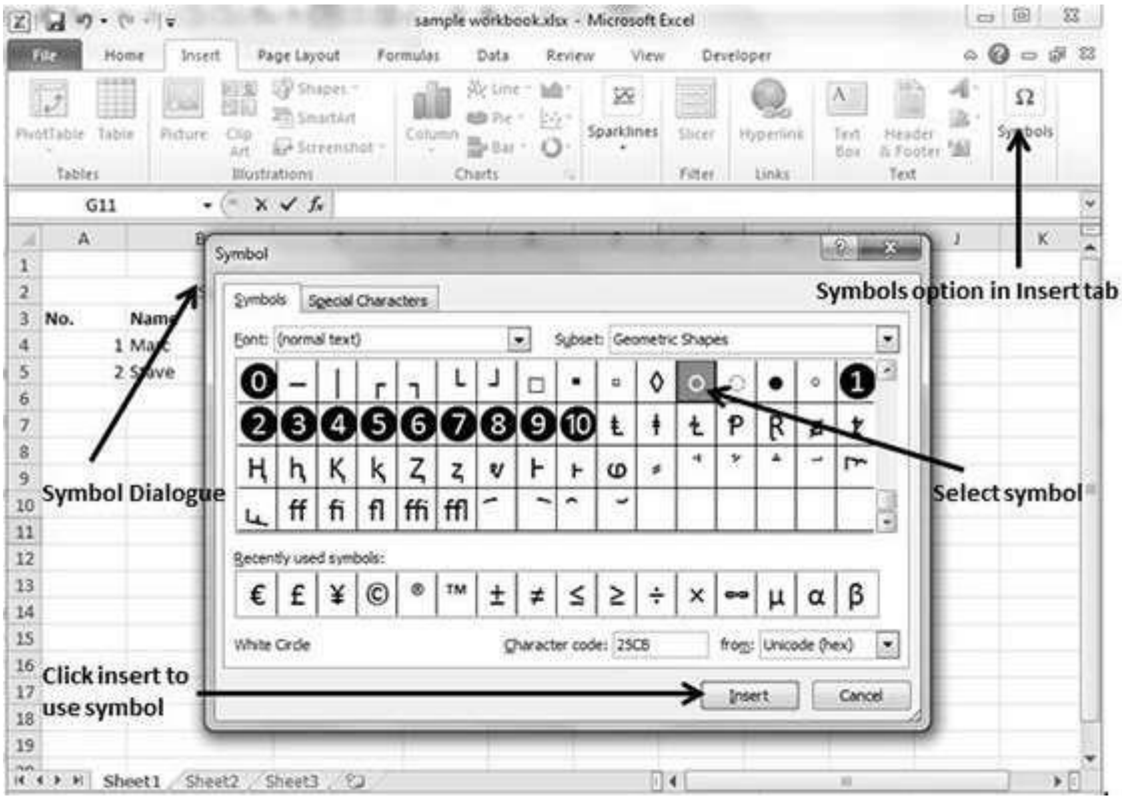

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
F19
Sheet1
Sheet2
Sheet3
Ready
48%
Zoom out to 18% with slider

If you want to insert some symbols or special characters that are not found on the keyboard in that case you need to use the **Symbols option**.

Using Symbols

Go to **Insert » Symbols » Symbol** to view available symbols. You can see many symbols available there like Pi, alpha, beta, etc.

Select the symbol you want to add and click insert to use the symbol.

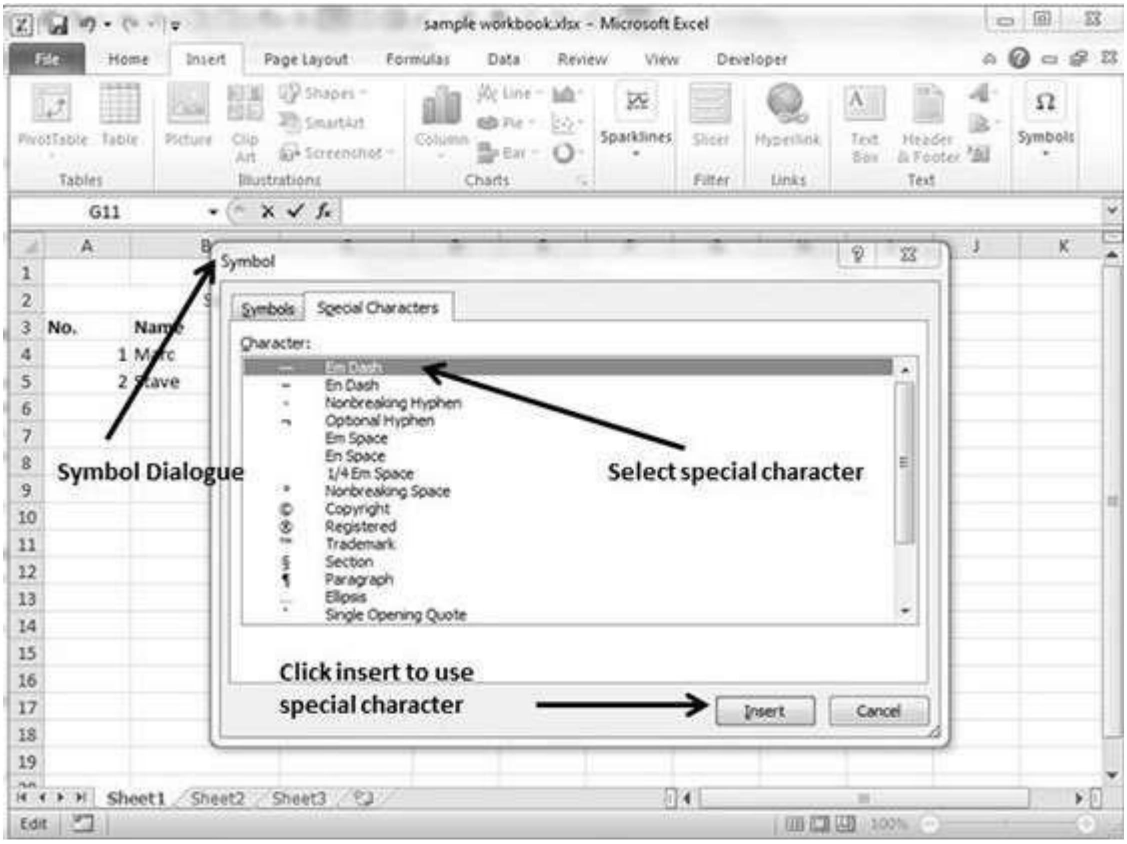

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Symbols
Symbols option in Insert tab
Symbol
Symbols
Special Characters
Symbol Dialogue
Select symbol
Recently used symbols:
Insert
Cancel
Click insert to use symbol
Sheet1
Sheet2
Sheet3

Font: (normal text)
Subset: Geometric Shapes
White Circle
Character code: 25CB
from: Unicode (hex)

Using Special Characters

Go to **Insert » Symbols » Special Characters** to view the available special characters. You can see many special characters available there like Copyright, Registered etc.

Select the special character you want to add and click insert, to use the special character.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
G11
Symbol
Symbols
Special Characters
Character:
Em Dash
En Dash
Nonbreaking Hyphen
Optional Hyphen
Em Space
En Space
1/4 Em Space
Nonbreaking Space
Copyright
Registered
Trademark
Section
Paragraph
Ellipsis
Single Opening Quote
Insert
Cancel
No.
Name
1 Marc
2 Steve
Sheet1
Sheet2
Sheet3

Symbol Dialogue

Select special character

Click insert to use special character

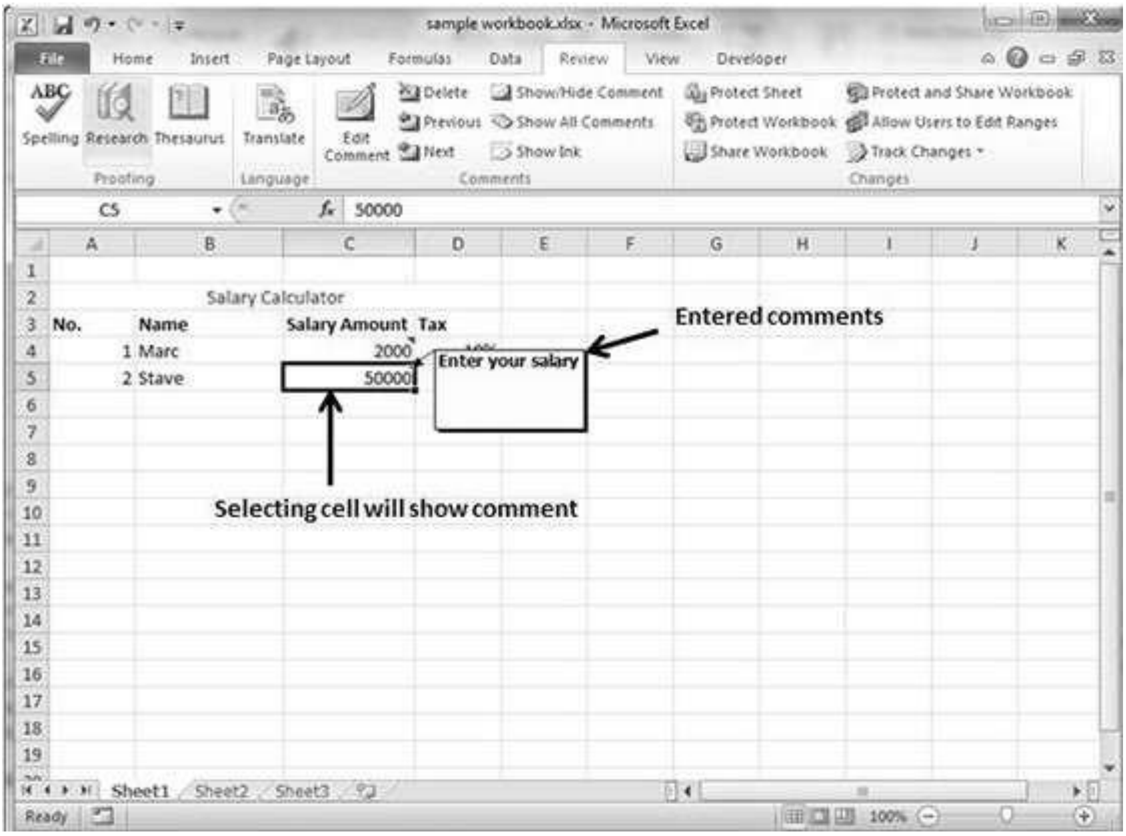
Adding Comment to Cell

Adding comment to cell helps in understanding the purpose of cell, what input it should have, etc. It helps in proper documentation.

To add comment to a cell, select the cell and perform any of the actions mentioned below.

- Choose Review » Comments » New Comment.
- Right-click the cell and choose Insert Comment from available options.
- Press Shift+F2.

Initially, a comment consists of Computer's user name. You have to modify it with text for the cell comment.



sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Spelling
Research
Thesaurus
Translate
Edit Comment
Delete
Previous
Next
Show/Hide Comment
Show All Comments
Show Ink
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Proofing
Language
Comments
Changes
Sheet1
Sheet2
Sheet3
Ready
100%
Entered comments
Selecting cell will show comment

C5 = 50000

Salary Calculator

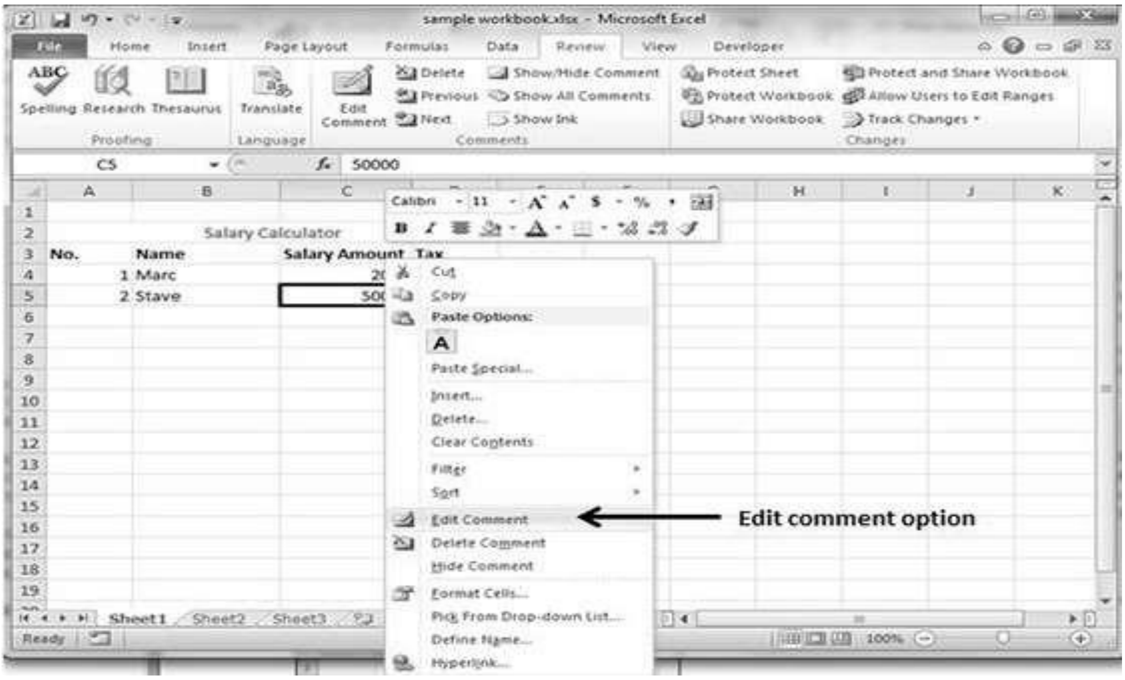
No.	Name	Salary Amount	Tax
1	Marc	2000	
2	Stave	50000	

Enter your salary

Modifying Comment

You can modify the comment you have entered before as mentioned below.

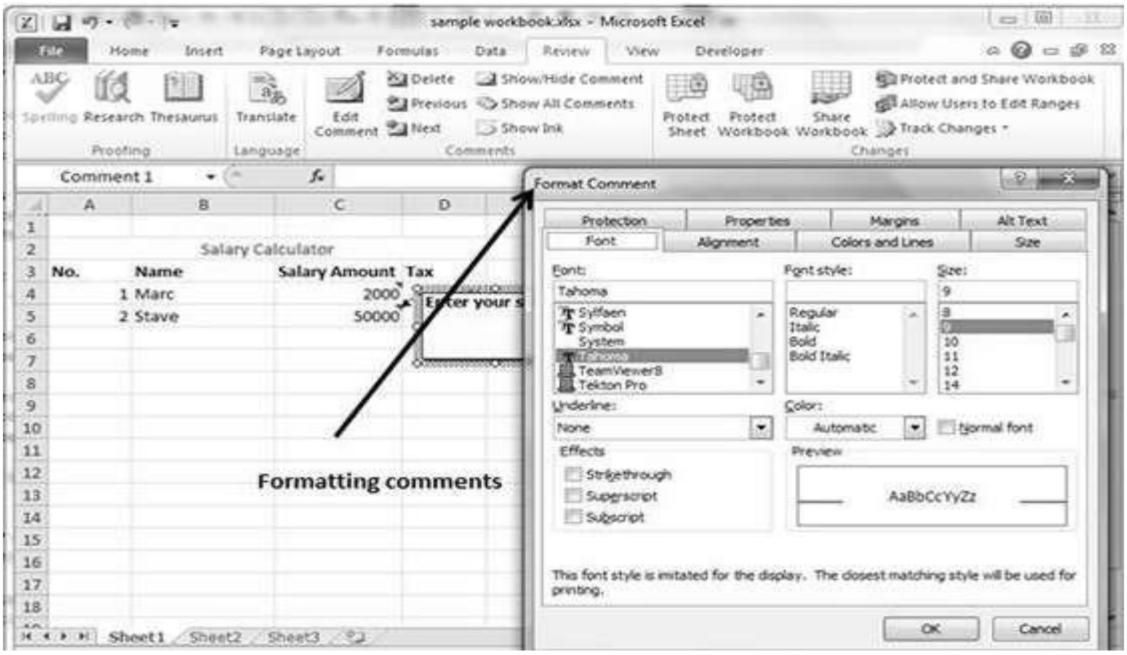
- Select the cell on which the comment appears.
- Right-click the cell and choose the Edit Comment from the available options.
- Modify the comment.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Spelling
Research
Thesaurus
Proofing
Translate
Language
Edit Comment
Delete
Previous
Next
Show/Hide Comment
Show All Comments
Show Ink
Comments
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Changes
C5
50000
Salary Calculator
No.
Name
Salary Amount
Tax
1 Marc
2 Stave
Cut
Copy
Paste Options:
Paste Special...
Insert...
Delete...
Clear Contents
Filter
Sort
Edit Comment
Delete Comment
Hide Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Hyperlink...
Sheet1
Sheet2
Sheet3
Ready
100%

Edit comment option

Formatting Comment

Various formatting options are available for comments. For formatting a comment, **Right click on cell » Edit comment » Select comment » Right click on it » Format comment**. With formatting of comment you can change the color, font, size, etc. of the comment.



sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Spelling
Research
Thesaurus
Proofing
Translate
Language
Edit Comment
Delete
Previous
Next
Show/Hide Comment
Show All Comments
Show Ink
Comments
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Changes
Comment 1
Salary Calculator
No.
Name
Salary Amount
Tax
1 Marc
2000
2 Stave
50000
Enter your s
Formatting comments
Sheet1
Sheet2
Sheet3
Format Comment
Protection
Properties
Margins
Alt Text
Font
Alignment
Colors and Lines
Size
Sylfaen
Symbol
System
Tahoma
TeamViewer8
Tekton Pro
Regular
Italic
Bold
Bold Italic
8
9
10
11
12
14
Effects
Strikethrough
Superscript
Subscript
Normal font
Preview
AaBbCcYyZz
OK
Cancel

Font: Tahoma

Font style:

Size: 9

Underline: None

Color: Automatic

This font style is imitated for the display. The closest matching style will be used for printing.

Text Boxes

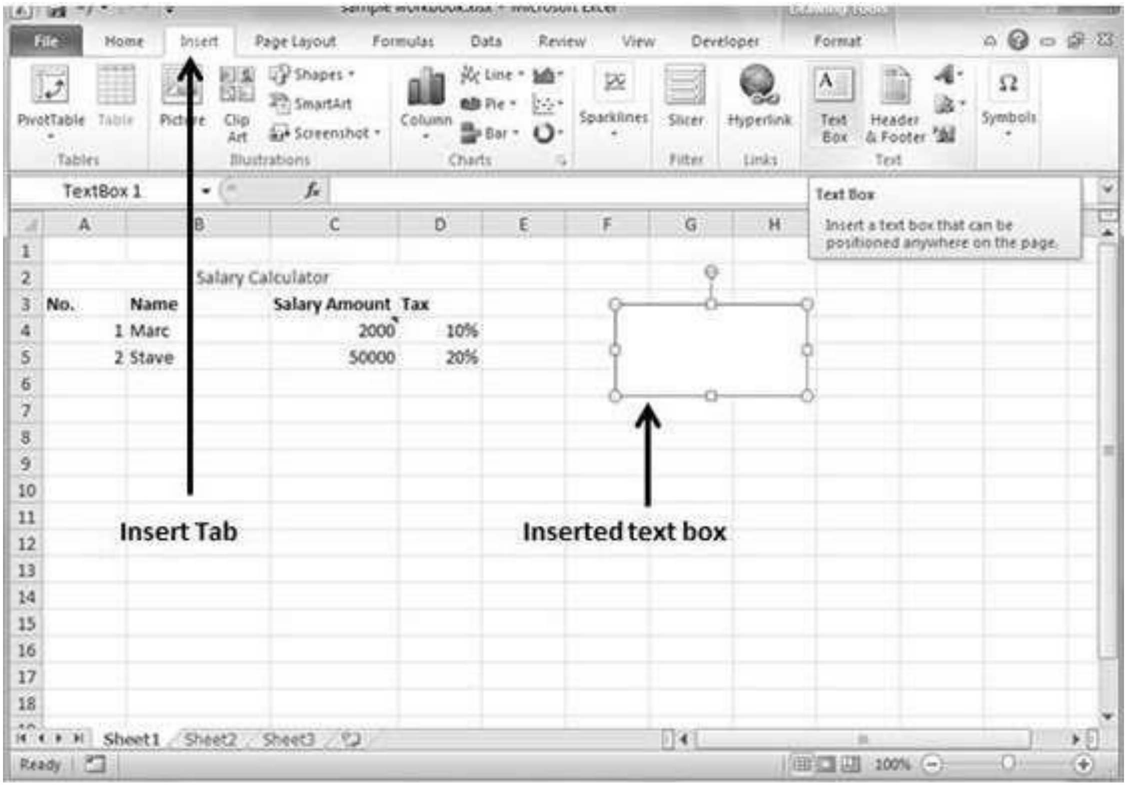
Text boxes are special graphic objects that combine the text with a rectangular graphic object. Text boxes and cell comments are similar in displaying the text in rectangular box. But text boxes are always visible, while cell comments become visible after selecting the cell.

Adding Text Boxes

To add a text box, perform the below actions.

- Choose Insert » Text Box » choose text box or draw it.

Initially, the comment consists of Computer's user name. You have to modify it with text for the cell comment.


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Format
PivotTable
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Screenshot
Illustrations
Column
Line
Pie
Bar
Charts
Sparklines
Slicer
Filter
Hyperlink
Links
Text Box
Header & Footer
Text
Symbols
TextBox 1
Sheet1
Sheet2
Sheet3
Ready
100%
Insert Tab
Inserted text box

Text Box

Insert a text box that can be positioned anywhere on the page.

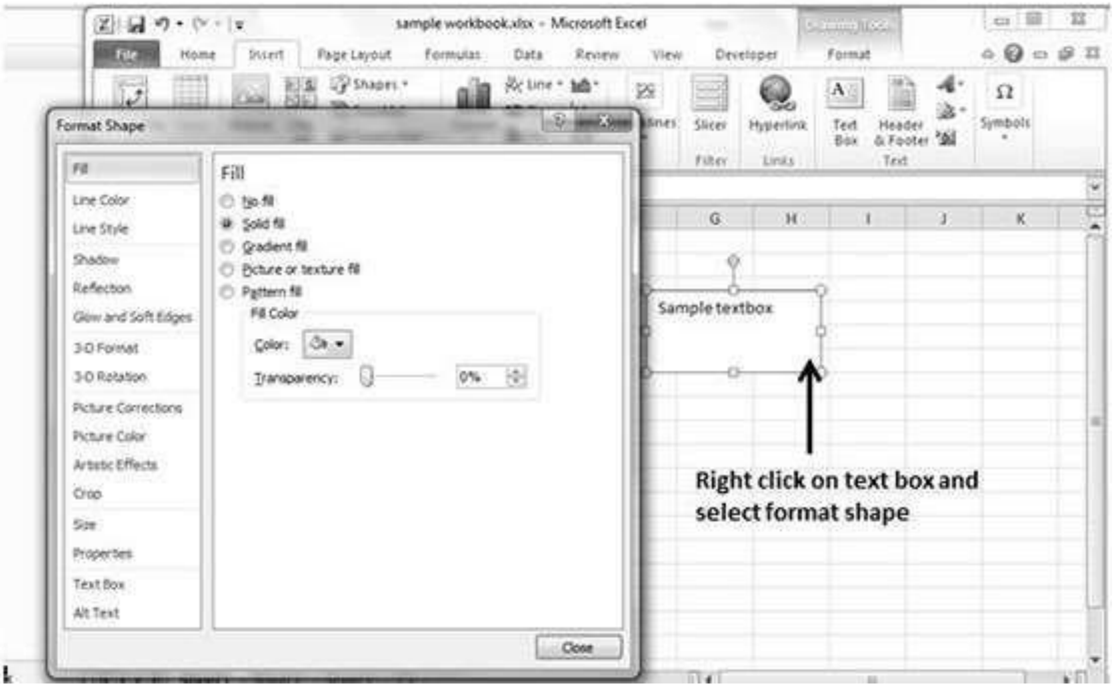
Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

Formatting Text Box

After you have added the text box, you can format it by changing the font, font size, font style, and alignment, etc. Let us see some of the important options of formatting a text box.

- **Fill:** Specifies the filling of text box like No fill, solid fill. Also specifying the transparency of text box fill.
- **Line Color:** Specifies the line color and transparency of the line.
- **Line Style:** Specifies the line style and width.
- **Size:** Specifies the size of the text box.
- **Properties:** Specifies some properties of the text box.
- **Text Box:** Specifies text box layout, Auto-fit option and internal margins.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Format
Shapes
Line
Slicer
Hyperlink
Text Box
Header & Footer
Symbols
Filter
Links
Text
Format Shape
Fill
Line Color
Line Style
Shadow
Reflection
Glow and Soft Edges
3-D Format
3-D Rotation
Picture Corrections
Picture Color
Artistic Effects
Crop
Size
Properties
Text Box
Alt Text
Close
G
H
I
J
K
Sample textbox

Fill

○ No fill
● Solid fill
○ Gradient fill
○ Picture or texture fill
○ Pattern fill

Fill Color

Color:

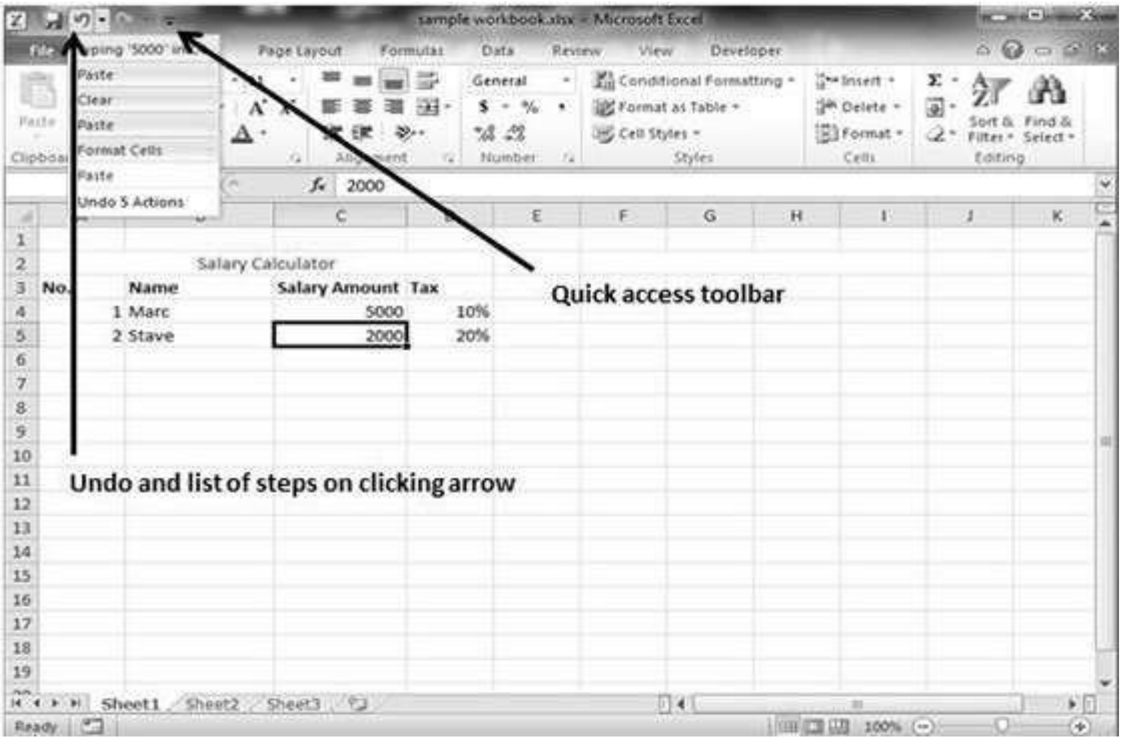
Transparency: 0%

Right click on text box and select format shape

Undo Changes

You can reverse almost every action in Excel by using the Undo command. We can undo changes in following two ways.

- From the Quick access tool-bar » Click Undo.
- Press Control + Z.



Quick access toolbar

Undo and list of steps on clicking arrow

No.	Name	Salary Amount	Tax
1	Marc	5000	10%
2	Stave	2000	20%

sample workbook.xlsx - Microsoft Excel
File
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clear
Paste
Format Cells
Paste
Undo 5 Actions
2000
Salary Calculator
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Sheet1
Sheet2
Sheet3
Ready
100%

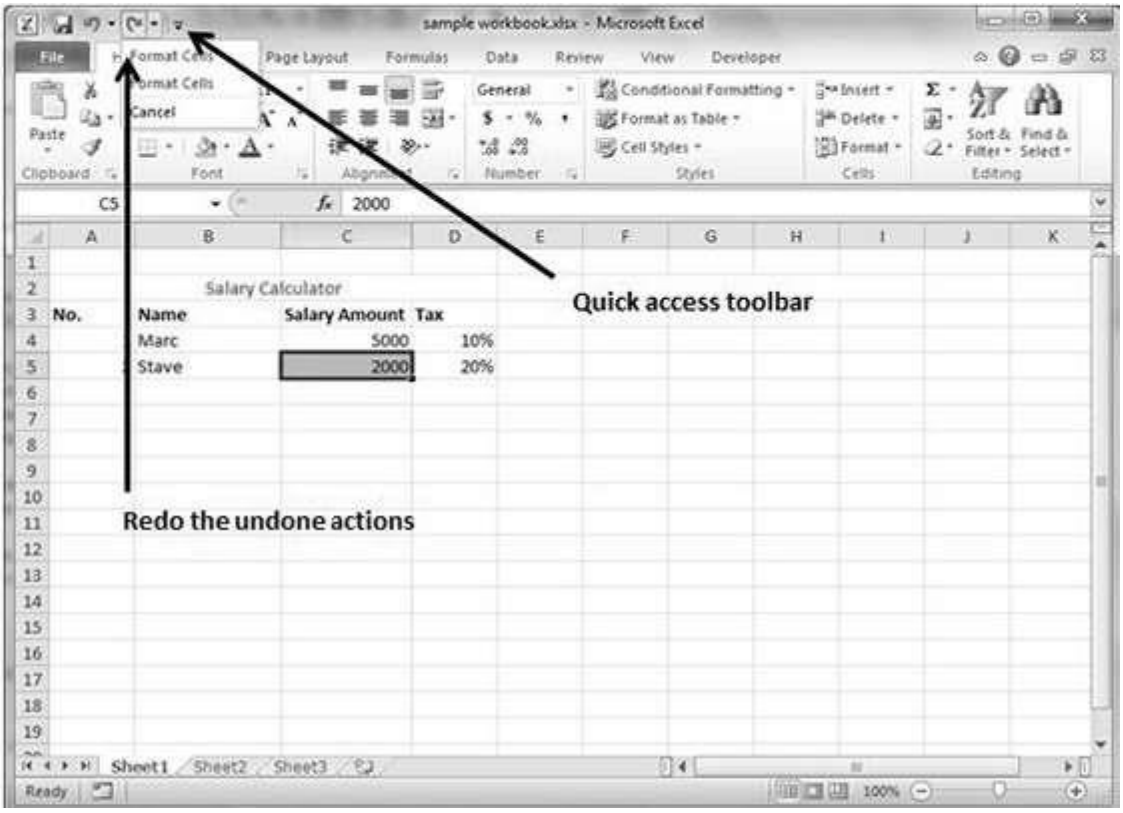
You can reverse the effects of the past 100 actions that you performed by executing Undo more than once. If you click the arrow on the right side of the

Undo button, you see a list of the actions that you can reverse. Click an item in that list to undo that action and all the subsequent actions you performed.

Redo Changes

You can again reverse back the action done with undo in Excel by using the Redo command. We can redo changes in following two ways.

- From the Quick access tool-bar » Click Redo.
- Press Control + Y.

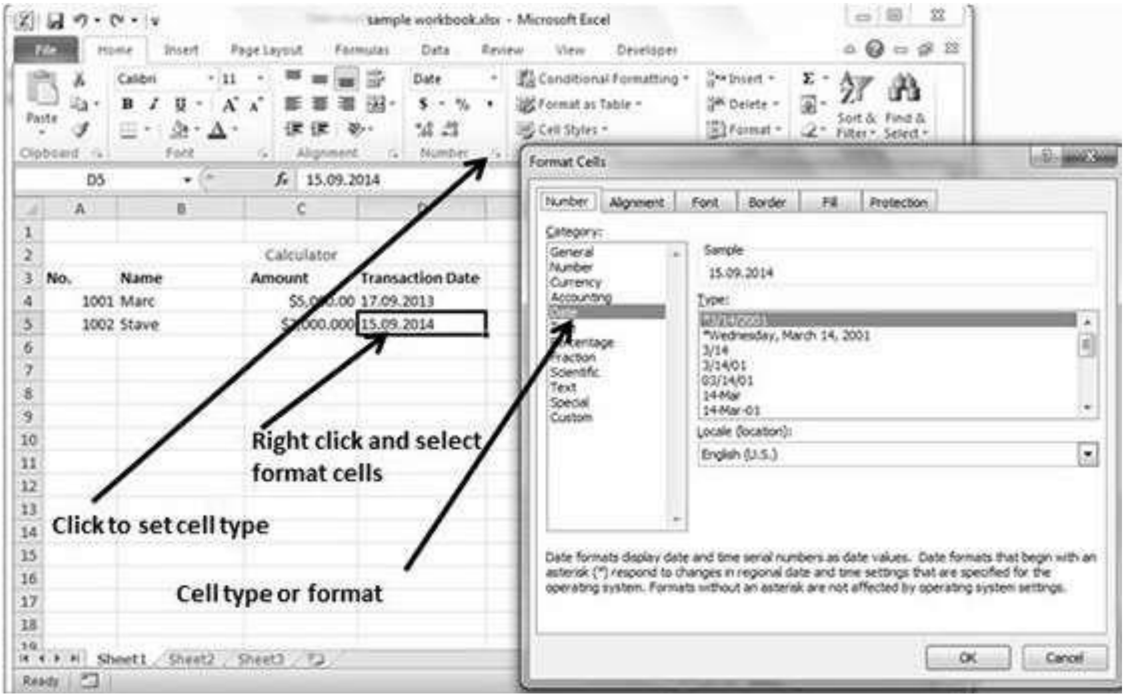

sample workbook.xlsx - Microsoft Excel
File
Format Cells
Format Cells
Cancel
Page Layout
Formulas
Data
Review
View
Developer
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
C5
2000
Salary Calculator
No.
Name
Salary Amount
Tax
Marc
5000
10%
Stave
2000
20%
Quick access toolbar
Redo the undone actions
Sheet1
Sheet2
Sheet3
Ready
100%

77

Formatting Cell

MS Excel Cell can hold different types of data like Numbers, Currency, Dates, etc. You can set the cell type in various ways as shown below:

- Right Click on the cell » Format cells » Number.
- Click on the Ribbon from the ribbon.



sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Calibri
11
Date
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
D5
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
Type:
Locale (location):
English (U.S.)
OK
Cancel
Sheet1
Sheet2
Sheet3
Ready

15.09.2014

	A	B	C	D
1				
2			Calculator	
3	No.	Name	Amount	Transaction Date
4	1001	Marc	$5,0[illegible]0.00	17.09.2013
5	1002	Stave	$[illegible]000.000	15.09.2014

Sample: 15.09.2014

Type:
*3/14/2001
*Wednesday, March 14, 2001
3/14
3/14/01
03/14/01
14-Mar
14-Mar-01

Date formats display date and time serial numbers as date values. Date formats that begin with an asterisk (*) respond to changes in regional date and time settings that are specified for the operating system. Formats without an asterisk are not affected by operating system settings.

Right click and select format cells

Click to set cell type

Cell type or format

Various Cell Formats

Below are the various cell formats.

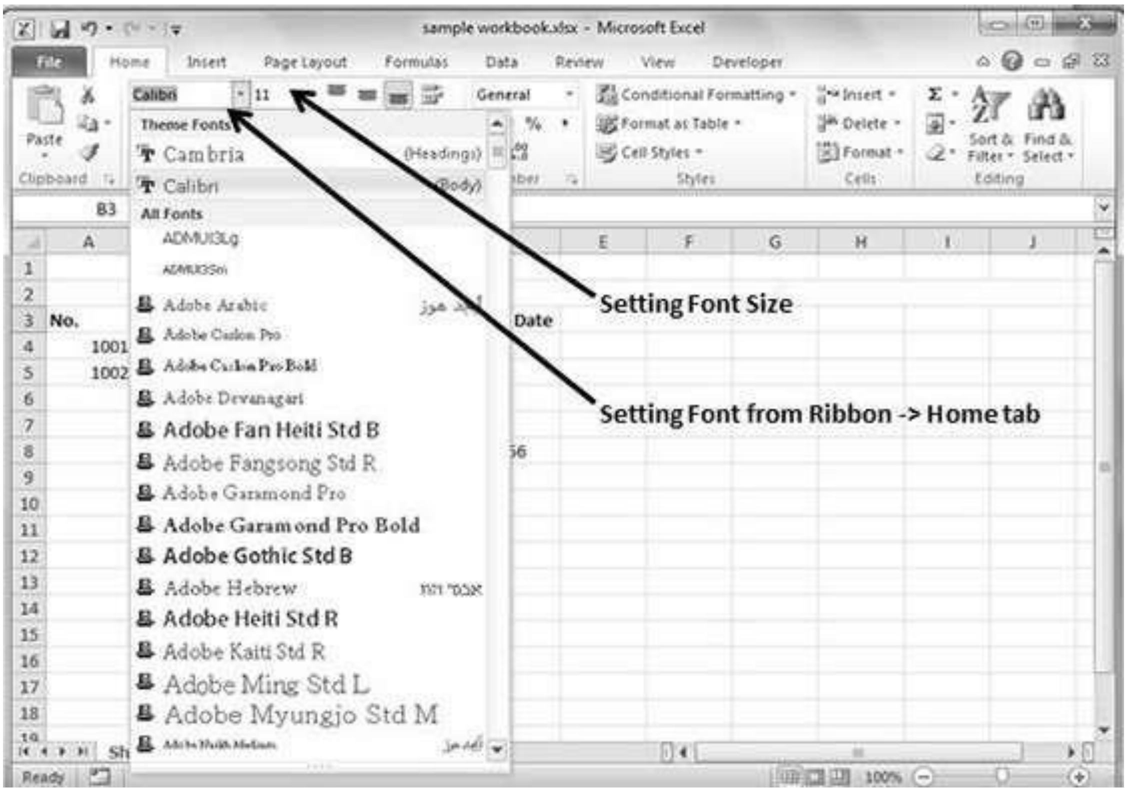
- **General:** This is the default cell format of Cell.
- **Number:** This displays cell as number with separator.
- **Currency:** This displays cell as currency i.e. with currency sign.
- **Accounting:** Similar to Currency, used for accounting purpose.
- **Date:** Various date formats are available under this, like 17-09-2013, 17th-Sep-2013, etc.
- **Time:** Various Time formats are available under this like 1.30PM, 13.30, etc.
- **Percentage:** This displays cell as percentage with decimal places like 50.00%.
- **Fraction:** This displays cell as fraction like 1/4, 1/2 etc.

- **Scientific:** This displays cell as exponential like 5.6E+01.
- **Text:** This displays cell as normal text.
- **Special:** Special formats of cell like Zip code, Phone Number.
- **Custom:** You can use custom format by using this.

You can assign any of the fonts that is installed for your printer to cells in a worksheet.

Setting Font from Home

You can set the font of the selected text from **Home » Font group » select the font**.

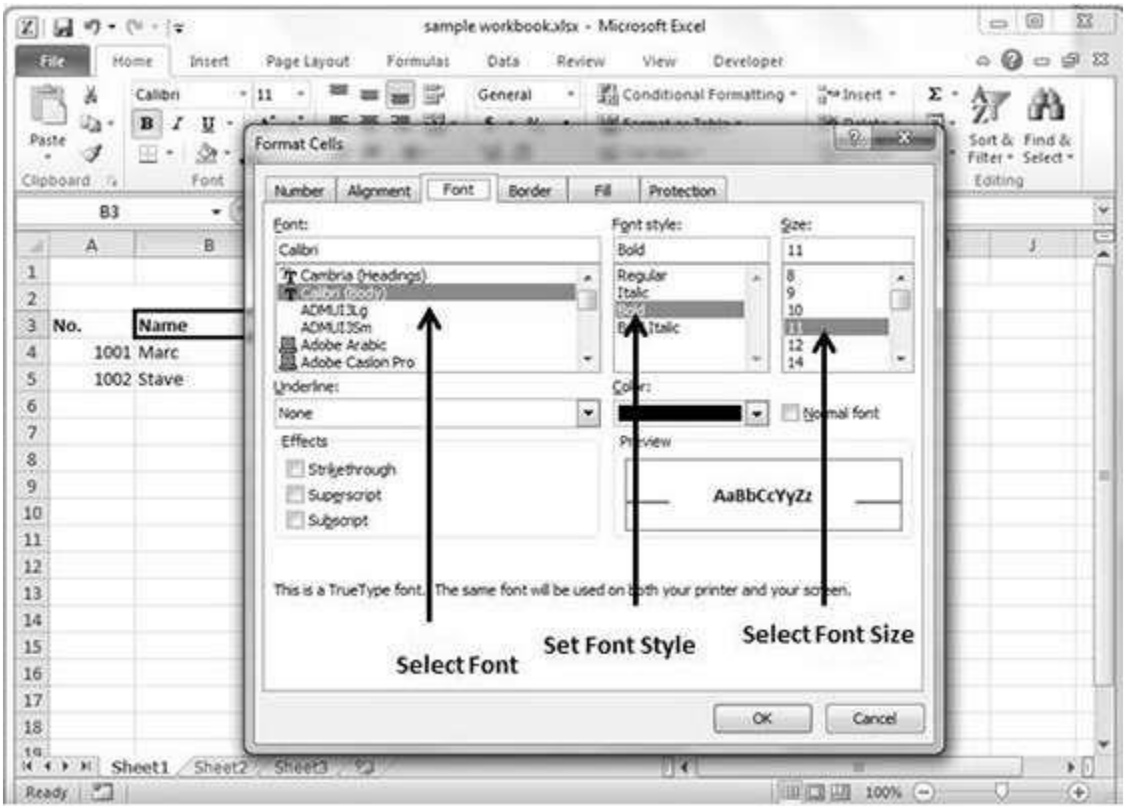

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Paste
Clipboard
Theme Fonts
Cambria (Headings)
Calibri (Body)
All Fonts
Adobe Arabic
Adobe Caslon Pro
Adobe Caslon Pro Bold
Adobe Devanagari
Adobe Fan Heiti Std B
Adobe Fangsong Std R
Adobe Garamond Pro
Adobe Garamond Pro Bold
Adobe Gothic Std B
Adobe Hebrew
Adobe Heiti Std R
Adobe Kaiti Std R
Adobe Ming Std L
Adobe Myungjo Std M
B3
No.
1001
1002
Date
Ready
100%

Setting Font Size

Setting Font from Ribbon -> Home tab

Setting Font from Format Cell Dialogue

- Right click on cell » Format cells » Font Tab
- Press Control + 1 or Shift + Control + F



sample workbook.xlsx - Microsoft Excel

Format Cells

Font: Calibri

Font style: Bold

Size: 11

Underline: None

Color:

☐ Normal font

Effects

☐ Strikethrough

☐ Superscript

☐ Subscript

Preview

AaBbCcYyZz

This is a TrueType font. The same font will be used on both your printer and your screen.

	A	B
1		
2		
3	No.	Name
4	1001	Marc
5	1002	Stave

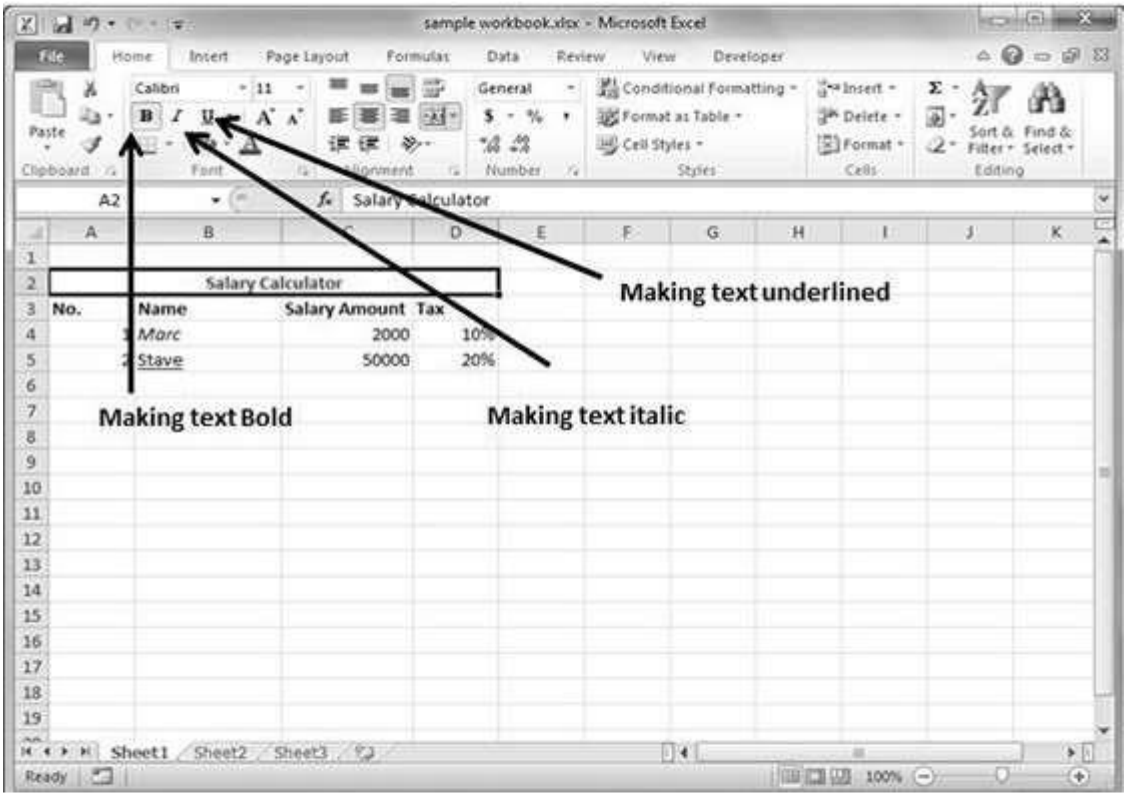
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Font
General
Conditional Formatting
Insert
Sort & Filter
Find & Select
Editing
B3
Number
Alignment
Font
Border
Fill
Protection
Cambria (Headings)
Calibri (Body)
ADMUI3Lg
ADMUI3Sm
Adobe Arabic
Adobe Caslon Pro
Regular
Italic
Bold
Bold Italic
8
9
10
11
12
14
Select Font
Set Font Style
Select Font Size
OK
Cancel
Sheet1
Sheet2
Sheet3
Ready
100%

You can change the text decoration of the cell to change its look and feel.

Text-Decoration

Various options are available in Home tab of the ribbon as mentioned below.

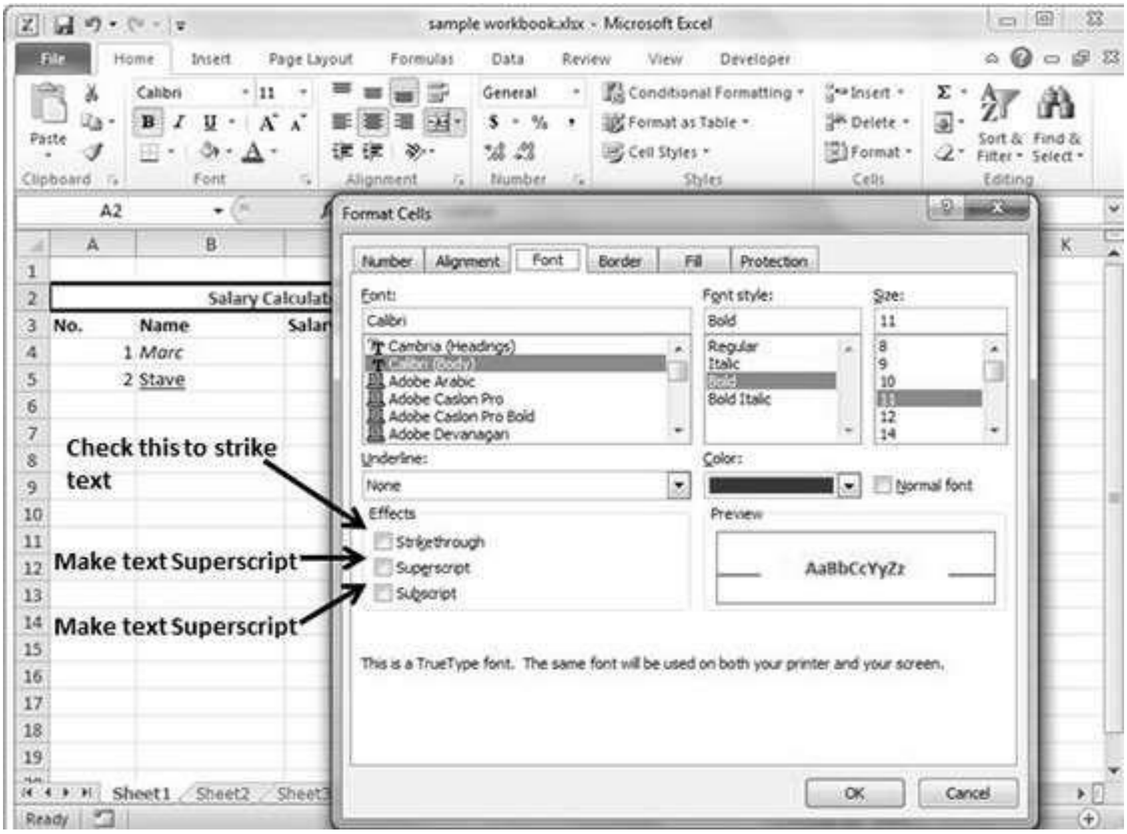
- **Bold:** It makes the text in bold by choosing **Home » Font Group » Click B** or Press **Control + B**.
- **Italic:** It makes the text italic by choosing **Home » Font Group » Click I** or Press **Control + B**.
- **Underline:** It makes the text as underlined by choosing **Home » Font Group » Click U** or Press **Control + B**.
- **Double Underline:** It makes the text highlighted as double underlined by choose **Home » Font Group » Click arrow near U » Select Double Underline**.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
A2
Salary Calculator
Salary Calculator
No.
Name
Salary Amount
Tax
1 Marc
2000
10%
2 Stave
50000
20%
Making text underlined
Making text Bold
Making text italic
Sheet1
Sheet2
Sheet3
Ready

More Text-Decoration Options

There are more options available for text decoration in Formatting cells » Font Tab »Effects cells as mentioned below.

- **Strike-through:** It strikes the text in the center vertically.
- **Super Script:** It makes the content to appear as a super script.
- **Sub Script:** It makes content to appear as a sub script.



Check this to strike text

Make text Superscript

Make text Superscript

Font: Calibri

Font style: Bold

Size: 11

Underline: None

Effects

☐ Strikethrough

☐ Superscript

☐ Subscript

☐ Normal font

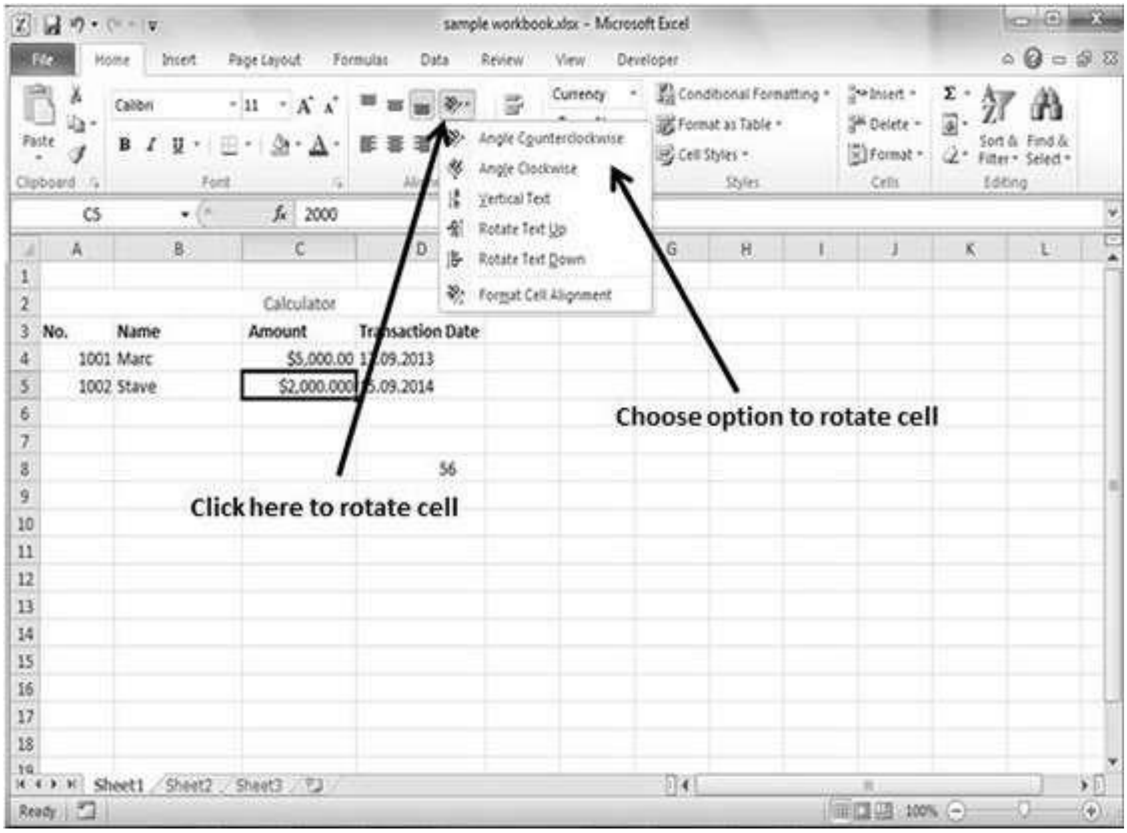
This is a TrueType font. The same font will be used on both your printer and your screen.

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Cambria (Headings)
Calibri (Body)
Adobe Arabic
Adobe Caslon Pro
Adobe Caslon Pro Bold
Adobe Devanagari
Regular
Italic
Bold
Bold Italic
Color:
Preview
AaBbCcYyZz
OK
Cancel
Salary Calculat
No.
Name
Salar
1 Marc
2 Stave
Sheet1
Sheet2
Sheet3
Ready

You can rotate the cell by any degree to change the orientation of the cell.

Rotating Cell from Home Tab

Click on the **orientation** in the **Home tab**. Choose options available like Angle Counter Clockwise, Angle Clockwise, etc.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Currency
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Angle Counterclockwise
Angle Clockwise
Vertical Text
Rotate Text Up
Rotate Text Down
Format Cell Alignment
C5
2000
Sheet1
Sheet2
Sheet3
Ready
100%

Calculator

No.	Name	Amount	Transaction Date
1001	Marc	$5,000.00	17.09.2013
1002	Stave	$2,000.00	5.09.2014

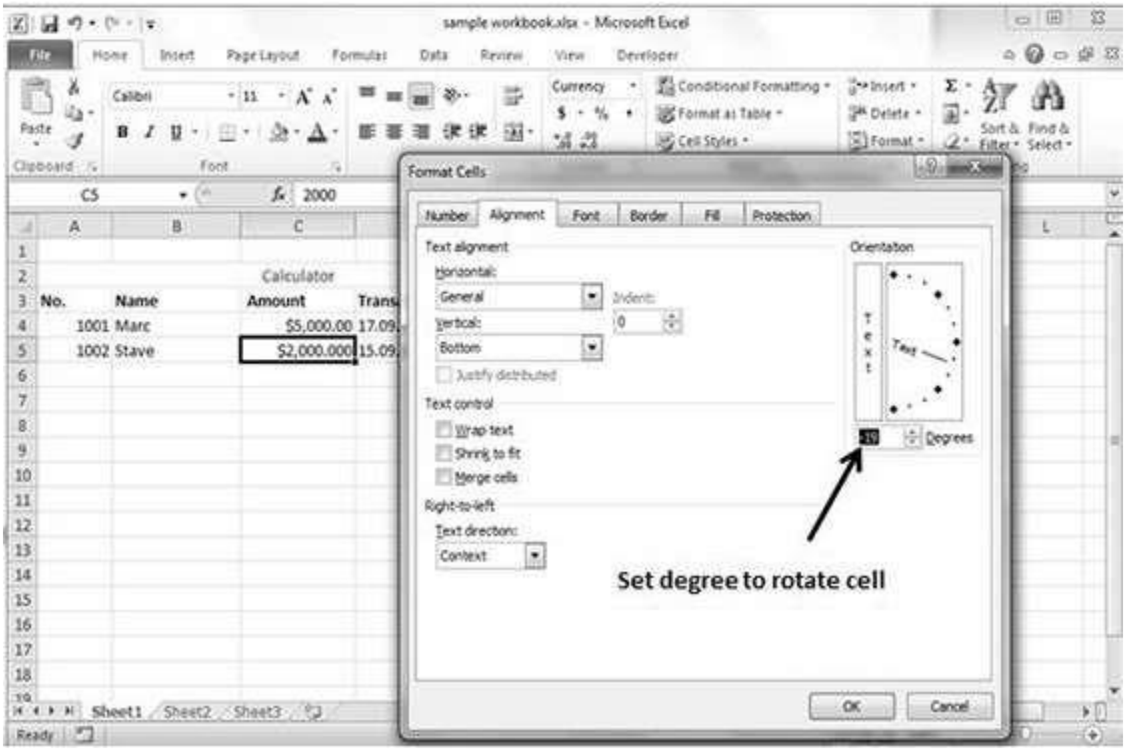
56

Choose option to rotate cell

Click here to rotate cell

Rotating Cell from Formatting Cell

Right Click on the cell. Choose Format cells » Alignment » Set the degree for rotation.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Text alignment
Text control
Wrap text
Shrink to fit
Merge cells
Justify distributed
Right-to-left
Orientation
Text
OK
Cancel

Horizontal: General

Vertical: Bottom

Indent: 0

Text direction: Context

-19 Degrees

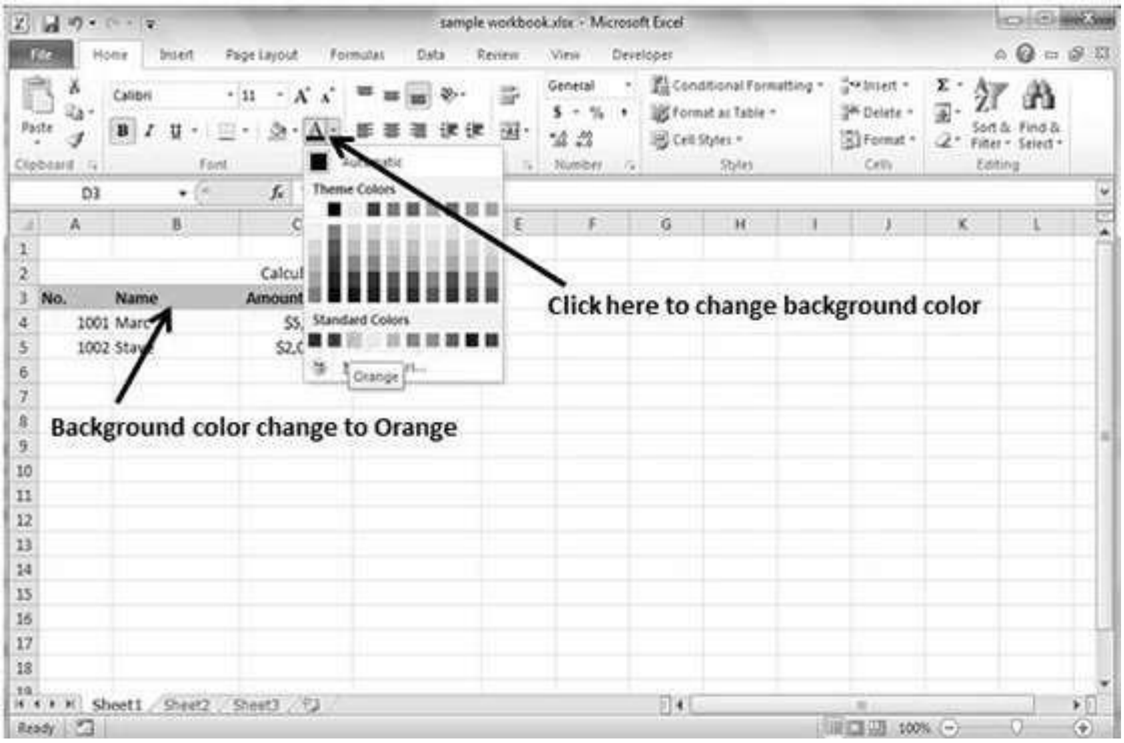
Set degree to rotate cell

31. SETTING COLORS

You can change the background color of the cell or text color.

Changing Background Color

By default the background color of the cell is white in MS Excel. You can change it as per your need from **Home tab » Font group » Background color**.



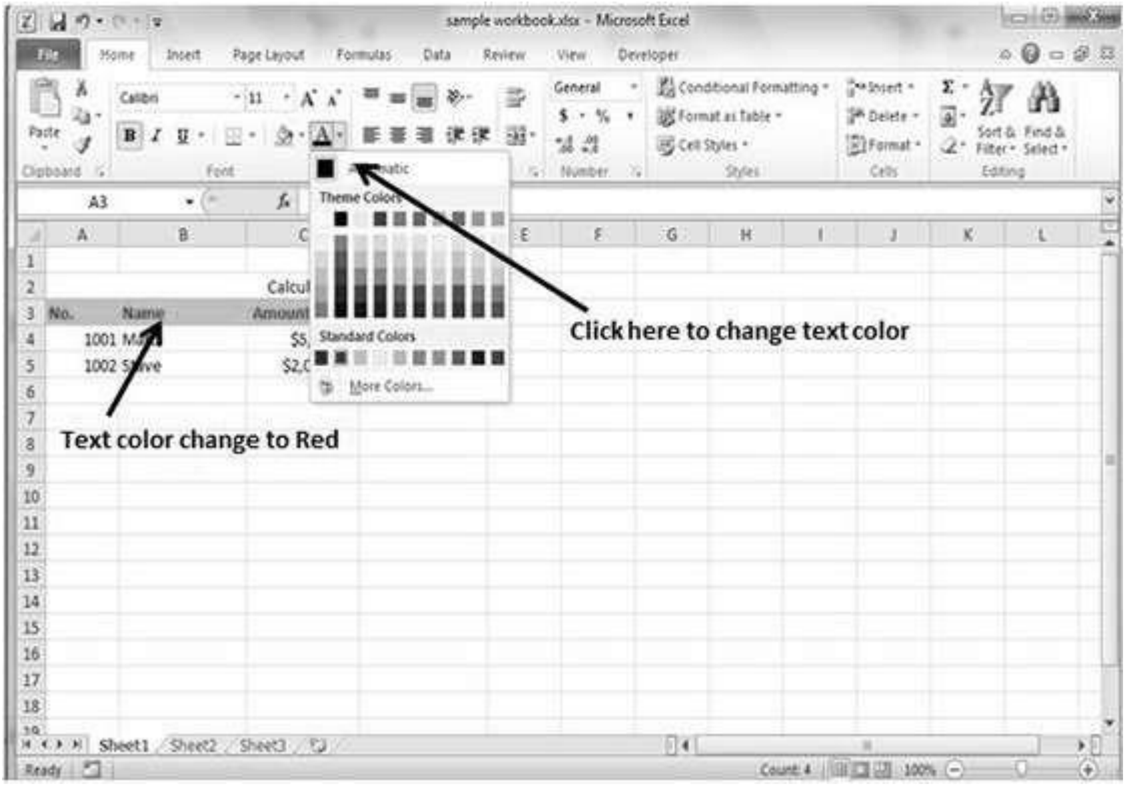
Click here to change background color

Background color change to Orange

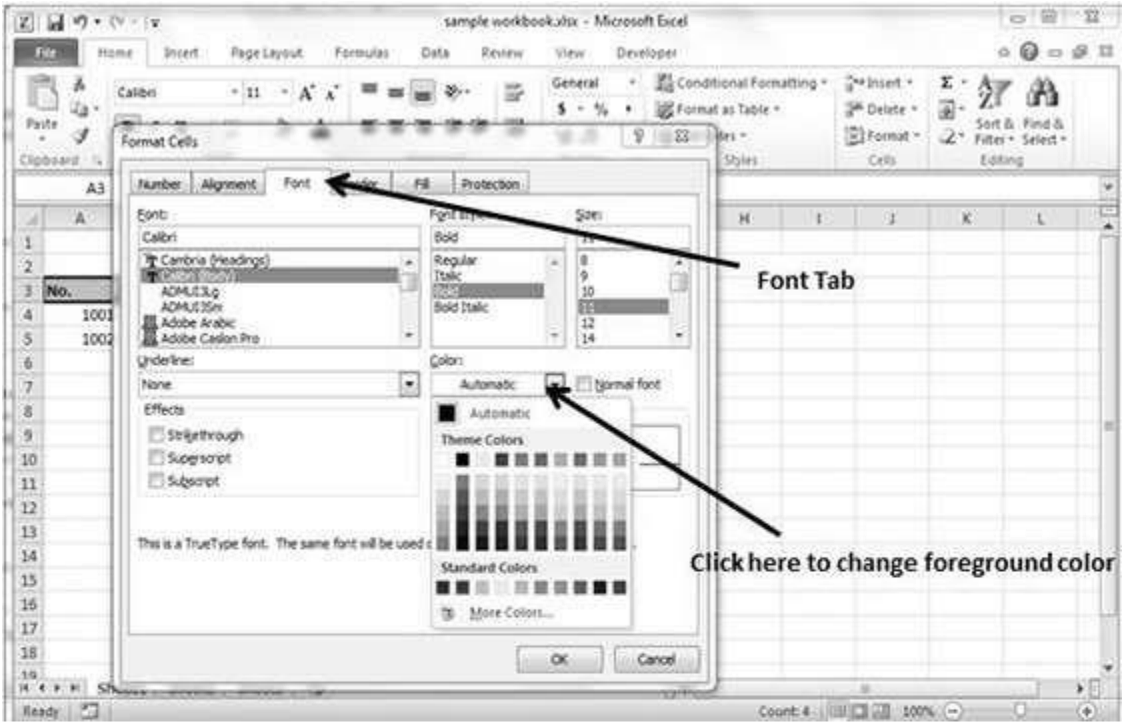
sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
D3
Automatic
Theme Colors
Standard Colors
Orange
No.
Name
Amount
1001 Marc
1002 Stay
Calcul
Sheet1
Sheet2
Sheet3
Ready
100%

Changing Foreground Color

By default, the foreground or text color is black in MS Excel. You can change it as per your need from **Home tab » Font group » Foreground color**.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Automatic
Theme Colors
Standard Colors
More Colors...
Click here to change text color
Text color change to Red
Sheet1
Sheet2
Sheet3
Ready
Count: 4

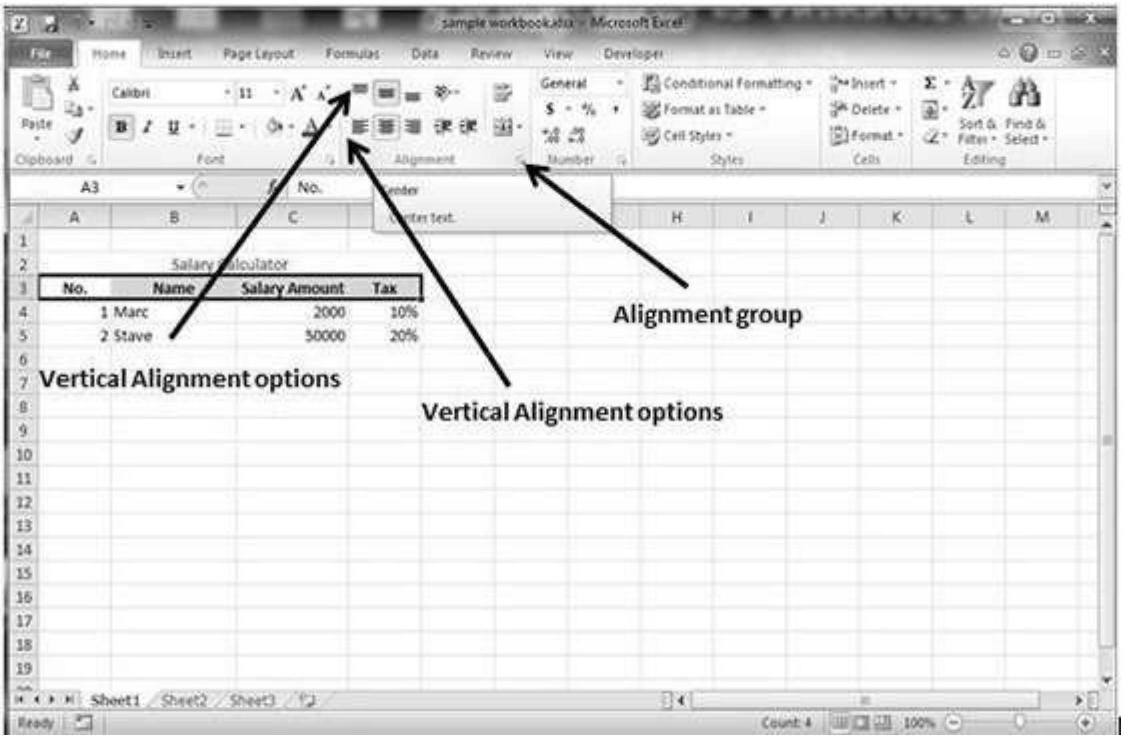
Also you can change the foreground color by selecting the cell **Right click » Format cells » Font Tab » Color**.


Font Tab
Click here to change foreground color

If you don’t like the default alignment of the cell, you can make changes in the alignment of the cell. Below are the various ways of doing it.

Change Alignment from Home Tab

You can change the Horizontal and vertical alignment of the cell. By default, Excel aligns numbers to the right and text to the left. Click on the available option in the Alignment group in Home tab to change alignment.

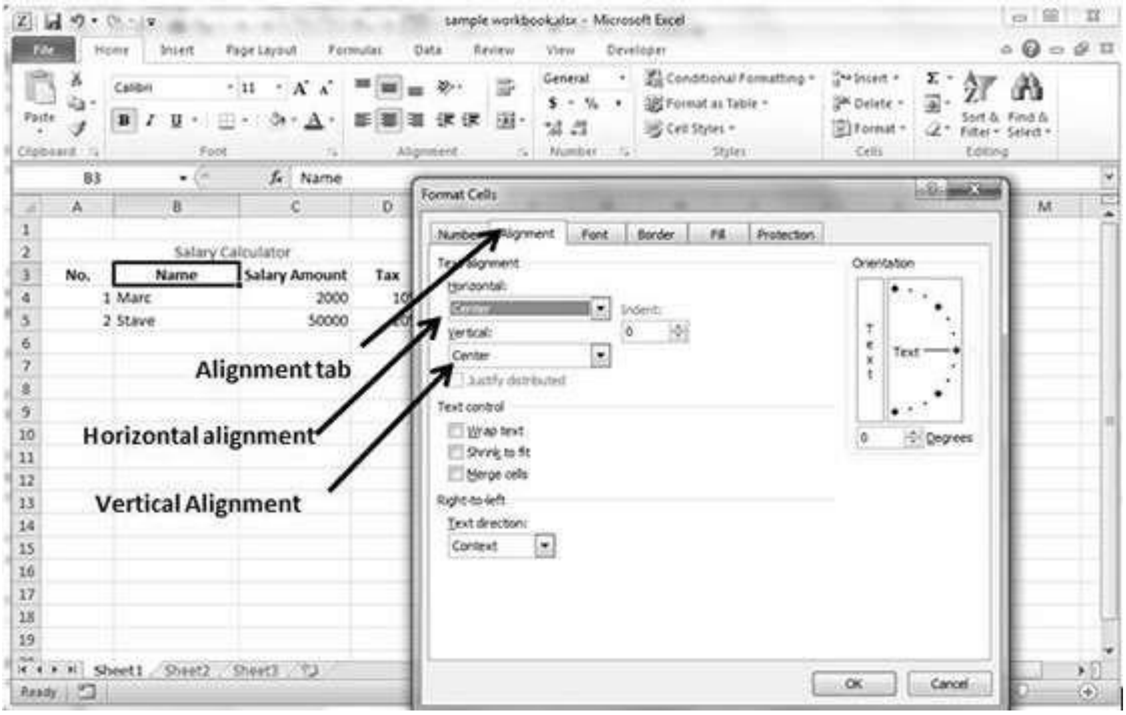

Vertical Alignment options
Alignment group
Vertical Alignment options
sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Sheet1
Sheet2
Sheet3
Ready
Count: 4
100%

Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

Change Alignment from Format Cells

Right click on the cell and choose format cell. In format cells dialogue, choose **Alignment Tab.** Select the available options from the Vertical alignment and Horizontal alignment options.


sample workbook.xlsx - Microsoft Excel
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Salary Calculator
No.
Name
Salary Amount
Tax
1 Marc
2000
2 Stave
50000
Alignment tab
Horizontal alignment
Vertical Alignment
Text alignment
Text control
Wrap text
Shrink to fit
Merge cells
Justify distributed
Right-to-left
Orientation
Text
OK
Cancel

Horizontal: Center
Vertical: Center
Indent: 0
Text direction: Context
0 Degrees

Exploring Alignment Options

1. **Horizontal Alignment:** You can set horizontal alignment to Left, Centre, Right, etc.

- **Left:** Aligns the cell contents to the left side of the cell.
- **Center:** Centers the cell contents in the cell.

- **Right:** Aligns the cell contents to the right side of the cell.
- **Fill:** Repeats the contents of the cell until the cell's width is filled.
- **Justify:** Justifies the text to the left and right of the cell. This option is applicable only if the cell is formatted as wrapped text and uses more than one line.

2. **Vertical Alignment:** You can set Vertical alignment to top, Middle, bottom, etc.

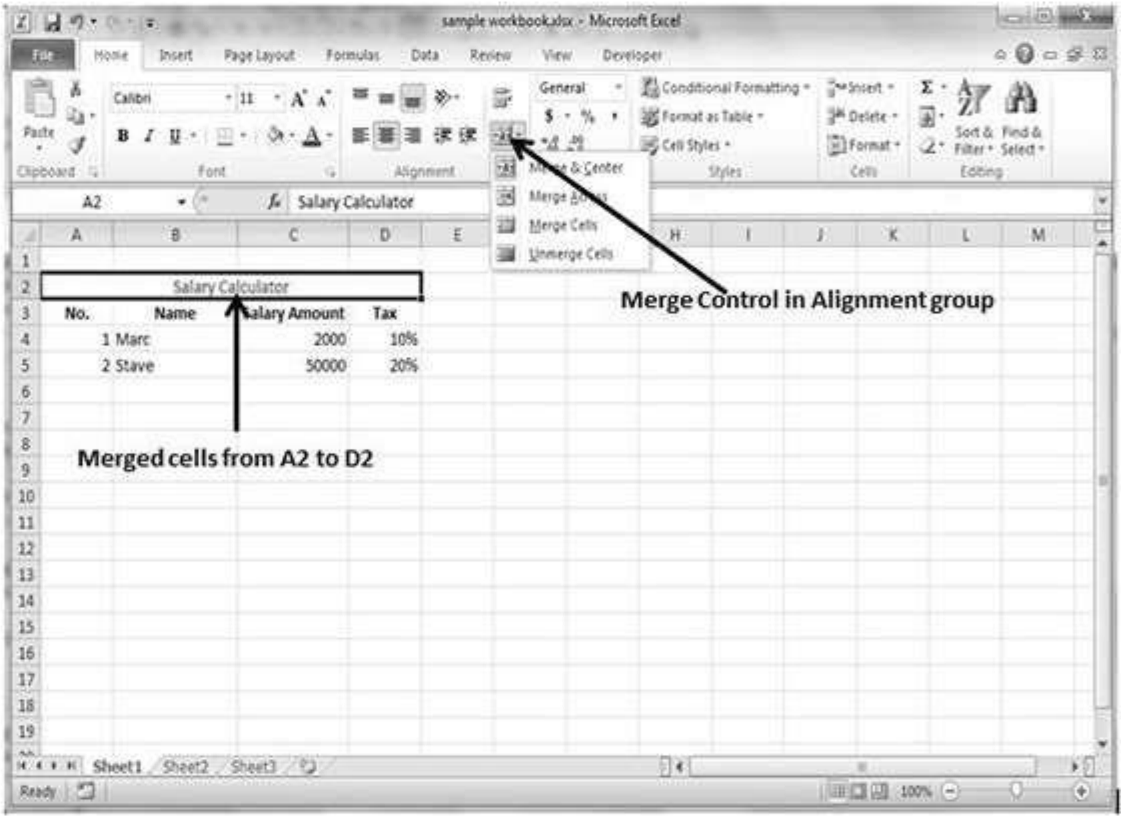
- **Top:** Aligns the cell contents to the top of the cell.
- **Center:** Centers the cell contents vertically in the cell.
- **Bottom:** Aligns the cell contents to the bottom of the cell.
- **Justify:** Justifies the text vertically in the cell; this option is applicable only if the cell is formatted as wrapped text and uses more than one line.

Merge Cells

MS Excel enables you to merge two or more cells. When you merge cells, you don't combine the contents of the cells. Rather, you combine a group of cells into a single cell that occupies the same space.

You can merge cells by various ways as mentioned below.

- Choose **Merge & Center control** on the Ribbon, which is simpler. To merge cells, select the cells that you want to merge and then click the Merge & Center button.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Clipboard
Font
Alignment
Styles
Cells
Editing
Merge & Center
Merge Across
Merge Cells
Unmerge Cells
Sheet1
Sheet2
Sheet3
Ready

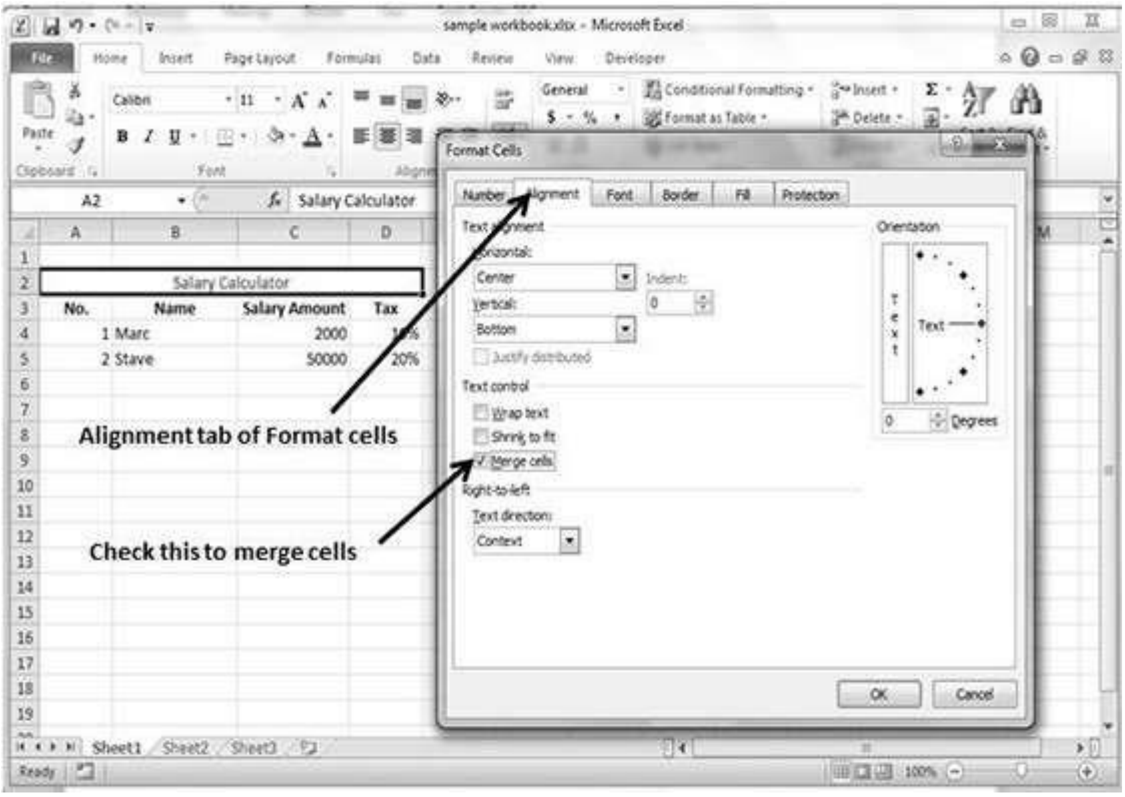
A2 Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

Merge Control in Alignment group

Merged cells from A2 to D2

- Choose **Alignment tab** of the Format Cells dialogue box to merge the cells.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Text alignment
Orientation
Text control
Right-to-left
OK
Cancel
Salary Calculator
No.
Name
Salary Amount
Tax
1 Marc
2000
10%
2 Stave
50000
20%
Sheet1
Sheet2
Sheet3
Ready

Horizontal: Center

Vertical: Bottom

Indent: 0

☐ Justify distributed

☐ Wrap text

☐ Shrink to fit

☑ Merge cells

Text direction: Context

0 Degrees

Alignment tab of Format cells

Check this to merge cells

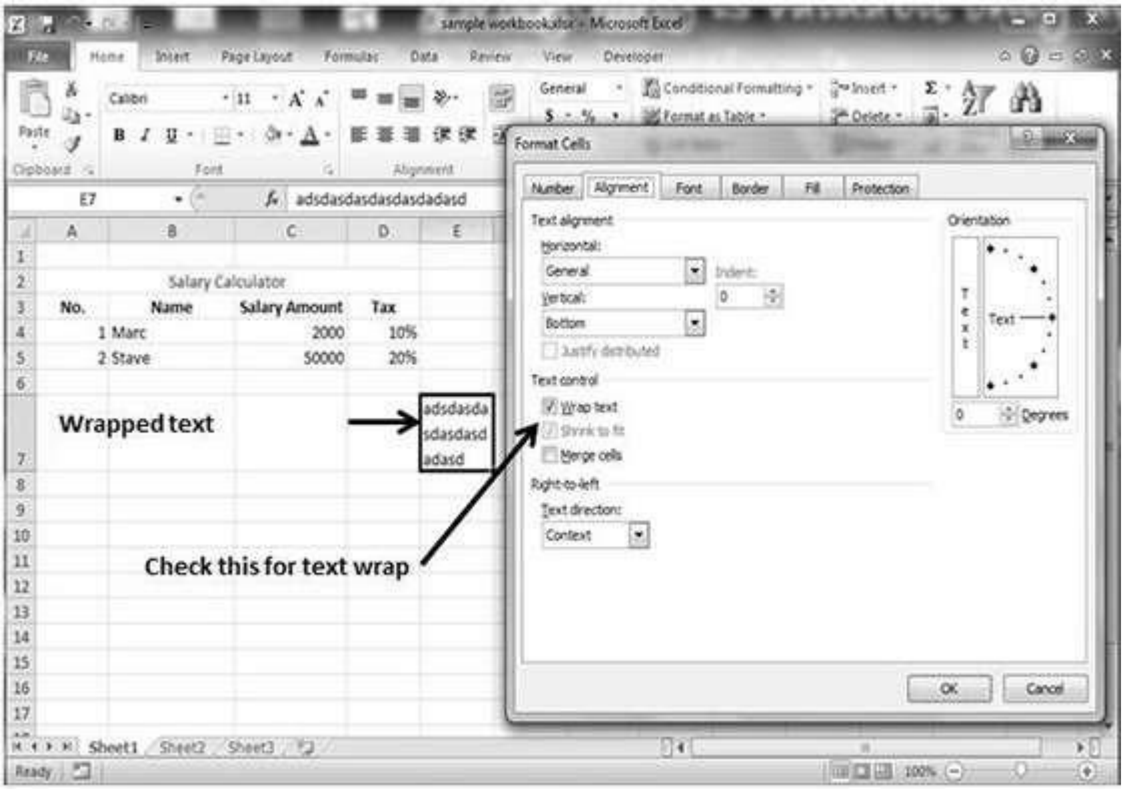
Additional Options

The **Home » Alignment group » Merge & Center control** contains a dropdown list with these additional options:

- **Merge Across:** When a multi-row range is selected, this command creates multiple merged cells — one for each row.
- **Merge Cells:** Merges the selected cells without applying the Center attribute.
- **Unmerge Cells:** Unmerges the selected cells.

Wrap Text and Shrink to Fit

If the text is too wide to fit the column width but don’t want that text to spill over into adjacent cells, you can use either the Wrap Text option or the Shrink to Fit option to accommodate that text.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Font
Alignment
General
Conditional Formatting
Format as Table
Insert
Delete
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Orientation
Text
Degrees
OK
Cancel
Sheet1
Sheet2
Sheet3
Ready
100%

E7 adsdasdasdasdasdadasd

	A	B	C	D	E
1					
2		Salary Calculator			
3	No.	Name	Salary Amount	Tax	
4	1	Marc	2000	10%	
5	2	Stave	50000	20%	
6					
7					adsdasda sdasdasd adasd

Format Cells – Alignment

Text alignment

Horizontal: General

Indent: 0

Vertical: Bottom

☐ Justify distributed

Text control

☑ Wrap text

☐ Shrink to fit

☐ Merge cells

Right-to-left

Text direction: Context

Orientation: 0 Degrees

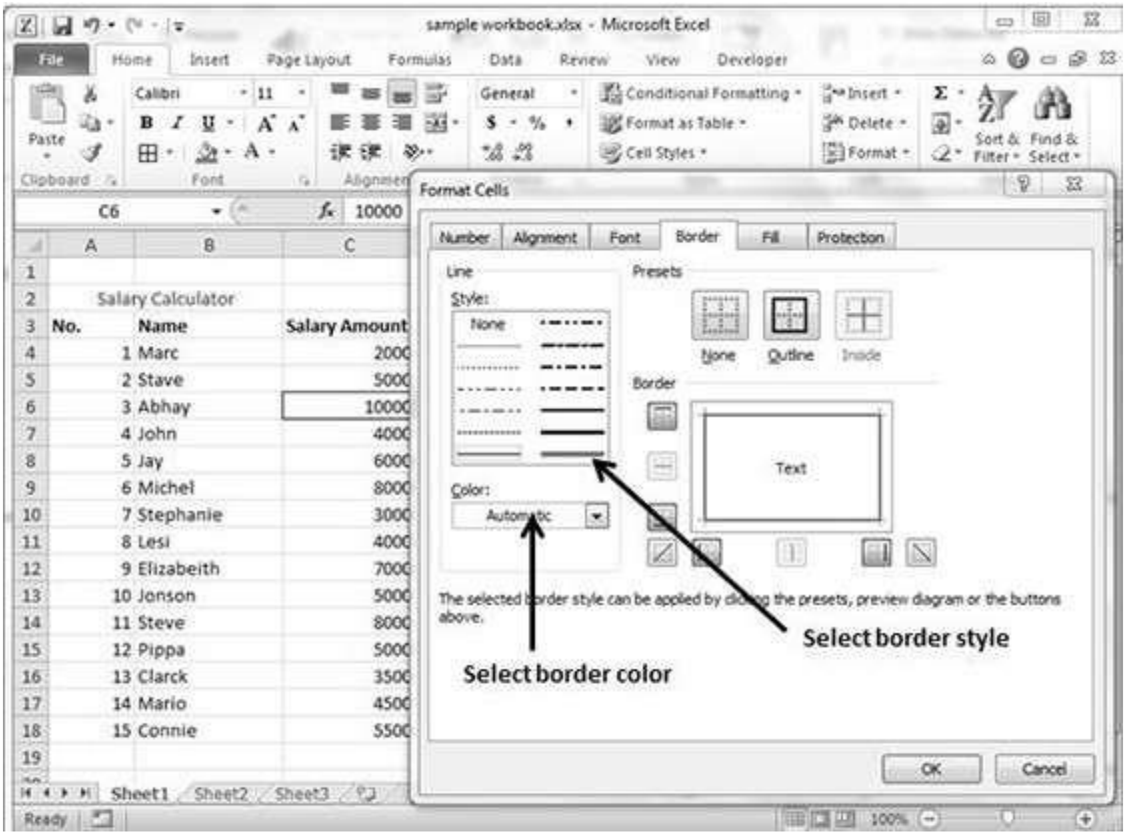
Wrapped text

Check this for text wrap

34. BORDERS AND SHADES

Apply Borders

MS Excel enables you to apply borders to the cells. For applying border, select the range of cells **Right Click » Format cells » Border Tab » Select the Border Style**.



sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Line
Style:
None
Presets
None
Outline
Inside
Border
Text
OK
Cancel
Sheet1
Sheet2
Sheet3
Ready
100%
Select border style
Select border color

C6 10000

Salary Calculator

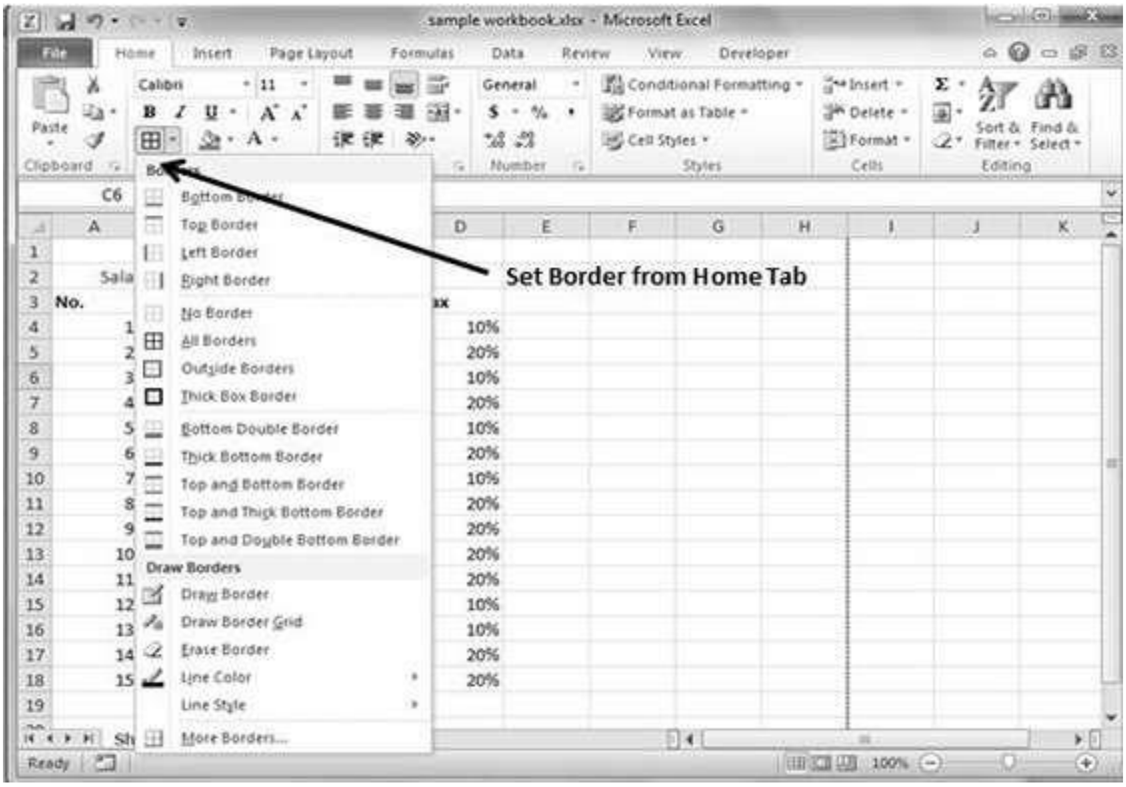
No.	Name	Salary Amount
1	Marc	200
2	Stave	500
3	Abhay	1000
4	John	400
5	Jay	600
6	Michel	800
7	Stephanie	300
8	Lesi	400
9	Elizabeith	700
10	Jonson	500
11	Steve	800
12	Pippa	500
13	Clarck	350
14	Mario	450
15	Connie	550

Color: Automatic

The selected border style can be applied by clicking the presets, preview diagram or the buttons above.

Then you can apply border by Home Tab » Font group »Apply Borders.

Excel 2010



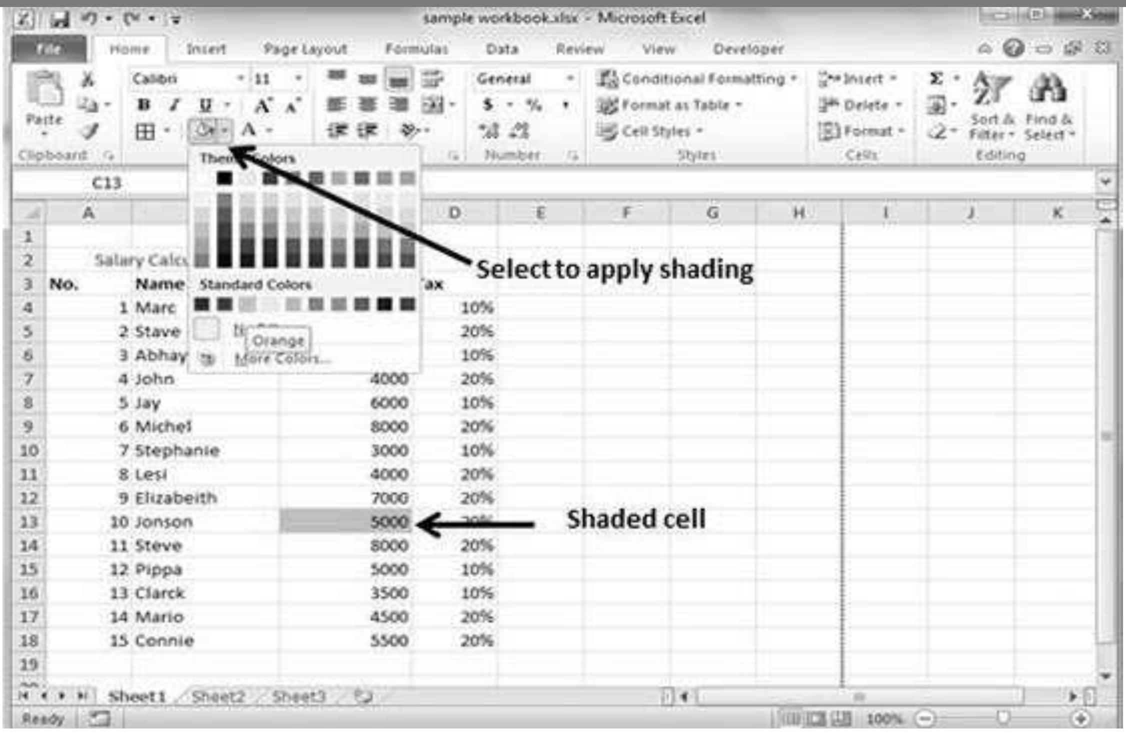
Set Border from Home Tab

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Borders
Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders
Outside Borders
Thick Box Border
Bottom Double Border
Thick Bottom Border
Top and Bottom Border
Top and Thick Bottom Border
Top and Double Bottom Border
Draw Borders
Draw Border
Draw Border Grid
Erase Border
Line Color
Line Style
More Borders...

Apply Shading

You can add shading to the cell from the **Home tab » Font Group » Select the Color**.

35. APPLY FORMATTING



sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Theme Colors
Standard Colors
Orange
More Colors...
C13
Sheet1
Sheet2
Sheet3
Ready
100%

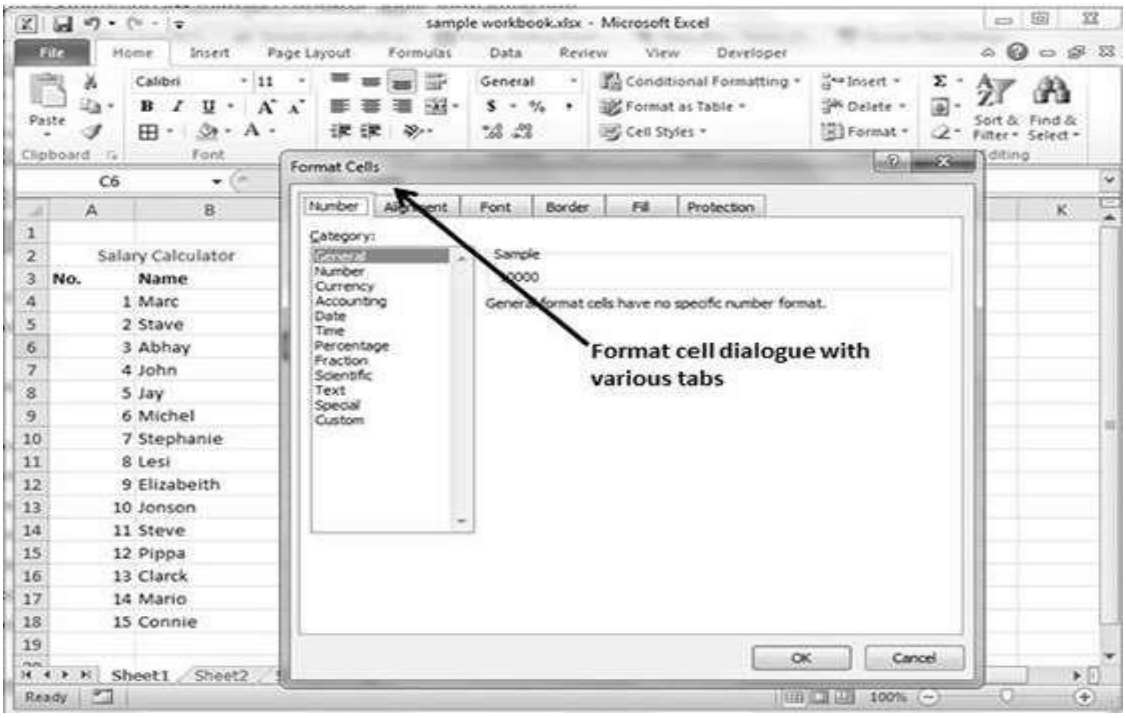
Select to apply shading

Shaded cell

No.	Name		ax
1	Marc		10%
2	Stave		20%
3	Abhay		10%
4	John	4000	20%
5	Jay	6000	10%
6	Michel	8000	20%
7	Stephanie	3000	10%
8	Lesi	4000	20%
9	Elizabeith	7000	20%
10	Jonson	5000	
11	Steve	8000	20%
12	Pippa	5000	10%
13	Clarck	3500	10%
14	Mario	4500	20%
15	Connie	5500	20%

Formatting Cells

In MS Excel, you can apply formatting to the cell or range of cells by **Right Click» Format cells» Select the tab.** Various tabs are available as shown below.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Editing
C6
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
OK
Cancel
Sheet1
Sheet2
Ready
100%

Salary Calculator

No.	Name
1	Marc
2	Stave
3	Abhay
4	John
5	Jay
6	Michel
7	Stephanie
8	Lesi
9	Elizabeith
10	Jonson
11	Steve
12	Pippa
13	Clarck
14	Mario
15	Connie

General format cells have no specific number format.

Format cell dialogue with various tabs

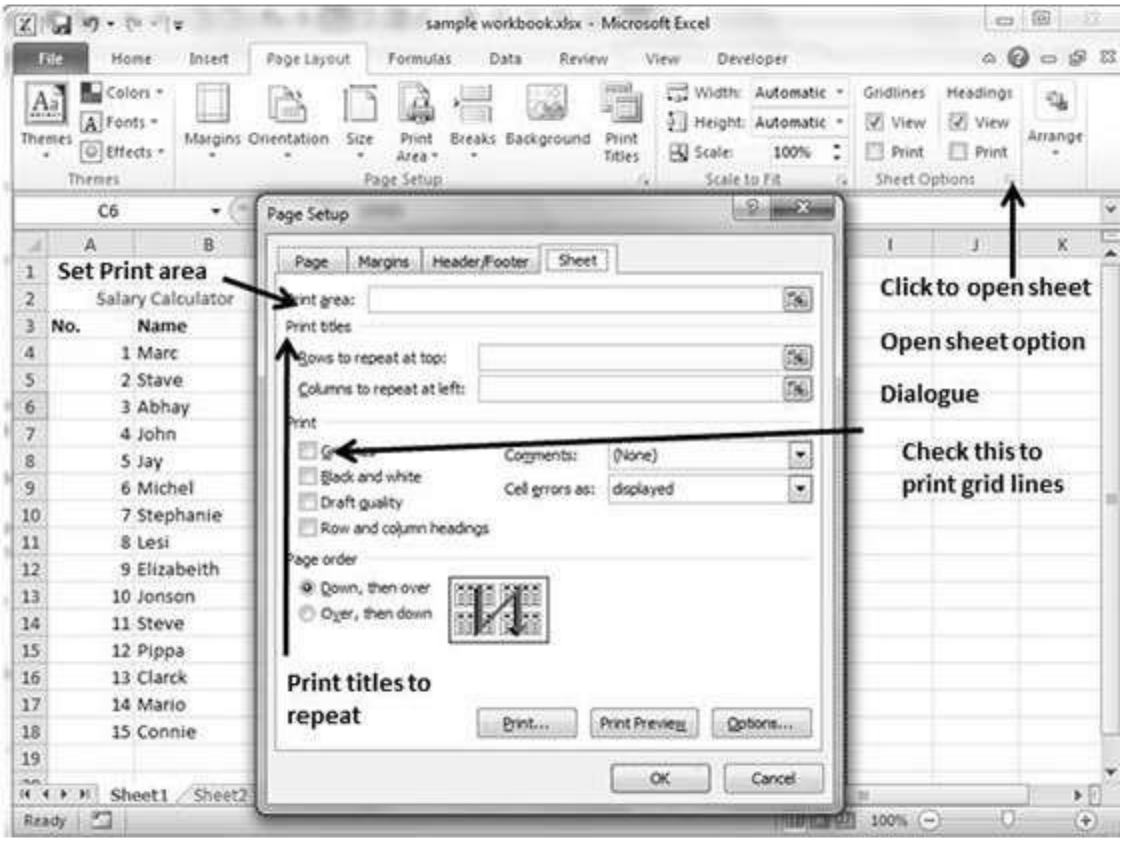
Alternative to Placing Background

- **Number:** You can set the Format of the cell depending on the cell content. Find tutorial on this at **MS Excel - Setting Cell Type**.
- **Alignment:** You can set the alignment of text on this tab. Find tutorial on this at **MS Excel - Text Alignments**.
- **Font:** You can set the Font of text on this tab. Find tutorial on this at **MS Excel - Setting Fonts**.
- **Border:** You can set the border of cell with this tab. Find tutorial on this at **MS Excel - Borders and Shades**.
- **Fill:** You can set fill of the cell with this tab. Find tutorial on this at **MS Excel - Borders and Shades**.
- **Protection:** You can set cell protection option with this tab.

36. SHEET OPTIONS

Sheet Options

MS Excel provides various sheet options for printing purpose like generally cell gridlines aren't printed. If you want your printout to include the gridlines, Choose **Page Layout » Sheet Options group » Gridlines » Check Print**.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Page Setup
Scale to Fit
Gridlines
Headings
View
Print
Sheet Options
Arrange
C6
Page Setup
Page
Margins
Header/Footer
Sheet
Print area:
Print titles
Rows to repeat at top:
Columns to repeat at left:
Print
Gridlines
Black and white
Draft quality
Row and column headings
Page order
Down, then over
Over, then down
Print...
Print Preview
Options...
OK
Cancel
Sheet1
Sheet2
Ready
100%

Width: Automatic
Height: Automatic
Scale: 100%
Gridlines: ☑ View ☐ Print
Headings: ☑ View ☐ Print
Comments: (None)
Cell errors as: displayed
● Down, then over
○ Over, then down

	A	B
1	Set Print area	
2		Salary Calculator
3	No.	Name
4	1	Marc
5	2	Stave
6	3	Abhay
7	4	John
8	5	Jay
9	6	Michel
10	7	Stephanie
11	8	Lesi
12	9	Elizabeith
13	10	Jonson
14	11	Steve
15	12	Pippa
16	13	Clarck
17	14	Mario
18	15	Connie

Set Print area

Click to open sheet

Open sheet option

Dialogue

Check this to print grid lines

Print titles to repeat

Options in Sheet Options Dialogue

- **Print Area:** You can set the print area with this option.
- **Print Titles:** You can set titles to appear at the top for rows and at the left for columns.
- **Print:**
  - **Gridlines:** Gridlines to appear while printing worksheet.
  - **Black & White:** Select this check box to have your color printer print the chart in black and white.

- **Draft quality:** Select this check box to print the chart using your printer’s draft-quality setting.
- **Rows & Column Heading:** Select this check box to have rows and column heading to print.

- **Page Order**:
  - **Down, then Over:** It prints the down pages first and then the right pages.
  - **Over, then Down:** It prints right pages first and then comes to print the down pages.

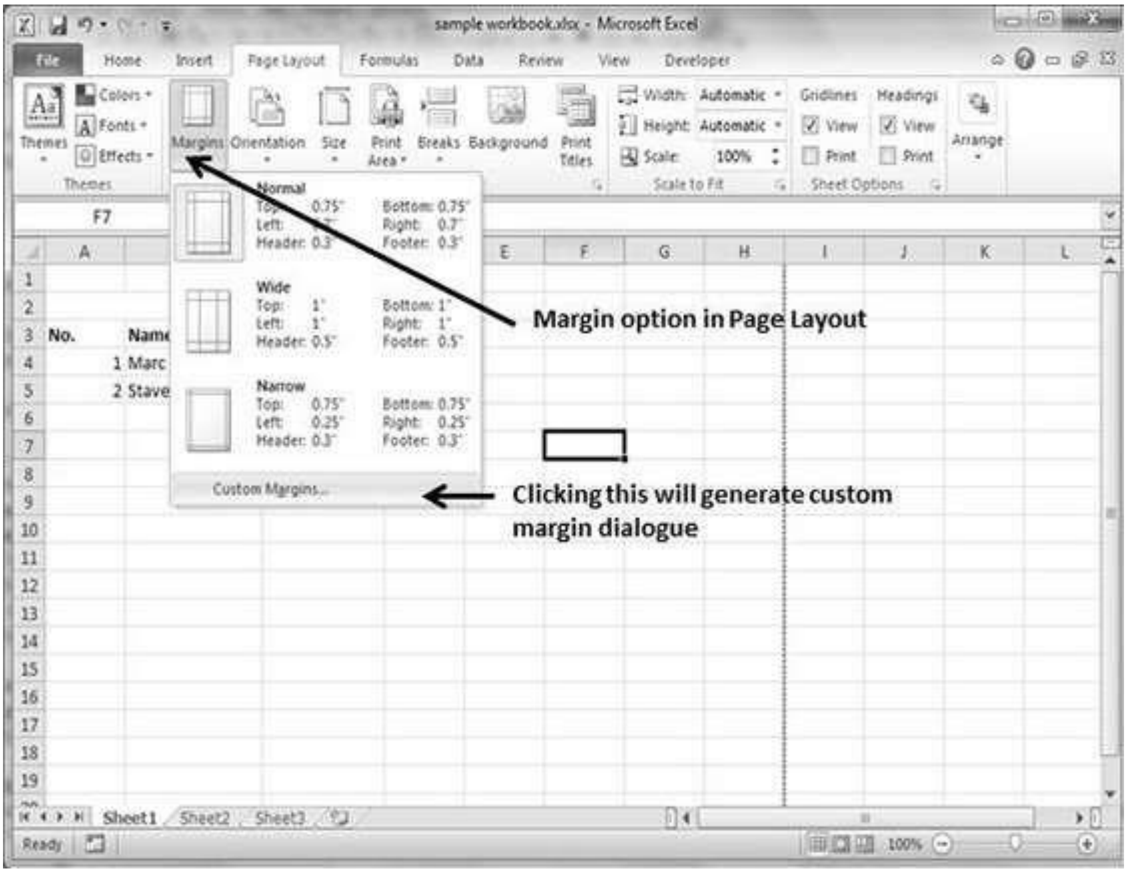
37. ADJUST MARGINS

Margins

Margins are the unprinted areas along the sides, top, and bottom of a printed page. All printed pages in MS Excel have the same margins. You can't specify different margins for different pages.

You can set margins by various ways as explained below.

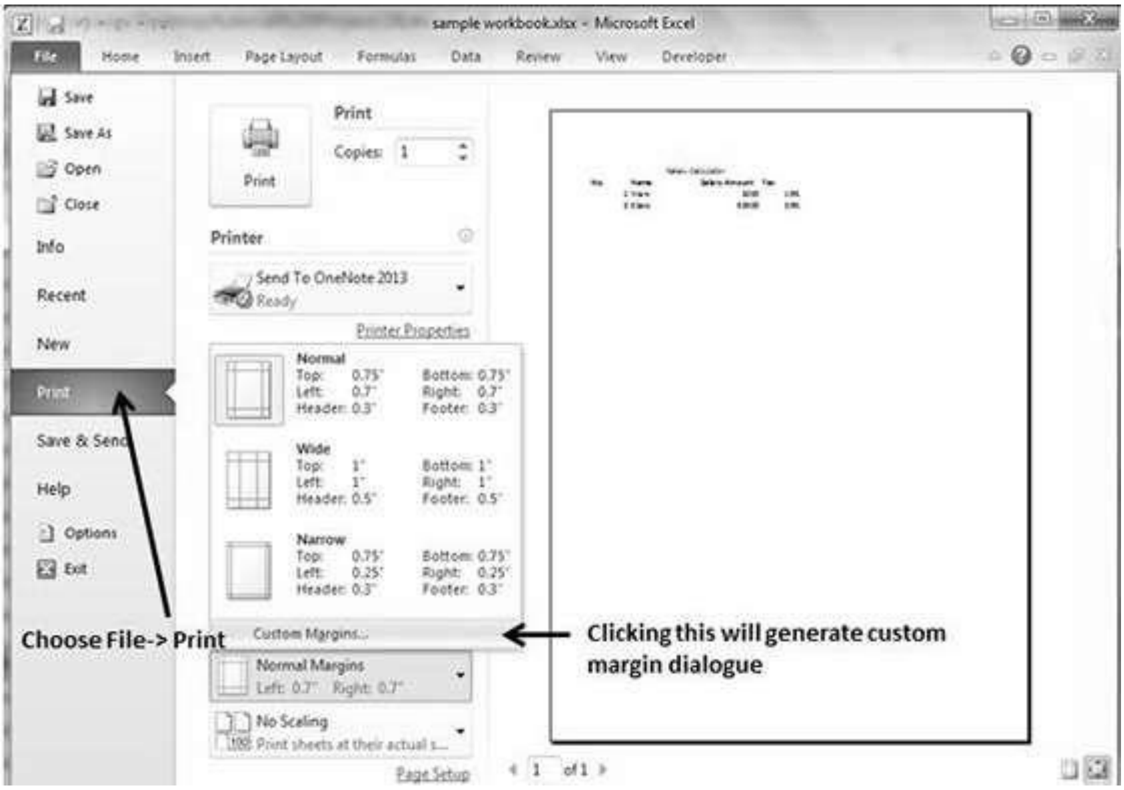
- Choose Page Layout » Page Setup » Margins drop-down list, you can select Normal, Wide, Narrow, or the custom Setting.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Width: Automatic
Height: Automatic
Scale: 100%
Scale to Fit
Gridlines
View
Print
Headings
View
Print
Sheet Options
Arrange
F7
Normal
Top: 0.75" Bottom: 0.75"
Left: 0.7" Right: 0.7"
Header: 0.3" Footer: 0.3"
Wide
Top: 1" Bottom: 1"
Left: 1" Right: 1"
Header: 0.5" Footer: 0.5"
Narrow
Top: 0.75" Bottom: 0.75"
Left: 0.25" Right: 0.25"
Header: 0.3" Footer: 0.3"
Custom Margins...
No.
Name
1 Marc
2 Stave
Sheet1
Sheet2
Sheet3
Ready
100%

Margin option in Page Layout

Clicking this will generate custom margin dialogue

- These options are also available when you choose **File » Print.**


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Print
Printer
Printer Properties
Custom Margins...
Page Setup

Copies: 1

Send To OneNote 2013
Ready

Normal
Top: 0.75" Bottom: 0.75"
Left: 0.7" Right: 0.7"
Header: 0.3" Footer: 0.3"

Wide
Top: 1" Bottom: 1"
Left: 1" Right: 1"
Header: 0.5" Footer: 0.5"

Narrow
Top: 0.75" Bottom: 0.75"
Left: 0.25" Right: 0.25"
Header: 0.3" Footer: 0.3"

Normal Margins
Left: 0.7" Right: 0.7"

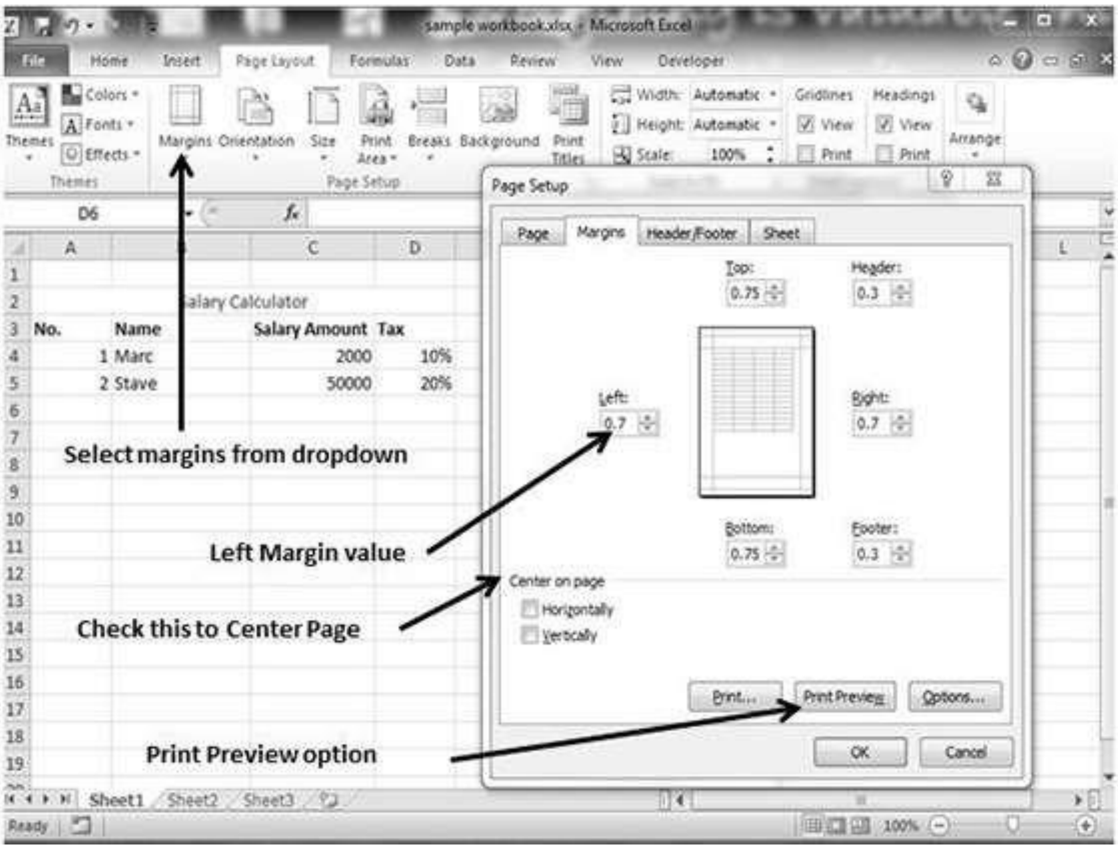
No Scaling
Print sheets at their actual s...

1 of 1

Choose File-> Print

Clicking this will generate custom margin dialogue

If none of these settings does the job, choose Custom Margins to display the Margins tab of the Page Setup dialog box, as shown below.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Page Setup
Width: Automatic
Height: Automatic
Scale: 100%
Gridlines
Headings
View
Print
Arrange
D6
Page Setup
Page
Margins
Header/Footer
Sheet
Print...
Print Preview
Options...
OK
Cancel
Sheet1
Sheet2
Sheet3
Ready
100%

Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

Top: 0.75
Header: 0.3
Left: 0.7
Right: 0.7
Bottom: 0.75
Footer: 0.3

Center on page
☐ Horizontally
☐ Vertically

Select margins from dropdown

Left Margin value

Check this to Center Page

Print Preview option

Center on Page

By default, Excel aligns the printed page at the top and left margins. If you want the output to be centered vertically or horizontally, select the appropriate check box in the Center on Page section of the Margins tab as shown in the above screenshot.

Page Orientation

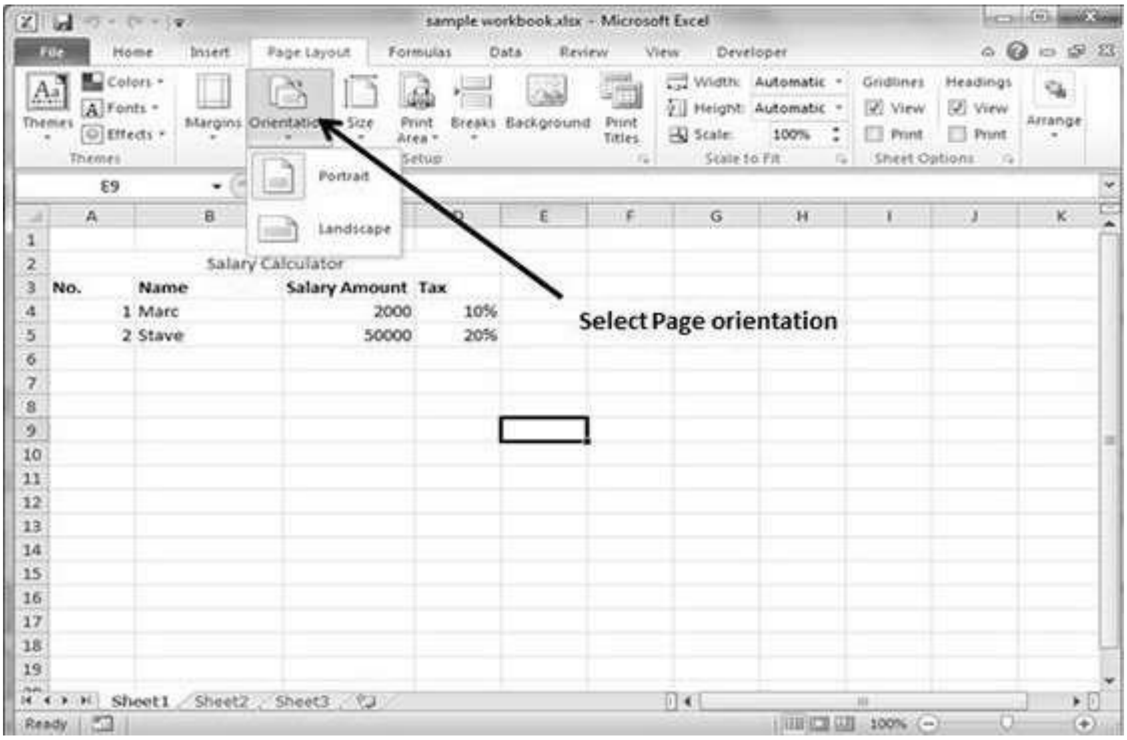
Page orientation refers to how output is printed on the page. If you change the orientation, the onscreen page breaks adjust automatically to accommodate the new paper orientation.

Types of Page Orientation

- **Portrait:** Portrait to print tall pages (the default).
- **Landscape:** Landscape to print wide pages. Landscape orientation is useful when you have a wide range that doesn’t fit on a vertically oriented page.

Changing Page Orientation

- Choose Page Layout » Page Setup » Orientation » Portrait or Landscape.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
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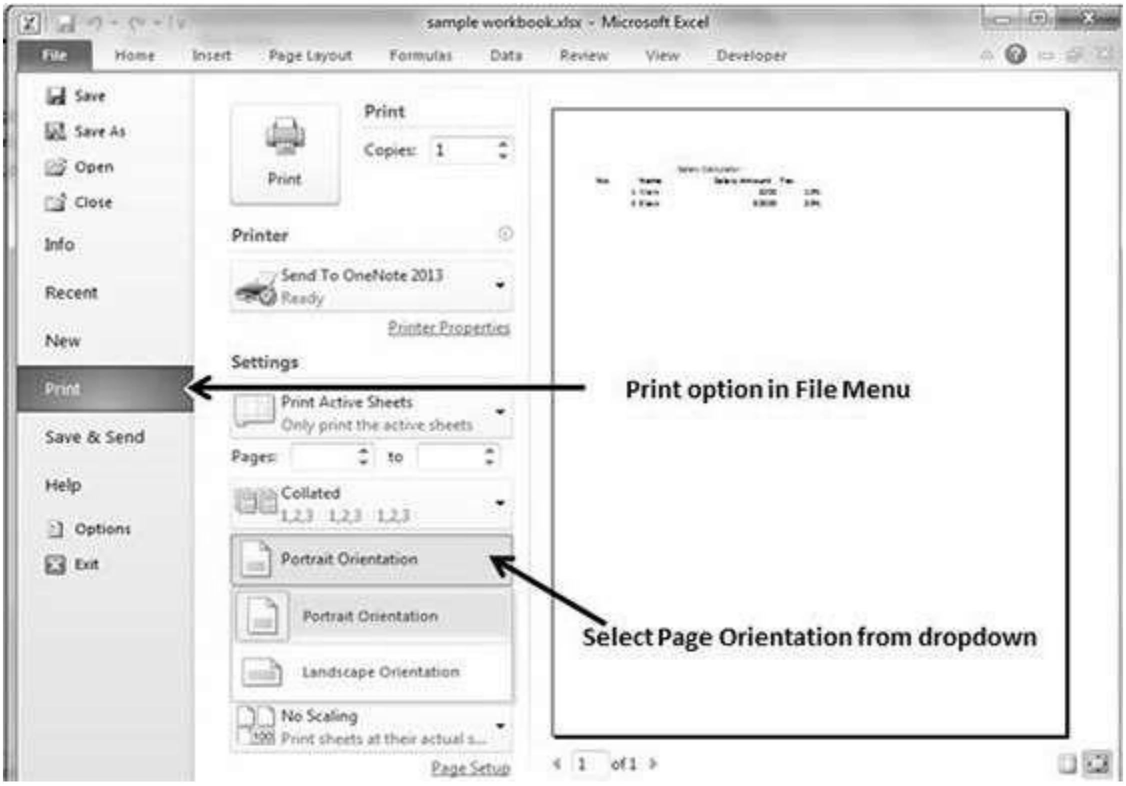
View
Developer
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Width: Automatic
Height: Automatic
Scale: 100%
Scale to Fit
Gridlines
Headings
View
Print
Sheet Options
Arrange
Portrait
Landscape
E9
Sheet1
Sheet2
Sheet3
Ready
100%

Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	50000	20%

Select Page orientation

- Choose File » Print.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Print
Printer
Printer Properties
Settings
Page Setup
1 of 1

Copies: 1

Send To OneNote 2013
Ready

Print Active Sheets
Only print the active sheets

Pages: to

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Portrait Orientation

Landscape Orientation

No Scaling
Print sheets at their actual s...

Print option in File Menu

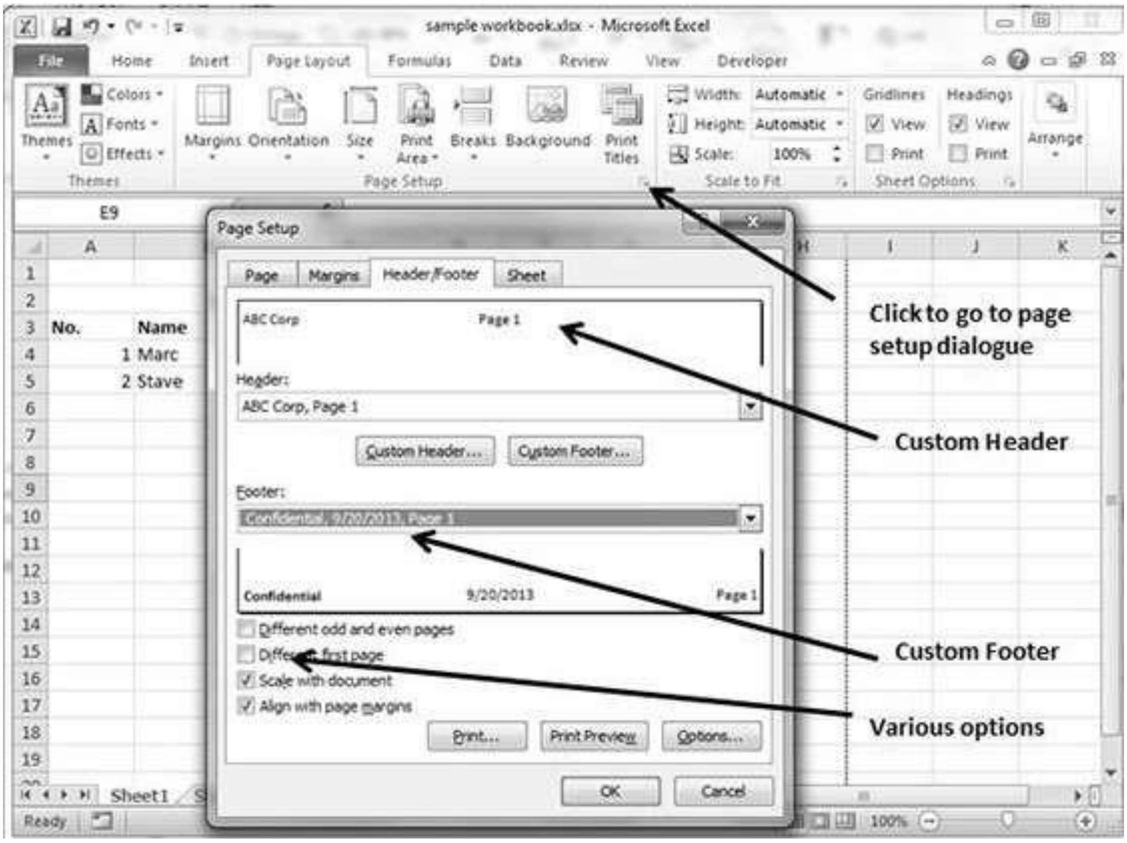
Select Page Orientation from dropdown

Header and Footer

A header is the information that appears at the top of each printed page and a footer is the information that appears at the bottom of each printed page. By default, new workbooks do not have headers or footers.

Adding Header and Footer

- Choose Page Setup dialog box » Header or Footer tab.


sample workbook.xlsx - Microsoft Excel
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Fonts
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Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Page Setup
Width: Automatic
Height: Automatic
Scale: 100%
Scale to Fit
Gridlines
Headings
View
Print
Sheet Options
Arrange
Page Setup
Page
Margins
Header/Footer
Sheet
ABC Corp
Page 1
Custom Header...
Custom Footer...
Confidential
9/20/2013
Page 1
Print...
Print Preview
Options...
OK
Cancel
Sheet1
Ready
Click to go to page setup dialogue
Custom Header
Custom Footer
Various options

Header: ABC Corp, Page 1

Footer: Confidential, 9/20/2013, Page 1

☐ Different odd and even pages
☐ Different first page
☑ Scale with document
☑ Align with page margins

You can choose the predefined header and footer or create your custom ones.

- **&[Page] :** Displays the page number.
- **&[Pages] :** Displays the total number of pages to be printed.
- **&[Date] :** Displays the current date.
- **&[Time] :** Displays the current time.
- **&[Path]&[File] :** Displays the workbook's complete path and filename.
- **&[File] :** Displays the workbook name.
- **&[Tab] :** Displays the sheet's name.

Other Header and Footer Options

When a header or footer is selected in Page Layout view, the **Header & Footer » Design » Options** group contains controls that let you specify other options:

- **Different First Page:** Check this to specify a different header or footer for the first printed page.
- **Different Odd & Even Pages:** Check this to specify a different header or footer for odd and even pages.

- **Scale with Document:** If checked, the font size in the header and footer will be sized. Accordingly if the document is scaled when printed. This option is enabled, by default.
- **Align with Page Margins:** If checked, the left header and footer will be aligned with the left margin, and the right header and footer will be aligned with the right margin. This option is enabled, by default.

Page Breaks

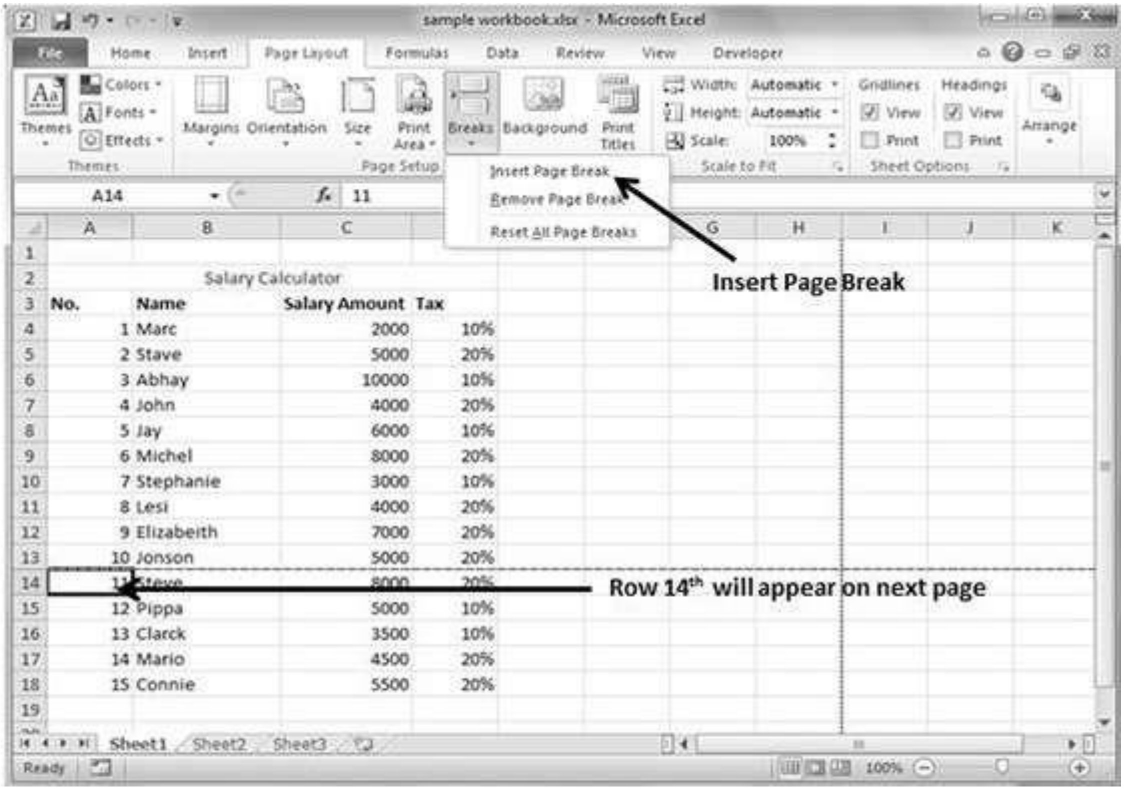
If you don’t want a row to print on a page by itself or you don't want a table header row to be the last line on a page. MS Excel gives you precise control over **page breaks.**

MS Excel handles page breaks automatically, but sometimes you may want to force a page break **either a vertical or a horizontal one**, so that the report prints the way you want.

For example, if your worksheet consists of several distinct sections, you may want to print each section on a separate sheet of paper.

Inserting Page Breaks

Insert Horizontal Page Break: For example, if you want row 14 to be the first row of a new page, select cell A14. Then choose **Page Layout » Page Setup Group » Breaks» Insert Page Break.**


sample workbook.xlsx - Microsoft Excel
File
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Formulas
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Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Page Setup
Width: Automatic
Height: Automatic
Scale: 100%
Scale to Fit
Gridlines
View
Print
Headings
View
Print
Sheet Options
Arrange
Insert Page Break
Remove Page Break
Reset All Page Breaks
A14
11
Sheet1
Sheet2
Sheet3
Ready
100%

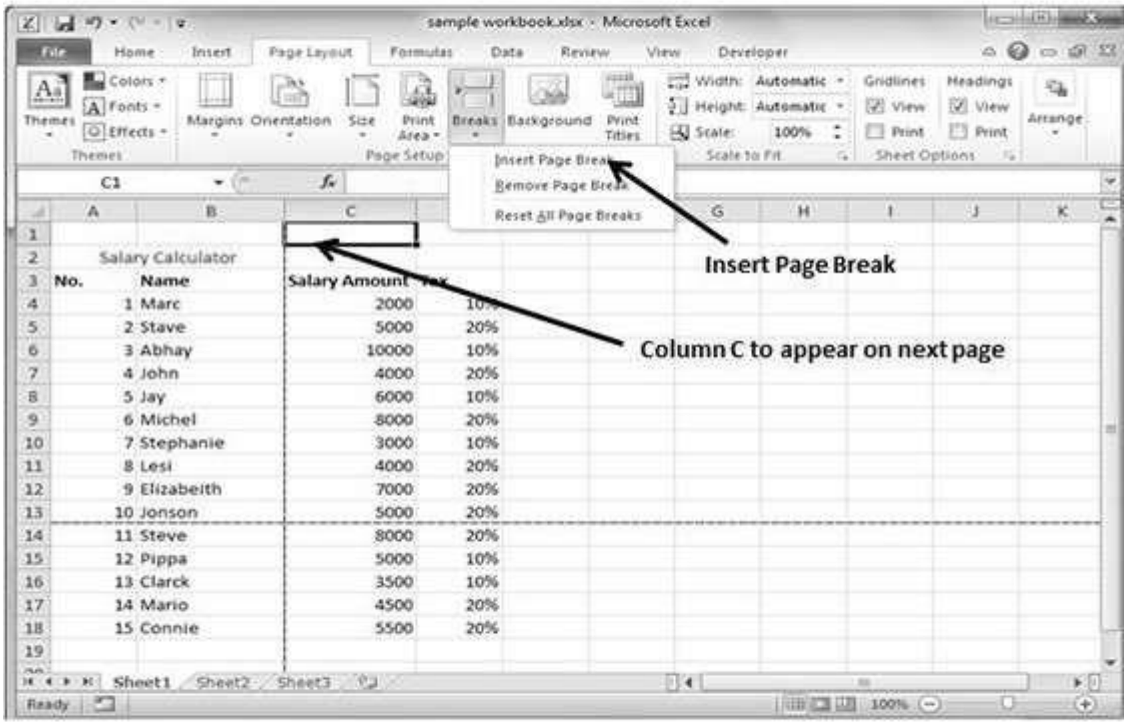
Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	5000	20%
3	Abhay	10000	10%
4	John	4000	20%
5	Jay	6000	10%
6	Michel	8000	20%
7	Stephanie	3000	10%
8	Lesi	4000	20%
9	Elizabeith	7000	20%
10	Jonson	5000	20%
11	Steve	8000	20%
12	Pippa	5000	10%
13	Clarck	3500	10%
14	Mario	4500	20%
15	Connie	5500	20%

Insert Page Break

Row 14th will appear on next page

Insert vertical Page break: In this case, make sure to place the pointer in row 1. Choose **Page Layout » Page Setup » Breaks » Insert Page Break** to create the page break.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Page Setup
Width: Automatic
Height: Automatic
Scale: 100%
Scale to Fit
Gridlines
Headings
View
Print
Sheet Options
Arrange
Insert Page Break
Remove Page Break
Reset All Page Breaks
C1
Sheet1
Sheet2
Sheet3
Ready
100%

Salary Calculator

No.	Name	Salary Amount	Tax
1	Marc	2000	10%
2	Stave	5000	20%
3	Abhay	10000	10%
4	John	4000	20%
5	Jay	6000	10%
6	Michel	8000	20%
7	Stephanie	3000	10%
8	Lesi	4000	20%
9	Elizabeith	7000	20%
10	Jonson	5000	20%
11	Steve	8000	20%
12	Pippa	5000	10%
13	Clarck	3500	10%
14	Mario	4500	20%
15	Connie	5500	20%

Insert Page Break

Column C to appear on next page

Removing Page Breaks

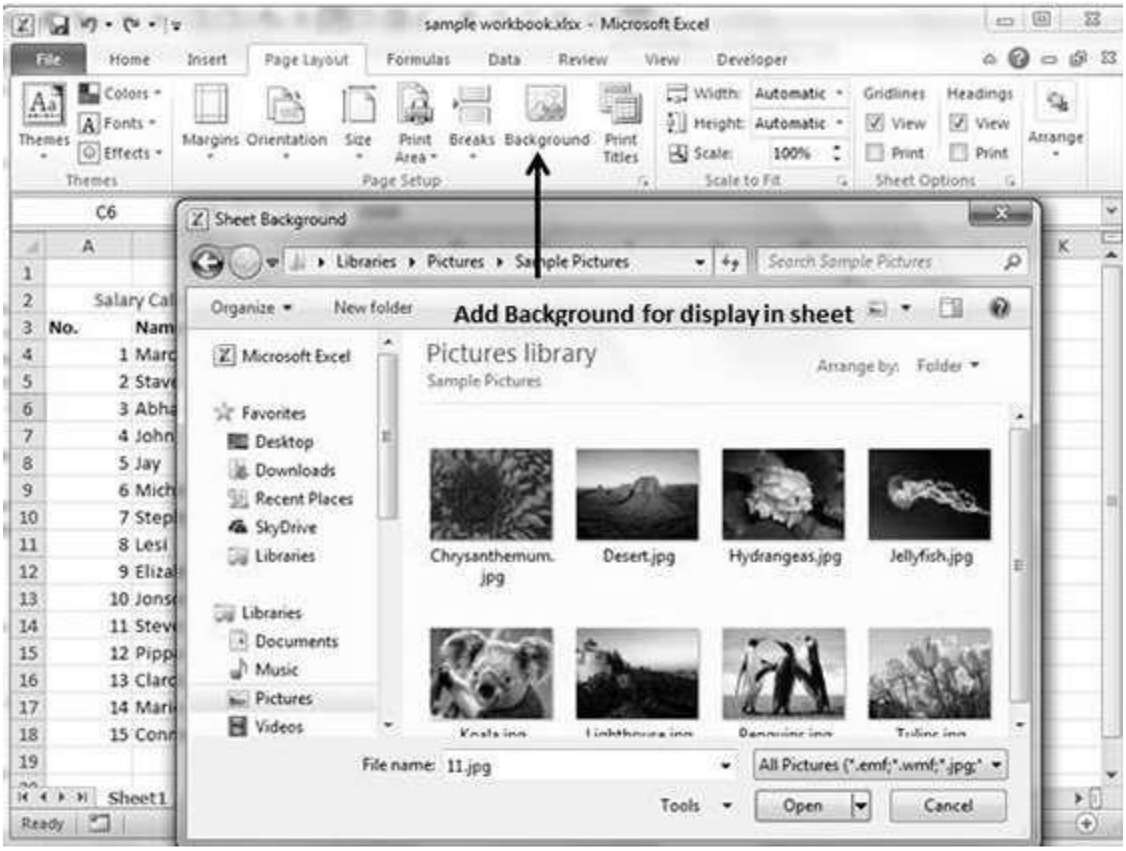
- **Remove a page break you’ve added:** Move the cell pointer to the first row beneath the manual page break and then choose Page Layout » Page Setup » Breaks » Remove Page Break.
- **Remove all manual page breaks:** Choose Page Layout » Page Setup » Breaks » Reset All Page Breaks.

Background Image

Unfortunately, you cannot have a background image on your printouts. You may have noticed the **Page Layout » Page Setup » Background command.** This button displays a dialogue box that lets you select an image to display as a background. Placing this control among the other print-related commands is very misleading. Background images placed on a worksheet are never printed.

Alternative to Placing Background

- You can insert a Shape, WordArt, or a picture on your worksheet and then adjust its transparency. Then copy the image to all printed pages.
- You can insert an object in a page header or footer.



Add Background for display in sheet

File name: 11.jpg

All Pictures (*.emf;*.wmf;*.jpg;*

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Page Setup
Width: Automatic
Height: Automatic
Scale: 100%
Scale to Fit
Gridlines
View
Print
Headings
Sheet Options
Arrange
C6
Sheet Background
Libraries ▸ Pictures ▸ Sample Pictures
Search Sample Pictures
Organize
New folder
Microsoft Excel
Favorites
Desktop
Downloads
Recent Places
SkyDrive
Libraries
Documents
Music
Pictures
Videos
Pictures library
Sample Pictures
Arrange by: Folder
Chrysanthemum.jpg
Desert.jpg
Hydrangeas.jpg
Jellyfish.jpg
Koala.jpg
Lighthouse.jpg
Penguins.jpg
Tulips.jpg
Tools
Open
Cancel
Salary Cal
No.
Nam
1 Marc
2 Stav
3 Abha
4 John
5 Jay
6 Mich
7 Step
8 Lesi
9 Eliza
10 Jons
11 Stev
12 Pipp
13 Clar
14 Mari
15 Conn
Sheet1
Ready

42. FREEZE PANES

Freezing Panes

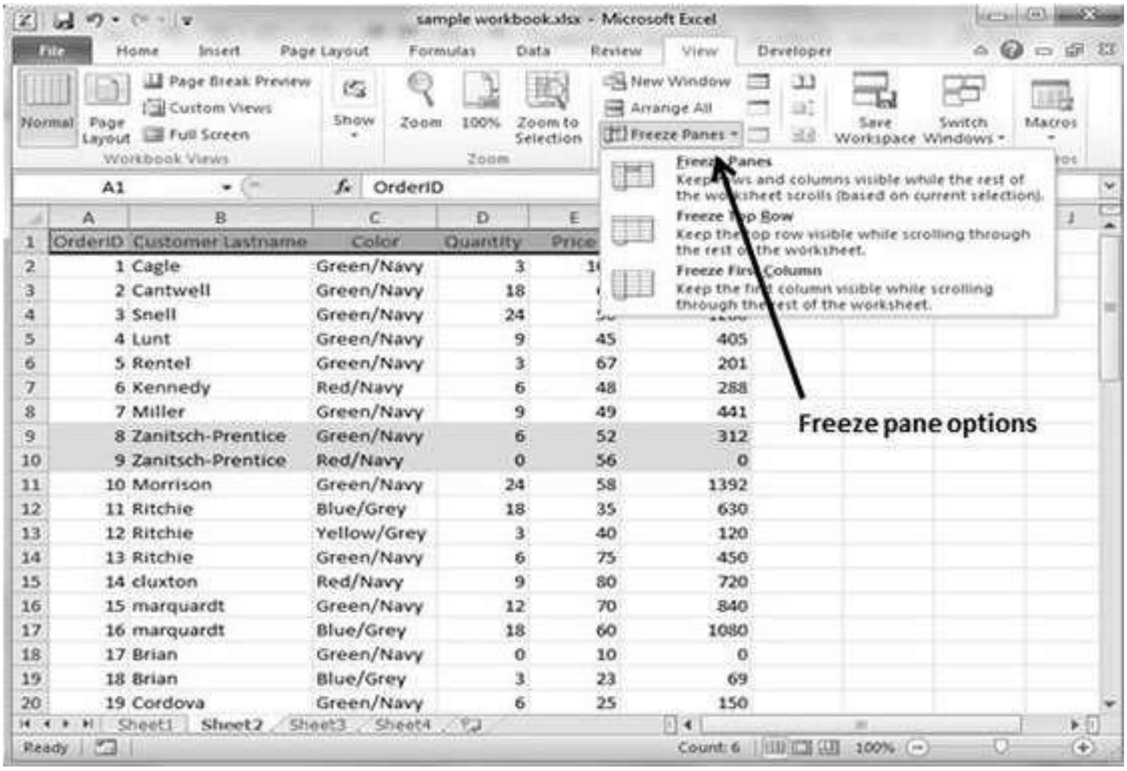
If you set up a worksheet with row or column headings, these headings will not be visible when you scroll down or to the right. MS Excel provides a handy solution to this problem with freezing panes. Freezing panes keeps the headings visible while you're scrolling through the worksheet.

Using Freeze Panes

Follow the steps mentioned below to freeze panes.

- Select the First row or First Column or the row Below, which you want to freeze, or Column right to area, which you want to freeze.
- Choose **View Tab » Freeze Panes.**
- Select the suitable option:

○ **Freeze Panes:** To freeze area of cells. ○ **Freeze Top Row:** To freeze first row of worksheet. ○ **Freeze First Column:** To freeze first Column of worksheet.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Normal
Page Layout
Page Break Preview
Custom Views
Full Screen
Workbook Views
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Save Workspace
Switch Windows
Macros
A1
OrderID
Sheet1
Sheet2
Sheet3
Sheet4
Ready
Count: 6
100%

Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

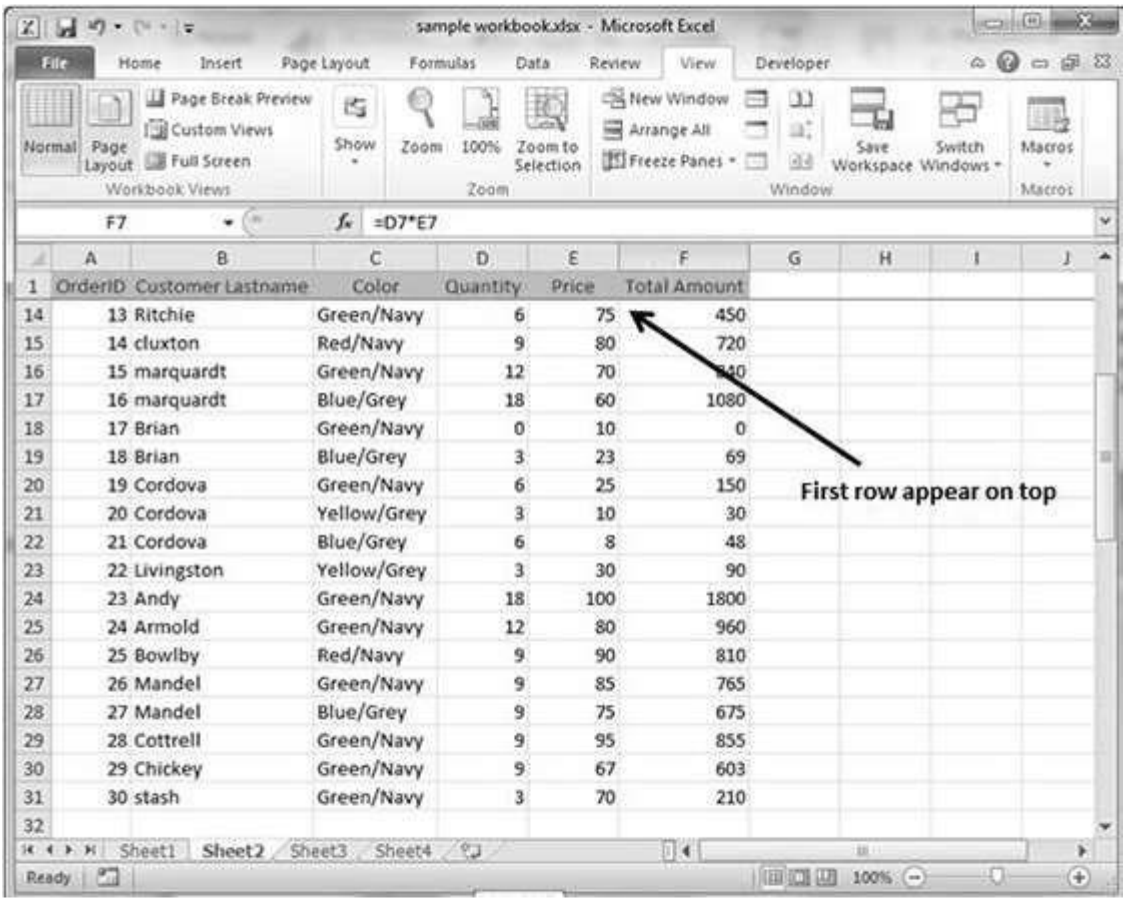
Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

Freeze pane options

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	
2	1	Cagle	Green/Navy	3		
3	2	Cantwell	Green/Navy	18		
4	3	Snell	Green/Navy	24		
5	4	Lunt	Green/Navy	9	45	405
6	5	Rentel	Green/Navy	3	67	201
7	6	Kennedy	Red/Navy	6	48	288
8	7	Miller	Green/Navy	9	49	441
9	8	Zanitsch-Prentice	Green/Navy	6	52	312
10	9	Zanitsch-Prentice	Red/Navy	0	56	0
11	10	Morrison	Green/Navy	24	58	1392
12	11	Ritchie	Blue/Grey	18	35	630
13	12	Ritchie	Yellow/Grey	3	40	120
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

- If you have selected Freeze top row you can see the first row appears at the top, after scrolling also. See the below screen-shot.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Normal
Page Layout
Page Break Preview
Custom Views
Full Screen
Workbook Views
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Window
Save Workspace
Switch Windows
Macros
Macros
F7
=D7*E7
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150
21	20	Cordova	Yellow/Grey	3	10	30
22	21	Cordova	Blue/Grey	6	8	48
23	22	Livingston	Yellow/Grey	3	30	90
24	23	Andy	Green/Navy	18	100	1800
25	24	Armold	Green/Navy	12	80	960
26	25	Bowlby	Red/Navy	9	90	810
27	26	Mandel	Green/Navy	9	85	765
28	27	Mandel	Blue/Grey	9	75	675
29	28	Cottrell	Green/Navy	9	95	855
30	29	Chickey	Green/Navy	9	67	603
31	30	stash	Green/Navy	3	70	210
32						

First row appear on top

Unfreeze Panes

To unfreeze Panes, choose **View Tab » Unfreeze Panes**.

Conditional Formatting

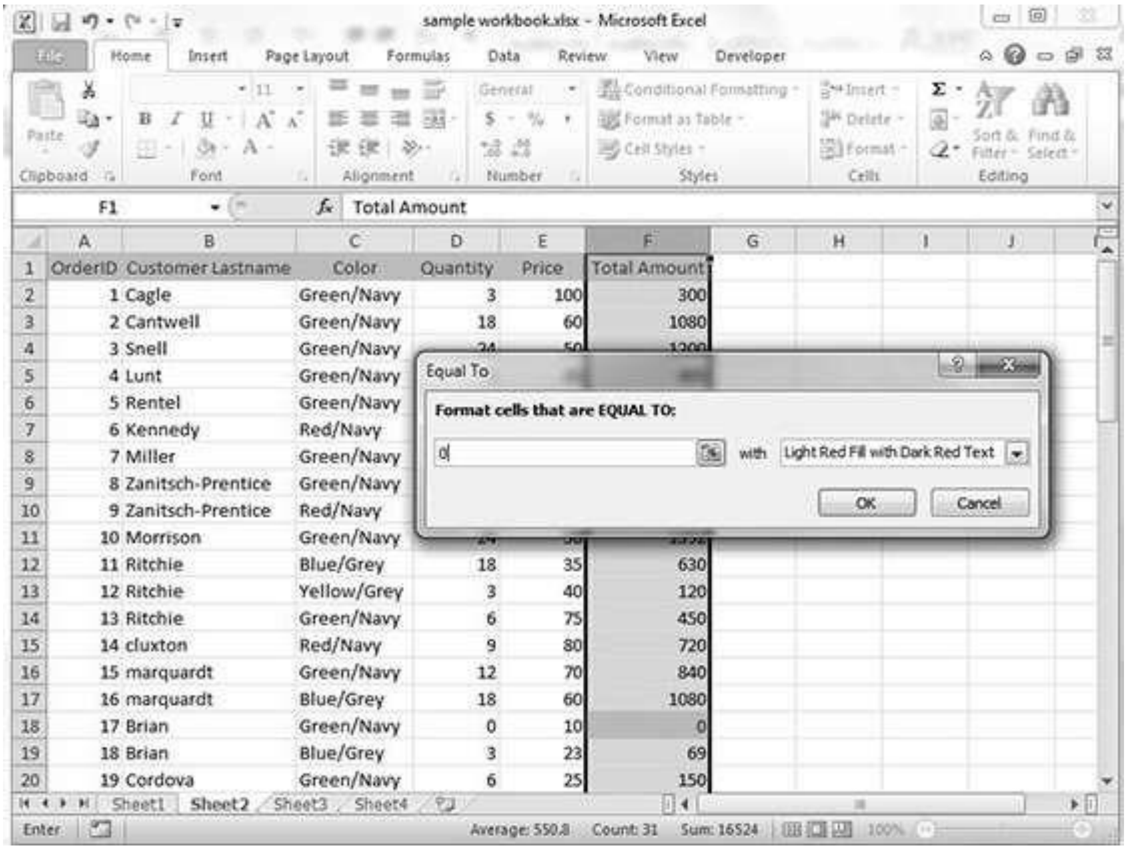
MS Excel 2010 Conditional Formatting feature enables you to format a range of values so that the values outside certain limits, are automatically formatted.

Choose **Home Tab » Style group » Conditional Formatting dropdown.**

Various Conditional Formatting Options

- **Highlight Cells Rules:** It opens a continuation menu with various options for defining the formatting rules that highlight the cells in the cell selection that contain certain values, text, or dates, or that have values greater or less than a particular value, or that fall within a certain ranges of values.

Suppose you want to find cell with Amount 0 and Mark them as red. Choose Range of cell » Home Tab » Conditional Formatting DropDown » Highlight Cell Rules » Equal To.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Sheet1
Sheet2
Sheet3
Sheet4
Enter
100%

F1 | Total Amount

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200
5	4	Lunt	Green/Navy			
6	5	Rentel	Green/Navy			
7	6	Kennedy	Red/Navy			
8	7	Miller	Green/Navy			
9	8	Zanitsch-Prentice	Green/Navy			
10	9	Zanitsch-Prentice	Red/Navy			
11	10	Morrison	Green/Navy			
12	11	Ritchie	Blue/Grey	18	35	630
13	12	Ritchie	Yellow/Grey	3	40	120
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

Equal To

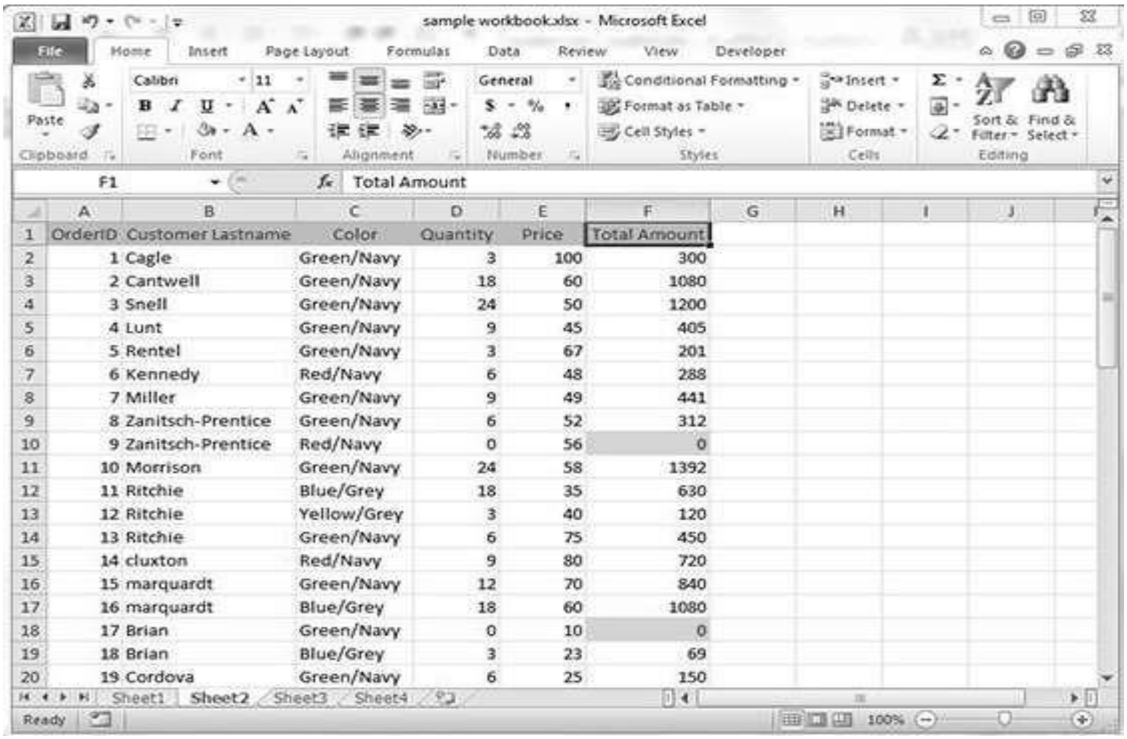
Format cells that are EQUAL TO:

0 with Light Red Fill with Dark Red Text

OK Cancel

Average: 550.8 Count: 31 Sum: 16524

After Clicking ok, the cells with value zero are marked as red.


sample workbook.xlsx - Microsoft Excel
File
Home
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Page Layout
Formulas
Data
Review
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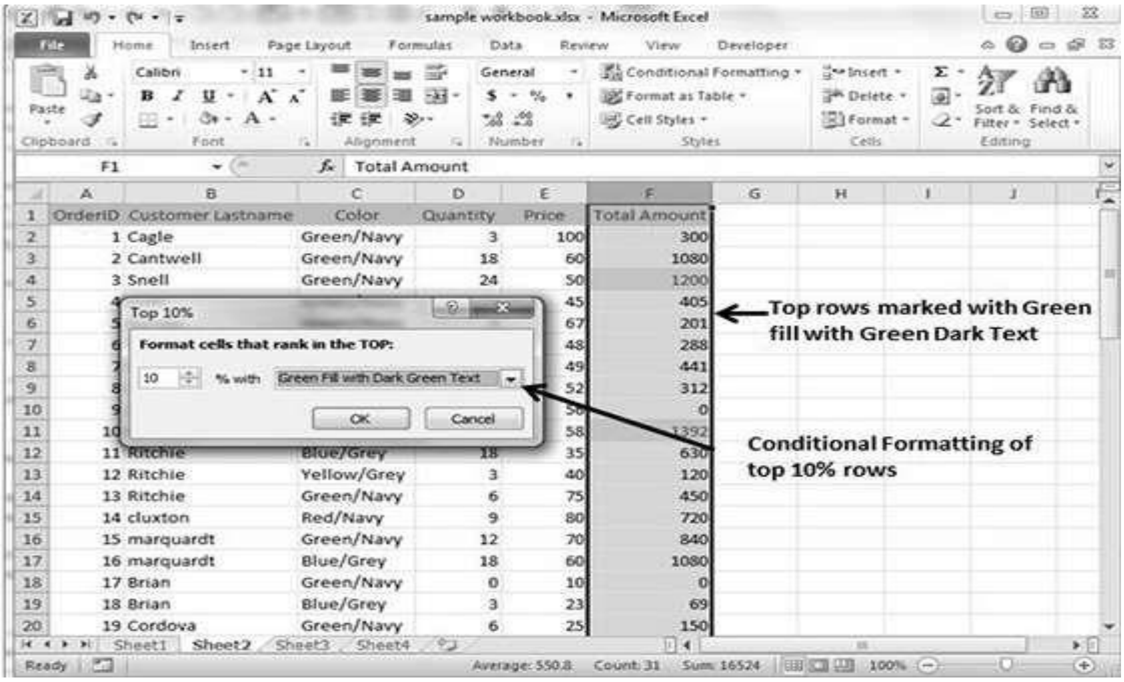
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

F1 *fx* Total Amount

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200
5	4	Lunt	Green/Navy	9	45	405
6	5	Rentel	Green/Navy	3	67	201
7	6	Kennedy	Red/Navy	6	48	288
8	7	Miller	Green/Navy	9	49	441
9	8	Zanitsch-Prentice	Green/Navy	6	52	312
10	9	Zanitsch-Prentice	Red/Navy	0	56	0
11	10	Morrison	Green/Navy	24	58	1392
12	11	Ritchie	Blue/Grey	18	35	630
13	12	Ritchie	Yellow/Grey	3	40	120
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

- **Top/Bottom Rules:** It opens a continuation menu with various options for defining the formatting rules that highlight the top and bottom values, percentages, and above and below average values in the cell selection.

Suppose you want to highlight the top 10% rows, you can do this with these Top/Bottom rules.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
Top 10%
OK
Cancel
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

F1 *fx* Total Amount

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200
5					45	405
6					67	201
7					48	288
8					49	441
9					52	312
10						0
11	10				58	1392
12	11	Ritchie	Blue/Grey	18	35	630
13	12	Ritchie	Yellow/Grey	3	40	120
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

Format cells that rank in the TOP:

10 % with Green Fill with Dark Green Text

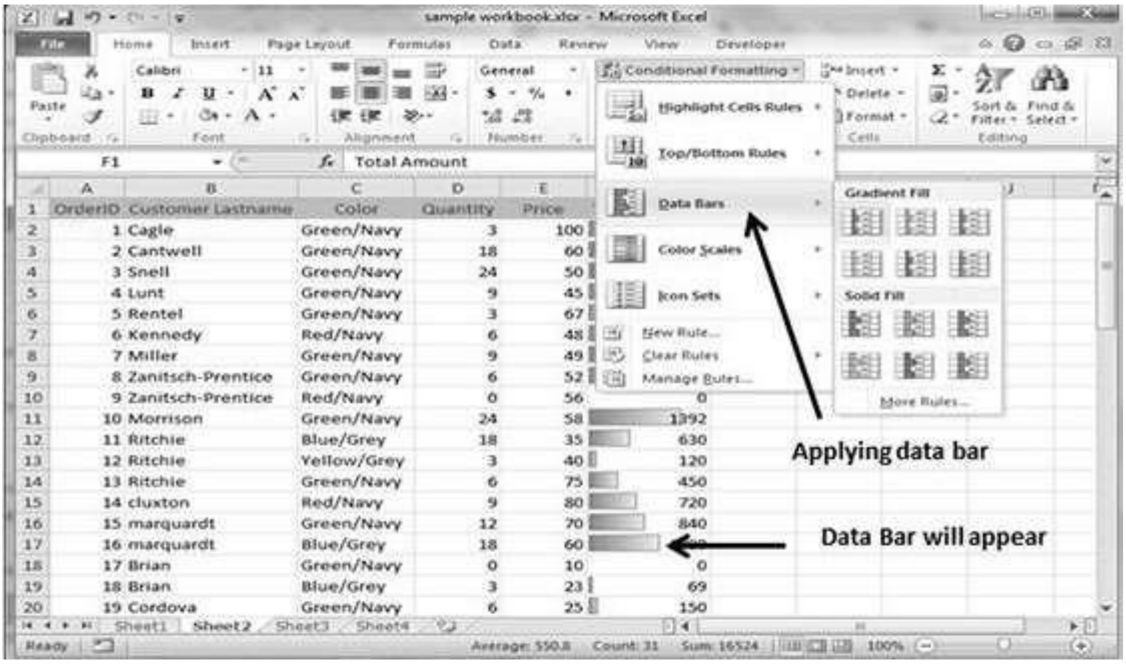
Top rows marked with Green fill with Green Dark Text

Conditional Formatting of top 10% rows

Average: 550.8 Count: 31 Sum: 16524

- **Data Bars:** It opens a palette with different color data bars that you can apply to the cell selection to indicate their values relative to each other by clicking the data bar thumbnail.

With this conditional Formatting, data Bars will appear in each cell.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Conditional Formatting
Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
Gradient Fill
Solid Fill
More Rules...
Insert
Delete
Format
Sort & Filter
Find & Select
Sheet1
Sheet2
Sheet3
Sheet4
Ready
Average: 550.8
Count: 31
Sum: 16524
100%

F1 Total Amount

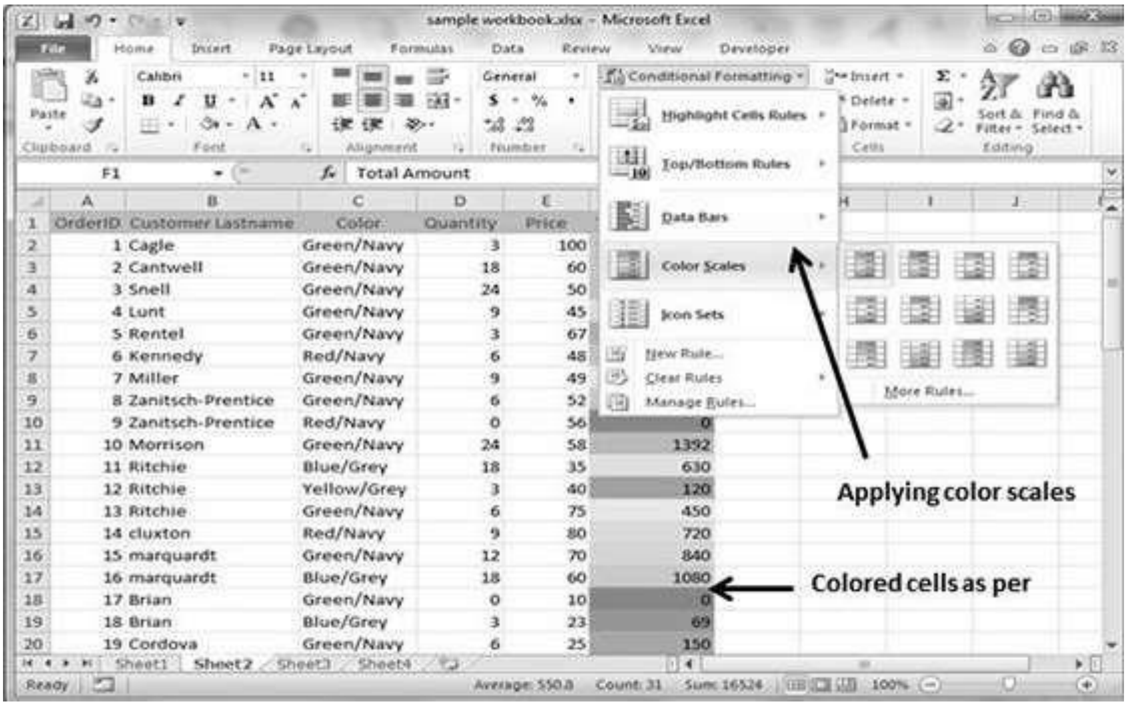
	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	
2	1	Cagle	Green/Navy	3	100	
3	2	Cantwell	Green/Navy	18	60	
4	3	Snell	Green/Navy	24	50	
5	4	Lunt	Green/Navy	9	45	
6	5	Rentel	Green/Navy	3	67	
7	6	Kennedy	Red/Navy	6	48	
8	7	Miller	Green/Navy	9	49	
9	8	Zanitsch-Prentice	Green/Navy	6	52	
10	9	Zanitsch-Prentice	Red/Navy	0	56	0
11	10	Morrison	Green/Navy	24	58	1392
12	11	Ritchie	Blue/Grey	18	35	630
13	12	Ritchie	Yellow/Grey	3	40	120
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

Applying data bar

Data Bar will appear

- **Color Scales:** It opens a palette with different three- and two-colored scales that you can apply to the cell selection to indicate their values relative to each other by clicking the color scale thumbnail.

See the below screenshot with Color Scales, conditional formatting applied.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Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
More Rules...
Insert
Delete
Format
Sort & Filter
Find & Select
Sheet1
Sheet2
Sheet3
Sheet4
Ready
Average: 550.8
Count: 31
Sum: 16524
100%

F1 Total Amount

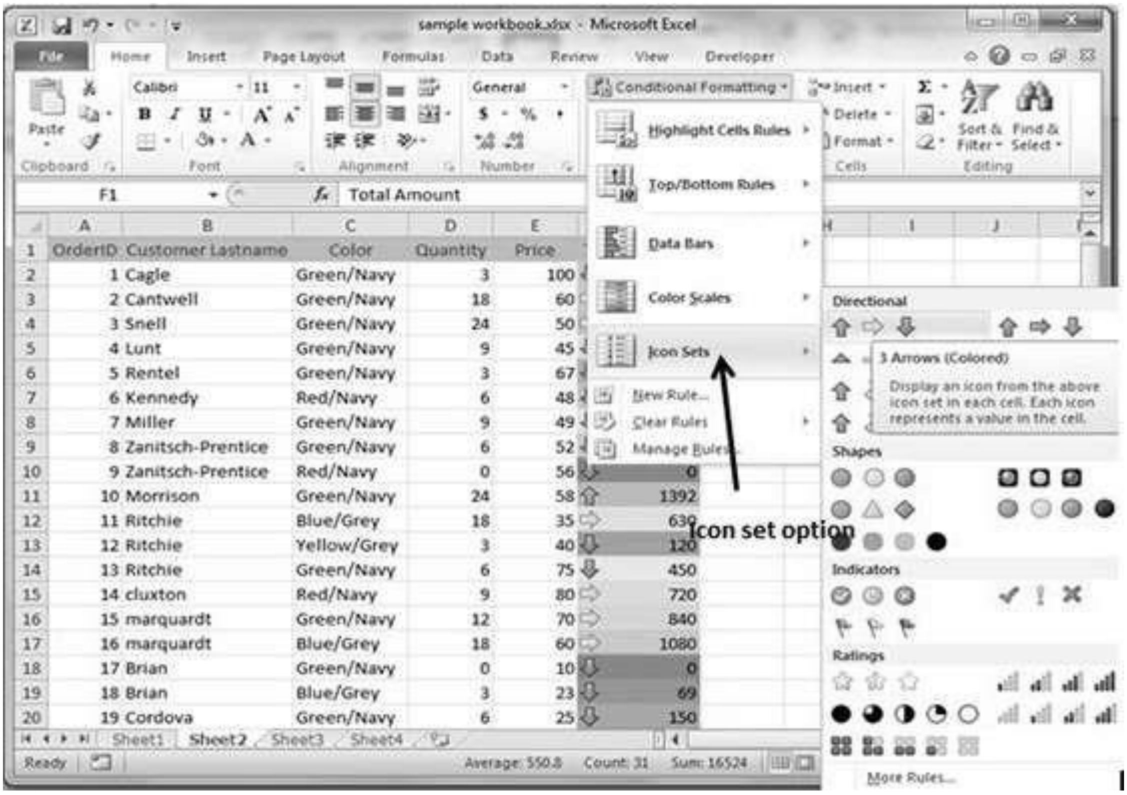
	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	
2	1	Cagle	Green/Navy	3	100	
3	2	Cantwell	Green/Navy	18	60	
4	3	Snell	Green/Navy	24	50	
5	4	Lunt	Green/Navy	9	45	
6	5	Rentel	Green/Navy	3	67	
7	6	Kennedy	Red/Navy	6	48	
8	7	Miller	Green/Navy	9	49	
9	8	Zanitsch-Prentice	Green/Navy	6	52	
10	9	Zanitsch-Prentice	Red/Navy	0	56	0
11	10	Morrison	Green/Navy	24	58	1392
12	11	Ritchie	Blue/Grey	18	35	630
13	12	Ritchie	Yellow/Grey	3	40	120
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

Applying color scales

Colored cells as per

- **Icon Sets:** It opens a palette with different sets of icons that you can apply to the cell selection to indicate their values relative to each other by clicking the icon set.

See the below screenshot with Icon Sets, conditional formatting applied.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Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
Directional
3 Arrows (Colored)
Display an icon from the above icon set in each cell. Each icon represents a value in the cell.
Shapes
Indicators
Ratings
More Rules...
Icon set option
Sheet1
Sheet2
Sheet3
Sheet4
Ready
Average: 550.8
Count: 31
Sum: 16524

F1 Total Amount

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	
2	1	Cagle	Green/Navy	3	100	
3	2	Cantwell	Green/Navy	18	60	
4	3	Snell	Green/Navy	24	50	
5	4	Lunt	Green/Navy	9	45	
6	5	Rentel	Green/Navy	3	67	
7	6	Kennedy	Red/Navy	6	48	
8	7	Miller	Green/Navy	9	49	
9	8	Zanitsch-Prentice	Green/Navy	6	52	
10	9	Zanitsch-Prentice	Red/Navy	0	56	0
11	10	Morrison	Green/Navy	24	58	1392
12	11	Ritchie	Blue/Grey	18	35	630
13	12	Ritchie	Yellow/Grey	3	40	120
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

- **New Rule:** It opens the New Formatting Rule dialog box, where you define a custom conditional formatting rule to apply to the cell selection.

- **Clear Rules:** It opens a continuation menu, where you can remove the conditional formatting rules for the cell selection by clicking the Selected Cells option, for the entire worksheet by clicking the Entire Sheet option, or for just the current data table by clicking the This Table option.

- **Manage Rules:** It opens the Conditional Formatting Rules Manager dialog box, where you edit and delete particular rules as well as adjust their rule precedence by moving them up or down in the Rules list box.

Formulas in MS Excel

Formulas are the Bread and butter of worksheet. Without formula, worksheet will be just simple tabular representation of data. A formula consists of special code, which is entered into a cell. It performs some calculations and returns a result, which is displayed in the cell.

Formulas use a variety of operators and worksheet functions to work with values and text. The values and text used in formulas can be located in other cells, which makes changing data easy and gives worksheets their dynamic nature. For example, you can quickly change the data in a worksheet and formulas works.

Elements of Formulas

A formula can consist of any of these elements:

- **Mathematical operators, such as +(for addition) and *(for multiplication)**

  Example:

  - =A1+A2 Adds the values in cells A1 and A2.

- **Values or text**

  Example:

  - =200*0.5 Multiplies 200 times 0.15. This formula uses only values, and it always returns the same result as 100.

- **Cell references (including named cells and ranges)**

  Example:

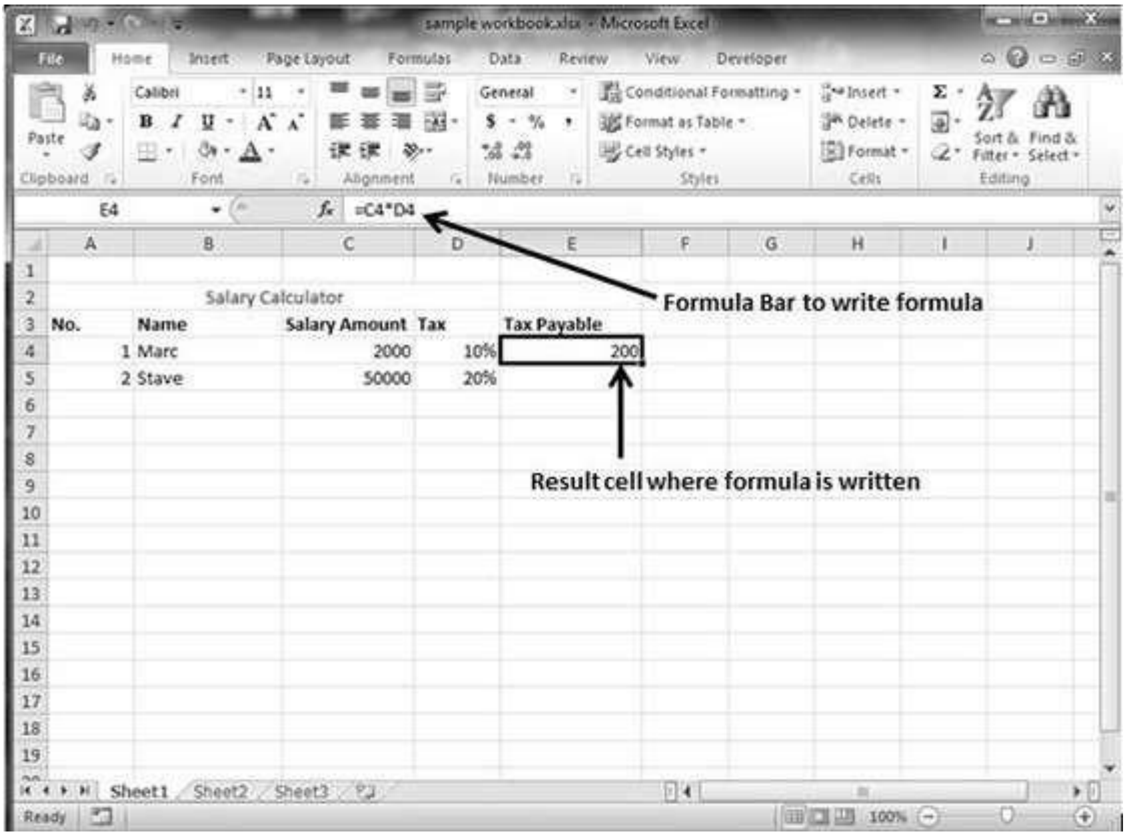
  - =A1=C12 Compares cell A1 with cell C12. If the cells are identical, the formula returns TRUE; otherwise, it returns FALSE.

- **Worksheet functions (such as SUMor AVERAGE) Example:**

  - =SUM(A1:A12) Adds the values in the range A1:A12.

Creating Formula

For creating a formula, you need to type in the Formula Bar. Formula begins with '=' sign. When building formulas manually, you can either type in the cell addresses or you can point to them in the worksheet. Using the **Pointing method** to supply the cell addresses for formulas is often easier and more powerful method of formula building. When you are using built-in functions, you click the cell or drag through the cell range that you want to use when defining the function’s arguments in the Function Arguments dialog box. See the below screen shot.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Sheet1
Sheet2
Sheet3
Ready
100%

E4 =C4*D4

	A	B	C	D	E
1					
2		Salary Calculator			
3	No.	Name	Salary Amount	Tax	Tax Payable
4	1	Marc	2000	10%	200
5	2	Stave	50000	20%	

Formula Bar to write formula

Result cell where formula is written

As soon as you complete a formula entry, Excel calculates the result, which is then displayed inside the cell within the worksheet (the contents of the formula, however, continue to be visible on the Formula bar anytime the cell is active). If you make an error in the formula that prevents Excel from being able to calculate the formula at all, Excel displays an Alert dialog box suggesting how to fix the problem.

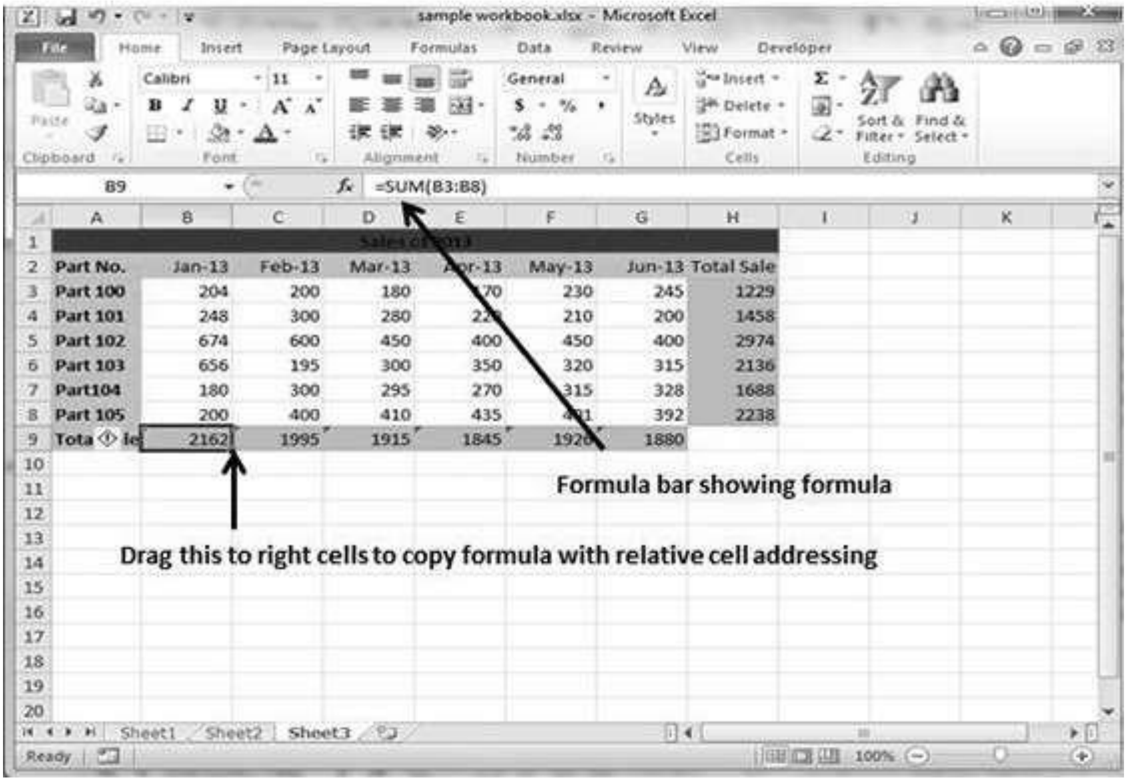
Copying Formulas in MS Excel

Copying formulas is one of the most common tasks that you do in a typical spreadsheet that relies primarily on formulas. When a formula uses cell references rather than constant values, Excel makes the task of copying an original formula to every place that requires a similar formula.

Relative Cell Addresses

MS Excel does it automatically adjusting the cell references in the original formula to suit the position of the copies that you make. It does this through a system known as **relative cell addresses,** where by the column references in the cell address in the formula change to suit their new column position and the row references change to suit their new row position.

Let us see this with the help of example. Suppose we want the sum of all the rows at last, then we will write a formula for first column i.e. B. We want sum of the rows from 3 to 8 in the 9th row.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B9
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=SUM(B3:B8)

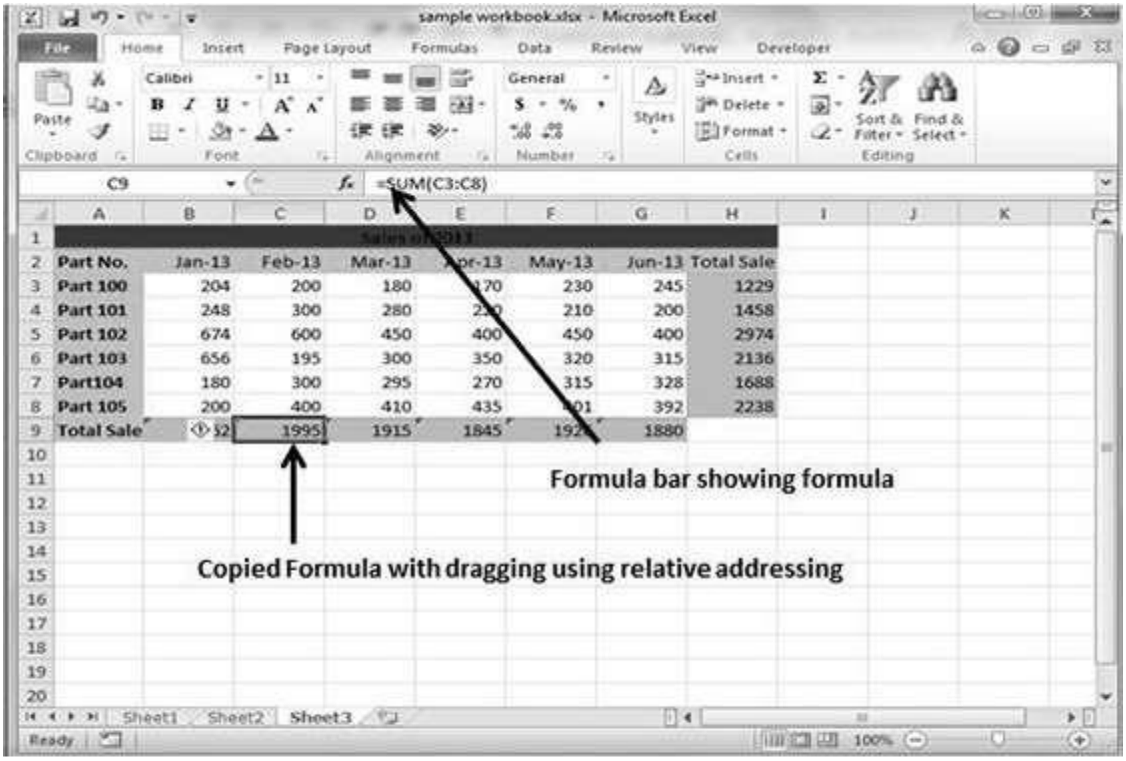
	A	B	C	D	E	F	G	H
1	Sales of 2013							
2	Part No.	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Total Sale
3	Part 100	204	200	180	170	230	245	1229
4	Part 101	248	300	280	22	210	200	1458
5	Part 102	674	600	450	400	450	400	2974
6	Part 103	656	195	300	350	320	315	2136
7	Part104	180	300	295	270	315	328	1688
8	Part 105	200	400	410	435	4[illegible]1	392	2238
9	Tota le	2162	1995	1915	1845	192	1880	

Formula bar showing formula

Drag this to right cells to copy formula with relative cell addressing

After writing formula in the 9th row, we can drag it to remaining columns and the formula gets copied. After dragging we can see the formula in the remaining columns as below.

- **column C :** =SUM(C3:C8)
- **column D :** =SUM(D3:D8)
- **column E :** =SUM(E3:E8)
- **column F :** =SUM(F3:F8)
- **column G :** =SUM(G3:G8)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Sheet2
Sheet3
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100%

C9 =SUM(C3:C8)

Sales of 2013

Part No.	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Total Sale
Part 100	204	200	180	170	230	245	1229
Part 101	248	300	280	[illegible]	210	200	1458
Part 102	674	600	450	400	450	400	2974
Part 103	656	195	300	350	320	315	2136
Part104	180	300	295	270	315	328	1688
Part 105	200	400	410	435	[illegible]	392	2238
Total Sale	[illegible]	1995	1915	1845	[illegible]	1880	

Formula bar showing formula

Copied Formula with dragging using relative addressing

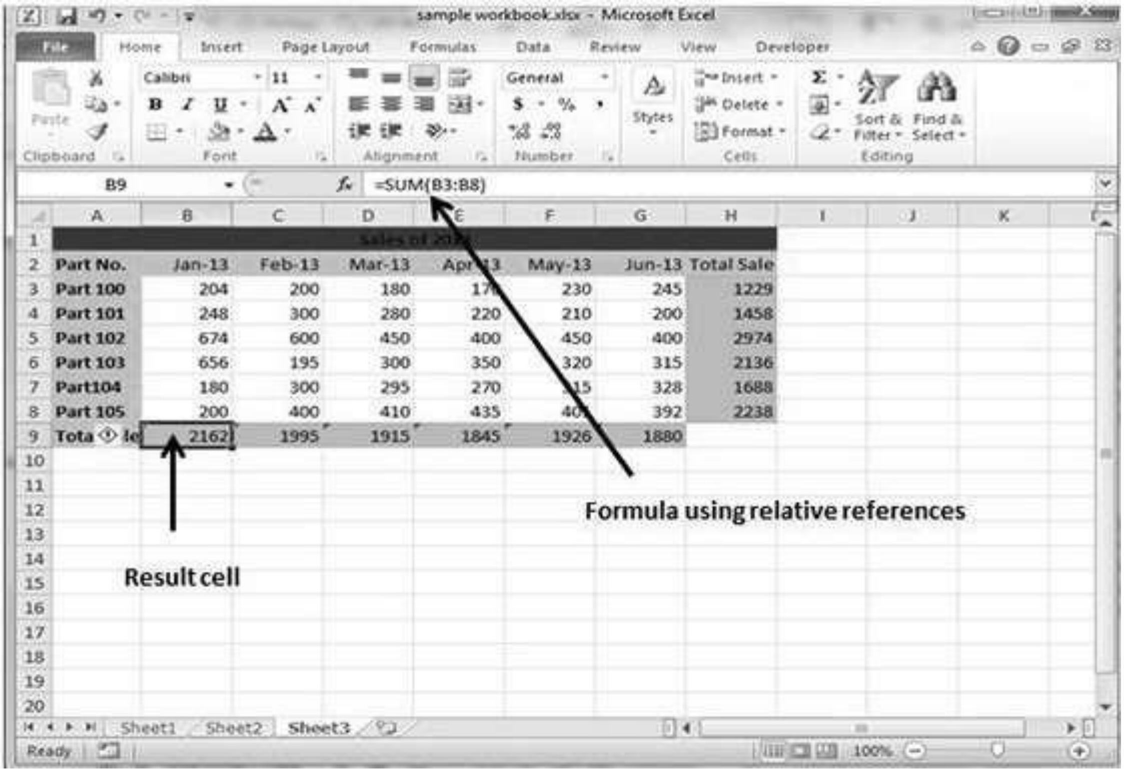
Cell References in Formulas

Most formulas you create include references to cells or ranges. These references enable your formulas to work dynamically with the data contained in those cells or ranges. For example, if your formula refers to cell C2 and you change the value contained in C2, the formula result reflects new value automatically. If you didn’t use references in your formulas, you would need to edit the formulas themselves in order to change the values used in the formulas.

When you use a cell (or range) reference in a formula, you can use three types of references: relative, absolute, and mixed references.

Relative Cell References

The row and column references can change when you copy the formula to another cell because the references are actually offsets from the current row and column. By default, Excel creates relative cell references in formulas.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`=SUM(B3:B8)`

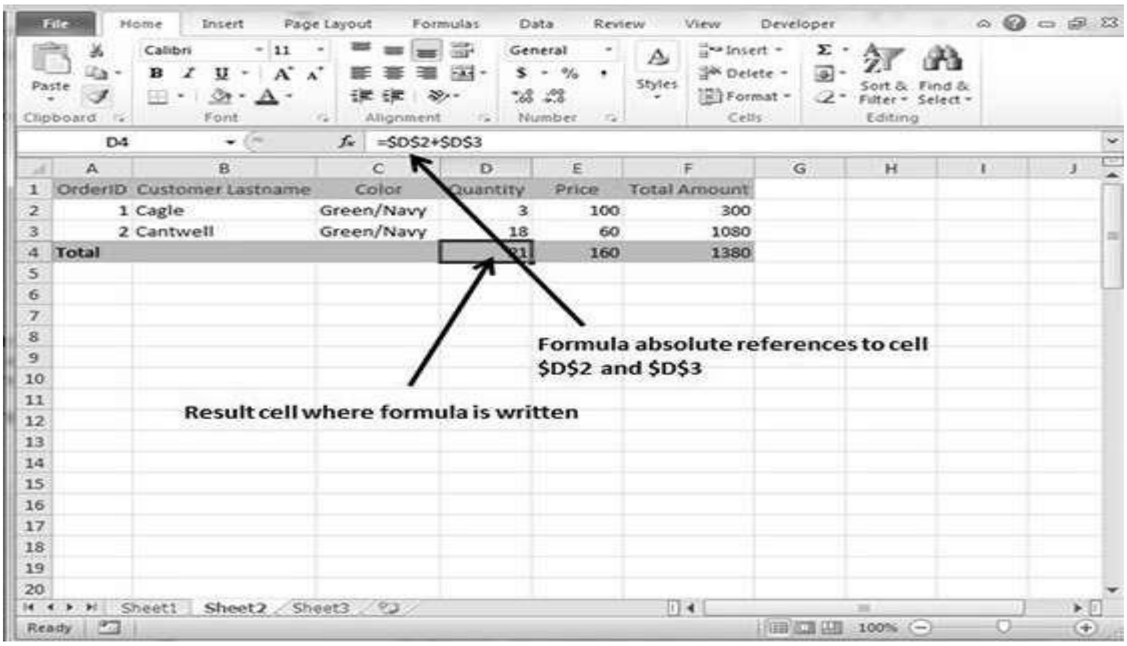
	A	B	C	D	E	F	G	H
1	Sales of 20							
2	Part No.	Jan-13	Feb-13	Mar-13	Apr 13	May-13	Jun-13	Total Sale
3	Part 100	204	200	180	17	230	245	1229
4	Part 101	248	300	280	220	210	200	1458
5	Part 102	674	600	450	400	450	400	2974
6	Part 103	656	195	300	350	320	315	2136
7	Part104	180	300	295	270	15	328	1688
8	Part 105	200	400	410	435	40	392	2238
9	Tota le	2162	1995	1915	1845	1926	1880	

Formula using relative references

Result cell

Absolute Cell References

The row and column references do not change when you copy the formula because the reference is to an actual cell address. An absolute reference uses two dollar signs in its address: one for the column letter and one for the row number (for example, $A$5).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D4 =$D$2+$D$3

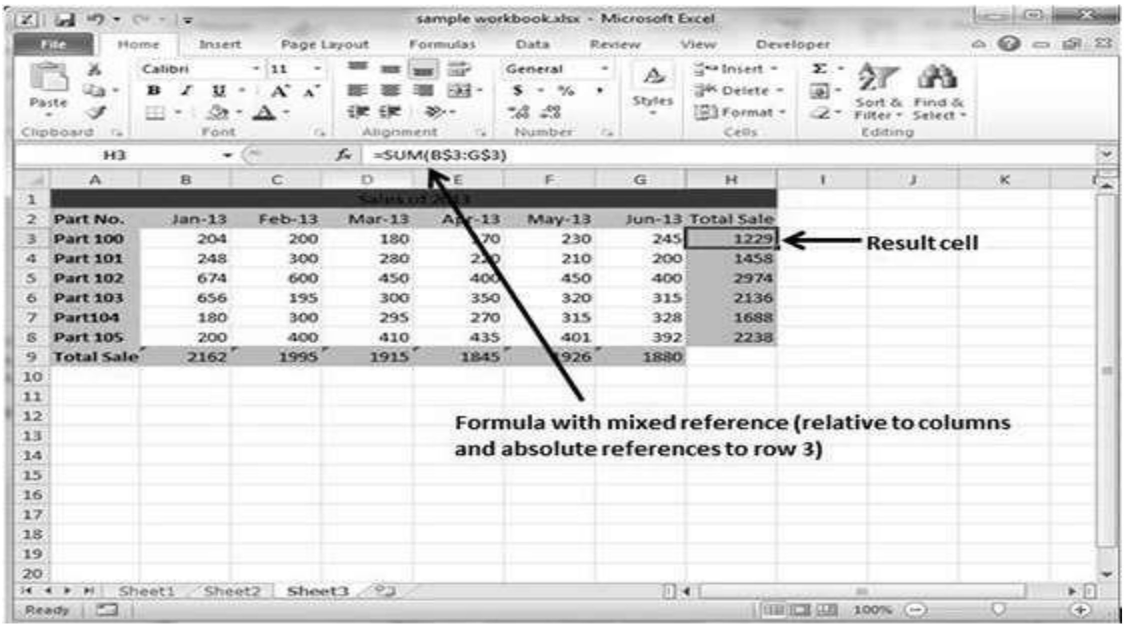
OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
1	Cagle	Green/Navy	3	100	300
2	Cantwell	Green/Navy	18	60	1080
Total			21	160	1380

Formula absolute references to cell $D$2 and $D$3

Result cell where formula is written

Mixed Cell References

Both the row or column reference is relative and the other is absolute. Only one of the address parts is absolute (for example, $A5 or A$5).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H3 =SUM(B$3:G$3)

	A	B	C	D	E	F	G	H
1	Sales of 2013							
2	Part No.	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Total Sale
3	Part 100	204	200	180	[illegible]	230	245	1229
4	Part 101	248	300	280	[illegible]	210	200	1458
5	Part 102	674	600	450	400	450	400	2974
6	Part 103	656	195	300	350	320	315	2136
7	Part104	180	300	295	270	315	328	1688
8	Part 105	200	400	410	435	401	392	2238
9	Total Sale	2162	1995	1915	1845	[illegible]	1880	

Result cell

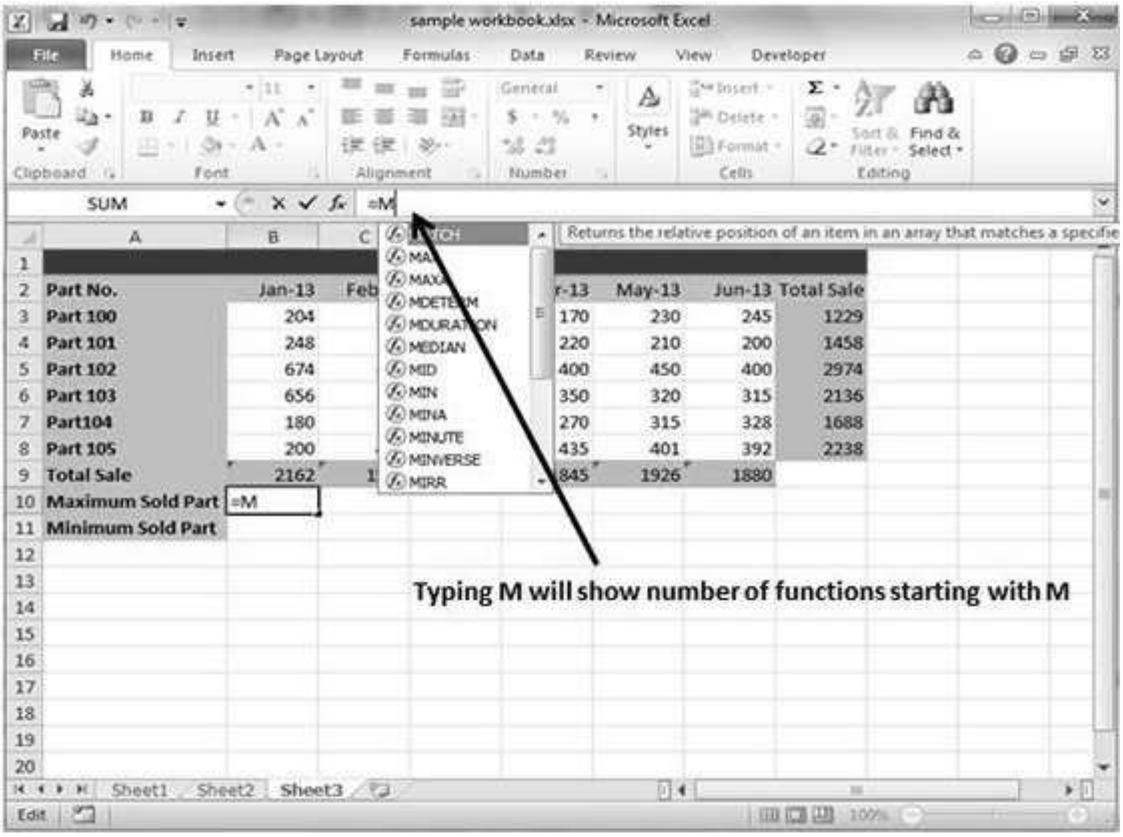
Formula with mixed reference (relative to columns and absolute references to row 3)

Functions in Formula

Many formulas you create use available worksheet functions. These functions enable you to greatly enhance the power of your formulas and perform calculations that are difficult if you use only the operators. For example, you can use the LOG or SIN function to calculate the Logarithm or Sin ratio. You can't do this complicated calculation by using the mathematical operators alone.

Using Functions

When you type = sign and then type any alphabet you will see the searched functions as below.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MINA
MINUTE
MINVERSE
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Sheet1
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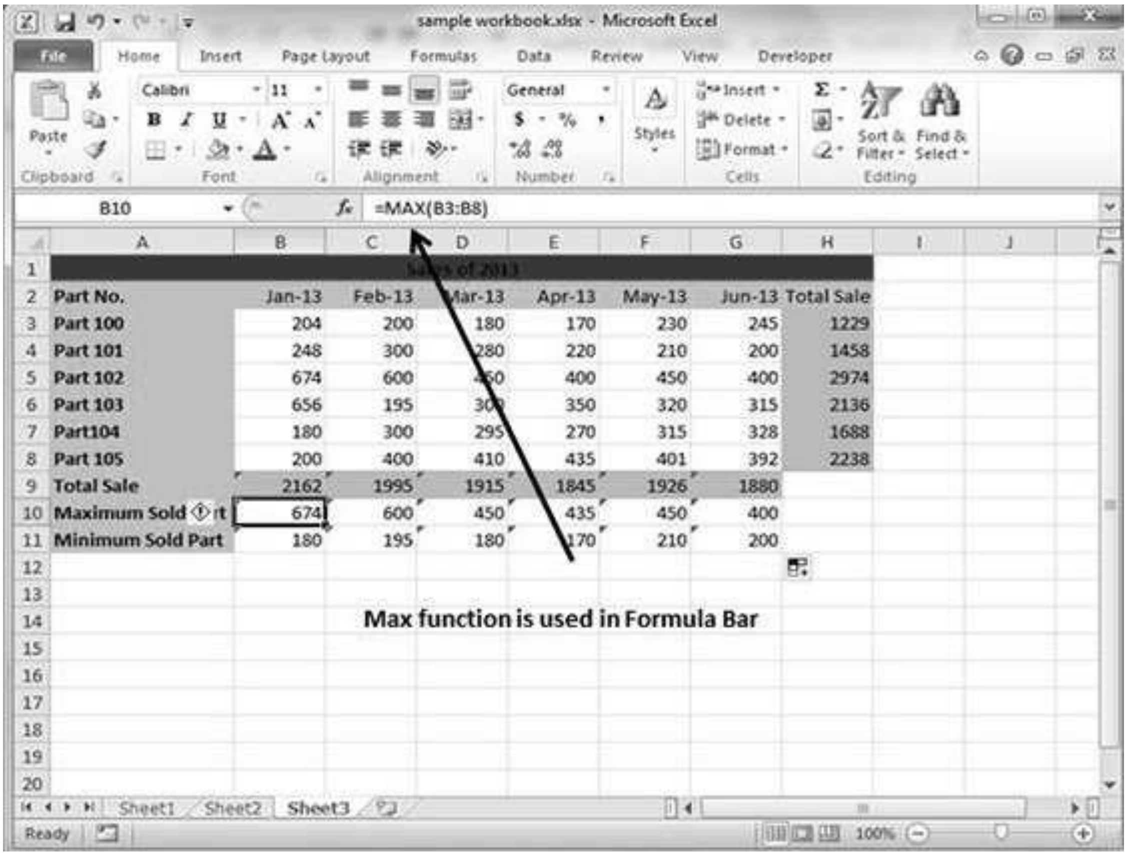
=M

Returns the relative position of an item in an array that matches a specifie

	A	B	C				
2	Part No.	Jan-13	Feb	r-13	May-13	Jun-13	Total Sale
3	Part 100	204		170	230	245	1229
4	Part 101	248		220	210	200	1458
5	Part 102	674		400	450	400	2974
6	Part 103	656		350	320	315	2136
7	Part104	180		270	315	328	1688
8	Part 105	200		435	401	392	2238
9	Total Sale	2162	1	845	1926	1880	
10	Maximum Sold Part	=M					
11	Minimum Sold Part						

Typing M will show number of functions starting with M

Suppose you need to determine the largest value in a range. A formula can’t tell you the answer without using a function. We will use formula that uses the MAX function to return the largest value in the range B3:B8 as **=MAX(A1:D100)**.



B10 =MAX(B3:B8)

	A	B	C	D	E	F	G	H
1	Sales of 2013							
2	Part No.	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Total Sale
3	Part 100	204	200	180	170	230	245	1229
4	Part 101	248	300	280	220	210	200	1458
5	Part 102	674	600	450	400	450	400	2974
6	Part 103	656	195	300	350	320	315	2136
7	Part104	180	300	295	270	315	328	1688
8	Part 105	200	400	410	435	401	392	2238
9	Total Sale	2162	1995	1915	1845	1926	1880	
10	Maximum Sold Part	674	600	450	435	450	400	
11	Minimum Sold Part	180	195	180	170	210	200	

Max function is used in Formula Bar

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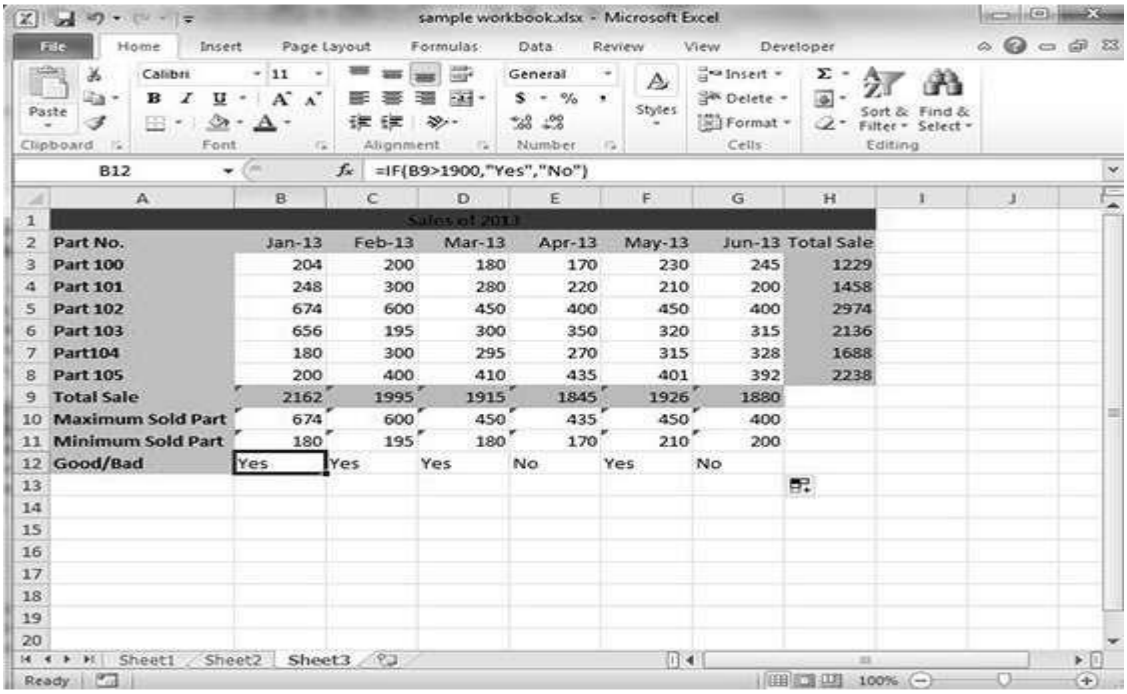
Another example of functions. Suppose you want to find if the cell of month is greater than 1900 then we can give Bonus to Sales representative. The we can achieve it with writing formula with IF functions as **=IF(B9>1900,"Yes","No")**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Sheet3
Ready
100%

B12 =IF(B9>1900,"Yes","No")

	A	B	C	D	E	F	G	H
1	Sales of 2013							
2	Part No.	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Total Sale
3	Part 100	204	200	180	170	230	245	1229
4	Part 101	248	300	280	220	210	200	1458
5	Part 102	674	600	450	400	450	400	2974
6	Part 103	656	195	300	350	320	315	2136
7	Part104	180	300	295	270	315	328	1688
8	Part 105	200	400	410	435	401	392	2238
9	Total Sale	2162	1995	1915	1845	1926	1880	
10	Maximum Sold Part	674	600	450	435	450	400	
11	Minimum Sold Part	180	195	180	170	210	200	
12	Good/Bad	Yes	Yes	Yes	No	Yes	No	

Function Arguments

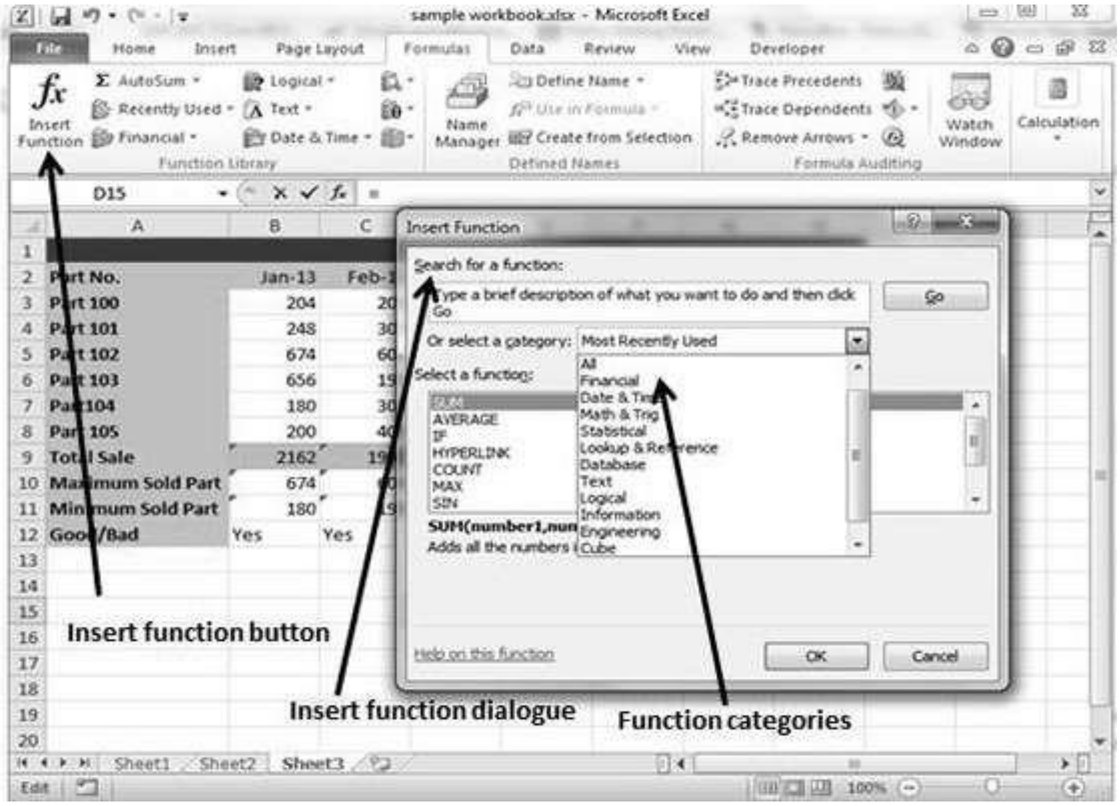
In the above examples, you may have noticed that all the functions used parentheses. The information inside the parentheses is the list of arguments.

Functions vary in how they use arguments. Depending on what it has to do, a function may use.

- **No arguments:** Examples: Now(),Date(),etc.
- **One argument:** UPPER(),LOWER(),etc.
- **A fixed number of arguments:** IF(),MAX(),MIN(),AVERGAGE(),etc.
- **Infinite number of arguments**
- **Optional arguments**

Built In Functions

MS Excel has many built in functions, which we can use in our formula. To see all the functions by category, choose **Formulas Tab » Insert Function.** Then Insert function Dialog appears from which we can choose the function.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Use in Formula
Create from Selection
Defined Names
Trace Precedents
Trace Dependents
Remove Arrows
Formula Auditing
Watch Window
Calculation
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Insert Function
Search for a function:
Type a brief description of what you want to do and then click Go
Go
Or select a category:
Most Recently Used
Select a function:
All
Financial
Date & Time
Math & Trig
Statistical
Lookup & Reference
Database
Text
Logical
Information
Engineering
Cube
SUM
AVERAGE
IF
HYPERLINK
COUNT
MAX
SIN
SUM(number1,num
Adds all the numbers i
Help on this function
OK
Cancel
Sheet1
Sheet2
Sheet3
Edit
100%

	A	B	C
1			
2	Part No.	Jan-13	Feb-1
3	Part 100	204	20
4	Part 101	248	30
5	Part 102	674	60
6	Part 103	656	15
7	Part 104	180	30
8	Part 105	200	40
9	Total Sale	2162	19
10	Maximum Sold Part	674	60
11	Minimum Sold Part	180	15
12	Good/Bad	Yes	Yes

Insert function button

Insert function dialogue

Function categories

Functions by Categories

Let us see some of the built in functions in MS Excel.

- **Text Functions**
  - **LOWER:** Converts all characters in a supplied text string to lower case
  - **UPPER:** Converts all characters in a supplied text string to upper case
  - **TRIM:** Removes duplicate spaces, and spaces at the start and end of a text string.

  - **CONCATENATE:** Joins together two or more text strings.
  - **LEFT:** Returns a specified number of characters from the start of a supplied text string.
  - **MID:** Returns a specified number of characters from the middle of a supplied text string.
  - **RIGHT:** Returns a specified number of characters from the end of a supplied text string.
  - **LEN:** Returns the length of a supplied text string.
  - **FIND:** Returns the position of a supplied character or text string from within a supplied text string (case-sensitive).
- **Date & Time** ○ **DATE:** Returns a date, from a user-supplied year, month and day.
  - **TIME:** Returns a time, from a user-supplied hour, minute and second.
  - **DATEVALUE:** Converts a text string showing a date, to an integer that represents the date in Excel's date-time code.
  - **TIMEVALUE:** Converts a text string showing a time, to a decimal that represents the time in Excel.
  - **NOW:** Returns the current date & time.
  - **TODAY:** Returns today's date.
- **Statistical** ○ **MAX:** Returns the largest value from a list of supplied numbers. ○ **MIN:** Returns the smallest value from a list of supplied numbers. ○ **AVERAGE:** Returns the Average of a list of supplied numbers.
  - **COUNT:** Returns the number of numerical values in a supplied set of cells or values.
  - **COUNTIF:** Returns the number of cells (of a supplied range), that satisfies a given criteria.
  - **SUM:** Returns the sum of a supplied list of numbers.
- **Logical**

- **AND:** Tests a number of user-defined conditions and returns TRUE if ALL of the conditions evaluate to TRUE, or FALSE otherwise.
- **OR:** Tests a number of user-defined conditions and returns TRUE if ANY of the conditions evaluate to TRUE, or FALSE otherwise.

49. DATA FILTERING

  - **NOT**: Returns a logical value that is the opposite of a user supplied logical value or expression i.e. returns FALSE if the supplied argument is TRUE and returns TRUE if the supplied argument is FALSE).

- **Math & Trig**

  - **ABS:** Returns the absolute value (i.e. the modulus) of a supplied number.

  - **SIGN:** Returns the sign (+1, -1 or 0) of a supplied number. ○ **SQRT:**

    Returns the positive square root of a given number.

  - **MOD:** Returns the remainder from a division between two supplied numbers.

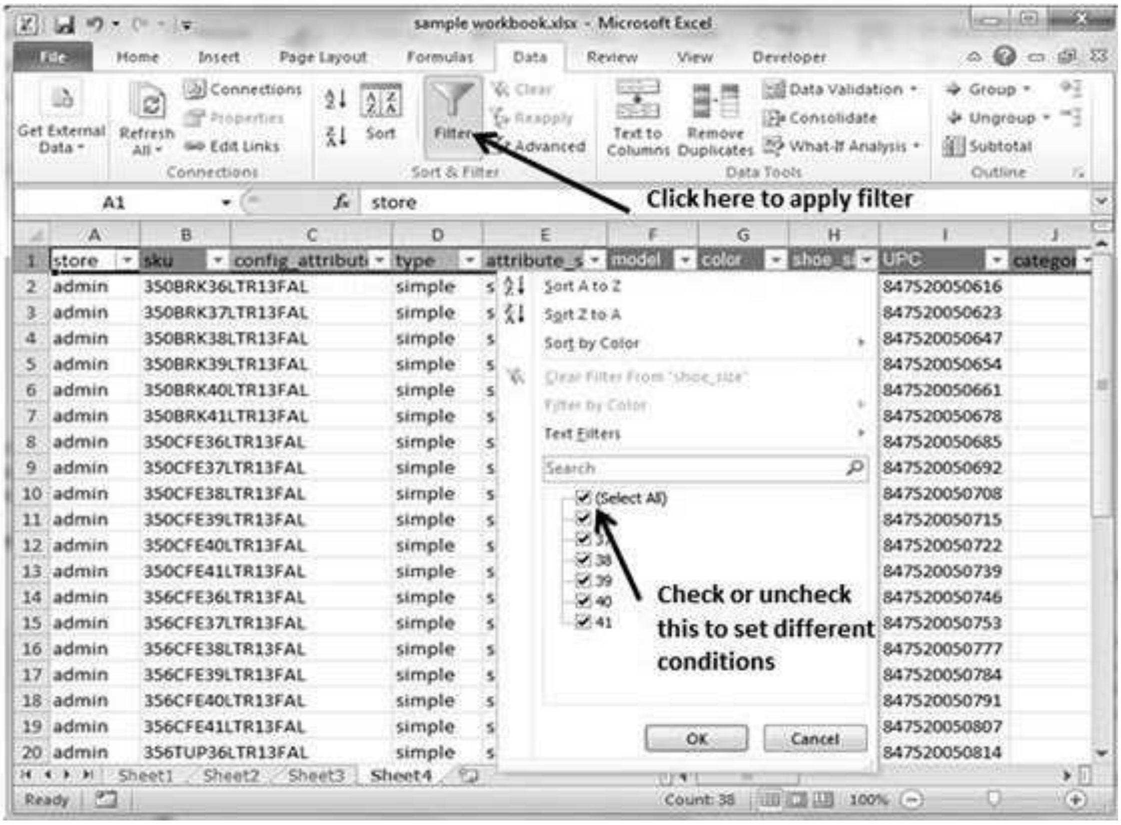
Filters in MS Excel

Filtering data in MS Excel refers to displaying only the rows that meet certain conditions. (The other rows gets hidden.)

Using the store data, if you are interested in seeing data where Shoe Size is 36, then you can set filter to do this. Follow the below mentioned steps to do this.

- Place a cursor on the Header Row.

- Choose **Data Tab » Filter** to set filter.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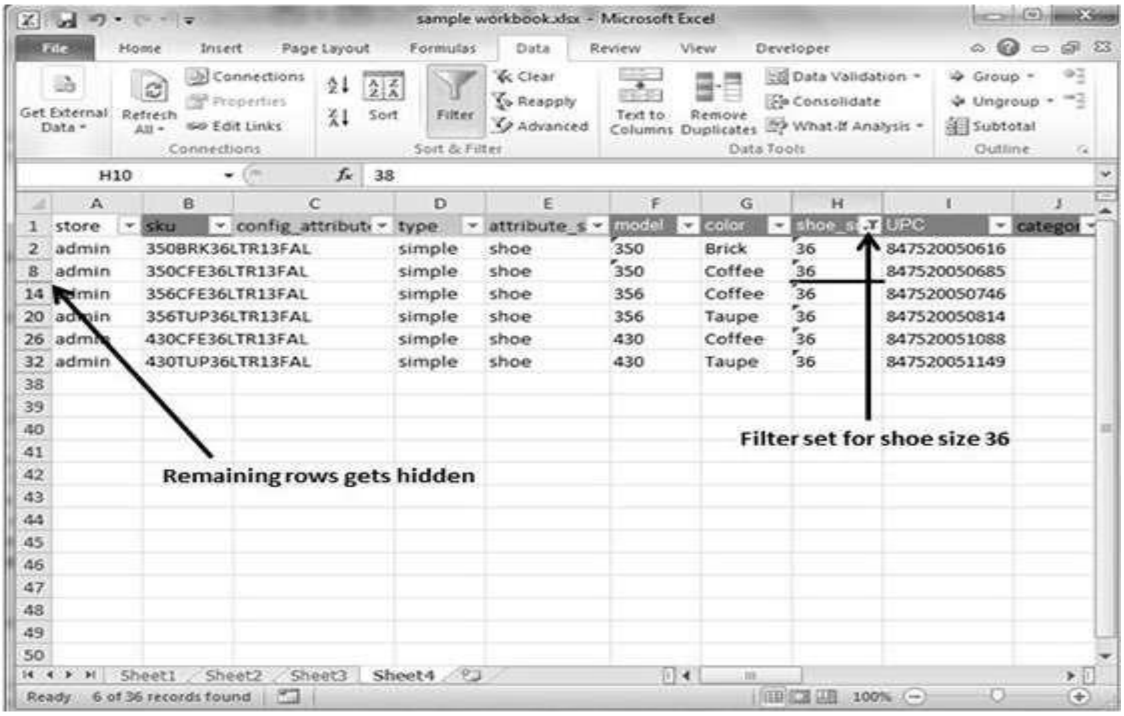
A1
store
Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "shoe_size"
Filter by Color
Text Filters
Search
(Select All)
38
39
40
41
OK
Cancel
Sheet1
Sheet2
Sheet3
Sheet4
Ready
Count: 38
100%

Click here to apply filter

	A	B	C	D	E	F	G	H	I	J
1	store	sku	config_attribut	type	attribute_s	model	color	shoe_s	UPC	categor
2	admin	350BRK36LTR13FAL		simple	s				847520050616	
3	admin	350BRK37LTR13FAL		simple	s				847520050623	
4	admin	350BRK38LTR13FAL		simple	s				847520050647	
5	admin	350BRK39LTR13FAL		simple	s				847520050654	
6	admin	350BRK40LTR13FAL		simple	s				847520050661	
7	admin	350BRK41LTR13FAL		simple	s				847520050678	
8	admin	350CFE36LTR13FAL		simple	s				847520050685	
9	admin	350CFE37LTR13FAL		simple	s				847520050692	
10	admin	350CFE38LTR13FAL		simple	s				847520050708	
11	admin	350CFE39LTR13FAL		simple	s				847520050715	
12	admin	350CFE40LTR13FAL		simple	s				847520050722	
13	admin	350CFE41LTR13FAL		simple	s				847520050739	
14	admin	356CFE36LTR13FAL		simple	s				847520050746	
15	admin	356CFE37LTR13FAL		simple	s				847520050753	
16	admin	356CFE38LTR13FAL		simple	s				847520050777	
17	admin	356CFE39LTR13FAL		simple	s				847520050784	
18	admin	356CFE40LTR13FAL		simple	s				847520050791	
19	admin	356CFE41LTR13FAL		simple	s				847520050807	
20	admin	356TUP36LTR13FAL		simple	s				847520050814	

Check or uncheck this to set different conditions

- Click the drop-down arrow in the Area Row Header and remove the check mark from Select All, which unselects everything.
- Then select the check mark for Size 36, which will filter the data and displays data of Shoe Size 36.
- Some of the row numbers are missing; these rows contain the filtered (hidden) data.
- There is drop-down arrow in the Area column now shows a different graphic — an icon that indicates the column is filtered.



H10 38

	store	sku	config_attribut	type	attribute_s	model	color	shoe_s	UPC	categor
2	admin	350BRK36LTR13FAL		simple	shoe	350	Brick	36	847520050616	
8	admin	350CFE36LTR13FAL		simple	shoe	350	Coffee	36	847520050685	
14	admin	356CFE36LTR13FAL		simple	shoe	356	Coffee	36	847520050746	
20	admin	356TUP36LTR13FAL		simple	shoe	356	Taupe	36	847520050814	
26	admin	430CFE36LTR13FAL		simple	shoe	430	Coffee	36	847520051088	
32	admin	430TUP36LTR13FAL		simple	shoe	430	Taupe	36	847520051149	

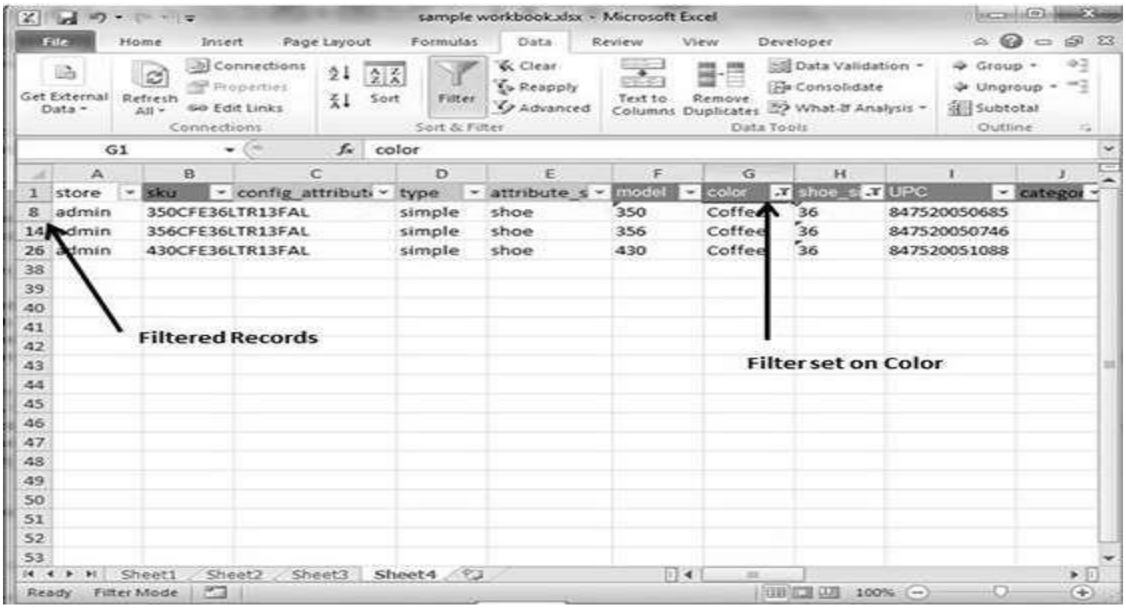
Filter set for shoe size 36

Remaining rows gets hidden

Ready 6 of 36 records found

Using Multiple Filters

You can filter the records by multiple conditions i.e. by multiple column values. Suppose after size 36 is filtered, you need to have the filter where color is equal to Coffee. After setting filter for Shoe Size, choose Color column and then set filter for color.



G1 color

	store	sku	config_attribut	type	attribute_s	model	color	shoe_s	UPC	categor
8	admin	350CFE36LTR13FAL		simple	shoe	350	Coffee	36	847520050685	
14	admin	356CFE36LTR13FAL		simple	shoe	356	Coffee	36	847520050746	
26	admin	430CFE36LTR13FAL		simple	shoe	430	Coffee	36	847520051088	

Filtered Records

Filter set on Color

Ready Filter Mode

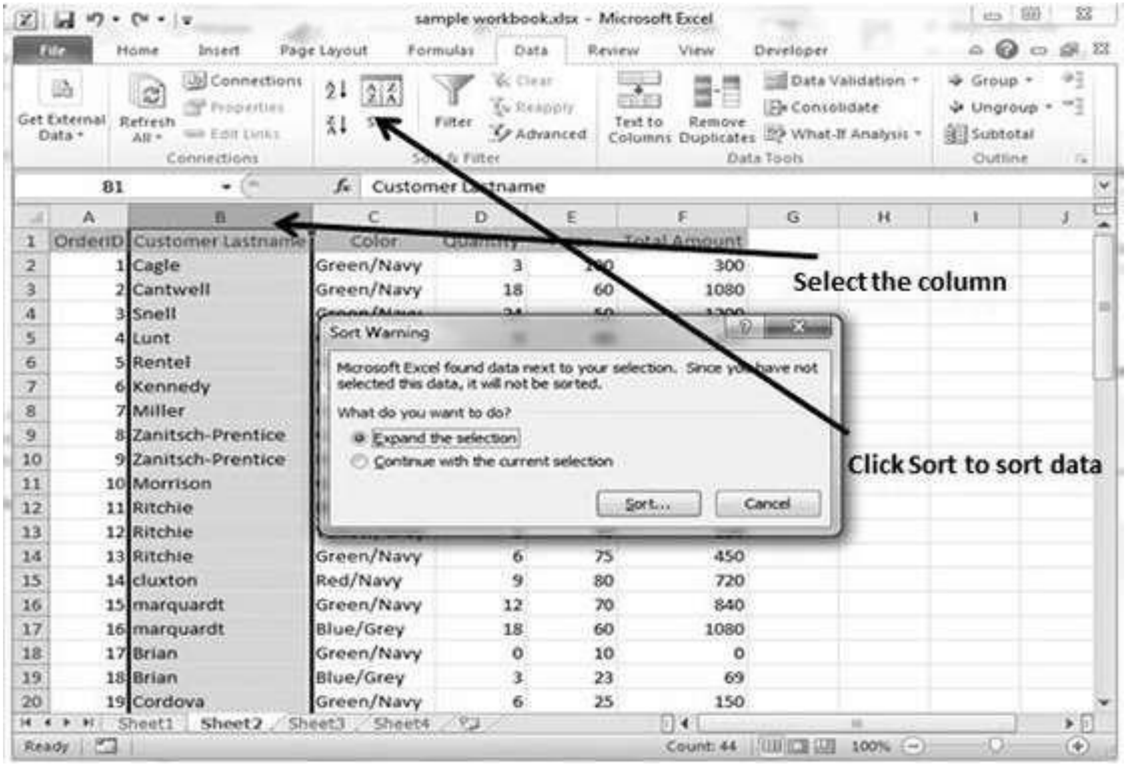
50. DATA SORTING

Sorting in MS Excel

Sorting data in MS Excel rearranges the rows based on the contents of a particular column. You may want to sort a table to put names in alphabetical order. Or, maybe you want to sort data by Amount from smallest to largest or largest to smallest.

To Sort the data follow the steps mentioned below.

- Select the Column by which you want to sort data.
- Choose Data Tab » Sort Below dialog appears.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Subtotal
Outline
B1
Customer Lastname
Sheet1
Sheet2
Sheet3
Sheet4
Ready
Count: 44
100%

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity		Total Amount
2	1	Cagle	Green/Navy	3	[illegible]	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200
5	4	Lunt				
6	5	Rentel				
7	6	Kennedy				
8	7	Miller				
9	8	Zanitsch-Prentice				
10	9	Zanitsch-Prentice				
11	10	Morrison				
12	11	Ritchie				
13	12	Ritchie				
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

Sort Warning

Microsoft Excel found data next to your selection. Since you have not selected this data, it will not be sorted.

What do you want to do?

● Expand the selection

○ Continue with the current selection

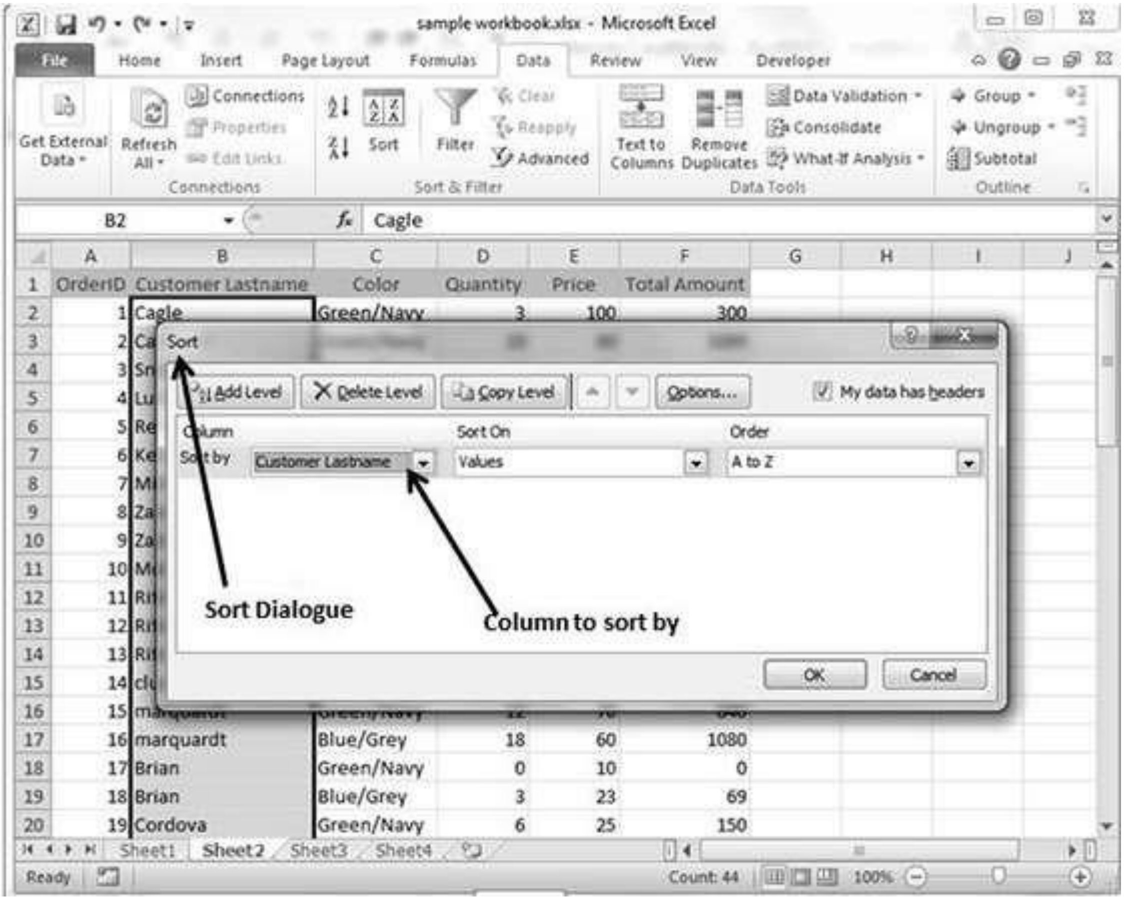
Sort... Cancel

Select the column

Click Sort to sort data

- If you want to sort data based on a selected column, Choose **Continue with the selection** or if you want sorting based on other columns, choose **Expand Selection.**
- You can Sort based on the below Conditions. ○ **Values:** Alphabetically or numerically. ○ **Cell Color**: Based on Color of Cell. ○ **Font Color**: Based on Font color.

  ○ **Cell Icon**: Based on Cell Icon.



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Sheet2
Sheet3
Sheet4
Ready
Count: 44
100%
Add Level
Delete Level
Copy Level
Options...
OK
Cancel

B2 Cagle

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

Sort

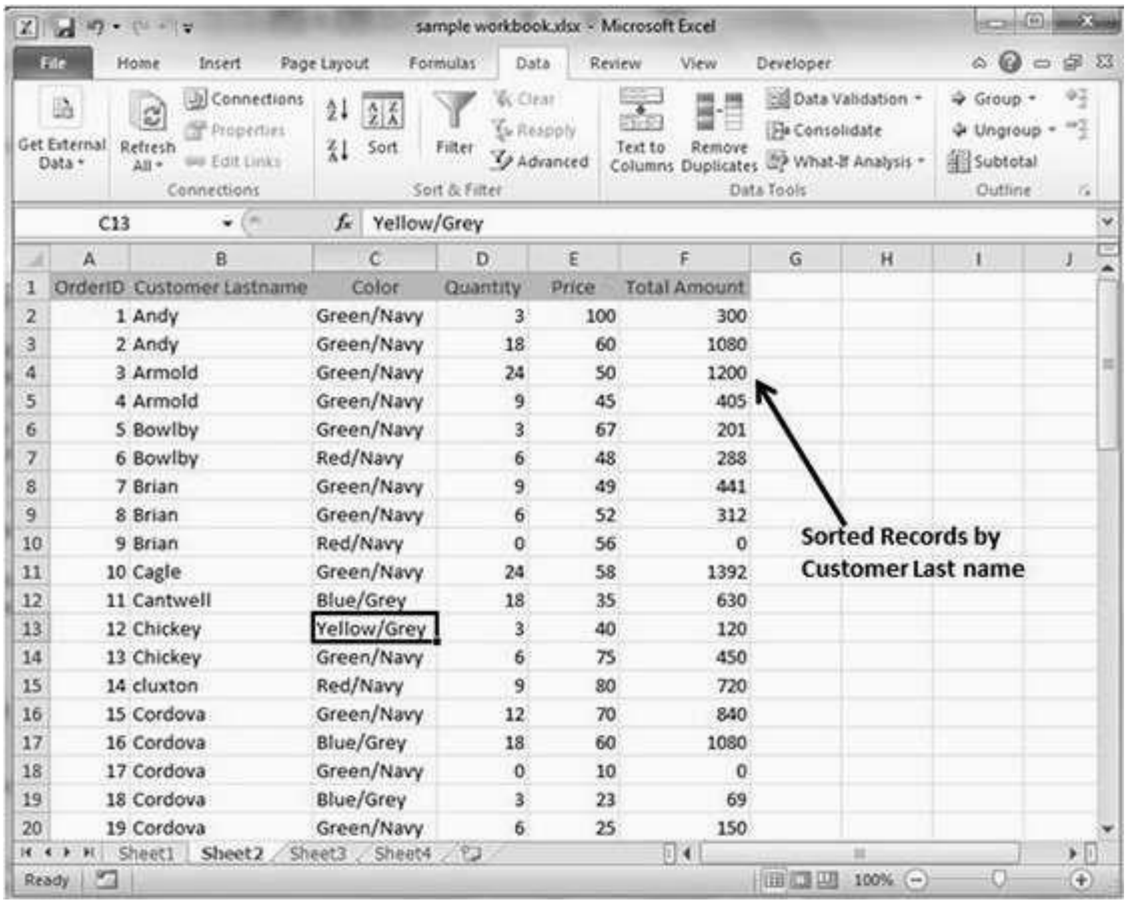
☑ My data has headers

Column	Sort On	Order
Sort by Customer Lastname	Values	A to Z

Sort Dialogue

Column to sort by

 Clicking Ok will sort the data.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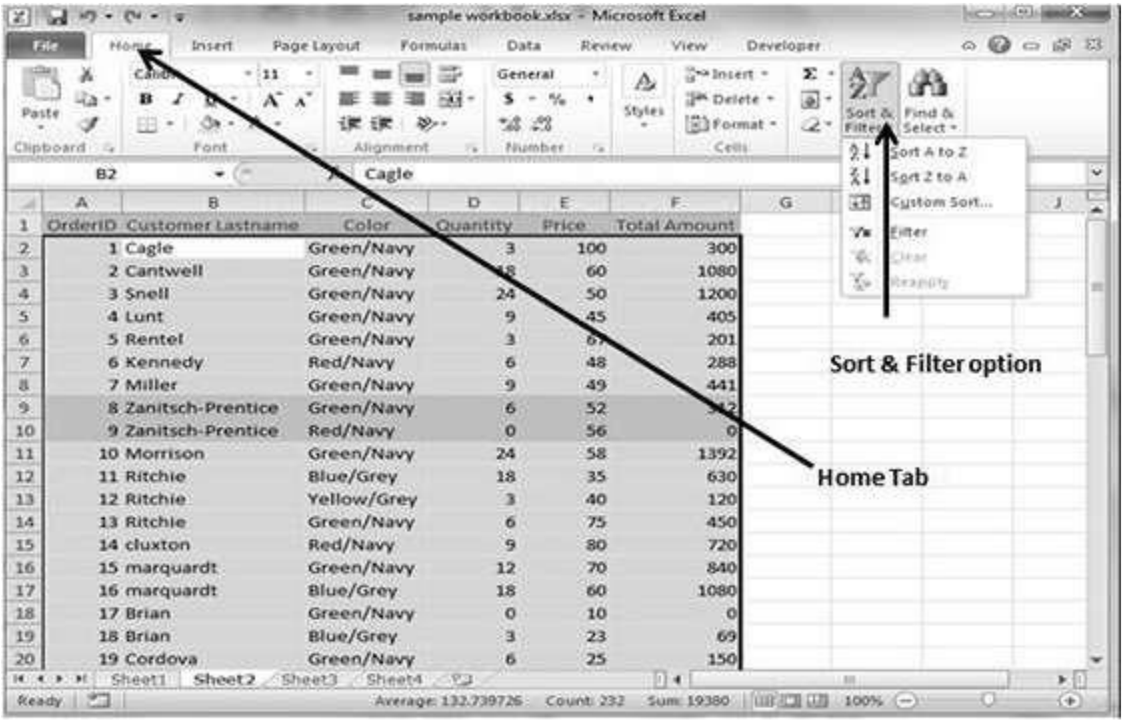
Outline
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

C13 Yellow/Grey

OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
1	Andy	Green/Navy	3	100	300
2	Andy	Green/Navy	18	60	1080
3	Armold	Green/Navy	24	50	1200
4	Armold	Green/Navy	9	45	405
5	Bowlby	Green/Navy	3	67	201
6	Bowlby	Red/Navy	6	48	288
7	Brian	Green/Navy	9	49	441
8	Brian	Green/Navy	6	52	312
9	Brian	Red/Navy	0	56	0
10	Cagle	Green/Navy	24	58	1392
11	Cantwell	Blue/Grey	18	35	630
12	Chickey	Yellow/Grey	3	40	120
13	Chickey	Green/Navy	6	75	450
14	cluxton	Red/Navy	9	80	720
15	Cordova	Green/Navy	12	70	840
16	Cordova	Blue/Grey	18	60	1080
17	Cordova	Green/Navy	0	10	0
18	Cordova	Blue/Grey	3	23	69
19	Cordova	Green/Navy	6	25	150

Sorted Records by Customer Last name

Sorting option is also available from the Home Tab. Choose Home Tab » Sort & Filter. You can see the same dialog to sort records.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Find & Select
Sort A to Z
Sort Z to A
Custom Sort...
Filter
Clear
Reapply
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

B2 Cagle

OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
1	Cagle	Green/Navy	3	100	300
2	Cantwell	Green/Navy	18	60	1080
3	Snell	Green/Navy	24	50	1200
4	Lunt	Green/Navy	9	45	405
5	Rentel	Green/Navy	3	67	201
6	Kennedy	Red/Navy	6	48	288
7	Miller	Green/Navy	9	49	441
8	Zanitsch-Prentice	Green/Navy	6	52	312
9	Zanitsch-Prentice	Red/Navy	0	56	0
10	Morrison	Green/Navy	24	58	1392
11	Ritchie	Blue/Grey	18	35	630
12	Ritchie	Yellow/Grey	3	40	120
13	Ritchie	Green/Navy	6	75	450
14	cluxton	Red/Navy	9	80	720
15	marquardt	Green/Navy	12	70	840
16	marquardt	Blue/Grey	18	60	1080
17	Brian	Green/Navy	0	10	0
18	Brian	Blue/Grey	3	23	69
19	Cordova	Green/Navy	6	25	150

Average: 132.739726 Count: 232 Sum: 19380

Sort & Filter option

Home Tab

51. USING RANGES

Ranges in MS Excel

A cell is a single element in a worksheet that can hold a value, some text, or a formula. A cell is identified by its address, which consists of its column letter and row number. For example, cell B1 is the cell in the second column and the first row.

A group of cells is called a range. You designate a range address by specifying its upper-left cell address and its lower-right cell address, separated by a colon

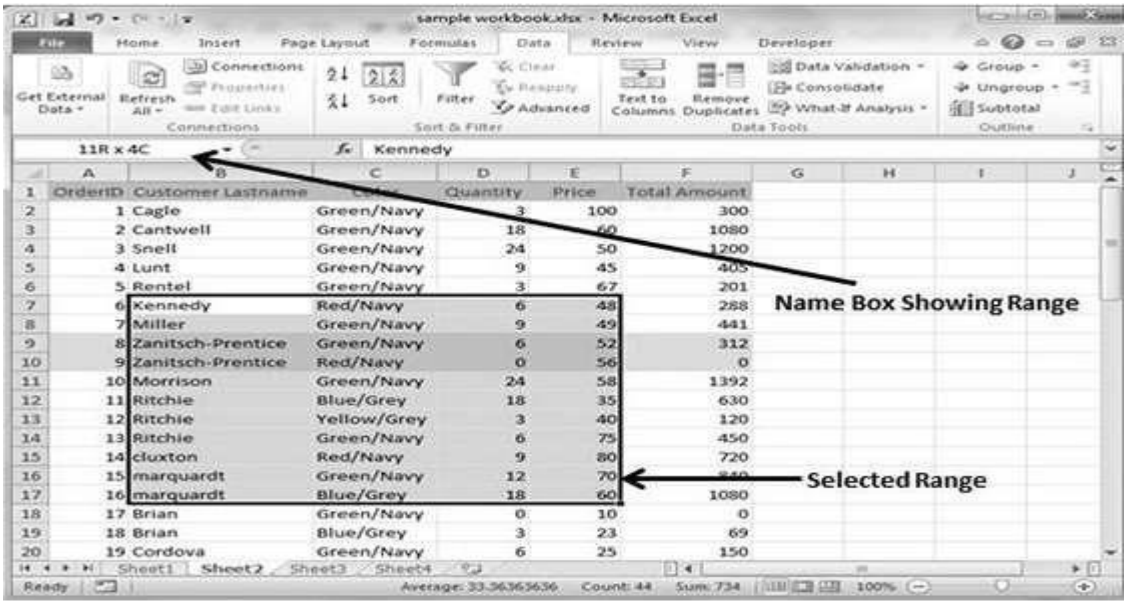
Example of Ranges:

- **C24**: A range that consists of a single cell.
- **A1:B1**: Two cells that occupy one row and two columns.
- **A1:A100**: 100 cells in column A.
- **A1:D4**: 16 cells (four rows by four columns).

Selecting Ranges

You can select a range in several ways:

- Press the left mouse button and drag, highlighting the range. Then release the mouse button. If you drag to the end of the screen, the worksheet will scroll.
- Press the Shift key while you use the navigation keys to select a range.
- Press F8 and then move the cell pointer with the navigation keys to highlight the range. Press F8 again to return the navigation keys to normal movement.
- Type the cell or range address into the Name box and press Enter. Excel selects the cell or range that you specified.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Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

11R x 4C | Kennedy

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200
5	4	Lunt	Green/Navy	9	45	405
6	5	Rentel	Green/Navy	3	67	201
7	6	Kennedy	Red/Navy	6	48	288
8	7	Miller	Green/Navy	9	49	441
9	8	Zanitsch-Prentice	Green/Navy	6	52	312
10	9	Zanitsch-Prentice	Red/Navy	0	56	0
11	10	Morrison	Green/Navy	24	58	1392
12	11	Ritchie	Blue/Grey	18	35	630
13	12	Ritchie	Yellow/Grey	3	40	120
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

Average: 33.36363636 Count: 44 Sum: 734

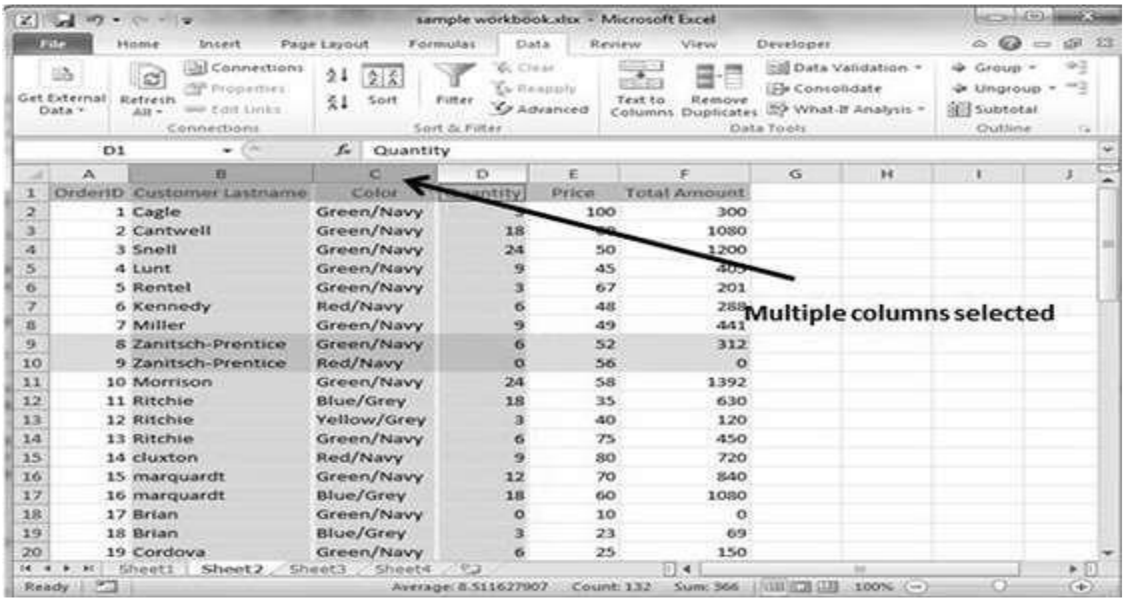
Name Box Showing Range

Selected Range

Selecting Complete Rows and Columns

When you need to select an entire row or column. You can select entire rows and columns in much the same manner as you select ranges:

- Click the row or column border to select a single row or column.
- To select multiple adjacent rows or columns, click a row or column border and drag to highlight additional rows or columns.
- To select multiple (nonadjacent) rows or columns, press Ctrl while you click the row or column borders that you want.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Sheet1
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Sheet3
Sheet4
Ready
100%

D1 | Quantity

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200
5	4	Lunt	Green/Navy	9	45	405
6	5	Rentel	Green/Navy	3	67	201
7	6	Kennedy	Red/Navy	6	48	288
8	7	Miller	Green/Navy	9	49	441
9	8	Zanitsch-Prentice	Green/Navy	6	52	312
10	9	Zanitsch-Prentice	Red/Navy	0	56	0
11	10	Morrison	Green/Navy	24	58	1392
12	11	Ritchie	Blue/Grey	18	35	630
13	12	Ritchie	Yellow/Grey	3	40	120
14	13	Ritchie	Green/Navy	6	75	450
15	14	cluxton	Red/Navy	9	80	720
16	15	marquardt	Green/Navy	12	70	840
17	16	marquardt	Blue/Grey	18	60	1080
18	17	Brian	Green/Navy	0	10	0
19	18	Brian	Blue/Grey	3	23	69
20	19	Cordova	Green/Navy	6	25	150

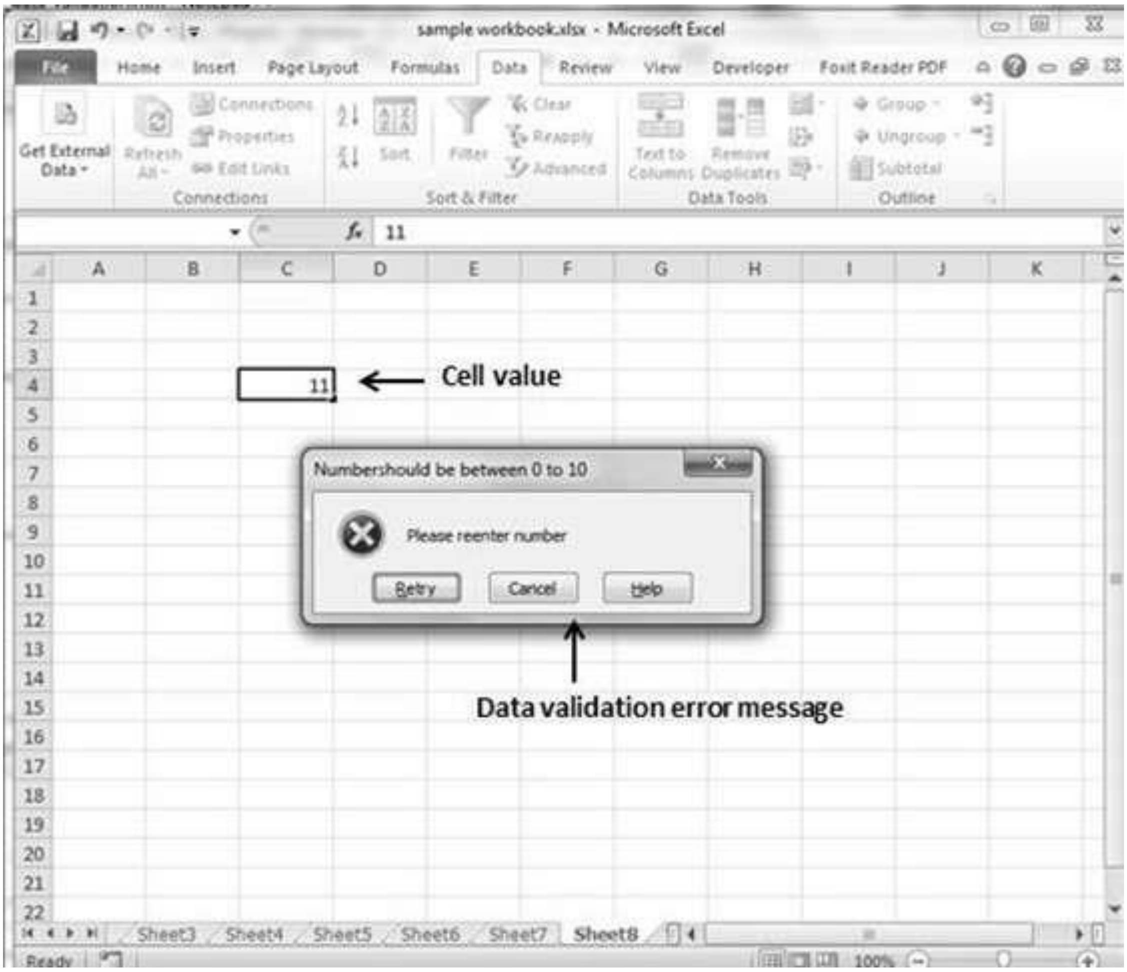
Average: 8.511627907 Count: 132 Sum: 366

Multiple columns selected

52. DATA VALIDATION

Data Validation

MS Excel data validation feature allows you to set up certain rules that dictate what can be entered into a cell. For example, you may want to limit data entry in a particular cell to whole numbers between 0 and 10. If the user makes an invalid entry, you can display a custom message as shown below.



Numbershould be between 0 to 10

Please reenter number

Cell value

Data validation error message

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Subtotal
Outline
11
Retry
Cancel
Help
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Sheet8
Ready
100%

Validation Criteria

To specify the type of data allowable in a cell or range, follow the steps below, which shows all the three tabs of the Data Validation dialog box.

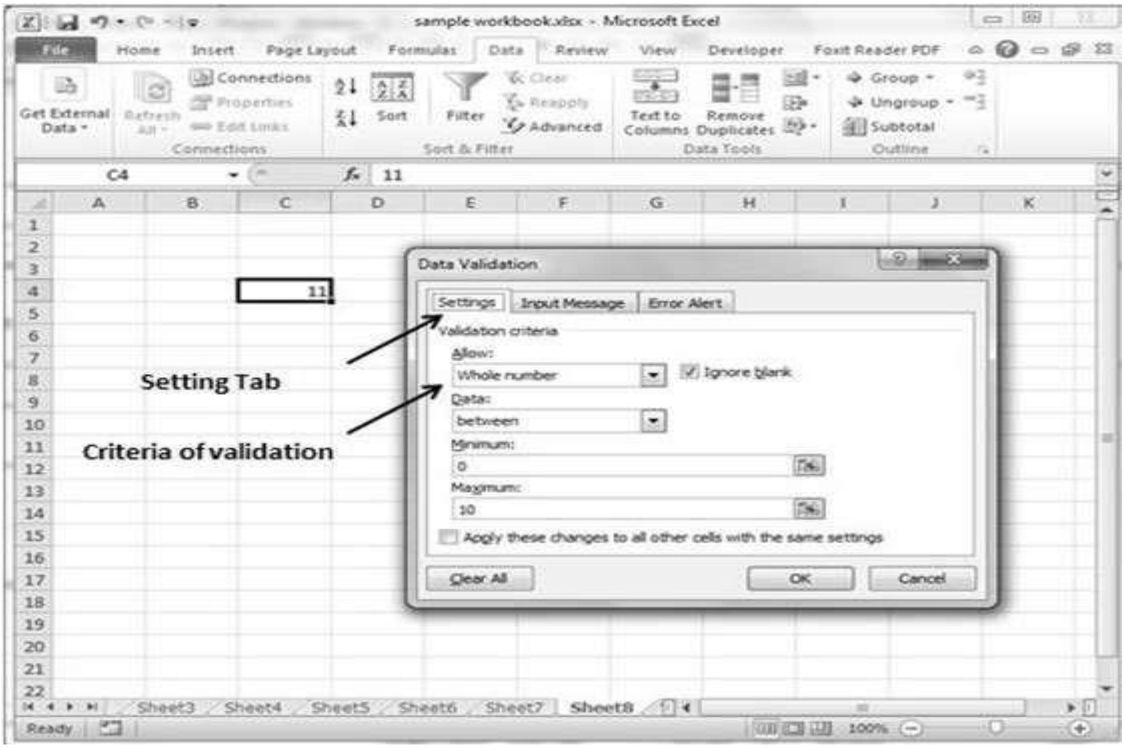
- Select the cell or range.

- Choose Data » Data Tools » Data Validation. Excel displays its Data Validation dialog box having 3 tabs settings, Input Message and Error alert.

Settings Tab

Here you can set the type of validation you need. Choose an option from the Allow drop-down list. The contents of the Data Validation dialog box will change, displaying controls based on your choice.

- **Any Value:** Selecting this option removes any existing data validation.
- **Whole Number:** The user must enter a whole number. For example, you can specify that the entry must be a whole number greater than or equal to 50.
- **Decimal:** The user must enter a number. For example, you can specify that the entry must be greater than or equal to 10 and less than or equal to 20.
- **List:** The user must choose from a list of entries you provide. You will create drop-down list with this validation. You have to give input ranges then those values will appear in the drop-down.
- **Date:** The user must enter a date. You specify a valid date range from choices in the Data drop-down list. For example, you can specify that the entered data must be greater than or equal to January 1, 2013, and less than or equal to December 31, 2013.
- **Time:** The user must enter a time. You specify a valid time range from choices in the Data drop-down list. For example, you can specify that the entered data must be later than 12:00 p.m.
- **Text Length:** The length of the data (number of characters) is limited. You specify a valid length by using the Data drop-down list. For example, you can specify that the length of the entered data be 1 (a single alphanumeric character).
- **Custom:** To use this option, you must supply a logical formula that determines the validity of the user’s entry (a logical formula returns either TRUE or FALSE).


sample workbook.xlsx - Microsoft Excel
Setting Tab
Criteria of validation
C4
11
Data Validation
Settings
Input Message
Error Alert
Clear All
OK
Cancel

Validation criteria

Allow: Whole number

☑ Ignore blank

Data: between

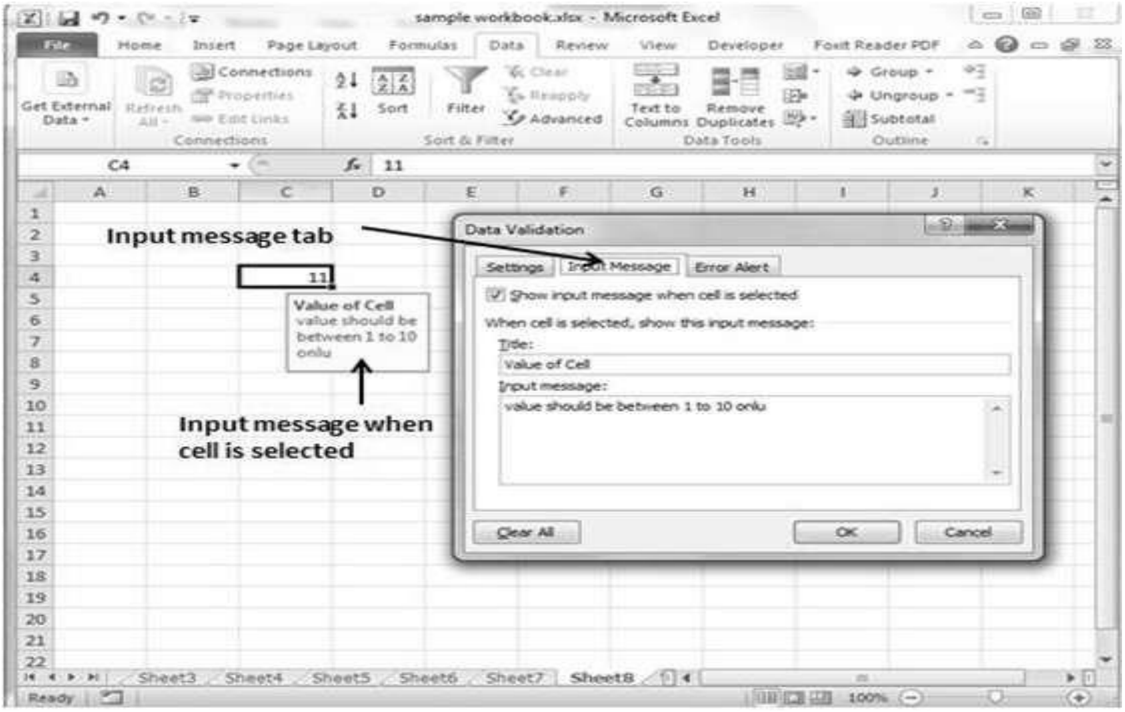
Minimum: 0

Maximum: 10

☐ Apply these changes to all other cells with the same settings

Input Message Tab

You can set the input help message with this tab. Fill the title and Input message of the Input message tab and the input message will appear when the cell is selected.


sample workbook.xlsx - Microsoft Excel
Input message tab
Input message when cell is selected
C4
11
Data Validation
Settings
Input Message
Error Alert
Clear All
OK
Cancel

Value of Cell
value should be between 1 to 10 onlu

☑ Show input message when cell is selected

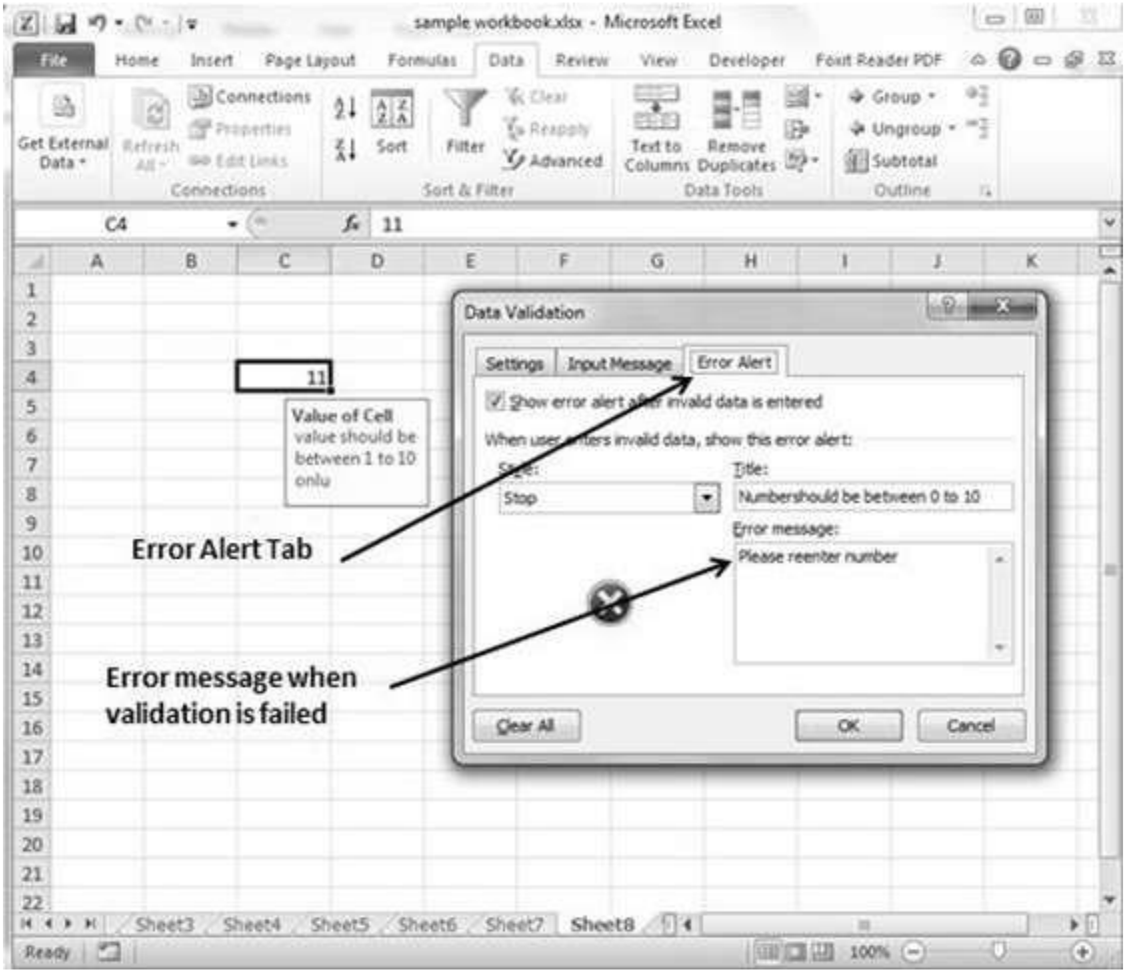
When cell is selected, show this input message:

Title: Value of Cell

Input message: value should be between 1 to 10 onlu

Error Alert Tab

You can specify an error message with this tab. Fill the title and error message. Select the style of the error as stop, warning or Information as per you need.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Get External Data
Refresh All
Connections
Properties
Edit Links
Sort
Filter
Clear
Reapply
Advanced
Text to Columns
Remove Duplicates
Group
Ungroup
Subtotal
Sort & Filter
Data Tools
Outline
C4
11
Data Validation
Settings
Input Message
Error Alert
OK
Cancel
Clear All
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Sheet8
Ready
100%

Value of Cell
value should be between 1 to 10 onlu

☑ Show error alert after invalid data is entered

When user enters invalid data, show this error alert:

Style: Stop

Title: Numbershould be between 0 to 10

Error message: Please reenter number

Error Alert Tab

Error message when validation is failed

53. USING STYLES

Using Styles in MS Excel

With MS Excel 2010 **Named styles** make it very easy to apply a set of predefined formatting options to a cell or range. It saves time as well as makes sure that look of the cells are consistent.

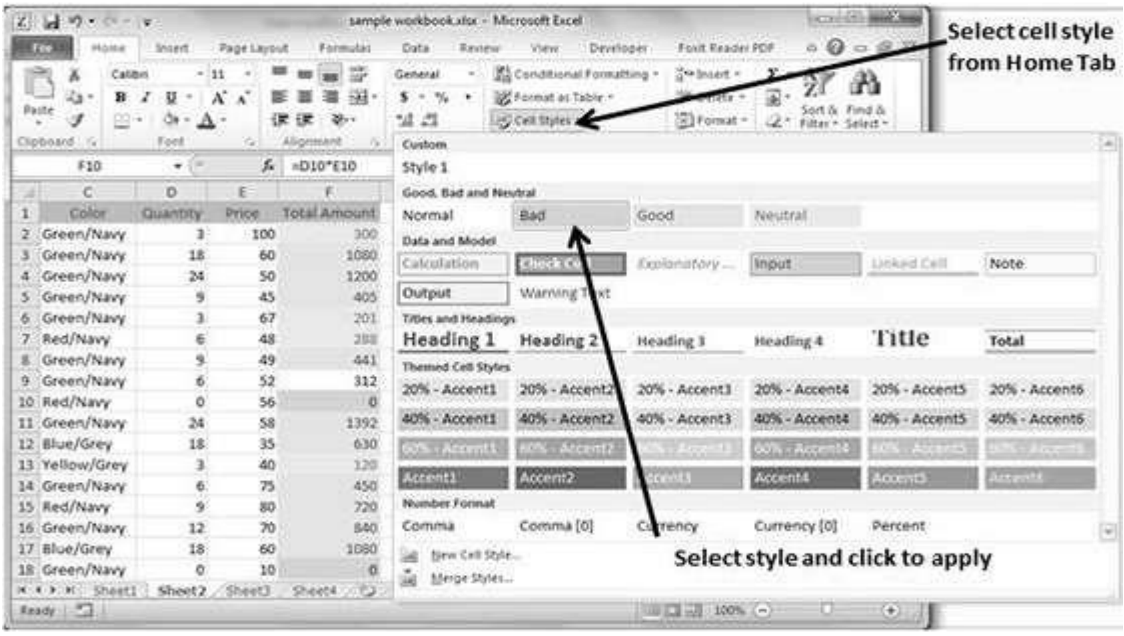
A Style can consist of settings for up to six different attributes:

- Number format
- Font (type, size, and color)
- Alignment (vertical and horizontal)
- Borders
- Pattern
- Protection (locked and hidden)

Now, let us see how styles are helpful. Suppose that you apply a particular style to some twenty cells scattered throughout your worksheet. Later, you realize that these cells should have a font size of 12 pt. rather than 14 pt. Rather than changing each cell, simply edit the style. All cells with that particular style change automatically.

Applying Styles

Choose **Home » Styles » Cell Styles**. Note that this display is a live preview, that is, as you move your mouse over the style choices, the selected cell or range temporarily displays the style. When you see a style you like, click it to apply the style to the selection.



	C	D	E	F
1	Color	Quantity	Price	Total Amount
2	Green/Navy	3	100	300
3	Green/Navy	18	60	1080
4	Green/Navy	24	50	1200
5	Green/Navy	9	45	405
6	Green/Navy	3	67	201
7	Red/Navy	6	48	288
8	Green/Navy	9	49	441
9	Green/Navy	6	52	312
10	Red/Navy	0	56	0
11	Green/Navy	24	58	1392
12	Blue/Grey	18	35	630
13	Yellow/Grey	3	40	120
14	Green/Navy	6	75	450
15	Red/Navy	9	80	720
16	Green/Navy	12	70	840
17	Blue/Grey	18	60	1080
18	Green/Navy	0	10	0

Select cell style from Home Tab

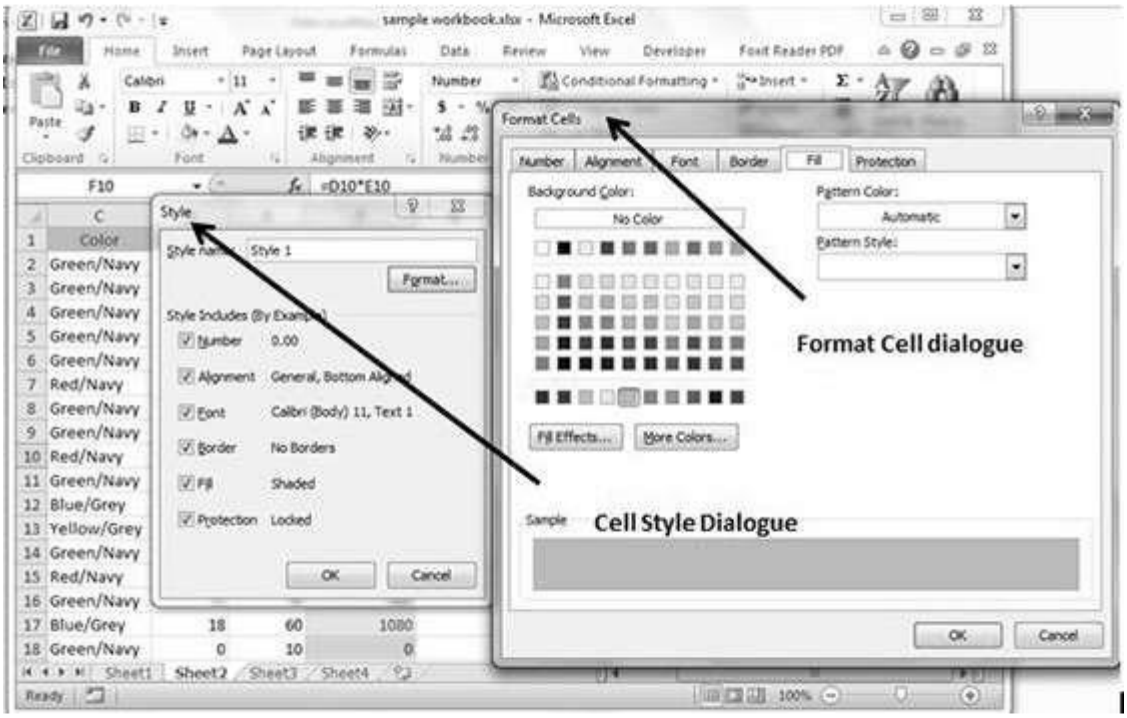
Select style and click to apply

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Cell Styles
F10
=D10*E10
Custom
Style 1
Good, Bad and Neutral
Normal
Bad
Good
Neutral
Data and Model
Calculation
Check Cell
Explanatory ...
Input
Linked Cell
Note
Output
Warning Text
Titles and Headings
Heading 1
Heading 2
Heading 3
Heading 4
Title
Total
Themed Cell Styles
20% - Accent1
20% - Accent2
20% - Accent3
20% - Accent4
20% - Accent5
20% - Accent6
40% - Accent1
40% - Accent2
40% - Accent3
40% - Accent4
40% - Accent5
40% - Accent6
60% - Accent1
60% - Accent2
60% - Accent3
60% - Accent4
60% - Accent5
60% - Accent6
Accent1
Accent2
Accent3
Accent4
Accent5
Accent6
Number Format
Comma
Comma [0]
Currency
Currency [0]
Percent
New Cell Style...
Merge Styles...
Sheet1
Sheet2
Sheet3
Sheet4
Ready

Creating Custom Style in MS Excel

We can create new custom style in Excel 2010.To create a new style, follow these steps:

- Select a cell and click on Cell styles from Home Tab.
- Click on New Cell Style and give style name.
- Click on Format to apply formatting to the cell.



Style name: Style 1

Style Includes (By Example)

☑ Number 0.00

☑ Alignment General, Bottom Aligned

☑ Font Calibri (Body) 11, Text 1

☑ Border No Borders

☑ Fill Shaded

☑ Protection Locked

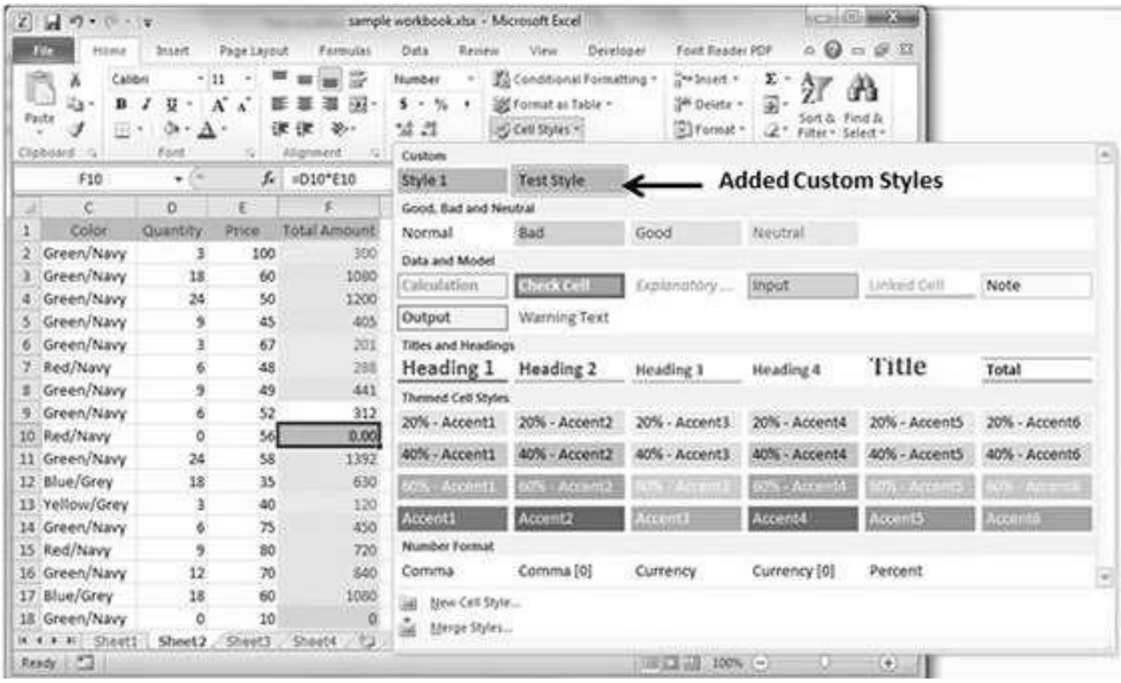
Format Cell dialogue

Cell Style Dialogue

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
F10
=D10*E10
Style
Format...
OK
Cancel
Format Cells
Number
Alignment
Font
Border
Fill
Protection
Background Color:
No Color
Pattern Color:
Automatic
Pattern Style:
Fill Effects...
More Colors...
Sample
OK
Cancel
Sheet1
Sheet2
Sheet3
Sheet4
Ready

Excel 2010

- After applying formatting click on OK. This will add new style in the styles. You can view it on **Home » Styles.**



Added Custom Styles

F10 =D10*E10

	C	D	E	F
1	Color	Quantity	Price	Total Amount
2	Green/Navy	3	100	300
3	Green/Navy	18	60	1080
4	Green/Navy	24	50	1200
5	Green/Navy	9	45	405
6	Green/Navy	3	67	201
7	Red/Navy	6	48	288
8	Green/Navy	9	49	441
9	Green/Navy	6	52	312
10	Red/Navy	0	56	0.00
11	Green/Navy	24	58	1392
12	Blue/Grey	18	35	630
13	Yellow/Grey	3	40	120
14	Green/Navy	6	75	450
15	Red/Navy	9	80	720
16	Green/Navy	12	70	840
17	Blue/Grey	18	60	1080
18	Green/Navy	0	10	0

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Paste
Calibri
11
Number
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Custom
Style 1
Test Style
Good, Bad and Neutral
Normal
Bad
Good
Neutral
Data and Model
Calculation
Check Cell
Explanatory ...
Input
Linked Cell
Note
Output
Warning Text
Titles and Headings
Heading 1
Heading 2
Heading 3
Heading 4
Title
Total
Themed Cell Styles
20% - Accent1
20% - Accent2
20% - Accent3
20% - Accent4
20% - Accent5
20% - Accent6
40% - Accent1
40% - Accent2
40% - Accent3
40% - Accent4
40% - Accent5
40% - Accent6
60% - Accent1
60% - Accent2
60% - Accent3
60% - Accent4
60% - Accent5
60% - Accent6
Accent1
Accent2
Accent3
Accent4
Accent5
Accent6
Number Format
Comma
Comma [0]
Currency
Currency [0]
Percent
New Cell Style...
Merge Styles...
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

54. USING THEMES

Using Themes in MS Excel

To help users create more professional-looking documents, MS Excel has incorporated a concept known as document themes. By using themes, it is easy to specify the colors, fonts, and a variety of graphic effects in a document. And best of all, changing the entire look of your document is a breeze. A few mouse clicks is all it takes to apply a different theme and change the look of your workbook.

Applying Themes

Choose **Page layout Tab » Themes Dropdown**. Note that this display is a live preview, that is, as you move your mouse over the Theme, it temporarily displays the theme effect. When you see a style you like, click it to apply the style to the selection.

Creating Custom Theme in MS Excel

We can create new custom Theme in Excel 2010. To create a new style, follow these steps:

- Click on the **save current theme option** under Theme in Page Layout Tab.
- This will save the current theme to office folder.
- You can browse the theme later to load the theme.

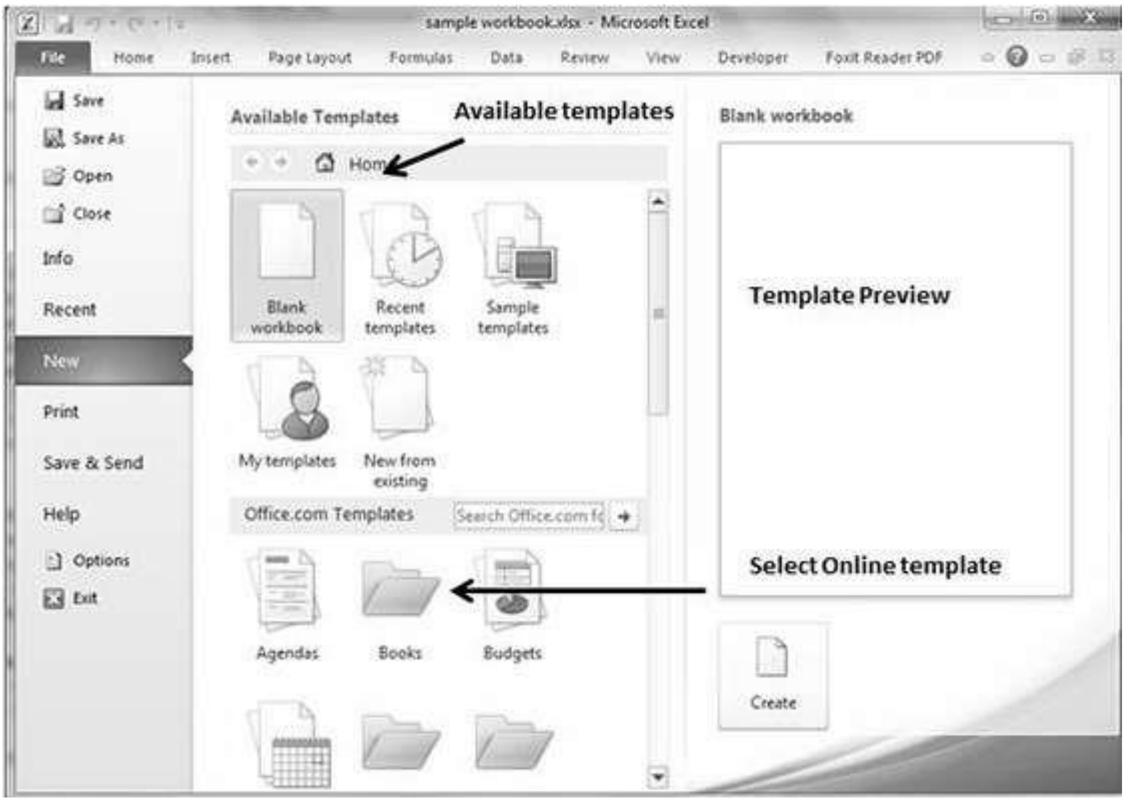
55. USING TEMPLATES

Using Templates in MS Excel

Template is essentially a model that serves as the basis for something. An Excel template is a workbook that's used to create other workbooks.

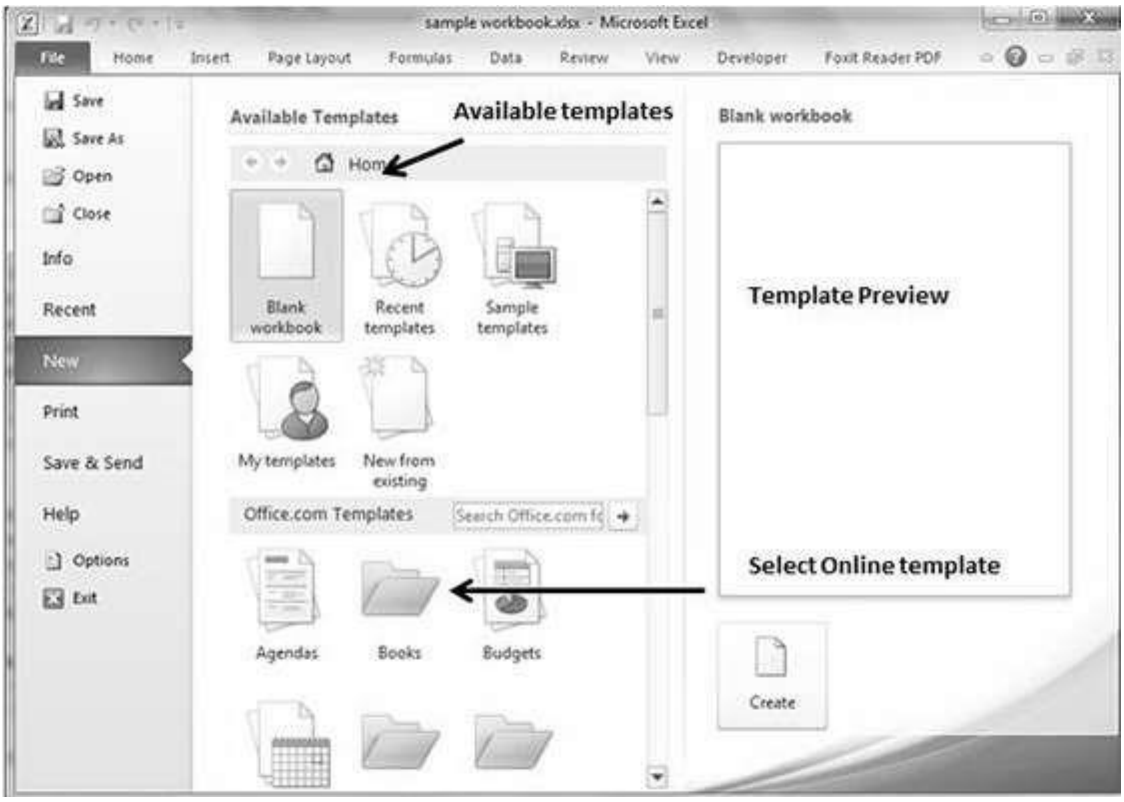
Viewing Available Templates

To view the Excel templates, choose **File » New** to display the available templates screen in Backstage View. You can select a template stored on your hard drive, or a template from Microsoft Office Online. If you choose a template from Microsoft Office Online, you must be connected to the Internet to download it. The Office Online Templates section contains a number of icons, which represents various categories of templates. Click an icon, and you'll see the available templates. When you select a template thumbnail, you can see a preview in the right panel.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Available Templates
Available templates
Home
Blank workbook
Recent templates
Sample templates
My templates
New from existing
Office.com Templates
Search Office.com fc
Agendas
Books
Budgets
Blank workbook
Template Preview
Select Online template
Create

On-line Templates

These template data is available online at the Microsoft server. When you select the template and click on it, it will download the template data from Microsoft server and opens it as shown below.

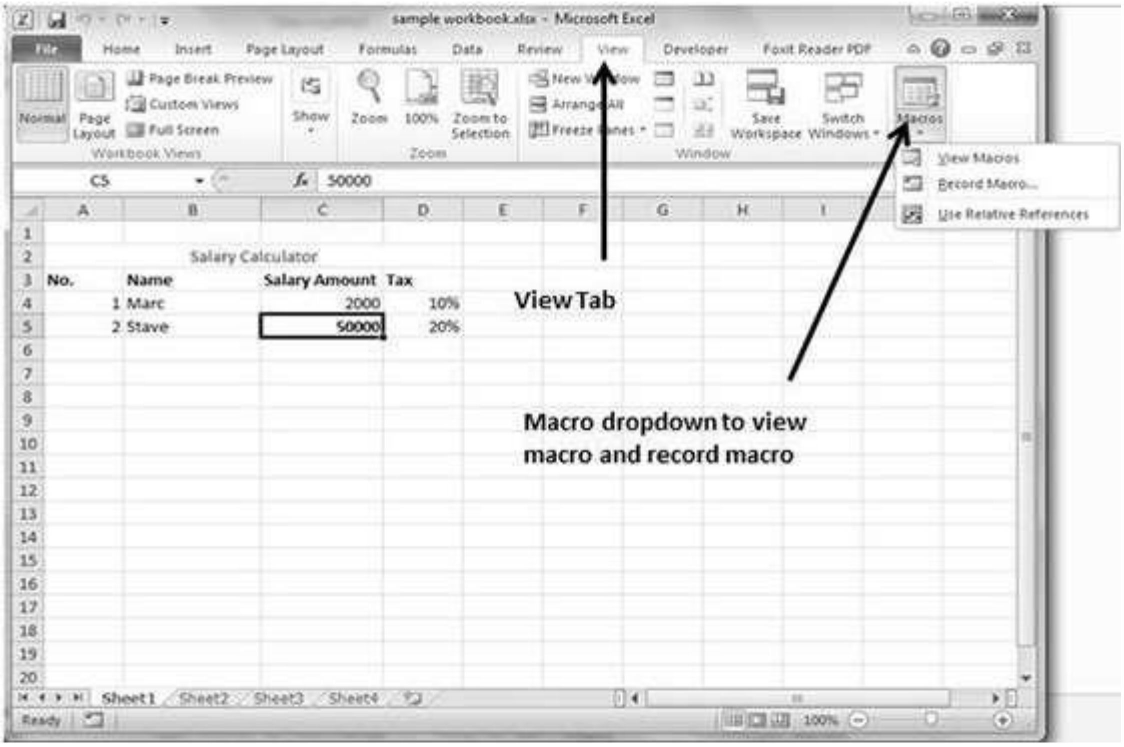

sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit
Available Templates
Available templates
Home
Blank workbook
Recent templates
Sample templates
My templates
New from existing
Office.com Templates
Search Office.com fc
Agendas
Books
Budgets
Blank workbook
Template Preview
Select Online template
Create

56. USING MACROS

Macros in MS Excel

Macros enable you to automate almost any task that you can undertake in Excel 2010. By using macro recorder from **View Tab » Macro Dropdown** to record tasks that you perform routinely, you not only speed up the procedure considerably but you are assured that each step in a task is carried out the same way each and every time you perform a task.

To view macros choose **View Tab » Macro dropdown**.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Normal
Page Layout
Page Break Preview
Custom Views
Full Screen
Workbook Views
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Window
Save Workspace
Switch Windows
Macros
View Macros
Record Macro...
Use Relative References
C5
50000
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

	A	B	C	D
2		Salary Calculator		
3	No.	Name	Salary Amount	Tax
4	1	Marc	2000	10%
5	2	Stave	50000	20%

View Tab

Macro dropdown to view macro and record macro

Macro Options

View tab contains a Macros command button to which a dropdown menu containing the following three options.

- **View Macros:** Opens the Macro dialog box where you can select a macro to run or edit.

- **Record Macro:** Opens the Record Macro dialog box where you define the settings for your new macro and then start the macro recorder; this is the same as clicking the Record Macro button on the Status bar.

- **Use Relative References:** Uses relative cell addresses when recording a macro, making the macro more versatile by enabling you to run it in areas of a worksheet other than the ones originally used in the macro's recording.

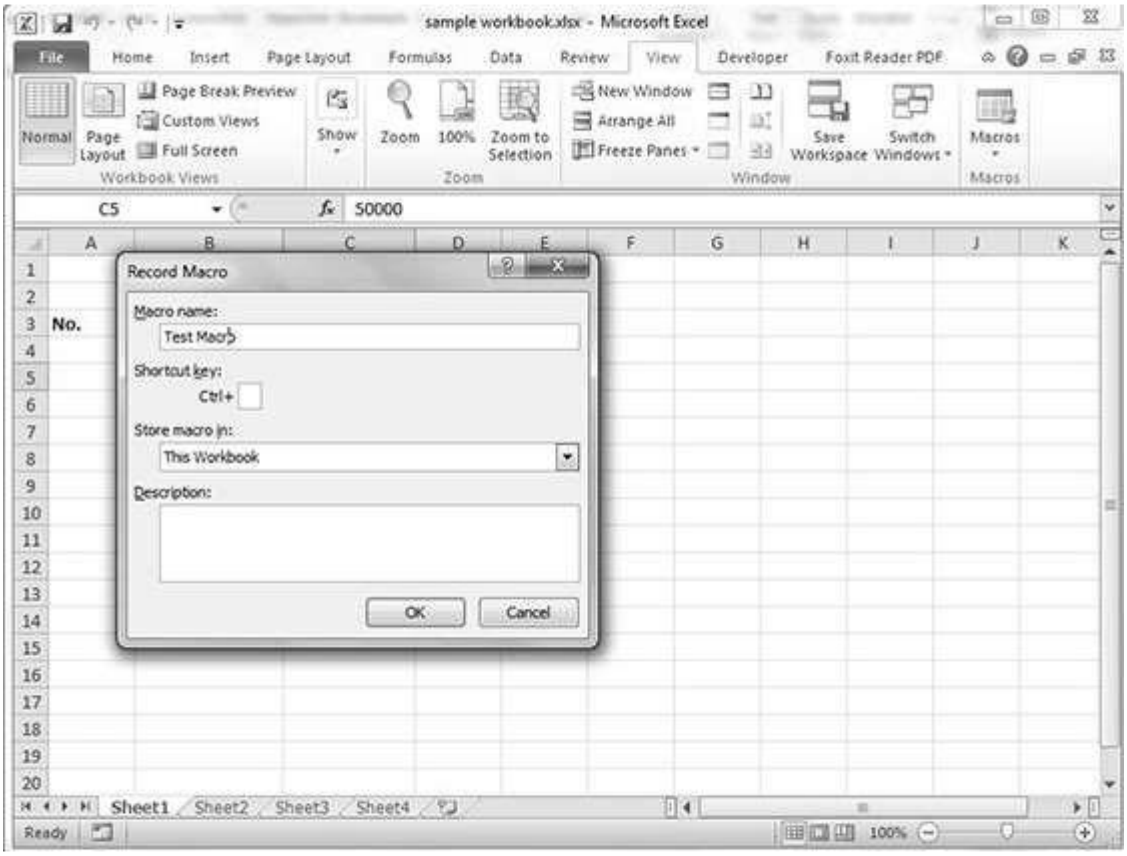
Creating Macros

You can create macros in one of two ways:

- Use MS Excel's macro recorder to record your actions as you undertake them in a worksheet.
- Enter the instructions that you want to be followed in a VBA code in the Visual Basic Editor.

Now let's create a simple macro that will automate the task of making cell content Bold and apply cell color.

- Choose View Tab » Macro dropdown.
- Click on Record Macro as below.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Normal
Page Layout
Page Break Preview
Custom Views
Full Screen
Workbook Views
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Window
Save Workspace
Switch Windows
Macros
Macros
C5
50000
No.
Record Macro
OK
Cancel
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

Macro name: Test Macro

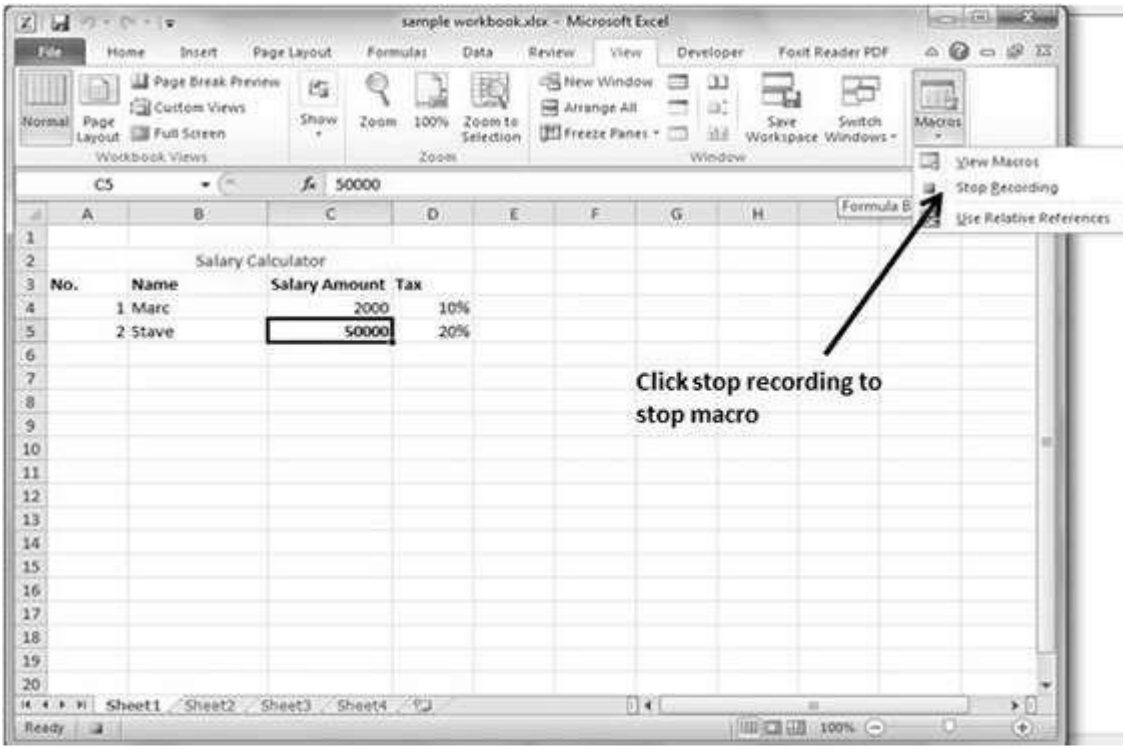
Shortcut key: Ctrl+

Store macro in: This Workbook

Description:

- Now Macro recording will start.
- Do the steps of action, which you want to perform repeatedly. Macro will record those steps.

- You can stop the macro recording once done with all steps.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Normal
Page Layout
Page Break Preview
Custom Views
Full Screen
Workbook Views
Show
Zoom
100%
Zoom to Selection
Zoom
New Window
Arrange All
Freeze Panes
Save Workspace
Switch Windows
Window
Macros
View Macros
Stop Recording
Use Relative References
Formula B
C5
50000
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

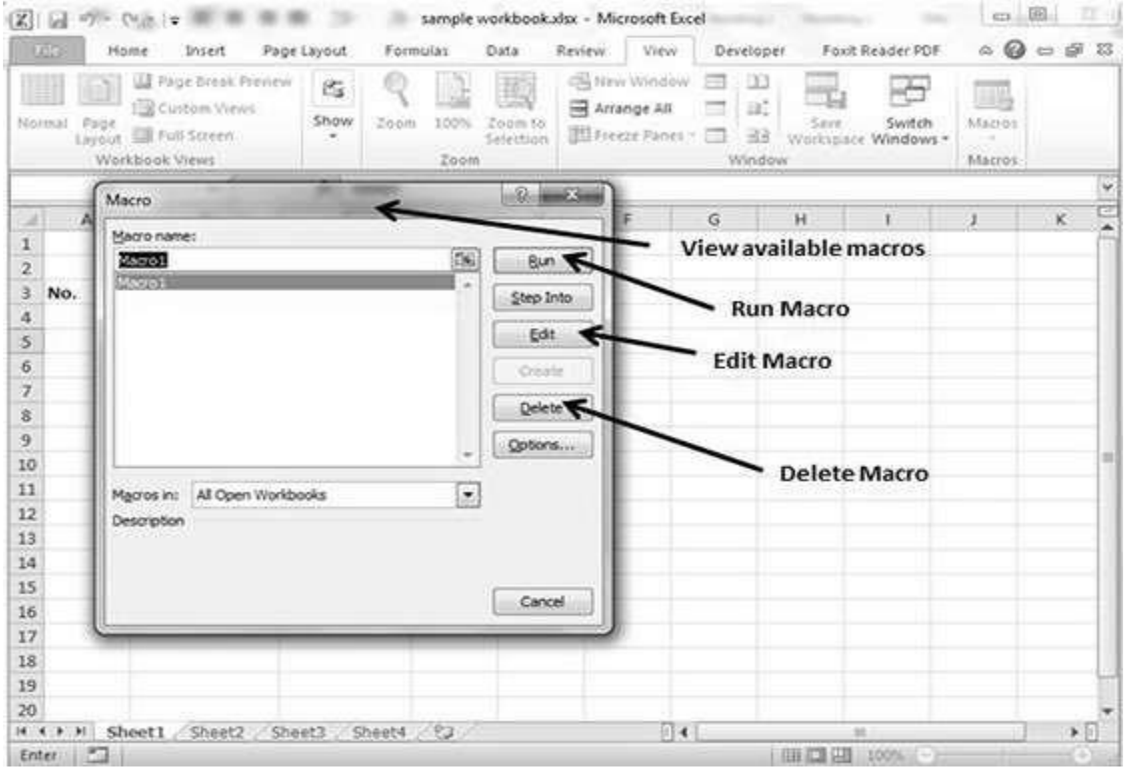
	A	B	C	D
2		Salary Calculator		
3	No.	Name	Salary Amount	Tax
4	1	Marc	2000	10%
5	2	Stave	50000	20%

Click stop recording to stop macro

Edit Macro

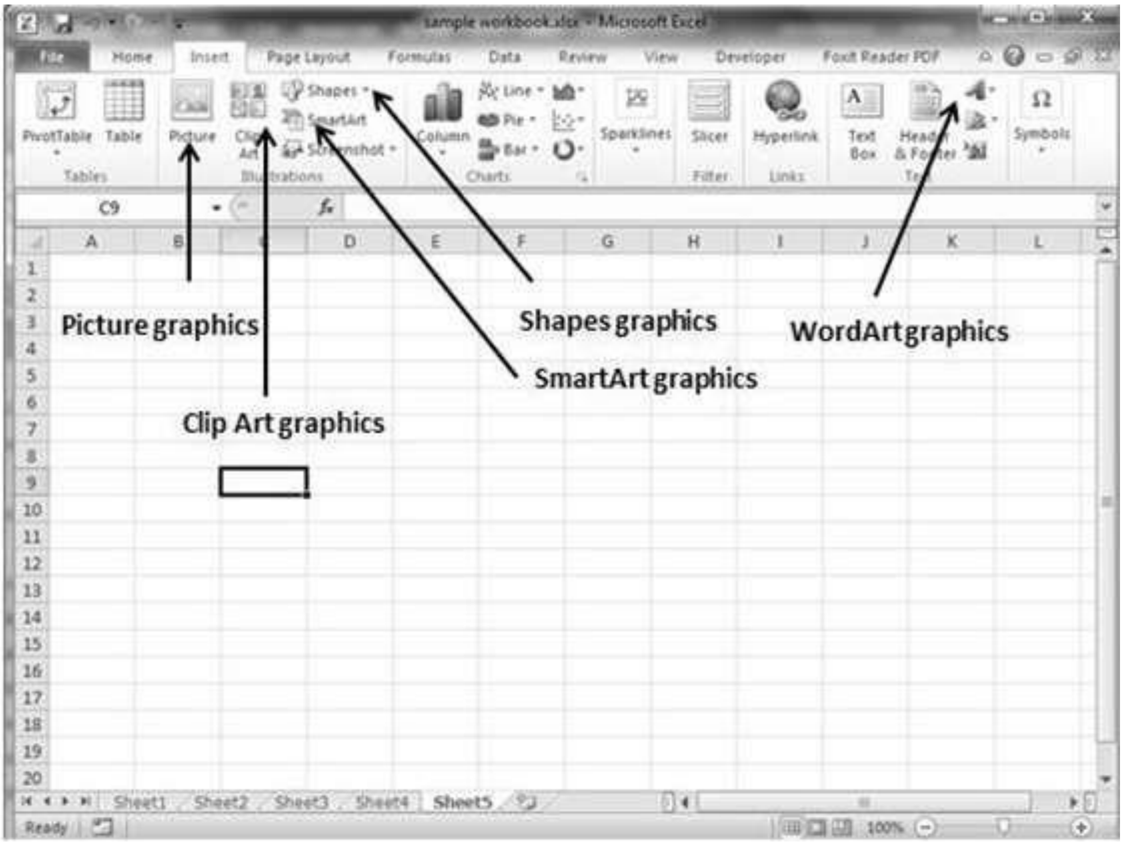
You can edit the created Macro at any time. Editing macro will take you to the VBA programming editor.

57. ADDING GRAPHICS


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Macro
Macro name:
Macro1
Run
Step Into
Edit
Create
Delete
Options...
Macros in:
All Open Workbooks
Description
Cancel
View available macros
Run Macro
Edit Macro
Delete Macro
Sheet1
Sheet2
Sheet3
Sheet4
Enter

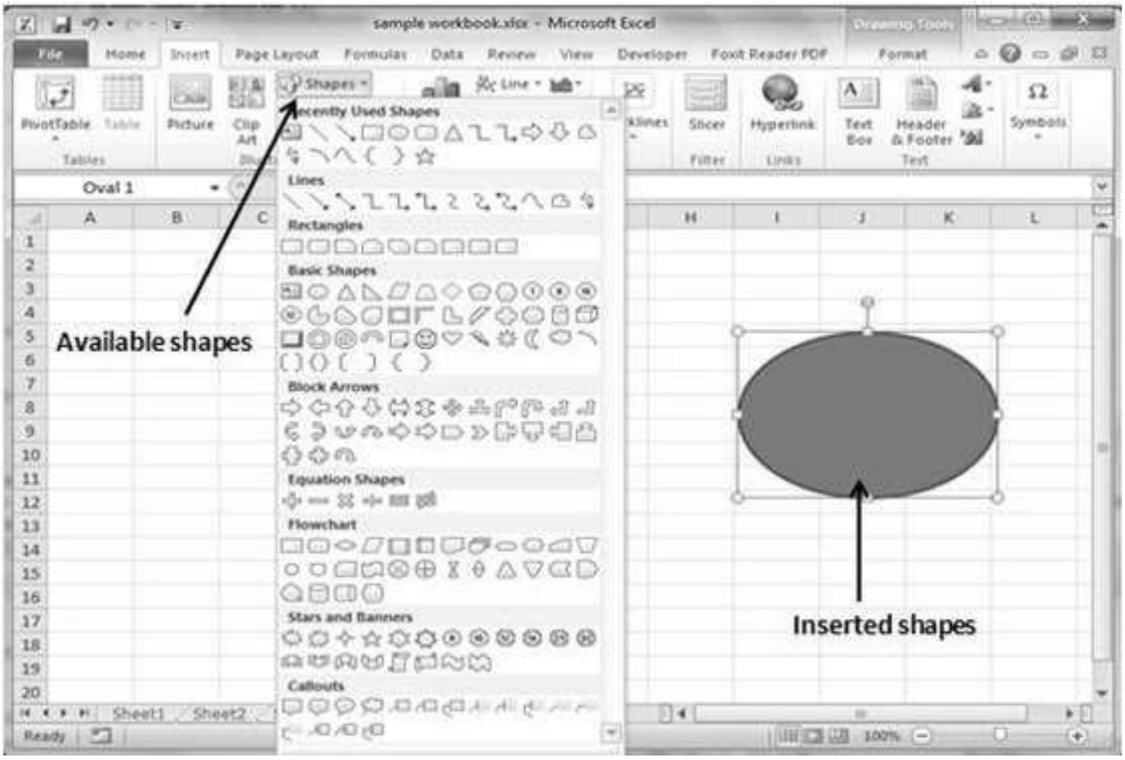
Graphic Objects in MS Excel

MS Excel supports various types of graphic objects like Shapes gallery, SmartArt, Text Box, and WordArt available on the Insert tab of the Ribbon. Graphics are available in the **Insert Tab.** See the screenshots below for various available graphics in MS Excel 2010.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
PivotTable
Table
Picture
Clip Art
Shapes
SmartArt
Screenshot
Column
Line
Pie
Bar
Sparklines
Slicer
Hyperlink
Text Box
Header & Footer
Symbols
Tables
Illustrations
Charts
Filter
Links
C9
Picture graphics
Clip Art graphics
Shapes graphics
SmartArt graphics
WordArt graphics
Sheet1
Sheet2
Sheet3
Sheet4
Sheet5
Ready
100%

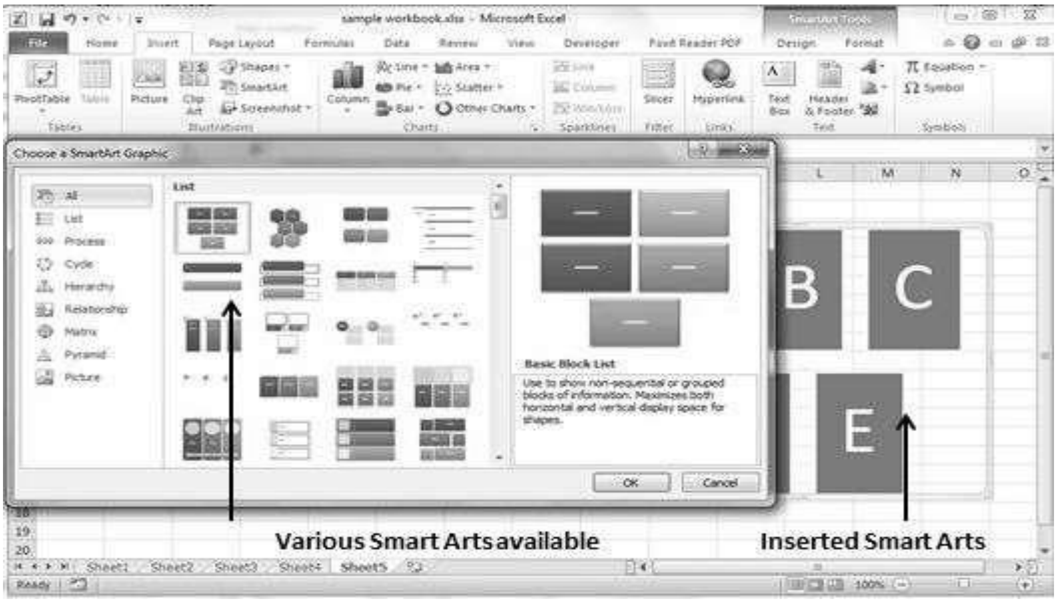
Insert Shape

- Choose Insert Tab » Shapes dropdown.
- Select the shape you want to insert. Click on shape to insert it.
- To edit the inserted shape just drag the shape with the mouse. Shape will adjust the shape.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Format
Shapes
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners
Callouts
Oval 1
Available shapes
Inserted shapes
Sheet1
Sheet2
Ready

Insert Smart Art

- Choose Insert Tab » SmartArt.
- Clicking SmartArt will open the SmartArt dialogue as shown below in the screen-shot. Choose from the list of available smartArts.
- Click on SmartArt to Insert it in the worksheet.
- Edit the SmartArt as per your need.


sample workbook.xlsx - Microsoft Excel
SmartArt Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Design
Format
PivotTable
Table
Picture
Clip Art
Shapes
SmartArt
Screenshot
Column
Line
Pie
Bar
Area
Scatter
Other Charts
Line
Column
Win/Loss
Slicer
Hyperlink
Text Box
Header & Footer
Equation
Symbol
Tables
Illustrations
Charts
Sparklines
Filter
Links
Text
Symbols
Choose a SmartArt Graphic
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
List
OK
Cancel
L
M
N
O
B
C
E
18
19
20
Sheet1
Sheet2
Sheet3
Sheet4
Sheet5
Ready
100%

Basic Block List

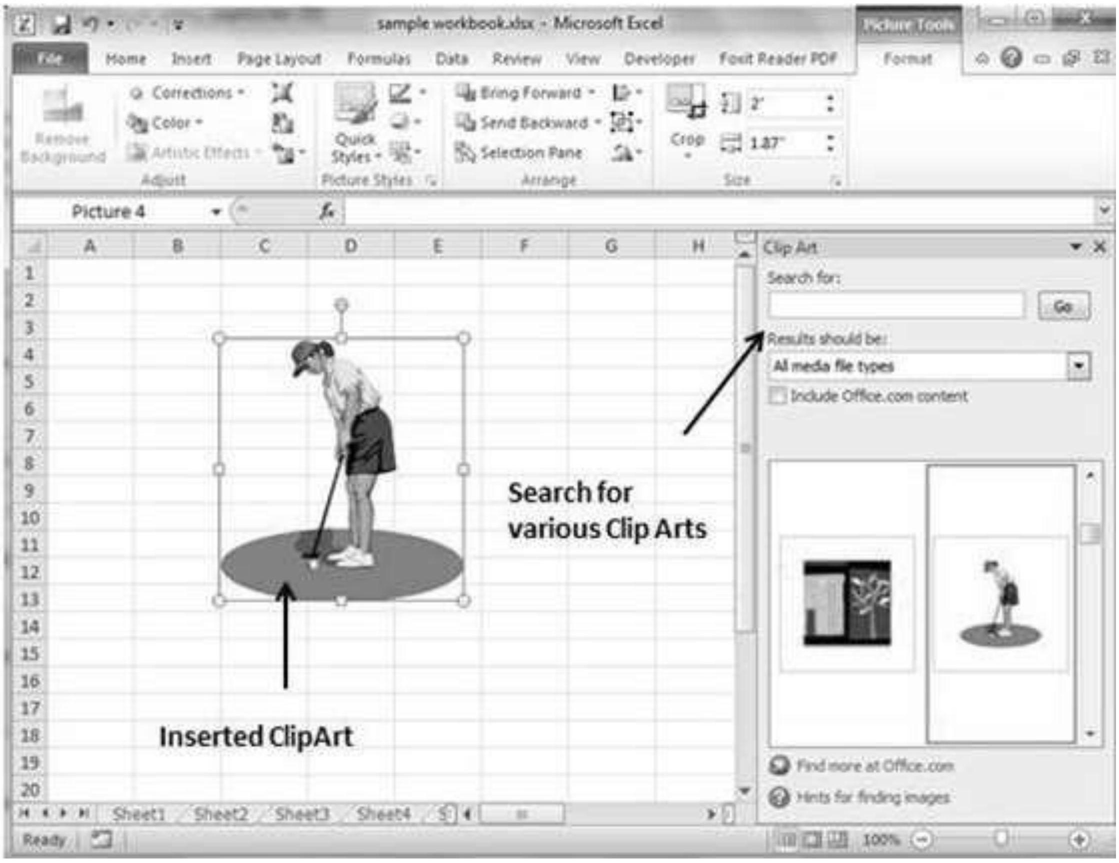
Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

Various Smart Arts available

Inserted Smart Arts

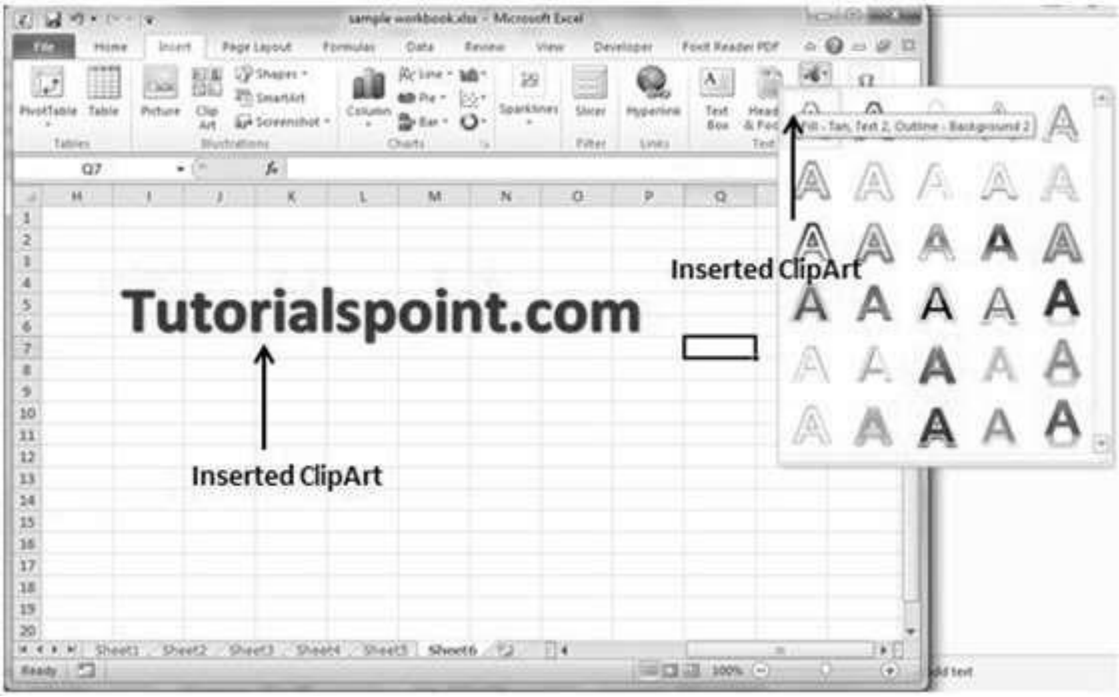
Insert Clip Art

- Choose Insert Tab » Clip Art.
- Clicking Clip Art will open the search box as shown in the below screenshot. Choose from the list of available Clip Arts.
- Click on Clip Art to Insert it in the worksheet.


sample workbook.xlsx - Microsoft Excel
Picture Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
Format
Remove Background
Corrections
Color
Artistic Effects
Adjust
Quick Styles
Picture Styles
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
2"
1.87"
Size
Picture 4
Clip Art
Search for:
Go
Results should be:
All media file types
Include Office.com content
Find more at Office.com
Hints for finding images
Search for various Clip Arts
Inserted ClipArt
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

Insert Word Art

- Choose Insert Tab » WordArt.
- Select the style of WordArt, which you like and click it to enter a text in it.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
PivotTable
Table
Picture
Clip Art
Shapes
SmartArt
Screenshot
Column
Line
Pie
Bar
Sparklines
Slicer
Hyperlink
Text Box
Header & Footer
Tables
Illustrations
Charts
Filter
Links
Text
Q7
Fill - Tan, Text 2, Outline - Background 2
Tutorialspoint.com
Inserted ClipArt
Inserted ClipArt
Sheet1
Sheet2
Sheet3
Sheet4
Sheet5
Sheet6
Ready
100%

58. CROSS REFERENCING

Graphic Objects in MS Excel

When you have information spread across several different spreadsheets, it can seem a daunting task to bring all these different sets of data together into one meaningful list or table. This is where the Vlookup function comes into its own.

VLOOKUP

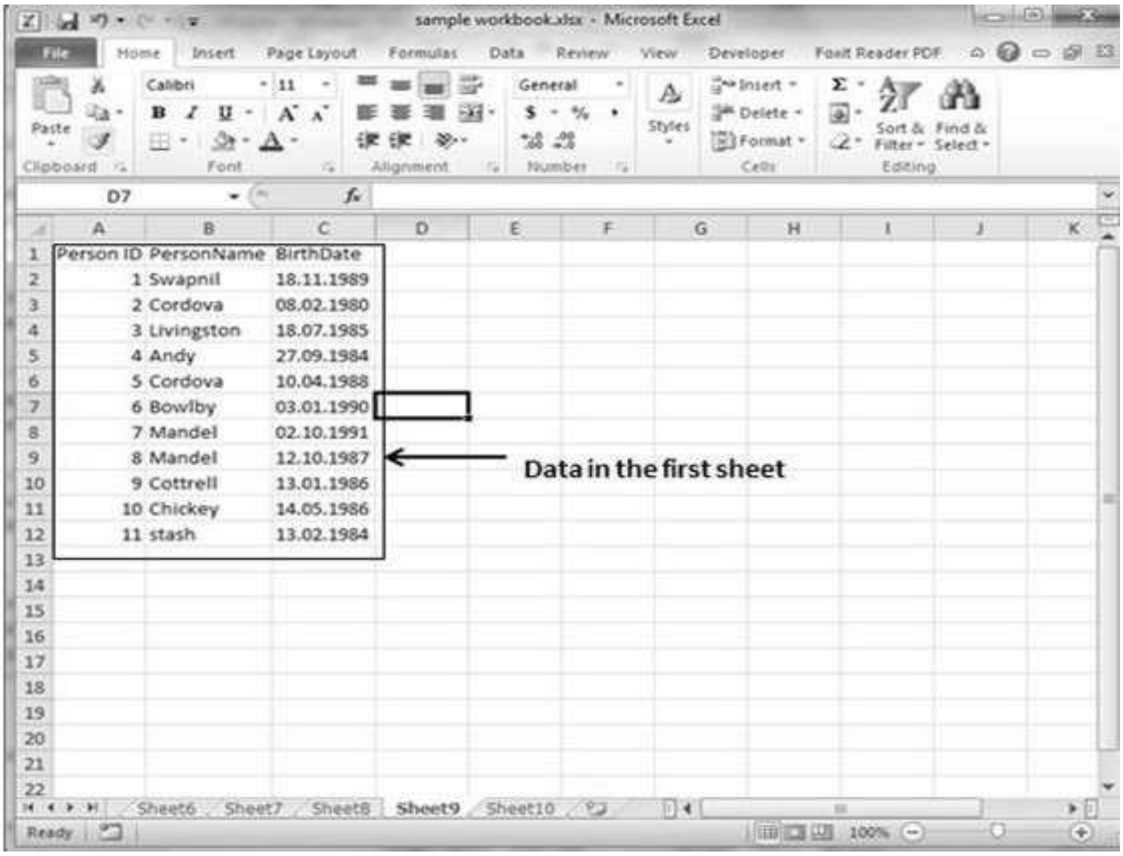
VlookUp searches for a value vertically down for the lookup table. VLOOKUP(lookup_value,table_array,col_index_num,range_lookup) has 4 parameters as below.

- **lookup_value:** It is the user input. This is the value that the function uses to search on.
- **The table_array:** It is the area of cells in which the table is located. This includes not only the column being searched on, but the data columns for which you are going to get the values that you need.
- **Col_index_num:** It is the column of data that contains the answer that you want.
- **Range_lookup**: It is a TRUE or FALSE value. When set to TRUE, the lookup function gives the closest match to the lookup_value without going over the lookup_value. When set to FALSE, an exact match must be found to the lookup_value or the function will return #N/A. Note, this requires that the column containing the lookup_value be formatted in ascending order.

VLOOKUP Example

Let's look at a very simple example of cross-referencing two spreadsheets. Each spreadsheet contains information about the same group of people. The first spreadsheet has their dates of birth, and the second shows their favorite color. How do we build a list showing the person's name, their date of birth and their favorite color? VLOOOKUP will help in this case. First of all, let us see data in both the sheets.

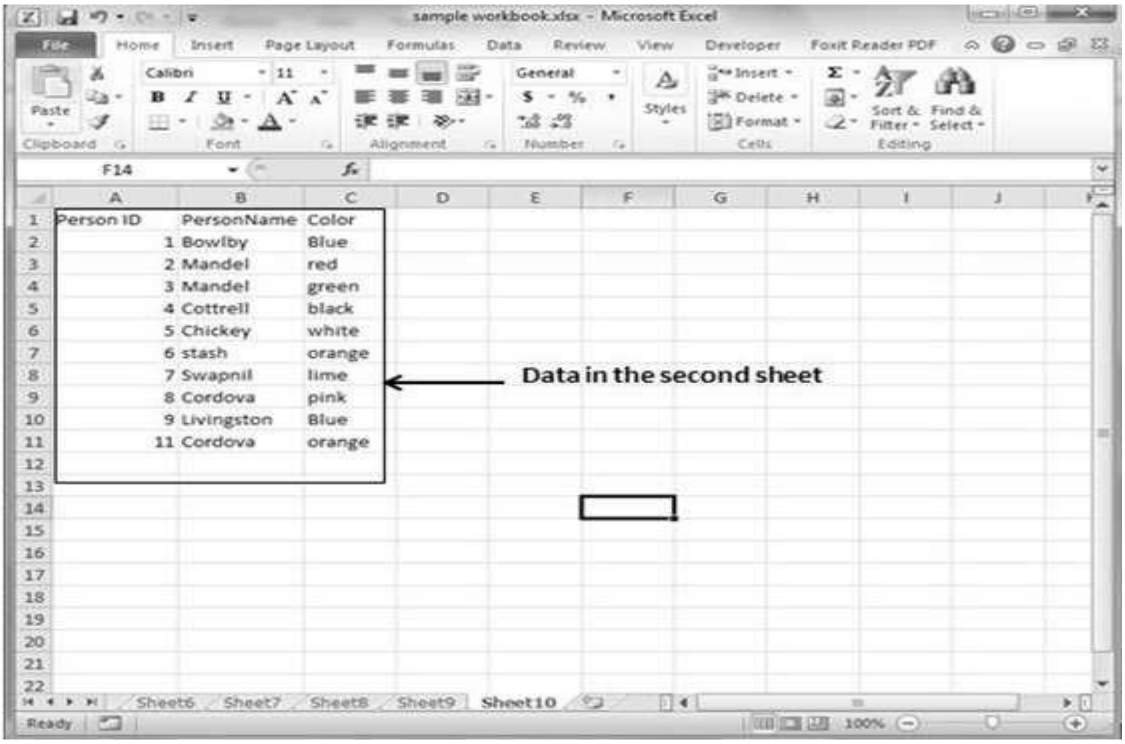
This is data in the first sheet.


sample workbook.xlsx - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Foxit Reader PDF
D7
Sheet6
Sheet7
Sheet8
Sheet9
Sheet10
Ready
100%

Person ID	PersonName	BirthDate
1	Swapnil	18.11.1989
2	Cordova	08.02.1980
3	Livingston	18.07.1985
4	Andy	27.09.1984
5	Cordova	10.04.1988
6	Bowlby	03.01.1990
7	Mandel	02.10.1991
8	Mandel	12.10.1987
9	Cottrell	13.01.1986
10	Chickey	14.05.1986
11	stash	13.02.1984

Data in the first sheet

This is data in the second sheet.


sample workbook.xlsx - Microsoft Excel
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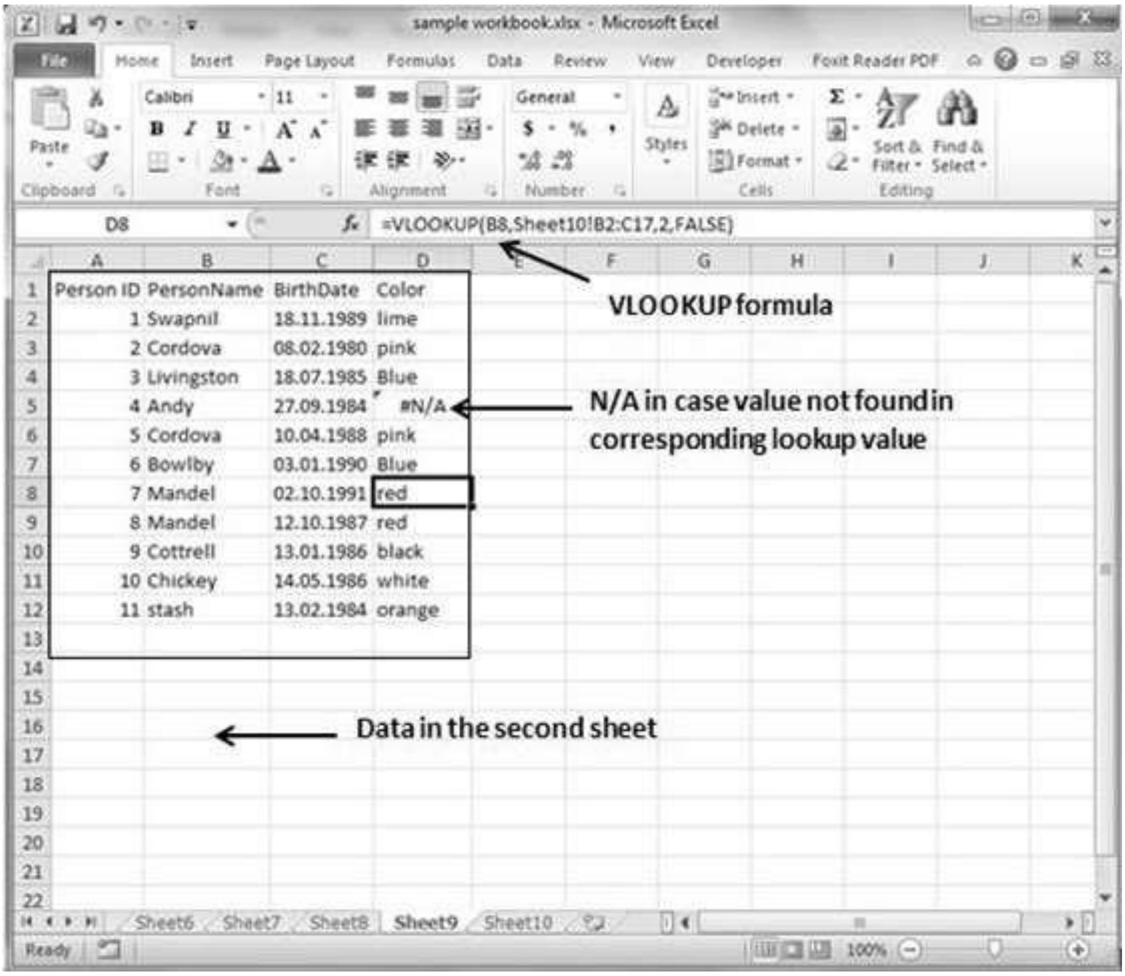
Foxit Reader PDF
F14
Sheet6
Sheet7
Sheet8
Sheet9
Sheet10
Ready
100%

Person ID	PersonName	Color
1	Bowlby	Blue
2	Mandel	red
3	Mandel	green
4	Cottrell	black
5	Chickey	white
6	stash	orange
7	Swapnil	lime
8	Cordova	pink
9	Livingston	Blue
11	Cordova	orange

Data in the second sheet

Now for finding the respective favorite color for that person from another sheet we need to vlookup the data. First argument to the VLOOKUP is lookup value (In this case it is person name). Second argument is the table array, which is table in the second sheet from B2 to C11. Third argument to VLOOKUP is Column index num, which is the answer we are looking for. In this case, it is 2 the color column number is 2. The fourth argument is True returning partial match or false returning exact match. After applying VLOOKUP formula it will calculate the color and the results are displayed as below.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Sheet6
Sheet7
Sheet8
Sheet9
Sheet10
Ready
100%

D8 =VLOOKUP(B8,Sheet10!B2:C17,2,FALSE)

	A	B	C	D
1	Person ID	PersonName	BirthDate	Color
2	1	Swapnil	18.11.1989	lime
3	2	Cordova	08.02.1980	pink
4	3	Livingston	18.07.1985	Blue
5	4	Andy	27.09.1984	#N/A
6	5	Cordova	10.04.1988	pink
7	6	Bowlby	03.01.1990	Blue
8	7	Mandel	02.10.1991	red
9	8	Mandel	12.10.1987	red
10	9	Cottrell	13.01.1986	black
11	10	Chickey	14.05.1986	white
12	11	stash	13.02.1984	orange

VLOOKUP formula

N/A in case value not found in corresponding lookup value

Data in the second sheet

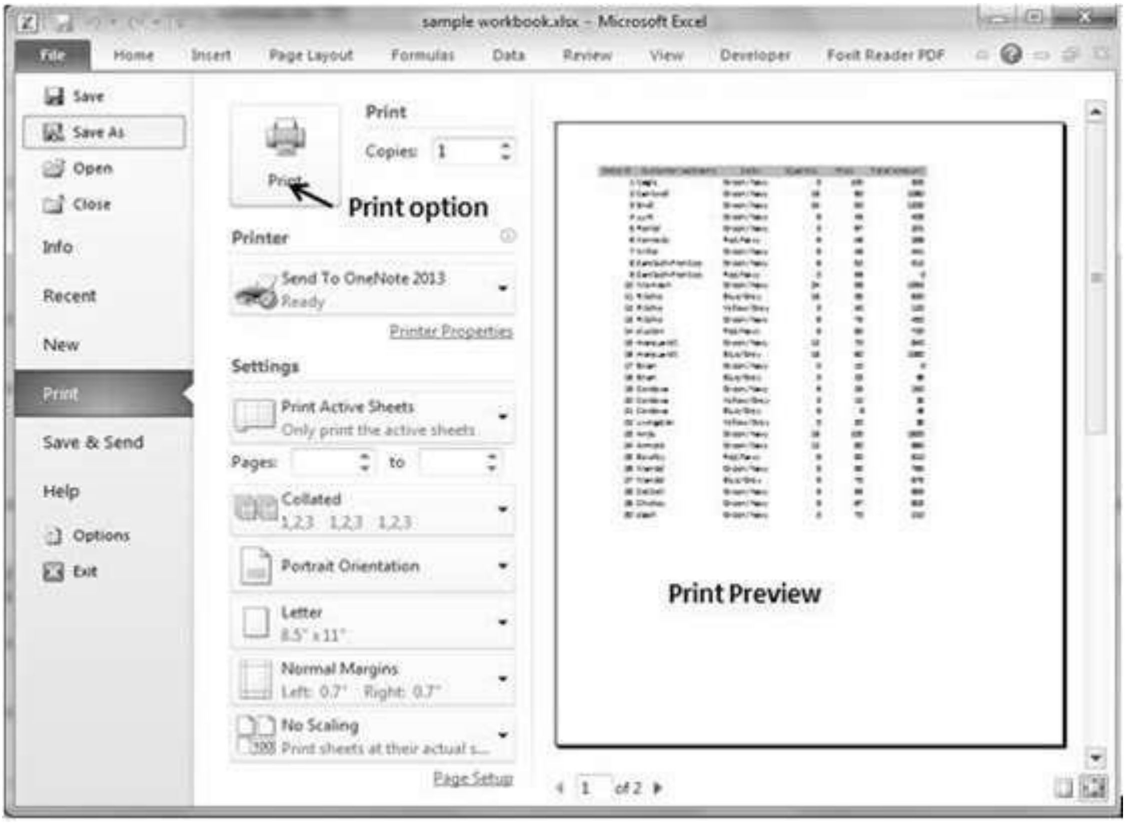
As you can see in the above screen-shot that results of VLOOKUP has searched for color in the second sheet table. It has returned #N/A in case where match is not found. In this case, Andy's data is not present in the second sheet so it returned #N/A.

59. PRINTING WORKSHEETS

Quick Print

If you want to print a copy of a worksheet with no layout adjustment, use the Quick Print option. There are two ways in which we can use this option.

- Choose **File » Print** (which displays the Print pane), and then click the Print button.
- Press Ctrl+P and then click the Print button (or press Enter).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Save As
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Print
Copies: 1
Print
Print option
Printer
Send To OneNote 2013
Ready
Printer Properties
Settings
Print Active Sheets
Only print the active sheets
Pages: to
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
Letter
8.5" x 11"
Normal Margins
Left: 0.7" Right: 0.7"
No Scaling
Print sheets at their actual s...
Page Setup
Print Preview
1 of 2

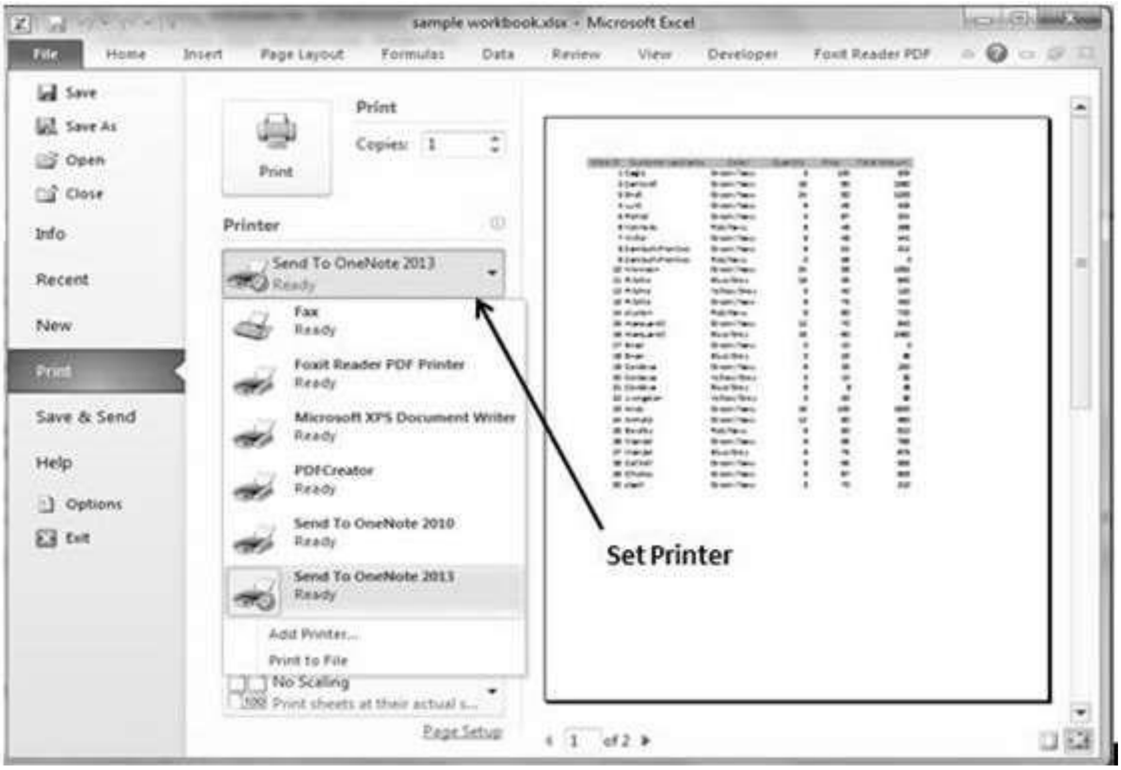
Adjusting Common Page Setup Settings

You can adjust the print settings available in the Page setup dialogue in different ways as discussed below. Page setup options include Page orientation, Page Size, Page Margins, etc.

- The Print screen in Backstage View, displayed when you choose **File » Print**.
- The **Page Layout tab** of the Ribbon.

Choosing Your Printer

To switch to a different printer, choose **File » Print** and use the drop-down control in the Printer section to select any other installed printer.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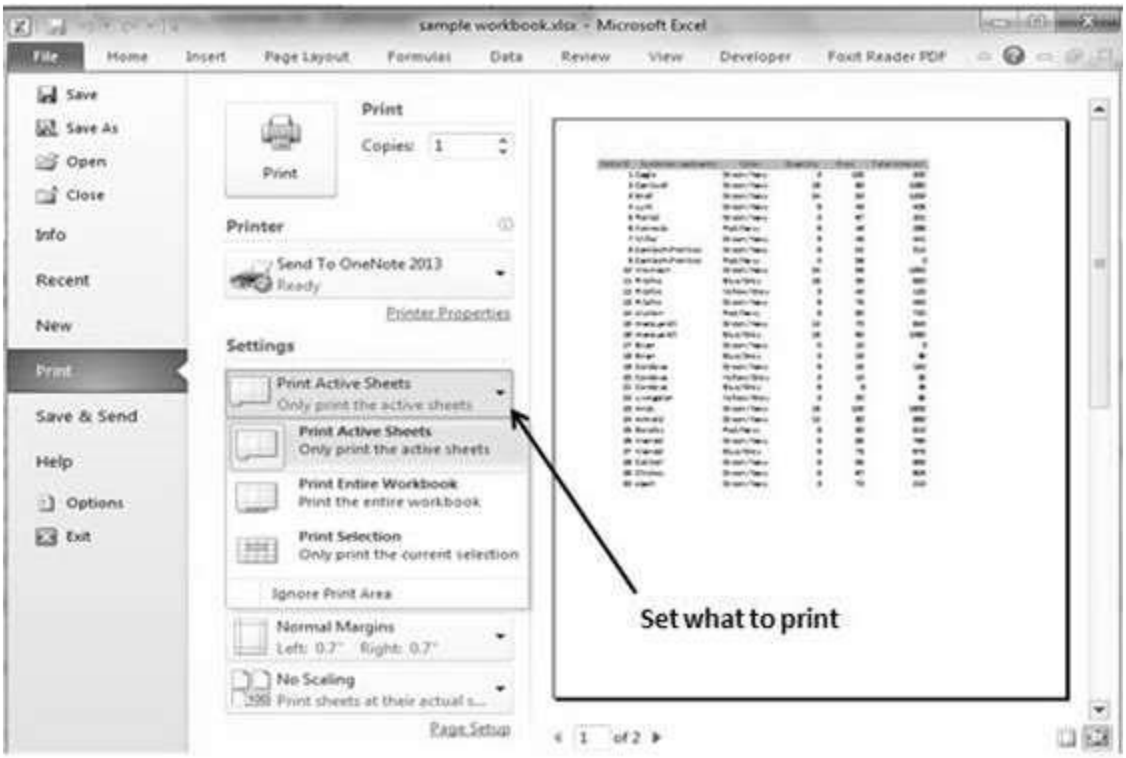
Send To OneNote 2013
Ready
Add Printer...
Print to File
No Scaling
Print sheets at their actual s...
Page Setup
1
of 2
Set Printer

Specifying What You Want to Print

Sometimes you may want to print only a part of the worksheet rather than the entire active area. Choose **File » Print** and use the controls in the Settings section to specify what to print.

- **Active Sheets:** Prints the active sheet or sheets that you selected.
- **Entire Workbook:** Prints the entire workbook, including chart sheets.
- **Selection:** Prints only the range that you selected before choosing **File » Print**.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Open
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Info
Recent
New
Print
Save & Send
Help
Options
Exit
Print
Printer
Printer Properties
Settings
Print Active Sheets
Only print the active sheets
Print Entire Workbook
Print the entire workbook
Print Selection
Only print the current selection
Ignore Print Area
Page Setup
of 2

Copies: 1

Send To OneNote 2013
Ready

Print Active Sheets
Only print the active sheets

Normal Margins
Left: 0.7" Right: 0.7"

No Scaling
Print sheets at their actual s...

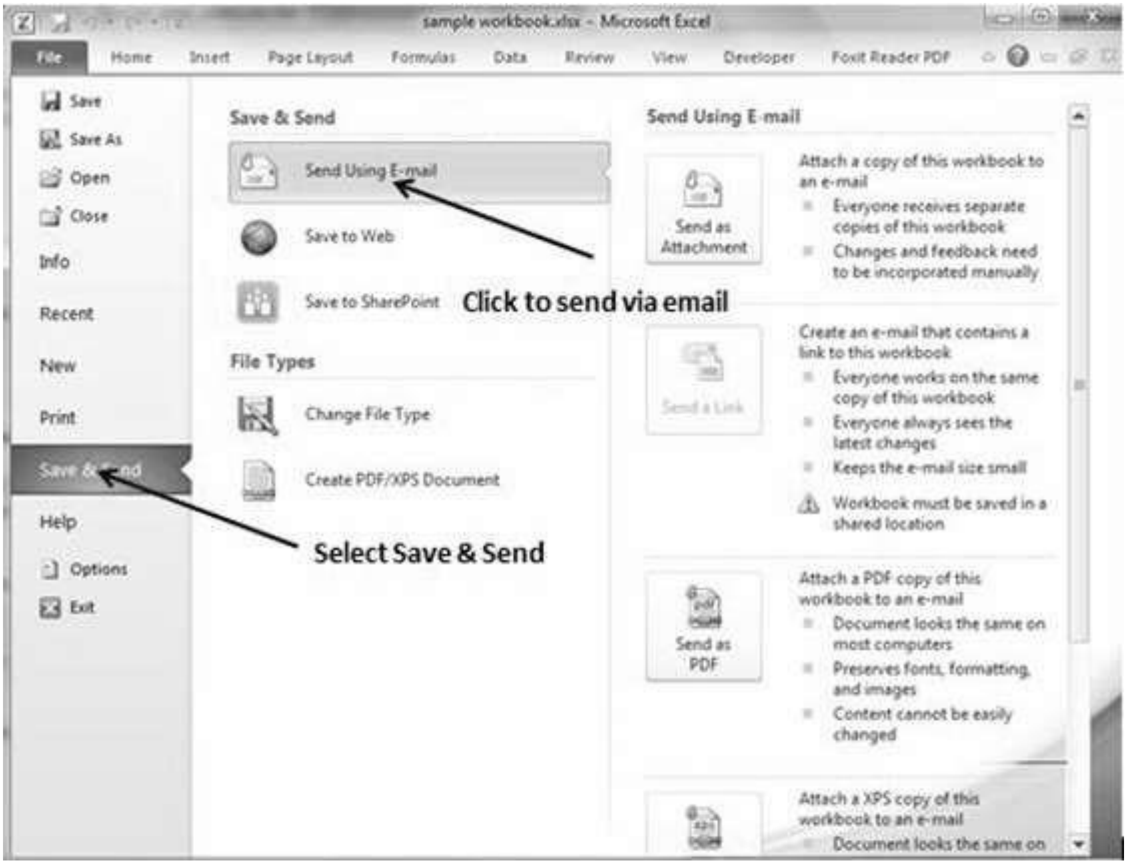
Set what to print

60. EMAIL WORKBOOKS

Email Workbook

MS Excel allows you to email the workbook very easily. To email the workbook to anyone, follow the below mentioned steps.

- Choose **File » Save and Send.** It basically saves the document first and then the emails.



Click to send via email

Select Save & Send

Attach a copy of this workbook to an e-mail
- Everyone receives separate copies of this workbook
- Changes and feedback need to be incorporated manually

Create an e-mail that contains a link to this workbook
- Everyone works on the same copy of this workbook
- Everyone always sees the latest changes
- Keeps the e-mail size small
- Workbook must be saved in a shared location

Attach a PDF copy of this workbook to an e-mail
- Document looks the same on most computers
- Preserves fonts, formatting, and images
- Content cannot be easily changed

Attach a XPS copy of this workbook to an e-mail
- Document looks the same on

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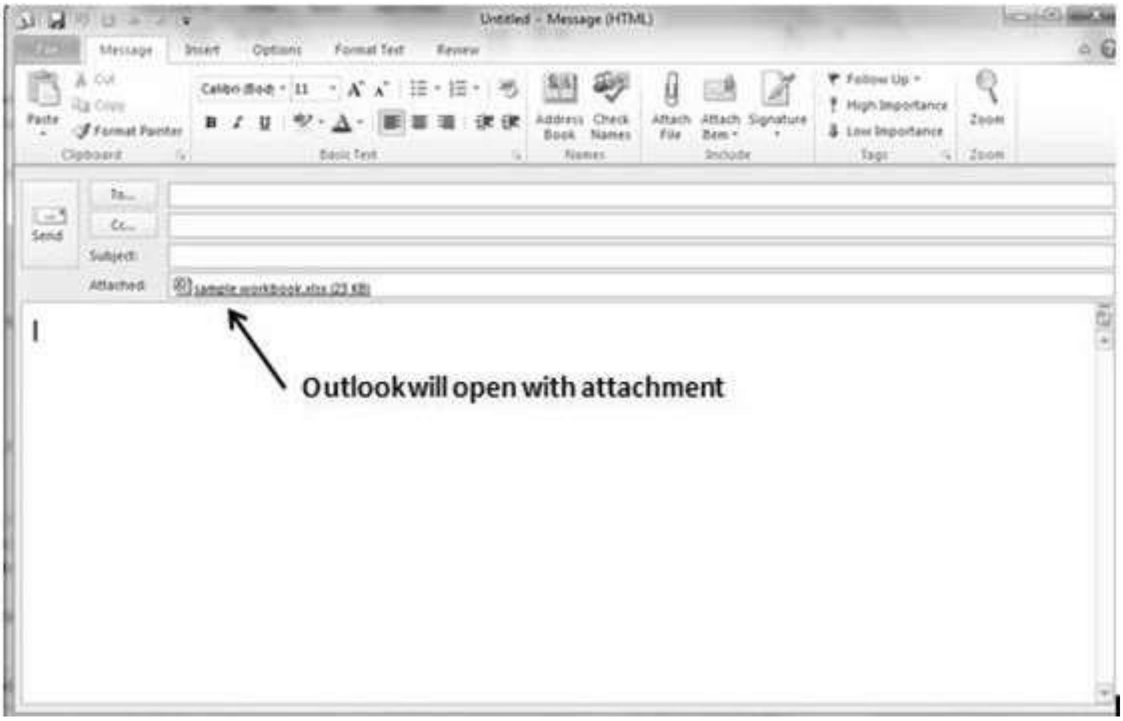
Save & Send
Send Using E-mail
Save to Web
Save to SharePoint
File Types
Change File Type
Create PDF/XPS Document
Send Using E-mail
Send as Attachment
Send a Link
Send as PDF

- Click on Send using E-mail if your email system is configured. MS Outlook will open with the file as attachment in the New Email Window. You can send mail this workbook to anyone with valid email address.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Options
Format Text
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Format Painter
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Basic Text
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Attached: sample workbook.xlsx (23 KB)

Outlookwill open with attachment

61. TRANSLATE WORKSHEET

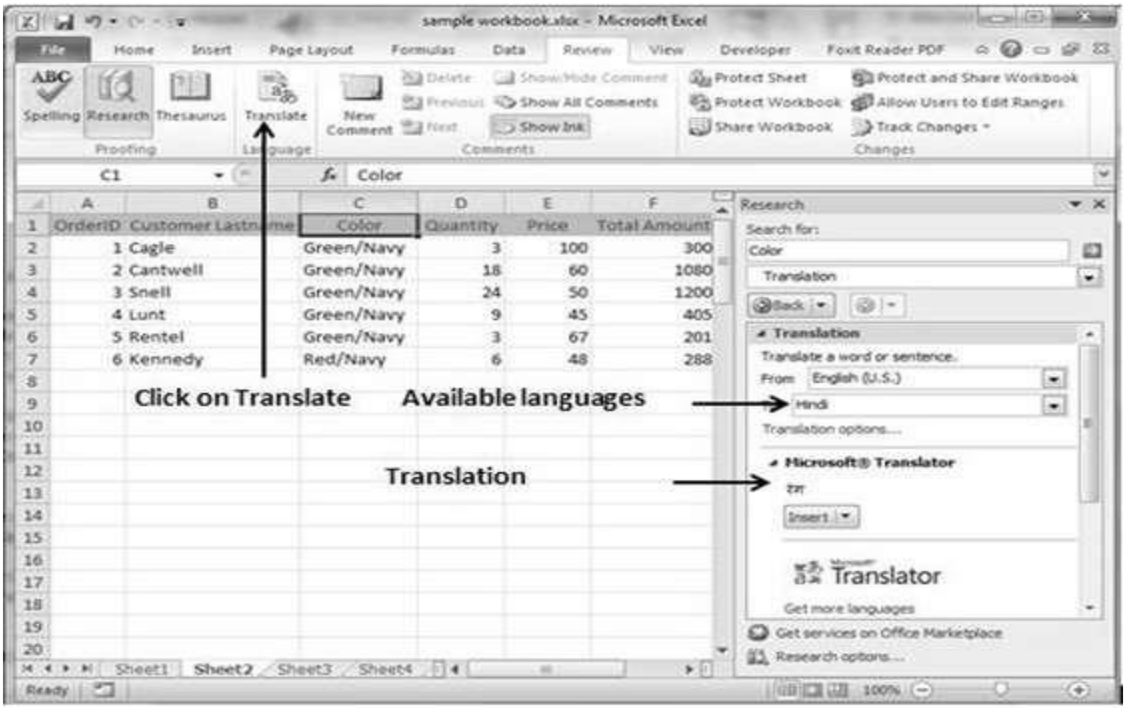
Translate Worksheet

You can translate the text written in a different language, such as phrases or paragraphs, individual words (by using the Mini Translator), or translate your whole file with MS Excel 2010.

Translation is available in the review tab of the ribbon in MS Excel 2010. You can quickly translate cell into different language with this option.

Performing Translation Step By Step

- Select the content, which you want to translate to a different language.
- Choose **review tab » translation.**
- It will open the pane from which you can select the language to which you need to translate.
- You need to have an internet connection for performing translation. It will translate using the Microsoft Translator.
- Click on Insert to apply translation changes.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Show Ink
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Proofing
Language
Comments
Changes
Research
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Translation
Translate a word or sentence.
Translation options...
Microsoft® Translator
Insert
Translator
Get more languages
Get services on Office Marketplace
Research options...
Sheet1
Sheet2
Sheet3
Sheet4
Ready
100%

C1 Color

	A	B	C	D	E	F
1	OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200
5	4	Lunt	Green/Navy	9	45	405
6	5	Rentel	Green/Navy	3	67	201
7	6	Kennedy	Red/Navy	6	48	288

Search for: Color

Translation

From: English (U.S.)

Hindi

रंग

Click on Translate

Available languages

Translation

62. WORKBOOK SECURITY

Workbook Security

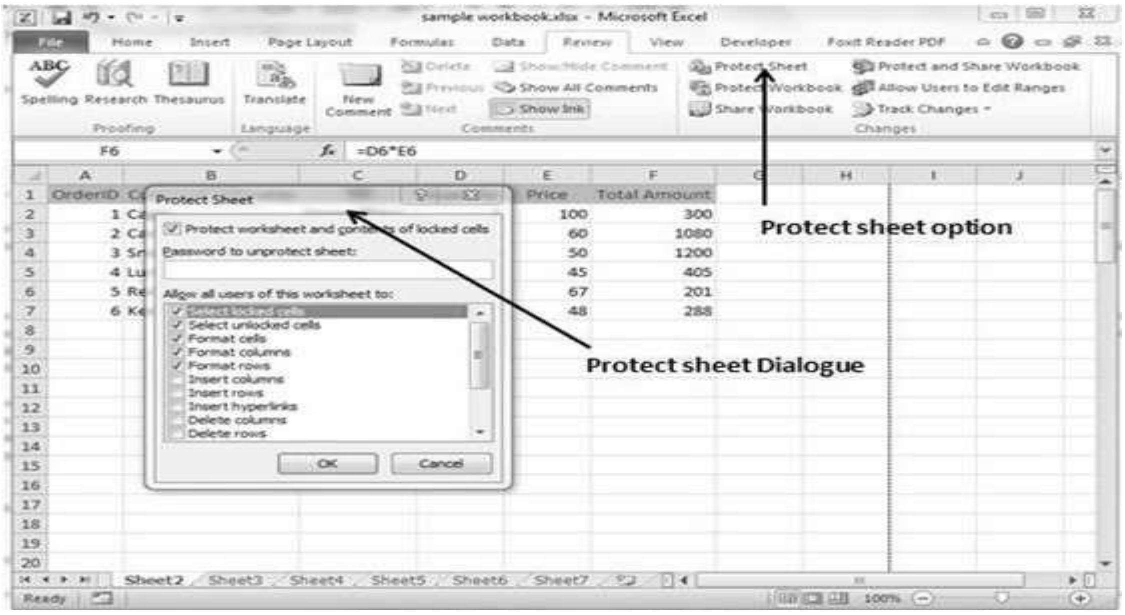
We can apply security to the workbook by the concept of protection available in the Review Tab of ribbon. MS Excel's protection-related features fall into three categories.

- **Worksheet protection:** Protecting a worksheet from being modified, or restricting the modifications to certain users.
- **Workbook protection:** Protecting a workbook from having sheets inserted or deleted, and also requiring the use of password to open the workbook.

Protect Worksheet

You may want to protect a worksheet for a variety of reasons. One reason is to prevent yourself or others from accidentally deleting the formulas or other critical data. A common scenario is to protect a worksheet, so that the data can be changed, but the formulas can't be changed.

To protect a worksheet, choose **Review » Changes group »Protect Sheet.** Excel displays the Protect Sheet dialog box. Note that providing a password is optional. If you enter a password, that password will be required to unprotect the worksheet. You can select various options in which the sheet should be protected. Suppose we checked Format Cells option then Excel will not allow to format cells.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Next
Show/Hide Comment
Show All Comments
Show Ink
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Proofing
Language
Comments
Changes
F6
=D6*E6
OrderID
Price
Total Amount
Sheet2
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Ready
100%
Protect sheet option
Protect sheet Dialogue

Protect Sheet

☑ Protect worksheet and contents of locked cells

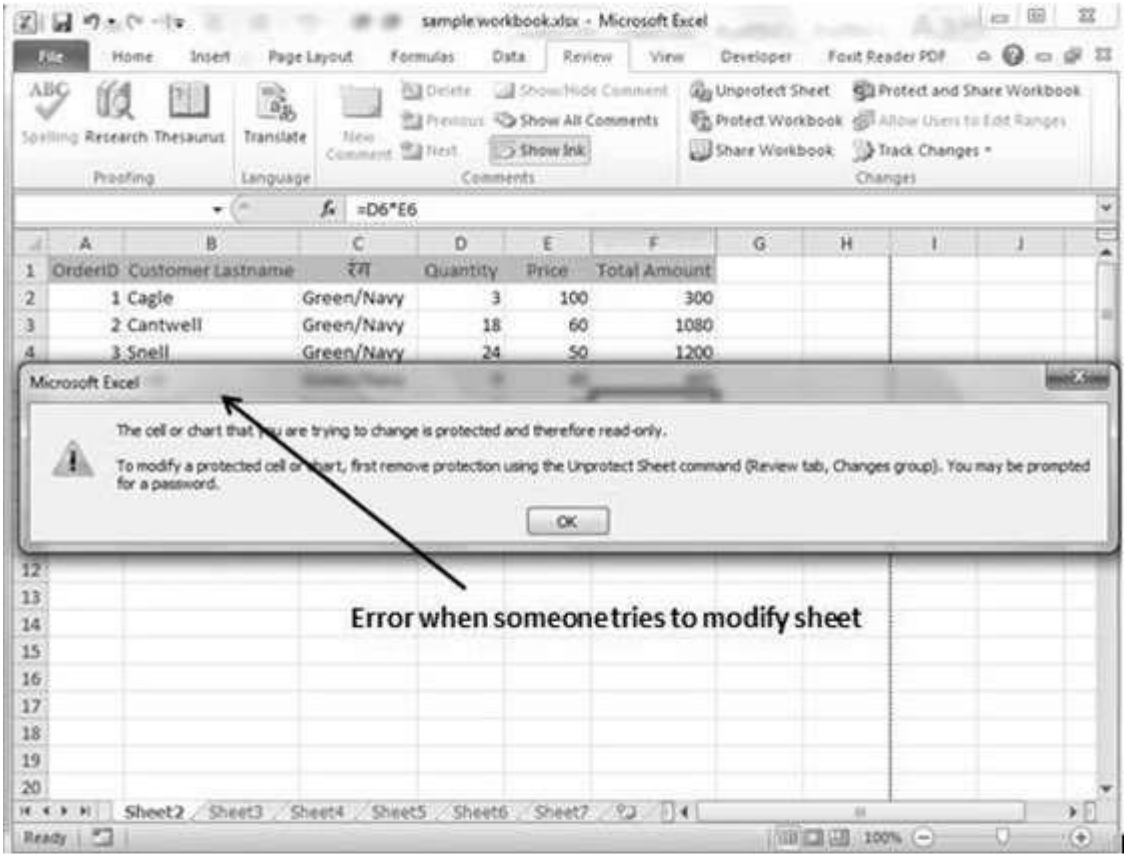
Password to unprotect sheet:

Allow all users of this worksheet to:

☑ Select locked cells
☑ Select unlocked cells
☑ Format cells
☑ Format columns
☑ Format rows
☐ Insert columns
☐ Insert rows
☐ Insert hyperlinks
☐ Delete columns
☐ Delete rows

OK Cancel

When somebody tries to format the cells, he or she will get the error as shown in the screenshot below.



sample workbook.xlsx - Microsoft Excel
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New Comment
Delete
Previous
Next
Show/Hide Comment
Show All Comments
Show Ink
Unprotect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Proofing
Language
Comments
Changes
=D6*E6
Sheet2
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Ready
100%

	A	B	C	D	E	F
1	OrderID	Customer Lastname	रंग	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200

Microsoft Excel

The cell or chart that you are trying to change is protected and therefore read-only.

To modify a protected cell or chart, first remove protection using the Unprotect Sheet command (Review tab, Changes group). You may be prompted for a password.

OK

Error when someone tries to modify sheet

To unprotect a protected sheet, choose **Review » Changes group » Unprotect Sheet**. If the sheet was protected with a password, you’re prompted to enter that password.

Protecting a Workbook

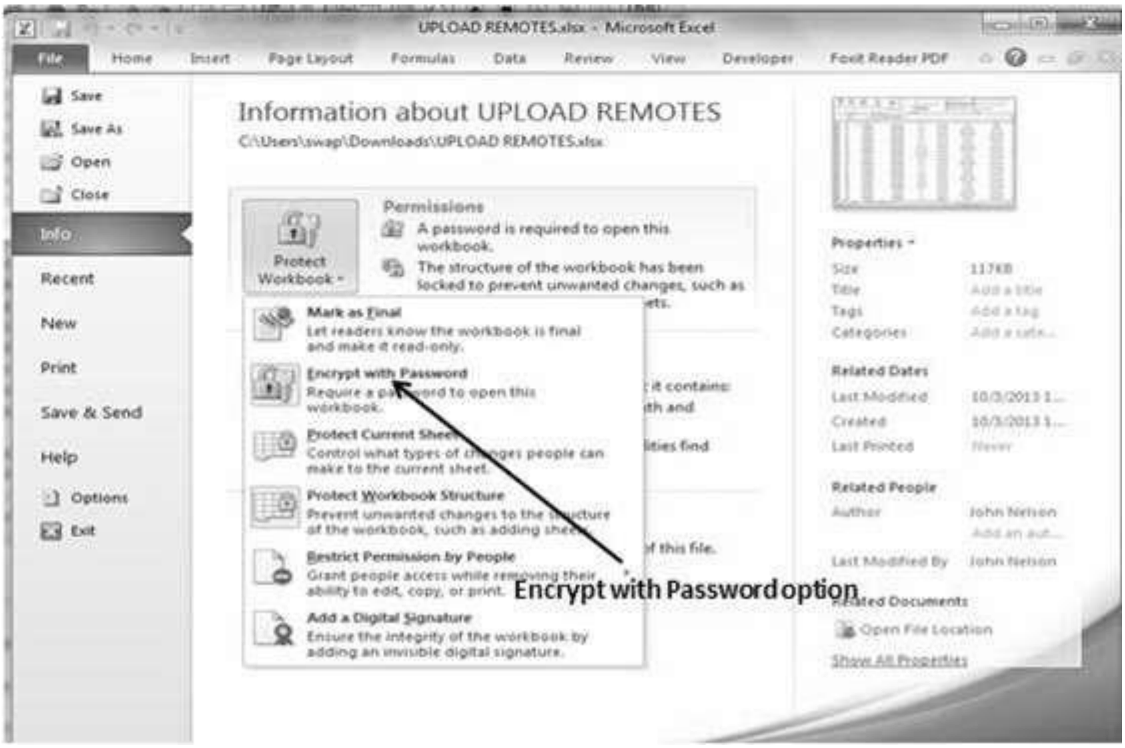
Excel provides three ways to protect a workbook.

- Requires a password to open the workbook.
- Prevents the users from adding sheets, deleting sheets, hiding sheets, and unhiding sheets.
- Prevents users from changing the size or position of windows.

Requiring a Password to Open a Workbook

Excel lets you save a workbook with a password. After doing so, whoever tries to open the workbook, must enter the password. To add a password to a workbook, follow these steps.

- Choose **File » Info » Protect Workbook » Encrypt With Password**. Excel displays the Encrypt Document dialog box.
- Type a password and click OK.
- Type the password again and click OK.
- Save the workbook.


UPLOAD REMOTES.xlsx - Microsoft Excel
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Save & Send
Help
Options
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Information about UPLOAD REMOTES
C:\Users\swap\Downloads\UPLOAD REMOTES.xlsx
Protect Workbook
Permissions
A password is required to open this workbook.
The structure of the workbook has been locked to prevent unwanted changes, such as
Mark as Final
Let readers know the workbook is final and make it read-only.
Encrypt with Password
Require a password to open this workbook.
Protect Current Sheet
Control what types of changes people can make to the current sheet.
Protect Workbook Structure
Prevent unwanted changes to the structure of the workbook, such as adding sheets.
Restrict Permission by People
Grant people access while removing their ability to edit, copy, or print.
Add a Digital Signature
Ensure the integrity of the workbook by adding an invisible digital signature.
Properties
Size
117KB
Title
Add a title
Tags
Add a tag
Categories
Add a cate...
Related Dates
Last Modified
10/3/2013 1...
Created
10/3/2013 1...
Last Printed
Never
Related People
Author
John Nelson
Add an aut...
Last Modified By
John Nelson
Related Documents
Open File Location
Show All Properties

Encrypt with Password option

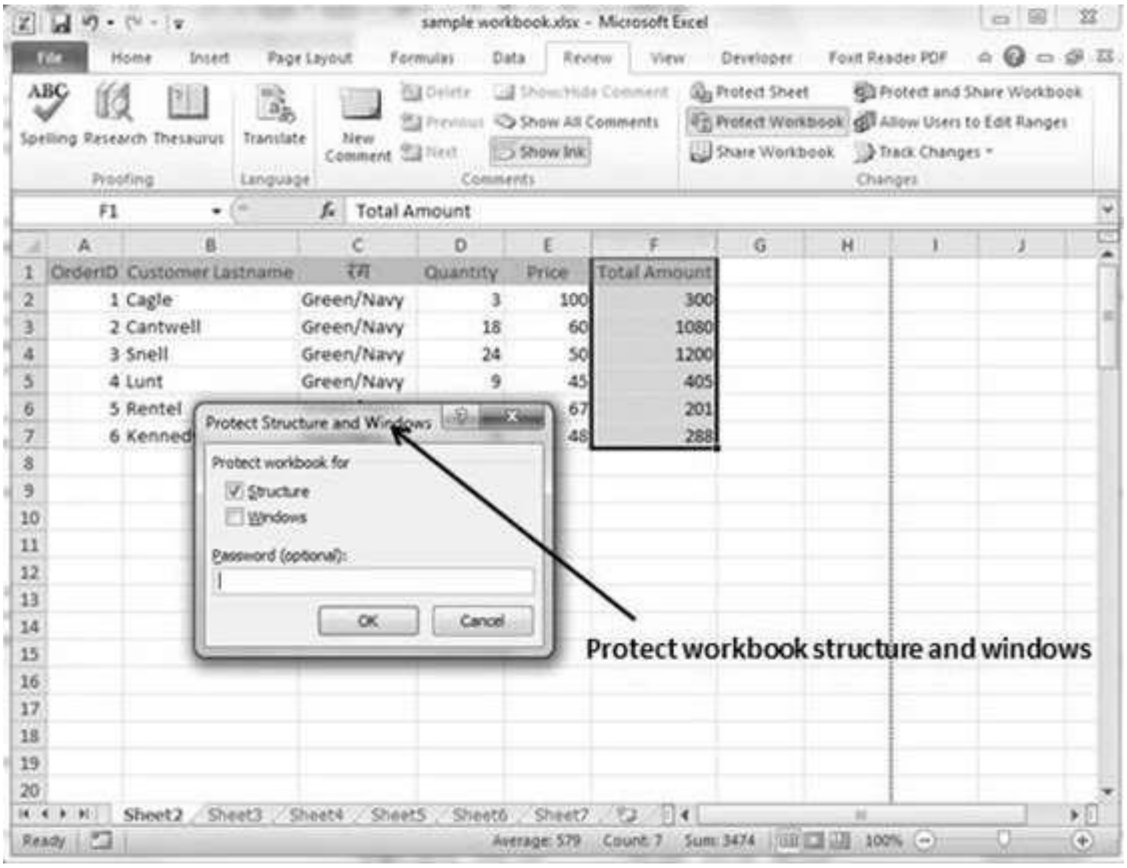
To remove a password from a workbook, repeat the same procedure. In Step 2, however, delete the existing password symbols.

Protecting Workbook's Structure and Windows

To prevent others (or yourself) from performing certain actions in a workbook, you can protect the workbook's structure and windows. When a workbook's structure and windows are protected, the user may not Add a sheet, Delete a sheet, Hide a sheet, unhide a sheet, etc., and may not be allowed to change the size or position of a workbook's windows respectively.

To protect a worksheet's structure and windows, follow the below mentioned steps.

- Choose **Review » Changes group » Protect Workbook** to display the Protect Workbook dialog box.
- In the Protect Workbook dialog box, select the Structure check box and Windows check box.
- (Optional) Enter a password.
- Click OK.



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Show/Hide Comment
Show All Comments
Show Ink
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Proofing
Language
Comments
Changes
Sheet2
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Ready
Average: 579
Count: 7
Sum: 3474
100%

F1 Total Amount

	A	B	C	D	E	F
1	OrderID	Customer Lastname	रंग	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200
5	4	Lunt	Green/Navy	9	45	405
6	5	Rentel			67	201
7	6	Kenned			48	288

Protect Structure and Windows

Protect workbook for

☑ Structure

☐ Windows

Password (optional):

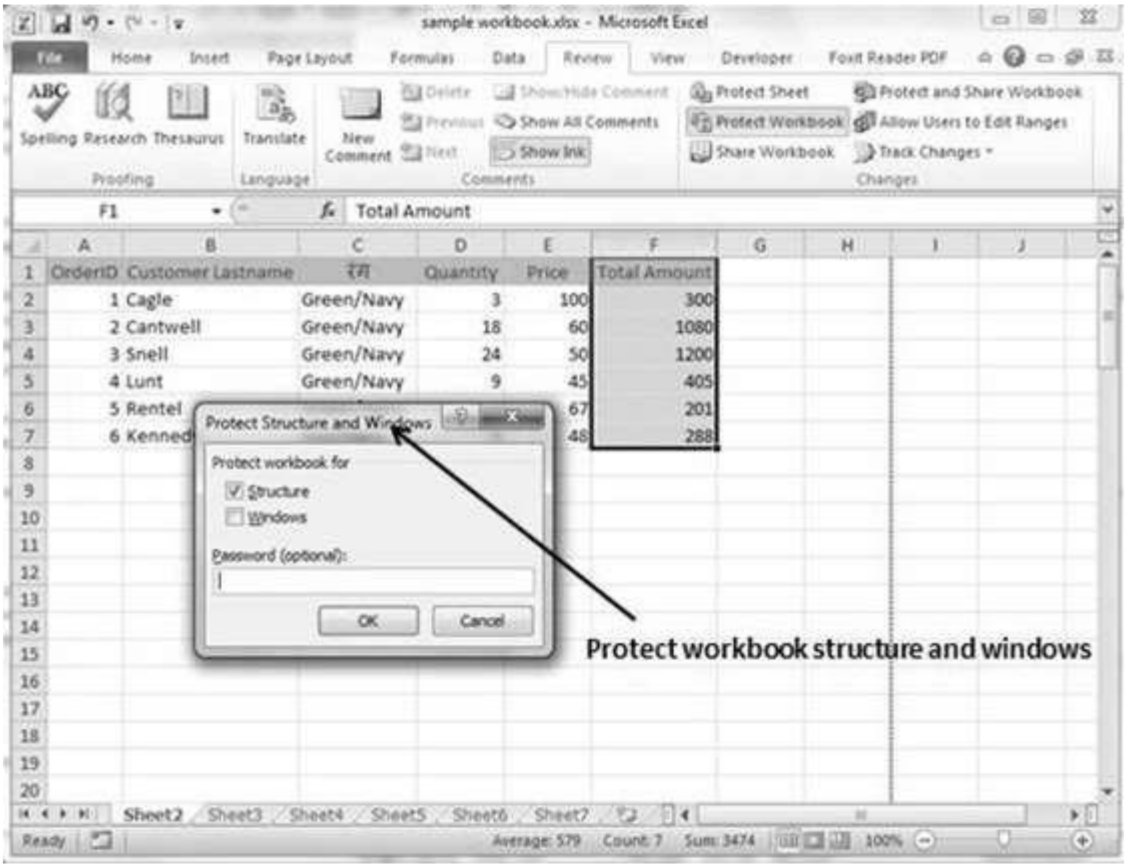
OK Cancel

Protect workbook structure and windows

63. DATA TABLES

Data Tables

In Excel, a Data Table is a way to see different results by altering an input cell in your formula. Data tables are available in **Data Tab » What-If analysis dropdown » Data table** in MS Excel.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Show/Hide Comment
Show All Comments
Show Ink
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Proofing
Language
Comments
Changes
F1
Sheet2
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Ready
Average: 579
Count: 7
Sum: 3474
100%
OK
Cancel

F1 Total Amount

	A	B	C	D	E	F
1	OrderID	Customer Lastname	रंग	Quantity	Price	Total Amount
2	1	Cagle	Green/Navy	3	100	300
3	2	Cantwell	Green/Navy	18	60	1080
4	3	Snell	Green/Navy	24	50	1200
5	4	Lunt	Green/Navy	9	45	405
6	5	Rentel			67	201
7	6	Kenned			48	288

Protect Structure and Windows

Protect workbook for

☑ Structure

☐ Windows

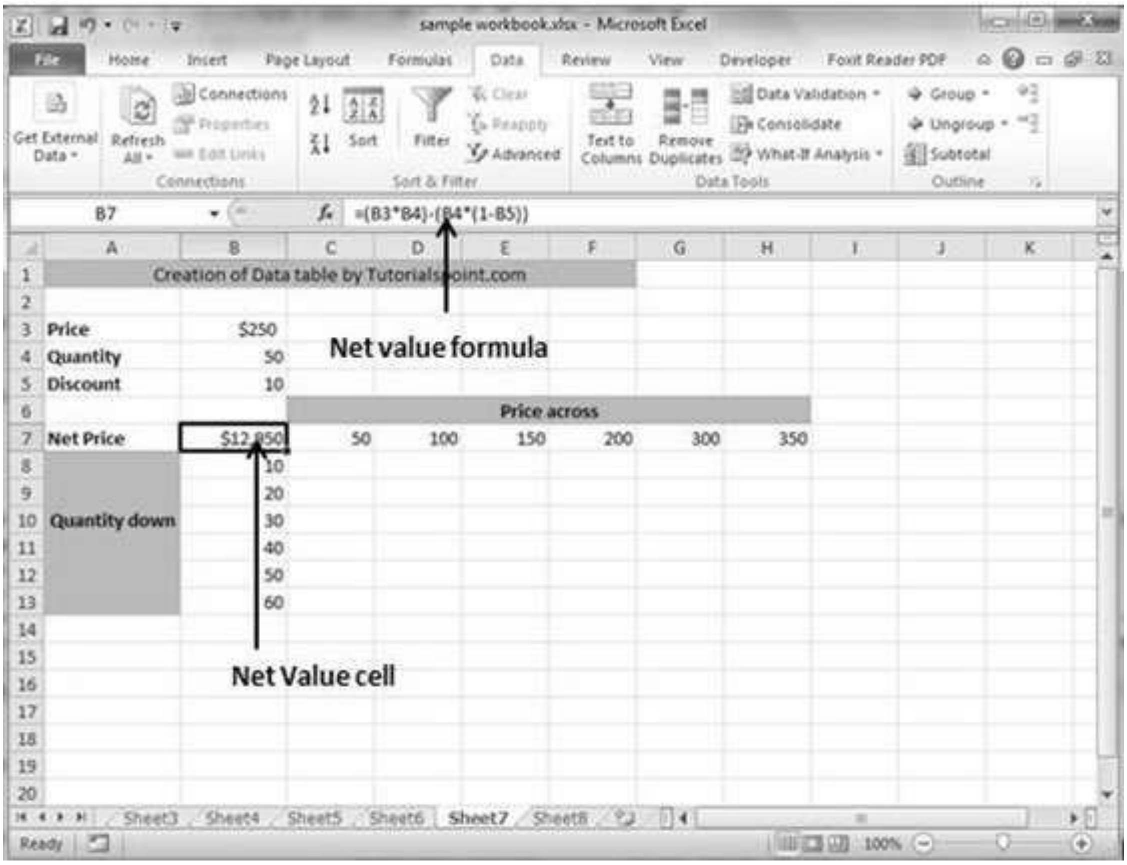
Password (optional):

Protect workbook structure and windows

Data Table with Example

Now, let us see data table concept with an example. Suppose you have the Price and quantity of many values. Also, you have the discount for that as third variable for calculating the Net Price. You can keep the Net Price value in the organized table format with the help of the data table. Your Price runs horizontally to the right while quantity runs vertically down. We are using a formula to calculate the Net Price as Price multiplied by Quantity minus total discount (Quantity * Discount for each quantity).

Excel 2010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Get External Data
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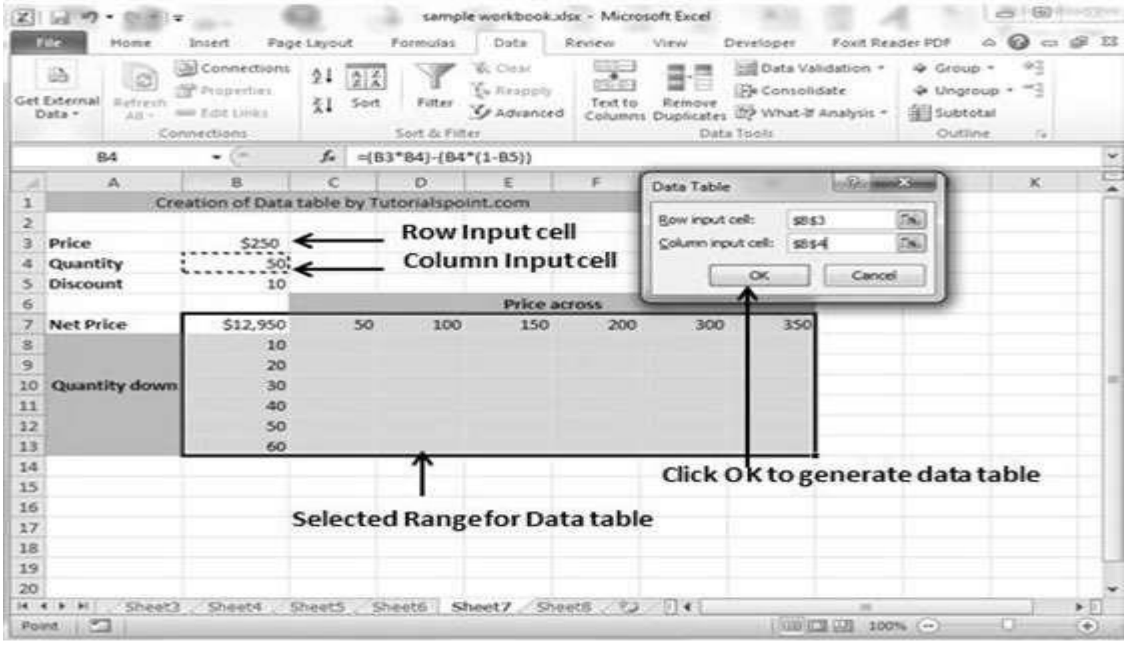
Edit Links
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Remove Duplicates
Data Validation
Consolidate
What-If Analysis
Data Tools
Group
Ungroup
Subtotal
Outline
Net value formula
Net Value cell
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Sheet8
Ready
100%

B7 =(B3*B4)-(B4*(1-B5))

	A	B	C	D	E	F	G	H
1	Creation of Data table by Tutorialspoint.com							
2								
3	Price	$250						
4	Quantity	50						
5	Discount	10						
6			Price across					
7	Net Price	$12,950	50	100	150	200	300	350
8		10						
9		20						
10	Quantity down	30						
11		40						
12		50						
13		60						

Now, for creation of data table, select the range of data table. Choose **Data Tab » What-If analysis dropdown » Data table.** It will give you dialogue asking for Input row and Input Column. Give the Input row as Price cell (In this case cell B3) and Input column as quantity cell (In this case cell B4). Please see the below screen-shot.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Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Remove Duplicates
Data Validation
Consolidate
What-If Analysis
Data Tools
Group
Ungroup
Subtotal
Outline
Row Input cell
Column Input cell
Click OK to generate data table
Selected Range for Data table
OK
Cancel
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Sheet8
Point
100%

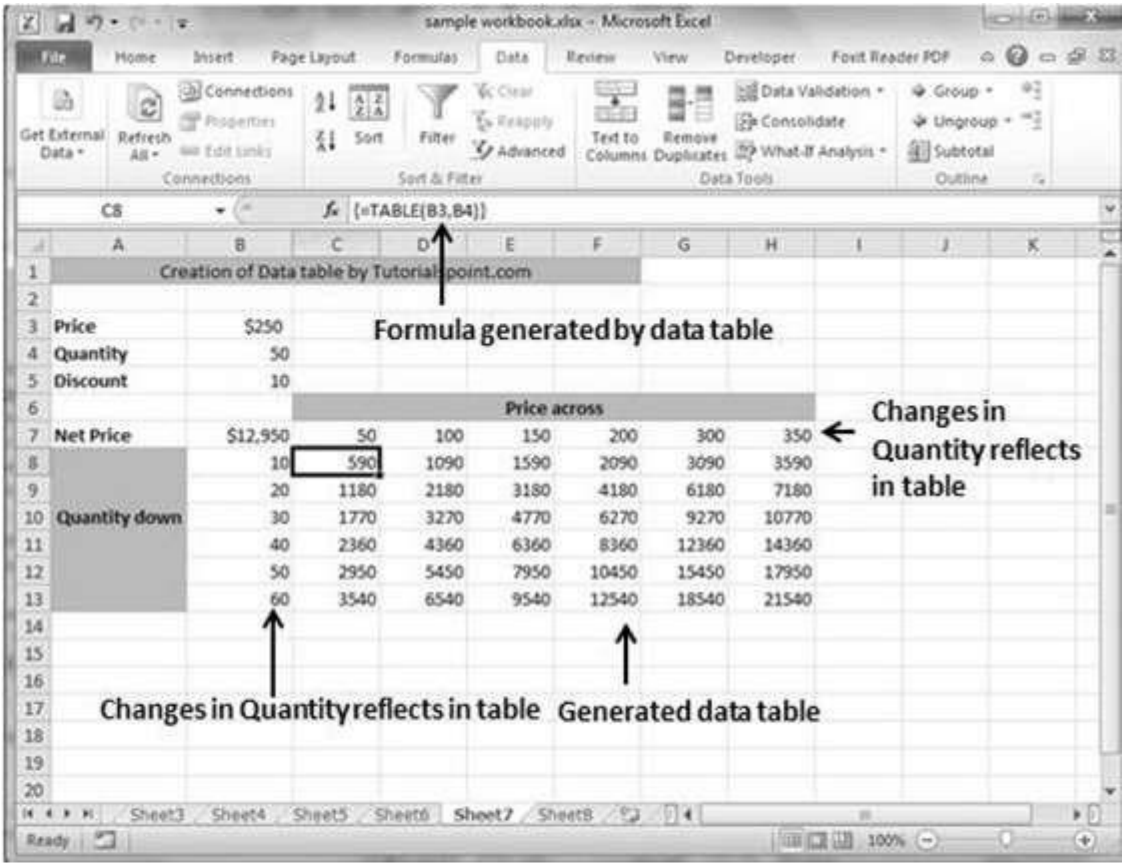
B4 =(B3*B4)-(B4*(1-B5))

Data Table
Row input cell: $B$3
Column input cell: $B$4

	A	B	C	D	E	F	G	H
1	Creation of Data table by Tutorialspoint.com							
2								
3	Price	$250						
4	Quantity	50						
5	Discount	10						
6			Price across					
7	Net Price	$12,950	50	100	150	200	300	350
8		10						
9		20						
10	Quantity down	30						
11		40						
12		50						
13		60						

Excel 2010

Clicking OK will generate data table as shown in the below screen-shot. It will generate the table formula. You can change the price horizontally or quantity vertically to see the change in the Net Price.


sample workbook.xlsx - Microsoft Excel
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Remove Duplicates
Data Validation
Consolidate
What-If Analysis
Data Tools
Group
Ungroup
Subtotal
Outline
C8
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Sheet8
Ready
100%

{=TABLE(B3,B4)}

	A	B	C	D	E	F	G	H
1	Creation of Data table by Tutorialspoint.com							
2								
3	Price	$250						
4	Quantity	50						
5	Discount	10						
6			Price across					
7	Net Price	$12,950	50	100	150	200	300	350
8		10	590	1090	1590	2090	3090	3590
9		20	1180	2180	3180	4180	6180	7180
10	Quantity down	30	1770	3270	4770	6270	9270	10770
11		40	2360	4360	6360	8360	12360	14360
12		50	2950	5450	7950	10450	15450	17950
13		60	3540	6540	9540	12540	18540	21540

Formula generated by data table

Changes in Quantity reflects in table

Changes in Quantity reflects in table

Generated data table

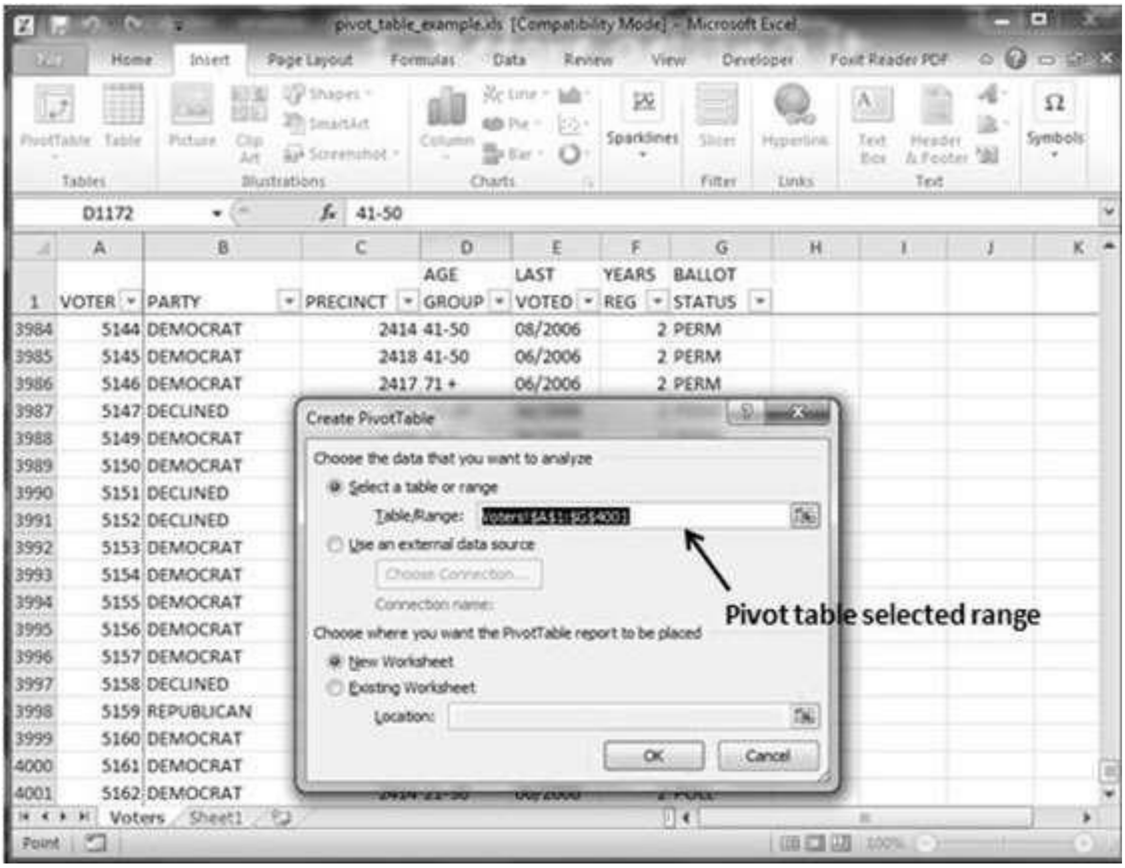
Pivot Tables

A pivot table is essentially a dynamic summary report generated from a database. The database can reside in a worksheet (in the form of a table) or in an external data file. A pivot table can help transform endless rows and columns of numbers into a meaningful presentation of the data. Pivot tables are very powerful tool for summarized analysis of the data.

Pivot tables are available under **Insert tab » PivotTable dropdown » PivotTable**.

Pivot Table Example

Now, let us see Pivot table with the help of example. Suppose you have huge data of voters and you want to see the summarized data of voter Information per party, then you can use the Pivot table for it. Choose **Insert tab » Pivot Table** to insert pivot table. MS Excel selects the data of the table. You can select the pivot table location as existing sheet or new sheet.



pivot_table_example.xls [Compatibility Mode] - Microsoft Excel
File
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PivotTable
Table
Tables
Picture
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Shapes
SmartArt
Screenshot
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Column
Line
Pie
Bar
Charts
Sparklines
Slicer
Filter
Hyperlink
Links
Text Box
Header & Footer
Text
Symbols
Voters
Sheet1
Point
100%
Create PivotTable
OK
Cancel

D1172 fx 41-50

	A	B	C	D	E	F	G
1	VOTER	PARTY	PRECINCT	AGE GROUP	LAST VOTED	YEARS REG	BALLOT STATUS
3984	5144	DEMOCRAT	2414	41-50	08/2006	2	PERM
3985	5145	DEMOCRAT	2418	41-50	06/2006	2	PERM
3986	5146	DEMOCRAT	2417	71 +	06/2006	2	PERM
3987	5147	DECLINED					
3988	5149	DEMOCRAT					
3989	5150	DEMOCRAT					
3990	5151	DECLINED					
3991	5152	DECLINED					
3992	5153	DEMOCRAT					
3993	5154	DEMOCRAT					
3994	5155	DEMOCRAT					
3995	5156	DEMOCRAT					
3996	5157	DEMOCRAT					
3997	5158	DECLINED					
3998	5159	REPUBLICAN					
3999	5160	DEMOCRAT					
4000	5161	DEMOCRAT					
4001	5162	DEMOCRAT					

Choose the data that you want to analyze

● Select a table or range

Table/Range: Voters!$A$1:$G$4001

○ Use an external data source

Choose Connection...

Connection name:

Choose where you want the PivotTable report to be placed

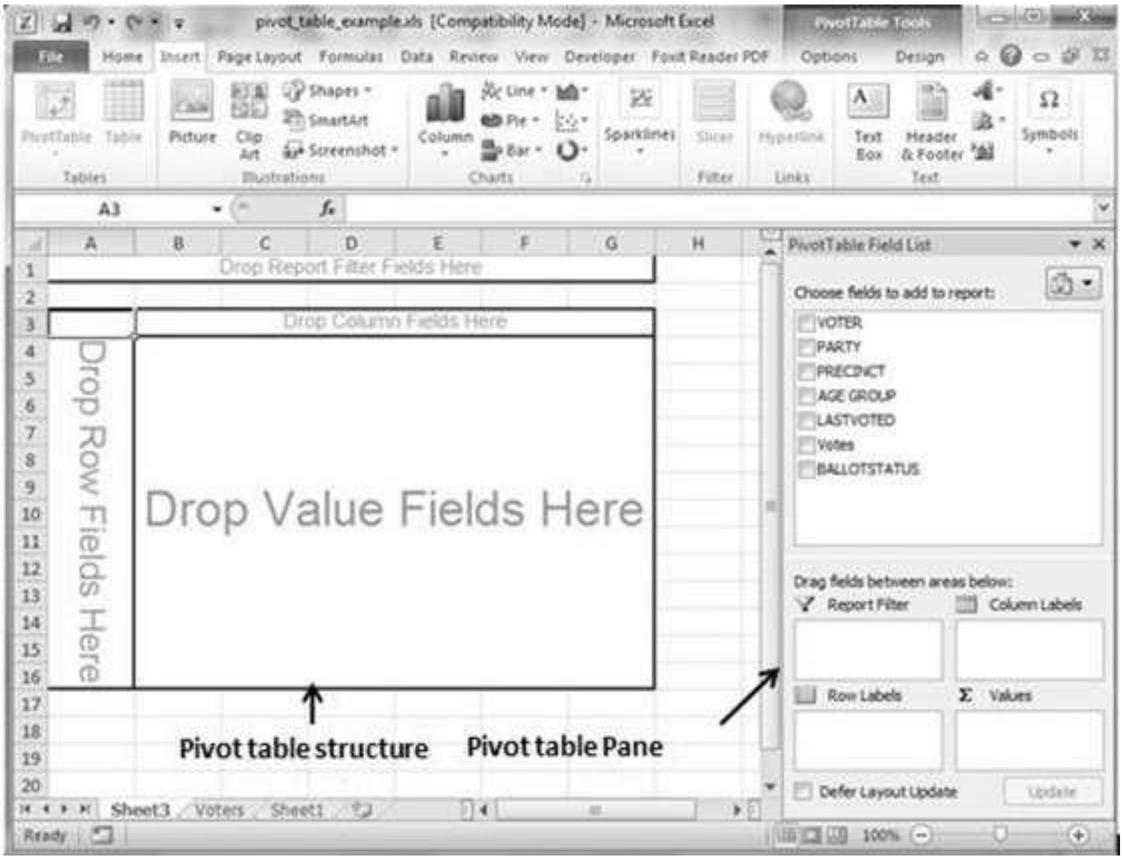
● New Worksheet

○ Existing Worksheet

Location:

Pivot table selected range

This will generate the Pivot table pane as shown below. You have various options available in the Pivot table pane. You can select fields for the generated pivot table.


pivot_table_example.xls [Compatibility Mode] - Microsoft Excel
PivotTable Tools
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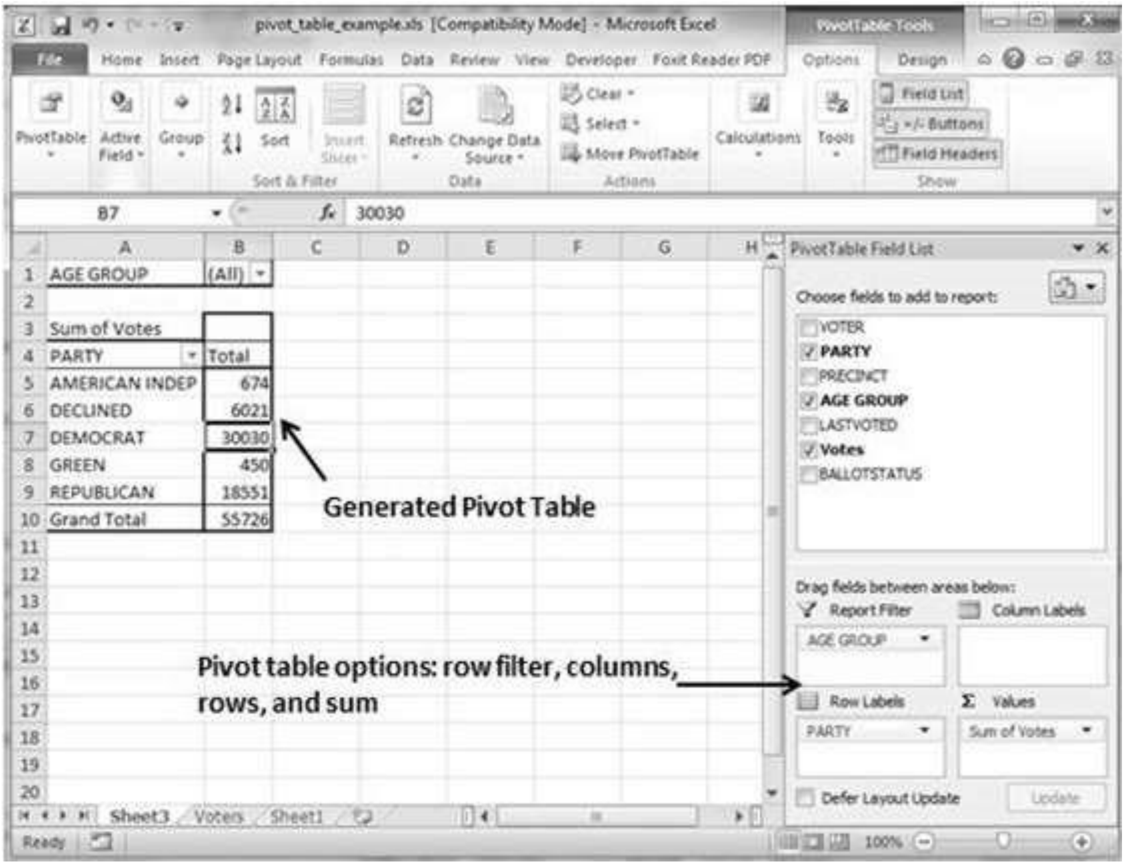
Clip Art
Shapes
SmartArt
Screenshot
Column
Line
Pie
Bar
Sparklines
Slicer
Hyperlink
Text Box
Header & Footer
Symbols
Tables
Illustrations
Charts
Filter
Links
Text
A3
Drop Report Filter Fields Here
Drop Column Fields Here
Drop Row Fields Here
Drop Value Fields Here
Pivot table structure
Pivot table Pane
PivotTable Field List
Choose fields to add to report:
☐ VOTER
☐ PARTY
☐ PRECINCT
☐ AGE GROUP
☐ LASTVOTED
☐ Votes
☐ BALLOTSTATUS
Drag fields between areas below:
Report Filter
Column Labels
Row Labels
Values
☐ Defer Layout Update
Update
Sheet3
Voters
Sheet1
Ready
100%

- **Column labels:** A field that has a column orientation in the pivot table. Each item in the field occupies a column.
- **Report Filter:** You can set the filter for the report as year, then data gets filtered as per the year.
- **Row labels:** A field that has a row orientation in the pivot table. Each item in the field occupies a row.
- **Values area:** The cells in a pivot table that contain the summary data. Excel offers several ways to summarize the data (sum, average, count, and so on).

After giving input fields to the pivot table, it generates the pivot table with the data as shown below.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Sort
Insert Slicer
Sort & Filter
Refresh
Change Data Source
Data
Clear
Select
Move PivotTable
Actions
Calculations
Tools
Field List
+/- Buttons
Field Headers
Show
Sheet3
Voters
Sheet1
Ready
100%

B7 30030

	A	B
1	AGE GROUP	(All)
2		
3	Sum of Votes	
4	PARTY	Total
5	AMERICAN INDEP	674
6	DECLINED	6021
7	DEMOCRAT	30030
8	GREEN	450
9	REPUBLICAN	18551
10	Grand Total	55726

PivotTable Field List

Choose fields to add to report:

☐ VOTER
☑ PARTY
☐ PRECINCT
☑ AGE GROUP
☐ LASTVOTED
☑ Votes
☐ BALLOTSTATUS

Drag fields between areas below:

Report Filter: AGE GROUP
Column Labels:
Row Labels: PARTY
Values: Sum of Votes

☐ Defer Layout Update

Generated Pivot Table

Pivot table options: row filter, columns, rows, and sum

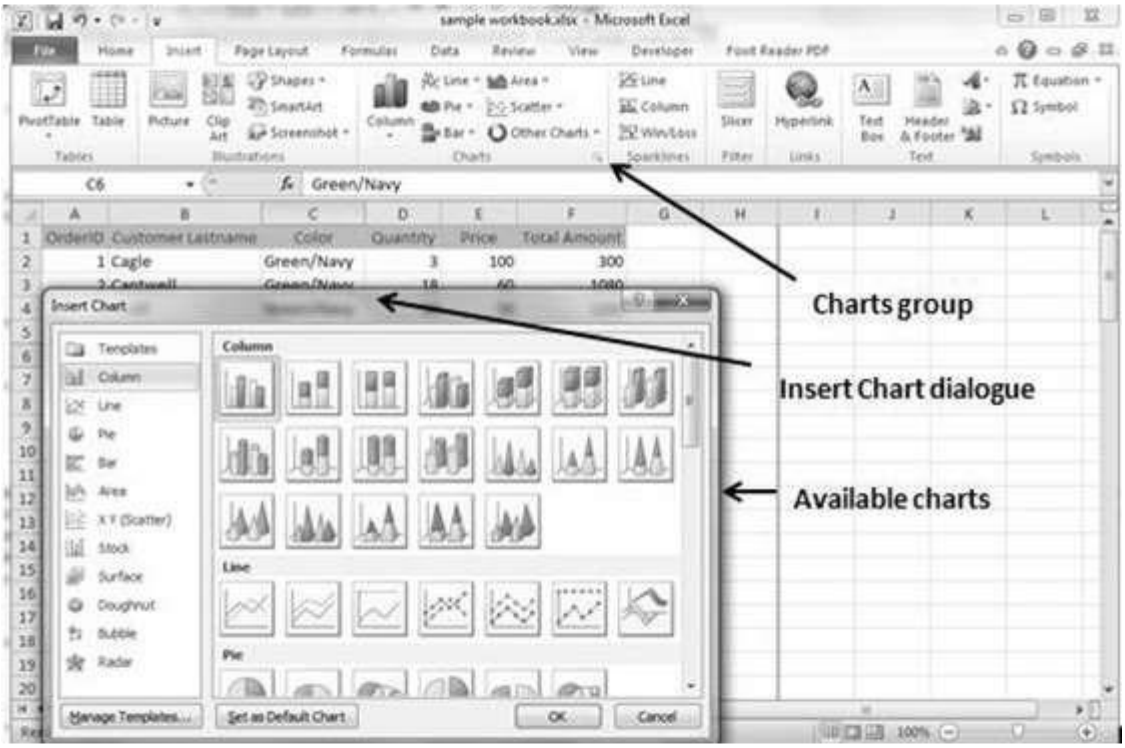
65. SIMPLE CHARTS

Charts

A chart is a visual representation of numeric values. Charts (also known as graphs) have been an integral part of spreadsheets. Charts generated by early spreadsheet products were quite crude, but thy have improved significantly over the years. Excel provides you with the tools to create a wide variety of highly customizable charts. Displaying data in a well-conceived chart can make your numbers more understandable. Because a chart presents a picture, charts are particularly useful for summarizing a series of numbers and their interrelationships.

Types of Charts

There are various chart types available in MS Excel as shown in the below screen-shot.



OrderID	Customer Lastname	Color	Quantity	Price	Total Amount
1	Cagle	Green/Navy	3	100	300

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Pie
Bar
Area
Scatter
Other Charts
Line
Column
Win/Loss
Slicer
Hyperlink
Text Box
Header & Footer
Equation
Symbol
Tables
Illustrations
Charts
Sparklines
Filter
Links
Text
Symbols
C6
Green/Navy
Insert Chart
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Stock
Surface
Doughnut
Bubble
Radar
Column
Line
Pie
Manage Templates...
Set as Default Chart
OK
Cancel
100%
Charts group
Insert Chart dialogue
Available charts

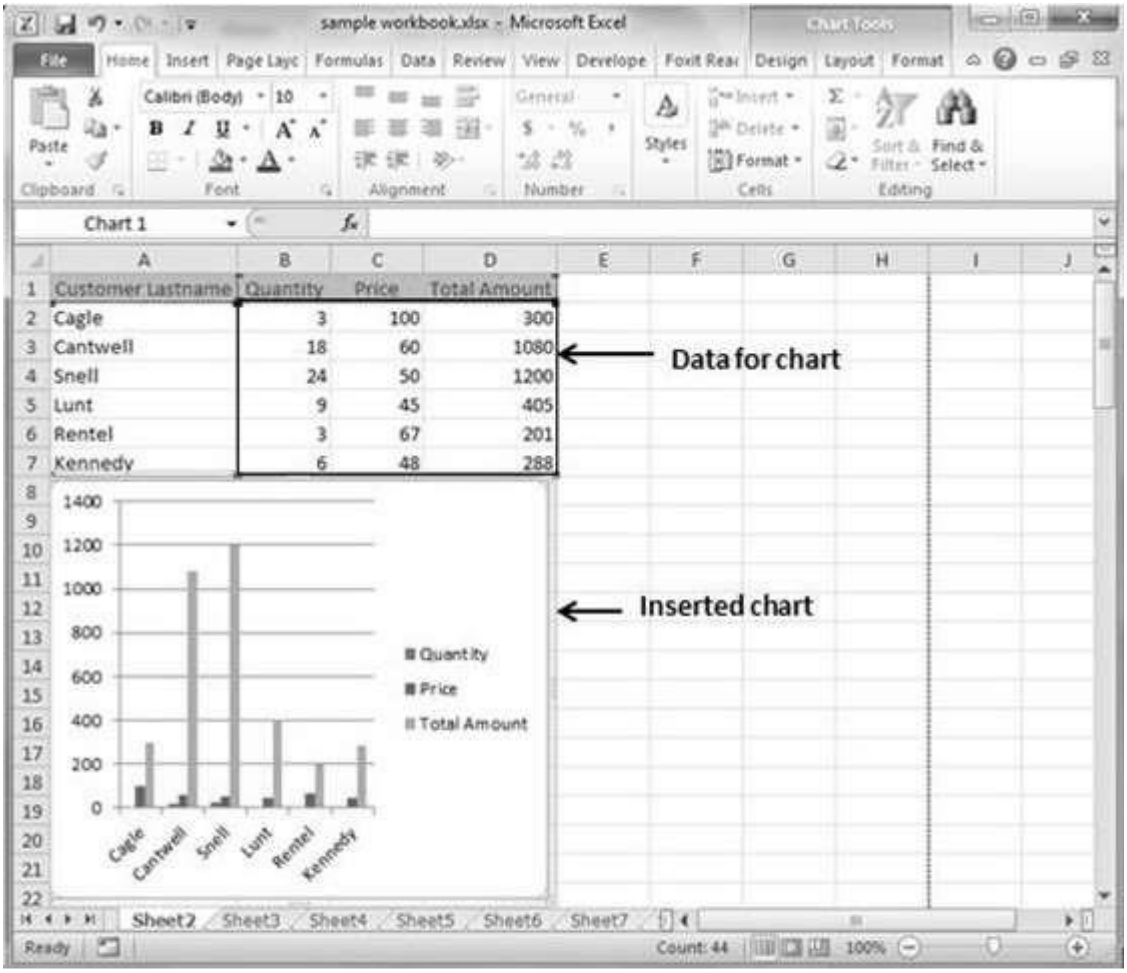
- **Column**: Column chart shows data changes over a period of time or illustrates comparisons among items.
- **Bar**: A bar chart illustrates comparisons among individual items.

- **Pie**: A pie chart shows the size of items that make up a data series, proportional to the sum of the items. It always shows only one data series and is useful when you want to emphasize a significant element in the data.
- **Line**: A line chart shows trends in data at equal intervals.
- **Area:** An area chart emphasizes the magnitude of change over time.
- **X Y Scatter**: An xy (scatter) chart shows the relationships among the numeric values in several data series, or plots two groups of numbers as one series of xy coordinates.
- **Stock:** This chart type is most often used for stock price data, but can also be used for scientific data (for example, to indicate temperature changes).
- **Surface:** A surface chart is useful when you want to find the optimum combinations between two sets of data. As in a topographic map, colors and patterns indicate areas that are in the same range of values.
- **Doughnut:** Like a pie chart, a doughnut chart shows the relationship of parts to a whole; however, it can contain more than one data series.
- **Bubble:** Data that is arranged in columns on a worksheet, so that x values are listed in the first column and corresponding y values and bubble size values are listed in adjacent columns, can be plotted in a bubble chart.
- **Radar:** A radar chart compares the aggregate values of a number of data series.

Creating Chart

To create charts for the data by below mentioned steps.

- Select the data for which you want to create the chart.
- Choose **Insert Tab » Select the chart or click on the Chart group** to see various chart types.
- Select the chart of your choice and click OK to generate the chart.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Delete
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Sort & Filter
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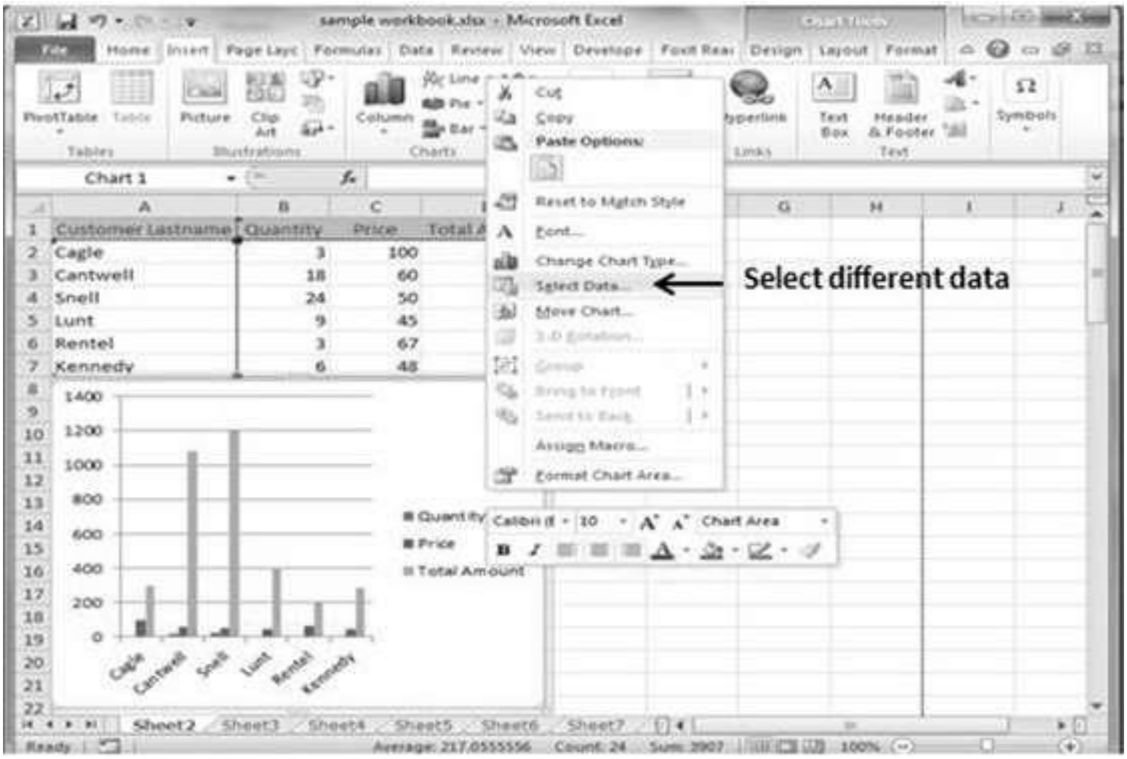
Number
Cells
Editing
Chart 1
Data for chart
Inserted chart
1400
1200
1000
800
600
400
200
0
Cagle
Cantwell
Snell
Lunt
Rentel
Kennedy
Quantity
Price
Total Amount
Sheet2
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Ready
Count: 44
100%

	A	B	C	D
1	Customer Lastname	Quantity	Price	Total Amount
2	Cagle	3	100	300
3	Cantwell	18	60	1080
4	Snell	24	50	1200
5	Lunt	9	45	405
6	Rentel	3	67	201
7	Kennedy	6	48	288

Editing Chart

You can edit the chart at any time after you have created it.

- You can select the different data for chart input with **Right click on chart » Select data.** Selecting new data will generate the chart as per the new data, as shown in the below screen-shot.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Symbols
Links
Text
Chart 1
Cut
Copy
Paste Options:
Reset to Match Style
Font...
Change Chart Type...
Select Data...
Move Chart...
3-D Rotation...
Group
Bring to Front
Send to Back
Assign Macro...
Format Chart Area...
Calibri
10
Chart Area
1400
1200
1000
800
600
400
200
0
Cagle
Cantwell
Snell
Lunt
Rentel
Kennedy
Quantity
Price
Total Amount
Sheet2
Sheet3
Sheet4
Sheet5
Sheet6
Sheet7
Ready
Average: 217.0555556
Count: 24
Sum: 3907
100%

Customer Lastname	Quantity	Price	Total A
Cagle	3	100	
Cantwell	18	60	
Snell	24	50	
Lunt	9	45	
Rentel	3	67	
Kennedy	6	48	

Select different data

- You can change the X axis of the chart by giving different inputs to X-axis of chart.
- You can change the Y axis of chart by giving different inputs to Y-axis of chart.

66. PIVOT CHARTS

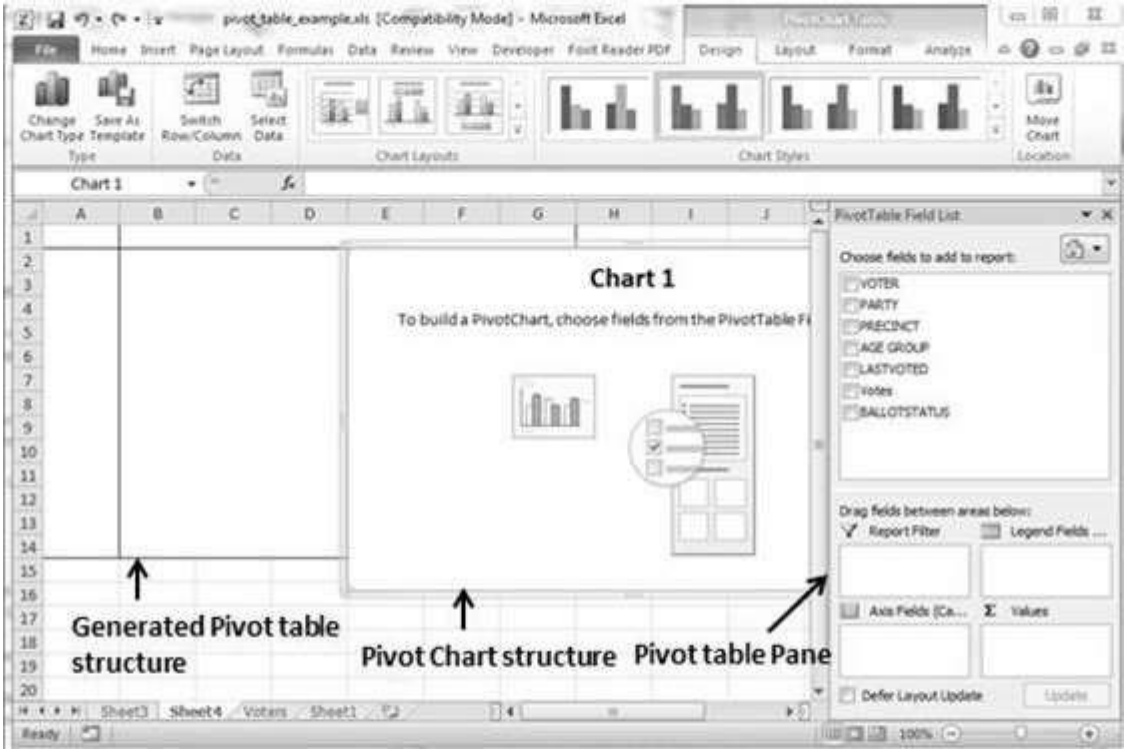
Pivot Charts

A pivot chart is a graphical representation of a data summary, displayed in a pivot table. A pivot chart is always based on a pivot table. Although Excel lets you create a pivot table and a pivot chart at the same time, you can't create a pivot chart without a pivot table. All Excel charting features are available in a pivot chart.

Pivot charts are available under **Insert tab » PivotTable dropdown » PivotChart**.

Pivot Chart Example

Now, let us see Pivot table with the help of an example. Suppose you have huge data of voters and you want to see the summarized view of the data of voter Information per party in the form of charts, then you can use the Pivot chart for it. Choose **Insert tab » Pivot Chart** to insert the pivot table.


pivot_table_example.xls [Compatibility Mode] - Microsoft Excel
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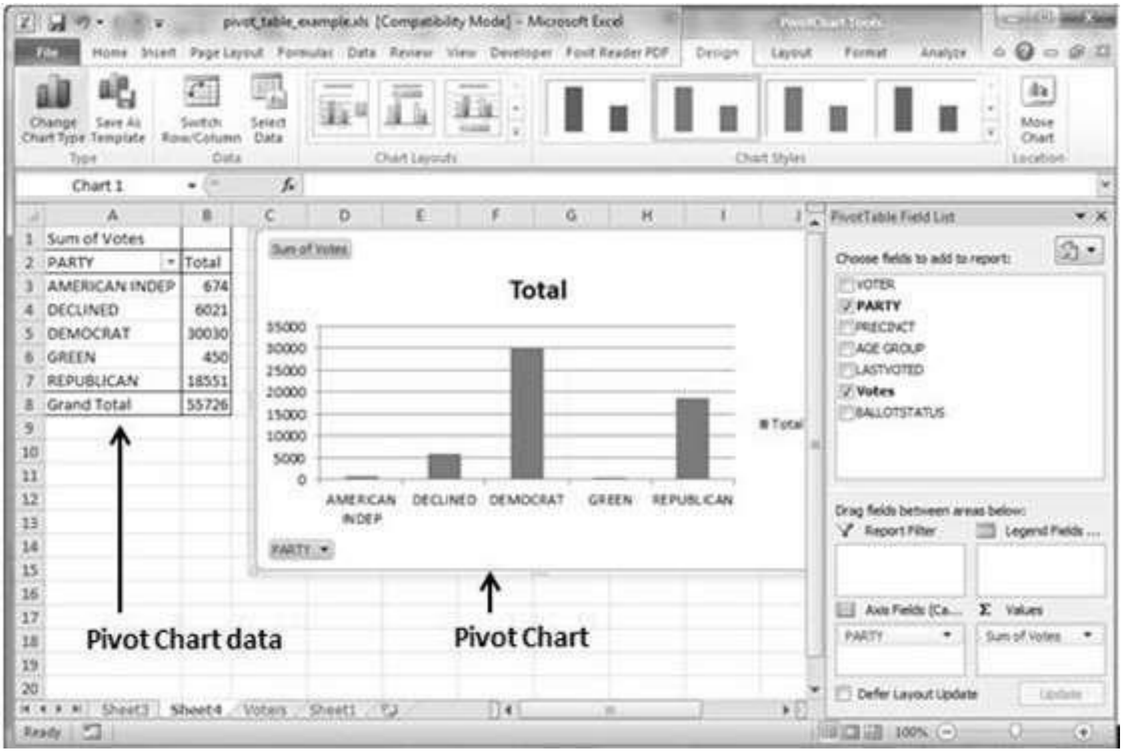
Analyze
Change Chart Type
Save As Template
Type
Switch Row/Column
Select Data
Data
Chart Layouts
Chart Styles
Move Chart
Location
Chart 1
PivotTable Field List
Choose fields to add to report:
VOTER
PARTY
PRECINCT
AGE GROUP
LASTVOTED
Votes
BALLOTSTATUS
Drag fields between areas below:
Report Filter
Legend Fields ...
Axis Fields (Ca...
Values
Defer Layout Update
Update
Sheet3
Sheet4
Voters
Sheet1
Ready
100%
Generated Pivot table structure
Pivot Chart structure
Pivot table Pane

Chart 1

To build a PivotChart, choose fields from the PivotTable Fi

MS Excel selects the data of the table. You can select the pivot chart location as an existing sheet or a new sheet. Pivot chart depends on automatically created pivot table by the MS Excel. You can generate the pivot chart in the below screen-shot.



pivot_table_example.xls [Compatibility Mode] - Microsoft Excel
PivotChart Tools
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Change Chart Type
Save As Template
Type
Switch Row/Column
Select Data
Data
Chart Layouts
Chart Styles
Move Chart
Location
Chart 1
Sum of Votes
Total
35000
30000
25000
20000
15000
10000
5000
0
AMERICAN INDEP
DECLINED
DEMOCRAT
GREEN
REPUBLICAN
■ Total
PARTY
PivotTable Field List
Choose fields to add to report:
Drag fields between areas below:
Report Filter
Legend Fields ...
Axis Fields (Ca...
Σ Values
Defer Layout Update
Update
Sheet3
Sheet4
Votes
Sheet1
Ready
100%

Sum of Votes	
PARTY	Total
AMERICAN INDEP	674
DECLINED	6021
DEMOCRAT	30030
GREEN	450
REPUBLICAN	18551
Grand Total	55726

☐ VOTER
☑ PARTY
☐ PRECINCT
☐ AGE GROUP
☐ LASTVOTED
☑ Votes
☐ BALLOTSTATUS

Axis Fields: PARTY
Values: Sum of Votes

Pivot Chart data

Pivot Chart

67. KEYBOARD SHORTCUTS

MS Excel Keyboard Short-cuts

MS Excel offers many keyboard short-cuts. If you are familiar with windows operating system, you should be aware of most of them. Below is the list of all the major shortcut keys in Microsoft Excel.

- **Ctrl + A** : Selects all contents of the worksheet.
- **Ctrl + B** : Bold highlighted selection.
- **Ctrl + I** : Italicizes the highlighted selection.
- **Ctrl + K** : Inserts link.
- **Ctrl + U** : Underlines the highlighted selection.
- **Ctrl + 1** : Changes the format of selected cells.
- **Ctrl + 5** : Strikethrough the highlighted selection.
- **Ctrl + P** : Brings up the print dialog box to begin printing.
- **Ctrl + Z** : Undo last action.
- **Ctrl + F3** : Opens Excel Name Manager.
- **Ctrl + F9**: Minimizes the current window.
- **Ctrl + F10** : Maximizes the currently selected window.
- **Ctrl + F6** : Switches between open workbooks or windows.
- **Ctrl + Page up** : Moves between Excel work sheets in the same Excel document.
- **Ctrl + Page down** : Moves between Excel work sheets in the same Excel document.
- **Ctrl + Tab** : Moves between Two or more open Excel files.
- **Alt + =** : Creates a formula to sum all of the above cells
- **Ctrl + '** : Inserts the value of the above cell into cell currently selected.
- **Ctrl + Shift + !** : Formats the number in comma format.

- **Ctrl + Shift + $** : Formats the number in currency format.
- **Ctrl + Shift + #** : Formats the number in date format.
- **Ctrl + Shift + %** : Formats the number in percentage format.
- **Ctrl + Shift + ^** : Formats the number in scientific format.
- **Ctrl + Shift + @** : Formats the number in time format.
- **Ctrl + Arrow key** : Moves to the next section of text.
- **Ctrl + Space** : Selects the entire column.
- **Shift + Space** : Selects the entire row.
- **Ctrl + -** : Deletes the selected column or row.
- **Ctrl + Shift + =** : Inserts a new column or row.
- **Ctrl + Home** : Moves to cell A1.
- **Ctrl + ~** : Switches between showing Excel formulas or their values in cells.
- **F2** : Edits the selected cell.
- **F3** : After a name has been created F3 will paste names.
- **F4** : Repeat last action. For example, if you changed the color of text in another cell pressing F4 will change the text in cell to the same color.
- **F5** : Goes to a specific cell. For example, C6.
- **F7** : Spell checks the selected text or document.
- **F11** : Creates chart from the selected data.
- **Ctrl + Shift + ;** : Enters the current time.
- **Ctrl + ;** : Enters the current date.
- **Alt + Shift + F1** : Inserts New Worksheet.
- **Alt + Enter** : While typing text in a cell pressing Alt + Enter will move to the next line allowing for multiple lines of text in one cell.
- **Shift + F3** : Opens the Excel formula window.
- **Shift + F5** : Brings up the search box.