

MS Excel 2007

MS Excel is an electronic spread sheet design by Microsoft Corporation another way it is known as accounting application software by which we can calculate the finance, mathematical, trigonometry, statistics etc. MS Excel support different work sheet. A sheet is the collection of different rows & columns. The intersection of a row & column is called a cell. The electronic worksheet or spread sheet is use to store the information in the memory of a computer. Hardly saying the computer can be calculates & displays the information on & it also gives the results on the computer screen. In excel a file is known as workbook, each workbook consists of a number of worksheets. Each sheets contains of a number of cells arrange in row & columns.(The total number of row cells is 1048576 named as 1,2,3,4,5,6,7.....1048576 & total number of columns is 16384 named as A,B,C.....XFD in MS Excel 2007). You can see all the row to press ctrl + down (↓) & column to press ctrl + right arrow (→) the extension file name is XLS.

Excel – A history of rows and columns

Version	Max. Rows	Max. Columns
Excel 2010	1,048,576	16,384
Excel 2007	1,048,576	16,384
Excel 2003	65,536	256
Excel 2002 (XP)	65,536	256

Some of the other common applications of worksheet are in.

1-Budgeting

3-Income statement & income tax calculation.

2-Annual Report

4-Pay roll

5-Accounts payable & receivable

6-Invoice & bills

7-Production marketing analysis

8-Investment & loans analysis

9-Banking

10-Inventory control

11-Tender evaluation

12-Sale & purchase analysis & other finance accounting.

HOW TO START MS EXCEL

Go to start button

→ Click All programs option

→ Click Microsoft Office option

→ Single click MS Excel 2007.

The excel screen will be displayed on the monitor.

FEATURES

It consisting of 3 main features such as:-

1-Worksheet

2-Database

3-Graph/ Chart

1:-WORKSHEET

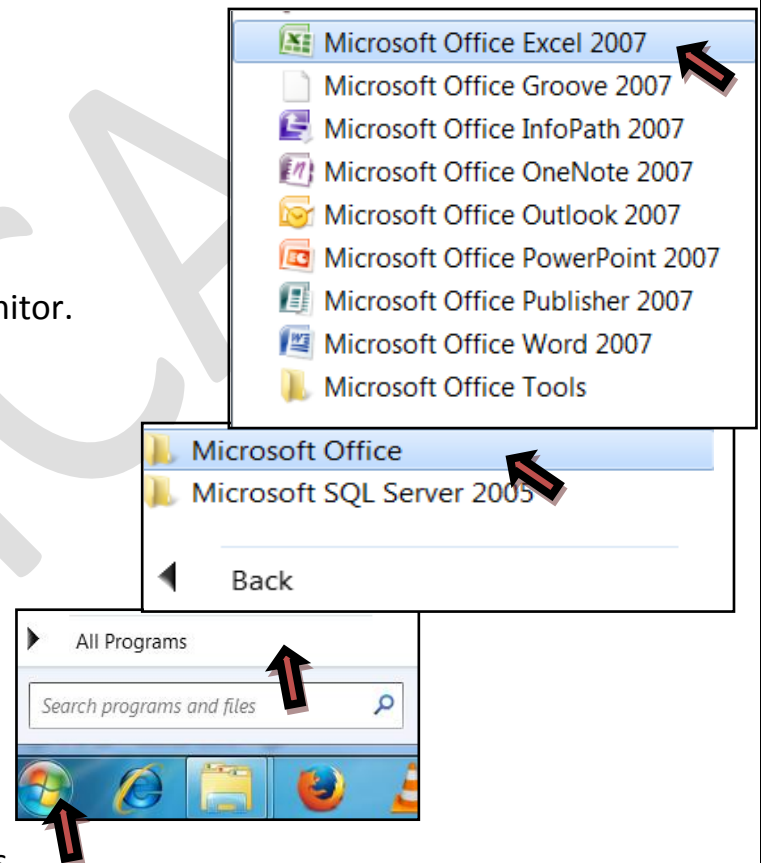
It consists of fixed number of rows & columns.

2:-DATABASE

It is collection of related data.

3:-GRAPH/CHART

Chart is graphical & picture called representation of numerical date.



FORMULABAR

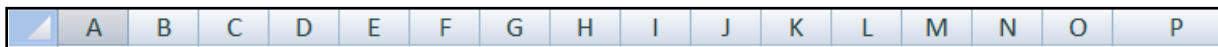


It display the contains of the currently active worksheet cell.

SCROLL BAR

The vertical & horizontal bars framing the right & lower borders of the document window.

COLUMNHEADING



The letters at the top of each worksheet column.

ROW HEADING

The numbers at the left of each worksheet row.



DATA ENTRY

When a cell is activated, its cell address is seen in the name box. The active cell also called the current cell.

Data entries are generally for:-

- 1:-Number entry.
- 2:-Text entry.
- 3:-Date & time entry.
- 4:-Entry series with auto fill such as- text & number.

HOME MENU

❖ **Alignment:-** Alignment option is used to align text in top of the cell button of the cell and centered between the top and bottom of the cell with align left, center & right.

STEP: select the cell

→ Home menu

→ Click any one or two alignment in two sections

❖ How to rotate the text:-



STEP: select the cell

→ Click home menu

→ Alignment dialog box

→ Set the orientation or click format cell alignment dialog box

→ Set it



❖ How to apply wrap text:-

Wrap text is used to make all contents visible within a cell by displaying it multiple lines.

STEP: select the cell

→ Click home menu

→ Click wrap text.

MERGE & CENTER

This option is used to join the selected cells into one large cell and contains the contents in the new cell.



STEP: select the cell

→ Home menu

→ Click merge & center down box

→ Click merge & center or click merge across.

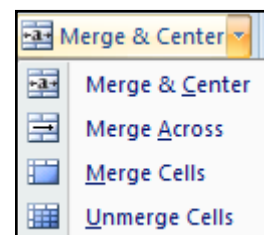
HOW TO FORMAT THE MERGE & CENTER

STEP: select the merge applying cell

→ Go to home menu

→ Click merge & center down box

→ Click unmerge cell.



HOW TO APPLY ACCOUNTING NUMBER

STEP: Select the number entries cell

→ Home menu

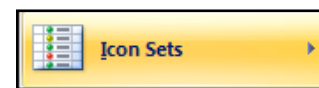
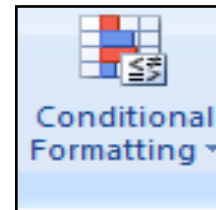
→ Click number dialog box

- Click accounting option
- Click symbol down box
- Choose symbol
- Ok

HOW TO APPLY CONDITIONAL FORMATING

STEP: Select the number entries cell

- Home menu
- Conditional formatting
- Click data bars
- Choose any one style



HOW TO APPLY ICON SET ON NUMBER

STEP: Select the number entries cell

- Home menu
- Conditional formatting
- Click icon sets
- Choose any one icon style.

HOW TO APPLY AUTO TEXT HIGHLIGHTS

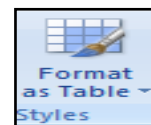
STEP: Select the cell (A1:A100)

- Home menu → text that contains → type the text
- Click with down box → customs Format → click font button
- Click automatic down color box → choose color & click it
- Click border button → choose border → choose border color
- Click outline & inside → click fill button → choose color → ok → ok

HOW TO APPLY FORMAT TABLE

STEP: Select the cell → home menu

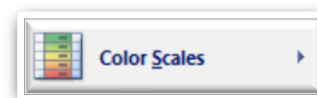
- Click Format as table
- Choose any one style & click it.



HOW TO APPLY COLOR SCALES

STEP: Select the number entries cell → home menu

- Conditional formatting → color scales → choose any one & click it

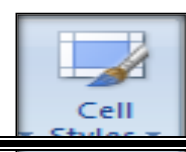


HOW TO APPLY GREATER THAN 100 MARK IN HIGHLIGHT COLOR

STEP: Select the number entries cell (A1:A5) → go to home menu

- on click highlight cells rules → click greater than → type 100 → ok

HOW TO APPLY CELL STYLE



STEP: Select the cell → home menu → cell style → choose any one

HOW TO INSERT A CELL

STEP: Select the cell where you insert a blank cell → home menu
→ Insert down box → insert cells → click any one → ok

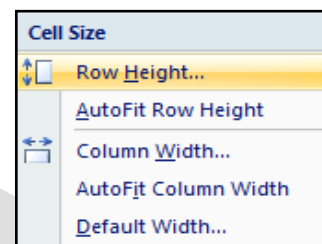


DELETE CELL

STEP: Select the cell which you want to delete → home menu
→ Delete down box → choose delete cell → choose any one and click it

HOW TO SET THE AUTO FIT COLUMN WIDTH

STEP: Select the column guides → home menu
→ Format → auto fit column width.



OR

Double click on the right side border of column guide.

HOW TO HIDE THE COLUMN

STEP: Select the Columns → home menu
→ Format → hide/unhide → hide columns → ok

UNHIDE THE COLUMNS

STEP: Select the previous and after column → format
→ Click hide/unhide → unhide columns

HIDE THE ROW

STEP: Select the row → home menu
→ Format → hide and unhide → hide rows → ok

UNHIDE THE ROWS

STEP: Select the previous and after row → home menu
→ Format → click hide and unhide → unhide rows

HOW TO HIDE THE SHEET

STEP: Select the sheet → home menu
→ Format → click hide and unhide → hide sheet

OR

Right click on the sheet button → hide

UNHIDE THE SHEET

STEP: Go to home menu → format
→ hide and unhide → unhide sheet → choose sheet → ok

OR

Right click on the sheet button → unhide → choose sheet → ok



RENAME THE SHEET

STEP: Home menu → format → rename sheet
→ Type sheet button name → then press enter key

OR

Right click on the sheet button → rename
→ Type sheet button name → then press enter key.

HOW TO APPLY SHEET TAB COLOUR

STEP: Home menu → format
→ Tab color → choose color and click it.

OR

Right click on the sheet tab → Tab color → choose color and click it.

HOW TO PROTECT YOUR DOCUMENT

STEP: - Home menu → Format
→ Protect sheet → Type password → Ok → Re- enter password → Ok.

OR

Right click on the sheet tab → Protect Sheet
→ Type password → Ok → Re-enter password → Ok.

OR

Go to Review tab → Click protect sheet → Type password → Ok → Re-enter password → Ok.

UNPROTECT THE SHEET:-

STEP: - Go to Review menu → click unprotect sheet → Type password → Ok.

HOW TO APPLY BORDERS:-

STEP: - Select the cell → Home menu → Font dialog box
→ Border → Click outline, inside and change color → Ok.

SERIES FILL: -(Insert Serial Number)

STEP: - Type 1 in a1 cell → Select the cells (a¹:a⁵⁰)
→ Home menu → fill under editing group → click series
→ Type step value & stop value → ok.

HOW TO CLEAR THE APPLIES FORMAT:-

STEP: - Select the cell → home menu
→ Clear → clear contains or the key board.

HOW TO CLEAR THE CONTAINS:-

Select the cell → home menu → clear
→ Clear contains or select the cell then press Del key on the key board.



HOW TO DELETE THE COMMENTS AT A TIME:-

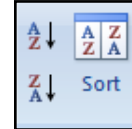
STEP: - Select the cells → home menu

→ Clear → clear comments.

HOW TO SET THE DATA IN ALPHABETICAL ORDER:-

STEP:- Select the data entries cell → home menu

→ Sort filter → Sort ($\frac{A}{Z} \downarrow$ $\frac{Z}{A} \downarrow$)

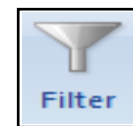


OR

Select the data entries cell → Data menu → click

HOW TO APPLY FILTER:-

Select the cells → Home menu → Sort & filter → filter.



OR

STEP: - Select the cells → Data menu → filter

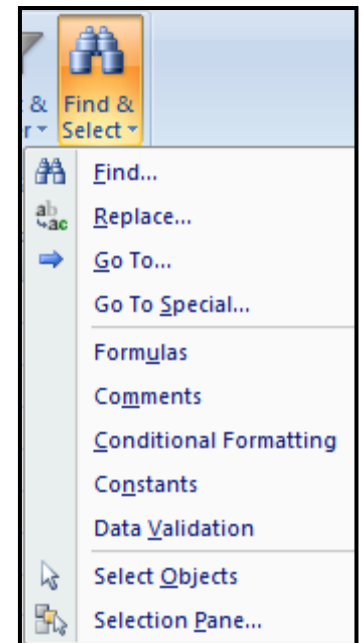
HOW TO FIND THE DATA:-

STEP: - Go to home menu → click find & select dialog box →

Click find → Type the word in the find what box → click option

→ Select sheet or workbook in within box → click find next or find all

→ Close this dialog box.



HOW TO REPLACE THE DATA:-

STEP:- Go to home menu → click find & select dialog box

→ Click Replace → Type the word in the find what box

→ Type the word in replace with box

→ Click replaces all/ Replace/Find next/find all → close this dialog box.

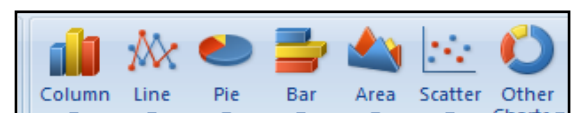
HOW TO INSERT A CHART:-

STEP: - 1. Select the cell Range (A1: D6)

2. Click on insert menu.

3. Click on chart types any one.

Sl-no	A	B	C	D
1	Name	Eng	Mil	Sci
2	Raja	50	90	60
3	Mitu	6	40	50
4	Rani	70	90	50
5	Gita	55	40	55
6	Swati	45	49	73



4. Choose chart style.

CHANGING THE CHART TYPE

1. Select the chart.
2. Click change chart type under chart tools design group.
3. Choose chart type then click ok.

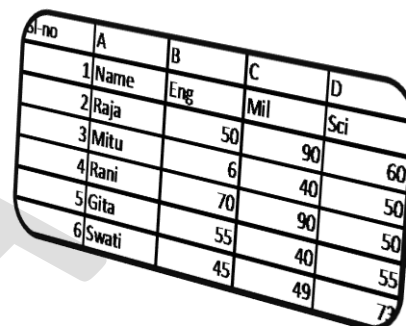
HOW TO PASTE IN TRANSPOSE WISE TEXT:- Ans=

STEP:- Select the data entries cell→Home menu

→Copy→Select a blank cell

→Paste down box→click Transpose wise.

Sl-no	1	2	3	4	5	6
A	Name	Raja	Mitu	Rani	Gita	Swati
B	Eng	50	6	70	55	45
C	Mil	90	40	90	40	49
D	Sci	60	50	50	55	73



Sl-no	A	B	C	D
1	Name	Eng	Mil	Sci
2	Raja	50	90	60
3	Mitu	6	40	50
4	Rani	70	90	50
5	Gita	55	40	55
6	Swati	45	49	73

HOW TO CONVERT DATA ENTRIES CELL IN A PICTURE:-

STEP:- Select the data entries cell→home menu

→Copy→click the blank cell→ paste down box→as picture

→Paste as picture.

HOW TO PRINT SELECTED AREA:-

STEP:- Select the data→Page layout menu→Print Area→Set Print Area.

CANCEL THE SELECTED PRINT:-

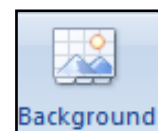
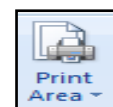
STEP:- Go to page layout menu→Print area→clear print area.

HOW TO APPLY BACKGROUND PICTURE:-

STEP:- Page layout menu→Background→choose picture→insert.

DELETE THE BACKGROUND PICTURE :-

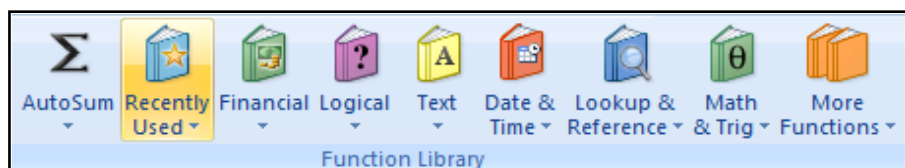
STEP:- Page layout menu→Background→Delete background.



FORMULA'S MENU

❖ It store many type of functions. Such as :-

1. Math & Trig function.
2. Logical Function.
3. Financial Function.
4. Text Function.
5. Date & Time Function.
6. Look up & Reference Function.
7. Statistical Function.



1. **Math & Trig function**→ABS, MOD, POWER, ROMAN, ROUND, SQRT, SUM, SUMIF.
2. **Logical Function**→AND, FALSE, IF, OR, TRUE.
3. **Financial Function**→PMT (Lone)

4. **Text Function**→EXACT, LEFT, LOWER, MID, PROPER, REPT, CONCATENATE, RIGHT, SEARCH, UPPER, LOWER.
5. **Date & Time Function**→DAY, DATE, HOUR, MONTH, NETWORK DAY'S, NOW, TODAY, YEAR.
6. **Look up & Reference Function**→ADDRESS, COLUMN, ROW.
7. **Statistical Function** →(More function) AVERAGE, COUNT, MAX, MIN.

❖ **FORMULA** :- It will perform the mathematical calculation on number. Every formula and function started with a equal to sign (=)

❖ **TYPES OF OPERATOR** :- There are four types of operator in a formula such as:-

- a. Arithmetic operator (+, -, *, %, /)
- b. Text operator (&)
- c. Comparison operator (<, >, =, <=)
- d. Reference operator (:, ;)

Arithmetic Operator

operator	Description		
+	Addition	=A1+B1	=25+30
-	Subtraction	=A2-B2	=30-20
*	Multiplication	A3*B3	=10*30
/	Division	A2/A3	=30/10
%	Percentage	A1%	=20%

Text Operator:- Type the word in "INSTI" In cell A1 Type the word in "TUTE" in cell A2

Formula:-Select the cell B1 and Type "=A1&A2" then press the enter key in the keyboard in cell B1 as "INSTITUTE"

Function:- Select the cell C1 and then type=Concatenate(A¹,A²) then press the enter key.

Sl-no	A	B
1	25	30
2	30	20
3	10	30
4	25	35
5	20	45
6	25	40
7	31	20
8	35	30

Comparison Operator:-Normally it is use to compare two values it returns this value is true or false.

Operator	Descriptions		
=	Equal to	=A1=A5	=A1=B1
>	Greater than	=A1>B1	=B1>A1
<	Less than	A1<B1	A1< A1
>=	Greater than equal to	=A1>=	=B1
<=	Less than equal to		=A1=<B1
<>	Not equal to	=A1< >B1	

FUNCTIONS USED IN EXCEL

- **SUM** - It is a math & Trig Function, It gives the sum of the given value.

STEP:- Click as cell then type

=Sum (A1+B1+C1)

(SUM, AVERAGE)

=Sum (A2, B2, C2)

=A3+B3-C3

=Sum (A1:C2) ↵

	A	B	C	D
1	25	30	10	Ans-65
2	30	20	30	
3	10	30	25	
4	25	35	36	
5	20	45	13	

Select the number with empty cell then press (Σ) Sigma in home menu.

OR

STEP:- Click on the cell where you want to enter a Formula → Click (Fx) to enter a function on the down arrow button to display the categories of available function.

Click Math & Trig → Click Sum → Ok → Click no 1 cell type C2 click no 2 cell type A3 click → Ok.

- **AVERAGE**- It gives the average of the given value. (Sum of total mark/Number of subject)
Ex =65/3

STEP:- Select the cell D2 then type

=Average(A1:C1)↵ Ans=21.66667

OR

=Average (A1,B1,C1) ↵

STEP:-Go to formulas menu → Click insert function (Fx) → Click on the category down arrow

→ Choose statistical and click it → Click Average → Ok → Click number 1 box → choose & select your cells → Ok.

- **PERCENTAGE%** -How to create a percentage. Pen rate is Rs 50.00

Ex- =50*10% Ans =5

- **MAX-** It gives the maximum value from the given value.

Ex- =Max (B2:F2) Ans=51

=Max (B1, C1, D1, E1, F1) Ans=73

- **MIN-** It gives the Minimum value from the given value

Ex- =Min (B2:F2) Ans=23

(MAXIMUM, MINIMUM, COUNT)

=Min (B1, C1, D1, E1, F1) Ans=35

- **COUNT-** It counts the number without text & empty cells.

=COUNT(A1:F1) Ans=5

- **ROUND-** The counts the numbers without empty cells.

=ROUND (A1,1)

=ROUND (A2,2)

- **SQRT-** It gives the square root on the given value.

=SQRT(A3)

=SQRT(225) Ans=15

- **IF Function-** We can conduct conditional texts on value and formula & execute some operations based on the result of that text.

Ex- =IF(A1>80,TRUE,FALSE)

=IF(A2>50,"greaterthan 50","smallerthan 50")

Ans= greaterthan 50

=IF(A3<=50,"within budget", "over budget")

Ans=within budget

	A	B	C	D	E	F
1	Tutu	66	60	35	73	40
2	Swati	50	32	23	24	51
3	Suni	60	32	65	78	32
4	Tiki	75	62	60	60	43
5	Mama	64	12	42	60	25
6	Ranu	90	45	65	45	42
7	Lija	63	15	42	52	43

(ROUND, SQUARE ROOT)

	A	B
1	38.125	Ans-38.1
2	41.375	Ans-41.38
3	81	Ans=9
4	49	Ans=7

(IF, SUMIF, ABS, ROMAN FUNCTION)

	A	B	C	D
1	82	71	40	45
2	52	42	32	-55
3	42	23	45	25

- **SUMIF Function-** The sumif function is a combination of the sum and if function. Such as:-

Ex - =SUMIF(A1:D1,">50") Ans=153

- **ABS Function-** It gives the absolute value of the given value

Ex - =ABS (D2) Ans=55

=ABS (-430) Ans=430

- **ROMAN** –The Roman Function is used to convert an Arabic numeral in to Roman digits.

Ex - =ROMAN (B3) Ans= XXIII

- **UPPER** – (Text) function you can convert text to uppercase or capital letter.

Select the cell B2 then type

Ex - =UPPER (A1) Ans=RAMA

(UPPER, LOWER, PROPER)

	A
1	rama
2	SAMA
3	TUTU

- **LOWER (Text) Function:** - You can convert text to lower case or small letter.

Ex - =LOWER (A2) Ans= sama

- **PROPER FUNCTION:** - This function is used to Change a cell from all upper or lower case to proper case where the first letter of each word is capitalized.

Ex - =PROPER (A3) Ans= Tutu

- **TODAY () FUNCTION:-** It gives the current date.

Ex - =TODAY () ↵

8/27/2015

- **NOW () FUNCTION:** - It gives the current date & time.

Ex - =NOW ()

8/27/2015 19:16

- **EXACT FUNCTION:-** This function is used to compare 2 cells of data to see if they are exactly the same information then the result will be true and if they are different the result will be False.

Ex - =EXACT (A3, B3) Ans= TRUE

=EXACT (A1,B1) Ans= FALSE

(EXACT, REPT FUNCTION)

	A	B
1	rama	RAMA
2	SAMA	
3	TUTU	TUTU

- **REPT FUNCTION:-** This function is used to repeat text given number of times. Such example.

EX - =REPT (A1,2) Ans=ramarama

=REPT ("*",10) Ans=*****

- **CELL FUNCTION:-** Information about the formatting location or contents the upper-left cell in a references such as "address", "col", "color", "Contents", "filename", "Row" etc.

EX - Select the cell A1 Then type =CELL ("address") Ans=\$A\$1

Select the cell A2 Then type =CELL("col") Ans=1

Select the cell A3 Then type =CELL("contents",A1)

1st we can save document then in a cell formula select the cell A5 Then type

Select the cell B2 Then type =CELL("filename")

D:\[Book111.xlsx]Sheet1

Select the cell B3 Then type =CELL("format")

Ans=G-General

Select the cell C1 Then type =CELL("row")

Ans=1

Select the cell C2 Then type =CELL("width")

- **POWER FUNCTION:-** You can arise a number to a power (Multiplying it by it self a certain number of times with this function)

Ex:- =POWER(4,2) Will Result in (4*4=16)

16

=POWER (3,3) Will Result in (3*3*3=27)

27

=POWER (A2,4) (3*3*3*3=81)

81

(POWER FUNCTION)

	A	B
1	4	2
2	3	4
3	3	3

=POWER (A1,1/2) Will give the Root of the value in cell A1 Ans=2

=POWER (B2,1/3) Will give the cubic Root of the value in cell B2 Ans=1.587401

PULLING THINGS A PART

Select the cell A1 Then type Satya Bhama

- **LEFT FUNCTION**-The left function will start the left and return the number of characters you specify.

=Left(cell with text,number of character you want to return)

=LEFT(A1,5) Ans=Satya

(LEFT, MID, RIGHT, SEARCH & DATE)

	A	B	C
1	Satyabrata	Gita	
2	Ramesh	Mita	
3	10	02	2016

- **MID FUNCTION** –The middle function allow you to start from somewhere other than the far left or the far right of the cell.

=MID (cell with text, start position, number of character you want to return)

=MID(A2,2,5) Ans=amesh

- **RIGHT FUNCTION** –The right function acts just like the function except it allow you to begin from the position side of the cell.

=Right(cell with text, number of character you want to return)

=RIGHT(B1,3) Ans=ita

- **SEARCH FUNCTION** –You can use the search function to find the position of any character such as, comma (,) within a cell on any letter.

=SEARCH("m",A2) Ans=3

- To Insert New Date

Select the cell then type =DATE(A3,B3,C3) Ans= 10/02/2016

PUTTING THINGS

- **CONCATENATE FUNCTION** – This function is use to joins two or more text into a single cell.

=CONCATENATE(A1,B1,C1) Ans=Satyabratadas

=CONCATENATE(A1&B1)

=CONCATENATE(A1," ",A2," ",A3)

=CONCATENATE(A1&" "&A2&" "&A3&" "&A4) Ans=Satya Rama&Tutu Alok

	A	B	C
1	Satya	brata	das
2	Rama	chan	dra
3	Tutu		
4	Alok		

DEALING WITH DATES

- **MONTH FUNCTION**- It is use to show the month of a date.

=Month(Date field)→Returns the month

Select the cell B2 then type

=MONTH(A2) Ans=2

- **DAY FUNCTION**-It is use to returns the day of a date.

=Day(Date field)→Return the day

Select the cell C2 then type

=DAY(A2)

- **YEAR FUNCTION**-To break a part pieces of a date.

=Year(Date field)→Return the year

Select the cell D2 then type

(MONTH, DATE & YEAR FUNCTION)

	A	B	C	D
1	DATE	MONTH	DAY	YEAR
2	2/18/2016	2	18	2016
3	3/4/2016	3	4	2016

=YEAR(A2)

- **WEEK DAY FUNCTION** – It returns the day of the week in serial wise of a date. The day is given from Sunday to Saturday

Select the cell then type

=Weekday (A1,2)

ANS-1 (Monday)

=Weekday (B1,3)

ANS-2(Wednesday)

(WEEK DAY FUNCTION)

DAY	STEP-1	STEP-2	STEP-3
Sunday	1	7	6
Monday	2	1	0
Tuesday	3	2	1
Wednesday	4	3	2
Thursday	5	4	3
Friday	6	5	4
Saturday	7	6	5

- **DATE FUNCTION**

=Date (Year, Month, Day)

Select the cell B3 then type

=Date(A3,A1,A2) ↵

	A	B	C
1	05/30/2016		
2	06/15/2016		
3			

(DATE FUNCTION)

	A	B
1	12	
2	11	
3	2015	12/11/2015

- **DATE VALUE FUNCTION**- This function represents a date in a Microsoft excel date format. Using the default date system in excel for windows. Date-text must be represent a date from January 1, 1900 to December 31, 9999.

(it show the system time format wise)

=DATEVALUE("02-jan-1900")

Ans=2

=DATEVALUE("31-may-2016")

Ans= 42521

- **DAYS360 FUNCTION**:-This function used to counts the days between two dates.

Select the cell C1 then type:-

=DAYS360 (A1,B1)

Ans=8392

=DAYS360 (A2,B2)

Ans=30

(DAY360, HOUR, MINUTE & SECOND)

	A	B	C	D
1	02/09/1993	05/31/2016		
2	01/01/2016	02/01/2016		
3	10:10:02 AM			

- **HOUR FUNCTION**:-select the cell D1 then type:-

=HOUR (A3) ↵

- **MINUTE FUNCTION**:-select the cell D2 then

type:-

=MINUTE (A3) ↵

- **SECOND FUNCTION**:-Select the cell D3 then type:-

=SECOND (A3) ↵

- **MOD FUNCTION**:-the modulo is the reminder left after a division.

Select the cell AS2 then type:-

=MOD (32,6)

Answer is 2 because you have 5 time 6 in 30 and the remainder is 2.

HOW TO USE PERCENTAGE.

	A	B	C	D
1	TAX	5%		
2	SALES	JAN	FEB	TOTAL TAX
3	BOOK	230	450	
4	COPY	420	380	

STEP:- Select the cell B3:C3 Then go to Home Menu → Select accounting Number Format (\$) and click it → Select the cell D3 then type
 $= (B3+C3)*B1$ ←

$= (230+450)*5\%$

34

\$ 34.00

Select the cell D4 then type

$= (230+450)*0.05$ ←

34.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	B.S.E RESULT OF 2016 ANNUAL EXAM														
2	SL NO	STUDENT NAME	ROLL NO	FLO	SLE	TLH	TLS	MATH	SCIENCE	SSC	TOTAL MARK	PERCENTAGE	STATUS	DIVISION	GRADE
3	1	ALOK SAHOO	144MA1	65	85	45		55	58	55	363	60.5	PASS	1ST	A
4	2	RAHUL SINGH	144MA2	54	50	58		68	32	42	304	50.67	PASS	2ND	B
5	3	RAVI ROY	144MA3	86	65		65	74	65	47	402	67.00	PASS	1ST	A
6	4	CHANDAN KUMAR	144MA4	57	35	45		25	45	39	246	41.00	FAIL	FAIL	FAIL
7	5	KARISHMA DIGAL	144MA5	65	75	84		32	66	48	370	61.67	PASS	1ST	A
8	6	SAMIR ROY	144MA6	29	48	48		42	33	65	265	44.17	FAIL	FAIL	FAIL
9	7	ATUL DASH	144MA7	45	26		58	35	44	36	244	40.67	FAIL	FAIL	FAIL
10	8	SATYABRATA DAS	144MA8	63	45		41	46	45	33	273	45.50	PASS	2ND	B
11	9	JAPEN PRADHAN	144MA9	71	40		35	38	44	36	264	44.00	PASS	3RD	C
12	10	REENA ROY	144MA10	44	40	35	25	48	30	38	260	43.33	PASS	3RD	C

TOTAL

$= \text{SUM}(D3:J3)$

PERCENTAGE

$= K3/600*100$

STATUS

$= \text{IF}(\text{AND}(D3 \geq 30, E3 \geq 30, \text{OR}(F3 \geq 30, G3 \geq 30), H3 \geq 30, I3 \geq 30, J3 \geq 30, L3 \geq 33)), "PASS", "FAIL")$

DIVISION

$= \text{IF}(\text{AND}(M3 = "PASS", L3 \geq 33, L3 < 45), "3RD", \text{IF}(\text{AND}(M3 = "PASS", L3 \geq 45, L3 < 60), "2ND", \text{IF}(\text{AND}(M3 = "PASS", L3 \geq 60), "1ST", "FAIL"))))$

GRADE

=IF(AND(M3="PASS",L3>=33,L3<45),"C",IF(AND(M3="PASS",L3>=45,L3<60),"B",IF(AND(M3="PASS",L3>=60),"A","FAIL"))))

EMPLOYEE SALARY DETAILS

T.A→ Travelling allowance. (Fuel)

D.A→ Dearness allowances. (Fooding)

H.R.A→ House rent allowance.

E.P.F→ Employee Provident Fund.

G.P.F→ Govt. Provident Fund.

T.D.S→ Tax Deducted Source.

Class-A (If more than 30000)

T.A→ 30%

D.A→ 25%

H.R.A→20%

E.P.F→ 20%

T.D.S→ 18%

Class-B (If more than 20000)

T.A→ 25%

D.A→ 20%

H.R.A→15%

E.P.F→ 20%

T.D.S→ 15%

Class-C (If more than 14000)

T.A→ 20%

D.A→ 18%

H.R.A→15%

E.P.F→ 15%

T.D.S→ 10%

Class-D (If more than 7000)

T.A→ 15%

D.A→ 10%

H.R.A→12%

E.P.F→ 10%

T.D.S→ 5%

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	EMPLOYEE SALARY DETAILS													
2	SL-NO	Employee Name	Address	DOB	Joining Date	Basic	T.A	D.A	H.R.A	E.P.F	T.D.S	Gross Salary	Net Salary	Class
3	1	Tushar Ranjan Das	Bhubaneswar	1/2/1986	8/20/2010	38,000	11400	9500	7600	7600	6840	66,500	52,060	B CLASS
4	2	Laxmikanth Prusti	Khandagiri	11/28/1981	9/8/2011	25,000	6250	5000	3750	5000	3750	40000	31,250	C CLASS
5	3	Deepak Barik	Bramhapur	3/2/1987	6/20/2011	45,000	13500	11250	9000	9000	8100	78750	61,650	A CLASS
6	4	Rasmi ranjan Nayak	Damana	6/7/1988	6/21/2011	15,000	3000	2700	2250	2250	1500	22950	19,200	D CLASS
7	5	Sudhanshu Dash	Khurdha	7/1/1990	6/6/2013	12,000	1800	1200	1440	1200	600	16440	14,640	D CLASS

T.A→

=IF(F3>=30000,F3*30%,IF(F3>=20000,F3*25%,IF(F3>=14000,F3*20%,IF(F3>=7000,F3*15%))))

D.A→

=IF(F3>=30000,F3*25%,IF(F3>=20000,F3*20%,IF(F3>=14000,F3*18%,IF(F3>=7000,F3*10%))))

H.R.A→

=IF(F3>=30000,F3*20%,IF(F3>=20000,F3*15%,IF(F3>=14000,F3*15%,IF(F3>=7000,F3*12%))))

E.P.F→

=IF(F3>=30000,F3*20%,IF(F3>=20000,F3*20%,IF(F3>=14000,F3*15%,IF(F3>=7000,F3*10%))))

T.D.S→

=IF(F3>=30000,F3*18%,IF(F3>=20000,F3*15%,IF(F3>=14000,F3*10%,IF(F3>=7000,F3*5%))))

GROSS SALARY→ Select the cell L6 then type

=Basic salary +TA+DA+HRA

=F3+G3+H3+I3

NET SALARY→Select the cell M6 then type

Gross Salary – EPF-TDS

=L3-J3-K3

CLASS→

=IF(F3>40000,"A CLASS",IF(F3>30000,"B CLASS",IF(F3>20000,"C CLASS",IF(F3>10000,"D CLASS"))))

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1				Sell of the Vegitable & its Profit of the year										
2	Sl-no	Veg Name	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	total year amount
3	1	Potato	4580	4896	6574	4665	4664	5676	4466	4546	4546	4564	5446	Rs 54,623.00
4	2	Tamato	5862	2500	5674	5565	6546	5894	5897	4564	6464	5465	6464	Rs 60,895.00
5	3	Brinjal	6540	6500	5456	4566	4643	5487	5646	5454	3454	3465	2315	Rs 53,526.00
6	4	Onion	9860	3650	6655	6346	4165	4856	6548	2456	3456	3564	3464	Rs 55,020.00
7	5	Jlanger	6548	8963	6564	6466	6463	5487	6548	3253	4643	4653	3223	Rs 62,811.00
8	6	Califlower	3654	1645	4450	6465	3433	4849	2315	5661	1646	5640	3465	Rs 43,223.00
9	7	Little finger	4895	5565	2410	4564	4139	4634	5645	1656	3245	5200	6465	Rs 48,418.00
10	8	Cabbage	6592	8554	5645	6546	3466	4132	5465	3456	4663	6500	3254	Rs 58,273.00
11	9	Chilly	4862	5764	4154	6546	4544	3456	4655	2135	3456	4666	6564	Rs 50,802.00
12	10	Bit	4789	9876	4456	8864	4641	6464	5565	3453	5645	3465	3564	Rs 60,782.00
13														
14		Total month amount	58182	57913	52038	60593	46704	50935	52750	36634	41218	47182	44224	Rs 548,373.00

HOW TO APPLY ON ASSIGN NAME RANGE

STEP:- Click on formula tab→ Select the range you want to name (C3:M3)

- Click on define name on the formula menu→type the name→ok
- Click on N3 cell→type =sum(potato)←

OR

- Select the range you want to assign the name (B3:M3)
- Formula menu→define name →ok
- Click on N3 cell then type=sum(
- Go to formula menu → click “use in formula” →choose any one and click it→press the enter key.
- Click C14 cell then type =SUM(C3:C12)
- Click N14 cell then type =SUM(N3:N12)

HOW TO CALCULATE THE WORKING DATE OF A MONTH

We can use this process to find the number of working day's between two dates of a month. You must write a start date, end date and optional holidays that automatically reduce the number of work days between the two days.

(Sunday or Saturday are include in holiday's)

	A	B	C	D	E	F	G
1	SL-NO	NAME	START DATE	END DATE	HOLY DAY'S	LIST	WORK DAY
2	1	PUJA RANI SAHOO	1/5/2014	1/31/2014	New year	1/1/2014	19
3	2	LIJA BEHERA	2/6/2014	2/28/2014	Repablic day	1/26/2014	16
4	3	RITA RANI BEHERA	2/5/2014	2/20/2014	Netaji jayanti	1/23/2014	12
5	4	SANJY KUMAR DEHURI	3/1/2014	3/5/2014	Saraswati Puja	2/4/2014	3
6	5	LOKANATH NAYAK	3/5/2014	3/20/2014	Shibaratri	2/27/2014	11
7	6	RAJIB KUMAR RAY	3/1/2014	3/31/2014	Holi	3/17/2014	20
8	7	RABI RAY	1/6/2014	1/25/2014	Dola	3/16/2014	15

STEP:-

- Type the start day in a cell in mm/dd/yy format
- Type the end day in a cell mm/dd/yy format.

- If you want the calculation to consider holidays, type the dates of holiday's list.
- Click the "Formula Function button" → Function box.
- Click on the down arrow and Select date & time.
- Use Scroll bar and click on "NETWORK DAYS"
- Click ok
- Click on the cell containing the start date or type the cell address.
- Click on the end date.
- Click and drag the range of holiday's dates or type the range.
- Click ok.

OR

Click =NETWORKDAYS (C2,D2,F2:F8)

HOW TO CALCULATE THE TIME?

We can perform the time calculation to the number of hours worked between two times or find the difference between two times

N.B:- you must type am or pm with time so that excel will recognize.

Note:-If you write start time pm and end time am so the Result will not correct.

	A	B	C	D	E
1	Name	Stat Time	End Time	Working Time	
2	Tapan	9:00 AM	5:00 PM	8:00 AM	8 Hours
3	Pooja	1:00 AM	5:00 PM	4:00 PM	16 Hours
4	Raja	10:30 AM	8:00 PM	9:30 AM	
5	Rakesh	9:00 AM	4:00 PM	7:00 AM	
6	Sunita	9:00 PM	11:55 PM	2:55 AM	
7	Alok	1:00 PM	2:00 PM	1:00 AM	
8	Ashok	8:00 AM	10:30 AM	2:30 AM	
9	Priyanka	7:45 AM	11:50 AM	4:05 AM	

- **STEP:-**Select the cell B2 then type "9:00 AM"
- Select the cell C2 then type "5:00 PM "
- Select the cell D2 then type "=C2-B2" It means 8 hours.
- Select the cell D4 then type "=C2-B3" The Result will display 4:00 pm. It means 16 hours working time.
- Select the cell C4 then type "=C4-D4" The Result will display 7:30 am
- Select the cell D5 then type =C5-B5.

HOW TO CALCULATE YOUR LOAN TERMS ?

When we buying a car or home and take a loan from Bank. We can use excels payment (PMT) Function to Computer loan terms and monthly Payment.

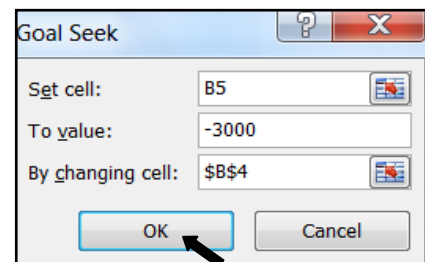
Ex- If you take a loan of 200000 with 5% on interest and you take the loan for 5 Years (60 month) calculate the monthly payment.

=PMT(Interest value/12,Number of Month, Loan amount)

=PMT(B3/12,B4,B2) Ans-\$3,774.25

	A	B	C
1	LOAN TERMS		
2	Loan Amount	200000	30000
3	Interest	5%	5%
4	Number of month	60	60
5	Monthly Payment	(\$3,774.25)	(\$566.14)

- Get the result you won't by adjusting a value by using Goal Seek.
 - Go to Data Menu
 - What-if analysis.
 - Goal Seek.
 - In the "Set cell" box, enter the reference for the cell that Contains the formula you want to resolve (ex:- Click B5 cell)
 - In the "To value" box, type the result you want (ex:-3000)
 - In the By changing cell box enter the reference for the cell that contain value you want to adjust (ex : B4)
 - Click ok
 - Click ok



	A	B	C
1	LOAN TERMS		
2	Loan Amount	200000	30000
3	Interest	5%	5%
4	Number of month	78.263975	60
5	Monthly Payment	(\$3,000.00)	(\$566.14)

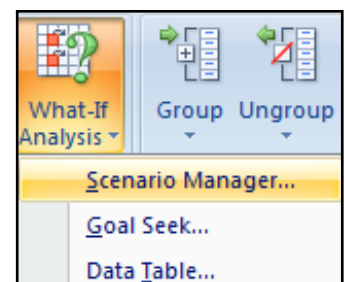
CREATE SCENARIO FOR YOUR DATA ANALYSIS.

	A	B	C
1	SL NO	BOOKS NAME	VALUE RATE
2	1	ENGLISH BOOK	Rs 100.00
3	2	SCIENCE BOOK	Rs 90.00
4	3	GEOGRAPHY BOOK	Rs 80.00
5	4	HISTORY BOOK	Rs 46.00
6	5	MATH BOOK	Rs 122.00
7	6	PHYSIC BOOK	Rs 47.00
8	7	CHEMESTRY BOOK	Rs 35.00
9	8	ACCOUNTING BOOK	Rs 40.00

STEP :- Select the cell B2 :C9

→ Go to home menu

→ Then click Accounting Symbol (\$)



CREATE SCENARIO

→ Click Data menu

→ What if Analysis

→ Scenario Manager → Add

→ Type the name in the scenario name box (ex :- Pabitra-2015)

→ Go to changing cell box then enter the values that you want to change (ex :- B2:C9) → OK

→ If you want to create additional Scenario

→ So click "Add" then repeat same step.

→ Close.

DISPLAY THE SCENARIO

→ Data Menu

→ What if Analysis

→ Scenario Manage

→ Choose Name → Show → Close

CREATE A SCENARIO SUMMARY REPORTS

→ Data Menu

→ What if Analysis → Scenario managers

→ Summary

→ Choose Scenario Summary → Ok

Scenario Summary			
Current Values:		Pabitra-2015	Rajat
Changing Cells:			
\$B\$2	ENGLISH BOOK	ENGLISH BOOK	ENGLISH BOOK
\$C\$2	Rs 105.00	Rs 100.00	Rs 105.00
\$B\$3	SCIENCE BOOK	SCIENCE BOOK	SCIENCE BOOK
\$C\$3	Rs 92.00	Rs 90.00	Rs 92.00
\$B\$4	GEOGRAPHY BOOK	GEOGRAPHY BOOK	GEOGRAPHY BOOK
\$C\$4	Rs 85.00	Rs 80.00	Rs 85.00
\$B\$5	HISTORY BOOK	HISTORY BOOK	HISTORY BOOK
\$C\$5	Rs 49.00	Rs 46.00	Rs 49.00
\$B\$6	MATH BOOK	MATH BOOK	MATH BOOK
\$C\$6	Rs 125.00	Rs 122.00	Rs 125.00
\$B\$7	PHYSIC BOOK	PHYSIC BOOK	PHYSIC BOOK
\$C\$7	Rs 48.00	Rs 47.00	Rs 48.00
\$B\$8	CHEMESTRY BOOK	CHEMESTRY BOOK	CHEMESTRY BOOK
\$C\$8	Rs 35.00	Rs 35.00	Rs 35.00
\$B\$9	ACCOUNTING BOOK	ACCOUNTING BOOK	ACCOUNTING BOOK
\$C\$9	Rs 40.00	Rs 40.00	Rs 40.00

Notes: Current Values column represents values of changing cells at time Scenario Summary Report was created. Changing cells for each scenario are highlighted in gray.

USING THE CONSOLIDATE OPTION

SHEET-1

	A	B	C	D
1	SL-NO	Name	Kg/Picess	Amount
2	1	Rice	6	1000
3	2	Dal	6	60
4	3	Ghee	2	120
5	4	Flour	4	80
6	5	Sugar	3	45
7	6	Salt	2	50

SHEET-2

	A	B	C	D
1	SL-NO	Name	Kg/Picess	Amount
2	1	Patato	7	200
3	2	Tamato	2	20
4	3	Brinjal	2	40
5	4	Califlower	4	40
6	5	Beans	2	26
7	6	Carrot	1	22

SHEET-3

	A	B	C	D
1	SL-NO	Name	Kg/Picess	Amount
2	1	Matan	4	1000
3	2	Chiken	4	520
4	3	Paneer	2	300
5	4	Fish	3	360

SHEET-4

	A	B	C
1		17	2200
2		12	600
3		6	460
4		11	480
5		5	71
6		3	72

STEP:- Select the cell A1 in Sheet-4

→Go to Data Menu

→Then click Consolidate in Data tools group

→Select the range in sheet 1 (A2:D7) Then Click "Add"

→Select the range in sheet 2 (A2:D7) Then Click "Add"

→Select the range in sheet 3 (A2:D5) Then Click "Add"

→Click Ok in Consolidate dialog box. Then it display the total of range in sheet-4

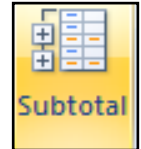
→Click a blank cell in sheet 4 then type

=SUM(Sheet1!D3,Sheet2!D3,Sheet3!D3)

=SUM(Sheet1:Sheet3!D4)

INSERT SUBTOTALS IN A LIST OF DATA WORKSHEET

Subtotal: - It is use to automatically calculate subtotals and Grand total in a list.



	A	B	C	D
1	SL-NO	NAME	ITEMS	PURCHES
2	1	Rama	Book	400
3	2	Rama	Note Book	300
4	3	Rama	Pen	500
5	4	Sambit	Bag	320
6	5	Sambit	Computer	420
7	6	Sambit	Keyboard	422
8	7	Dillip	Mouse	300
9	8	Dillip	Pen	411
10	9	Dillip	Scale	500
11	10	Dillip	Book	600
12	11	Rajalaxmi	Bag	411
13	12	Rajalaxmi	Note Book	230
14	13	Rajalaxmi	Copy	300
15	14	Puja	Computer	510
16	15	Puja	Book	60
17	16	Puja	Mobile	32

STEP:-

- Select all the Range (B2:D17)
- Data Menu
- Click Subtotal in outline group
- Ok (Then it show the total and grand total of the range)

REMOVE THE SUB TOTAL

- Click the cell range which contains a Subtotal
- Click Data menu then go to out line group.
- Click Sub total (The Subtotal dialog box appear)
- Click remove all box
- Click Ok

HOW TO CHECK ERROR FORMULA

- Formula menu → error checking down box
- Error checking.

 Show Formulas

- A toolbar with four icons: a yellow notepad with a sun icon (New Comment), a red X over a notepad (Delete), a blue arrow pointing left (Previous), and a blue arrow pointing right (Next). Below the icons are the labels 'New Comment', 'Delete', 'Previous', and 'Next'. A dropdown arrow is visible under 'Delete', and the word 'Comments' is centered below the entire set of icons.

OR

- 
- Full
Screen

- ☒ Ruler ☐ Document Map
☐ Gridlines ☐ Thumbnails
☐ Message Bar
Show/Hide

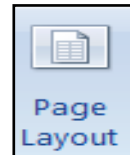
STEP:- Select the cell which you want (A¹:D⁴)

- | | | | | | | | |
|---|---|------|------|-----|-----|-------|---|
| | 1 | | | | | | - |
| | 2 | | | | | | |
| 1 | 2 | A | B | C | D | E | F |
| • | 1 | NAME | MATH | ENG | HIS | TOTAL | |
| • | 2 | rita | 10 | 42 | 32 | 84 | |
| • | 3 | rita | 50 | 20 | 65 | 135 | |
| • | 4 | sita | 60 | 31 | 75 | 166 | |
| • | 5 | ranu | 42 | 21 | 85 | 148 | |
| - | 6 | | | | | | |

HOW TO SHOW PAGE WISE SHEET

STEP: - Go to view menu

→Click page Layout or you can click page layout in status bar.



HOW TO INSERT SPLIT.

STEP:- Go to view menu then click split then you set lines.



REMOVE SPLIT

STEP:-Go to view menu →click split.

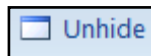
HIDE WORK BOOK



STEP:-Go to view menu

→Click hide under window

UNHIDE THE WORK BOOK



STEP:- Go to view menu

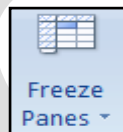
→Click unhide under window group.

→Choose sheet→ok.

HOW TO USE ROW FREEZE PANES.

STEP:- Go to view menu

→Click Freeze top Row.



HOW TO USE FREEZE FIRST COLUMN.

STEP:- Go to view menu

→Click freeze panes.

→Click freeze first column.

REMOVE THE FREEZE PANE

STEP:- Go to view menu

→Click Freeze panes

→Unfreeze panes.

BILLING STATEMENT

	A	B	C	D	E	F	G	H	I	J
1			OICA INSTITUTE						Coact-9853227488	
2			Shyampur B.B.S.R PIN- 751003						E-Mal: oica@gmail.com	
3	NAME	COURSE	COURSEFEE	1ST INST	2ND INST	3RD INST	TOTAL	CLEAR/PENDING	PENDING AMOUNT	
4	HARI	DCA	4000	1000	2000	1000	4000	CLEAR	0	
5	RAM	DCA	4000	500	500		1000	PENDING	3000	
6	GOPAL	PGDCA	6000	2000	2000	2000	6000	CLEAR	0	
7	SUMITRA	PGDCA	6000	3000	2000		5000	PENDING	1000	
8	ALOK	PGDCA	6000	2000	1000	3000	6000	CLEAR	0	
9	AMIT	DCA	4000	2000	1000		3500	PENDING	500	
10	PABITRA	PGDCA	6000	4000	2000		6000	CLEAR	0	

Select the cell A1 then type your organization Name.

Select the cell A2 then type your organization address.

Select the cell I1:J1 Merge & center then type Contact No. or E-mail.

Select the cell A3:I10 →Go to insert menu→Click table

Click A3 cell then type "NAME"

Click B3 cell then type "COURE NAME"

Click C3 cell then type "COURE FEE"

Click D3 cell then type "1ST INST"

Click E3 cell then type "2ND INST"

Click F3 cell then type "3RD INST"

Click G3 cell then type "TOTALINST"

Click H3 cell then type "CLEAR/PENDING"

Click G4 Cell then type =SUM(D4:F4)

(DCA FORMULA) Click the H4 cell then type=IF(G4>3999,"CLEAR","PENDING")

(PGDCA FORMULA) Click the H6 cell then type=IF(G6>5999,"CLEAR","PENDING")

Click I4 Cell then type =AMOUNT-CASE (=C4-G4) ←

