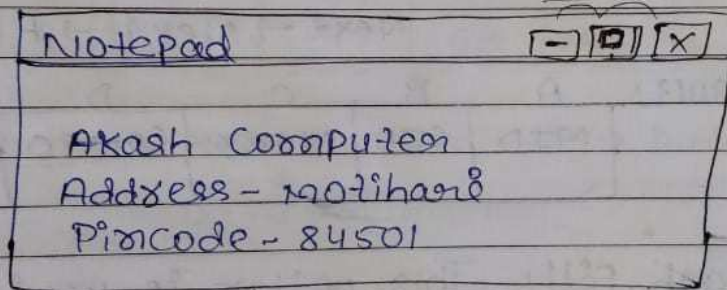


[F] Watch Windows: This option display the information about value in the cell.

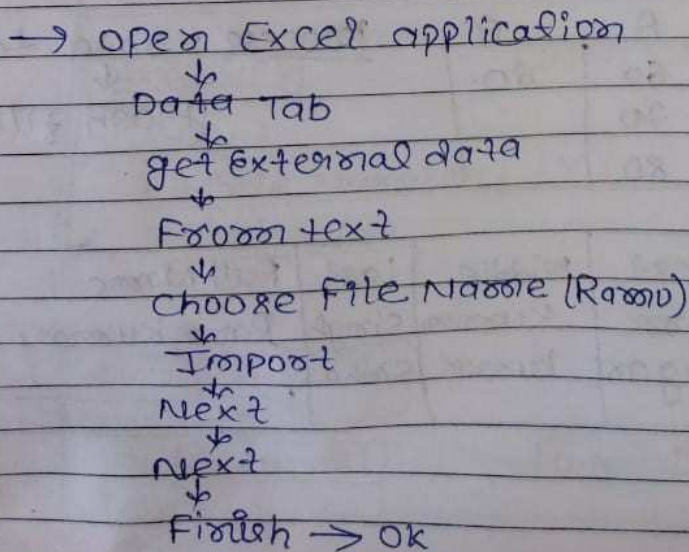
[5] DATA TAB:-

ii) Get External Data:- By this option we can insert text file from different application.

Process:- Open Notepad Application:-  
ctrl buttons



↓  
 Save (Rambh) ←



(ii) Data Tools:-

(a) Text to Column:- By this option we can adjust our larger data in column wise order.

Ex:-

A	B	C	D
MID	CID	Name	Course fee

Data tab → Text to column

Next → Next → Finish ←

Result:-

A	B	C	D	E
MID	CID	Name	Course	Fee

(b) Flash fill:- This option is used to automatically fill in the value.

Process

	A	B
Eg (i)	60	60
	70	
	80	

Process :- Data tab  
↓  
Flash fill

(ii)

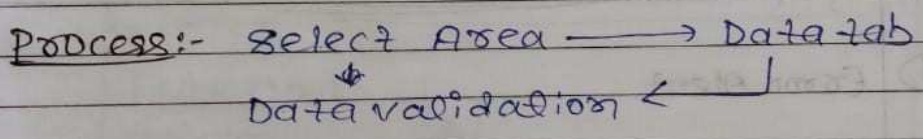
First	Middle	Last	Full Name
Raman	Kumar	Singh	Raman Kumar Singh
Sagar	Kumar	Sinha	

(c) Remove Duplicate: - It is used to remove duplicate row from sheet.

(d) Data Validation:

It provides a validation at creation data entry it also print a user defined statement for a particular cell.

	A	B	C	D
1.	Name	Math	Eng	Total
2.	A	35	65	100
3.	B	75	38	113
4.	C	45	63	108



(1) Setting:

? | X

Setting      INPUT Message      Error Alert

Allow

Whole Number     

Minimum

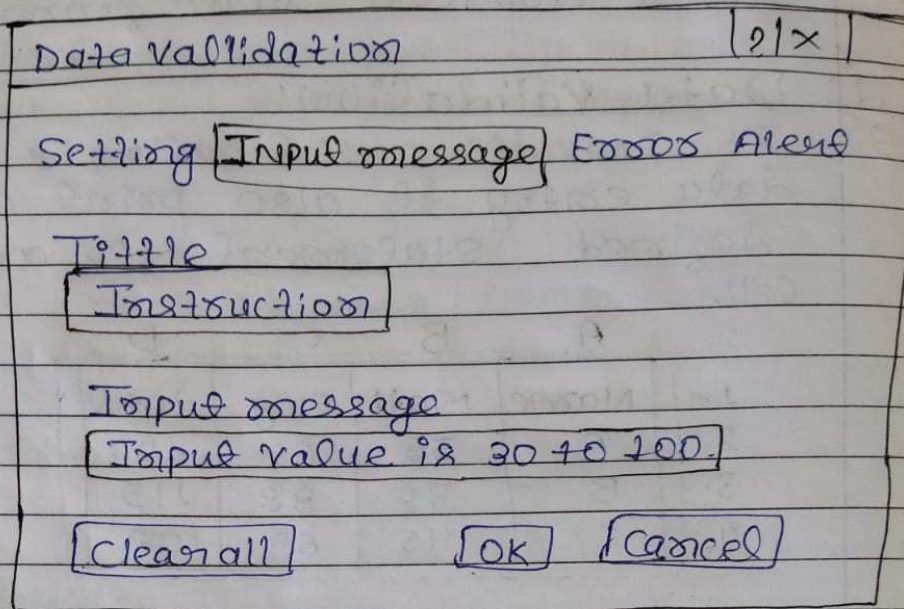
30

Maximum

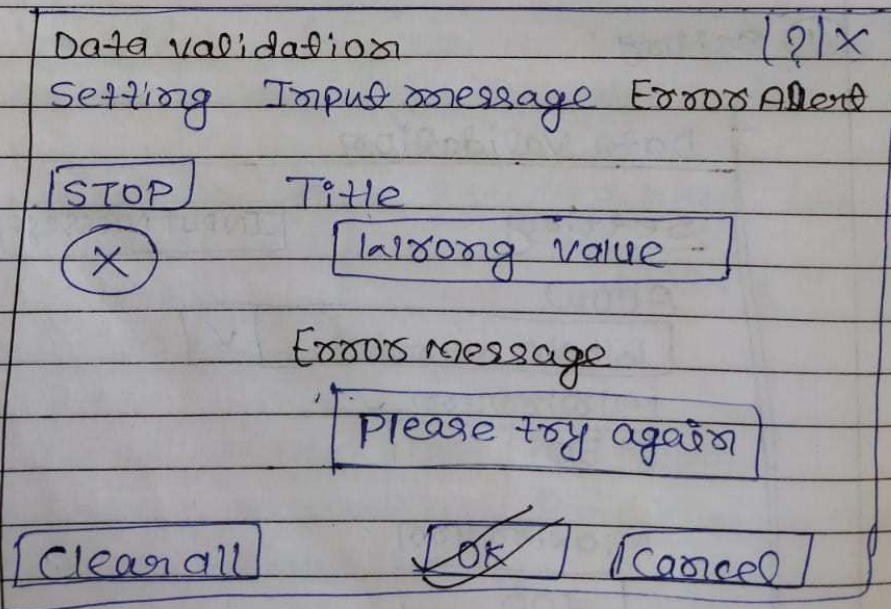
100

Clear All      O.K      Cancel

iii) Input message:



9) Error Alert



29  
Please  
input value  
30 to 100

- \* Circle Invalid data
- \* Clear validation circles

e) Consolidate:- This option is used to summarized data from separate range, consolidated the result in single output range.

	A	B	C
1	80	70	
	70	80	
	80	70	

Process:- Data Tab → Data Tools → Consolidate

**Consolidate** [?] [X]

Function  
 ▲

Reference

All Reference

(F) What is analysis:

Goal Seek :- It adjust our total amount according to target amount.

Project

	A	B	C	D
1.	Item	Qty	Rate	Total
2.	Pen	2	100	=B2*C2
3.	Book	4	50	200
4.	Tok	10	5	
5.	mouse	5	100	
6.	Keyboard	10	200	
			Amount total	=SUM(D2:D6)

Process:- Data Tab → Data tools  
 ↓  
 What is analysis  
 ↓  
 Goal Seek

Goal Seek ?/x

Set Cell

To Value

By changing cell

Total  
 3200

Data Table:- This option is used to see the result of multiple input at the same time.

Project 11

Rate  
with: 2  
to B10  
time

	A	B	C	D	E	E	G
1.	5000		2%	3%	4%	6%	8%
2.	5%	3					
3.	2	4					
4.		5					
5.		6					
6.		7					
7.		8					
8.		9					
9.		10					

formula: B1 → =A1 \* A2 \* A3 ←

Process: Data Tab → Data tools  
 ↓  
 What is analysis  
 ↓  
 Data Table ←

Data table [?] X

Row input cell [ \$A\$2 ]

Column input cell [ \$A\$3 ]

[ O.K ] [ Cancel ]

Date

## Table

Project 2

	A	B	C	D	E	F
1		1	2	3	4	5
2	1					
3	2	2	4	6	8	10
4	3					
5	4					
6	5					
7	6					
8	7					
9	8					
10	9					
11	10					

Formula =  $A1 \rightarrow =H1 * H2 \leftarrow$

process: Data Tab  $\rightarrow$  Data tools  
 $\downarrow$   
 What is Analysis  
 $\downarrow$   
 Data table  $\leftarrow$

Data table ? | x

Row Input cell H1

Column Input cell H2

OK
Cancel

Excel  
24.10.2022



