Project:-

	A	B	C	D	E	F	G
1.	Items	Qty	Rate	Total	Seprate Dis	Dis Count	Net Total
2.	Pen	10	50		2%		
3.	Book	20	100		3%		
4.	Monitor	20	50		2%		
5.	keyboard	40	250		5%		
6.	Mouse	50	150		2%		

Formula — Total:- $=B_2 * C_2$ ↵

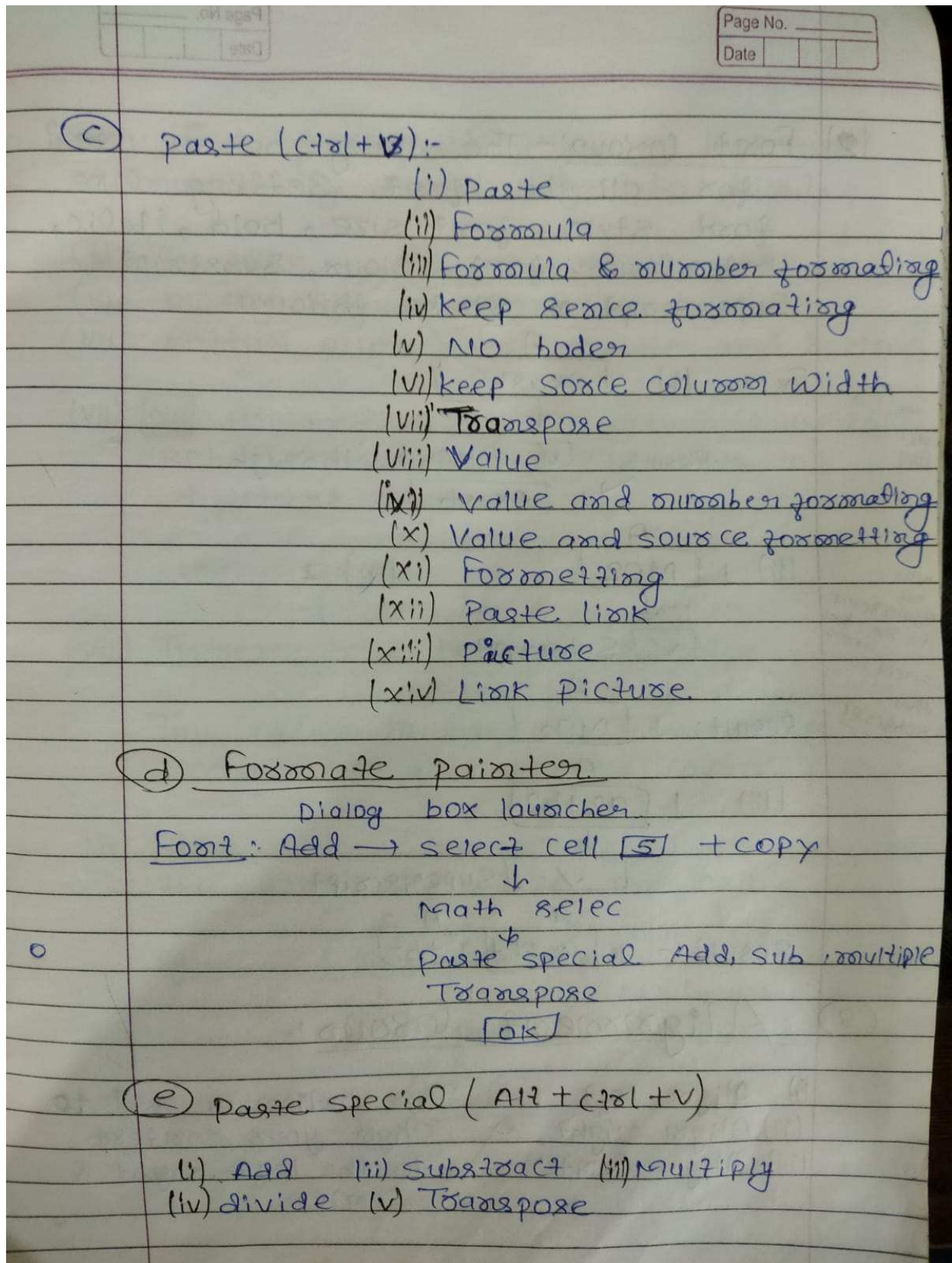Dis :- $= D_2 * E_2$ ↵

NT:- $= D_2 - F_2$ ↵

↓

Select Table → Copy Paste.

~~Form~~

Formatting:- Select all

① all border ② cell style ③ font color
④ font size ⑤ Bold ... etc

HOME TAB

(1) Clipboard Group:-

ⓐ Cut (ctrl+x)
ⓑ Copy (ctrl+c)
ⓒ Paste (ctrl+v)

(c) Paste (Ctrl + V):-

        (i) Paste

        (ii) Formula

        (iii) Formula & number formating

        (iv) keep Sence formating

        (v) No boder

        (vi) keep Sorce column width

        (vii) Transpose

        (viii) Value

        (ix) value and number formating

        (x) Value and source formetting

        (xi) Formetting

        (xii) Paste link

        (xiii) Picture

        (xiv) Link Picture.

(d) Formate painter

       Dialog box launcher

Font : Add → select cell [5] + copy

                  ↓

       Math selec

            ↓

       Paste special Add, Sub, multiple

       Transpose

         [OK]

(e) Paste special (Alt + Ctrl + V)

(i) Add   (ii) Substract   (iii) Multiply

(iv) divide   (v) Transpose

(2) Font Group:- The dialog box is used for all the font setting like font style, font size, bold, italic, underline, font colour, Subscript, Superscript & Strike through.

Ex:- (i) $\overset{A}{\boxed{\text{Akash}}}$

Result $\boxed{\checkmark}$ Strike through

$\boxed{\text{Akash}}$

(ii) ⌐ $\overset{A}{\boxed{\text{NO2}}}$ ⌐

$\boxed{\checkmark}$ Subscript
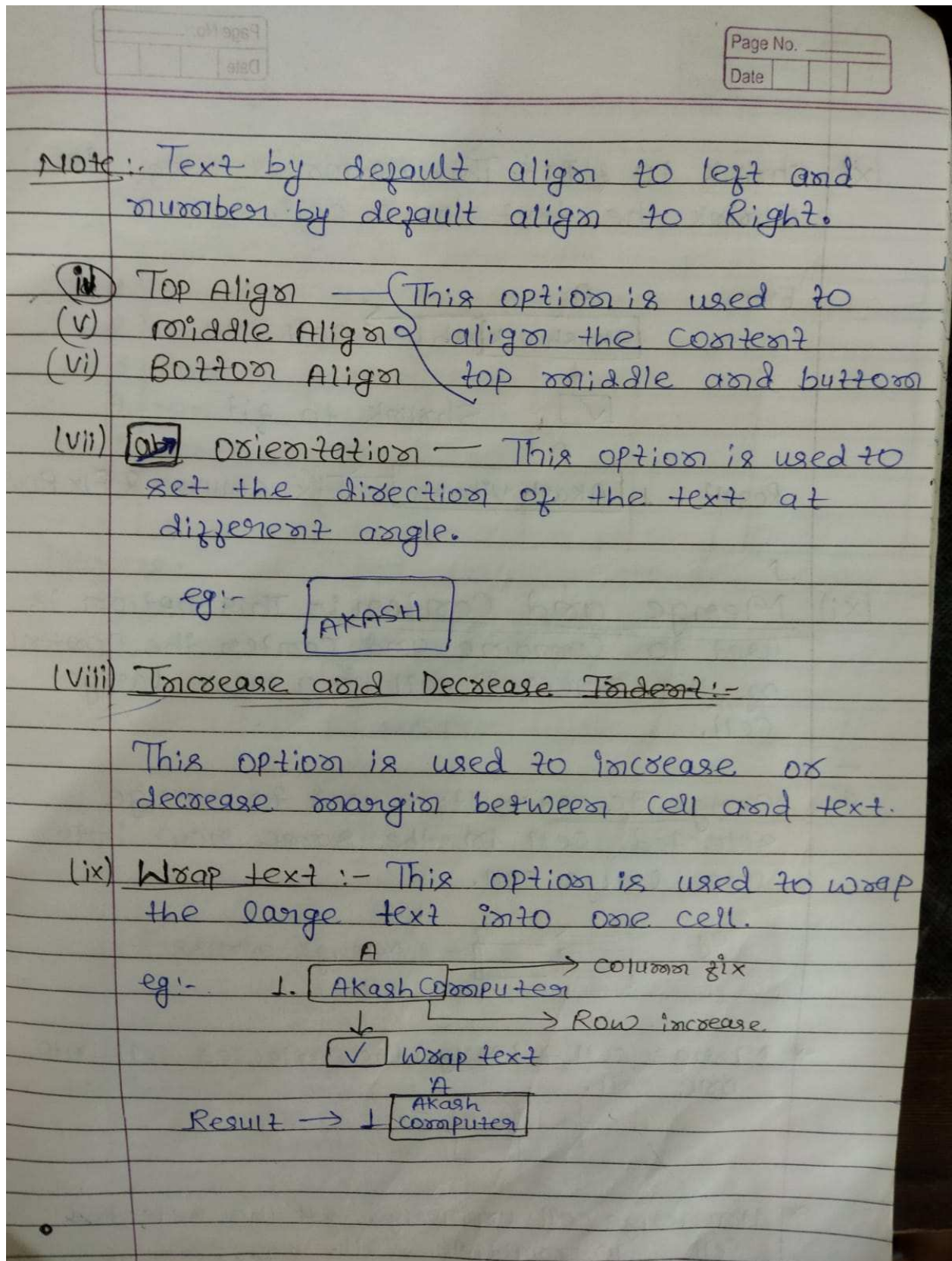
Result: ⌐ $\overset{A}{\boxed{\text{NO}_2}}$

(iii) ⌐ $\overset{A}{\boxed{a2+b2}}$

$\boxed{\checkmark}$ Superscript

Result:- ⌐ $\overset{A}{\boxed{a2+b2}}$ $\overset{A}{\boxed{a^2+b^2}}$

(side notes)
बाहर आने के लिए
शिफ्ट +फाइल
fn2

NO2
tab
again select
F2 Shift back
arrow
select 2
then
Subscript

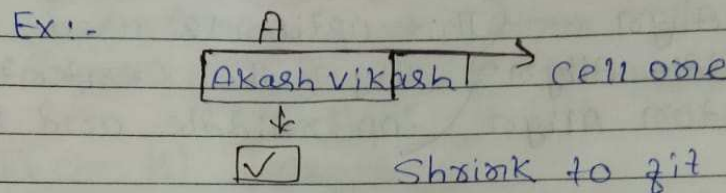(3) Alignment Group:-

(i) Align Left
(ii) Align right
(iii) Align Center

This option is used to align your content to the left, Right & Center.

Note :- Text by default align to left and number by default align to Right.

(iv) Top Align ⎫ (This option is used to
(v) Middle Align ⎬ align the content
(vi) Bottom Align ⎭ top middle and buttom

(vii) [abc] Orientation — This option is used to set the direction of the text at different angle.

eg:-   [AKASH]

(viii) **Increase and Decrease Indent :-**

This option is used to Increase or decrease margin between cell and text.

(ix) **Wrap text :-** This option is used to wrap the large text into one cell.

eg:-   1. [Akash Computer] → column six
                              → Row increase.
        [✓] Wrap text

Result → [Akash Computer]

(x) Shrink to fit :- This option is used to Shrink the text in a cell.

Ex :-
A
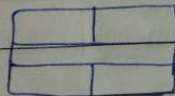| Akash vikash | → cell one

☑ Shrink to fit

A
Result : ↓ | Akash vikash | → Fix column & Fix Row

(xi) **Merge and Center** :- This option is used to Combine and center the contents of the selected cell in a new large cell.
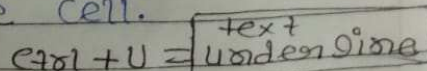
* Merge across :- It is used to merge selected cell in the same row into one large cell.

eg :- → Merge across
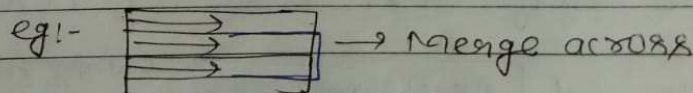
* Merge cell – Merge the selected cell into one cell.

* Unmerge cell : unmerge the selected cell into multiple cell.

Ctrl + U = | text underline |
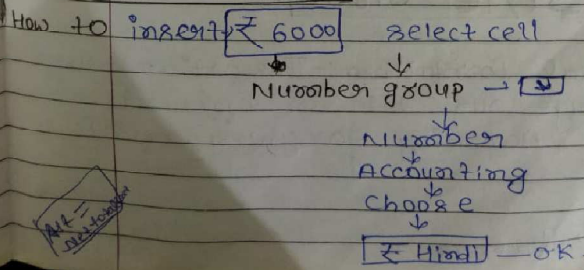
How

By Ujjwal

Date

Project :

	A	B	C	D	E	F
1.	Item	Qty	Rate	Total	Dis 10%	Net-total
2.	Pen	10pcs	100	1000	100	₹ 900
3.	Book	12pcs	200			
4.	mouse	14pcs	200			
5.	Keyboard	15pcs	250			
6.	Maken	12pcs	25			

Process:

Select
↓
Number group
↓
[↘] (→ Dialog box luncher)
↓
Number
↓
Custom
↓
0 "PCS" or kg/gm
↓
O.k
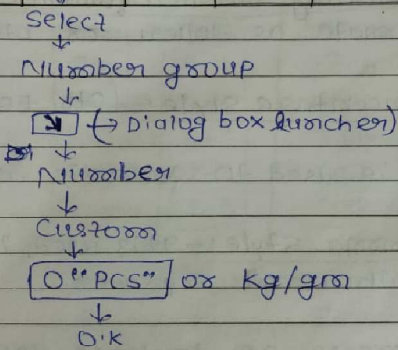
Formula: ① Total → = B₂ * C₂ ↵

② dis → = D₂ * 10/100 ↵

③ NT → = D₂ – E₂ ↵

How to insert ₹ 6000 select cell
↓
Number group → [↘]
↓
Number
↓
Accounting
↓
Choose
↓
₹ Hindi — OK.

Alt = Customer

(a) Number formatting :- This option is used to choose the formate for your cells such as percentage, currancy, Number, Accounting, long date, time. ——etc

21 Aug. Saturday 2021

21 Aug 2021

(Cltl+shift+D)
(b) Accounting number formate :- 97 is used to formate as dollar or other currancy.

(c) Percentage style :- (Ctrl + Shift + %)

97 is used to formate as a percent.

(d) Comma style :- 97 is used to formate with a thousand seprator.

(e) Increase or decrease decimal. This option is used to increase or decreas the decimal place.

(4) **Style Group**

(a) Conditional formatting :- This option is used to arrange our data in different formate According to given condition

Excel sheet one cell [1digit+exect]

(b) Formate as Table.: It is used to set or apply different style of the table or selected filled.

It is a Conditional formatting.

Process: Select T

	A	B	C	D	E	F
1		Student details				
2	MID	CID	Name	Batchtime	Course	Fee
3	101	201	Ram	2-3	ADCA	12000
4	102	202	Raju	3-4	DCA	3500
5	103	203	Ramesh	4-5	DCA	4000
6	104	204	Rajesh	5-6	Tally	2000
7	105	205	Raj	1-2	CCC	3000
8	106	206	Ramu	2-3	DTP	2500
9	107					

select
↓
Number group
↓
Number formate
↓
choose [text] ↵

(c) Conditional Formatting:-

Process:- Select Table
↓
Home Tab
↓
Style Group
↓
Condition formatting

(i) Highlight cell Rules
(ii) Top / Bottom Rules
(iii) Data bar
(iv) Color Scale
(v) Icon set. —
— —
— — etc

Formate Table :-

Process :- Select Table
↓
Home Tab
↓
Formate as Table
↓
Choose any design
↓
O.K

(ii) Design Tab → define Name [Raja] ↵

(iii) Selected area → [= Raja + Ctrl + Shift + ↵]

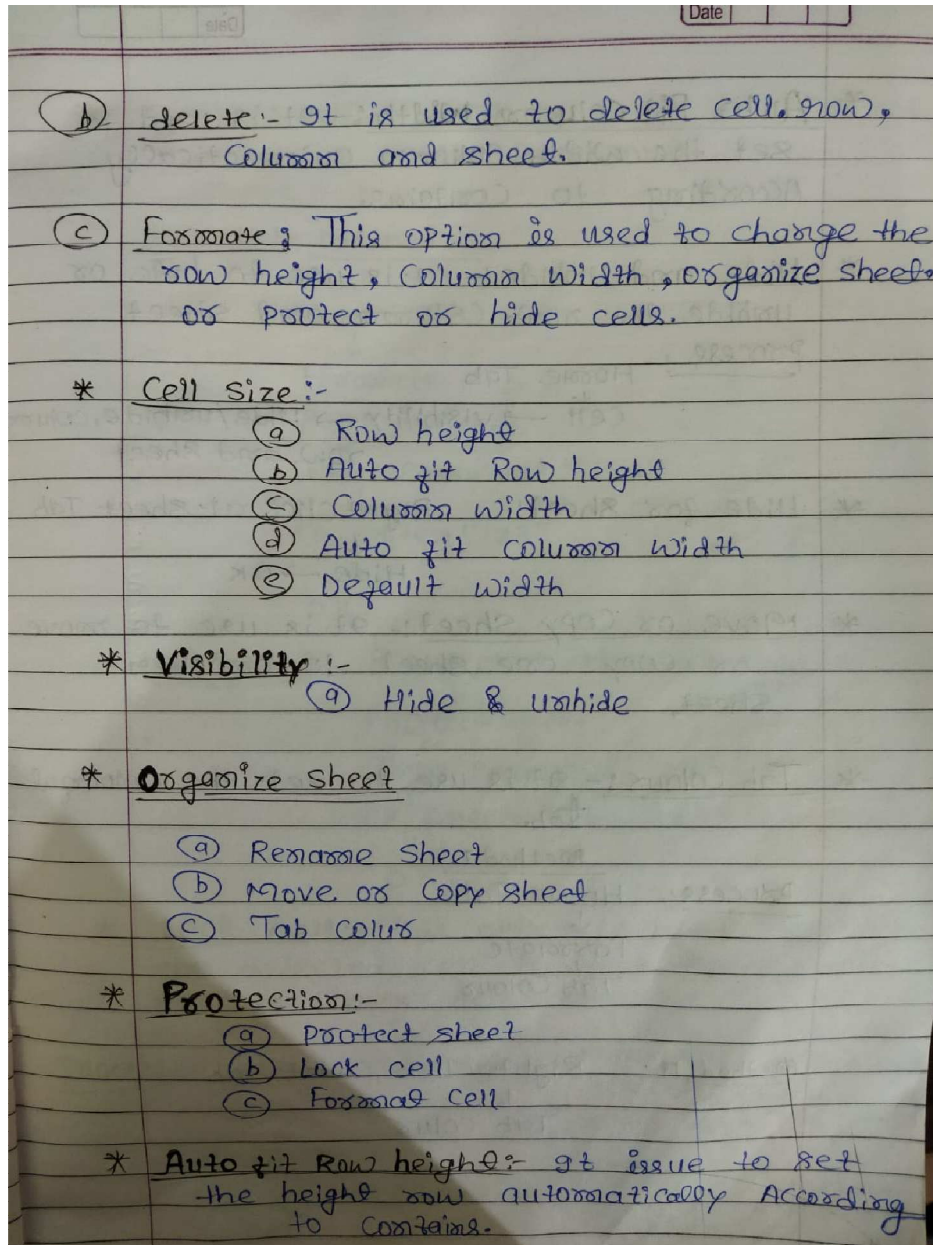(C) **Cell Style :-** This option is used to apply different style of selected cell.
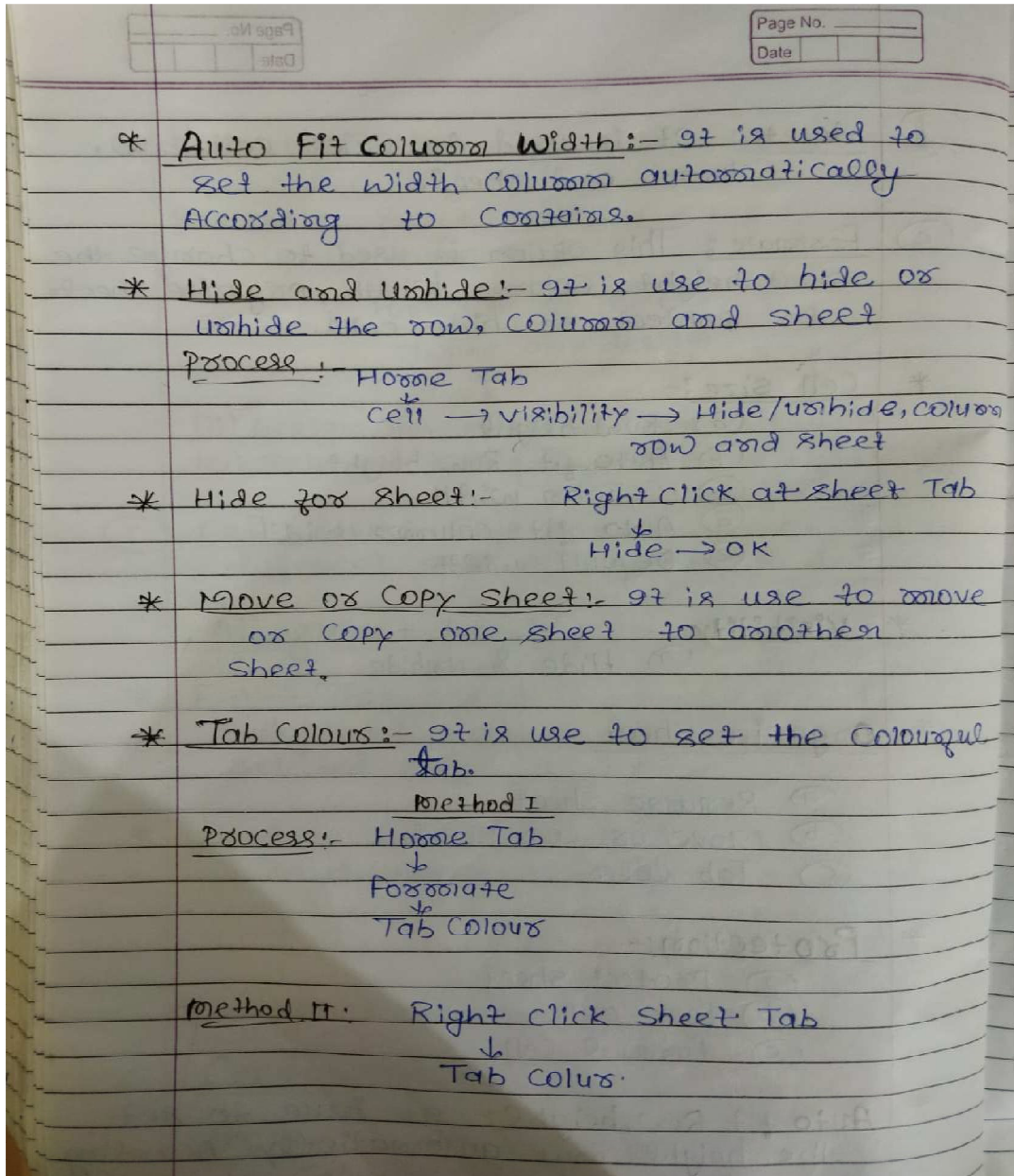
Alingement (Group)

* **Fill →** This option is used to fill background colour in different style selected cell.

* **Border :-** It is used to fill background colour in different style selected cell.

None   Outside   inside

(v) **Cells (group) :-**

(a) Insert :- It is used to insert cell, row, column and sheet.

Date

(b) delete :- It is used to delete cell, row, Column and sheet.

(c) Formate : This option is used to change the row height, Column Width, organize sheet or protect or hide cells.

* Cell Size :-
     (a) Row height
     (b) Auto fit Row height
     (c) Column width
     (d) Auto fit column width
     (e) Default width

* Visibility :-
     (a) Hide & unhide

* Organize sheet

     (a) Rename Sheet
     (b) Move or Copy sheet
     (c) Tab colur

* Protection :-
     (a) Protect sheet
     (b) Lock cell
     (c) Format cell

* Auto fit Row height :- It issue to set the height row automatically According to Contains.

* **Auto Fit Column Width:**— It is used to set the width column automatically According to Contains.

* **Hide and Unhide:**— It is use to hide or unhide the row, Column and sheet
Process :— Home Tab
Cell → visibility → Hide/unhide, column row and sheet

* **Hide for Sheet:**— Right Click at sheet Tab
↓
Hide → OK

* **Move or Copy Sheet:**— It is use to move or copy one sheet to another sheet.

* **Tab Colour:**— It is use to set the Colourful tab.

Method I
Process:— Home Tab
↓
Formate
↓
Tab Colour

Method II. Right click Sheet Tab
↓
Tab Colur.

By Ujjwal

* Protect Sheet:- It is used to protect our sheet with password.

Process:- Method I

Home Tab
↓
Formate
↓
Protect Sheet
↓
Type Password "123"
↓
Re-enter "123"
↓
OK

2nd Method:- Right click at Sheet Tab
↓
Protect Sheet
↓
Type Password "123"
↓
Re-enter password "123"
↓
OK

* Lock cell:- This option is used to lock the selected cell to keep people from making change to them.

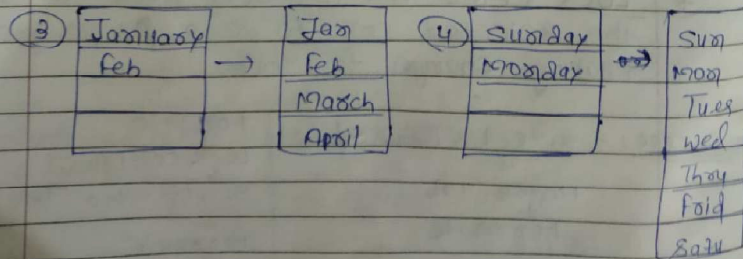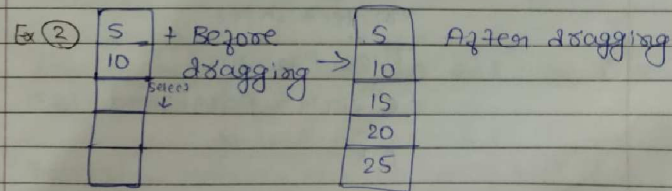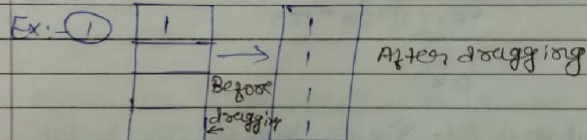| Process:- Select Table Sheet	Formate	Protect sheet
↓	Lock cell ☑lockeol ↓	
Home Tab	Select area	Type Password
↓	↓	123
Formate	Formate	↓
↓	↓	Re-enter Password
Lock cell ☐ locked	Lock cell	↓
Selected area	↓	OK
↳		

* <u>Formate cell :- (Ctrl + 1) :-</u>

97 is used to for all types of formating
of cell.
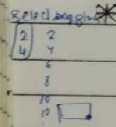
* <u>Fill handle :-</u> 97 is the small black
square at the cornor of the cell pointer
which is used to copy a formula
from one cell to another cell. this
facilities are known as daragging.

Ex :- ①

After dragging

Before
dragging

Ex ② | S | + Before
| 10 | dragging →

Select
↓

After dragging

S
10
15
20
25

③ | January |
|---|
| feb |

→ | Jan |
|---|
| Feb |
| March |
| April |

④ | Sunday |
|---|
| Monday |

→ | Sun |
|---|
| mon |
| Tues |
| wed |
| Thru |
| Frid |
| Satu |

* How to create Custom list :-

Process :- File Tab
↓
Option
↓
Advance
↓
Edit custom list
↓
Add
↓
Import
↓
OK
↓
O.K

④ Editing Group :–

ⓐ Auto Sum (Alt + =) :- This option is used to automatically Calculate the range of cell like Sum, Average, Count number, relax----, Minimum, .. — etc.

ⓑ Fill → It is used to fill up, down, left, right the data series of selected cell and also used to day, month, year and define series.

10	↑fill up
10	

10	10	10	10	10	10	10	10

fill left | 10 | → fill Right
             | 10 | ↓fill down
             | 10 |

* ~~Series~~
* Series:-

Series ——— Type ' ? ×

Series in —— | Type —— | Date unit ——
- ⊙ Rows | ⊙ Linear | ⊙ Day
- ○ Columns | ○ Month | ○ Weekday
- | ○ Date | ○ Month
- | ○ Autofill | ○ Year

□

Step value [2]   Stop value [ ]

[O.K] [Cancel]

Odd Even-

2	3
4	6
6	9
8	12
10	..
..	..
..	18

* Justify:-   A
    ↓ [Ram kumar]
        ↓
    [✓] Justify
            A
Result:- 1 [Ram]
         2 [Kumar]

* Flash fill:-

	A	B	C
1	60	60	60
2	70	[ ]	
3	80		
4	90		
5	70		

→ Home Tab
        ↓
    File
        ↓
Flash fill.

	A	Then B
1	60	60
2	70	70
3	80	80

Date

C* **Clean** :- It is used to clean the formate
Comment, highperlink, ----- etc

* Clean All
  Clean Formates
  Clean Contents
  Clean Comments
  Clean Hyperlink

d) [A Z] Sort and Filter

*① **Sort** :- It is used to arrange our data
in ascending or descending order.

Eg :- (i) A↓ Sort A to Z
        Z

② Z↓ Sort Z to A
   A

Find = Ctrl + F

F8 = Extend selection multiple selection

② **Filter** :- Filter is used to define our
required data from complex.

Project:-

Result sheet..

	A	B	C	D	E	F
1	MID	CID	Name	Batch time	Group	Marks
2.	1.	201	Ram	1-2	a	49
3.	2.	202	Raju	2-3	b	63
4.	3.	203	Rakesh	3-4	a	64
5.	4.	204	Ramesh	1-2	c	78
6.	5.	205	Rahul	3-4	d	89
7.	6.	206	Rohan	5-6	a	67
8	7.	207	Rohit	4-5	d	45
9.	8.	208	Ramu	3-4	c	64
10.	9.	209	Soham	1-2	b	36
11	10.	210	Shyam	2-3	a	78
12	11	211	Sagar	3-4	a	95
13	12.	212	Sohit	5-6	b	99
14	13.	213	Sumit	4-5	b	67
15	14.	214	Suman	1-2	d	78
16	15.	215	Sita	1-2	c	98
17	16	216	Sujata	2-3	c	100
18	17.	217	Rubi	3-4	d	15
19	18	218	Riya	4-5	b	17
20	19	219	Rima	5-6	a	20
21	20	220	Rohan	6-7	b	24

Project.

	A	B	C	D	E	F
			Group "A"			
2	12	211	Sagar	3-4	a	95
3	2	210	Shyam	2-3	a	78
4	3					
5	4					
6						

(e) Find & Select :-

- Find (Ctrl+A)
- Replace (Ctrl+H)
- Go to (Ctrl+ G/F5)
- Go to special
- Formula
- Comments
- Select object
- Conditional formatting
- Constants
- Data validation (Marks fixed)
- Selection Pane (Show/Hide)

Insert Tab

ii) Tables :-

(a) Pivot table and Pivot Chart :-

It is an interactive way to representing our data which we can quickly summarise large amount of data and can also rotate our row and column to the requirement.

* Pivot table :- It is used to create a table of selected data which is helpful to sort and filter the data.

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