

View Tab:

(i) Workbook view (group):

(a) Normal: This option is used to see your document in normal view.

(b) Page break preview: This option is used to see where the page break will appear when your document is printed.

(c) Page layout: This option is used to see how your printed document will look.

(d) Custom view: This option is used to save your current display and print setting as a custom view that you can quickly apply in the future.

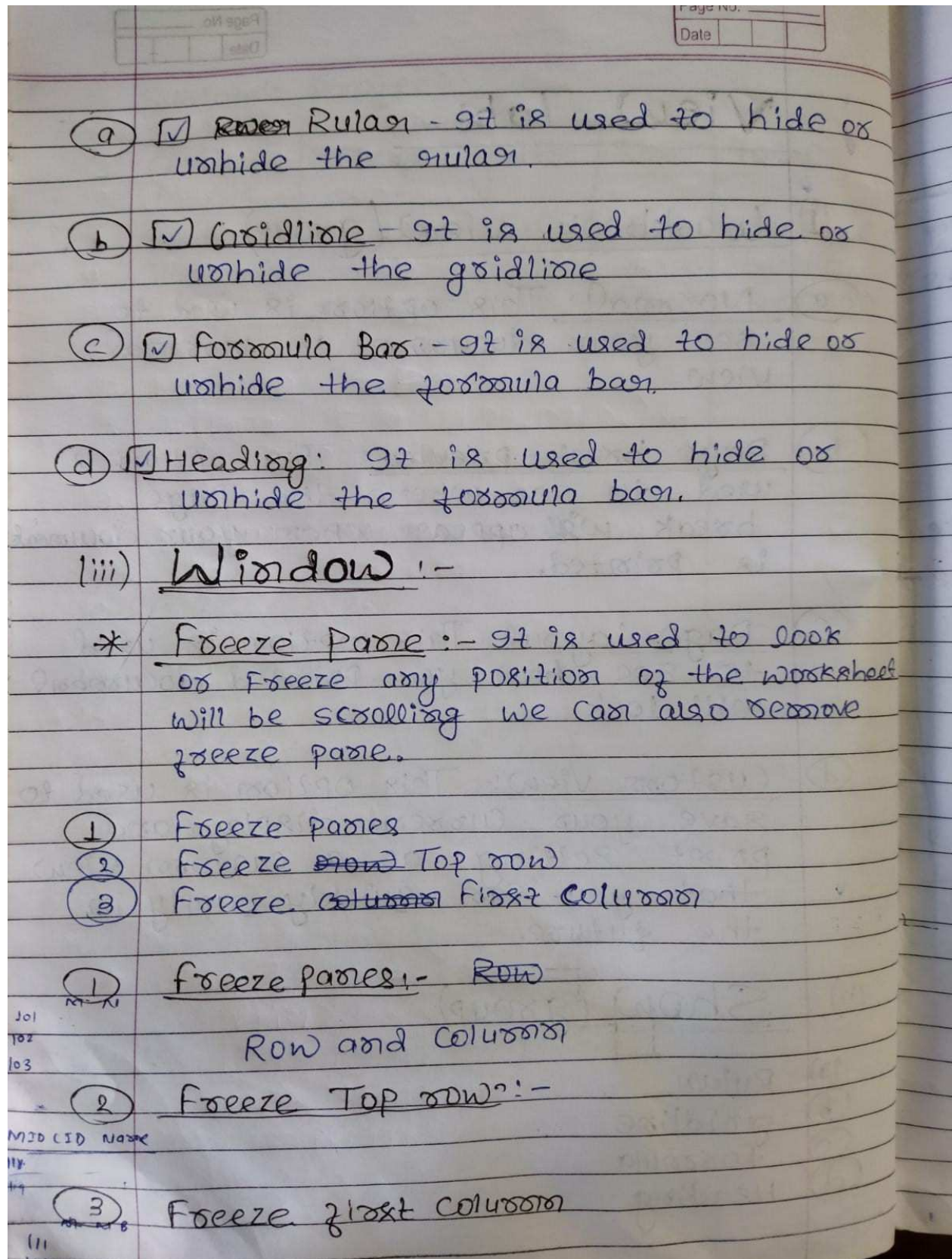
(ii) Show (group)

(a) Ruler

(b) Gridline

(c) Formula

(d) Heading



* Extra function:-

* VLOOKUP:- It looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Project 11:

Sheet 11:

	B	C	D	E	F	
1.	MID	CID	Name	Course	Fee	Address
2.	101	201	Rajan	ADCA	5000	Mothihedi
3.	102	202	Raju	DCA	4000	Bth
4.	103	203	Shyaman	CCC	3000	Mth
5.						
6.						

Process :- Select Tab → Format Tab
 ↓
 Define Name (Rajan) ←

Project 12

Sheet 2

A	B
MID	103
CID	= VLOOKUP(B4, Rajan, 2, 0) ← R → 203
Name	= VLOOKUP(B4, Rajan, 3, 0) ← R → Shyaman
Course	
Fee	
Address	

Date: _____

Project: PMT, IPMT & PPMT FUNCTION

	A	B	C	D	E
1.	<u>PMT, IPMT & PPMT FUNCTION</u>				
2.	Loan/Car	500000			
3.	Rate	12%	Per annum	0.01	Rate per Month
4.	Time	10	Years	120	Months
5.	EMI	(\$7,123.55)			
6.					
7.	<u>FORMULA:-</u> =PMT				
8.	• EMI = PMT(D3, D4, D2) ←				
	R → \$7,123.55				
9.					
10.	MONTH	INTEREST	PRINCIPAL	Installment	Balance
11.	1	=IPMT(D3,			
12.	2	1,1,			
13.	3				
14.	4				
15.	⋮				
16.	⋮				
17.	120				
18.					
19.					
20.					

* ~~IPMT~~ IPMT = \int = syntax
 PPMT

= IPMT(Rate, Per, Nper, PV) ←
 = PPMT(Rate, Per, Nper, PV) ←

Formula:

$$(i) \text{TPMT} = \text{TPMT} \left(\begin{array}{l} \$B\$3/12, A10, \$B\$4 * 12 \\ \$B\$2 \end{array} \right) \leftarrow$$

$$(ii) \text{PPMT} = \text{PPMT} \left(\begin{array}{l} \$B\$3/12, A10, \$B\$4 * 12 \\ \$B\$2 \end{array} \right) \leftarrow$$

$$(iii) \text{Total installment} = B10 + C10 \leftarrow$$

$$(iv) \text{Balance} = \$B\$2 - \text{sum}(D10:D10) \leftarrow$$

Statistical function

Countif

Project 11

Sr	Sno	Name	Date	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Present	Absent	Per Day Salary	Net Salary
3	1	a	10.08.2021	A	P	P	P	P	A	P	5	2	350	1750
4	2	b	"	A	A	P	A	P	P	P				
5	3	c	"	A	A	A	P	P	A	P				

Present = Countif(E8:K3, "P") ← R=5

Absent = Countif(E8:K8, "A") ← R=2

Net Salary = L3 * N3 ←

Project 12

Sno	Purchase			Sale			Closing		Stock	
	Item	Qty	Rate	Qty	Rate	Total	Qty	Rate	Total	P/L
1	Dove	10	50	5	55	275	5	50	250	25
2	Lux	20	40	15	45	675	5	40	200	25
3	Wheel	10	120	8	122	976	2	120	240	16
4	Rin	5	80	4	81	81	4	80	320	↓

P/L = E3 - (K3 + H3) ←

freenet

Page No. _____
 Date _____

	A	B						
1.	S.No.	Customer Name	Item	Qty	Rate	total	dis@2%	Net total
2.	1.	Rahul	Keyboard	1				
3.	2.		Mouse					
4.	3.		Phone					
5.	4.		Radio					
						D total		

project	A	B	C	D	E	F	G	H
1.	S.No	Customer Name	Item	Qty	Rate	total	dis@2%	Net total
2.	1.	Rahul	Rice	10 Pcs	50	₹ 500	20	₹ 480
3.	2.		Vision	5 Pcs	20	₹ 100		
4.	3.		Lux	15 Pcs	40	₹ 600		
5.	4.		Dove	4 Pcs	120	₹		
6.	5.		Wheel	5 kg	25	₹		
						D total		

① Total = D2 * E2 ←

② Dis = F2 * 2% ←

③ Net total = F2 - G2 ←

Number Group
 Net total

Numbers Group

A	B	C	D	E	F	G	H	I	J
Memorial	Numbers	Currency	Accounting	Short date	Long date	Time	Percentage	Fraction	Text
1000	1000.00	\$ 5000.00	₹ 6000	10/20/2021	10/20/2021	01:02:30 AM	5%	1/2	3-4
1500	2400.00	\$ 50.00	₹ 7000	05/15/2021	15 May 2021	01:05:30 AM	3%	3/4	4-5
4									
5									

Accounting

↓

Numbers tab

mode

↓ Accounting

Custom

↓

Hindi

OK

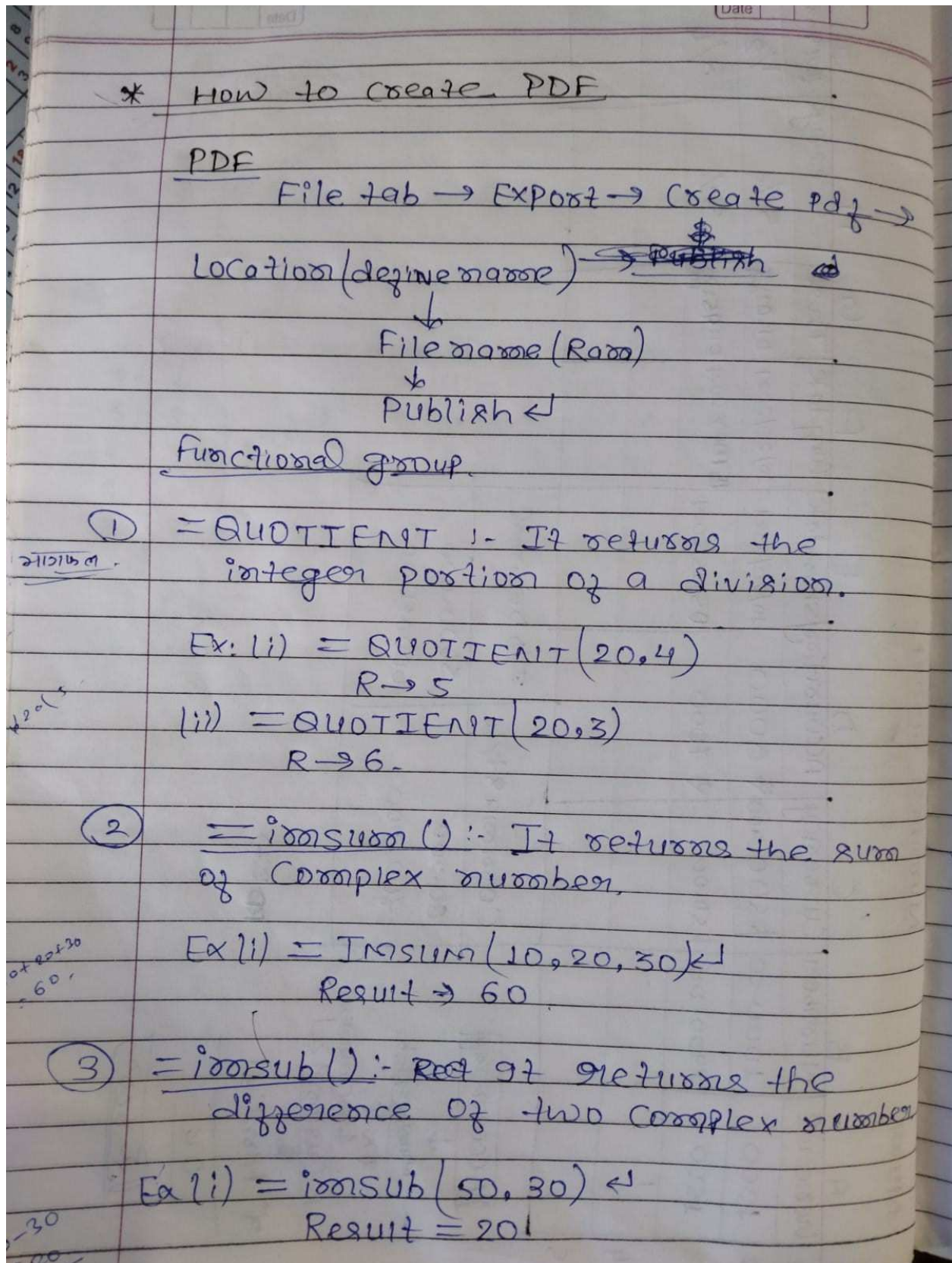
₹ 6000

Comma style	Decimal
60,000	5000.000
700,000	6000+0000

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freenet



Ex (iii) $\Rightarrow \text{ROUND}(50, 70) \leftarrow$
 Result $\Rightarrow -20$

(4) FLOOR(): - It rounds a number down, to the nearest integer or to the nearest multiple of significance.

$$\Rightarrow \text{FLOOR}(20, 3)$$

R $\rightarrow 18$

$$\Rightarrow \text{FLOOR}(20, 2)$$

R $\rightarrow 20$.

(5) TRUNC(): - Truncates a number to an integer by removing the decimal, or fractional part of the number.

Ex: (i) $\Rightarrow \text{TRUNC}(50.8985, 2) \leftarrow$
 Result $\rightarrow 50.89$

(ii) $\Rightarrow \text{TRUNC}(50.8965, -1) \leftarrow$
 R $\rightarrow 50$