

MS OFFICE EXCEL

DEFINITION: MS Excel is a spreadsheet program where one can record data in the form of tables. It is easy to analyse data in an Excel spreadsheet.

METHODS TO START MS EXCEL:

Method 1: Click on Start Button > All Program > Microsoft Office > Microsoft Excel

Method 2: Click on start button > Type Excel in search box.

Method 3: Type Excel in run command then press enter button.

Method 4: Double Click on the Microsoft Excel icon on the desktop.

TITLE BAR: The top bar of the window is called title bar. It contains the file name and the software name. By default, the file name will be document-1.

MICROSOFT OFFICE BUTTON: In the upper-left corner of the Excel 2007 window is the Microsoft Office button. When you click the button, a menu appears. You can use the menu to create a new file, open an existing file, save a file, print and perform many other tasks.

QUICK ACCESS TOOLBAR: It is a collection of shortcuts to the features, options, commands, or option groups that you use frequently.

MENU BAR: The menu bar is directly below the title bar and it displays the menu. The menu begins with the Home menu and continues with Insert, Page Layout, Formulas, Data, Review, and View.

STATUS BAR: The Status bar appears at the very bottom of the Excel window and provides such information as the sum, average, minimum, and maximum value of selected numbers.

WORKSHEET: Microsoft Excel consists of worksheets. Each worksheet contains columns and rows. The columns are lettered A to Z and then continuing with AA, AB, AC and so on; the rows are numbered 1 to 1,048,576.

PRACTICAL NOTES

TO ENTER THE TEXT, NUMBER ETC IN EXCEL:

- ☞ Select the cell in excel in worksheet.
- ☞ Enter any text you want and press tab to move your cursor to another cell.

TO APPLY FONT COLOR:

- ☞ Select the text
- ☞ Click font color option and select any color.

TO INCREASE AND DECREASE COLUMN WIDTH AND ROW HEIGHT:

- ☞ Point your cursor at column heading or row heading.
- ☞ When the mouse cursor changes to double headed cross arrow.
- ☞ Keep your left mouse button pressed and move the line to the right to increase the column width and to the decrease the column width of the column.

INSERTING & DELETING COLUMNS:

- ☞ To insert a column, select the column and click on columns from the insert menu. The columns get inserted before the existing column.
- ☞ To delete the entire columns, select the column header and select edit and click delete.

INSERTING & DELETING ROWS:

- ☞ To insert a row, select the row and click on row from the insert menu. The rows get inserted before the existing.
- ☞ To delete the entire row, select the row headed and select edit menu and click delete.

RENAMING A SHEET:

- ☞ Right click on sheet and select the rename option.
- ☞ Type the new sheet name.

OPERATORS USED IN MS-EXCEL:

1. + (Addition)
2. - (Subtraction)
3. * (Multiplication of Asterisk)
4. / (Division or Front slash)
5. ^ (Exponentiation)

COMPARISON OPERATORS:

1. = (Equal to)
2. > (Greater then)
3. < (Less than)
4. >= (Greatest than or equal to)
5. <= (Less than or equal to)
6. <> (Not equal to)

TYPES OF CURSOR IN MS EXCEL:



Normal Cursor to select cell or cells



Four direction arrow Cursor to move cell or cells



Dark black plus cursor to copy paste data formula

EXAMPLES FOR PRACTICE

Q1. Find Total, Average, Maximum, Minimum & Result of the following students ?

	A	B	C	D	E	F	G	H	I	J	K
1	Examination Result										
2	Name	Subjects					Total	Average	Maximum	Minimum	Result
3		English	Maths	Physics	Chemistry	Biology					
4	Manoj	54	65	29	77	63					
5	Vikram	82	76	93	85	80					
6	Ranjan	63	45	38	40	36					
7	Sango	96	88	75	68	73					
8	Mukesh	76	85	94	86	80					
9	Amir	15	44	36	25	19					
10	Salman	48	56	32	46	54					

Apply this Formula:

TOTAL: =SUM(B4:F4) or =SUM(B4,C4,D4,E4,F4)
 AVERAGE: =AVERAGE(B4:F4) or =AVERAGE(B4,C4,D4,E4,F4)
 MAXIMUM: =MAX(B4:F4) or =MAX(B4,C4,D4,E4,F4)
 MINIMUM: =MIN(B4:F4) or =MIN(B4,C4,D4,E4,F4)
 RESULT: =IF(J4<33,"FAIL","PASS")

Q2. Solve the following Calculation?

	A	B	C	D	E
1	Name of Course	Duration of Month	Monthly fee	Admission	Total
2	CBC	2	850	500	
3	CCSA	6	540	500	
4	DCA	6	540	500	
5	ADCA	12	600	500	
6	PGDCA	12	770	500	
7	BASIC TALLY	2	1500	500	
8	DIPLOMA IN TALLY	6	1100	500	
9	1 YEAR TALLY	12	740	500	
10	DTP	3	1000	500	

Apply this Formula:

=B2*C2+D2

Q3. Find the interest of the given table and total.

	A	B	C	D	E	F
1	Name	Loan Amount	Time Period	Rate in %	Interest	Total Amount
2	Vijay	15200	8	4		
3	Rohan	16000	5	3		
4	Lusifer	25000	6	8		
5	Virat	65000	7	5		
6	Messi	10000	4	7		
7	Ronaldo	12000	3	9		
8	Cena	30000	8	5		
9	Ortan	50000	9	8		
10	Tarzan	35000	7	8		

Apply this formula:

INTEREST: =(C*D2*E2)/100 TOTAL AMOUNT: =C2+F2

Q4. To find the DA, TA, HRA, MA, Gross Salary, GPF and Net (Total Amount) of given table.

Suppose you are getting 5% of DA, 4% of TA, 6% of HRA, 3% of MA and 10% of Gross salary is deducted for GPF fund.

	A	B	C	D	E	F	G	H	I
1	Name	Basic Pay	D.A	T.A	HRA	M.A	Gross Salary	GPF	Net
2	Rajiv	9000							
3	Suraj	5000							
4	Numpi	15000							
5	Micheal	12000							
6	Mukesh	8000							
7	Ranjeet	10000							
8	Riya	18000							
9	Katrina	7000							
10	Susma	14000							

Apply this Formula

- D.A : =5%*B2 (5% of Basic Salary)
- T.A : =4%*B2 (4% of Basic Salary)
- HRA : =6%*B2 (6% of Basic Salary)
- M.A : =3%*B2 (3% of Basic Salary)
- Gross Salary: =Basic Salary + D.A + T.A + HRA + M.A
- GPF: =10%*B2 (10% of Basic Salary)
- Net or Total: =G2-H2 (Gross Salary – GPF)

Q5. To find the Domestic Budget of following.

	A	B	C	D	E	F	G	H	I
1	Month	House Rest	Phone Bill	Electricity Bill	Water Bill	Paper Bill	Total Expenditure	Income	Cash/Balance in Hand
2	Jan	6000	300						
3	Feb	6000	350						
4	Mar	6000	300						
5	Apr	6000							
6	May	6000							
7	June	6000							
8	July	6500							
9	Aug	6500							
10	Sept	6500							
11	Oct	6500							
12	Nov	6500							
13	Dec	6500							

Total Expenditure =Sum(B2:G2) OR =SUM(B2+C2+D2+E2+F2)

Balance: =H2-G2 (Income-Total Expenditure)

Q6. Calculate amount and total Amount?

	A	B	C	D	E	F	G
1	Name of Customer	Account Number	Account Type	No. of Notes	Piece	Amount	Total Amount
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

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