WELCOME DIGITAL RK COMPUTER ACADEMY

WHAT IS M.S. EXCEL

Microsoft excel is part of the Microsoft Office. It is currently the most common spreadsheet application..

The file format of M.S excel is .xls /.xlsx

USE OF M.S. EXCEL

MS excel is a popular excel processing program used for creating result , invoice, bill, attendance record , data record, all types of calculations , mathematics works etc. .

HOW TO OPEN M.S. EXCEL

Process.(1)

To press window key+R

↓

Type excel

↓

Press enter key

Process.(2)

Press window key / click on start button

↓

Click all program

↓

Go to microsoft office

↓

Click on microsoft office excel-2007

Process.(3)

Press window key / click on start button

Type excel

Press enter

Process.(4)

Press window key / click on start button

Click on Microsoft office excel-2007

Process.(5)

Go to desktop

↓

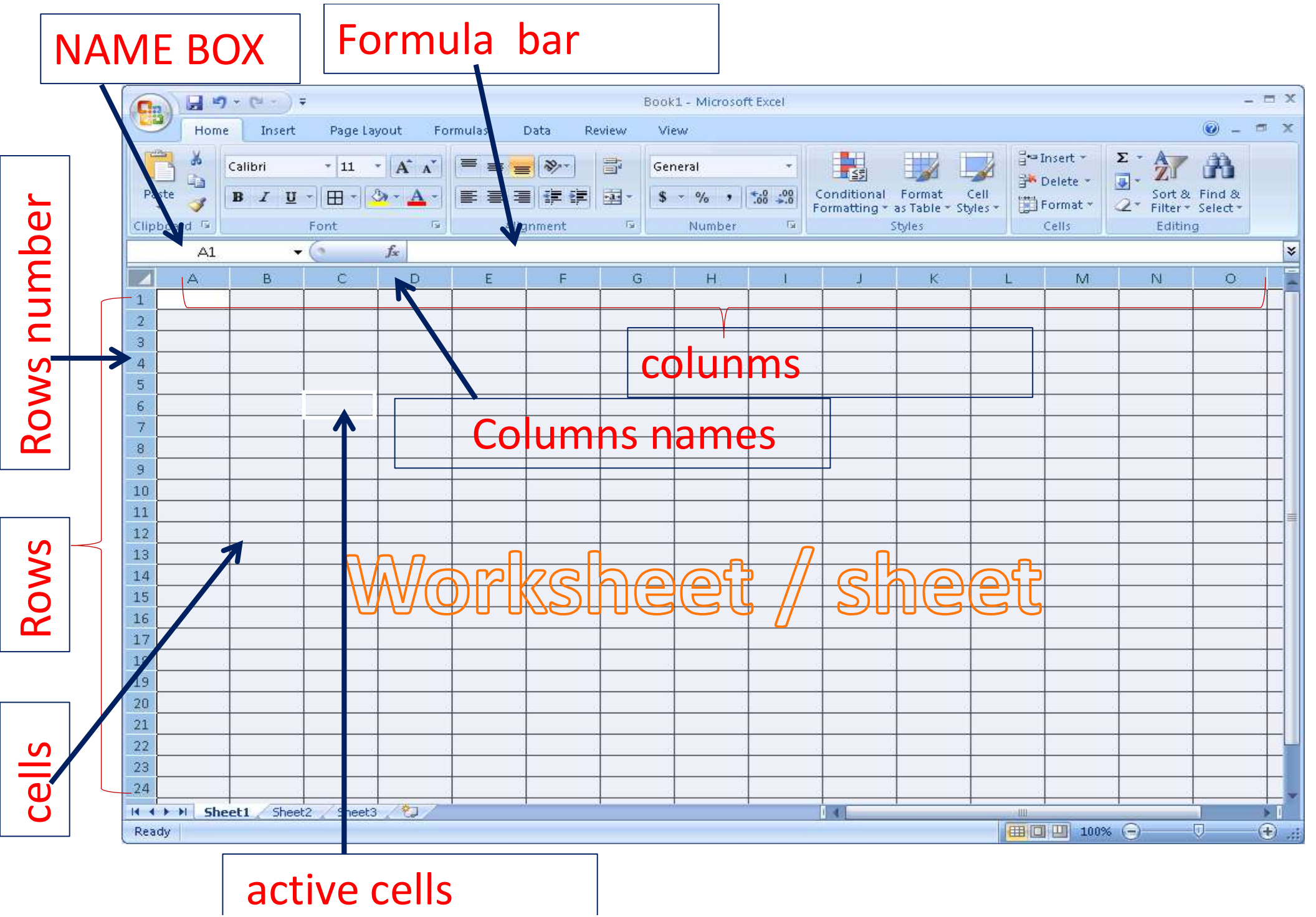
Double click on the icon of M.S excel

OR

Right click on the icon of M.S excel

↓

Click on open


NAME BOX
Formula bar
Rows number
Rows
cells
columns
Columns names
Worksheet / sheet
active cells
Book1 - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
A1
Sheet1
Sheet2
Sheet3
Ready
100%

SOME USEFUL POINTS

Rows:- the horizontal lines are called "rows". Every roes has unique number. From 1 to 1048576. the total number of rows are 10,48,576.

Columns:- the vertical lines are called "columns". Each column has its unique name . From "A" to "XFD". The total number of columns are 16,384.

Cells:- the intersection of rows and columns are called “cells” . Each cell has its unique address. The cell address is combination of column name and rows number like A1, A2, C9 etc.

Worksheet / sheet :- the working place is worksheet or sheet. It is group of multiple cells. By default there are 3 sheets opened.

We can open more sheets also.

Workbook:- the file of M.S. EXCEL is called workbook.

It is contain one or more than one sheets.

Formula:- each and every formula started with Sign of = .

WORKING WITH M.S.EXCEL

1. To Insert Sheet

Process (1)

Right Click On Any Sheet

↓

Click On Insert Option

↓

Click On Work Sheet

↓

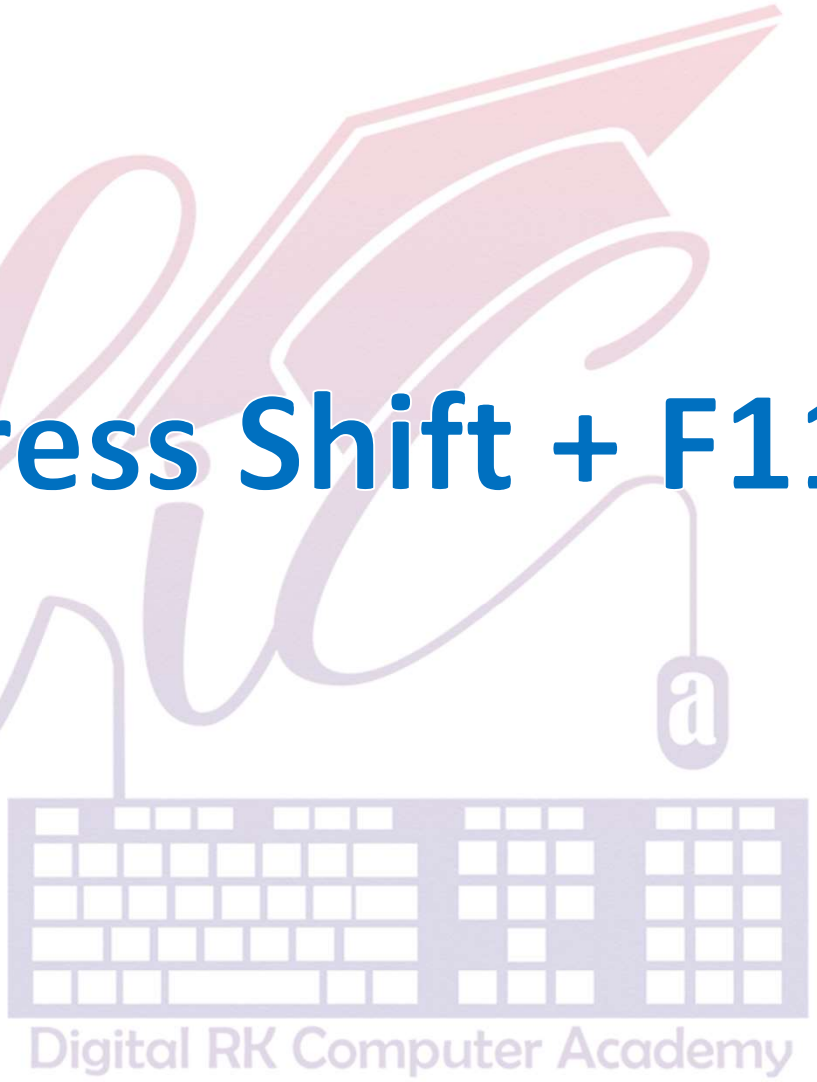
Click On Ok

Process (2)

Click On Insert Worksheet Icon

Process (3)

Press Shift + F11



2. To Rename Sheet

Right Click / Double Click
On Any Sheet

Click On Rename Option

Type Your Desired Name
And Press Enter

3. To Delete Sheet

Right Click on Any Sheet

Click On Delete Option

4. To Move Sheet

Click and Drag the Sheet as your need

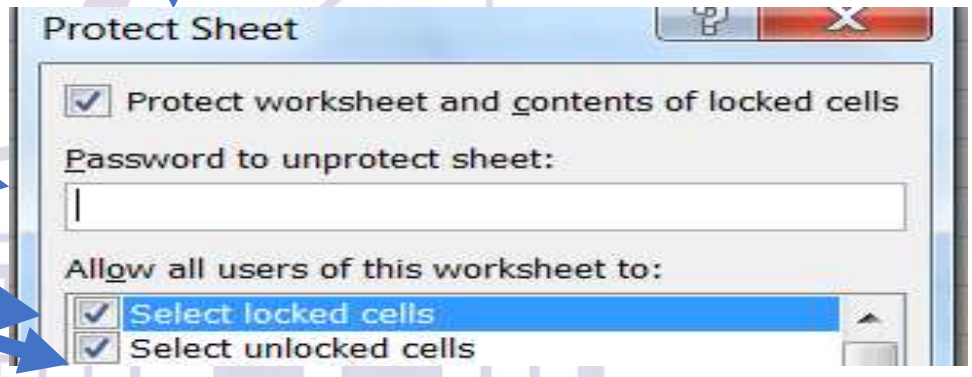
5. To Protect / lock

Right Click On The Sheet

Click On Protect Sheet Option

Type Your Password

Click Here



Click Ok

Retype Your Password→ Click On OK

SOME USEFUL FORMULAS

1. TO ADD THE NUMBERS:-

- if the numbers are not in the cell

i. Syntax =sum(n1,n2,n3……)
Example =sum(10,12,15)
Result =37

ii. Syntax =sum(n1+n2+n3+……)
Example =sum(10+12+15)
Result =37

iii. Syntax =(n1+n2+n3+……)
Example =(10+12+15)
Result =37

❖ if the numbers are in the cell

iv. Syntax =sum(cell1+cell2+cell3+…)

Example =sum(A1+B1+C1)

Result =37

V. Syntax =(cell1+cell2+cell3+…)

Example =(A1+B1+C1)

Result =37

vi. Syntax =sum(cell1,cell2,cell3,…)

Example =sum(A1,B1,C1)

Result =37

Vii. Syntax =sum(starting cell1: ending cell)

Example =(A1:C1)

Result =37

2. TO SUBTRACT THE NUMBERS:-

- if the numbers are not in the cell

  i. Syntax =(n1-n2)

  Example =(15-10)

  Result =5

- if the numbers are in the cell

  ii. Syntax =(cell 1 – cell 2)

  Example =(b3-b4)

  Result =5

3. TO MULTIPLY (PRODUCT)THE NUMBERS:-

- ❖ if the numbers are not in the cell

i. Syntax =product(n1,n2,n3……)
Example =product (10,12,15)
Result =1800

ii. Syntax =product (n1*n2*n3……)
Example =product (10*12*15)
Result =1800

Iii. Syntax =(n1*n2*n3……)
Example =(10*12*15)
Result =1800

❖ if the numbers are in the cell

iii. Syntax =product (cell1*cell2*cell3*…)

Example =product (A1*B1*C1)

Result =1800

IV. Syntax =(cell1*cell2*cell3*…)

Example =(A1*B1*C1)

Result =1800

V. Syntax =product (cell1,cell2,cell3,…)

Example =product (A1,B1,C1)

Result =37

VI. Syntax =product(starting cell1: ending cell)

Example =product (A1:C1)

Result =37

SHEET-1

	A	B	C	D	E
1		PARCHAS REGISTER			
2					
3					
4	S.N.	ITEMS NAME	PARCHAS QUANTITY	RATE	AMOUNT
5	1	PEN	200	8	1600
6	2	PENCIL	200	7	1400
7	3	BOOKS	245	54	13230
8	4	COPY	654	6	3924
9	5	ERASER	435	34	14790
10	6	SHARPANER	343	5	1715
11	7	FILE	653	3	1959
12		TOTAL	2730		38618

SHEET-2

	A	B	C	D	E
1					
2			SALES		
3					
4					
5	S.N.	ITEMS NAME	SALES	RATE	AMOUNT
6	1	PEN	65	10	650
7	2	PENCIL	176	57	10032
8	3	BOOKS	167	56	9352
9	4	COPY	145	78	11310
10	5	ERASER	98	5	490
11	6	SHARPANER	78	32	2496
12	7	FILE	45	74	3330
13		TOTAL	774		37660

SHEET-3

S.N.	ITEMS NAME	PARCHAS QUANTITY	SALES	REMAIN QUANTITY	AMOUNT
1	PEN	200	65	135	1080
2	PENCIL	200	176	24	168
3	BOOKS	245	167	78	4212
4	COPY	654	145	509	3054
5	ERASER	435	98	337	11458
6	SHARPANEF	343	78	265	1325
7	FILE	653	45	608	1824
	TOTAL	2730	774	1956	23121

SHEET-3

	A	B	C	D	E	F	G	H
1								
2			CASE REGISTER					
3								
4	CAPITAL AMOUNT	PURCHASED AMOUNT	SALES AMOUNT	REMAIN AMOUNT	REMAIN STOCK ACCOUNT	TOTAL AMOUNT	RESULT (PROFIT/LOSS)	RESULT AMOUNT
5	500000	38618	37660	499042	23121	522163	PROFIT	22163

4. TO DIVIDE THE NUMBERS:-

- if the numbers are not in the cell

i. Syntax =(n1/n2)
Example =(15/10)
Result =1.5

- if the numbers are in the cell

ii. Syntax =(cell 1 /cell 2)
Example =(b3/b4)
Result =1.5

5. TO find the REMAINDER after the division:-

- if the numbers are not in the cell

i. Syntax =mod(n1,n2)

Example =mod(15,4)

Result =3

- if the numbers are in the cell

ii. Syntax =mod(cell 1 /cell 2)

Example =mod(b3/b4)

Result =3

6. To Find The Minimum Numbers:-

- ❖ if the numbers are not in the cell

i. Syntax =min(n1,n2,n3,….)

Example =min(15,10,35,12,5,25)

Result =5

- ❖ if the numbers are in the cell

ii. Syntax =min(cell1,cell2, cell3,…)

Example =min(b3,b4,b5,c6)

Result =5

iii. Syntax =min(starting cell: ending cell

Example =min(b3:c6)

Result =5

7. To Find The Maximum Numbers:-

- if the numbers are not in the cell

i. Syntax =max(n1,n2,n3,….)

Example =max(15,10,35,12,5,25)

Result =35

- if the numbers are in the cell

ii. Syntax =max(cell1,cell2, cell3,…)

Example =max(b3,c3,d3,e3,f3,g3)

Result =35

iii. Syntax =max(starting cell: ending cell

Example =max(b3:g3)

Result =35

8. To Find The Average of the Numbers:-

- if the numbers are not in the cell

i. Syntax =average(n1,n2,n3,….)
Example =average (15,10,35,12,5,25)
Result =17

- if the numbers are in the cell

ii. Syntax =average(cell1,cell2, cell3,…)
Example =average(b3,c3,d3,e3,f3,g3)
Result =17

iii. Syntax =average (starting cell: ending cell
Example =average (b3:g3)
Result =17

9. To Find The LCM of the Numbers:-

- if the numbers are not in the cell

Syntax =lcm(n1,n2,n3,….)

Example =lcm(10,20,5,4,40)

Result =40

- if the numbers are in the cell

ii. Syntax =lcm(cell1,cell2, cell3,…)

Example =lcm(b3,b4,b5,b6,b7)

Result =40

ili. Syntax =lcm(starting cell: ending cell)

Example =lcm(b3:b7)

Result =40

10. To Find The HCF(GCD) of the Numbers:-

- if the numbers are not in the cell

i. Syntax =gcd(n1,n2,n3,….)
Example =gcd(10,20,5,40)
Result =5

- if the numbers are in the cell

ii. Syntax =gcd(cell1,cell2, cell3,…)
Example =gcd(b3,b4,b5,b6)
Result =5

iii. Syntax =gcd(starting cell: ending cell)
Example =gcd(b3:b6)
Result =5

10. To Find The power of the Numbers:-

- ❖ if the numbers are not in the cell

i. Syntax =power(number , power)
Example =power(5,3)
Result =125

ii. Syntax =(number ^ power)
Example =(5^3)
Result =125

❖ if the numbers are in the cell

iii. Syntax =power(cell1,cell2)

Example =power(b3,b4)

Result =125

iv. Syntax =(cell1^cell2)

Example =(b3^b4)

Result =125

11. To Find The square of the Numbers:-

- ❖ if the numbers are not in the cell

i. Syntax =(number*number)

Example =(5*5)

Result =25

- ❖ if the numbers are in the cell

ii. Syntax =(cell1*cell1)

Example =(b3*b3)

Result =25

12. To Find The square root of the Numbers:-

- ❖ if the numbers are not in the cell

i. Syntax =sqrt(number)
Example =sqrt (100)
Result =10

- ❖ if the numbers are in the cell

ii. Syntax =sqrt (cell1)
Example =(b3)
Result =10

13. To Change The Number Into Roman Number

- if the numbers are not in the cell

i. Syntax =roman(number)
Example =roman(3)
Result = iii

- if the numbers are in the cell

ii. Syntax =roman(cell address)
Example =(C4)
Result = iii

14. To find the factorial of Number

- if the numbers are not in the cell

i. Syntax =fact(number)
Example =fact (5)
Result = 120

- if the numbers are in the cell

ii. Syntax =fact (cell address)
Example =(C4)
Result = 120

15. To change the number into even Number

- if the numbers are not in the cell

i. Syntax =even(number)
Example =even (5)
Result = 6

- if the numbers are in the cell

ii. Syntax =even (cell address)
Example =(C4)
Result = 6

16. To change the number into odd Number

- if the numbers are not in the cell

i. Syntax =odd(number)

Example =odd (8)

Result = 9

- if the numbers are in the cell

ii. Syntax =odd (cell address)

Example =(C4)

Result = 9

17. To round the Number

- if the numbers are not in the cell

i. Syntax =round(number, digits)

Example = round(25.1335,3)

Result = 25.134

- if the numbers are in the cell

ii. Syntax =round(cell dress, number)

Example =(C4,3)

Result = 25.134