

# MICROSOFT OFFICE EXCEL – 2007

MS-Excel is the integrated part of MS-Office. It is a spread-sheet package. The whole sheet is divided into number of rows and columns. So the user can enter data in rows and columns, can create charts, can format the cells, can do numerical, statistical, financial calculations, and can create different reports.

The collection of worksheets is called a workbook. The worksheet is the collection of rows and columns. The last column of a worksheet is **XFD** and last row is **1048576** in MS-Excel 2007 and **IV** and **65536** in MS-Excel 2003. The intersection of one row and one column is called cell. The extension of MS-Excel file is **.xls** or **.xlsx**

**Spread sheet:** It is nothing but a table or matrix. It is collection group of cells.

**Cell:** Intersection between column and raw called cell.

Rows-Which is number from left to right is called row. Total Row is **1048576**

**Column** – Which formed by letter from top to buttons. Total no of columns- 16384(XFD)

**WORK SHEET-** Every individual page of a workbook is called worksheet default no of worksheet - 3

**CELL REFERENCE:** It is the address of the cell that is A1, B1

**NAME BOX:** Display the active cell Reference.

**Formula Bar:** Formula bar display the active cell content.

## Features of Excel:

- ☞ Windows based package.
- ☞ Stores large amount of data
- ☞ Supports OLE and DDE
- ☞ Auto recalculates the results of the formula or function.

## How to open excel?

- ☞ Start
- ☞ All programs
- ☞ Microsoft office
- ☞ Microsoft office excel 2007

## OR

- ☞ press windows + r key
- ☞ Open Run dialog box and type excel
- ☞ then now hit enter key.



পশ্চিমবঙ্গ সরকার  
যুব কল্যাণ বিভাগের যৌথ উদ্যোগে পরিচালিত  
**চন্দ্রকোণারোড**  
যুব কম্পিউটার প্রশিক্ষণ কেন্দ্র  
**চন্দ্রকোণারোড (রেলগেট পূর্ব)**  
PH:NO - 03227-299917 :: Mobile No - 9647196571

# RESULT LIST

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Name	Roll	Class	Ben	Eng	Math	Geo	Hist	Psc	Lsc	Add	Tot	Per	Gr							
2	Sukriti	1	x	89	78	87	87	77	85	89	54	592	84.571	A+							
3	Aarush	2	x	78	85	68	78	74	58	65	45	506	72.286	A							
4	Kiran	3	x	75	68	74	56	54	75	77	65	479	68.429	A							

**CALCULATE TOTAL:** =d2+e2+f2+g2+h2+i2+j2 enter

=sum(d2:j2) enter

**CALCULATE TO WITH ADD** =IF(k2>=34,sum(d2:k2)-34,sum(d2:j2)) enter

- **CALCULATE PERCENTAGE** =L2/7 enter
- **CALCULATE DIVISION**

=if(m2>=75, "Star" ,if(m2>=60, "1<sup>st</sup> Div" ,if(m2>=45, "2<sup>nd</sup> Div" , if(m2>=34, "3<sup>rd</sup> Div" , "Fail"))))

- **CALCULATE GRADE:**

=if(m2>=90,"aa",if(m2>=80,"a+",if(m2>=60,"a",if(m2>=45,"b+",if(m2>=35,"b",if(m2>=25,"c",if(m2<25,"d")))))) enter

- **Calculate Grade for each subject should be above or equal Pass marks or Final grade will be "D"**

=if(and(d2>=25,e2>=25,f2>=25,g2>=25,h2>=25,i2>=25,j2>=25,m2>=90),"AA",  
if(and(d2>=25,e2>=25,f2>=25,g2>=25,h2>=25,i2>=25,j2>=25,m2>=80),"A+",  
if(and(d2>=25,e2>=25,f2>=25,g2>=25,h2>=25,i2>=25,j2>=25,m2>=60),"A",  
if(and(d2>=25,e2>=25,f2>=25,g2>=25,h2>=25,i2>=25,j2>=25,m2>=45),"B+",  
if(and(d2>=25,e2>=25,f2>=25,g2>=25,h2>=25,i2>=25,j2>=25,m2>=35),"B",  
if(and(d2>=25,e2>=25,f2>=25,g2>=25,h2>=25,i2>=25,j2>=25,m2>=25),"C","D"))))

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	A	B	C	D	E	F	G	H	
1	Subject	Full Marks			Marks Obtained			Grade	
2	Com Sub	Written	Oral	Total	Written	Oral	Total		
3	1st Lan	90	10	100	67	10	77	A	
4	2nd Lan	90	10	100	35	10	45	B	
5	Math	90	10	100	27	10	37	C	
6	Geo	90	10	100	89	9	98	AA	
7	Psc	90	10	100	70	10	80	A+	
8	Lsc	90	10	100	27	8	35	C	
9	Total Marks Best of Five							337	A

**Calculate total :** =e3+f3 enter

**Calculate grade:**

=if(g3>=90,"aa",if(g3>=80,"a+",if(g3>=60,"a",if(g3>=45,"b+",if(g3>=35,"b",if(g3>=25,"c",if(g3<25,"d")))))) enter

**Calculate Total Best Of Five :** =Sum(Large(G3:G8,{1,2,3,4,5}))

**Calculate Grade:**

=if(G9>=450,"AA",if(G9>=400,"A+",if(G9>=300,"A",if(G9>=225,"B+",if(G9>=175,"B",if(G9>=125,"C","D"))))))

## HOME TAB

### COPY: (ctrl+C)

- ☞ Select cells which you want to copy
- ☞ Click copy

### Paste:(Ctrl+v)

- ☞ Select position
- ☞ Click paste

### Cut:(Ctrl+X)

- ☞ Select cells
- ☞ Click cut

### How to change decrease font size?

- ☞ Select text
- ☞ Click decrease font size

### How to change font style

- ☞ Select text
- ☞ Click bold, italic, underline

### How to change font face:

- ☞ Select text
- ☞ Select any font name

### How to change font size:

- ☞ Select text
- ☞ Click any font size

### How to change increase font size?

- ☞ Select text
- ☞ Click increase font size



### How to change background color or fill color?

- ☞ Select cell
- ☞ Click fill color
- ☞ Select any color

### How to change font color?

- ☞ Select text
- ☞ Click any font color

## Merge cells:

### To convert multiple cell in a single cell

- ☞ Select multiple cells
- ☞ Click merge cell

### Wrap text: To convert multiline text in a cell

- ☞ Select cell
- ☞ Click wrap text

### Conditional formatting:

- ☞ Select cell or sheet
- ☞ Click conditional formatting
- ☞ Click manage rules
- ☞ Select new rule
- ☞ Click format only cells that content
- ☞ Select condition(< ,> ,that you want)
- ☞ Input number( 90)
- ☞ Click format
- ☞ Select color
- ☞ Click ok
- ☞ Click ok
- ☞ Further click new rule Same process

### How to insert cells in ms excel?

- ☞ Select Cell that you want to insert cell.
- ☞ Click insert
- ☞ Select shift cell right or down

### How to insert Row in ms excel?

- ☞ Select Row
- ☞ Click insert
- ☞ Click insert Row

### Alignment:

- ☞ Select text
- ☞ Click any alignment(left, right, center, ...)

### How to change increase indent?

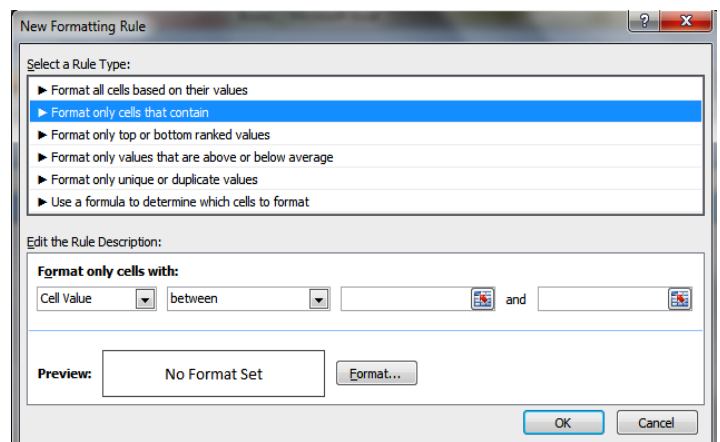
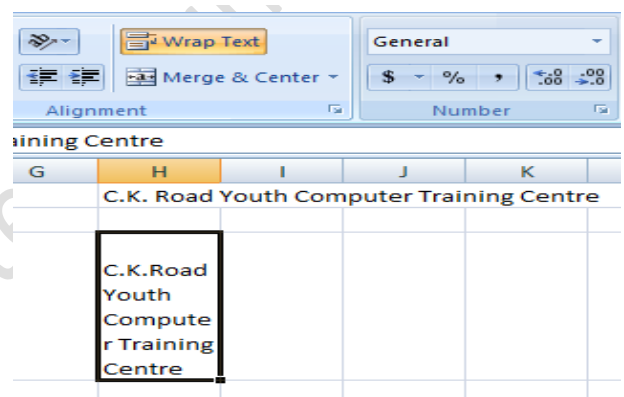
- ☞ Select text
- ☞ Click increase indent

### How to change decrease indent?

- ☞ Select text
- ☞ Click decrease indent

### Orientation:

- ☞ Select cell
- ☞ Click orientation
- ☞ Click format cell alignment
- ☞ Select any orientation( 10°,20°,...-10°,-20° etc)



### How to Delete Cell in ms excel?

- ☞ Select Cell
- ☞ Click delete
- ☞ Select shift cell Left or up

### How to Delete Row in ms excel?

- ☞ Select Row
- ☞ Click Delete
- ☞ Click Delete Row





### How to Delete Column in ms excel?

- ☞ Select Column
- ☞ Click Delete
- ☞ Click Delete Column

### How to Delete Sheet in ms excel?

- ☞ Select Sheet
- ☞ Click Delete

### How To Hide Row/Column

- ☞ Select row/Column
- ☞ Click Format
- ☞ Click Hide & Unhide
- ☞ *Click Hide*

*Row/Column*

### How To Hide Sheet

- ☞ Select Sheet
- ☞ Click Format
- ☞ Click Hide & Unhide
- ☞ Click Hide Sheet

### How To Copy Sheet

- ☞ Select sheet
- ☞ Click Format
- ☞ Click Copy or move sheet
- ☞ Select copy
- ☞ Click ok

### How to Protect Sheet

- ☞ Select sheet
- ☞ Click format
- ☞ Click protect sheet
- ☞ Input Password
- ☞ Type same password
- ☞ Click Ok

### How to Unprotect Sheet

- ☞ Select sheet
- ☞ Click format
- ☞ Click unprotect sheet
- ☞ Input Password

**SERIES:** Continue pattern into one or more adjacent cells.

It has four type-

- 1)linear
- 2)growth
- 3)date
- 4)Auto fill

### How to insert clip art picture?

- ☞ Click insert tab
- ☞ Click clip art
- ☞ Click go from right
- ☞ Select clip art picture

### How to insert shape?

- ☞ Click insert tab
- ☞ Click shape
- ☞ Select any shape
- ☞ Now draw this shape

### How To Unhide Row/Column

- ☞ Select row/Column
- ☞ Click Format
- ☞ Click Hide & Unhide
- ☞ Click Unhide Row/Column

### How to Rename Sheet

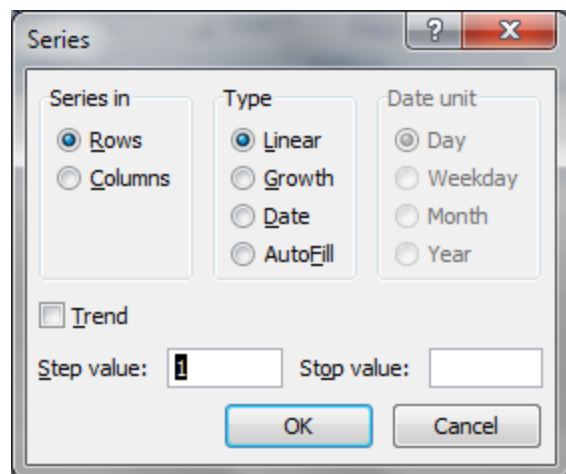
- ☞ Select Sheet
- ☞ Click format
- ☞ Click Rename
- ☞ Type New Name

### How To Unhide Sheet

- ☞ Click Format
- ☞ Click Hide & Unhide
- ☞ Click **unhide** Sheet
- ☞ Select sheet
- ☞ Click Ok

### How To Move Sheet

- ☞ Select sheet
- ☞ Click Format
- ☞ Click Copy or move sheet
- ☞ Select Move to end
- ☞ Click ok



## Linear and growth Series:

- ☞ Type number in a cell
- ☞ Enter key press from keyboard
- ☞ Next select this cell
- ☞ Click fill in home Ribbon right side
- ☞ Click series
- ☞ Select row or column in series in
- ☞ Select type-linear or growth
- ☞ Input step value ( that you want)
- ☞ Input stop value( that you stop)
- ☞ Click ok

## Date series:

- ☞ Type date name or week day Or Month Name(Sunday Or January)
- ☞ Enter key press
- ☞ Then select this cell
- ☞ Click date series from series
- ☞ click ok
- ☞ and now drag this cell

## Auto fill:

- ☞ Same process

## How to insert picture?

- ☞ Click insert tab
- ☞ Click picture
- ☞ Select picture
- ☞ Click insert

## How to format this picture?

- ☞ Click insert tab
- ☞ Click picture
- ☞ Select picture
- ☞ Click insert
- ☞ Then click format tab
- ☞ Now design this picture shape, color, 3d.... etc

## How to insert smart art?

- ☞ Click insert tab
- ☞ Click smart art
- ☞ Select any smart art
- ☞ Click ok

**CHARTS-** Charts are visually appealing and make it easy for users to see comparisons, patterns and trends in data.

## How to insert auto shape

- ☞ Click insert
- ☞ Click shape
- ☞ Select shape
- ☞ Now draw the shape

## How to insert text in a shape?

- ☞ Right click on shape
- ☞ Click add text
- ☞ Now type your text

## How to insert picture in a shape?

- ☞ Select shape
- ☞ Click format
- ☞ Click shape
- ☞ Click picture
- ☞ Select picture
- ☞ Click insert

## How to format shape?

- ☞ Select shape
- ☞ Click format
- ☞ Select any text box style
- ☞ Select shape out line
- ☞ Change shape, shadow effect, 3d effect, select any position

## INSERT TAB

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### How to insert Chart?

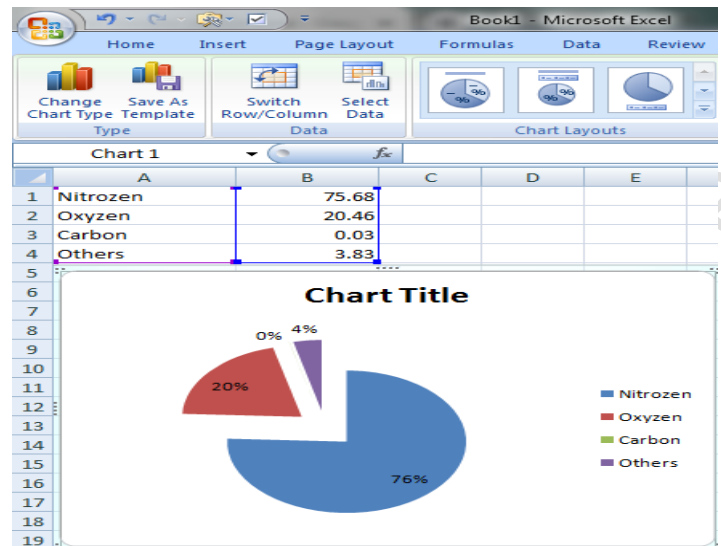
- ☞ Select data
- ☞ Click insert tab
- ☞ Select any chart type  
(line, column, pie, bar...)

### How to move Chart?

- ☞ Select this chart design
- ☞ Click move chart
- ☞ Select new sheet (that you want to)
- ☞ Click ok

### How to insert Chart title?

- ☞ Click layout
- ☞ Click chart title
- ☞ Click above chart
- ☞ Now type your chart title



### How to move legend in chart?

- ☞ Click layout tab
- ☞ Click legend
- ☞ Select left or bottom or top or right

### How to show data?

- ☞ Click layout tab
- ☞ Click data labels
- ☞ Select left or bottom or top or right

### How to show table?

- ☞ Click layout tab
- ☞ Click data table
- ☞ Click show Data table
- ☞ Click show data table

### Hyperlink :

- ☞ At first save two file
- ☞ Then one file open
- ☞ Click insert
- ☞ Click hyperlink
- ☞ Select another file
- ☞ Click ok

### Header:

- ☞ Click insert
- ☞ Click header
- ☞ Select any header type
- ☞ Then input title/name/time -date etc

### Text box:

- ☞ Click insert
- ☞ Click text box
- ☞ Click any one type
- ☞ Input your text
- ☞ Or draw text box and fill your text

### How to insert symbols?

- ☞ Select cell
- ☞ Click insert tab
- ☞ Click symbol
- ☞ Select any symbol
- ☞ Click Insert
- ☞ Click Close

### Footer:

- ☞ Click insert
- ☞ Click footer
- ☞ Select any footer type
- ☞ Then input footer name, time , Date...

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## PAGE MARGIN

### Page margin:

- ☞ Click page layout
- ☞ Click page margin
- ☞ Click custom margin
- ☞ Select any margin(top, bottom, left, right )
- ☞ Click ok

### How to delete page background?

- ☞ Click page layout
- ☞ Click delete background

### print area:

- ☞ select cells ( that you want to print area )
- ☞ click page layout
- ☞ click print area

## DATA TAB

### How to sort data?

- ☞ select table
- ☞ click data
- ☞ click sort
- ☞ select file name (Name ,Department ,Basic)
- ☞ select type (A to z / Z to A )  
**or** (Smallest to Largest **or** Largest to smallest)
- ☞ click ok

**FILTER** - To Quick Away Find Out Your Result. It has two type

- ☞ Auto Filter
- ☞ Advance Filter

### Auto filter?

- ☞ Select table
- ☞ Click data tab
- ☞ Click filter
- ☞ Select fill and apply your filter

### Advance filter

- ☞ Input condition
- ☞ Select table
- ☞ Click data
- ☞ Click advance filter
- ☞ Click copy to another location
- ☞ Click criteria range cell
- ☞ Click copy to cell
- ☞ Click ok

### How to remove data validation

- ☞ Select cell
- ☞ Data validation
- ☞ Select any value
- ☞ Click ok

### How To Display Top Ten Result

- ☞ Select field (basic )
- ☞ Click number filter
- ☞ Click top ten
- ☞ Select top or bottom
- ☞ Select item
- ☞ Click ok

### Data Validation

- ☞ Select cell
- ☞ Click validation
- ☞ Select whole number
- ☞ Input Minimum and Maximum value
- ☞ Click ok
- ☞ Now type this value



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PH:NO - 03227-299917 :: Mobile No - 9647196571



## PMT (Payment Monthly Term)

**=pmt(rate/12,no of payment, balance)**

EX: =pmt(b4/12,b5,b3) ↵

How to **GOAL SEEK** this pmt calculate?

- ☞ Select result value(b6)
- ☞ Click data
- ☞ Click what if analysis
- ☞ Click goal seek
- ☞ Click **set cell**, & input cell no.(b6)
- ☞ Click **to value**, & input rupees in (\$10000)
- ☞ Click by changing cell & input cell no ( that you want to balance [b4 or b5])
- ☞ Click ok

Excel ribbon: Home, Insert, Page Layout

Clipboard: Paste, Cut, Copy, Format Painter

	A	B
1	Price/Value	500000
2	Deposit	200000
3	Balance	300000
4	Interest	12%
5	Payment Term	24
6	PMT	(\$14,122.04)
7		=PMT(B4/12,B5,B3)

	A	B
1	Price	500000
2	Deposit	200000
3	Balance	300000
4	Interest	12%
5	Payment Term	24
6	PMT	(\$14,122.04)

**Goal Seek**

Set cell: B6

To value: (\$10000)

By changing cell: \$B\$5

OK Cancel

	A	B
1	Price	500000
2	Deposit	200000
3	Balance	300000
4	Interest	12%
5	Payment Term	35.84553611
6	PMT	(\$10,000.00)

**Goal Seek Status**

Goal Seeking with Cell B6 found a solution.

Target value: -10000

Current value: (\$10,000.00)

Step Pause OK Cancel

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	A	B	C	D	E
1	<b>Monthly Statement of PMT</b>				
2	Loan	100000			
3	Interest	8%			
4	Term	18			
5	PMT	(\$5,914.03)	= e7*\$b\$3/12	= b8-c8	=e7-d8
6	Month	Term	Int	Prin	Balance
7	0				100000
8	1	5914.03	666.67	5247.36	94752.64
9	2	5914.03	631.68	5282.35	89470.29
10	3	5914.03	596.47	5317.56	84152.73
11	4	5914.03	561.02	5353.01	78799.72
12	5	5914.03	525.33	5388.70	73411.02
13	6	5914.03	489.41	5424.62	67986.40
14	7	5914.03	453.24	5460.79	62525.61
15	8	5914.03	416.84	5497.19	57028.42
16	9	5914.03	380.19	5533.84	51494.58
17	10	5914.03	343.30	5570.73	45923.84
18	11	5914.03	306.16	5607.87	40315.97
19	12	5914.03	268.77	5645.26	34670.71
20	13	5914.03	231.14	5682.89	28987.82
21	14	5914.03	193.25	5720.78	23267.04
22	15	5914.03	155.11	5758.92	17508.13
23	16	5914.03	116.72	5797.31	11710.82
24	17	5914.03	78.07	5835.96	5874.86
25	18	5914.03	39.17	5874.86	0.00

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NOT X ✓ fx =SUMIF(B:B,E2,C:C)						
	A	B	C	D	E	F
1	<b>Summary Calculation</b>				<b>Item Summary</b>	
2	Month	Item	Cost		Mouse	=SUMIF(B:B,E2,C:C)
3	JAN	Mouse	520		Key-Board	1150
4	JAN	Key-Board	600		Paper	780
5	JAN	Paper	250			
6	FEB	Mouse	300			
7	FEB	Paper	250			
8	MAR	Key-Board	550			
9	MAR	Mouse	350			
10	MAR	Paper	280			

## Item Summary

NOT X ✓ fx =SUMIF(A:A,E2,C:C)						
	A	B	C	D	E	F
1	<b>Summary Calculation</b>				<b>Month Summary</b>	
2	Month	Item	Cost		JAN	=SUMIF(A:A,E2,C:C)
3	JAN	Mouse	520		FEB	550
4	JAN	Key-Board	600		MAR	1180
5	JAN	Paper	250			
6	FEB	Mouse	300			
7	FEB	Paper	250			
8	MAR	Key-Board	550			
9	MAR	Mouse	350			
10	MAR	Paper	280			

## Month Summary

### Investment Calculation

NOT X ✓ fx =PMT(B4/12,		
	A	B
1	<b>Investment Calculation</b>	
2	Age on Maturity	18
3	Maturity Value	500000
4	Interest / per Year	10%
5	Investment / Month	=PMT(B4/12,B2*12,0,B3)

### Future Value

NOT X ✓ fx =FV(B4/		
	A	B
1	<b>Future Value</b>	
2	Ini-Depo	50000
3	Monthly Pay	5000
4	Interest	7%
5	Term	12
6	Future Value	=FV(B4/12,B5,B3,B2)

পশ্চিমবঙ্গ সরকার  
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**চন্দ্রকোণারোড**  
যুব কম্পিউটার প্রশিক্ষণ কেন্দ্র

**চন্দ্রকোণারোড (বেলগেট পূর্ব)**

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	A	B	C	D	E	F	G	H
1	Name	Loan	Start Date	Pay Date	Day	Rate of Interest	Interest	Total
2	Ram	12000	8/7/2022	2/1/2024	543	8%	1428.16	13428.16
3	Raja	20000	9/4/2021	1/5/2023	488	8%	2139.18	22139.18
4	Babu	18000	5/2/2023	2/1/2024	275	8%	1084.93	19084.93
5					=datedif(c2,d2,"d")		=b2*8*e2/36500	=b2+f2

### Group :

- ☞ At first create this table
- ☞ Select data
- ☞ Click group
- ☞ Select rows or columns
- ☞ Click ok

### Ungroup:

- ☞ Select this data
- ☞ Click ungroup
- ☞ Select rows or columns
- ☞ Click ok

### Subtotal:

- ☞ At first create this table
- ☞ Then sort this table any column (name or dept or basic)
- ☞ Click data
- ☞ Click sub Total
- ☞ Select fill (dept)
- ☞ Click ok

### \*Review\*

### How to insert Comment

- ☞ Select cell
- ☞ Click review
- ☞ Click new Comment
- ☞ Now type your Comment

	A	B	C	D	E	F	G	H	I	J
1	AGE Calculate									
2	Date of Birth	7/15/1999								
3	Current Date	8/25/2023								
4	AGE	=DATEDIF(B2,B3,"y")&" year "&DATEDIF(B2,B3,"ym")&" months "&DATEDIF(B2,B3,"md")&" days "								

### VIEW

### Freeze panes:

- ☞ Select cell
- ☞ Click view
- ☞ Click freeze panes

### Unfreeze panes:

- ☞ Select cell
- ☞ Click view
- ☞ Click Unfreeze panes



# Salary Structure

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Name</b>	<b>Ecode</b>	<b>Dept</b>	<b>Distance</b>	<b>Basic</b>	<b>DA</b>	<b>TA</b>	<b>HRA</b>	<b>Gross</b>	<b>PF</b>	<b>IT</b>	<b>NET</b>
2	Aarush	E01	Doc	5	22000	11000	100	2200	35300	1100	2200	32000
3	Sabnam	E02	Eng	12	18000	9000	100	1800	28900	900	0	28000
4	Sunita	E03	Tea	35	35000	17500	280	3500	56280	1750	7000	47530
5	Asim	E04	Eng	87	40000	20000	696	4000	64696	2000	8000	54696

## Salary Structure Formula

Calculate da 50% of basic:

➤ =E2\*50% (Press Enter Key)

Calculate TA it distance >=25, Rs 8/km, otherwise Rs 100

➤ =if (D2>=25, d2\*8,100) (Press Enter Key)

Calculate HRA 10% of basic :

➤ = E2\*10% (Press Enter Key)

Calculate gross ( basic+da+ta+hra) :

➤ =E2+F2+G2+H2 (Press Enter Key)

Calculate PF 5% of basic:

➤ E2\*5% (Press Enter Key)

Calculate IT IF GROSS>=45000,20% OF BASIC, IF GROSS>=30000 ,10% OF BASIC ,OTHER WISE "0".

➤ =IF(i2>=45000, E2\*20%, IF(i2>=30000, E2\*10%,0)) (Press Enter Key)

Calculate Net

=i2-J2-K2 (Press Enter Key)

### Three type of Cell Reference

- ☞ Relative Cell Reference: B3
- ☞ Absolute Cell Reference: \$B\$3
- ☞ Mixed Cell Reference: \$B3 or B\$3

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**Relative Cell Reference:** Relative references change when a formula is copied to another cell.

**Absolute Cell Reference:** An absolute cell reference is a cell address that contains a dollar sign (\$) in the row or column coordinate,

**Mixed Cell Reference:** A mixed cell reference is either an absolute column and relative row or absolute row and relative column. When you add the \$ before the column letter you create an absolute column or before the row number you create an absolute row.

YOUTH COMPUTER CENTRE	AT C.K.ROAD
FUNCTION NAME	OUT PUT
=upper (a1)	YOUTH COMPUTER CENTRE
= Lower (a1)	youth computer centre
= proper (a1)	Youth Computer Centre
=left (a1,5)	youth
=right (a1,6)	centre
=mid (a1,7,8)	computer
=len (a1)	21
=concatenate (a1,b1)	Youth Computer Centre at C.K.Road
=concatenate(a1," ",b1)	Youth Computer Centre at C.K.Road

FUNCTION NAME	OUT PUT
=max (a1:a4)	30
= min (a1:a4)	12
=count (a1:a4)	4
=average (a1:a4)	24.25
=lcm(a1:a4)	60
=gcd (a1:a4)	1
= abs(-5)	5
=power (5,2)	$(5^2)= 25$
=sqrt(169)	13
=mod (13,4)	1
=int (567.328)	567
=round (567.328,2)	567.33
=round (499.98,1)	500.0

	A
1	12
2	20
3	15
4	30

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## Date & Time Function

=day("date")	Return the day value.
=month("date")	Returns month value.
=year("date")	Return the Year value
=Now()	Returns the system date and time
=Today()	Returns the Current date.
=weekday("date")	Convert a date to a day of the week.
=TEXT("7/14/2015","dddd")	Tuesday
=TEXT("7/14/2015","mmmm")	July

### How to convert centigrade to Fahrenheit ?

=convert (100,"C","F")

### How To Convert Feet To Centimeter?

=convert (5,"ft" , "cm")

### How to convert day to hour?

=convert (1,"day" , "hr")

### How to convert hour to minute?

=convert (1,"hr" , "mn")

### How to display system date?

=NOW ()

## How To Auto fix Column Width

- ☞ Right click on sheet name
- ☞ Click view code
- ☞ Change general option to worksheet
- ☞ Then type **cells.entirecolumn.autofit** under the private function

## How To Auto Increment Date

- ☞ Write a date in a cell like 12-jan-23
- ☞ If the date is b1 cell then write c1 cell =b1+1

## Convert Number To Roman Number

- ☞ Write a number in a cell like 6
- ☞ If the number is c6 cell then write c7 cell =roman(c6)

## Comment With Picture

- ☞ At first apply comment in a cell
- ☞ Right click on comment box (bottom of the left corner)
- ☞ Click format comment
- ☞ Click colors and lines option
- ☞ Click colors
- ☞ Click fill effects
- ☞ click picture
- ☞ Click select picture
- ☞ Select any picture from computer then click insert



## Count present and absent number using Checkbox

Name	Roll	Mon	Tue	Wed	Thu	Fri	Sat	Present	Absent
Ayan	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	1
Rahul	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	2
Anita	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	4
Ayush	4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	3
Aniket	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	4

### How to add checkbox

- ☞ Click insert controls
- ☞ Select checkbox from insert controls
- ☞ Then draw the check box in a cell
- ☞ Erase the checkbox word with the help of delete button

### Link with Checkbox

- ☞ Right click of checkbox
- ☞ Click on format control
- ☞ Click on cell link
- ☞ Put the cell address of that checkbox
- ☞ Click ok
- ☞ Calculate present =countif(c2:h2,"true")
- ☞ Calculate present =countif(c2:h2,"false")

### For auto serial number




- ☞ =row()-row(previous cell address with \$ sign)
- ☞ Like =row()-row(\$a\$1)

### Watermark Picture

- ☞ Click insert
- ☞ Click header and footer
- ☞ Click picture
- ☞ Select any picture from your computer then insert
- ☞ Then click out side



## Calculate Using Spin Button

Item Name	Spin Button	Quantity	Item Price	Total Price
Mouse		3	350	1050
Ssd		4	1500	6000
Pendrive		2	700	1400

Total price = quantity\*item price

### How to add spin button

- ☞ Click insert controls
- ☞ Select spin button
- ☞ Then draw spin button in a particular cell

### How to link with spin button

- ☞ Right click on spin button
- ☞ Click format control
- ☞ Click cell link
- ☞ Put the linking cell address
- ☞ Click ok

### SHEET – 1

NAME	BEN	ENG	MATH
DEBALINA	45	48	44
SHILPA	43	44	34
ARPITA	44	45	38
DIPU	42	44	45
PUJA	45	48	32



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SHEET – 2

2ND UNIT TEST 50 MARKS				
NAME	BEN	ENG	MATH	
DEBALINA	44	44	45	
SHILPA	43	47	44	
ARPITA	43	46	43	
DIPU	44	44	42	
PUJA	42	45	41	

SHEET3 (CLICK ANY CELL)

- ☞ Click data tab
- ☞ Click consolidate
- ☞ Select sheet1 data portion click add
- ☞ Select sheet2 data portion click add
- ☞ Then check top row and left column then click ok

UINTEST RESULT			
NAME	BEN	ENG	MATH
DEBALINA	89	92	89
SHILPA	86	91	78
ARPITA	87	91	81
DIPU	86	88	87
PUJA	87	93	73

### Pivot Table

Region and item

NAME	MONTH	REGION	ITEM	SALE
AYAN	JAN	SOUTH	MOUSE	500
TUMPA	FEB	NORTH	KEYBOARD	700
SAMIT	MAR	EAST	MONITOR	2500
RAJDEEP	APR	WEST	SSD	2000
RONI	JAN	SOUTH	MOUSE	500
SWAGATA	FEB	NORTH	KEYBOARD	700
SUVANKAR	MAR	EAST	MONITOR	2500



Select data

Click insert

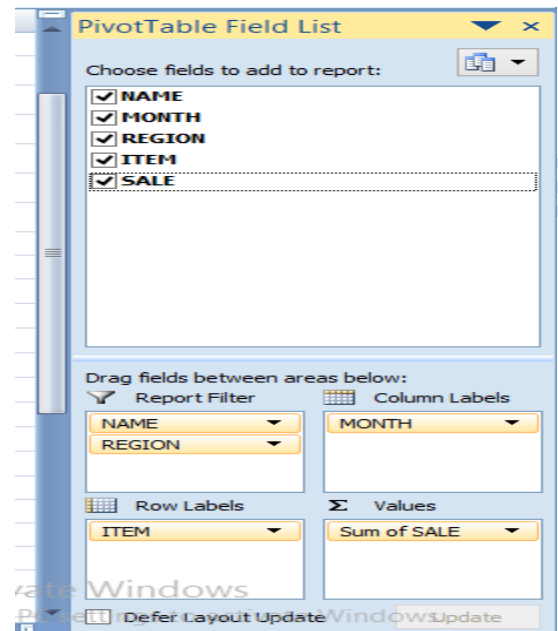
Click pivot table (2 times)

Choose existing worksheet

Click location (click any blank cell on that sheet)

Click ok

Make this structure (you can change row and column)



Sum of SALE	Column Labels				Grand Total
Row Labels	JAN	FEB	MAR	APR	Grand Total
KEYBOARD		1400			1400
MONITOR			5000		5000
MOUSE	1000				1000
SSD				2000	2000
<b>Grand Total</b>	<b>1000</b>	<b>1400</b>	<b>5000</b>	<b>2000</b>	<b>9400</b>

### Separate Number and Text From A Column

NAME & NUMBER
ARUN
9988776655
MINA
6677445533
ANIKET
9955664433
MERUNA
3344556677

NAME	NUMBER
ARUN	9988776655
MINA	6677445533
ANIKET	9955664433
MERUNA	3344556677

For text → Select the table → Press ctrl+g → Click special → Select constant option → Then check only text option → Click ok → Press ctrl+c → Then select the cell where you want to paste the data then press ctrl+v → For number → Select the table → Press ctrl+g → Click special → Select constant option → Then check only number option → Click ok → Press ctrl+c → Then select the cell where you want to paste the data then press ctrl+v

THE END

