

Excel

Excel is a spreadsheet program developed by Microsoft, sheet made up of columns and rows. it allows users to organize, format and calculate data with formulas using a spreadsheet system.

Work Book

A work book is collection of many worksheets. By default a work book opens with three work sheet and it can contain a maximum of 255 worksheets.

Worksheet

A worksheet is a sheet made up of rows and columns.

Practical:

Column	Insert	Insert Menu
Column	Delete	Edit Menu
Row	Insert	Insert Menu
Row	Delete	Edit Menu
Column	Hide	Format Menu
Column	Unhide	Format Menu
Row	Hide	Format Menu
Row	Unhide	Format Menu
Sheet	Insert	Insert Menu
Sheet	Delete	Edit Menu
Sheet	Hide	Format Menu
Sheet	Unhide	Format Menu
Sheet	Rename	Format Menu

Shorting Filter:

A	B	C	D	E	F
100	200	300	400	500	600

Formula:

= (A1+B1)

= (A1-B1)

= (A1*B1)

= (A1/B1)

Total: =Sum (A1:f1)

=max (A1:F1)

=Min (A1:F1)

=Upper (A1)

=Lower (A1)

=proper (A1)

=Sqrt (A1)

MANAGEMENT:

A	B
Manager	7,000
Police	15,000
Doctor	25,000
Teacher	20,000

Formula:

=Sum (A1:A4)

=sumif (A1:A4,"Police",B1:B4)

=CountIf (A1:A4,"maneger")

=Round (3.27,1)

=Average (a1:a5)

=Today()

=Now()

=Day("15/04/2007")

=Month("6-sept")

=Year(Today())

=Mod(b1,c1)

Cell Reference

Relative =(A1+b1)

Absolute =\$a\$1+b1).

Mixed =\$a1+b1).

Pay bill:

A	B	C	D	E
Name	Design	Deport	J-Date	Basic

Formula:

Ta: =(E2)*0.05

DA: =(E2)*0.06

HRA: =(E2)*0.07

GPF: =Sum(E2:H2)*0.08

I-TAX: =(Sum(E2:H2)-I2)*0.04

NET Salary: =Sum(E2:H2)-(I2+J2)

FULLFORM:

TA: Traveling Allowance

DA: Diner Allowance

HRA: House Rent Allowance

I-Tax: Income Tax

MARKSHEET:

	A	B	C	D	E	F	G	H
1	Name	Roll. no	Hindi	English	Math	science	S.science	Bio
2								

Total: =Sum(C2:h2)

Per : =(I2)/6

Result = if(j2>=33,"pass","fail")

Division: =If(J2>=60,"First",If(J2>=45,"Second",if(j2>=33,"Third","Fail")))

Gift/No Gift: =If(J2>=60,"Gift","No Gift")

Tour/No Tour: =if(j2>=70"Tour","No Tour")

Position: = If(J2>=70,"A","B")

Electric Bill:

	A	B	C	D	E
1	Name	Connection. No	Code. No	PR	CR
2					

FULLFORM:

Pr-: Previous Reading

Cr: Current Reading

Ur: Use Reading

SC: Service charge

Formula:

Ur:= (e2-d2)

RATE:= If (c2=1,"20", If (c2=2,"15",if (c2=3,10,"5")))

Ammount:=(e2*g2)

SC: =(H2)*0.05

Discount:=(h2+i2)*0.04

NET amount:=(h2+i2-j2)

Reservation Ticket:

	A	B	C	D	E	F	G
1	Name	Train no	From	To	Km	Age	Class
2							

Banking

,d O;fDr cSad ls 28500: 8% okf''kZd O;kTk dh nj ls izklr fd;k vkSj izfr ekg - 575 tek djus dk oknk fd;k rks crkb;s fd mls vius .k [kkrs esa dqy /ku nsus ds fy;s fdrus ekg yxsaxA

Rate of interest	8%
Payment	-575/=
Amount	28500/=

=NPER(b1/12,b2,b3)

,d vkneh us cSad ls 28500: rhu o''kZ ds fy;s dT+kZ fy;k ftls cSad }kjk 8% okf''kZd C;kt yxkus dk izo/kku gS rks crkb;s fd rhu o''kZ rd mls C;kT+k lfgr izfr ekg dqy fdruk /ku nsuk gksxk

Rate of interest	8%
Period	3
Amount	28500/=

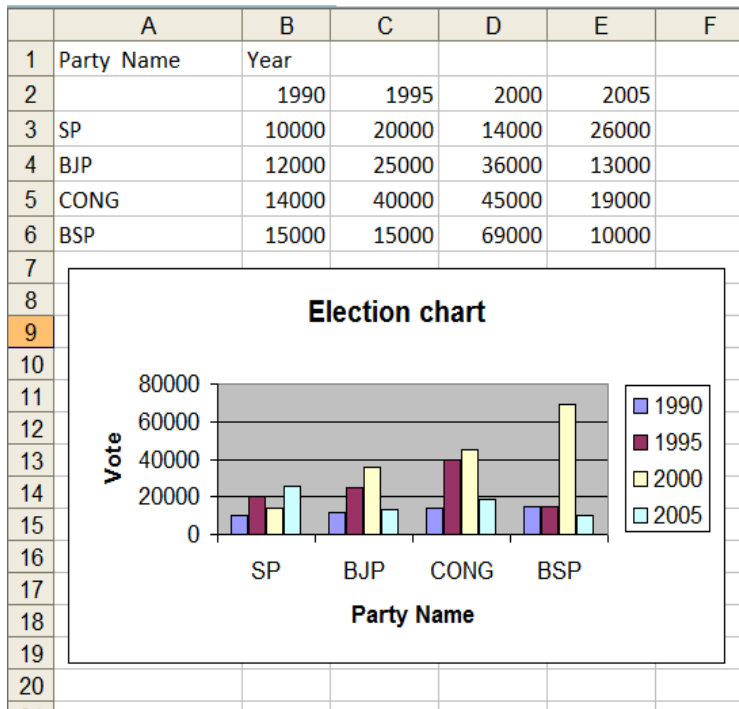
=PMT(b1/12,b2*12,b3)

,d vkneh cSad esa 200 : 8% okf''kZd C;kt dh nj ls izfr ekg tek djrk gS rks crkb;s rhu o''kZ ckn mls C;kTk lfgr dqy fdruk /ku izklr gksxk

Rate of interest	8%
Period	3
Amount	-200

=FV(b1/12,b2*12,b3)

Election Chart



Population Chart

