MS-EXCEL

Unit -1

Starting MS Excel

Unit -2

Working with Graphics

Unit -3

Formatting a worksheet

Unit - 4

Charts and other Controls

Learning objectives

After the Completion of this unit you should be able to know

- 1) What is MS Excel and what are its functions
- 2) The tools used in MS Excel 2010 and their use
- 3) Working with MS Excel workbook and Excel worksheet

Introduction

MS Excel is a very good tool for the purpose of accounts and other purposes. This simplifies the work load of a person by many folds. MS Excel apart of being a spread sheet tool helps the user to add new work sheets to a workbook. Sheets can be renamed, deleted from a workbook. Workbooks those that we create can be shared among different people via email. This enables transparency in the work force. Password protection helps us protecting confidential data. So let us get started with MS Excel.

Definition

Excel 2010 is a spread sheet application in the **Microsoft 2010** Office suite that lets you store, manipulate, and analyses data in organized workbooks for home and business tasks.

<u>Rule To Remember:-</u>. An Excel workbook is comprised of Excel worksheets .Each Worksheet is comprised of rows and columns.. Total number of rows are 104857 and total number of columns are 16384 from A to XFD. The intersection between a row and a column is called a cell. Total cells = $104857 \times 16384 = 1717977088$

Uses Of MS Excel

Used in data collection, data manipulation and data Analysis which are related to

- 1. Accounts and financial operations
- 2. Mathematical operations.
- 3. Scientific operation.
- 4. Non Scientific operations.

Working with MS Excel 2010

MSExcel 2010 screen



SCREEN-1

Brief description about the tabs

Brief Description about what is written in screen 1. The above screen shows the following components.

- 1. File Tab
- 2. Quick Access Tab
- 3. Ribbon Tab
- 4. Title Bar
- 5. Column bar
- 6. Help menu
- 7. Row Bar
- 8. Cell
- 9. Sheet Area
- 10. Zoom control
- 11. View buttons
- 12. Create New Sheet
- 13. Current Closed Sheet

- 14. Current Open Sheet
- 15. Status Bar

<u>File Tab</u>:- The file tab is used to

- ➢ Create a new file
- ➢ Save an existing file
- Open very recent files
- Save an existing file in another format
- Print an existing file

<u>Ouick Access Tab</u>:- Quick access tab is used for very fast users who do not have time to go the roundabout process to

- 1) Open
- 2) Save
- 3) Print Preview And Print
- 4) Quick Print
- 5) Spelling
- 6) Undo
- 7) Redo
- 8) Sort Ascending
- 9) Sort Descending
- 10) Open Recent Files
- 11) Show More Commands
- 12) Show Below The Ribbon

<u>Ribbon Tab:-</u> The Ribbon Tab is used for many jobs and we shall be discussing later in this book.

<u>Title Bar :-</u> The title bar is used to show what is the name of the document .When multiple documents are opened at one time the title bar identifies which document is currently active by showing the name of the document at the top.

Column Bar:- The column bar is used to identify in which column the cursor is

Help:-The help menu gives instant help to the new user as to how to use the MS Excel 2010.

Row Bar:- The row bar is used to identify in which row the user is working.

<u>Cell:-</u> The Cell is the intersection of the row and the column.

Sheet Area:- The sheet area shows the current sheet the user is working on.

Zoom Control:- .The zoom control is used to control the zooming effect

of the screen.

<u>View Buttons</u>:- The view buttons option is used to view the page in any of the three formats

- 1) Normal
- 2) Page Layout
- 3) Page Break

Create New Sheet:- This option is used to create new sheet.

<u>Current Open Sheet:-</u> This option is used to print a current open sheet.

<u>Status Bar :-</u> The status bar shows weather the document is in which state **ready** to take values or **Enter** State when values are being entered.

Entering MS Excel 2010Step-1









The above worksheet is comprised of the following controls. These controls are file tab, quick access, ribbon, title bar, row bar ,column bar, help, cell, sheet area, zoom control, view buttons, create new sheet, current closed sheet, current open sheet, status bar. Before we dive into learning Excel let us understand what the above controls do in brief.

File tab :- Data that get stored in computer gets stored in the form of files. The file tab helps us create a new file, save the file, closes the current file.

Quick access :- Quick access helps to do things quickly such as quick save, redo and undo as all the controls are available.

Ribbon :- The ribbon is comprised of various controls which are file, home, page layout, formulas, data, review, view, Team. These controls help to create new files, manipulate files and set protection to files.

- > Title bar :- This bar displays the name of the file.
- ▶ Row bar :- This bar shows which row we are working on.
- > Column bar :- This bar shows which column we are working on.
- > Cell :- The intersection between the row and the column is a cell.
- Sheet area :- The sheet on which values are entered.
- > Zoom control :- This option is used to control the magnification of

the sheet.

- View buttons :- This options is used view the Excel sheet in different ways such as normal, page layout, page break view.
- Create new sheet :- This option is used to create a new sheet.
- Current closed sheet :- This option is used see the currently closed sheet.
- Current open sheet :- This option is used see the current open sheet.
- Help :- This gives complete help about the Excel worksheet and Excel workbook.

Ribbon

The Ribbon is comprised of tabs. These Tabs are

File



The File option is used to create a new file, save file, save in other formats, close the existing file ,print a file, protect a file ,make a file read only.

<u>Home</u>

File	н	lome	Insert	Page	Layout	Formu	las	Data	Re	view	View	i	Team							۵ (X 🖷 🗆 🕻
ĥ	X	Calib	ri	- 11	• A A	. =	=	= 8	·*		Gene	ral		٣				" ■ Insert +	Σ -	A	A
Paste *	V	B	Ι <u>υ</u> ·	•	👌 • 🛕	•	=	≡ ()	i 🕴	• a• •		%	,	00. 0.∻ 00. ♦ 00.	Conditional Formatting	Format as Table	Cell • Styles •	Format *	2.	Sort & Filter ≠	Find & Select ≠
Clipboa	ard 🗔			Font		6	A	lignme	nt	Γ_{M}		Num	ber	Γ <u>α</u>		Styles		Cells		Editin	g

Sl.N	Picture	Description
0		
1	🖹 Сору 🔻	Copy a selected text
2	Pacte	Paste a selected text
	rasic	
5	Software Painter	Copies a font format from one place and places it in another place. Suppose A11 CELL IS COMPRISED OF "HELLO HOW ARE YOU" which is a Calibari(Body) font. And B11 Cell is comprised of "Hi there" which is of Adobe Gothic s Placing the mouse at A11 is copy button is clicked and placing at B11 Format Painter is clicked then both A11 and B11 Cells are of the font
4	Clipboard 🗤	Show office clipboard task pane. Used when multiple
		sheet and are to be placed in the same sheet or another sheet.
5	Calibri 👻	Font type .Used to define the font type. Here the font
		type is Calibri
6	11 *	Font size, used to define the
		size of the font.

7 A	Grow Font .Used to increase the font size of the selected character, word ,sentence or paragraph
------------	---

8	A		Shrink Font .Used to decrease
			the font size of the selected
			character, word ,sentence or
			paragraph
9	в		Used to make the character,
10			Word ,sentence of paragraph bold
10	I		Used to make the character,
			italicized
11	TT		Used to make the character.
	<u>u</u>		word ,sentence or paragraph
			underlined.
12		· 💩 · 🗛 · 🔳 🗐 🛱	Used to set the borders of a cell
	Bor	ders	or a group of selected cells.
		Bottom Border	
		Top Border	
		Left Border	
		<u>R</u> ight Border	
		<u>N</u> o Border	
	\blacksquare	<u>All Borders</u>	
		Outside Borders	
	<u>.</u>	Thick Box Border	
		Bottom Double Border	
		Thick Bottom Border	
		Top an <u>d</u> Bottom Border	
		Top and Thick Bottom Border	
		Top and Do <u>u</u> ble Bottom Border	
	Dra	w Borders	
		Dra <u>w</u> Border	
	1	Draw Border <u>G</u> rid	
	2	Erase Border	
	_/	L <u>i</u> ne Color	
		Line St <u>v</u> le ▶	
		More Borders	

13		Used to fill the colours in a cell
	Theme Colors	or a group of cells.
	Standard Colors	
	<u>N</u> o Fill	
	More Colors	
14		Used to change the font colours
	Automatic	of the text in a cell of a group of
	Theme Colors	selected cells
	Standard Colors	
	3 More Colors	
15	Font 🖙	Used to change the formatting of
		the cells such as sub script, super
16		Top align the selected text of a
10		cell or group of cells selected.
17	=	Middle align the selected text of
10		a cell or group of cells selected.
18	=	Bottom align the selected text of
19	=	Left align the selected text of a
17	=	cell or group of cells selected
20		Middle align the selected text of
		a cell or group of cells selected.
21	1	Right align the selected text of a
22	~	Change the orientation of the
	* /**	text of the cells or group of cells
	Angle Counterclockwise	selected.
	Angle Clockwise	
	} [#] _b ⊻ertical Text	
	국왕] Rotate Text Up	
	Rotate Text Down	
	🗞 For <u>m</u> at Cell Alignment	
23	<u>الم</u>	Decrease Indent of a cell or a
	-	group of cells selected





35.	🐺 Fill 🔻		This b	button is us	ed to fill t	the
	Down		cells o	down, left,	right with	l
	Right		formu	ulas if giver	1.	
				A		
	<u>∎</u> <u>o</u> p		1	1		
		luch a sta	2	3		
	Across wor	ksneets	3	5		
	Series		4	16		
	Justify		5	10		
26			Thick	ontion is use	ad to alao	n tha
50.	Clear *	1	cell o	option is use	of selected	r the
	Clear All		cells	n the group	of select	Ju
	2 Clear <u>F</u> orma	its	cons.			
	<u>C</u> lear Conte	nts				
	Clear Comm	ients				
	Clear Hyper	links				
	Remove Hyp	perlinks				
37.	Image: Solution of the second state in the secon	st to Largest t to Smallest t	Used Those unsor show green the so	for sorting e in Yellow ted while the sorted nume show filter orted items.	and filter colour sh nose in blu ibers thos ed items a 24 34 34 34 34 34 34	ing. now ue e in among 24 34 34 34 34

38	F	Find &	The purpose of find and replace is to find a particular text in sheet and replace it with a new
	aa S	select *	text.
	m	Find	
	ab ⊶ac	<u>R</u> eplace	
	-	<u>G</u> o To	
		Go To <u>S</u> pecial	
		Form <u>u</u> las	
		Co <u>m</u> ments	
		Conditional Formatting	
		Co <u>n</u> stants	
		Data <u>V</u> alidation	
	\square	Select Objects	
	₽\$	Selection Pane	

<u>Insert</u>

1	PivotTable	Used To create a Pivot Table
2	: Table	This button is used to create a table from existing entries. The other features include searching for entries out of many.
3	Picture	This button is used to insert a picture in the excel sheet.
4	Clip Art	This button is used to insert a clip art into the worksheet.
5	Shapes	This button is used to insert various shapes into the worksheet.
6	SmartArt	This button is used to insert a smart art into the worksheet
7	Column	This button is used to create a chart in the excel worksheet.

8	-XXx	This button is used to create
	Line	a nne graph
9	*	This button is used to create
	Pie	a pie chart in the excel sheet.
10.		This button is used create a
	Bar	bar chart in the excel sheet.
11.		This button is used to create
	Area	
12	1	This button is used to create
	Scatter	a scatter chart on an excel sheet.
13		This button is used to create
	0	other charts on the excel
	Other Charts *	Sheet
14		Create a line sparkline based
	Line	selected
15	plan .	Create a column sparkling
	Column	selected
16	1990	Creates a win/Loss Sparkline
	Win/Loss	
17		Insert slicer to filter data
	Slicer	interactively
18		This option is used create a
		hyperlink to link to 1 File
	Hyperlink	2. Webpage
10		3. Email address
19	A	text box in the sheet.
	Text Box	
20		This option is used to create
	Header	a header and a footer.
	& Footer	
21	A	This option is used to insert a word art into the excel sheet
	WordArt	

22	Sign	ature				Used to insert a digital signature
23	Obj	ect				Used to insert an object. This object could be anything starting from an image to pdf document
24	7 Equa	C ation				Used to write an equations
25	Symb Symb £ ± µ	2 ≤ ¥ ¢ α	⊳ ∠ β	% ⊗ ÷ π	€ ™ ∞	Used to insert a symbol.
	Ω	<u>M</u> ore	e Symb	ols		

Page layout

Page layout defines how the page should appear when it presented to someone or self. This starts from excel sheet page designing to Excel sheet page printing. The page layout is comprised of the following

1	Themes	This option is used to change the themes of the sheet
2	Margins	This options is used to set the margins of the page that is going to be printed. It comprises of left, right, top, bottom margins
3	Orientation	This option is used to set the orientation of the page as to landscape or portrait.
4	Size	This option is used to set the size of the page like A4,A3 etc

5	Print Area -	Mark a specific area of the sheet for printing
6	Breaks	This option is used to create a page break so as to ensure where each page will end at the bottom and at the right when a whole worksheet is considered.
7	Background	Choose an image to be shown at the background of the worksheet.
8	Print Titles	Specify rows and columns to repeat in each page
9	Page Setup	Page setup to print
10	Width: Automatic × Height: Automatic × Scale: 100% Scale to Fit G	Scale to fit maximum contents in a page
11	Gridlines Headings View View Print Print Sheet Options	Sheet options as to how the sheet would be visible during viewing and printing
12	Bring Forward •	Bring forward an object one level forward .
13	Send Backward +	Send the object one level backward.
14	Selection Pane	Make the objects hidden or visible
15	Align	Aligns the edges of multiple selected objects.
16	Group	Group multiple objects into one Ungroup an object created from multiple objects.

17.	5	Rotate a single object.
	Rotate	

<u>Formulas</u>

1	fx Insert Function	Used To insert a function.
2	AutoSum	Do simple calculations such as s Sum Average Count Max Min And many more functions.
3	Recently Used +	Make use of very recently used functions which were used while preparing the worksheet.
4	Financial	All financial functions are available here
5	Logical	Perform all logical operations.
6	Text	Perform all textual operations.
7	Date & Time •	Perform all date and time functions
8	Lookup & Reference *	Lookup and Reference functions
9	Math & Trig *	Mathematical and trigonometric functions
10	More Functions *	More functions related to Statistical and Engineering.

11		Name Manager
	<u>e</u>	
	Name	
	Manager	
12	ƒ [©] Use in Formula ▼	Use a name in the worksheet rather than
12		use a formula.
15	E Create from Selection	
		Trace Precedents
		In B1 cell you wrote 2
		In C1 you had written
		=A1+B1
	- Eh-	Now Click on C1 And click the button
14	∃,ª Trace Precedents	
		You get
15		Show arrows that indicate what cells
		effect the value of the current selected
		cell. Suppose in A1 cell you wrote 1
		In B1 cell you wrote 2
		In C1 you had written
		=A1+B1
		Now Click on A1 And click the button
		¤d∰ Trace Dependents
		A B C
		1 1 2 3
16	0-	Remove Arrows drawn by Trace
	Remove Arrows *	Precedents
17		Show formulas instead of values in the
1/	📓 Show Formulas	cells
18	🚸 Error Checking 🔻	Check errors in formulas of the cells
19	🙉 Evaluate Formula	Shows the formula written in the particular cell.

20	Watch Window	The watch window is used to see how the values of a cell get changed when one value of the cell is changed as it connected to the cell via a formula. Suppose in A1 cell you wrote 1 In B1 cell you wrote 2 In C1 you had written =A1+B1 Now click on Watch window.
		A B C D 1 5 2 7 2 Watch Window 3 ?₂ Add Watch X₀ Delete Watch 4 Book Sheet Name 6 Book1 Sheet1 C1 7 Step-2 9 10
21	Calculation Options *	Calculation option is set by default to automatic so that changes in one cell can affect the sheet. It can be set to manual so that the effects don't take effect until the calculation option is set to automatic.
22	Calculate Now	Calculate now calculates the entire workbook if calculation options is set to manual.
23	Calculate Sheet	Calculates the entire sheet now. Important when calculate options is set to manual.

<u>Data</u>

1	From Access	Import data from MS Access Database
2	From Web	Import data from the Web
3	From Text	Import data from the text

4	From Other Sources *	Import Data from Other sources such as Sql Server Database
5	Existing Connections	Import Data from Existing Connection
6	Refresh All *	This option updates the data in the excel sheet with that in the database If any new records were added in the table, old records modified or deleted.
7	Dig Connections	This option is used to add, update, delete connections
8	Properties	This option is used to modify the properties of the connections
9	Az↓	Sort Ascending
10	Z↓	Sort Descending
11	A Z A Sort	Sort on the basis of the criteria.
12	Filter	Filter items from a selected column or selected group of columns.
13	🙀 Clear	Clear Filter
14	Reapply	Reapply filter
15	Motion Advanced	Advanced filtration
16	Text to Columns	Used to break the words separated by a comma or other delimeter into columns
		ttt ggg hhh iii
17	Remove Duplicates	Used to remove duplicates in a column,selected columns,selected cells.

Befo	ore Remov	ving Duplicates	Afte	er Remov	ing Duplicates
	А			А	
1	1		1	1	
2	1		2	2	
3	2		3	3	
4	2		4	4	
5	2		5	5	
6	2		6	6	
7	3				
8	3				
9	4				
10	4				
11	4				
12	5				
13	5				
14	5				
15	6				
16	6				
17	6				
18	6				

18	Data Validation ▼	Use	ed to enter	val	id	data into i	the cell.			
19		Cor	nsolidate da	ata F	fro eb y	om multip	le ranges int	o a n	ew range	mar worksheet
		Jan	W OI KSIICCI		CD	worksheet		COIL	sonuate in i	nar worksneet
			А		1	А	В		А	В
	······································	1	Name	N.	1	Name	Marks	1	Name	Marks
	Consolidate	2	shanu		2	shanu	50	2	shanu	100
		3	rahul		3	rahul	50	3	rahul	110
		4	sohan		4	sohan	50	4	sohan	120
20	What-If Analysis *	Use	ed in what i	fa	nal	lysis				
21	Group	Tie exp	a range of anded	ce	lls	together s	so that they c	an be	e colapse	d or

22	Ungroup	Ungroup a range of cells that were previously grouped
23	Subtotal	Used to calculate the subtotal
24		Expand a group of cells
25	Hide Detail	Collapse a group of cells.

<u>Review</u>

1	ABC	Used to do the spell check
	Spelling	
2	Research	Search through reference materials such as encyclopedias and dictionaries
3	Thesaurus	Suggested words with similar meaning.
4	a Translate	Translate selected text to a different language
5	New Comment	Add a new comment to the selection.
6	Edit Comment	Edit the existing comment
7	Delete	Delete selected comment
8	Previous	Go to previous comment in sheet
9	Next	Go to the next comment in sheet
10	Show/Hide Co	Show or hide a comment
11	崎 Show All Com	Show all comments in the sheet

12	Show Ink	Show or hide any ink annotations on the sheet
13		Protect sheet
	Protect Sheet	
14		Protect workbook
	Protect Workbook	
15	Share	Allow multiple users to work on the same workbook at the same time.
16	Protect and Sh	Protect and share the workbook so that other users can see but
	a noteet and si	cannot modify as the workbook is locked with password
17	Allow Users to	Allow specific users to edit ranges
18	Track Changes	Track all changes done to the document

View

1	Normal	View a document in normal view.
2	Page Layout	View a document in page layout view
3	Page Break Preview	View a document in page break preview
4	Custom Views	Custom view
5	Full Screen	View in full screen mode. Press escape key o view in normal view.
6	Ruler Formu	Setting the ruler, formula bar, gridlines, headings.

7		Zoom controls of the sheet
	Zoom 100% Zoom to	
	Selection Zoom	
8		View a document in a new window when more than one workbook
	New	is opened at one time.
	Window	
9.		Arrange multiple workbooks to be seen at one time
	All	
10.		Freeze top row or first column or both rows and columns of a sheet.
	Freeze Panes *	
11.	Split	Split a window
12.	Hide	Hide a window
13	🔲 Unhide	Unhide a window
14	View Side by Side	View two documents side by side if both are open.
15	Synchronous Scrolling	If both documents are opened side by side this button is clicked
		one sheet starts scrolling according to the other when the other is scrolled.
16	Reset Window Positio	If both documents are opened side by side this button is clicked it enables both documents to be seen with equal size.
17		Save current layout of all windows as a workspace so that it can be restored later.
	Save Workspace	
18		Switch from one window to the other.
	Switch Windows *	
19		Work with Macros
	Macros	
	*	

Team

Used to plan team projects, schedule tasks, assign resources, and track changes to data

To add or modify Team Foundation work items by using Microsoft Excelor Microsoft Project, you connect your worksheet or project plan to a team project. Establishing this connection binds the document to the selected Team Foundation Server (TFS), team project collection, and team project to exchange information. If you open Excel or Project from Team Explorer, the document is automatically bound to the team project.

If the team project is moved to a different team project collection in the same instance of TFS, your documents will automatically be reconnected. However, if the team project is moved to a different instance of TFS, you must manually reconnect your documents to the new server.

Requirements

To follow these procedures, you must be a member of the **Readers** group or have your **View work items in this node** permission set to **Allow**. See Permission.

To connect Excel or Project to a Team Project

1. Start with a blank worksheet or project plan. If you don't see the **Team** ribbon, see step 2.

	9 🔜 I 🕅	- L	↓		Microsoft Excel							
	File	Home	Insert	Page Layout	Formulas	Data Re	view View	Load Te	Team			
ſ			C	Get Wor	rk Items Columns	De Co	lit Areas and onfigure 👻	lter				
l	New List	Publish	Refresh	Links an	id Attachmei	nts 🖓 Oj	pen in Web A	locess	Tree R	New eports		
U		<u> </u>		Work	(Items				Tree R	eports		
		A1		-	(=	f _x						
	🔊 Book	d										
		А	В	С	D	E	F	G	Н	1		
			2									
	3											

2. Connect to TFS and the team project. If you can't connect, get added as a team member.

Connect to Team Foundation Server	
Select a Team Foundation Server:	
fabrikamprime	▼ Servers
Team Project Collections:	Team Projects:
DefaultCollection	Phone Saver
🙀 Fabrikam Internal Only	
👯 TFS Fabrikam Collection 2	
TFS FC2Split	
	Connect Cancel

If it is your first time connecting to TFS from Excel or Project, you might have to add TFS to the list of recognized servers.

Connect to Team Four	ndation Server				? <mark>×</mark>
Select a Team Found	dation Server:		•	1 Servers	
Team Project Collec	tions:		Team Projects:		
Add/Remove Team Fo	undation Server				? 🗙
Team Foundation Se Name U Add Team Fou Name or URI	erver list: RL undation Server L of Team Foundat	tion Server:		? <mark>×</mark>	2 Add Remove Close
Connectio	n Details				
Path:	tfs				
Port numb Protocol:	oer: 8080 () HTTP) HTTPS			
Preview:	http://fabrikampi	ime:8080/tfs	4 ОК	Cancel	

3. Your worksheet or project plan is now bound to your team project. What this means is that you can add work items to the team

project from the Office document or add work items to the Officedocument from the team project.

Working with Excel worksheet

By default Excel is comprised of 3 worksheets. To create a new excel worksheet follow the following steps.



Entering values into worksheet

Open the sheet1 and start entering the values right away as shown below.

	А	В	С	D	E	F
1	SI.No	Class	section	Name	Age	Gender
2	1	1	Α	Ramu	4	М
3	2	1	Α	Ajay	4	М
4	3	1	В	Arun	4	M
5	4	1	В	Shyama	4	F

Copy and paste values in the worksheet

To copy and paste the values in the worksheet follow the following steps

Sten_1	•_	Left	click	and	drag	the	cells	26	shown	helow
Step-1	•-	Len	CHCK	anu	urag	une	cens	as	SHOWI	DEIOW

	А	В	С	D	E	F
1	SI.No	Class	section	Name	Age	Gender
2	1	1	А	Ramu	4	М
3	2	1	А	Ajay	4	М
4	3	1	В	Arun	4	М
5	4	1	В	Shyama	4	F

Step-2 :- Click on the Copy - option

Step:-3:- Click the cell where you want tof paste

Step-4:- click the



Find and replace values in the worksheet

Find and replace a value in MS Excel.

Step-1

Open the excel sheet as shown below

	А	В	С	D	E	F
1	SI.No	Class	section	Name	Age	Gender
2	1	1	А	Ramu	4	М
3	2	1	А	Ajay	4	М
4	3	1	В	Arun	4	М
5	4	1	В	Shyama	4	F

Step-2

File File F	iome	insert Page	e Layout	Formulas	Data	Deview														
aste	it ipy *	Calibri				Review	View Te	am											ه 🕜 د	- ø
asic		Calibit	* : ••	11 × A	■	= = >-	e Bu	rap Text	Gener	al	*	Conditional E		-	Delata Fr	Σ / F	iutoSum * A ill * 2	7	A	
+ 💞 Fc	rmat Paint	er B Z	<u>u</u> . He .	• • • •	1 · ≡	8 8 15	译 별 M	erge & Center		% , 5	00 -0	Formatting * as	Table * Styles	* *	v v	* QC	lear * Fil	ter * Si	elect *	
Clipboa	rd	G.	Font		6	Aliq	gnment	1	2	Number	19	Styl	es		Cells		Editing	<i>a</i>	<u>F</u> ind	
D2		× (*	<i>f</i> ∗ Rar	mu														ah Mar	Replace	
A h	В	С	D	E	F	G	Н	1	J	К	L	M	N	0	Р	Q	R	-	<u>G</u> o To	
SI.No	Class	section	Name	Age	Gende	r													Go To <u>S</u> pecial	
	1	1 A	Ramu		4 M											/			Formulas	
	2	1 A	Ajay		4 M										/				Comments	
	3	1 B	Arun		4 M								CLICK H	ERE TO	FIND A	ND			Conditional Forma	tting
	4	1 B	Shyama		4 F								REPLAC	E					Constants	ang
																			Constants	
1																			Data validation	
																		R	Select Objects	
																		20	Selection Pane	
0																				
1																				
2																				
s •																				
•																				
7																				
2																				
3																				
0																				
1																				
2																				
3																				
1																				
5																				
4	in feb	mar / char	the Shee	t7 Shee	t1 (97	7														b.I
eady	In Cieu		June Contee	onee								0.1						1 100	%	
	A	1		51 (W			_								18 (b) ¹⁸	02

Step-3

1	Find and Replac	e				8	
	Fin <u>d</u> Rep	lace					
	Find what:	Ramu					-
	Replace with:	shyamu					-
						Op <u>t</u> ions :	>>
	Replace <u>A</u> ll	<u>R</u> eplace	F	ind All	<u>F</u> ind Next	Clos	e

Step-4

Click on Replace button to replace the text

	А	В	С	D	E	F
1	SI.No	Class	section	Name	Age	Gender
2	1	1	Α	shyamu	4	M
3	2	1	Α	Ajay	4	м
4	3	1	в	Arun	4	м
5	4	1	В	Shyama	4	F

Formulas in worksheet

A formula performs calculations using numbers, addresses of cells and mathematical operators. Formulas are the bread and butter of spreadsheets. Without formulas, a spreadsheet would only contain a static never-changing set of numbers.

Formulas in worksheet are used to automatically calculate the value a cell based on the value of other cell or the values of other cells

Let us say in Cell A1 we store 10

In Cell B1 we store 20

We click on cell C1

And here we write the formula =A1+B1 as shown below

	Clipboard	G	Gi Font						
	SUM	•	• (= × •	f _x	=A1+	-B1			
	А	В	С		D	E			
1	10	20	=A1+B1						

Press enter key

C1		•	- (e		=A1+B1	
	А	В	С		D	E
1	10	20	30			

Delete a worksheet

To **Delete** a worksheet **right click** on the **sheet tab sheet2** in the screen and click **delete** option

	Insert
	<u>D</u> elete
	<u>R</u> ename
	Move or Copy
	<u>V</u> iew Code
-	Protect Sheet
	Tab Color →
	<u>H</u> ide
	<u>U</u> nhide
	Select All Sheets
1 Sheet2	 /

Data filtering

Data filtering is a process of filtering data in a spreadsheet basing on a set of conditions so that only certain data is displayed. Data filtering is used when a lot of data is present in the worksheet and only specific records are to be seen based on the condition defined.

Step-1

Let us consider the column A as defined below

	Α
1	Numbers
2	1
3	2
4	3
5	4
6	5
7	6
8	7
9	8
10	9
11	10

Step-2

Click on the cell A1 in which Numbers in written

Step-3

Click on the filter Button



Step-4

	Α
1	Numbe 🝷
2	1
3	2
4	3
5	4
6	5
7	6
8	7
9	8
10	9
11	10



Step-6

Select the values that you want to see



Press OK button and see the filtered result.

	Α
1	Numbe 🖵
4	3
6	5
8	7

Data Sorting

Data sorting is a process by which a collection of items is placed into an order such as ascending or descending.

Step-1

Select the cells as shown below

	А
1	Numbers
2	1
3	2
4	3
5	4
6	5
7	6
8	7
9	8
10	9
11	10

Step-2

Sort largest to smallest

Â	7
Sort Filte	8. r *
Ą↓	Sort Smallest to Largest
ZA↓	Sort Largest to Smallest
↓ ↑	C <u>u</u> stom Sort
7 =	<u>F</u> ilter
\mathbb{K}	<u>C</u> lear
P	Reapply

	A
1	Numbers
2	10
з	9
4	8
5	7
6	6
7	5
8	4
9	3
10	2
11	1
Using ranges

A group of cells is called a range.

A1 :- A range that comprises of one row and one column.



A2:B2:-A range that is comprised of one row and 2 columns

	1R x 20	-
	А	В
1		
2		

The below range shows 3 Rows and 2 Columns

		οικροοκ	views
	3R x 20	:	- (*
	А	В	С
1	Name	Age	
2	Ramu	1	20
3	Anju	1	22
5	Anju	4	

Data validation

Data validation is a feature allows you to set up certain rules that dictate what can be entered into a cell.

Process of Data Validation

Step-1

Select a cell



Step-2

Go to **Data Tab** on the Ribbon



Click on Validation

Step-3

Data Validation Setting

1	А	В	С	D	E	F	
1	4						
2	ente	r decimal					
3	ente	r decimal					
4	Data Valida	ation				2	
5							-
6	Settings	Input Mess	age Error	Alert			
7	Validation	criteria					
8	Allow:						
9	Decima		-	Ignore <u>b</u> lan	k		
10	Data:						
11	betwee	en					
12	Minimun	n:					
13	0						
14	Maximu	m:			(222)		
15	10				I		
16							
17	Apply	these change	es to ail other	cells with the	same setting	S	
18	Clear Al				OK	Cancel	ר
19		·				Cancer	J
20							

Data validation input

	A	В	С	D	E	F	
1	4						
2	enter dec	imal					
3	enter deci	mal					
4	Data Validation		1			2	
5	Data validation						
6	Settings Inp	ut Messag	Error	Alert			
7	Show input	message v	when cell is	selected			
8							
9	When cell is sele	ected, sho	ow this inpu	it message:			
10	<u>litte:</u>						
11	Tenut message	1					
12	input messag	le:					
13	enter decima					<u> </u>	
14							
15							
16						*	
17							
18	Clear All				ок	Cancel	
19							

Data validation error

	А	В	С	D	E	F					
1	4										
2	ente	r decimal									
3	ente	r decimal									
4	Data Valida	ation				2					
5		1000									
6	Settings	Input Mess	age Error	Alert							
7	Show	error alert af	ter invalid dat	ta is entered							
8											
9	When use	er enters inva	lid data, shov	w this error alert:							
10	St <u>y</u> le:			<u>Title:</u>							
11	Warnin	Ig	•	enter valid de	cimal						
12			l	Error message	:						
13				enter valid de	ecimal	*					
14											
15											
16						$\overline{\nabla}$					
17											
18	Class Al					Canaal	1				
19					UK	Cancel					
20											

<u>Using styles</u>

Styles is a process of formatting a cell choosing a cell style

File	H	ome Inser	t Pag	e Layout	Formulas	Data	Review Vi	ew Te	am								ھ 🕑 🖬
Ê	K Cur	: >y *	Calibri	× 1	1 · A A	==	= »	₿ Wi	ap Text	General		*		2 📑 🏅	Σ Auto Fill *	^{sum •} 打 🕅	
Paste	e 🛷 For	mat Painter	BI	<u>U</u> • 🖽 •	🔕 • 🗛	E	3 4 4	a Me	erge & Center *	9 • %	,	€.0 .00 Conditi .00 →.0 Formatt	onal Format Ce ing * as Table * Style	II Insert Delete	Format v Q Clear	Sort & Find Filter * Select	\$ *
	Clipboar	d G		Font	1	ŝ	Align	ment	5	Nun	nber	Good, Bad and Ne	eutral				
	A1	•	(n	f _x 4								Normal	Bad	Good	Neutral		
4	A	В	С	D	E	F	G	Н	1	J	K	Data and Model					
1	1											Calculation	Check Ci Bad	Explanatory	Input	Linked Cell	Note
2	ent	er decimal	1									Output	Warning Text				
3	ent	er decimal	_									Titles and Heading	15				
4												Heading 1	Heading 2	Heading 3	Heading 4	Title	Total
6												Themed Cell Styles			, in the second s		
7												20% - Accent1	20% - Accent2	20% - Accent3	20% - Accent4	20% - Accent5	20% - Accent6
8												40% - Accent1	40% - Accent2	40% - Accent3	40% - Accent4	40% - Accent5	40% - Accent6
9												col/ 1 11	2011	call 1 and			
10												60% - Accent1	60% - Accent2	60% - Accent3	60% - Accent4	60% - Accents	60% - Accento
11												Accent1	Accent2	Accent3	Accent4	Accent5	Accent6
12												Number Format					
13												Comma	Comma [0]	Currency	Currency [0]	Percent	
15												hew Cell Style	e				
16												Merge Styles.					
17																	



Right click on the cell and you get the following screen as below.

Click on format cells and you get the following screen

Format Cells	8 2
Number Alignment Font Border	Fill Protection
Background <u>C</u> olor:	Pattern Color:
No Color	Automatic 💌
	Pattern Style:
	▼
Fill Effects	
Sample	
	OK Cancel

Style is comprised of the following 6 attributes which as defined as below

- 1. Number:-This attribute states what kind of data the cell is going to hold
 - a. General
 - b. Number
 - c. Currency
 - d. Accounting
 - e. Date
 - f. Time
 - g. Percentage
 - h. Fraction
 - i. Scientific
 - j. Text
 - k. Special
 - l. Custom
- 2. Alignment:-How the text is going to be aligned in the cell.
- 3. Font:-What is the font that is going to be used for the cell
- 4. Border :- How to set border around the cell
- 5. Fill:- how to fill the cell with various colours
- 6. Protection:- Protect the cell from other person tampering.

Using themes

A theme is an option by which the entire page design and layout can be changed.

To use themes click on **Page Layout tab** and then click on **themes** to get desired themes as shown below .



File	Home In	sert Page	layout I	Formulas	Data	Review	View Dev	eloper
Aa	Colors *		IB	Da.			Width:	Automatic
	Fonts *			Drink D	E Des		Height	Automatic
Themes	Effects *		ion size	Area *	-	Titles	Scale:	100%
Civic	Clarity	Composite	Concours	e 🔺 p			is Scale	to Fit
Aa			Aal					
21a	110				E	F	G	Н
Coutur	e Elemental	Equity	Essential					
		πο	A. 1			Season	Visitors	
Aa	Aa	Aa	Aa			Winter	0	
Executio	Elow	Foundry	Grid			Spring	1000	
Execution			- Child			Summer	2000	
Aa	Aa _	Aa_	Aa_			Fall	1000	
			-					
Hardcon	Horizon	Median	Metro					-
Aa	Aa _	Aa	Aa				Summ	er
Modul	e Newsprint	Opulent	Oriel			s	oring	Fall
4.2	1 1- 1		10					

Using templates

An Excel template is a workbook by which other workbooks can be created.Select any of the templates below and click on the create button

Save	Available Tem	nplates								Blank workbook
ave As Ipen	· · 🏠	Home								
Close		B							<u> </u>	
ent	Blank workbook	Recent templates	Sample templates	My templates	New from existing					
/	Office.com T	emplates			Searc	h Office.com foi	templates		+	
t O Cond		7			7		~			
o sena	Analysis	Annual	Any Year	Basic	Blue	Budgets	Business	Calculator		
Options Exit										
	Charts	Daily	Design Sets	Education	Employee	Event	Expense	Finance - Accounting		
										Create

<u>Using Macros</u>

The macro option is used to simplify very complicated task which you repeat several times while working with the worksheet. It so to say works

like a tape recorder that records all your operations you do to automate a worksheet . Now let us go practical.

Step -1

Using excel create the sheet as shown below and click on the cell h3 which is coloured in yellow

1	А	В	С	D	E	F	G	Н
1					Subjects			
2	SI.No	Name	English	Physics	chemistry	Maths	Biology	Total
3	1	Rohit	50	50	50	50	50	
4	2	arun	60	60	60	60	60	
5	3	shyama	70	70	70	70	70	
6	4	aarati	90	90	90	90	90	
7	5	Hema	50	50	50	50	50	

Step-2

Click on views tab and click on macro option as shown below

F	ile	Home Inse	ert Page	Layout	Formulas	Data R	eview	View	Team									
Noi	rmal Pag	e Page Break ut Preview	Custom Views St	Full I	Ruler 🕅 Gridlines 📝	Formula Bar Headings	Zoom	100% Z	coom to election	New Arra Window A	ge Freeze Panes *	Split Hide Unhide	View Side	e <mark>by Side</mark> ous Scrolling ndow Positior	Save	Switch	Macro	s
		Workbook Vi	ews		Shov	1		Zoom					Window					View Macros
	H	3 ,	• (*	f _x													1	Record Macro
1	A	В	С	D	E	F	G	Н	1	J	K	L	M	N	0	Р		Use Relative References
1					Subjects													_
2	SI.No	Name	English	Physics	chemistry	Maths	Biology	Total	2									
3		1 Rohit	50	50) <mark>5</mark> 0	50	50											
4		2 arun	60	60) <mark>6</mark> 0	60	60	1	15									
5		3 shyama	70	70	70	70	70											
6		4 aarati	90	90) <u>9</u> 0	90	90											
7		5 Hema	50	50	50	50	50											

Step-3

Record Macro	8 23
Macro name:	
SUM	
Shortcut key:	
Ctrl+	
Store macro in:	
This Workbook	•
Description:	
	OK Cancel

Step-4

Change the macro name .Here I have named it to SUM

	А	В	С	D	E	F	G	Н		
1				Subjects						
2	SI.No	Name	English	Physics	chemistry	Maths	Biology	Total		
3	1	Rohit	50	50	50	50	50	+F3+G3		
4	2	arun	60	60	60	60	60			
5	3	shyama	70	70	70	70	70			
6	4	aarati	90	90	90	90	90			
7	5	Hema	50	50	50	50	50			

Step-5

Press enter key at the h3 cell which is coloured in yellow.

f	ile F	ome Ins	sert Page	e Layout	Formulas	Data R	eview	View	Team							-		_	۵ 😮 🗆
No	mal Page Layou	Page Breal t Preview	k Custom Views S	Full V	Ruler 🔽 Gridlines 🔽	Formula Bar Headings	Zoom	100%	Zoom to Selection	New Window	Arrange	Freeze Panes *	Split Hide Unhide	View Side	by Side ous Scrolling adow Position	Save Workspace	Switch te Windows *	Macro	2
		Workbook V	liews		Shov	v		Zoom						Window					View Macros
	H4		▼ (n	f _x														Ĩ	Stop Recording
1	А	В	C	D	E	F	G	Н		1	J	K	L	М	N	0	р		Stop Perording
1					Subjects														stop recording
2	SI.No	Name	English	Physics	chemistry	Maths	Biology	Total											Record a macro.
3		1 Rohit	5	0 5	i0 <u>5</u> 0	50	50	0	250										Each of the commands you perform
4		2 arun	6	0 6	i0 60	60	60	D											will be saved into the macro so that you can play them back again.
5		3 shyama	7	0 7	0 70	70	70	D	-										
6	-	4 aarati	9	9	0 90	90	90	D											
7		5 Hema	5	0 5	i0 <u>5</u> 0	50	50	D											

Step-6

Click on H4 which I have coloured in orange.

	А	В	С	D	E	F	G	Н	
1				Subjects					
2	SI.No	Name	English	Physics	chemistry	Maths	Biology	Total	
3	1	Rohit	50	50	50	50	50		250
4	2	arun	60	60	60	60	60		
5	3	shyama	70	70	70	70	70		
6	4	aarati	90	90	90	90	90		
7	5	Hema	50	50	50	50	50		

Step-7

Click on view macros under macros tab

Step-8

	А		В	С	D	E	F	G	Н	
1						Subjects				
2	SI.No	N	lame	English	Physics	chemistry	Maths	Biology	Total	
3	1	R	lohit	50	50	50	50	50	25	0
4	2	а	run	60	60	60	60	60		
5	3	s	Macro					? 🛛		
6	4	а	Macro nar	ne:						
7	5	H	SUM					Run		
8			SUM							
9							S	tep Into		
10								Edit		
11										
12								Create		
13								Delete		
14										
15							- Q	ptions		
16										
17			Macros in	All Open V	Vorkbooks		•			
18			Descriptio	n						
19										
20										
21								Cancel		
22										

Placing the cursor on the orange cell click the run button

Step-9

View the Output as shown below

	А	В	С	D	E	F	G	Н	
1				Subjects					
2	SI.No	Name	English	Physics	chemistry	Maths	Biology	Total	
3	1	Rohit	50	50	50	50	50	250	
4	2	arun	60	60	60	60	60	300	
5	3	shyama	70	70	70	70	70		
6	4	aarati	90	90	90	90	90		
7	5	Hema	50	50	50	50	50		

Repeat steps 6 to 9 to calculate other cells as below

<u>Step-10</u>

The rest are shown in green which is completed

	А	В	С	D	E	F	G	Н
1								
2	SI.No	Name	English	Physics	chemistry	Maths	Biology	Total
3	1	Rohit	50	50	50	50	50	250
4	2	arun	60	60	60	60	60	300
5	3	shyama	70	70	70	70	70	350
6	4	aarati	90	90	90	90	90	450
7	5	Hema	50	50	50	50	50	250

Unit -2 Working with graphics

Learning objectives

After the Completion of this unit you should be able to know

- 1) What is a picture tool and how to use picture tool
- 2) What is a clip art and how to use clip art
- 3) What is a shape and how to use shape
- 4) What is a smart art and how to use smart art
- 5) What is a word art and how to use word art

Introduction

Apart of working with numbers and text a person needs to add graphics. These graphics are picture, clip art, shape, smart art and word art. Graphics can be inserted, edited, rotated, deleted from the worksheet.

Definition

- Graphical tool:- A graphical tool used to insert, modify, update, delete, show picture, clip art, shape, smart art ,word art, smart art.
- Picture :- A graphical tool used to insert, modify, update, delete, show visual representation of a person, object, or a scene
- Clip art:- A graphical tool that comprises of a collection of pictures or images that can be used to insert, modify, update, delete, show into a document or another program.
- Shape :- A graphical tools that is used insert, edit, update delete graphical objects of various dimensions.
- Smart art :- A graphical tool used to create simple and effective diagrams
- Word art :- WordArt is a text styling utility available in Microsoft Office applications such as Microsoft Word, Excel, PowerPoint and Publisher which helps in providing special effects like outlines,

gradient glow, shadow, bevel, textures and 3-D effects to the text, effects which are unavailable in the standard font formatting tools.

Graphics

The various graphics that can be used in MS Excel 2010 are

0
nn
-

Clip Art	
Clip Art	

Shapes

Shapes



WordArt

SmartArt Word art

Picture

2.3.1 Picture

The Picture option is used to

- 1. Add a picture
- 2. Modify the existing picture
- 3. Delete the existing Picture

Add a picture

Step-	Place the	cursor on the cell where you want to add the picture say
1	B1	
Step- 2	Click on the insert tab and click on	Picture
Step- 3	Click on the insert button shown in the picture to insert.	A B C D E F G H I J K L 1 Insert Picture Image: Constraint Picture Image: ConstraintPicture Image: Constraint Pictur
Step- 4	View the inserted picture in cell B2 after	A B C 1 2 3 4 5 6

resizing	
sing,	

Modify and delete existing picture

Step-1	Select the picture	A	A	В	С		
	that you want to	1		Andrea	Pass		
	modify	2			Nº BR		
		3	1		172-1	-	
		4		M. Bay	SK S		
		5	(11-11	R		
		6	5				
Step-2	Make Corrections As	show	n Below				
1		Ren	nove back	ground of	the pictur	e	
	Remove Background						
2		Mal	ke correct	ions in the	picture		
	Corrections						
3	1°	Change the colour of the picture					
	5 Color						
4		Brir	ng Artistic	Effects or	n the pictu	re	
	Artistic Effects *						
5	💐 Compress Pictures	Con	npress the	e picture			
6	Change Picture	Cha othe	inge the p	icture from	one pictu	are to the	
7	🐄 Reset Picture 🔻	Res	et picture				
8		Cha	nge pictu	re style.			
9	✓ Picture Border *	Use	d To cha	nge Picture	e border		
10	Picture Effects *	Use	d to chang	ge picture o	effects.		
11	Picture Layout 🔻	Use to si	d to chang mart art g	ge the pictur aphics	ire layout	and change	
13	🙀 Selection Pane	Sele	ection pan	e Used to l	hide or she	ow image.	

14	Group	Group :- Used to group 2 images into 1 Regroup :- Regroup 2 images into 1 if they were ungrouped Ungroup :- Ungroup group images
	Crop Width: 6.48 cm	_scenes from the image.
16	To delete image	Select image and press del key on the keyboard.
17	Align	Align a picture left ,right,top,bottom ,snap to grid .Used in handling multiple images
17	Bring Forward	Used in multiple images. To use this option add 4 images on the worksheet side by side. Select all the images by pressing control key with the left finger and left clicking the images with the mouse with the right hand. Select align left option.Click bring forward option to bring an image behind another image to the front.
18	Send Backward	Used in multiple images. To use this option add 4 images on the worksheet side by side. Select all the images by pressing control key with the left finger and left clicking the images with the mouse with the right hand. Select align left option.Click bring forward option to bring an image behind another image to send behind.

Working with clip art

The Clip art option is used to

- 1.Add a Clip art.
- 2. Modify the existing clip art
- 3.Delete the existing clip art

Add a clip art

Step-1	Place the cursor on the cell where you want to add the clipart say B1							
Step-2	Click on the insert tab and click on	Clip Art						
Step-3	Type the image you want to insert. Here I type cow and get the list of image	Clip Art Search for: Cow Go Results should be: All media file types Include Office.com content Find more at Office.com Hints for finding images						
Step-4	Click on the image to get the image on the cell.	A B C D 1 2 3 4 5 6 7						

Modify and delete existing clip art

Step-1	Select the	A B C D
	picture that	1
	you want to	2
	modify	3
		4 T T T T T T T T T T T T T T T T T T T
		5
Stop 2	Maka Correction	ns As, shown Balow
	Make Correction	IS AS SHOWII BEIOW
1		Keniove background of the picture
	Remove	
	Background	
2		Make corrections in the picture
	Corrections	
3	0	Change the colour of the picture
	~	
	5 Color	
1		Bring Artistic Effects on the nicture
		Dring Autistic Effects on the picture
	Artistic	
	Effects ▼	
5	় 🛛 🗮 Compress Pictu	Compress the picture
6	🏂 Change Picture	Change the picture from one picture to the other.
7	🐄 Reset Picture 👻	Reset picture
8	N N	Change picture style.
9		Used To, change Picture border
10	Picture Border	
10	Picture Effects	Used to change picture effects.
11	😤 Picture Layout 🔻	Used to change the picture layout and change to
10		smart art graphics
13	💫 Selection Pane	Selection pane Used to hide or show image.
14	Group -	Group :- Used to group 2 images into 1
		Regroup :- Regroup 2 images into 1 if they were
	H Group	ungrouped
	Regroup	Ungroup :- Ungroup group images
	Ungroup	

15	Height:	Used to crop an image removong unwanted scenes 'from the image.
	Crop 🕂 Width:	
	Size	
16	To delete image	Select image and press del key on the keyboard.
17	Align	Align a picture left ,right,top,bottom ,snap to grid .Used in handling multiple images
17	Bring Forward	Used in multiple images. To use this option add 4 images on the worksheet side by side. Select all the images by pressing control key with the left finger and left clicking the images with the mouse with the right hand. Select align left option.Click bring forward option to bring an image behind another image to the
		front.
18	Send Backward	Used in multiple images. To use this option add 4 images on the worksheet side by side. Select all the images by pressing control key with the left finger and left clicking the images with the mouse with the right hand. Select align left option.Click bring forward option to bring an image behind another image to send behind.

Working with shapes

The Shapes option is used to

- 1. Add a shape.
- 2. Modify the existing shape.
- 3. Delete the existing shape.

Add a shape

Step-1	Place the cursor on the cell where you want to add the clipart say B1							
Step-2	Click on the insert tab and click on	Shapes						
	■ \ \ □ © (△ ጊ ጊ � ♥ ペ \ < }							



Modify and delete the existing shape

Step-1	Select the shape that you want to modify	
1	To Insert Text	To insert text click on the text and start typing.
2	🔀 Edit Shape 🔻	This option is used to edit the shape
3	Text Box	This option is used to insert a text box inside the shape
4	Abc Abc Abc Abc Abc Abc Abc Shape Styles	Used To Change The Shape Style









Sele	ction Pa	ane	🐴 Rotate 🛪	7.75 cm	÷
<u> </u>	Ar	ran	ae	Size	E.
					~
-	E	orm	ula Bar		
Q			n and Vis	ibility	▼ X
			Shapes on this Sh	eet:	
			Rectangle 3		2
			Rectangle 1		۲
			Show All		1
		Ŧ	Hide All	Re-order	
	► [ī]				

14 📮 Align 🔻

The align option is used to align multile objects that you select by pressing the ctl and left mouse click as shown below and click on align left as shown below.











18 🐴 Rotate 🔹 Group :- Used to group 2 shapes into 1 Regroup :- Regroup 2 shapes into 1 if they were ungrouped Ungroup :- Ungroup group shapes Used to crop an image removong unwanted scenes from the shape.

Select image and press del key on the keyboard. Rotate a shape.

Working with Smart Art

Step-1



Step-2

	All	.0.	17			
	List	0.0	1	10.0		
000	Process					
Q.	Cyde	-	11			
品	Hierarchy				-	
÷	Relationship	-		0.0.0		
\$	Matrix			ė		
A	Pyramid		/律		2	Bacic Cycle
~	Picture			, B ., 1	S	Lise to represent a continuing sequence of
					U	stages, tasks, or events in a circular flow. Emphasizes the stages or steps rather that the connecting arrows or flow. Works best with Level 1 text only.

Step-3



Step-4



Step-5



Step-6





Working with Word Art

Used to insert decorative text into your document.





6	Shape Outline 🔻	Create a shape outline of the object
	Automatic	
	Theme Colors	
	<u>N</u> o Outline	
	3 More Outline Colors	
	₩eight →	
	<u>──</u> Da <u>s</u> hes ►	
	A <u>r</u> rows	
7	Shape Effects *	Insert shape effects to the shape object created.
	Preset	
	Shadow	
	<u>R</u> eflection ►	
	Glow →	
	Soft Edges >	
	Bevel	
	3-D Rotation →	
8		Used to change the word art style as shown below
		HELLO HOW ARE YOU
1	WordArt Styles	



12	III Text Direction ▼	Used to set the text direction
	ABC Horizontal	
	BC Rotate all text 90°	
	Rotate all text 270°	
	∏A Te <u>x</u> t Direction Options	
12	📑 Align Text 🔻	Aligns text to top, middle, bottom.
	І	
	<u>M</u> iddle	
	<u>B</u> ottom	
12	🚽 Bring Forward 🔻	Bring the selected object forward so that it is hidden by fewer objects that are in front of it.
	唱 Send Backward 🔻	Sent the selected object backward so that it is hidden by objects that are in front of it.
Con HO	sider 2 text objects .One containin W DO YOU DO .	g HELLO HOW ARE YOU and the other containing
	HELLO H	or do b b do b do
Stac	ck HOW DO YOU DO over HEL	LO HOW ARE YOU
		b wod
	Now Click on HOW ARE YOU on the top	ard * after clicking how do you do you find HELLO and HOW DO YOU DO behind



	Selection Pane	🐴 Rotate 🝷	7.75 cm ‡
	Arrange		Size 🕞
			~
	Q Formula	Barn and Vis	ibility 👻 🗙
	Sh	apes on this Sh	eet:
		Rectangle 3	9
		Rectangle 1	9
		Show All	
		Hide All	Re-order
1/		The align	ontion is used to align multile
14		objects the	hat you select by pressing the ctl
	📮 Align 🔻	and left r	nouse click as shown below and
		click on	align left as shown below.



Learning objectives

After the Completion of this unit you should be able to know.

1.Formatting a worksheet

2.Text decoration

Structure

Introduction

Definition

Formatting a worksheet

Text decoration

Let us sum up

References

Check your progress - possible answers

Introduction

MS Excel worksheet which is used to enter values has to be formatted to meet the needs of the user. Formatting of the worksheet is done in the following ways that we are going to discuss in this unit. These include adjusting the margins of the worksheet. The margins are top, bottom, left, right. Setting margins effect the worksheet layout and its printing. Page orientations are of two types. These are Portrait and Landscape. Inserting page breaks inserts page breaks in the worksheet. Setting background changes the background of a worksheet. Freeze panes are used when scrolling very large worksheets. Freeze panes help in keeping rows and columns steady while the one scrolls across the sheet. The best example is payroll of 10000 employees in a worksheet. Conditional formatting formats the cells based on a particular condition.

We shall be learning about setting cell type. This involves incorporating what kind of cell a cell is as cells are of various types. These are general,number,currency,accounting,date,time,percentage,fraction,scientific,text,special and custom. In this unit we shall also be learning about the fonts and how to implement fonts. Fonts are defined by font type and font size. Text decoration is done to beautify the text. Text beautification can be

done by making the text bold, italic, underline, double underline, strikethrough, cell rotation is a feature where in contents of the cell are rotated as per the need of the user. Setting colors is used to set the colour of the cell. These are of two types which are fore color and back color. Text alignment is used to align the text as per the needs of the user. Merge and wrap are used to merge the cells and wrap the text in it. Borders and shades are used to set the border of the cell and change the fill colour of cell. So let us get started.

Definition

Formatting a worksheet means changing the design, style, type in cell of the worksheet by the user as per the requirement and need.

Formatting a worksheet

Adjusting margins in a worksheet

Margins define how much space to be left from the 4 corners of the sheet. These include top, bottom, left, right .To adjust the margins of a worksheet click on page layout ->margins

F	ile	Ног	me	Insert		Page Layo	ut	For	mulas	[Data
The	mes	Colo A Font	ors * ts * cts *	Margins	Ori	entation	Size	P	rint E	Breaks	Backg
Themes						Last Cus	tom Se	etting	9		
		A1		*		Left:	0 cm 0 cm		Right:	n: 1.9 0 c	m
		A	В			Header:	0 cm		Footer	r: 0.8	cm
1						Normal					
2						Top:	1.91 cr	n	Bottor	n: 1.9	1 cm
3						Lett: Header:	0.76 ci	n n	Foote	r: 0.7	8 cm 6 cm
4											
5						Wide Top:	2.54 ci	m	Bottor	n: 2.5	4 cm
6						Left:	2.54 ci	n	Right:	2.5	4 cm
7						Header:	1.27 ci	n	Footer	r: 1.2	7 cm
8						Narrow					
9						Тор:	1.91 c	n	Bottor	n: 1.9	1 cm
10						Left: Header:	0.64 ci 0.76 ci	n n	Right: Footer	0.6 r: 0.7	4 cm 6 cm
11				i i i i i i i i i i i i i i i i i i i							
12				Cu	sto	m M <u>a</u> rgin	ıs				
4.0						1					
Α	В	С	D	E	F	G	Н				
---	----------------------	--	------------	--------------	-----------------------	---------------	--------				
	Page Setu	qu					? 🛛				
	Page	Margins	Header/Foo	oter Sheet							
				<u>T</u> op:	He <u>a</u> 0.8	der:					
		Left: 1.8			Righ 1.8	it:					
	Center (Ho Ve	on page ri <u>z</u> ontally rtically		Bottom:	<u>E</u> oo1	ter:					
			Į	Print	Print Previe <u>v</u>	<u>o</u> ptic	ons				
					ОК		Cancel				

Click on custom margins and set the print settings as below

The above option has options such as center on page horizontally and vertically. These options are used to center on page vertically and horizontally. Print option prints the sheet. Print preview option shows a print preview of the sheet before printing. The options page is used to set the page orientation to portrait and landscape as shown below

Layout	
Orientation:	
A Portrait 👻	
	<u> </u>
	Advanced
	OK Cancel

Clicking on the advanced button

Send To Microsoft OneNote 2010 Driver Advanced Document Settings
Paper/Output
Paper Size: 🗛 👻
Copy Count: <u>1 Copy</u>
ian Graphic
Print Quality: <u>600 x 600 dots per inch</u>
OK Cancel

The above screen shows on which paper the printing is going to take place such as A4,A3 and setting the print quality.

Another way to adjust margins on a worksheet

il. Home	Insert Page Layout Formulas Data Review	w View	Team
🚽 Save	PinStep 1		Page Setup Page Margins Header/Footer Sheet
🍟 Open	Copies: 1		Top: Header:
ゴ Close			
nfo	Printer	0	
Recent	Verzenden naar OneNote 2010	-	Left: Right:
New	Step-2 Printer	Properties	
Print	Print Active Sheets		
Save & Send	Only print the active sheets	•	1.9 w 0.8 w
	Pages: 🖕 to 🖕		Center on page
Help	Collated 1,2,3 1,2,3 1,2,3	•	Horizontally
Exit	Portrait Orientation	-	Options
	A4 21 cm x 29.7 cm	•	Step-4 OK Cancel
	Normal Margins Left: 1.78 cm Right: 1.78 cm	•	
	No Scaling	•	

Page orientation in a worksheet

Page orientation in a worksheet can be

- 1. Portrait
- 2. Landscape

One way for page orientation



Second way for page orientation

ie nome in	nsert Page Layout Formulas Data Review Vie	Page Setup	\
a Save Save As Open Close	Print Copies: 1 \$	Page Margins Header/Footer Sheet Orientation	
nfo	Printer	D Scaling	
Recent	Verzenden naar OneNote 2010 Ready		
New	Printer Propertie		
rint	Print Active Sheets	Print guality: 600 dpi	
ave & Send	Only print the active sheets	First page number: Auto	
lelp	Collated		
🗋 Options	Portrait Orientation	Qotions	
	A4 21 cm x 29.7 cm	OK Cancel	
	Left: 1.78 cm Right: 1.78 cm		
	No Scaling		
	Page Setu:	2	

Setting header and footer in a worksheetOne Way

F	ile	Ho	me	Insert	Page Layo	out	Formulas	Data
The	mes	Colo A Fon Effe	ors * ts * cts *	Margins C	Drientation	Size	Print Bre Area *	eaks Backg
	The	emes			Last Cus	tom Set	ting	
		A1		*	Top: Left:	0 cm 0 cm	Bottom: Right:	1.9 cm 0 cm
		م	В		Header:	0 cm	Footer:	0.8 cm
1					Normal			
2					Тор:	1.91 cm	Bottom:	1.91 cm
3					Left: Header:	1.78 cm 0.76 cm	Right: Footer:	1.78 cm 0.76 cm
4								
5					Wide	2.54 cm	Bottom	2.54 cm
6					Left:	2.54 cm	Right:	2.54 cm
7					Header:	1.27 cm	Footer:	1.27 cm
8					Narrow			
9					Тор:	1.91 cm	Bottom:	1.91 cm
10					Left: Header:	0.64 cm 0.76 cm	Right: Footer:	0.64 cm 0.76 cm
11								
12				Cus	tom M <u>a</u> rgin	15		
4.0	1						1	

Click on **Custom Margins** and see as below

You can set you won header /footer by clicking custom header and custom footer or select header and footer from the drop down.



Another Way

Click on print and page setup

File Home	Insert Page Layout Formulas Data Review View Team
🛃 Save	Page Setup ? 🕱
🔜 Save As	Page Margins Header/Footer Sheet
🚰 Open	
🚞 Close	
Info	Header: (none)
Recent	Custom Header
New	Eooter:
Print	
Save & Send	Different odd and even pages
Help	Different first page
🗈 Options	 Scale with document Align with page margins
🔀 Exit	Options
	OK Cancel
	Normal Margins Left: 1.78 cm Right: 1.78 cm
	No Scaling
	Page Setup

Inserting page breaks in a worksheet

The page breaks is used to create a page breaks on the worksheet.

Fi	File Home Ir		Inser	t Page I	Layout	Form	nulas	Di	ata R	Review	View
Themes Colors * A Fonts * Colors * A Fonts * Themes		ors * ts * cts *	Margi	ns Orientat	ion Siz	e Pri Are	nt E	Breaks	Backgrou	und Print Titles	
	Themes					Page Se	tup	Īr	nsert Page	e Break	
	F1		•	0	f_{x}			R	emove Pa	ge Break	
	A B		3	С	D		Е	R	eset <u>A</u> II P	age Breaks	ł
1											
2											
3											
4											
5											
6											
7											

Insert page break

Click any of the row numbers shown in yellow color in the above figure and click insert page break. This inserts a page break which means rest of the content would be printed in the subsequent page.

Remove page break

To remove the page break click the row where the page break was done and click remove page break

Reset page break

It removes all the page breaks that were done manually and resets the page break according to the margin of the page defined.

Setting background in a worksheet

File	Home	Insert	Page Layo	ut	Formula	s D	ata Revie	w V	iew Team	i									
Aa Themes	Colors * A Fonts *	Margins *	Orientation	Size	Print Area *	Breaks	Background	Print Titles	Width: Height:	Automatic Automatic 100%	т т т	Gridlines Ø View Print	Headings Image: Headings Image:	Bring	Send Backward *	Selection Pane	₽ Align	Group	Rotate
T	nemes			Pag	je Setup			Ξ¥.	Scale t	o Fit	G.	Sheet Op	tions 5			Arrange			

The background is set to set the background of the worksheet as shown below

- A	A	В	C	D	E	F	G	Н	1	
3	Class 💌	Name 🔻	Sum of Age	Sum of Height	Sum of height +age					
4	- Class 1	Archana	3	3	6					
5		Pallavi	7	3	10					
6		Rahul	4	3	7					
7		Renuka	6	4	10					
8		Rohit	5	4	9					
9	Class 1 Total		25	17	42					
10	- Class 2	Alaka	5	4	9					
11		Arun	8	3	11					
12		Kartik	7	4	11		Long and	and the second	-	
13		Sohit	6	3	9		Pres 1	And the I		
14		Susheel	9	4	13	-	Y	a s	1-1-	
15	Class 2 Total		35	18	53		1 12		2 of as	
16	Grand Total		60	35	95	12-242			第一日	
17	the second second	C	- Alle		- A Stranger	NE NE	TA A	10 -1	States.	2
18		E R		01	Alter and a	- At a		1 Level	ALL STATES	
19	and the state	-			Statute Come			11:5-3	in the	
20		and the stand	1 10 m	and the second and	and a second		di s	A TOTAL	State State of the Art	
21		and the second	and the second second			12	122	Cale State		
22	State of the state	100	and the second second	Contraction of the second	ALC: NOT THE REAL PROPERTY OF	a antist	- 4 C - C - C - C - C - C - C - C - C -		ALL STREET	

Freeze panes in a worksheet

Why use freeze panes in a worksheet

If the worksheet is very big and so big that after scrolling a few rows and after scrolling few columns one loses track of the row header and column header. In such cases freeze panes are used

File	Но	me Inse	rt Page	Layout	Formulas	Data R	eview	View	Team						
Normal	Page Layout	Page Break Preview	Custom Views S	Full [Ruler 🗹 Gridlines	 Formula Bar Headings 	Zoom	100%	Zoom to Selection	New Window	Arrange All	Freeze Panes *	Split Hide	View Side by Side	Save Workspace
	V	Vorkbook Vie	WS		S	how		Zoon	1				Freeze Par	nes and columns visible while the	rest of
	D19		(n	Ĵx.	_							لتنبق	the works	heet scrolls (based on current s	election).
1	A	В	C	D	E	F	G	H	ł	1	J		Freeze Top Keep the t the rest of	p <u>Row</u> op row visible while scrolling t 'the worksheet.	hrough
2 3													Freeze Firs Keep the fi through th	i t <u>Column</u> irst column visible while scrolli he rest of the worksheet.	ng

The freeze panes option is used to freeze the

- 1. Freeze top row
- 2. Freeze first column
- 3. Freeze panes

Freeze top row

To freeze the top row select the top row as shown in the diagram and click freeze top row

F	ile H	lome Inse	rt Page	e Layout	Form	ulas	Data R	eview	View	Team						
Nor	mal Page Layou	Page Break t Preview	Custom Views S	Full	Ruler	nes 🔽	Formula Bar Headings	Zoom	100%	Zoom to Selection	New Window	Arrange	Freeze Panes *	Split Hide	 ∑ View Side by Side ⇒ Synchronous Scrolling ⇒ Reset Window Position 	Save Workspac
		Workbook Vie	ews			Show	N	_	Zoom					<u>F</u> reeze Pan	ies	
	A1		· (*	f _x	SI.No									Keep rows	and columns visible while the neet scrolls (based on current s	rest of election)
A	А	В	С	1	0	Е	F	G	Н		E.	J	TT	Freeze Top	<u>R</u> ow	
1	SI.No	Class	Section	Roll	No Na	ne	Age	Gender	Heigh	nt Wei	ght			Keep the to the rest of	op row visible while scrolling the the worksheet.	hrough
2		1									-		BEE	Freeze Firs	t <u>C</u> olumn	
3		2												Keep the fi	irst column visible while scrolling rest of the worksheet	ng
1		2									10			anoughti	ie reactor the worksheet.	1

<u>Freeze first column</u>

This option is used to freeze the first column of the worksheet as shown below.

	File	Ho	me In	sert Page	e Layou	t F	Formulas	Data	Review	View	Team							
No	rmai L	Page ayout	Page Brea Preview	k Custom Views S	Full Screen	V R	Ruler 🗔 Gridlines 🗔	/ Formula B / Headings	ar Zoom	100%	Zoom to Selection	New Window	Arrange w All	Freeze Panes *	Split Hide	View Side Synchrone Reset Win	by Side ous Scrolling dow Position	w
		N	/orkbook \	/iews			Sho	W		Zoom					Unfreeze Pa	ines		
_	A1 ▼ (= j			f_x	SI.No	D								through the	entire worksh	ns to scroll leet.		
		А	В	С		D	E	F	G	Н		1	J		Freeze Top	Row		
1	SI.N	o	Class	Section	Roll	No	Name	Age	Gender	Heigh	nt Wei	ght			Keep the to	p row visible w	hile scrolling	_
2		1													Freeze First	<u>C</u> olumn		
3	_	2													Keep the fir through the	st column visib e rest of the wo	le while scrollin orksheet.	۱g
4		3																
5	_	4																
0	-	5																
2		7																
9		8																
10		9																
11		10																
12		11																
13																		

Freeze Panes

This option is used to keep the rows and columns visible while the rest of the worksheet is scrolling

	А	В	С	D	E	F	G	Н	I.	J	К	Γ
1	SI.No	Class	Section	Roll No	Name	Age	Gender	Height	Weight			Γ
2	1											
3	2											
4	3											
5	4											
6	5											
7	6											
8	7											
9	8											
10	9											
11	10											
12	11											
13												
14												

Conditional formatting

Conditional formatting is used to format a range of values based on a condition

Step-1

Fi	ile Ho	ome Ins	sert Page	e Layout	Formulas	Data	Review	View Te	eam						
Pas	te	t py * rmat Painter	Calibri B I	נ • • 🖽 י <u>ש</u>	1 · A		≡ <mark>=</mark> » ≡ ∃ ⊈	r ≣w ≇ ⊠m	rap Text erge & Center	Genera	 % ,	▼ 00. 0.¢	Conditional Formatting * as Table * Styles *	+ Insert	Delete Format ▼ v v Clear
_	Clipboar	0	- (n	Font £ CLA		19	All	gnment		IX P	vumber	19	Highlight Cells Rules		Greater Than
_	AI		10	Jx SI.N	10	-		1	1			-		-2	
4	A	В	C	D	E	F	G	Н	1	J	K	1	Ton/Bottom Rules		Loce Than
1	SI.No	<mark>Class</mark>	Section	Roll No	Name	Age	Gender	Height	Weight					-<	
2	1	L											(P 5)		-
3	2	2											Data Bars		Between
4	3	3											1990		
5	L	1											Color Scales		Equal To
6	5	5													
7	6	5											Icon Sets		Text that Contains
8	1	7												- <u>ao</u>	
9	8	3											📑 <u>N</u> ew Rule		A Date Occurring
10	9	9											🕑 Clear Rules 🔹		
11	10)											Manage <u>R</u> ules		Duplicate Valuer
12	11	-													Dupicate values
13														N	lore Rules
14															

Step-2

	А	В	С	D	E	F	G	Н	I.
1	SI.No	Class	Section	Roll No	Name	Age	Gender	Height	Weight
2	1	Greater T	han					2 2	3
3	2	oreater in							
4	3	Format	cells that ar	e GREATER	THAN:				
5	4	6			📧 wi	th Light Red	l Fill with Dark	Red Text	
6	5				()				
7	6						ОК	Cancel	
8	7		1	1	1				
9	8								
10	9								
11	10								
12	11								

Step-3

	А	В	С	D	E	F	G	Н	1
1	SI.No	Class	Section	Roll No	Name	Age	Gender	Height	Weight
2	1								
3	2								
4	3								
5	4								
6	5								
7	6								
8	7								
9	8								
10	9								
11	10								
12	11								
13									

- **New Rule :** Used in New Formatting Rule, where you define a custom conditional formatting rule to apply to the cell selection.
- **Clear Rules :** Used to clear rules from selected cells or the entire sheet.
- Manage Rules : Add ,Edit ,delete rules for conditional formatting.

Format cell

Right click on the cell to set the cell type. This option is used in setting the cell type and formatting cells. This is comprised of the following options. These are number, alignment, font, border, fill, protection.

3.3.8.1 Number

This option is used to set the cell type as shown below. This option is applicable to a particular cell, a column, set of selected columns, row, set of selected rows, set of selected cells., the entire worksheet. This option is used for faster data entry where the user may miss writing Rs in front of the amount where the amount is being entered.



Alignment

Format Ce	lls					× 8
Number	Alignment	Font	Border	Fill	Protection]
Text align <u>H</u> orizon Genera <u>V</u> ertical: Bottom Just Text cont <u>W</u> ra <u>M</u> erg Right-to-I <u>T</u> ext dir Contex	Iment tal: ify distributed rol p text nk to fit ge cells eft ection: ct		ndent: 0			Orientation
						OK Cancel

The alignment can be done horizontally and vertically. Apart of it the text direction can be changed by few degrees. The text control is used to wrap the text when a lot text is entered into a particular cell. Shrink to fit reduces the size of the text in order to fit the text into one cell. The merge cells option is used to merge one or more cells into 1 cell and the text direction.

Font

This option is used to set the type of fonts of a cell. Fonts are defined by font name, font style and font size. Right click on the cell to set the fonts. The font option is used to set the font name, font style and font size. Below it shows the underline style which are none, single, double, double accounting. The font color can be changed by changing the font color. Apart of this there are options to subscript text, superscript text and strikethrough. The color of the font can be changed here.

Eont: Font si Calibri Calibri (Headings) Calibri (Body) Adobe Arabic Adobe Casion Pro Adobe Devanagari Underline: Color:	yle: Size: ar 11 8 9 10 11 12 14
Calibri Reguli The Cambria (Headings) Alobe Caslon Pro Adobe Arabic Italic Adobe Caslon Pro Badobe Caslon Pro Bold Adobe Devanagari Color:	ar 11 ar 8 9 10 11 12 14
The Cambria (Headings) Regul The Calibri (Body) Italic Adobe Arabic Bold Adobe Caslon Pro Bold Italic Adobe Caslon Pro Bold Duderline: Underline: Color:	ar 8 9 10 11 12 14
Image: Comparison of the second se	9 10 11 12 14
Adobe Arabic Bold Adobe Casion Pro Bold Ii Adobe Casion Pro Bold Value Adobe Devanagari Value	talic 10 11 12 14
Adobe Casion Pro Bold Adobe Casion Pro Bold Adobe Casion Pro Bold Adobe Devanagari Underline: Color: None	11 12 14
Adobe Casion Pro Bold Adobe Devanagari Underline: Color:	* 14
Underline: Color:	
None	
None	Vor
Effects	2W
Strikethrough	
	AaBbCcVv7z
Supscript	

3.3.8.4 Border

This option is used set the border around the cell or a group of cells

Format Cells	X (\$
Number Alignment Line Style: None	Font Border Fill Protection Presets None Qutline Inside Border Text Text Text Text
	OK Cancel

The border option is comprised of line style which defines the line of the borders of the cells. The color option is used to define the colour of the border. There are options such as presets which define where the border would be inside, outside, both inside and outside and none. Borders those that are not required can be removed as per user requirement.

		v -							-	1 7		
Pas	te 🍼 Form	nat Painter	B	I	U	*		• 💁 • <u>A</u> •	≣ ≣ ≣	•		
	Clipboard	G				Fo	Bor	ders		g		
	A1		- (=			fx		B <u>o</u> ttom Border				
1	Δ	B		c				To <u>p</u> Border		i		
1		0		<u> </u>				<u>L</u> eft Border				
2								<u>R</u> ight Border				
3								<u>N</u> o Border				
4							⊞	<u>A</u> ll Borders				
5							<u>i</u>	Outside Borders	;			
6							<u>i</u>	Thick Box Borde	r			
7								Bottom Double	Border			
8								Thick Bottom Bo	rder			
9								Top and Bottom	Border	-		
11								Top and Thick B	ottom Border			
12								Top and Double	Bottom Bord	lar		
13							Dra	Nop and Do <u>d</u> ore	bottom bore			
14								Draw Border		-		
15								Draw Border Cri	4			
16							*	Draw Border Gri	u			
17							Lase Border					
18							_//	Line Color				
19								Line St <u>v</u> le				
20	20						\blacksquare	More Borders				

Another way to set the borders is as below

Another way to set the border is as below

3.3.8.5 Fill

The shading or fill can be applied to a cell or a group of cells in 2 ways and they are

<u>One Way</u>

	А	В	С	D	E	F	G	Н	1 - E	J	K
	hello			Format Ce	lls						8 8
	how are							-			
	you and			Number	Alignment	Font	Border	Fill Pro	tection		
	how is			Backgro	und <u>C</u> olor:			P <u>a</u> ttern Co	olor:		
	your				No Col	or			Automatic	•	
	health.It							Pattern St	yle:		
	has been									-	
	a long										
1	time						—				
2											
3											
4											
5							_				
6				Fill Eff	ects	lore Colors					
7											
8											
9				Sample							
10											
11											
12											
13											
14									C	к	Cancel
15											

	А	В	С
	hello		
	how are		
	you and		
	how is		
	your		
	health.It		
	has been		
	a long		
1	time		

Another way





Text decoration

Text decoration is changing the look and feel of the text. Text direction is done in following 7 ways. They are

- Bold :- Ctrl + B :- This option is used to make the text bold. Another way to do this is click the Home Tab ->Click B in the Font group.
- Italic:-Ctrl + I :- This option is used to make the text *italic*.
 Another way to do this is click
 The Home Tab->Click I in the Font group
- 3. Underline:-Ctrl +U :- This option is used to <u>underline</u> the text. Another way to do this is click The Home Tab->Click U in the Font group
- **4. Double Underline :-**This option is used to double underline the text. To do this click on the home tab



5. Strike through :- This option is used to strike through the text. To do this right click on the cell and select option.

С	D	E	F	G	Н		I.	J		K
	Format Cel	ls							?	×
5555	Number	Alignment	Font	Border	Fill	Protection				
	Eont: Calibri Calibri Adobe Adobe Adobe Adobe Adobe Adobe Calibri Adobe Adobe Calibri Adobe Calibri Calibri Adobe Calibri Calibri Calibri Calibri Adobe Calibri Calibri Calibri Adobe Calibri	ria (Headings (Body) e Arabic e Caslon Pro e Caslon Pro e Caslon Pro e Devanagari sethrough grscript script rueType font) Bold	font will be us	Font Regu Italic Bold Bold Color	style: ular Lar Italic : view	AaBbC	Size: 11 8 9 10 11 12 14 Norm CVyZz your scree	al font	
							OK		Cano	el

6. Superscript :- This option is used to superscript the text as below.

D	E	F	G	Н	1	J	K	L
	Format Ce	lls						? 🛛
X ²	Font							
	Eont: Calibri Calibri Calibri Calibri Calibri Adob Adob Adob Adob Adob Adob Adob Adob	ria (Headings (Body) e Caslon Pro e Caslon Pro e Caslon Pro e Caslon Pro e Devanagar : gebrough grscript script rueType fon	s) Bold i t. The same f	font will be us	Font style Regular Regular Italic Bold Italic Bold Italic Preview	c Aabb	Size: 11 8 9 10 11 12 14 14 Corryzz d your screen	l font
						C	K	Cancel

7. Subscript:- The option is used to subscript the text in the cell. As below

E	F	G	Н	1	J	К	L	М
	Format Cel	lls						8 🛛
H ₂ O	Font]						
	Eont:				Font style:		Size:	
	Tr Cambring Tr Cambring Adobring Adobring Adobring Adobring Adobring	ria (Headings i (Body) e Arabic e Caslon Pro e Caslon Pro B e Devanagari) 3old	-	Regular Italic Bold Bold Italic		8 9 10 11 12 14	
	Underline				Color:			
	None			•			 Norma 	al font
	Effects Strik Supp Supp	ethrough erscript script			Preview	AaBb	oCcYyZz	
	This is a T	rueType font	. The same t	font will be use	ed on both you	ur printer an	nd your screer	ı.
							ок	Cancel

Learning objectives

After the Completion of this unit you should be able to know

- 1) How to design various kinds of charts
- 2) Text decoration

Introduction

Charts are very important in order show pictorially the growth and development of a business. This chart shows in which sectors a business has achieved maximum revenue while in which sectors the business needs development. Apart of charts there are other controls such as zoom in and zoom out which helps to zoom in and zoom out the worksheet. Special symbols control help to add special symbols in a worksheet wherever required. The comment option is used to add comment to the cell.

Definition

Chart :- A chart, also called a graph, is a graphical representation of data, in which "the data is represented by symbols.

Symbol :- A character that is not a letter of a number is a symbol.

Comment :- A comment a written statement the expresses the opinion about a cell.

Special symbol :- A character that is not a letter, number.

4.3 Working with charts

4.3.1 Creating chart

To Create a chart in Excel first create a excel entry as shown below

	А	В
1	name	Age
2	shanu	25
3	ramu	54
4	Geeta	34
5	Pallavi	23

Click on insert tab and select any of the charts defined below

	XX	0	-		·•.	0
Column	Line	Pie	Bar	Area	Scatter	Other
*	*	*	*	*	*	Charts -
		1	Charts			G



4.3.2 Manipulating a chart

To manipulate a chart select



Templates Image: Column ∠∠ Line Pie Bar Marca X Y (Scatter) Stock Surface			
Surface		adm.	
Doughnut S Bubble XY Radar	ea		



Zoom In Out



The zoom in out control is used to magnify the excel sheet and reduce magnification of the excel sheet. The + symbol increases the magnification and - symbol reduces the magnification. You can also drag the zoom control left to reduce the magnification and right to increase the magnification.

Special symbols

Click on the insert special symbol click the insert tab and click the



<u>symbo</u>	(norma	eciai al text)	cters			•	S <u>u</u> bse	t: Bas	ic Latir	1					•
	!	н	#	\$	%	&	1	()	*	+	,	-		/	
0	1	2	3	4	5	6	7	8	9	:	;	<	=	۷	?	
@	А	В	С	D	Ε	F	G	Н	Ι	J	К	L	Μ	Ν	0	
Ρ	Q	R	S	Т	U	۷	W	Х	Υ	Ζ	[\]	۸	_	
`	а	b	с	d	е	f	g	h	i	j	k	Ι	m	n	ο	-
Recently used symbols:																
×	≤	Ы	1⁄6	€	£	¥	©	®	тм	±	≠	≥	÷	~	μ	
Ampersand Character code: 0026 from: Unicode (hex)																

Comments

Insert Comments

To comment a cell follow the following steps.

Step-1

Click on the cell and press Shift +F2 To add comment or go to Review - >New Comment.

Step-2



Step-3



Step-4

Once done click on another cell



View Comment

Step-1

Click on the cell marked with a red dot



Edit Comment

Step-1

To Edit the comment click the cell







Delete CommentStep-1

To delete the existing comments click



Previous Comment

To go to previous comment click



Next Comment

To go to next comment click



Show CommentStep-1

Click on the cell

Step-2

Click on show/hide comment to show/hide comment

Show/Hide Comment

Show all comments

Click Show All Comments

Adding Textbox

To insert a textbox click on Insert Tab and click the Text Box as shown below



Undo changes

Undoing changes in an unsaved worksheet

To undo changes on a cell click on the cell and press Ctrl +Z.

Undo changes in a saved document

Undo changes is a process to get back to the previous values of worksheet or a workbook. In case of worksheet the option to undo changes is ctrl + z. In case of workbook there is an auto save which saves the work every 1 minute to time defined by the user. This option is achieved by clicking on file => option =>save. Here clicking on the 2 checkboxes

- Save auto recover every 10 minutes
- Keep the last auto saved version if I close without saving
- Auto recover file location
- Default file location



Excel Options		? 🗙
General Formulas	Customize how workbooks are saved.	
Proofing	Save workbooks	
Save Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	Save files in this format: Excel Workbook Save AutoRecover information every 10 injustes Save AutoRecover information every 10 injustes Keep the last autosaved version if I close without saving AutoRecover file location: C:\Users\SHANU\AppData\Roaming\Microsoft\Excel\ Default file location: C:\Users\SHANU\Documents AutoRecover exceptions for: Image.age.xlsx Disable AutoRecover for this workbook only Offline editing options for document management server files Save checked-out files to: Image.age.xlsx The server drafts location on this computer Image: The optice Document Cache Serger drafts location: C:\Users\SHANU\Documents\SharePoint Drafts\ Preserve visual appearance of the workbook Choose what colors will be seen in previous versions of Excel: Image: Image	<u>B</u> rowse
	OK	Cancel

Have the above two check boxes checked and set the auto recover time to 10 minutes. This way the file is saved in auto recovery every 10 minutes. If anything goes wrong you can recover the workbook from the workbook you prepared 10 minutes ago.