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MS Excel Notes

What is Excel ?

Excel is a semi accounting package software.

Extension name of Microsoft Excel (2007) is → .xls

Extension name of Microsoft Excel (2010) is → .xlsx

Extension name of Ms Excel Worksheet 2007 is → .xlw

Extension name of Ms Excel Worksheet 2010 is → .xlwx

There are three Methods to open Microsoft Excel 2010.

1. Start → Microsoft Office → Microsoft Excel 2010.
2. Start + R → Open **Run** Dialog Box and type [excel].
3. Go to search box and Type [excel].

The Total No. of **Rows** in Ms Excel 2010 is → 1048576.

The Total no. of **Columns** in Ms Excel 2010 is → 16384.

The last **Column name** in Ms Excel 2010 is → XFD

The Last **Cell Address** Name is → XFD1048576

3 sheets are given by default in Ms Excel 2010

Example :-

	A	B	C	D	E
1	Roll no	name	Hindi	English	Total
2	1	Ankit	23	85	=SUM(C2:D2)
3	2	harsh	65	63	=C3+D3
4					
5					
6	SUBTRACTION		50	20	=C6-D6
7					
8	MULTIPLICATION		2	6	=C8*D8
9					
10	DIVISION		10	2	=C10/D10
11					
12					
13					
14					
15					
16					

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Shortcut key Of Auto Sum ➡ Alt + =

Microsoft Excel (Adv. IF Condition)

Formula of Percentage : -

	A	B	C	D	E	F	G
1	Roll no	Name	Hindi	English	Maths	Total	Percentage
2	1	ankit	25	85	52	=SUM(C2:E2)	=F2*100/300
3	2	harsh	63	69	36	=SUM(C3:E3)	=F3/3
4	3	gautam	45	45	95	=SUM(C4:E4)	
5	4	mahima	99	89	98	=SUM(C5:E5)	
6	5	shivani	56	25	32	=SUM(C6:E6)	

IF function is used for applying condition.

Syntax :- if(condition,true,false)

IF(2>3 , TRUE , FALSE)

Condition ➔ Those who have more than 33 percent get a pass and those who have come down from 33 get a fail.

जिसकी परसेंटेज 33 से ज्यादा आई है उसे पास मिल जाए और जो 33 से नीचे आया है उसे फेल मिल जाए !

If(percentage >= 33,"Pass","Fail")

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Adv. If Condition

Condition : -

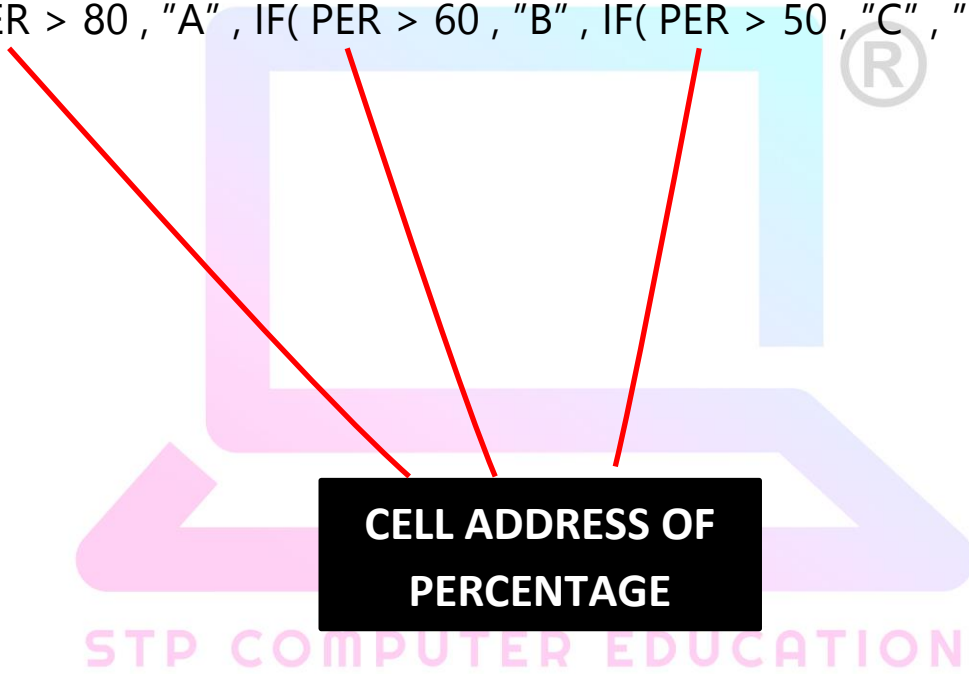
80 > A

60 > B

50 > C

50 < D

IF(PER > 80 , "A" , IF(PER > 60 , "B" , IF(PER > 50 , "C" , "D")))



CELL ADDRESS OF
PERCENTAGE

The diagram illustrates the structure of the nested IF formula. Three red lines originate from the text box and point to the numerical values 80, 60, and 50 within the formula. These values represent the percentage thresholds. The background features a large, stylized graphic of a computer monitor with a pink and purple border, and the text 'STP COMPUTER EDUCATION' is visible at the bottom.

Microsoft Excel (Basic to Adv. Formula)

	A	B	C
1	=NOW()	=WEEKDAY(A2)	5
2	=TODAY()	=WEEKNUM(A2)	1
3	=DATE(2021,6,9)	=MAX(C1:C8)	5
4	=YEAR(A3)	=MIN(C1:C8)	2
5	=MONTH(A3)	=COUNT(C1:C8)	3
6	=DAY(A3)	=COUNTIF(C1:C8,5)	6
7	=TIME(21,8,20)	=LARGE(C1:C8,3)	4
8	=MINUTE(A7)	=SMALL(C1:C8,2)	9
9	=HOUR(A7)	=COUNTBLANK(G7:G13)	
10	=SECOND(A7)	=AVERAGE(C1:C8)	
11			

Formula Output & Return

	A	B	C
1	09-06-2020 9.44	3	5
2	09-06-2020	24	1
3	09-06-2021	9	5
4	2021	1	2
5	6	8	3
6	9	2	6
7	9.08 PM	5	4
8	8	2	9
9	21	7	
10	20	4.375	
11			
12			
13			
14			

	A	B	C	D
1	=SQRT(16)	=ROUNDUP(45.12,0)		
2	=PRODUCT(4,5,2)	=ROUNDDOWN(45.99,0)		5
3	=SUMSQ(4,5)	=MOD(10,2)		2
4	=POWER(5,3)	=QUOTIENT(10,2)		5
5	=FACT(5)	=EVEN(5)		3
6	=FACTDOUBLE(5)	=ODD(6)		6
7	=LCM(4,5)	=ROMAN(45)		5
8	=ABS(-52)	=SUM(D2:D7)		
9	=INT(45.254555)	=SUMIF(D2:D7,5)		
10	=ROUND(45.51,0)	=GCD(18,21)		

Formula Output & Return

	A	B	C	D
1	4	46		
2	40	45		5
3	41	0		2
4	125	5		5
5	120	6		3
6	15	7		6
7	20	XLV		5
8	52	26		
9	45	15		
10	46	3		

	A	B	C	D	E	F
1	=UPPER(D2)					
2	=LOWER(D3)			amit		
3	=PROPER(D3)			AMIT		
4	=RIGHT(D3,2)					
5	=LEFT(D3,2)			Amit	kumar	
6	=LEN(D3)					
7	=ISTEXT(D3)			Amit		kumar
8	=ISNUMBER(D3)				Amit	
9	=ISEVEN(6)			computer		
10	=ISODD(4)					
11	=TRIM(D5)					
12	=CONCATENATE(D7,F7)					
13	=REPT(D7,5)					
14	=MID(D9,3,3)					
15	=FIND("p",D9,1)					
16	=EXACT(D7,E8)					

Formula Output & Return

	A	B	C	D	E	F
1	AMIT					
2	amit			amit		
3	Amit			AMIT		
4	IT					
5	AM			Amit	kumar	
6	4					
7	TRUE			Amit		kumar
8	FALSE				Amit	
9	TRUE			computer		
10	FALSE					
11	Amit kumar					
12	Amitkumar					
13	AmitAmitAmitAmitAmit					
14	mpu					
15	4					
16	TRUE					