

EXCEL

WHAT IS MICROSOFT EXCEL? (SIMPLE INTRODUCTION)

Microsoft Excel is a spreadsheet program developed by **Microsoft**. It is used to store, organize, calculate, and analyze data in the form of rows and columns.

Excel helps users perform calculations, create tables, charts, and reports quickly and accurately.

WHY DO WE USE EXCEL?

We use Excel for many purposes, such as:

1. **Store Data** – Save information like names, marks, salaries, and sales.
2. **Perform Calculations** – Use formulas to add, subtract, multiply, and divide numbers.
3. **Create Tables** – Organize data in a neat and easy-to-read format.
4. **Make Charts** – Display data using bar charts, pie charts, and line graphs.
5. **Analyze Data** – Sort, filter, and summarize information.
6. **Prepare Reports** – Create reports for school, office, and business.
7. **Maintain Records** – Keep records of students, employees, inventory, and expenses.

SIMPLE DEFINITION

Microsoft Excel is a spreadsheet software used to organize data, perform calculations, create charts, and prepare reports.

Examples of Excel Uses

- Student marks sheet
- Employee salary calculation
- Monthly budget
- Sales report
- Attendance register
- Inventory (stock) management

In one sentence:

Microsoft Excel is used to organize data, perform calculations, create charts, and manage records easily.

MICROSOFT EXCEL – SIMPLE INTRODUCTION

Microsoft Excel is a spreadsheet software developed by **Microsoft**. It is used to enter, organize, calculate, and manage data in rows and columns.

Excel helps users perform calculations, create tables, prepare reports, and make charts quickly and easily.

SIMPLE DEFINITION

Microsoft Excel is a spreadsheet program used to store, organize, and calculate data.

EXAMPLE USES

- Student marks list
- Attendance sheet

- Salary calculation
- Monthly budget
- Sales report
- Stock (inventory) records

ONE-LINE INTRODUCTION:

Microsoft Excel is a spreadsheet application used to organize data, perform calculations, and create reports.

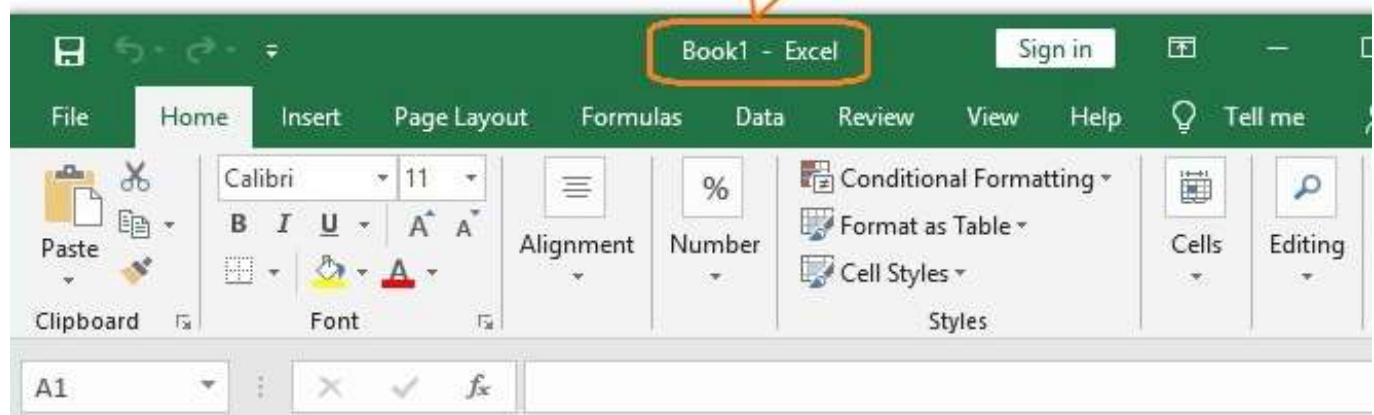
MICROSOFT EXCEL – HOME TAB

The **Home** tab is the **first tab** in Microsoft Excel. It contains the most commonly used tools for entering, editing, formatting, and organizing data in a worksheet.

SIMPLE DEFINITION

The Home tab is used to edit, format, and organize data in an Excel worksheet.

Default name for a new
Excel workbook is "Book1"



Groups in the Home Tab

1. **Clipboard** – Cut, Copy, Paste, and Format Painter.
2. **Font** – Change font style, size, color, bold, italic, and underline.
3. **Alignment** – Align text, wrap text, merge cells, and change text direction.
4. **Number** – Format numbers as Currency, Percentage, Date, Time, etc.
5. **Styles** – Apply Cell Styles, Conditional Formatting, and Format as Table.
6. **Cells** – Insert, Delete, and Format rows, columns, and cells.
7. **Editing** – AutoSum, Fill, Clear, Sort & Filter, and Find & Replace.

Uses of the Home Tab

- Copy and paste data
- Change text style and size
- Format cells
- Align text
- Merge cells
- Calculate totals with AutoSum
- Sort and filter data
- Find and replace text

One-Line Note:

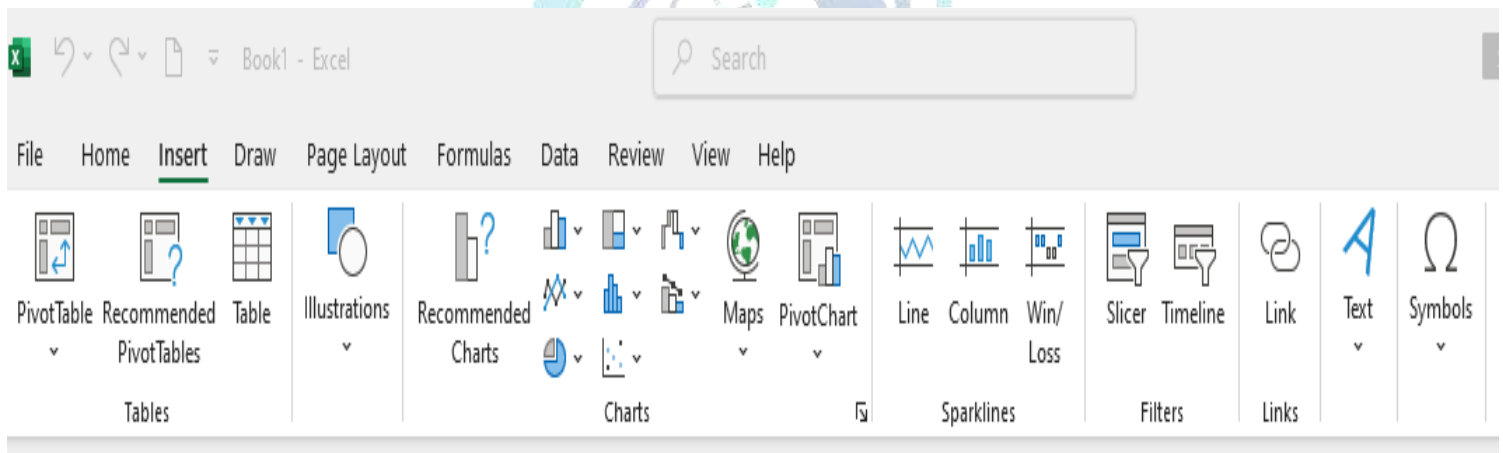
The Home tab is used to edit, format, and organize data quickly in Microsoft Excel.

MICROSOFT EXCEL – INSERT TAB

The **Insert** tab in Microsoft Excel is used to **add different objects** to a worksheet, such as tables, pictures, charts, shapes, and graphs.

Simple Definition

The Insert tab is used to insert tables, pictures, charts, shapes, and other objects into an Excel worksheet.



Groups in the Insert Tab

1. **Tables** – Insert a Table or PivotTable.
2. **Illustrations** – Insert Pictures, Shapes, Icons, and SmartArt.
3. **Charts** – Create Bar, Line, Pie, and other charts.
4. **Sparklines** – Add small charts inside a cell.
5. **Filters** – Insert a Slicer or Timeline for filtering data.
6. **Links** – Add hyperlinks.

7. **Text** – Insert Text Box, Header & Footer, and WordArt.
8. **Symbols** – Insert symbols and special characters.

Uses of the Insert Tab

- Insert tables
- Add pictures
- Create charts and graphs
- Draw shapes
- Insert SmartArt
- Add hyperlinks
- Insert text boxes and symbols



One-Line Note

The Insert tab is used to add tables, pictures, charts, shapes, and other objects to an Excel worksheet.

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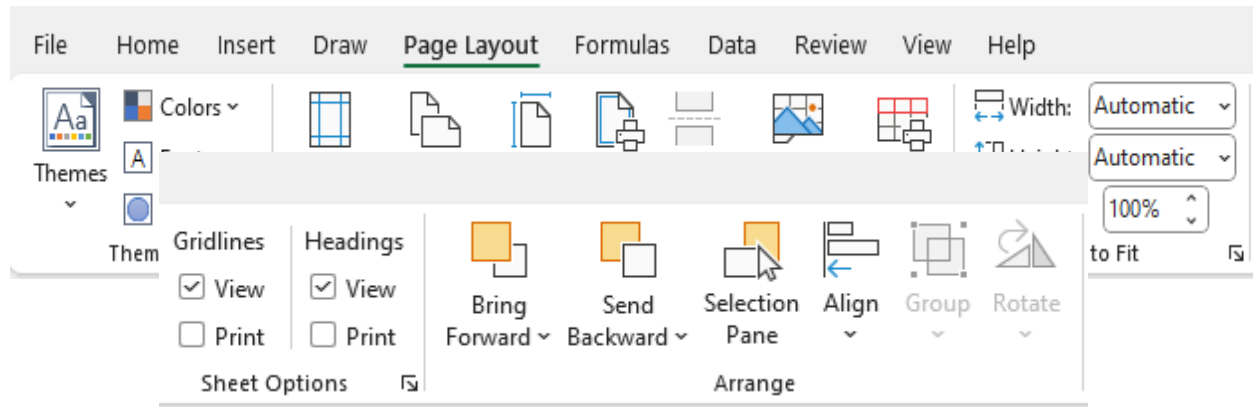
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MICROSOFT EXCEL – PAGE LAYOUT TAB

The Page Layout tab is used to change the appearance and print settings of a worksheet.

Simple Definition

The Page Layout tab is used to change the page settings and prepare the worksheet for printing.



Groups in the Page Layout Tab

1. Themes – Change the overall design, colors, and fonts.
2. Page Setup – Set margins, page orientation, paper size, print area, and page breaks.
3. Scale to Fit – Adjust the worksheet to fit on the printed page.
4. Sheet Options – Show or hide gridlines and headings.
5. Arrange – Arrange pictures and shapes on the worksheet.

Uses of the Page Layout Tab

- Change page margins
- Set page orientation (Portrait or Landscape)
- Select paper size
- Set the print area
- Adjust page scaling
- Show or hide gridlines

- Arrange pictures and shapes

One-Line Note

The Page Layout tab is used to change page settings and prepare the worksheet for printing.

MICROSOFT EXCEL – FORMULAS TAB

Simple Introduction

The Formulas tab is used to create formulas, use functions, and perform calculations in Excel.

Simple Definition

The Formulas tab is used to perform calculations and manage formulas in a worksheet.

Groups in the Formulas Tab

1. Function Library – Insert functions such as SUM, AVERAGE, MAX, MIN, and IF.
2. Defined Names – Create and manage names for cells or ranges.
3. Formula Auditing – Check and find errors in formulas.
4. Calculation – Recalculate formulas and set calculation options.

Uses of the Formulas Tab

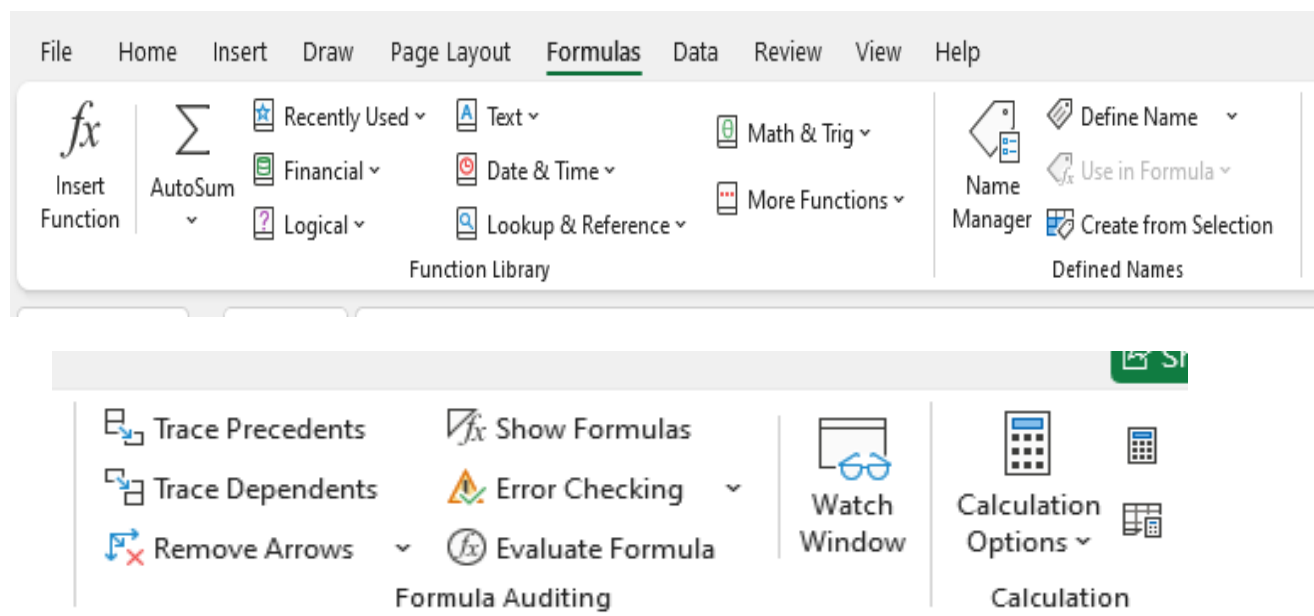
- Insert formulas
- Use functions like SUM and AVERAGE
- Calculate totals
- Check formula errors
- Manage named ranges
- Recalculate worksheet data

Common Excel Formulas

Formula	Purpose	Example
=SUM(A1:A5)	Adds numbers	Total marks
=AVERAGE(A1:A5)	Finds the average	Average marks
=MAX(A1:A5)	Finds the largest number	Highest mark
=MIN(A1:A5)	Finds the smallest number	Lowest mark
=COUNT(A1:A5)	Counts cells with numbers	Number of students
=IF(A1>=35,"Pass","Fail")	Checks a condition	Pass/Fail result

One-Line Note

The Formulas tab is used to create formulas, use functions, and perform calculations in Microsoft Excel.

MICROSOFT EXCEL – DATA TAB**Simple Introduction**

The Data tab is used to manage, organize, sort, filter, and analyze data in an Excel worksheet.

Simple Definition

The Data tab is used to organize, sort, filter, and analyze data.

Groups in the Data Tab

1. Get & Transform Data – Import data from different sources.
2. Sort & Filter – Sort data (A–Z, Z–A) and filter records.
3. Data Tools – Remove duplicates, validate data, and split text.
4. Forecast – Create forecasts and analyze trends.

5. Outline – Group and ungroup rows or columns.

Uses of the Data Tab

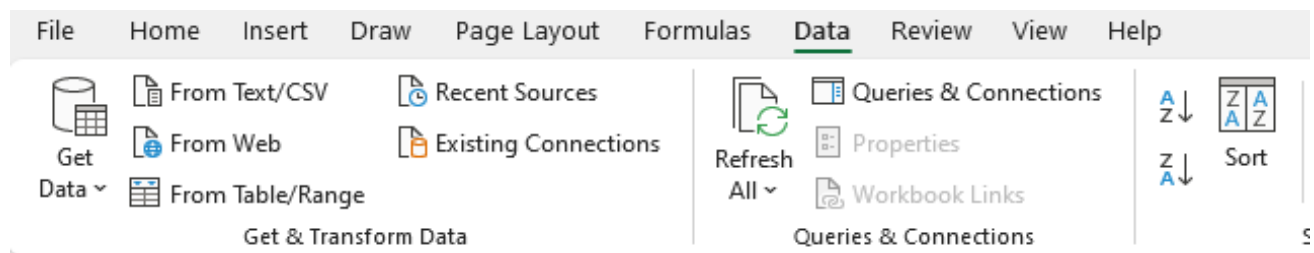
- Sort data in ascending or descending order
- Filter data to show only required records
- Remove duplicate values
- Validate data entry
- Import data from other sources
- Group and ungroup data
- Analyze and organize large amounts of data

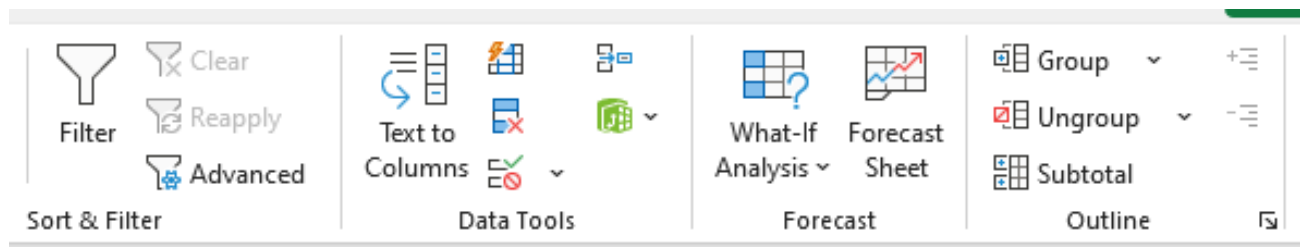
One-Line Note

The Data tab is used to organize, sort, filter, and analyze data in Microsoft Excel.



EXCEL – DATA TAB (SIMPLE NOTES)





Sort

- Arranges data in order.
- A to Z = Ascending order.
- Z to A = Descending order.

Example:

- A, B, C, D
- 1, 2, 3, 4

Filter

- Shows only the data you need.
- Hides unwanted rows without deleting them.

Example:

- Show only students who scored above 80 marks.

Find

- Searches for a word, number, or value in the worksheet.

Shortcut: Ctrl + F

Replace

- Replaces one word or number with another.

Shortcut: Ctrl + H

Remove Duplicates

- Deletes repeated data.
 - Keeps only one copy of each value.
-

Text to Columns

- Splits one column into multiple columns.

Example:

- Priya Shankar → Priya | Shankar

Data Validation

- Restricts what users can enter in a cell.
- Can create a drop-down list.

Example:

- Gender: Male, Female

- Department: HR, Sales, IT
-

Flash Fill

- Automatically fills data based on a pattern.

Example:

- Priya Shankar → Priya
-

Refresh

- Updates data from an external source.
-

Group

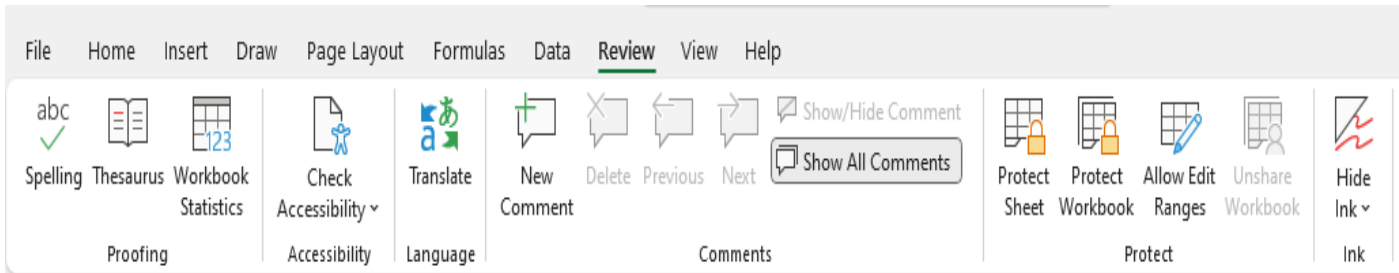
- Groups rows or columns together.
 - Makes large worksheets easier to manage.
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Short Note

The Data tab in Excel is used to sort, filter, validate, organize, clean, and manage data. It helps users work with large amounts of information quickly and accurately.

EXCEL – REVIEW TAB

The Review tab is used to check, protect, and comment on a worksheet.



1. Spelling

- Checks spelling mistakes in the worksheet.
- Shortcut: F7

2. Thesaurus

- Finds synonyms (similar words) for a selected word.

3. Translate

- Translates selected text into another language.

4. Comments (New Comment)

- Adds comments to a cell.
- Used to give notes or suggestions.

5. Show Comments

- Displays all comments in the worksheet.

6. Protect Sheet

- Prevents others from editing the worksheet without permission.

7. Protect Workbook

- Protects the workbook structure from changes.

8. Allow Edit Ranges

- Lets specific users edit certain cells while the rest of the sheet remains protected.

9. Accessibility Check

- Checks whether the workbook is easy for everyone, including people with disabilities, to use.

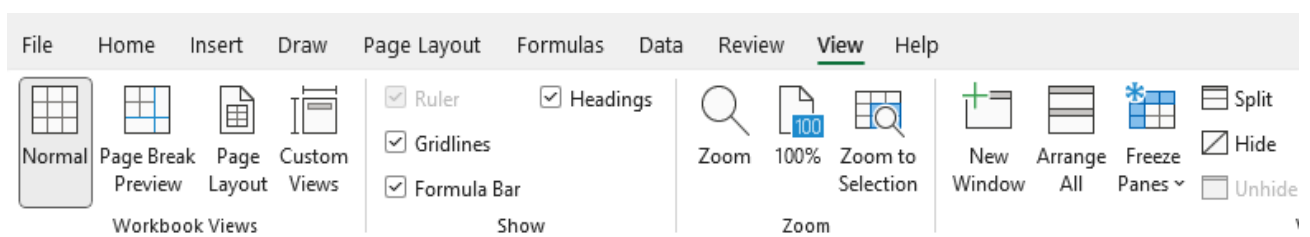
Short Note

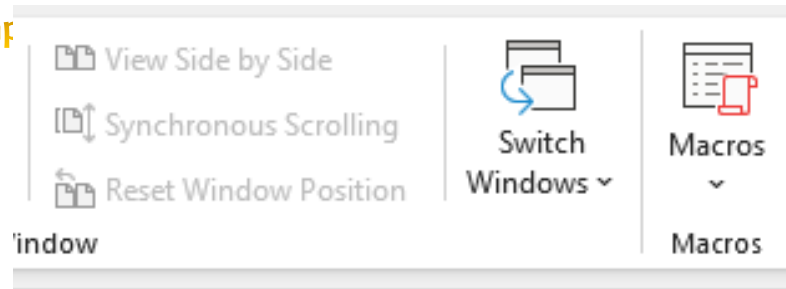
The Review tab in Excel is used to check spelling, add comments, translate text, and protect worksheets and workbooks. It helps users review and secure their Excel files.

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EXCEL – VIEW TAB

The View tab is used to change how the worksheet looks on the screen and make it easier to work with.





1. Normal View

- Shows the worksheet in the normal editing view.

2. Page Layout View

- Shows how the worksheet will look when printed.

3. Page Break Preview

- Shows where pages will break when printing.

4. Zoom

- Makes the worksheet look bigger or smaller.

5. 100% Zoom

- Returns the worksheet to its normal size (100%).

6. Freeze Panes

- Keeps selected rows or columns visible while scrolling.

Example:

- Keep the first row (headings) visible.

7. Split

- Divides the worksheet into separate panes for easy viewing.

8. Hide

- Hides the selected worksheet.

9. Unhide

- Shows a hidden worksheet again.

10. New Window

- Opens another window of the same workbook.

11. Arrange All

- Arranges multiple workbook windows on the screen.

12. View Side by Side

- Compares two workbooks next to each other.

13. Gridlines

- Shows or hides the worksheet gridlines.

14. Headings

- Shows or hides row numbers and column letters.

15. Formula Bar

- Shows or hides the Formula Bar.
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Short Note

The View tab in Excel is used to change the worksheet view, zoom in or out, freeze rows and columns, show or hide gridlines, headings, and the Formula Bar, and compare workbooks. It helps make working in Excel easier and more organized.

