

ADVANCE EXCEL

LEVEL 1

- **AUTO FILL**

Excel has a feature that helps you automatically enter data. If you are entering a predictable series (e.g. 1, 2, 3...; days of the week; hours of the day) you can use the AutoFill command to automatically extend the sequence.

- **FLASH FILL**

Flash Fill automatically fills your data when it senses a pattern. For example, you can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns.

SHORTCUT – CTRL + E

AUTO FILL

SR.NO	CJE	2024	MON	MONDAY	JAN	JANUARY
1	CJE	2024	TUE	TUESDAY	FEB	FEBRUARY
2	CJE	2024	WED	WEDNESDAY	MAR	MARCH
3	CJE	2024	THU	THURSDAY	APR	APRIL
4	CJE	2024	FRI	FRIDAY	MAY	MAY
5	CJE	2024	SAT	SATURDAY	JUN	JUNE
6	CJE	2024	SUN	SUNDAY	JUL	JULY
7	CJE	2024	MON	MONDAY	AUG	AUGUST
8	CJE	2024	TUE	TUESDAY	SEP	SEPTEMBER
9	CJE	2024	WED	WEDNESDAY	OCT	OCTOBER
10	CJE	2024	THU	THURSDAY	NOV	NOVEMBER

FLASH FILL

SR.NO	FULL NAME	STUDENT NAME	FATHER NAME	SURNAME
1	ANIL RAMPAL YADAV			
2				
3				
4				
5				
6				
7				
8				
9				
10				

PTVA'S ENGLISH MEDIUM SCHOOL (ANDHRA)

LIST OF THE SELECTED STUDENTS FOR ADMISSION IN STD.1 IN THE ACADEMIC YEAR 2020-21.

Sr No	Form No.	Surname	Name	Father's Name	Mother's Name	M/F
1	9	KAMBLI	ANUSHREE	SHAILESH	SUCHITA	F
2	12	SHAH	ANUJ	SHIVKUMAR	SEEMA	M
3	39	RANJANKAR	SWARA	AMIT	ADITI	F
4	54	SAWANT	SARVESH	MANGESH	MADHURA	M
5	55	SAWANT	SWARA	MANGESH	MADHURA	F
6	14	RAUT	SHUKRA	ANUJA	AJAY	F
7	50	PATEL	YASHVI	NIMESH	HEENA	F
8	78	SUTAR	MANASVI	AMIT	AMRITA	F
9	13	NAYAK	ANAYE	ASHOK	SARITA	M
10	16	HHANDARI	SHRAAVYA	GANESH	RAJESHWARI	F
11	22	PANIGRAHI	RONAK	SANJAY	SANDHYARANI	M
12	23	KULAPKAR	SARTHAK	SAMEER	SAKSHI	M
13	17	UBUGADE	ADITI	PRAVIN	PRAJIBHA	F
14	32	DARJI	SHRESHTH	HILESH	BHAVIKA	M
15	46	CHOUGULE	SWARA	RAJESH	RIYA	F
16	31	MORE	SWAYAM	HEMANT	KIRTI	M
17	4	GOSAVI	NEEL	PRASHANT	SWAPNALI	M
18	6	BANE	DEVASHREE	RAKESH	VIJAYA	F
19	5	PHALSAMKAR	PARTH	PRASHANT	GEETA	M
20	20	GURAV	AARADHYA	SANJAY	SANJANA	M
21	21	SALUNKE	VEDANT	PRASHANT	PRACHI	M

- **QUICK SAVE**

(CTRL + S): - You can save your sheet quickly and easily without wasting your time by using formula CTRL + S. It can save your sheet as fast as possible with a second.

- **PRINT (CTRL + P)**

You can print your sheet by using a formula CTRL + P within seconds. You have to select your printer fit your sheet as per you need like and select print option you will get your print as fast as possible.

- **SORTING DATA**

Select a single cell in the column you want to sort. On the Data tab, in the Sort & Filter group, click to perform an ascending sort (from A to Z, or smallest number to largest). Click. to perform a descending sort (from Z to A, or largest number to smallest).

- **FILTERING DATA**

Select any cell within the range. Select Data > Filter
Select the column header arrow. Select Text Filters or Number Filters, and then select a comparison, like Between. Enter the filter criteria and select OK.

LIST OF SELECTED STUDENTS IN SIBLING QUOTA

S. No.	Form No.	Student's Name	Father's Name
1	15130	Avannia Padiyar	Mr. Anshuman Padiyar
2	15129	Aanya Katoch	Mr. Vivek Katoch
4	15366	Sophia Singh	Mr. Mandeep Singh
5	15181	Akshita Kaushal	Mr. Abhishek Kaushal
6	15204	Diya Singh	Mr. Manjush Kumar
7	15532	Manya Bhatnagar	Mr. Amit Bhatnagar
8	15147	Tanishq Vats	Mr. Anoop Vats
8	1376	Ekansh Sharma	Mr. Sandep Sharma
9	15139	Vihaan Mehra	Mr. Vipul Mehra
10	15237	Devgya Rathore	Mr. Rahul K Mukund
11	15177	Samrath Singh Lamba	Mr. Devender Lamba
12	1459	Stuti Bhardwaj	Mr. Surender Kumar
13	15360	Dakshita Mogha	Mr. Arun Mogha
14	15112	Anjaney Gupta	Mr. Amit Gupta
15	15350	Raghav Bansal	Mr. Amit Bansal

Name	ID	Product	Rev Earned
Jaun	1312030	Apple	\$ 32,886.00
Roy	1312031	Orange	\$ 42,609.00
Ralph	1312032	Blackberry	\$ 37,998.00
Randy	1312033	Banana	\$ 39,961.00
Vinchant	1312034	Orange	\$ 41,894.00
Bobby	1312035	Grape	\$ 39,762.00
Phillip	1312036	Apple	\$ 34,060.00
Anny	1312037	Banana	\$ 38,065.00
Joe	1312038	Orange	\$ 44,586.00
Austin	1312039	Pineapple	\$ 32,579.00

- **NEW WORKBOOK (CTRL + N)**

Rather you want to open a new sheet will you are working on excel you can use a formula CTRL + N. The new sheet will open automatically with just a seconds.

- **CONCATENATE & TEXT JOIN**

Concatenate and Text join is excel functions used to merge data. The difference is that concatenate requires the delimiter to be manually included between items. Meanwhile, text join allows you to specify the delimiter once and apply it automatically. It makes text join more efficient for handling large amounts of data. You can also use formula to =concatenate () you have to just select a cell you want and then close the bracket and press the enter key.



Info

New

Open

Save

Save As

Print

Print

Share

Export

Publish

Close

Account

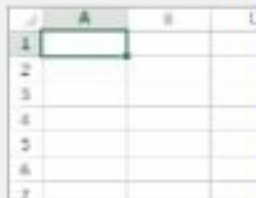
Feedback

Options

New



Suggested searches: Business Personal Finance Marketing Sales Charts Calendars



Blank workbook



Basic business invoice

Take a tour



Welcome to Excel

Get started with
Formulas

Formulas tutorial

Make your first
PivotTable

PivotTable tutorial

Get to know
Power Query

Power Query tutorial

Get more out of
PivotTables

Get more out of PivotTables

Going beyond
Pie charts

Beyond pie charts tutorial

April 20XX



Personal photo calendar

Personal Budget



Basic personal budget

SR.NO	MOBILE NUMBER	ADD (IND - 91)
1	9865476236	919865476236
2		
3		
4		
5		
6		
7		
8		
9		
10		

- **TEXT TO COLUMN**

The text to columns wizard in Excel allows you to easily separate text into multiple columns. There are two main ways to use the text to columns wizard: by a delimiter and by fixed width. If your data is separated by a specific character, such as a comma or tab, then you would use the delimiter option.

- **TRANSPOSE COLUMN**

The transpose function returns a vertical range of cells as a horizontal range, or vice versa. The TRANSPOSE function must be entered as an array formula in a range that has the same number of rows and columns, respectively, as the source range has columns and rows. You can also copy the text you want and paste wherever you want by using many more paste options whichever have given on the home page left side corner with use of the option transpose.

**General Merchandise World
Retail Sales (in millions)**

Month	Unit Sales	Average Price	Sales Dollars
January	2,670	\$ 9.99	\$ 26,685
February	2,160	\$ 12.49	\$ 26,937
March	515	\$ 14.99	\$ 7,701
April	590	\$ 17.49	\$ 10,269
May	1,030	\$ 14.99	\$ 15,405
June	2,875	\$ 12.49	\$ 35,916
July	2,700	\$ 9.99	\$ 26,937
August	900	\$ 19.99	\$ 17,958
September	775	\$ 19.99	\$ 15,708
October	1,180	\$ 19.99	\$ 23,562
November	1,800	\$ 17.49	\$ 31,410
December	3,560	\$ 14.99	\$ 53,370
Total Sales	20,755		\$ 291,864

1						
2	Student Names					
3	Subjects	Mary	Tina	Jack	Jennifer	Total
4	English	87	83	92	80	342
5	Second Language	95	96	98	92	381
6	Maths	76	59	78	59	272
7	Physics	78	79	83	67	307
8	Chemistry	79	83	87	72	321
9	Average	83	80	87.5	74	324.6

- **FREEZ ROWS AND COLUMNS**

Select the cell below the rows and to the right of the columns you want to keep visible when you scroll. Select View > Freeze Panes > Freeze Panes.

- **EXTRACT TEXT FROM CELL**

Use the LEFT, RIGHT and MID functions. You can use the LEFT, RIGHT and MID functions to extract specific text from a cell. Use the TRIM function. Use the MID and FIND functions. Use Flash Fill.

- **THE SUM FUNCTION**

The SUM function adds values. You can add individual values, cell references or ranges or a mix of all three. For example:
=SUM(A2:A10) Adds the values in cells A2:10.

- **MATHEMATICAL OPERATION**

Operators specify the type of calculation that you want to perform on the elements of a formula. Excel follows general mathematical rules for calculations, which is **Parentheses, Exponents, Multiplication and Division, and Addition and Subtraction**, or the acronym **PEMDAS** (Please Excuse My Dear Aunt Sally). Using parentheses allows you to change that calculation order.

E.G.,

Operators in Excel

Operator	Condition Name	Excel Formula	Description
+	Addition	= A1 + B1	Makes addition of two or more than two numeric values and gives a numeric value as a return
-	Subtraction	= A1 - B1	Subtracts two or more than two numeric values and gives a numeric value in return
<>	Not Equals To	=A1 <> B1	Multiplies one numeric value with the other and gives a numeric value in return
=	Equals To	=A1 = B1	Divides the numerator(should be numeric) value with the denominator(should be numeric) value and gives a numeric value in return
%	Itange	= SUM(A2:B6)	Converts the number present in a cell into a percentage (i.e. divides the number by 100)
,	Union	= SUM(A2:A6, A2:B3)	Raises the power of first numeric value by second numeric value

- **FUNCTION FOR STATICS**

Excel's statistical functions provide a range of tools for data analysis. Functions like AVERAGE, COUNT, SUM, MIN, MAX, MEDIAN, MODE, STDEV, VAR, and more help calculate descriptive statistics. Functions like CORREL assess relationships between variables, while T. TEST and Z.

- **SHOW FORMULA**

You can see the formula that you have used in your sheet by the formula column that you have on your sheet or by using the option formula given up side on your excel sheet click on show formula and you and see all the formulas that you have apply in your sheet.

NAME	FORMULA
DATE	=TODAY()
DAY	=DAY()
DATE & TIME	=NOW()
MONTH	=MONTH()
YEAR	=YEAR()
MINUTES	=MINUTE()
SECOND	=SECOND()
UPPERCASE	=UPPER()
LOWERCASE	=LOWER()
PROPER	=PROPER()
CHARACTER COUNT	=LEN()
LEFT	=LEFT()
RIGHT()	=RIGHT()
ROMAN	=ROMAN()
ABSOLUTE	=ABS(-5)
POWER	=POWER(10,2)
PRODUCT	=PRODUCT(5,6)
SQUARE ROOT	=SQRT()
CELL COUNT	=COUNT(SELECTED CELLS)
TOTAL	=SUM()
PERCENTAGE	=750/800*100
AVERAGE	=AVERAGE(SELECTED CELL)
MINIMUM	=MIN()
MAXIMUM	=MAX()
DECIMAL	=ROUND(SELECT,3)
NO DECIMAL	=INT()
CHECK SQROOT	=SUMSQ(100,10)

- **V-LOOKUP**

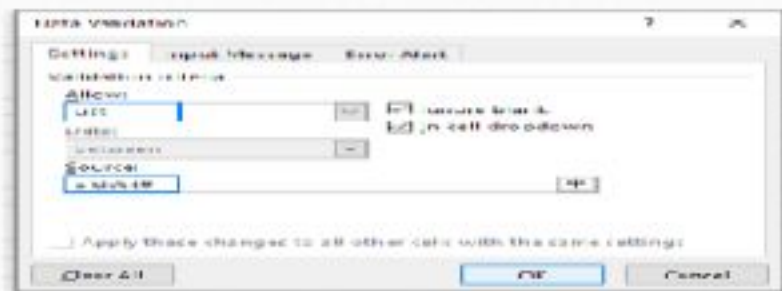
VLOOKUP is a powerful function in Excel that searches for a value in the first column of a range (table or array) and returns a corresponding value in the same row from a specified column. The "V" in VLOOKUP stands for "Vertical," indicating that it searches vertically (downward) in a table. This is an optional argument specifying whether you want an exact or approximate match. If set to TRUE or omitted, Excel will search for an approximate match (closest match). If set to FALSE, Excel will search for an exact match. For example, if you have a table of employee information where column A contains employee IDs, column B contains employee names, and you want to find the name of an employee with a specific ID, you could use VLOOKUP like this:

```
=VLOOKUP("Employee ID", A2:B10, 2, FALSE)
```

• **DROP DOWN LIST**

An Excel drop down list[1] is a data validation function that allows users to select an option from a list of choices. It can be particularly useful in performing financial modeling and analysis by incorporating scenarios and making a spreadsheet more dynamic. You can find this in the option Data which is given in the upside on your excel sheet. You will find the Data Validation option click on that and select list you will get the option source you can select the source from which you want.

E.G.



EMPLOYEE SALARY SLIP

EMPLOYEE UID	AS2101	MONTH	January
EMPLOYEE NAME	Astha Puri	YEAR	2021
DESIGNATION	Developer		
COMPANY NAME	SHAHAB ISLAM (CHARTERED ACCOUNTANTS)		

EMOLUMENTS	AMOUNT IS Rs.	DEDUCTIONS	AMOUNT IS Rs.
BASIC PAY	13,269.23	PROFESSIONAL TAX	200.00
HOUSE RENT ALLOWANCE	5,869.08	WITHHOLDING TAX	-
CONVEYANCE ALLOWANCE	1,061.54	PROVIDENT FUND	2,918.84
MEDICAL ALLOWANCE	1,105.77	ADVANCE	5,000.00
SPECIAL ALLOWANCE	3,018.03		
BONUS	500.00		
			8,118.84
GROSS SALARY	24,323.65	NET PAY	16,704.81

- **INSERT LINE BREAK**

Double-click the cell in which you want to insert a line break. Click the location where you want to break the line. Press ALT+ENTER to insert the line break. You can add a new line wherever you want to with the help of insert option given on the home page I your excel sheet.

- **AUTOFIT COLUMN WIDTH**

To autofit a single column, hover the mouse pointer over the right border of the column header until the double-headed arrow appears, and then double click the border. To autofit multiple columns, select them, and double click any boundary between two column headers in the selection.

✓ **Benefits of Using Bullet Points in Excel**

1. Makes data cleaner and easier to read

1. Bullets help organize information so it looks neat.

2. Great for creating lists

1. Perfect for writing points, keywords, or short notes in a cell.

3. Improves presentation quality

1. Reports, dashboards, and summaries look more professional.

4. Allows multiple points in one cell

1. With *Alt + Enter*, you can add new lines and bullets inside a single cell.

How to Insert Bullet Points in Excel (Steps) Method 1: Insert Bullet Using Keyboard Shortcut

1. Select a cell

2. Press:

Alt + 7 → •

OR

Alt + 0149 → •

3. Press Enter

ASSIGNMENT



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	•DESKTOP SETTING
	•BASIC SHORTCUT KEYS
	•WINDOWS 10
MS. OFFICE	•NOTEPAD
	•PAINT
	•MS. WORD
	•MS. POWER POINT
	•MS. EXCEL
ADV. EXCEL	•MS. OUTLOOK
	•INTERNET
TALLY PRIME WITH GST	•GMAIL
	•ADV. EXCEL LEVEL-1
GRAPHIC DESIGN	•ADV. EXCEL LEVEL-2
	•EASIC TALLY PRIME
HARDWARE ENGEERING	•ADV. TALLY PRIME
	•PRO. TALLY PRIME
	•PHOTOSHOP
SHARE MARKET	•COREL DRAW
	•COMPUTER REPAIR
	•TROUBLE SHOOTING
	•BOOTING
	•BASIC NETWORKING
	•ASSEMBLING & ETC.
	•BUR/SELL/DEMART ETC.

AUR BHUT SARE COURSE AS LIKE, HTML, SNIPTTING, CANVA, AI, ETC.
COURSE , TXT CONVERT IN ENGLISH



Definition: What is a Check Box in Excel?

A **Check Box** is a small square control in Excel that lets you tick (✓) or untick an option.

It is used for:

- Creating **task lists**
- Yes/No** type inputs
- Interactive **forms**
- Dashboards & user controls
- Marking **completed items**

Check boxes are part of **Form Controls** in Excel.

How to Insert a Check Box in Excel (Steps)

Step 1: Enable the Developer Tab

(If already enabled, skip this step.)

1. Go to **File**
2. Click **Options**
3. Choose **Customize Ribbon**
4. On the right side, check the box for **“Developer”**
5. Click **OK**

Now the **Developer** tab will appear in the Excel ribbon.

Party Planning Checklist	Done	
Determine date and time	<input checked="" type="checkbox"/>	TRUE
Determine theme	<input checked="" type="checkbox"/>	TRUE
Create a guest list	<input checked="" type="checkbox"/>	TRUE
Send invitations	<input checked="" type="checkbox"/>	TRUE
Plan activities	<input checked="" type="checkbox"/>	TRUE
Plan menu	<input checked="" type="checkbox"/>	TRUE
Make shopping list	<input type="checkbox"/>	FALSE
Clean the house	<input type="checkbox"/>	FALSE
Set out decorations	<input type="checkbox"/>	FALSE
Prepare food & drinks	<input type="checkbox"/>	FALSE
Put my party clothes on	<input type="checkbox"/>	FALSE

E.G.



• INSERT ROWS AND COLUMN

Select any cell within the column, then go to Home > Insert > Insert Sheet Columns or Delete Sheet Columns. Alternatively, right-click the top of the column, and then select Insert or Delete. Also you can insert row with the help of insert option given on the home page of your excel sheet.

- **MOVING ROWS AND COLUMNS**

Select the row or column that you want to move or copy. Note: Make sure that you hold down CTRL or SHIFT during the drag-and-drop operation. If you release CTRL or SHIFT before you release the mouse button, you will move the rows or columns instead of copying them.

- **FIND AND REPLACE**

Press Ctrl+H or go to Home > Find & Select > Replace. In Find what, type the text or numbers you want to find. You can further define your search: Within: To search for data in a worksheet or in an entire workbook, select Sheet or Workbook.

- **LOWER CASE AND UPPERCASE**

Microsoft Excel has three special functions that you can use to change the case of text. They are UPPER, LOWER and PROPER. The upper() function allows you to convert all lowercase letters in a text string to uppercase. The lower() function helps to exclude capital letters from text.

- **CALENDARS IN EXCEL**

You can add calendar in your sheet wherever you want by using a filter on year and month by selecting month which you want or by choosing a sheet of calendar.



SUMMER ACTIVITY CALENDAR 2019 11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21 Birthday at the beach	22
	23	24	25	26	27	28	29
July	30	1	2	3	4	5	6

• **BOLD,ITALICIZE,UNDERLINE & STRIKETHROUGH**

1. Bold :- You can bold your words that you want by using the formula CTRL+ B or by using the given option B on the home page of your excel sheet.
2. Italicize :- You can give an Italic style or fond to words that you want by using the formula CTRL + I or by using the option given I on the home page of your excel sheet.

3. Underline :- You can underline your words as per your need by using the formula CTRL + U or by the option U given on the home page on your excel sheet.

4. Strikethrough :- The fastest and simplest way to cross out text in Microsoft Excel is by using a keyboard shortcut. This shortcut works in all Office 365 applications, including Word and PowerPoint. Open the Microsoft Excel spreadsheet and click on the cell where you want to apply the Strikethrough. On Windows, press Ctrl + 5.

JOIN ADV. EXCEL LEVEL -2

SYLLABUS

WITH GST

Operator Function.

If Function.

**Multiple If Function.
and Function.**

Or Function.

Sumif Function.

Count Function.

Counta.

Count.

Data validation

H - Look-up Function.

V - Look-up Function.

Pivot Function.

Goal Seek.

Consolidate.

PMT , PPMT , IPM

GST

IGST, CGST, SGST



List of sales inventory

Month	Cargo code	Name of goods	Initial inventory			Purchasing this month			Sales this month			Ending inventory	Remarks
			Number	Purchase price	Amount of money	Number	Purchase price	Amount of money	Number	Sale price	Amount of money	Number	
January													
February													
March													
March													
April													
April													
May													
May													
June													
June													
July													
July													
August													
September													
October													
November													
December													
December													

Tab:

THANK
YOU

