

Career Jyoti Education Computer & Typing Institute

# CAREER JYOTI EDUCATION



## COMPUTER & TYPING Training Institute



Microsoft®

# Office



## Excel

MS. OFFICE PDF NOTES FOR CJE STUDENTS ONLY....

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**SPECIAL  
OFFER**

# ADCA

Advance Diploma In Computer Application

**Hurry Up!**

We have limited place

**Course Duration: 1 Year**

**Limited Seats: 15 Students**

**Offer Last Date:**

Course Name	Total Fees	Big Discount	Pay Fees
DCA	<del>40,000/-</del>	<b>18,001/-</b>	<b>21,999/-</b>
Single Installment	1000 Admission Fess	20,000/-	Save Rs 1000/-
3 Installment	MONTHLY PAY FEES	-	JUST RS. <b>3000/-</b>

Note: Installment Pay Every Month Fix Date

**Same Day Admission Benefits**



Free English Speaking App

- ✓ Free Course E-Notes on Mobile App
- ✓ Free Course Video Lecture on Mobile App
- ✓ Free English Speaking Learning App
- ✓ Free Resume Writing
- ✓ Free Important Interview Question and Answer
- ✓ Practical Interview Session
- ✓ Free Motivational Seminar
- ✓ Free Mind Power Seminar

**ADCA Syllabus**

### 1) Computer Fundamental

- 2) MS- Paint 11)
- 3) Notepad 12)
- 4) Word Pad 13)
- 5) MS-Word 2013 14)
- 6) MS- Power point 15)
- 7) MS-Excel 2013 16)
- 8) Advance Excel 2013 17)
- 9) Basic Tally prime 18)
- 10) Internet 19)
- 20)

- Adv. Tally Prime with GST
- Professional Tally Prime GST
- Coral Draw (Optional)
- Photo Shop (Optional)
- Computer Hardware Engineering
- Computer Driver & OS Installation
- Assignment & Project
- Sniping Tool
- Scanning & Printing
- Web App Development

**Certificate: Government Recognized With Online Verification Certificate**

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## Lecture Notes on MS Excel 2013

**M**icrosoft Excel is an electronic spreadsheet. You can use it to organize your data into rows and columns. You can also use it to perform mathematical calculations quickly. This course teaches Microsoft Excel basics as a prelude to the use of Statistical Analysis System (SAS) software in carrying out more complex statistical analysis. Although knowledge of how to navigate in a Windows environment is helpful, this manual is created for the computer novice.

At the end of the course, participants are expected to know how to use Microsoft Excel to:

- Enter text and numbers in a spreadsheet
- Enter Excel formulas
- Format data
- Create Excel functions
- Fill cells automatically
- Print results
- Create Charts, and
- Enter advanced Excel formulas

**WANTED**

**ACCOUNTANT**

- ◊ Qualification M.com / B.com
- ◊ Knowledge in Tally & Computer
- ◊ Minimum 5 Years Experience in Accounting
- ◊ Salary is not a constraint for the right candidate

**LAB TECHNICIANS / LAB ASSISTANTS**

- ◊ Diploma / ITI or B.Sc in CSE / IT / Physics / Chemistry

Accordingly, the course is divided into the following five (5) sections.

Section 1: Entering Text and Numbers

Section 2: Entering Excel Formulas and Formatting Data

Section 3: Creating Excel Functions, Filling Cells, and Printing

Section 4: Creating Charts

Section 5: More on Entering Excel Formulas

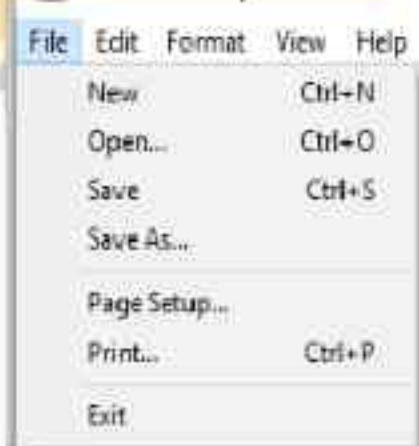
### Starting Excel

Start button > All Programs > Microsoft Office > Excel 2013

### The MS Excel 2013 window

#### FILE MENU –

1. **NEW** – (CTRL+N) Open New File.
2. **OPEN** – (CTRL+O) Open your old file.
3. **SAVE** – (CTRL+S) Save your File.



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4. **SAVE AS** – Save your file with new name.
5. **PAGE SETUP** – Setup your page for printout.
6. **PRINT** – (CTRL+P) Print your document.



**DCA**  
Diploma In Computer Application



Course Duration: 6 Month

Limited Seats: 15 Students

Offer Last Date: 22 April 2022

Course Name	Total Fees	Big Discount	Pay Fees
DCA	32,000/-	16,000/-	16,000/16500/-
Single Installment	500 Admission Fess	15,500/-	
3 Installment	1000 + 5000/-	5500/-	5000/-

Note: Installment Pay Every Month Fix Date

✓ Free Course E-Notes on Mobile App

### DCA Syllabus

- 1) Computer Fundamental
- 2) MS- Paint
- 3) Notepad
- 4) Word Pad
- 5) MS-Word 2013
- 6) MS- Power point
- 7) MS-Excel 2013
- 8) Advance Excel 2013
- 9) Basic Tally prime
- 10) Adv. Tally Prime with GST
- 11) Internet
- 12) Assignment & Project
- 13) Sniping Tool
- 14) Scanning & Printing
- 15) Web App Development

Certificate: Government Recognized With Online Verification Certificate

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## EXCEL : HOME TAB

### ❖ Cut = {ctrl+x}

Remove the selection and put it on Clipboard so you can paste it somewhere else.

### ❖ Copy = {ctrl+c}

Put a copy of the selection on the Clipboard so you can paste it somewhere else.

### ❖ Paste = {ctrl+V}

Add content on the Clipboard to your document.

### ❖ Format Painter

Like a look of a particular selection you can apply that look to other content in the document.

To get started:

1. Select content with the formatting you like
2. Click Format Painter
3. Select something else to automatically apply the formatting

### ❖ Font

Pick a new font for your text.

### ❖ Font Size

Change the size of your text.

### ❖ Bold = {ctrl+B}

Make your text bold.

### ❖ Italic = {ctrl + I}

Italicize your text.

### ❖ Underline = {ctrl+U}

Underline your text.

**KSL**  
A Tally Enterprise

**URGENTLY REQUIRED**

<b>PROPERTY SALES OFFICER:</b>	Graduation / PG in Marketing Management with 2-4 years of Experience in Real Estate Sales Growth Oriented Aggressive Looking For Challenging Sales Career.
<b>SITE ENGINEER:</b>	Degree / Diploma in Civil Engineering with 5 to 10 Year of Experience in Handling Site execution work independently.
<b>MECHANICAL ENGINEERS / TECHNICIAN:</b>	Degree / Diploma in Mechanical Engineers with Handling Mechanical work, Knowledge of A/c, Electrical, Transformer, Repairing & Fitting.
<b>ACCOUNTANT</b>	B.Com / M.com with 2 to 5 Years Experience Knowledge of Tally willing to work on purchase, sales, BRS, Car handle Accounts up to Finalization.

**Walk in Interview**



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### ❖ Add or Remove From your selection

To change the look of the borders, check out the options on the Table Tools Design Tab or use the borders and Shading.

### ❖ Fill color

Color the background of the cells.

### ❖ Font color

Change the color of text.

### ❖ Increase Font Size

Make your text bit bigger.

### ❖ Decrease Font Size

Make your text bit smaller

### ❖ Top Align

Align text on the top

### ❖ Middle Align

Align text so that I is centered between the top and bottom of the cell.

### ❖ Bottom Align

Align text on the bottom.

### ❖ Orientation

Rotate your text diagonally or vertically .This is great way to label narrow column.

### ❖ Align Left

Align your content to the left.

### ❖ Center

Center your content.

  
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AFTER LEARNING  
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### ❖ **Align Right**

Align your content to the right.

### ❖ **Decrease Indent**

Move your content closer to the cell border.

### ❖ **Increase Indent**

Move your content farther away from the cell border,

### ❖ **Wrap Text**

Wrap extra-long text into multiple lines so you can see all on it.

### ❖ **Merge & Center**

Combines and center the contents of the selected cells in a new large cell.

This is a great way to create a label that spans multiple column.

### ❖ **Number Format**

General

Choose the format for your cells, such as percentage, currency, date or time.

### ❖ **Accounting Number Format**

Format as dollars, Euros, or other Currency.

### ❖ **Percent Style {Ctrl+Shift+%}**

Format as a percent.

### ❖ **Comma Style**

Format with a thousands separator.

### ❖ **Increase Decimal**

Show more decimal places for a more precise value.

### ❖ **Decrease Decimal**

Show fewer decimal places.



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MS EXCEL  
PRACTICAL  
TRAINING  
INSTITUTE

Advance Excel	1 to 2 Month	4000 / 4500
Diploma in Advance Excel	3 to 4 Month	8000 / 8500

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## ❖ **Conditional Formatting**

Easily spot trends and patterns in your data using bars, colors, and icons to visually highlight important values.

## ❖ **Format as Table**

Quickly convert a range of cells to a table with its own style.

## ❖ **Cell Style**

A colorful style is a great way to make important data stand out on the sheet.

## ❖ **Insert Cells**

Add new cells, rows or columns to your workbook.

FYI: To insert multiple rows or columns at a time, select multiple rows or columns in the sheet, and click Insert.

## ❖ **Delete Cells**

Delete cells, rows, columns, or sheets from your workbook.

FYI: To delete multiple rows or columns at a time, select multiple rows or columns in the sheet, and click Delete.

## ❖ **Format**

Change the row height or column width, organize sheets, or protect or hide cells.

## ❖ $\Sigma$ **Sum {Alt+=}**

Automatically add it up. Your total will appear after the selected cells.



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## ❖ Fill

Continue a series or pattern into neighboring cells in any direction.

## ❖ Clear

Delete everything in the cell, or remove just the formatting contents, comments or hyperlinks.

## ❖ Sort & Filter

Organize your data so it's easier to analyze.

You can sort the selected data from smallest to largest, largest to smallest, or filter out specific values.

## ❖ Find & Select

Click to see options for finding text in your document.

You can use advanced search options to replace text, jump right to a specific spot, or pick other ways

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**Career Jyoti Students**



## EXCEL : INSERT TAB -

### • Pivot table

Easily arrange and summarize complex data in a PivotTable.

**FYI:** You can double-click a value to see which detailed values make up the summarized total.



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- **Recommended PivotTable**

Want us to recommend PivotTable that summarized your complex data?

Click this button to get a customized set of PivotTables that we think will best suit your data.

- **Table (Ctrl + T)**

Create a table to organize & analyze related data.

Table make it easy to sort, filter, & format data within a sheet.

- **Illustrations**
- **Picture**

From file ,Insert pictures from your computer or from other computers that you'r connected to.

- **Online Pictures**

Find and insert pictures from a variety of online sources.

- **Shapes**

Insert ready-made shapes, such as circle, squares, and arrows.

- **Insert a SmartArt Graphic**

Insert a SmartArt graphic to visually communicate information.

SmartArt graphics range from graphical lists and process diagrams to more complex graphics, such as Venn diagrams and organization charts.

- **Take a Screenshot**

Quickly add a snapshot of any window that's open on your desktop to your document.

- **Charts**

**Recommended Charts**

Want us to recommend a good chart to showcase your data.

Select data in your worksheet and click this button to get a customized set of charts that we think will fit best with your data.

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### **• Insert Column Chart**

Use this chart type to visually compare values across a few categories.

Click the arrow to see the different types of column charts available and pause the pointer on the icons to see a preview in your document.

### **• Insert Line Chart**

Use this chart to show trends over time (years, months, and days) or categories.

Click the arrow to see the different types of line charts available and pause the pointer on the icons to see preview in your document.

### **• Insert Pie or Doughnut Chart**

Use this chart type to show proportions of a whole. Use it when the total of your number is 100%.

Click the arrow to see the different types of pie and doughnut charts available and pause the pointer on the icons to see a preview in your document.

### **• Insert Bar Chart**

Use this chart type to visually compare values across a few categories when the chart shows duration or the category text is long.

Click the arrow to see the different types of bar charts available and pause the pointer on the icons to see a preview in your document.

### **• Insert Area Chart**

Use this chart type to show trends over time (years, months, and days) or categories. Use to highlight the magnitude of change over time.

Click the arrows to see the different types of area charts available and pause the pointer on the icons to see a preview on your document.

**Insert Scatter (X, Y) or Bubble Chart**

Use this chart type to show the relationship between sets of values.

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## **Career Jyoti Education Computer & Typing Institute**

Click the arrow to see the different types of scatter and bubble charts available and pause the pointer on the icons to see a preview in your document.

- **Insert Stock, Surface or Radar Chart**

Click the arrow to see the different types of stock, surface, or radar charts available and pause the pointer on the icons to see a preview in your document.

- **Insert Combo Chart**

Use this chart type to highlight different types of information. Use it when the range of values in the chart varies widely or you have mixed types of data.

Click the arrows to see pre-set combo charts and pause over the icons to see a preview in your document. Click Create Custom Combo Chart to choose different chart types to combine.

- **PivotChart**

Use PivotChart to graphically summarize data and explore complicated data.

- **Power View**

Insert a Power View Report

Make better business decisions and create beautiful, interactive reports.

- **Line Sparkline**

Sparklines are mini charts placed in single cells, each representing a row of data in your selection.

- **Column Sparkline**

Sparklines are mini charts placed in single cells, each representing a row of data in your selection.

- **Win/Lose**

Sparklines are mini charts placed in single cells, each representing a row of data in your selection.

- **Slicer**

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Use a slicer to filter data visually.

Slicer make it faster and easier to filter Tables, PivotTables, PivotCharts, and cube functions.

- **Timeline**

Use a Timeline to filter dates interactively.

Timelines make it faster and easier to select time periods in order to filter PivotTables, PivotCharts, and cube functions.

### **Links - Hyperlink**

Add a Hyperlink (Ctrl + k)

Create a link in your document for quick access to webpages and files.

Hyperlinks can also take you to place in your document.

- **Text Box**

Draw a text box anywhere.

- **Header & Footer**

The content of the header and footer repeats at the top and bottom of each printed page.

This is useful for showcasing info, such file name, date and time.

- **Insert WordArt**

Add some artistic flair to your document using a WordArt text box.

- **Add a Signature Line**

Insert a signature line that specifies the individual who must sign.

Inserting a digital signature requires that you obtain a digital ID, such as one from a certified Microsoft partner.

- **Object**

Embedded objects are documents or other files you have inserted into this document. Instead of having separate files, sometimes it's easier to keep hem all embedded in a document.

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## • Insert Equation

Add common mathematical equations to your document, such as the area of a circle or the quadratic formula.

You can also build your own equations using the library of math symbols and structures.

## • Symbol

Add symbols that are not on your keyboard.

Choose from a variety of options including mathematical, currency, and copyright symbols.

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## EXCEL PAGE LAYOUT --

### ❖ Themes




**Themes:** pick a new theme to give your document instant

Style and just the right personality.




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Each theme uses a unique set of colors, fonts and effects to create a consistent look and feel.


 **Colors:** quickly change all the colors used in your document by picking a different color palette.

This will update the colors available to you in the color picker along with any theme colors in your document. No matter what palette you choose, your document will look perfectly coordinated.

 **Fonts:** heading: Calibri light

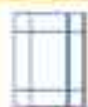
Body: Calibri

Quickly change the text in your document by picking a new font set. This is an easy way to change all of your text at once. For this to work, your text must be formatted using the 'body' and 'heading' fonts.

 **Effects:** quickly change the general look of objects in your documents.

Each option uses various borders and visual effects, such as shading and shadow, to give your objects a different look.

### ❖ Page Setup



**Adjust Margins:** Set the margin size for the entire document or the current section.

Choose from several commonly-used margin formats, or customize your own.



**Change Page Orientation:** Give your pages a portrait or landscape layout.



**Choose Page Size:** Choose a paper size for your document.



**Print Area:** Select an area on the sheet you'd like to print.



**Breaks:** Add a break where you want the next page to begin in the printed copy.

Your page break will be inserted above and to the left of your selection.



**Background:** Choose a picture for your background, and add some personality to your worksheet.



**Print Titles:** Choose rows and columns you'd like to repeat on each printed page, such as those with labels or headers.

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### ❖ Scale to Fit



**Width:** Shrink the Width of your printout to fit a certain number of pages.



**Height:** Shrink the Height of your printout to fit a certain number of pages.



**Scale:** Stretch or shrink your printout to a percentage of its actual size.

Set width and height to Automatic when using this feature.

### ❖ Sheet Option

#### ○ Gridlines

View **View Gridlines:** Show the lines between rows and columns to make the sheet easier to read.

The gridlines won't print unless Print is also checked.

Print **Print Gridlines:** Print the lines between rows and columns to make the sheet easier to read.

#### ○ Heading

View **View Heading:** Show column heading and row numbers. Column headings are the letters or numbers that appear above the columns on the sheet.

Print **Print Heading:** Print row and column headings.

Row headings are the row numbers to the side of the sheet.

Column headings are the letters or numbers that appear above the columns on a sheet.

### ❖ Arrange




**Bring Forward:** Bring the selected object forward one level so that it's hidden behind fewer objects.

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 **Send Backward:** Send the selected object back one level so that it's hidden behind more objects.


 **Display the Selection Pane:** See a list of all your objects.

This makes it easier to select objects, change their order, or change their visibility.

 **Align Object:** Change the placement of your selected objects on the page.

This is a great for aligning objects to the margins or the edge of the page. You can also align them relative to one another.

 **Group Objects:** Join object together to move and format them as if they were a single object.

 **Rotate Objects:** Rotate or flip the selected object.

**CCA** Certificate Course in Application  
Duration : 3 Month

- |                     |                         |
|---------------------|-------------------------|
| 1) Computer Windows | 6) Tally Prime          |
| 2) Ms - Paint       | 7) Tally GST            |
| 3) Note Pad         | 8) Internet             |
| 4) Word Pad         | 9) Sniping Tool         |
| 5) Ms- Excel 2013   | 10) Scanning & Printing |

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नोकरीसाठी Ready व्हा...



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## EXCEL REVIEW TAB --



### ❖ Proofing



**Spelling (F7):** Typos? Not on our watch. Let us check your spelling.



**Research (Alt+Click):** Want to explore something further? Use resources, such as dictionaries, encyclopedias and translation services to get the info you need.



**Thesaurus (Shift+F7):** At a loss for words? Let us suggest another way to say what you mean.

### ❖ Language



**Translate:** Translate text into a different language by using bilingual dictionaries and online services.



**Language:** Choose the language for proofing tools such as spelling check. You can also set other language preferences, including editing, display, Help and ScreenTips languages.

### ❖ Comments



**New comment:** Add a note about this part of the document.



**Delete:** Delete the selected comment. Click the arrow from more options, such as deleting all comments in the presentation or just the ones on this slide.

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**Previous:** Jump to the previous comment.



**Next comment:** Jump to the next comment.



**Show/ Hide Comment:** Show or Hide the comment on the active cell.



**Show All Comments:** Display all comments in the sheet.



**Show Ink:** Show or Hide ink on the sheet.

### ❖ Changes



**Protect Sheet:** Prevent unwanted changes from others by limiting their ability to edit.

For example, you can prevent people from editing locked cell or making formatting changes.



**Project Workbook:** Keep others from making structural changes to your workbook, such as moving, deleting or adding sheets.



**Share Workbook:** Share your workbook so that others can work in it at the same time.

**FYI:** Workbooks containing tables can't be shared.



**Protect and Share Workbooks:** Share the workbook and protect change tracking with a password.



**Allow Users to Edit Range:** Set up password protection on ranges, and choose people who can edit those ranges.

Once set up, click Protect Sheet to activate the password-protected ranges.

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**Track Changes:** Keep track of changes made to this document.

This is especially useful if the document is almost done, and you're working with others to make revisions or give feedback.

**Why Join CJE ... ?**

- Government Rec. Certificate With Google Verification
- Provide 100% Quality Education
- 100% Learning Guarantee
- Students Ready For Jobs
- 80% Practical & 20% Theory Lecture
- 100% Job Oriented Course

**ADCA**      **DCA**      **CFA**

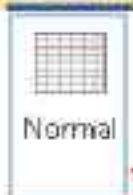
**Adv. Excel**      **Tally Prime**      **Typing**

**9175359693 / 9699417174 / 8180981064**

### **EXCEL VIEW TAB --**



#### ■ **view**



- **Normal view** = see your document in normal view.

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- **Page break preview** = see where the page breaks will appear when your document is printed

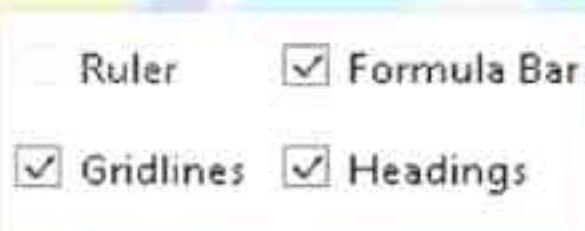


- **Page layout view** = see how your printed document will look. This is a good way to check out where pages begin and end, and to see any headers/footers on the page



- **Custom view** = save your current display and print settings as a custom view that you can quickly apply in the future.

### • Show



- **Ruler** = Show rulers next to your document. You can see and set tab stops, move table borders, and line up objects in the document. Also, you can measure stuff.
- **Gridlines** = show the lines between rows and columns in the sheet to make the sheet easier to read.
- **Formula bar** = show the formula bar so you can see formulas in cells.
- **Headings** = show columns headings and row numbers. Column heading are the letters or numbers that appear above the columns on the sheet.

### ■ Zoom





- **Zoom** Zoom to the level that's right for you, for zoomier zooming, use the controls in the status bar.

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-  **Zoom your document to 100%**
-  **Zoom the sheet so the selected range of cells fills the entire window. This can help you focus on a specific area of the sheet.**

### ■ **Windows**

- **New Windows**

Open a second window for your document so you can work in different places at the same time.


- **Arrange all**


Stack your open windows so you can see all of them at once.


- **Freeze panes**

Freeze a portion of the sheet to keep it visible while you scroll through the rest of the sheet. This is useful for checking out data in other parts of your worksheet without losing your headers or labels.

-  **Split** = divide the window into different panes that each scroll separately.

-  **Hide** = hide the current window. To bring the window back, click the unhide button.

-  **Unhide Windows** = Unhide any windows hidden by the hide window feature.


-  **View side by side** = Instead of switching back and forth between workbook, view them easier.


-  **Synchronous scrolling** = scroll two documents at the same time. This is a great way to compare documents line or scan for differences. To use this feature, turn on view side by side.

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-  **Reset windows position** = place the documents you're comparing side by side so they share the screen equally. To use this feature, turn on view side by side.

-  **Switch windows** = quickly switch to another open excel windows.

### ▪ **Macros**

-  **Macros**  
See a list of macros you can work with view macros [Alt+f8]  
Click to views, record or pause a macro.
- **View macros** = [alt+f8] see list of macros you can work with.
- **Record macro** = each of the commands you perform will be saved into the macro so that you can play them back again.
- **Use relative references** = use relative references so that macros are recorded with actions relative to the initial selected cell. For instance, if record a macros in cell A1 which move the cursor to A3 with this option turned on, running the resulting macro in cell J6 would move the cursor to J8. If this option of turned off when the macro was recorded, running it in cell j6 would move the cursor to A3.

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अनेक,  
प्रवेशद्वार  
एक! प्रवेश देने चालु आहे**

तुम्ही ऑफिसर व्हा, फोटोग्राफर व्हा किंवा डॉक्टर,  
इंजिनियर अथवा शेफ, सर्व करिअर्सकरिता उपयोगी CCC !

1. Ctrl + N: To create a new workbook.
2. Ctrl + O: To open a saved workbook.
3. Ctrl + S: To save a workbook.
4. Ctrl + A: To select all the contents in a workbook.
5. Ctrl + B: To turn highlighted cells bold.
6. Ctrl + C: To copy cells that are highlighted.
7. Ctrl + D: To fill the selected cell with the content of the cell right above.
8. Ctrl + F: To search for anything in a workbook.
9. Ctrl + G: To jump to a certain area with a single command.
10. Ctrl + H: To find and replace cell contents.
11. Ctrl + I: To italicise cell contents.

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12. Ctrl + K: To insert a hyperlink in a cell.
13. Ctrl + L: To open the create table dialog box.
14. Ctrl + P: To print a workbook.
15. Ctrl + R: To fill the selected cell with the content of the cell on the left.
16. Ctrl + U: To underline highlighted cells.
17. Ctrl + V: To paste anything that was copied.
18. Ctrl + W: To close your current workbook.
19. Ctrl + Z: To undo the last action.
20. Ctrl + 1: To format the cell contents.
21. Ctrl + 5: To put a strikethrough in a cell.
22. Ctrl + 8: To show the outline symbols.
23. Ctrl + 9: To hide a row.
24. Ctrl + 0: To hide a column.
25. Ctrl + Shift + :: To enter the current time in a cell.
26. Ctrl + ;: To enter the current date in a cell.
27. Ctrl + `: To change the view from displaying cell values to formulas.
28. Ctrl + ': To copy the formula from the cell above.
29. Ctrl + -: To delete columns or rows.
30. Ctrl + Shift + =: To insert columns and rows.
31. Ctrl + Shift + ~: To switch between displaying Excel formulas or their values in cell.
32. Ctrl + Shift + @: To apply time formatting.
33. Ctrl + Shift + !: To apply comma formatting.
34. Ctrl + Shift + \$: To apply currency formatting.
35. Ctrl + Shift + #: To apply date formatting.
36. Ctrl + Shift + %: To apply percentage formatting.
37. Ctrl + Shift + &: To place borders around the selected cells.
38. Ctrl + Shift + \_: To remove a border.
39. Ctrl + -: To delete a selected row or column.
40. Ctrl + Spacebar: To select an entire column.
41. Ctrl + Shift + Spacebar: To select an entire workbook.
42. Ctrl + Home: To redirect to cell A1.
43. Ctrl + Shift + Tab: To switch to the previous workbook.
44. Ctrl + Shift + F: To open the fonts menu under format cells.
45. Ctrl + Shift + O: To select the cells containing comments.

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46. **Ctrl + Drag:** To drag and copy a cell or to a duplicate worksheet.
47. **Ctrl + Shift + Drag:** To drag and insert copy.
48. **Ctrl + Up arrow:** To go to the top most cell in a current column.
49. **Ctrl + Down arrow:** To jump to the last cell in a current column.
50. **Ctrl + Right arrow:** To go to the last cell in a selected row.
51. **Ctrl + Left arrow:** To jump back to the first cell in a selected row.
52. **Ctrl + End:** To go to the last cell in a workbook.
53. **Alt + Page down:** To move the screen towards the right.
54. **Alt + Page Up:** To move the screen towards the left.
55. **Ctrl + F2:** To open the print preview window.
56. **Ctrl + F1:** To expand or collapse the ribbon.
57. **Alt:** To open the access keys.
58. **Tab:** Move to the next cell.
59. **Alt + F + T:** To open the options.
60. **Alt + Down arrow:** To activate filters for cells.
61. **F2:** To edit a cell.
62. **F3:** To paste a cell name if the cells have been named.
63. **Shift + F2:** To add or edit a cell comment.
64. **Alt + H + H:** To select a fill colour.
65. **Alt + H + B:** To add a border.
66. **Ctrl + 9:** To hide the selected rows.
67. **Ctrl + 0:** To hide the selected columns.
68. **Esc:** To cancel an entry.
69. **Enter:** To complete the entry in a cell and move to the next one.
70. **Shift + Right arrow:** To extend the cell selection to the right.
71. **Shift + Left arrow:** To extend the cell selection to the left.
72. **Shift + Space:** To select the entire row.
73. **Page up/ down:** To move the screen up or down.
74. **Alt + H:** To go to the Home tab in Ribbon.
75. **Alt + N:** To go to the Insert tab in Ribbon.
76. **Alt + P:** To go to the Page Layout tab in Ribbon.
77. **Alt + M:** To go to the Formulas tab in Ribbon.
78. **Alt + A:** To go to the Data tab in Ribbon.
79. **Alt + R:** To go to the Review tab in Ribbon.
80. **Alt + W:** To go to the View tab in Ribbon.

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81. Alt + Y: To open the Help tab in Ribbon.
82. Alt + Q: To quickly jump to search.
83. Alt + Enter: To start a new line in a current cell.
84. Shift + F3: To open the Insert function dialog box.
85. F9: To calculate workbooks.
86. Shift + F9: To calculate an active workbook.
87. Ctrl + Alt + F9: To force calculate all workbooks.
88. Ctrl + F3: To open the name manager.
89. Ctrl + Shift + F3: To create names from values in rows and columns.
90. Ctrl + Alt + +: To zoom in inside a workbook.
91. Ctrl + Alt -: To zoom out inside a workbook.
92. Alt + 1: To turn on Autosave.
93. Alt + 2: To save a workbook.
94. Alt + F + E: To export your workbook.
95. Alt + F + Z: To share your workbook.
96. Alt + F + C: To close and save your workbook.
97. Alt or F11: To turn key tips on or off.
98. Alt + Y + W: To know what's new in Microsoft Excel.
99. F1: To open Microsoft Excel help.
100. Ctrl + F4: To close Microsoft Excel.




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