Advance Excel

Spreadsheet / Worksheet :- it is a tabular presentation of any mathematical, statistical and financial data.

OFFICE 2003	OFFICE 2007
Rows :- 65,536	**Rows :-** 1,048,576
Column :- 256	**Column :-** 16,384
Cell :- 1,67,77,216	**Cell :-** 17,17,98,69,184
Memory Management :- 1GB	**Memory Management :-** 2GB

Workbook :- it is a collection of worksheet
1 Workbook = 255 Worksheet

Extension :- .xls

Functions :- functions are built in formulas which is used for calculation. The value supplied to the functions is known as argument.

Rules for using functions :-

1. functions must be start with an equation.
2. Argument should be enclosed in small brackets.
3. Arguments are separated by commas.
4. If an argument contain string value then it should be enclosed in Double quotes.

   Syntax = functionname(args1,args2……)

   Types of functions :-
   1. **Mathematical**
   2. **Statistical**
   3. **Logical**
   4. **Text**
   5. **Financial**
   6. **Others**

ExcelFormulas

1 Sum :- it is used to calculate the numbers.
   Formula :- =Sum(number1, number2,number3…..)
               Or
  = Sum(A1:A456)
  Example:- =Sum(4,5,4)   13 Ans

2Product :- it is used to multiply the numbers.
   Formula :- =product(number1, number2,number3…..)

   Example:- =product(2,3)   6 Ans

3Minus :- it is used to substractthe numbers.
  Formula :- there is no direct formula to substract the number, we use direct cell address to operate this function.

   C10 = 20   **C8 = 10**
   Example:- =c10-c8   10 Ans

4Divide :- it is used to divide the numbers.
  Formula :- there is no direct formula to divide the number, we use direct cell address to operate this function.

   C10 = 20   **C8 = 10**
   Example:- =c10/c8   2 Ans

5Squareroot :- it is used to find the square root of the numbers.
   Formula :- =sqrt(number)

 Example:- =sqrt(81)   9 Ans

6 **Power** :- it is used to find the power of number.
      Formula :-   =power(number,power)

 Example:-   =power(2,3)   8 Ans

7**Left** :- it is used to find text from starting position.
      Formula :-   =left(text,[num_chars])

 Example:-   =left(sachin,2)   sa Ans

8 **Right** :- it is used to find text from End position of text.
      Formula :-   =right(text,[num_chars])

 Example:-   =right (sachin,2)   in Ans

9**Maximum**:- it is used to find maximum number in the sheet.
      Formula :-   =max(number1,number2…..)

 Example:-   =max (20,2)   20 Ans

10**Concatenate**:- it is used to set all the words in a single cell.
      Formula :-   = concatenate(number1,number2…..)

    Example:-   = concatenate("ram","sita","ravan")
                   ramsitaravan

11 **Minimum**:- it is used to select minimum number within criteria.
      Formula :-   =min(number1,number2…..)

    Example:-   = min(10,15)   10 Ans

12Average:- it is used to find the average of the numbers
Formula :- =Average(number1,number2…..)

Example:- = Average (2,4)   3 Ans

13 Even:- it is used to convert numbers in even format
Formula :- =Even(number)

Example:- = Even (5)   6 Ans
Example:- = Even (4)   4 Ans

14 Odd:- it is used to convert numbers in odd format
Formula :- =odd(number)

Example:- = odd (5)   5 Ans
Example:- = odd (4)   5 Ans

15 Count:- it is used to count number of cells which contain number.
Formula :- = Count(number1,number2……)

Example:- = Count (5,4,7,8)   4 Ans

16CountA:- it is used to count number of cells which contain text.
Formula :- = CountA(number1,number2……)

Example:- = Count ("ram","shyam","ajay")   3 Ans

17 Countblank:-   it is used to count blank cell.
   Formula :-   = Countblank(range)

     Example:-   = Countblank (A1:A5)   5 Ans

18 Proper :- it is used to set text in a proper way.
   Formula :-   = proper(text)

     Example:-   = proper("hELLo Sir")   Hello Sir Ans

19 Upper :- it is used to convert text in capital letters.
   Formula :-   =Upper(text)
     Example:-   = Upper ("hi")   HI Ans

20 Lower:- it is used to convert text in small letters.
   Formula :-   =lower(text)
     Example:-   = lower ("HI")   hi Ans

21 Trim:- it is used to remove extra space from the text.
   Formula :-   =trim(text)
     Example:-   = trim("H   E   L   L   O")   HELLOAns

22 AND:-This is a logical function. It is used to calculate two or more than two values in a logical way.when all the conditions are true than it gives answer in true format otherwise in false format

   Formula :-   =AND ([logical1],[logical2],[logical3],………..)

 Example 1   = AND (2>4,7>45)   FALSE Ans
 Example 2   = AND (4>2,7>3)   TRUE Ans

23 OR - This is a logical function. It is used to calculate two or more than two values in a logical way. when a single conditions is true than it gives answer in true format otherwise in false format

   Formula :-   =OR ([logical1],[logical2],[logical3],………..)

 Example 1   = OR (5>3,7>45)   TRUE Ans

24 IF - This is a logical function. It is used to calculate the values according to given criteria.

   Formula :-   =IF (logical_value, value_if_true, value_if_false)

     Example 1   = IF (5>3,"It is true","It is false")   It is true Ans

25 Exact:- This function is used to check that the given criteria is exactly same or not.
     Formula :-   =Exact (text1,text2)

     Example 1   = Exact("ram","RAM")   false Ans

26 CountIF:- This function is used to calculate the values according to given criteria.

	A	B	C	D	E
1	P	P	Ab	Ab	P
2					
3		Count Present	3		
4					

Formula :-   =CountIF(range,criteria)

Example 1   =COUNTIF(A1:E1,"P")   3 Ans

27 Today:- This function is used to give current today date
  Formula :-   =today ()

Example 1   = today()   6/8/2016 Ans

28 Now:- This function is used to give current date and time.
    Formula :-   =Now ()

Example 1   =Now () 6/8/2016 10:30 Ans

29 Year:- This function is used to give current year.
    Formula :-   =Year (today())

Example 1   = Year(today())   2016 Ans

30 length:- This function is used to count the length of text.
    Formula :-   =len (text)

    Example   = len(hello)   5 Ans

31 Vlookup:- This function is used to search values according to single criteria.
 Formula =Vlookup(lookup_value,table_array,col_Index_num,[range_lookup])
 Note:- ध्यान रखें की आप जिस आइटम से भी सर्च कर रहें है वह पहले कॉलम में होना चाहिए।
जैसे :– अब टेबल में पहल कॉलम रोल न. है तो सर्च रोल न. से ही होगा।

Rollno	Name	Mobile No	Address
101	Ajit sharma	98293002256	Jaipur
102	Avantika jain	90020014569	Jodhpur
103	Rishabh Mehta	90023366998	Alwar
104	Ritika jain	80003256987	Jodhpur

    Example   = vlookup (c1,D2:D100,1,true)

32 Mod:- This function is used to find the remainder of the given number.
 Formula =mod(number,divisor)

    Example   = mod(8,2)   0 Ans
    Example   = mod(9,2)   1   Ans

33 Iseven:- **This function is used to check the given number is even or odd.**
 Formula =iseven(number)

         Example   = iseven (7)   false Ans

33 Isodd:- **This function is used to check the given number is even or odd.**
 Formula =isodd(number)

         Example   = isodd (7)true Ans

34 Rand:- **This function is used to give random numbers between 0 and 1.**
 Formula =rand()
         Example   = rand()0.32547 Ans
Note:- To see random number press F9 from keyboard

35 Randbetween:- **This function is used to give random numbers according to user requirement.**
 Formula =randbetween(bottom,top)
         Example   = randbetween(1,100)   399 Ans
Note:- To see random number press F9 from keyboard

36 BIN2DEC:- **This function is used to convert binary to decimal.**
 Formula =BIN2DEC()
         Example   = =BIN2DEC(1011)   11 Ans

37 BIN2HEX:- **This function is used to convert binary to Hexadecimal.**
 Formula =BIN2HEX()
         Example   = = BIN2HEX (1011,2)   OB Ans

38 TEXT:- **This function is used to convert date in any format ,according to your requirement.**
     Example   =TEXT (Today(),"dd/mmm/yyyy")   6-Mar-2023 Ans

Cell referencing:- Cell coordination is known as cell referencing. It has four types.

1 Relative reference :-=sum(A1:A3)

2 Absolute reference :   =sum($A$1:$A$3)

3 Other sheet reference :-=sum(sheet1!A5,10)

4 Other book reference :-=sum([Ashok.xlsx]sheet1!A5,10)

PIVOT TABLE

Pivot Table is used to summarize your data.

Month	Salesperson	Monitor	printer	Mouse
jan	jai	10	25	36
Feb	mohan	56	25	45
march	mohan	56	89	71
jan	jai	201	21	23
feb	mohan	930	3025	54
march	jai	20	21	25

| Salesperson | jai | ⌄ᴛ | | |

Row Labels	⌄	Sum of Monitor	Sum of printer	Sum of Mouse
jan		211	46	59
march		20	21	25
Grand Total		**231**	**67**	**84**

PivotTable Field List ⌄ ✕

Choose fields to add to report:

☑ **Month**
☑ **Salesperson**
☑ **Monitor**
☑ **printer**
☑ **Mouse**

Drag fields between areas below:

▽ Report Filter   ▦ Column Labels

| Salesperson ▼ | Σ Values ▼ |

▦ Row Labels   Σ Values

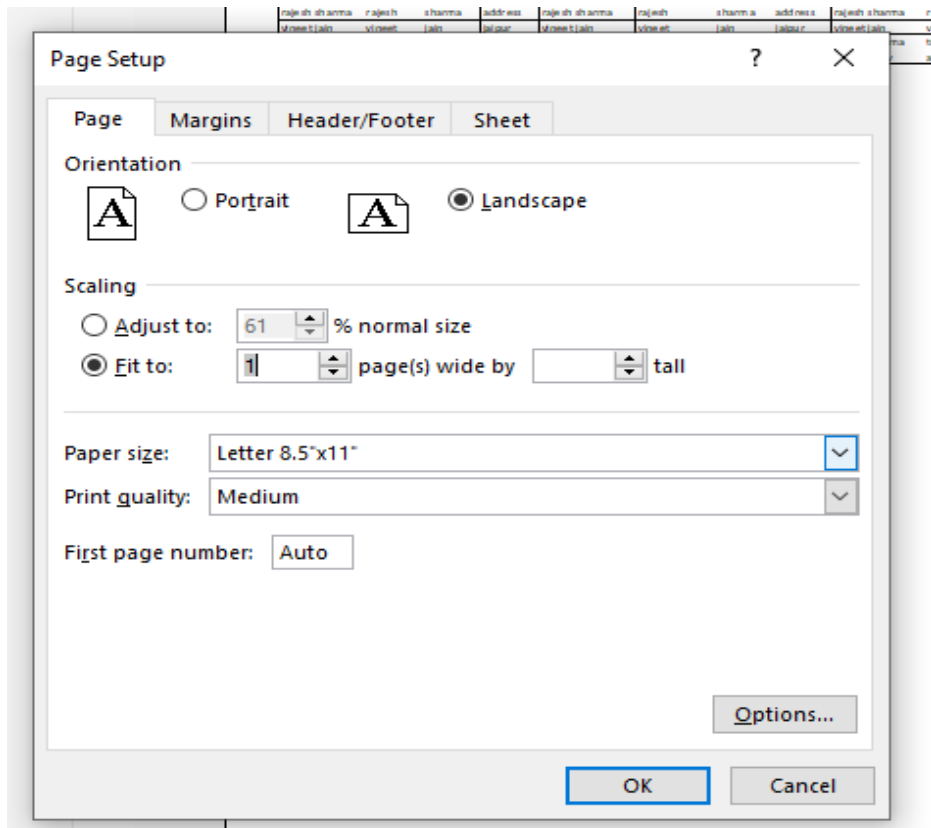| Month ▼ | Sum of Monitor ▼ |
| | Sum of printer ▼ |
| | Sum of Mouse ▼ |

प्रिन्ट निकालने के लिए अच्छा तरीका जब सारे के सारे कॉलम एक बार में सेट होके आजाए

First approach
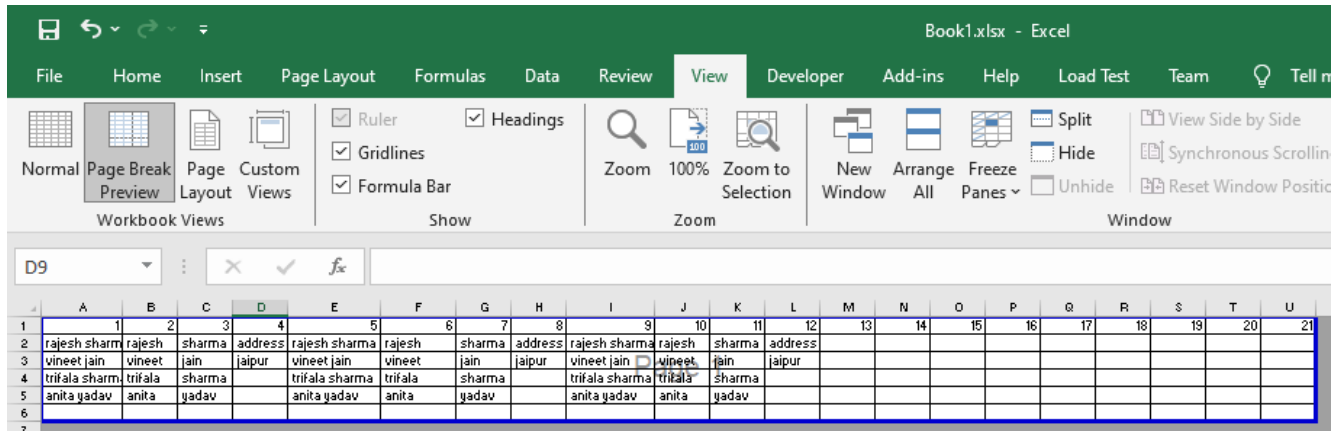
By using this step we can set all the column in one page sheet. Still if we notice that all the columns are not fit in one page than use second approach.

Second approach

Now we see this in this screenshot there are two things to set properly after that no need to do anything else setting.

Adjust to   95%

Fit to   1