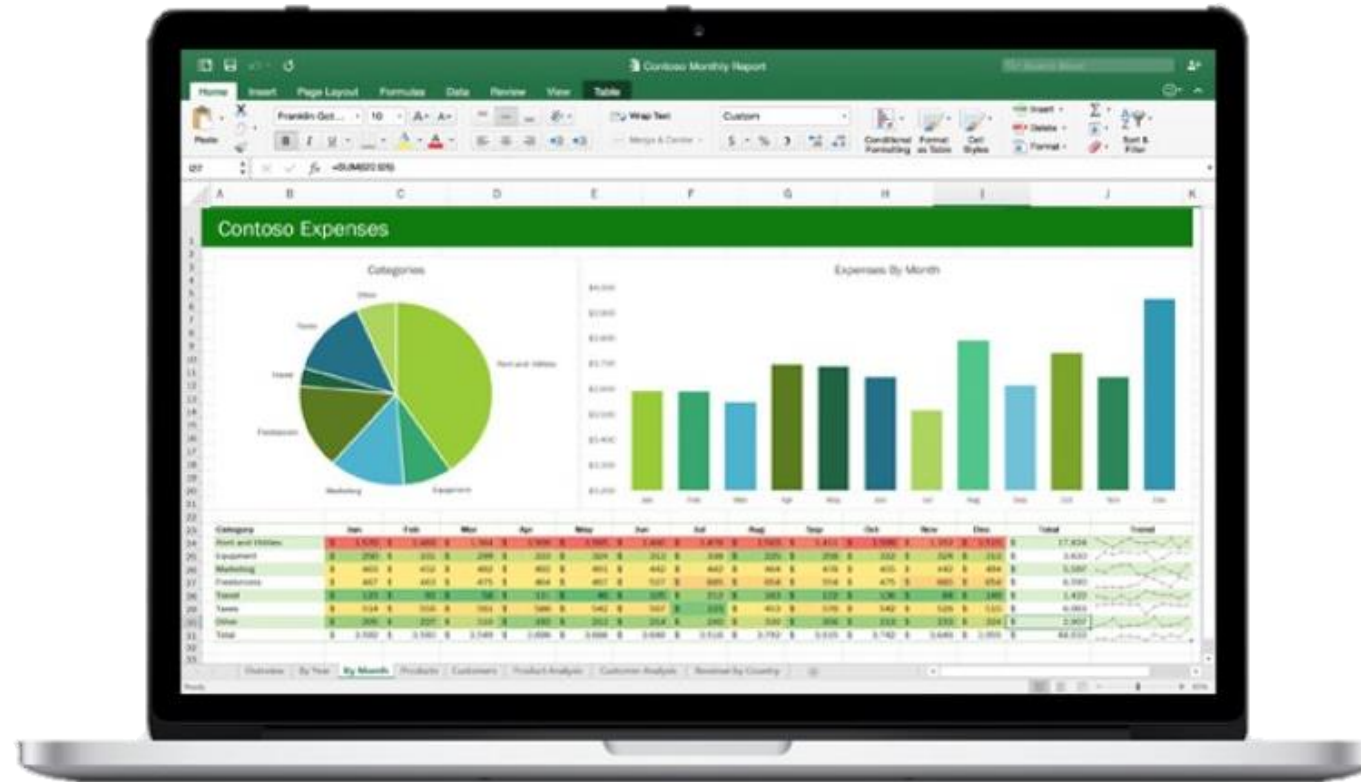


# MS Excel Basic Skills Development



By  
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# Program Objective

To provide skills and knowledge of MS Excel tools to Perform basic functions of MS Excel, make pivot table, use lookup functions, enhance charts. Hence send the desired data and report to management.

# What is MS Excel?

- Microsoft Excel (.xls file extension) is a spreadsheet developed by Microsoft and it can be using in different Operating systems like Microsoft Windows, iOS, Android etc... Excel tool is used for calculation, graphing tools, pivot tables, and a macro programming and data visualization. Microsoft excel is a familiar and most recommended tool for all industries from technical to management level.
- Microsoft Excel helps companies maximize the value of their data, helping to control costs more effectively and obtain business information.

# Why MS Excel?

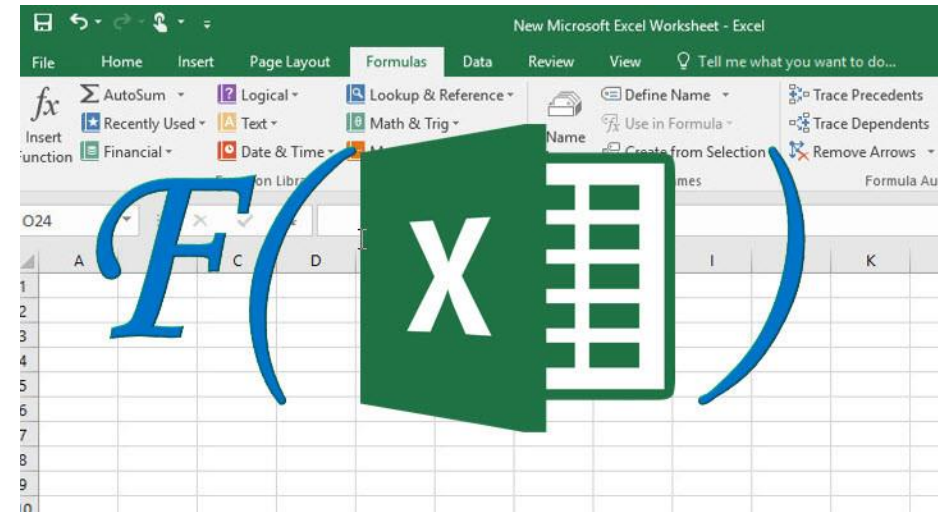
- Easy data entry and operations
- Accurate comparisons and analysis options
- Ready to use mathematical & logical formulas
- Allows graphical representation of data

# Scope of Study

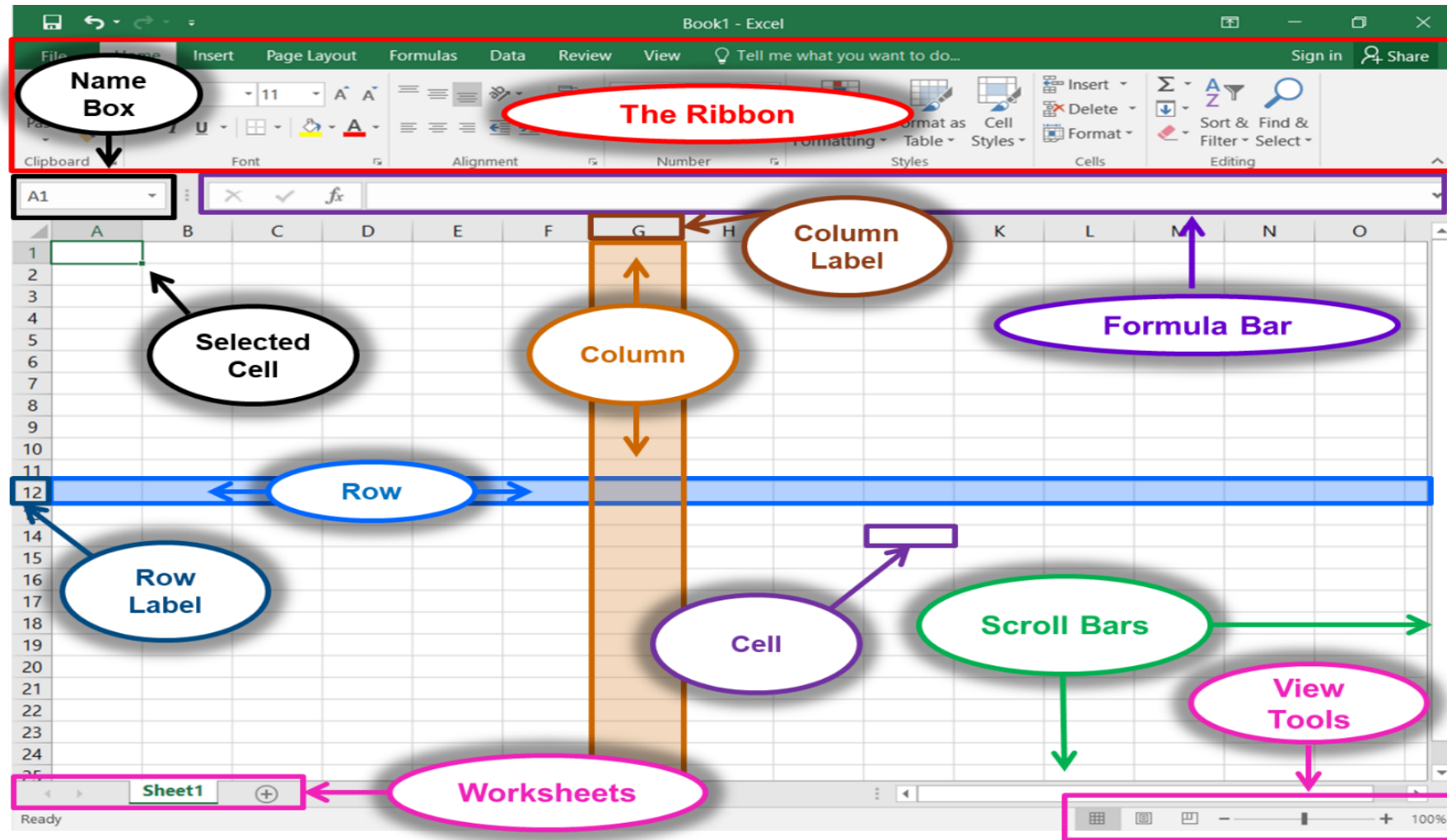
Basic Introduction of MS Excel

Mathematical and logical functions like

- Data entry
- Duplicate Value
- Addition/Sum
- Subtraction
- Multiplication
- Division
- Average
- Formatting
- Conditional Formatting
- Vlookup



# Basic Introduction of MS Excel



# Data Entry

	A	B	C	D	E
1					
2		<b>Employee Info.</b>			
3					
4		<b>Employee Name</b>	<b>Salary</b>	<b>Joining Date</b>	<b>Working Period</b>
5		Kassidy Juarez	\$ 10,000	5/23/2016	6
6		Evangeline Spence	\$ 13,000	4/11/2012	10
7		Maxwell Peterson	\$ 9,000	9/11/2002	20
8		Royce Edwards	\$ 14,000	6/7/2010	12
9		Paula Cook	\$ 19,000	4/2/2008	14
10		Joselyn Gill	\$ 16,000	9/3/2015	7

# Addition

	A	B	C	D
1		Jan	Feb	
2	<b>Entertainment</b>			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

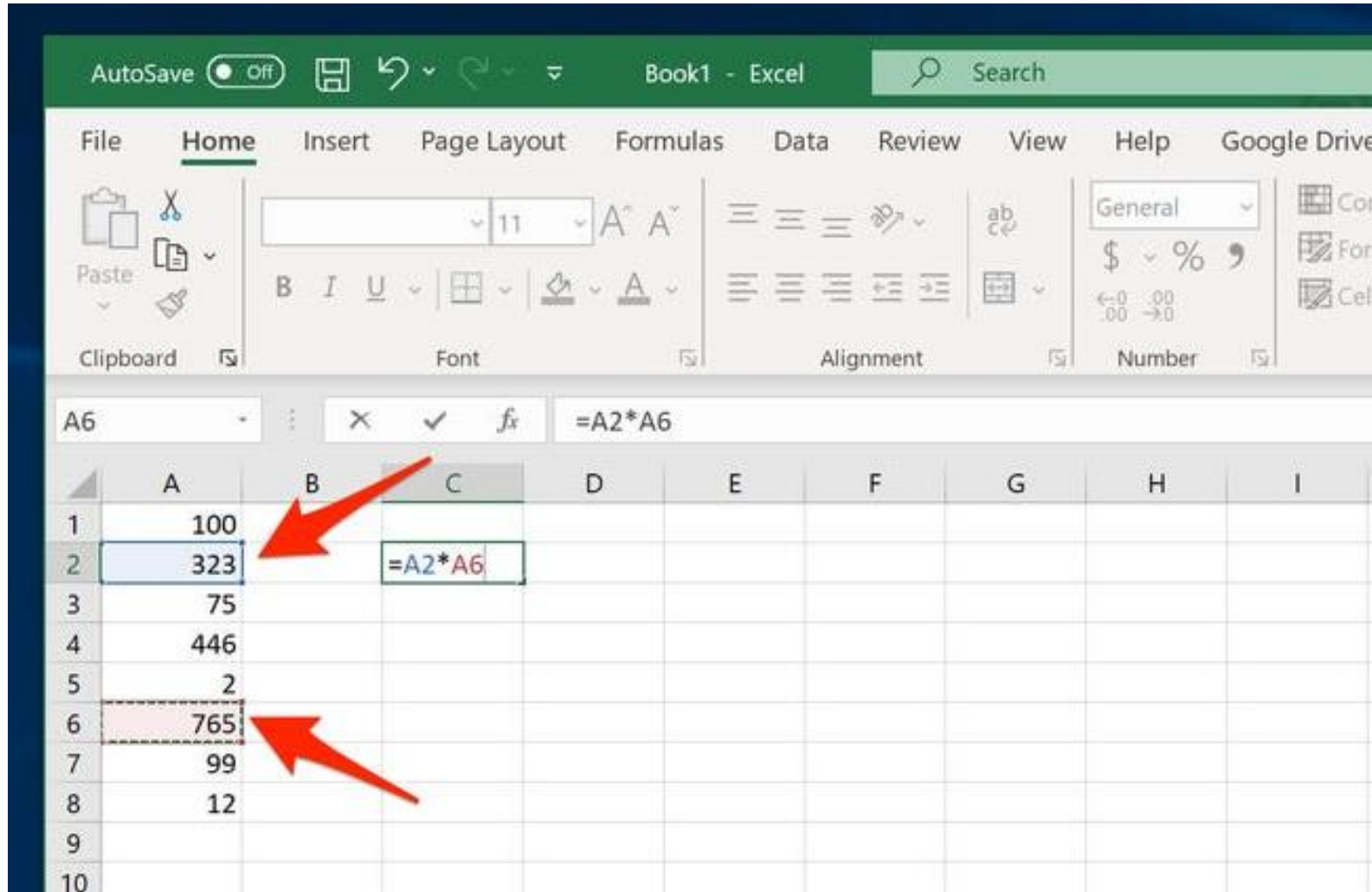


# Subtraction

Clipboard		Font		Alignment		Number	
SUM		✕ ✓ f <sub>x</sub>		=B2-C2			
	A	B	C	D	E	F	G
1	No	Work Hours Required	Work Hours Put In	Remaining Work Hours			
2	1	40	25	=B2-C2			
3	2	40	15				
4	3	40	30				
5	4	40	10				
6	5	40	37				
7							
8							



# Multiplication



The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I
1	100								
2	323		=A2*A6						
3	75								
4	446								
5	2								
6	765								
7	99								
8	12								
9									
10									

# Division

C4    ⋮    =A4/B4

	A	B	C
1	Dividend	Divisor	Result
2	10	2	5
3	20	4	5
4	30	3	10
5	40	5	8
6	50	4	12.5
7	60	12	5
8	70	10	7

# Average

F11

	A	B	C	D	E	F	G	
1								
2		<b>Inserting Mixed Arguments</b>						
3								
4		<b>Name</b>	<b>Math</b>	<b>Physics</b>	<b>Chemistry</b>	<b>Total</b>		
5		John	94	82	78	254		
6		Joseph	90	73	82	245		
7		Harry	95	79	77	251		
8		Jenifer	92	75	81	248		
9		Ema	95	76	69	240		
10		Stephen	94	79	73	246		
11					<b>Average</b>	247.33		

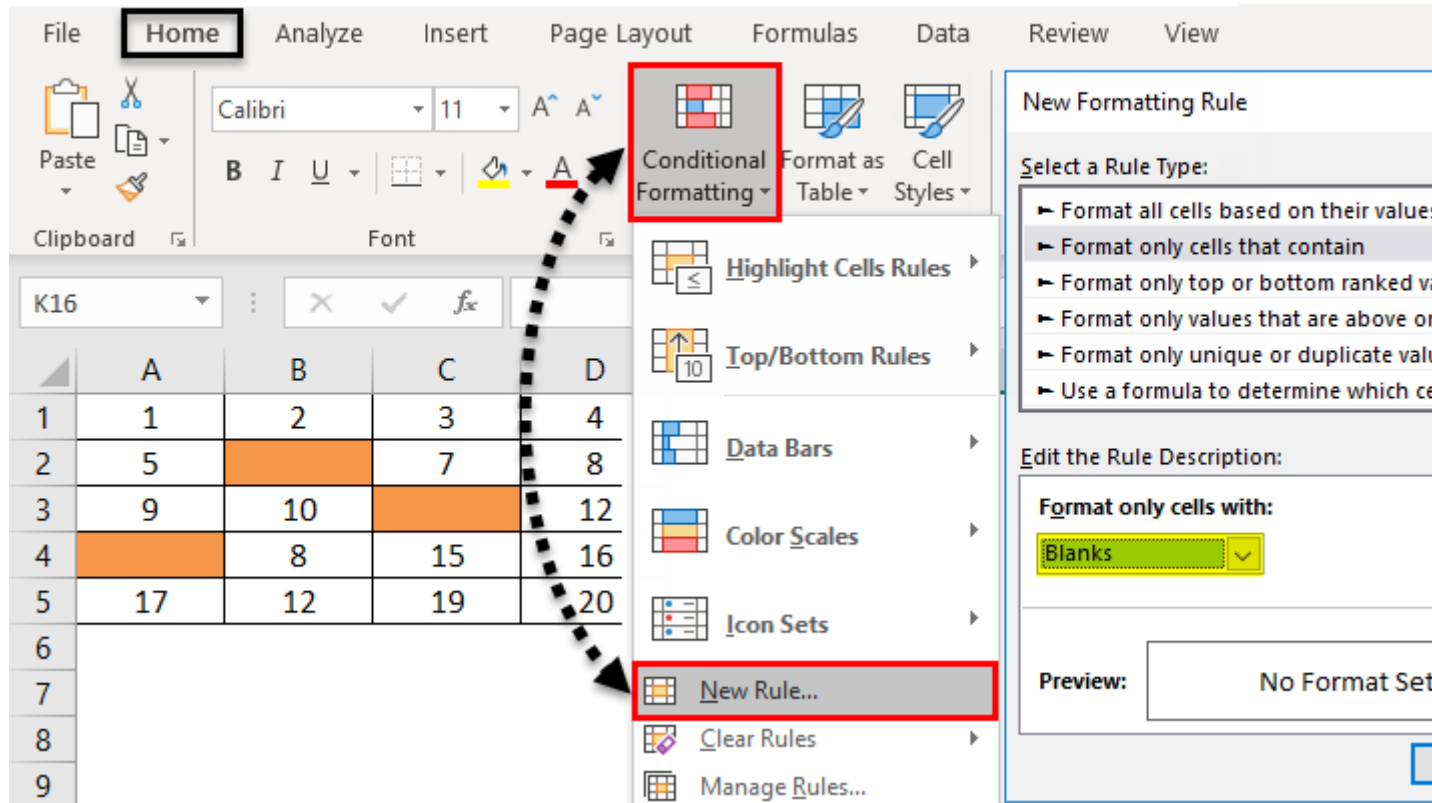
## Data Formatting in Excel

The screenshot shows the Microsoft Excel interface. The ribbon is set to the Design tab. The Font section of the ribbon is highlighted with a red box, showing options for font face (Calibri (Body)), size (10), bold (B), italic (I), underline (U), and color (A). The Format Cells dialog box is open, with the Font tab selected and highlighted with a red arrow. The dialog shows 'Calibri' as the font and 'Regular' as the font style. The background shows a table with columns for City, Monday, Tuesday, and Wednesday, and rows for Bangalore, Delhi, Nainital, Pune, and Mumbai.

City	Monday	Tuesday	Wednesday
Banglore	31	38	
Delhi	39	43	
Nainital	44	31	
Pune	45	27	
Mumbai	39	41	

# Conditional Formatting

## Conditional Formatting For Blank Cells



The screenshot illustrates the steps to create a conditional formatting rule for blank cells in Excel. The 'Home' tab is selected, and the 'Conditional Formatting' button is highlighted. The 'New Rule...' option is selected from the dropdown menu. The 'New Formatting Rule' dialog box is shown with 'Format only cells that contain' selected under 'Select a Rule Type'. Under 'Edit the Rule Description', 'Format only cells with:' is set to 'Blanks'.

	A	B	C	D
1	Name	Type 1	Speed	
2	Bulbasaur	Grass	45	
3	Ivysaur	Grass	60	
4	Venusaur	Grass	80	
5	Charmander	Fire	65	
6	Charmeleon	Fire	80	
7	Charizard	Fire	100	
8	Squirtle	Water	43	
9	Wartortle	Water	58	
10				

# Duplicate Value

## Highlight Duplicates in Excel

The screenshot shows the Excel interface with the 'Home' tab selected. The 'Conditional Formatting' ribbon is active, and the 'Duplicate Values...' option is highlighted. The 'Duplicate Values' dialog box is open, showing 'Duplicate' selected under 'Format cells that contain:' and 'Green Fill with Dark Green Text' selected under 'values with'. The 'Conditional Formatting' ribbon is expanded to show 'Highlight Cells Rules', and the 'Duplicate Values...' option is highlighted. A red arrow points to the 'Duplicate Values...' option. Another red arrow points to the 'Number' group on the ribbon.

A	B	C	D	E	
53	97	91	12	84	
96	14	43	30	65	
8					
1					
8					
4					
3					
3					
61	19	69	97	20	10
66	06	60	27	06	64

# Vlookup Function

Formula bar: `=VLOOKUP(F3,$A$3:$D$8,3,FALSE)`

	1	2	3	4
2	<b>ID</b>	<b>Name</b>	<b>Math</b>	<b>Chemistry</b>
3	A1001	Emily	49	70
4	A1002	James	78	58
5	B1003	Nicol	100	96
6	C1004	Hedy	92	98
7	C1005	Mario	61	79
8	D1006	Akash	85	90

ID	Math
C1004	92

**=VLOOKUP(F3,\$A\$3:\$D\$8,3,FALSE)**

- Lookup value
- search in this range
- return a match from this column
- exact match

## VLOOKUP in Excel

**VLOOKUP**(lookup\_value, table\_array, col\_index\_num, [range\_lookup])

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

Press F1 for more help.

Formula bar: `=VLOOKUP(B12; A2:C10; 3; 1)`

	A	B	C	D	E	F
1	<b>Fruit</b>	<b>Amount</b>	<b>Price</b>			
2	Apple	24	€0,52			
3	Banana	30	€0,23			
4	Kiwi	22	€0,63			
5	Lemon	18	€0,17			
6	Melon	9	€0,94			
7	Orange	20	€0,45			
8	Peach	16	€0,76			
9	Pear	19	€0,48			
10	Pineapple	3	€1,13			
11						
12	Price of:	Kwii	€0,63			
13						
14						



# Pivot Table

The screenshot shows the Microsoft Excel ribbon with the **Insert** tab selected. The **PivotTable** icon is highlighted, and a tooltip is displayed over it. The tooltip contains three options: **PivotTable**, **Recommended PivotTables**, and **Table**. Below the ribbon, a data table is visible with columns for URL, Clicks, Impressions, CTR, and Position.

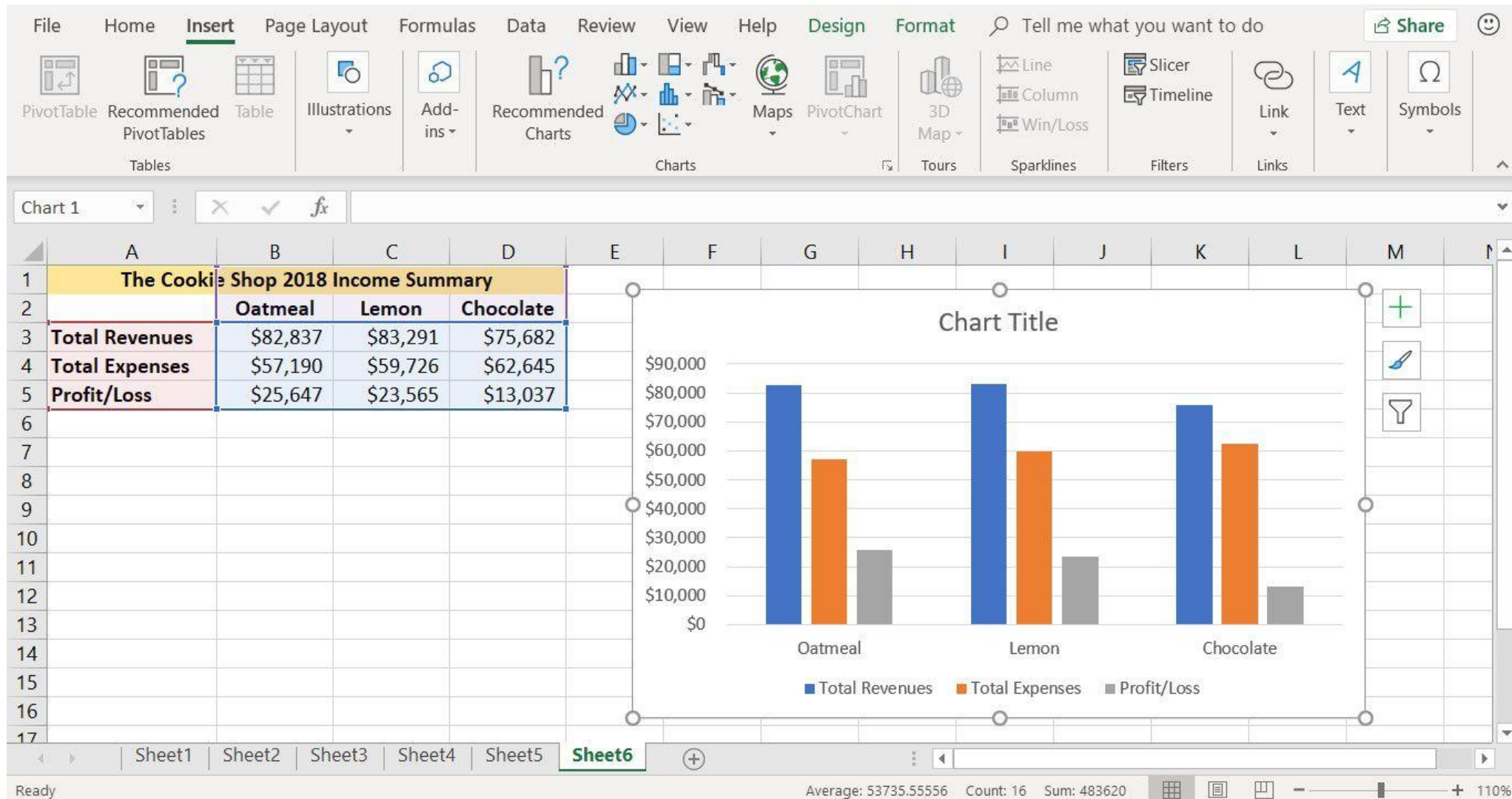
		Clicks	Impressions	CTR	Position
1					
2					
3	https://blog.hubspot.com/sales/famous-quotes	1026357	29679820	3.46%	5.45
4	https://blog.hubspot.com/sales/small-business-ideas	685091	12847519	5.33%	8.91
5	https://blog.hubspot.com/marketing/instagram-best-time-post	330548	6119298	5.40%	4.06
6	https://blog.hubspot.com/sales/business-name-ideas	291512	4693144	6.21%	9.53
7	https://blog.hubspot.com/marketing/post-to-instagram-from-comp	290584	3181539	9.13%	5.35
8	https://blog.hubspot.com/marketing/instagram-captions	287172	15258895	1.88%	7.91
9	https://blog.hubspot.com/sales/please-find-attached	272861	3563986	7.66%	12.36
10	https://blog.hubspot.com/marketing/professional-bio-examples	242311	2758974	8.78%	5.78
11	https://blog.hubspot.com/marketing/inspiring-company-mission-st	199199	3202086	6.22%	7.08
12	https://blog.hubspot.com/marketing/free-email-accounts	187233	4459481	4.20%	11.74

The screenshot shows the Microsoft Excel ribbon with the **Insert** tab selected. The **PivotChart** icon is highlighted. The **PivotTable Fields** task pane is visible on the right side of the screen, showing the data source and the fields to be included in the report.

**To Create a Pivot Chart:**

1. Select a cell in the pivot table
2. Click on the Insert tab
3. Choose Pivot Chart command

# Making Graphs & Charts





*will lead you Excel more*



# Thank You