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?

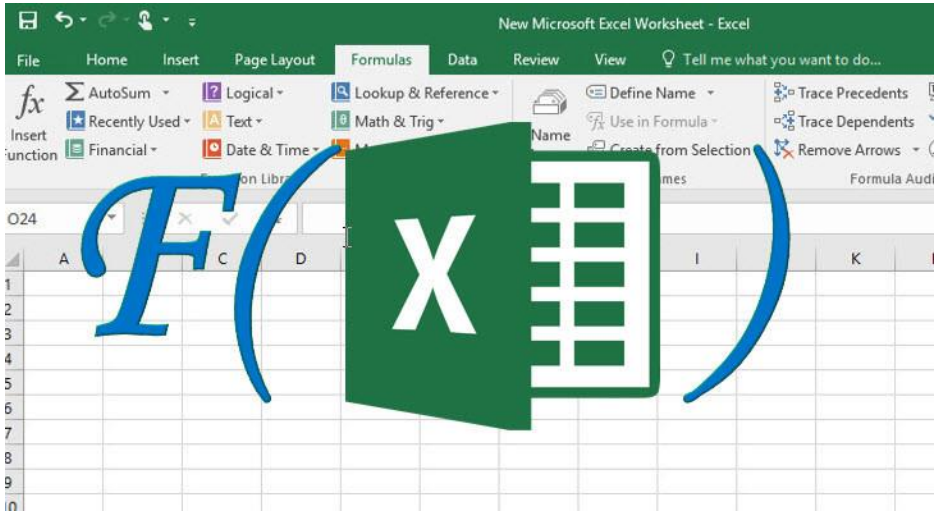
- Easy data entry and operations
- Accurate comparisons and analysis options
- Ready to use mathematical & logical formulas
- Allows graphical representation of data

Scope of Study

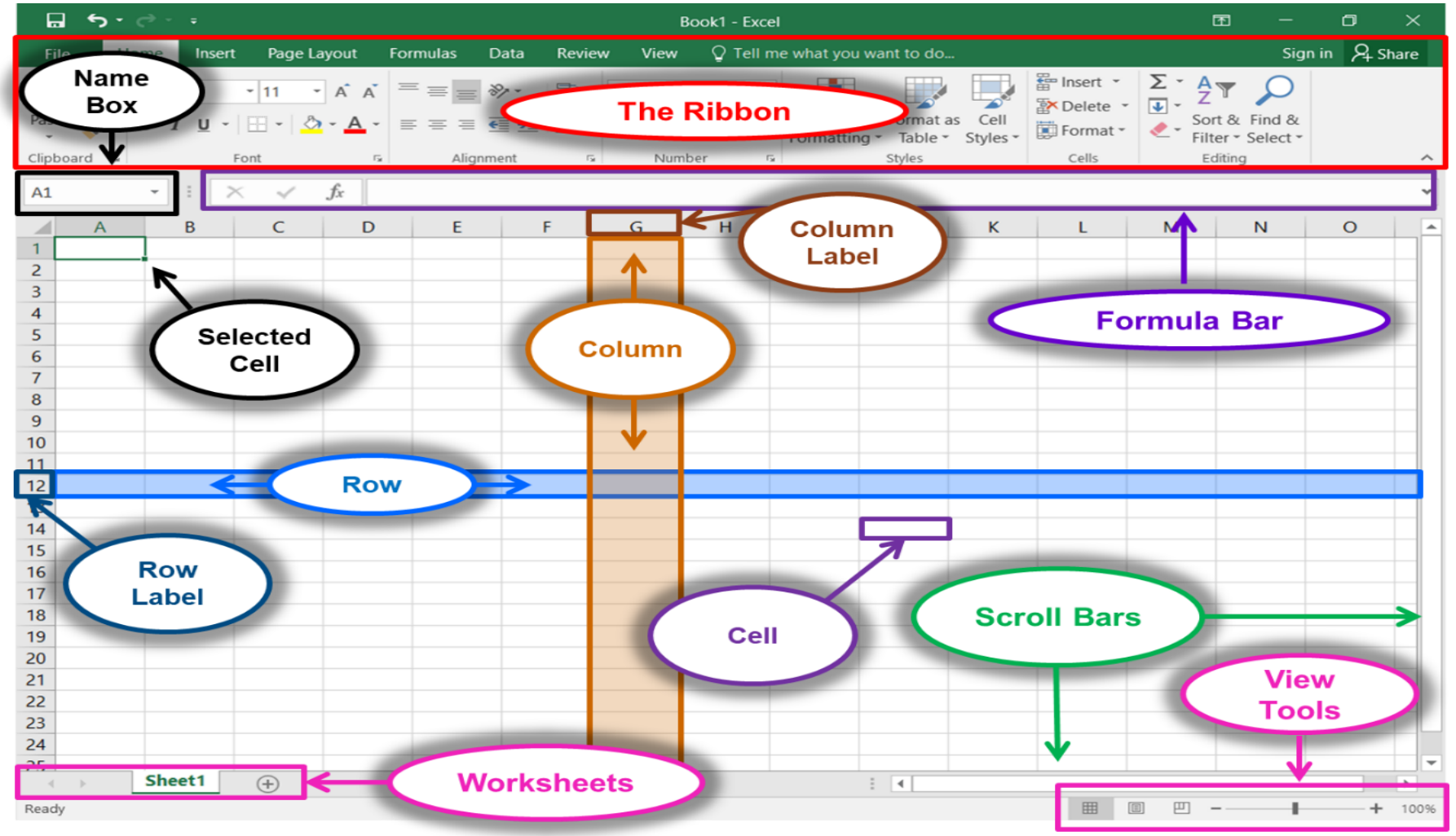
Basic Introduction of MS Excel

Mathematical and logical functions like

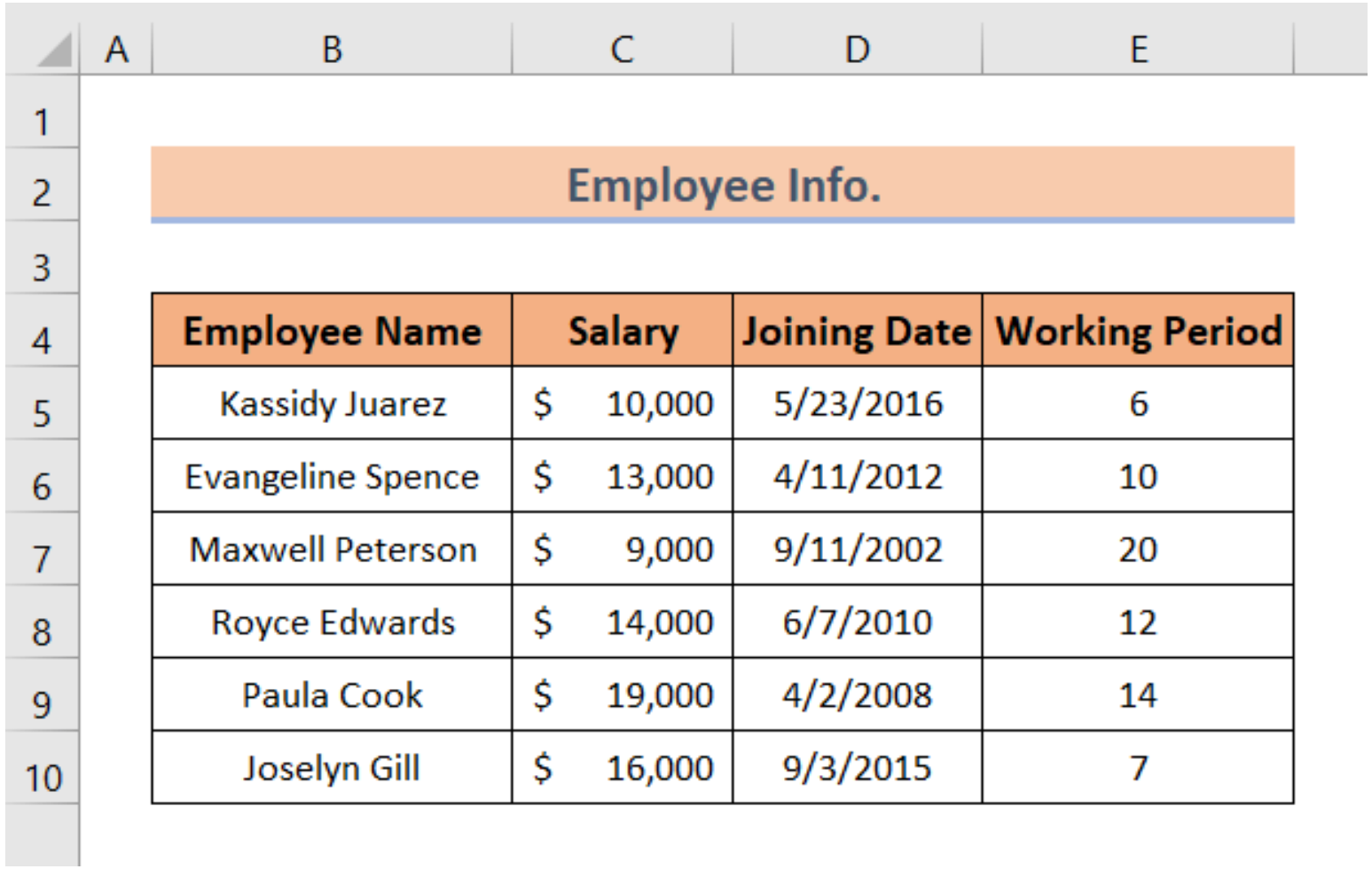
- Data entry
- Duplicate Value
- Addition/Sum
- Subtraction
- Multiplication
- Division
- Average
- Formatting
- Conditional Formatting
- Vlookup



Basic Introduction of MS Excel



Data Entry

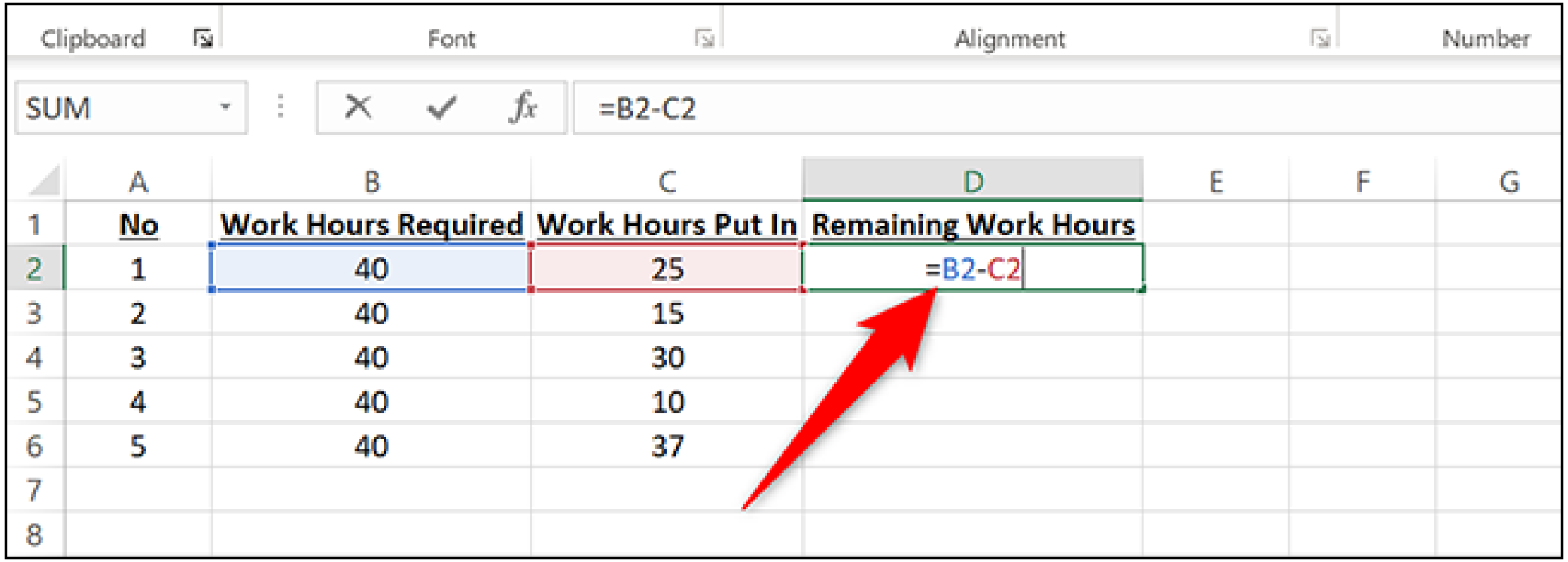


Employee Info.			
Employee Name	**Salary**	**Joining Date**	**Working Period**
Kassidy Juarez	$ 10,000	5/23/2016	6
Evangeline Spence	$ 13,000	4/11/2012	10
Maxwell Peterson	$ 9,000	9/11/2002	20
Royce Edwards	$ 14,000	6/7/2010	12
Paula Cook	$ 19,000	4/2/2008	14
Joselyn Gill	$ 16,000	9/3/2015	7

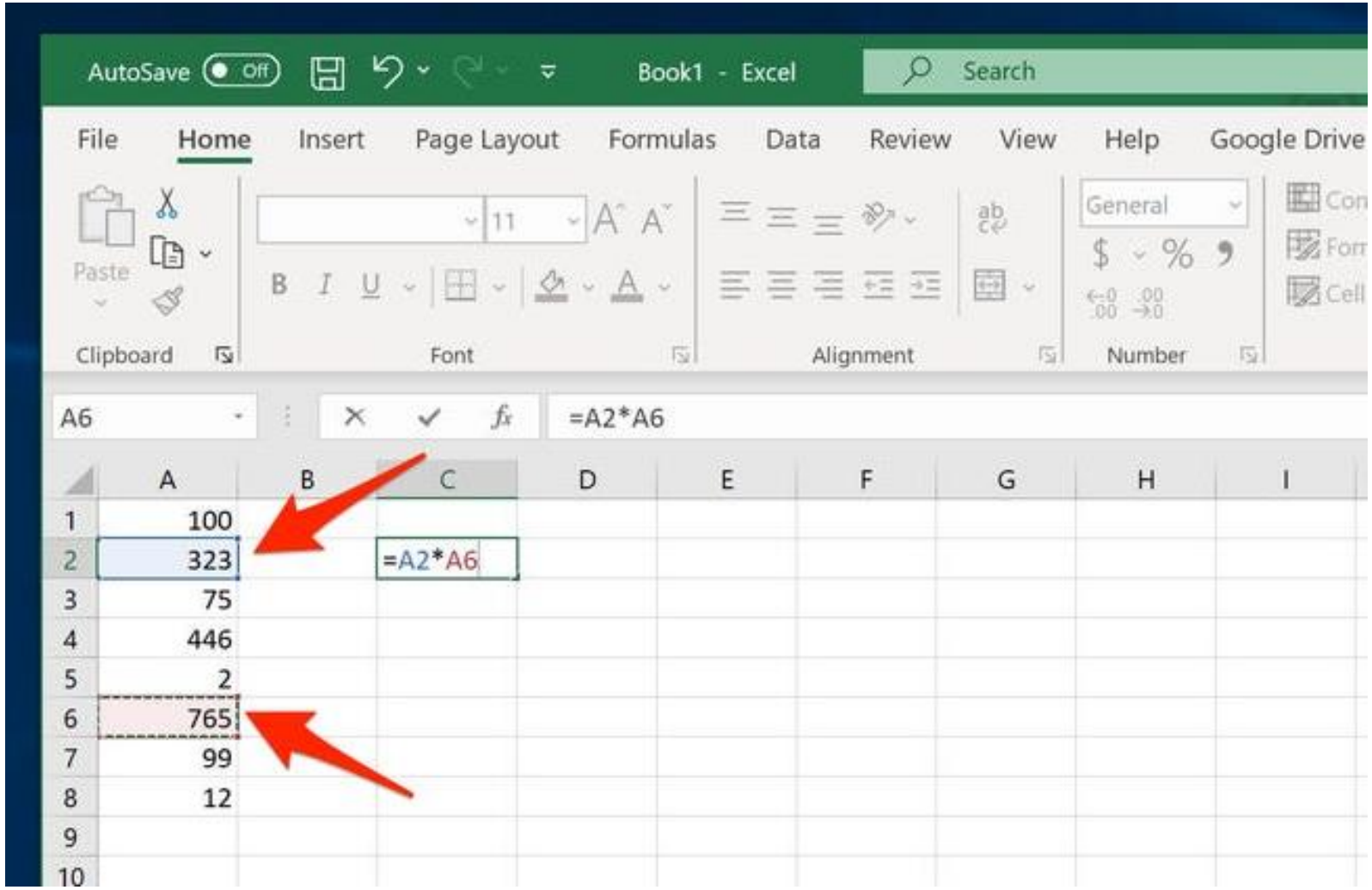
Addition

	A	B	C	D
1		Jan	Feb	
2	**Entertainment**			
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



Multiplication

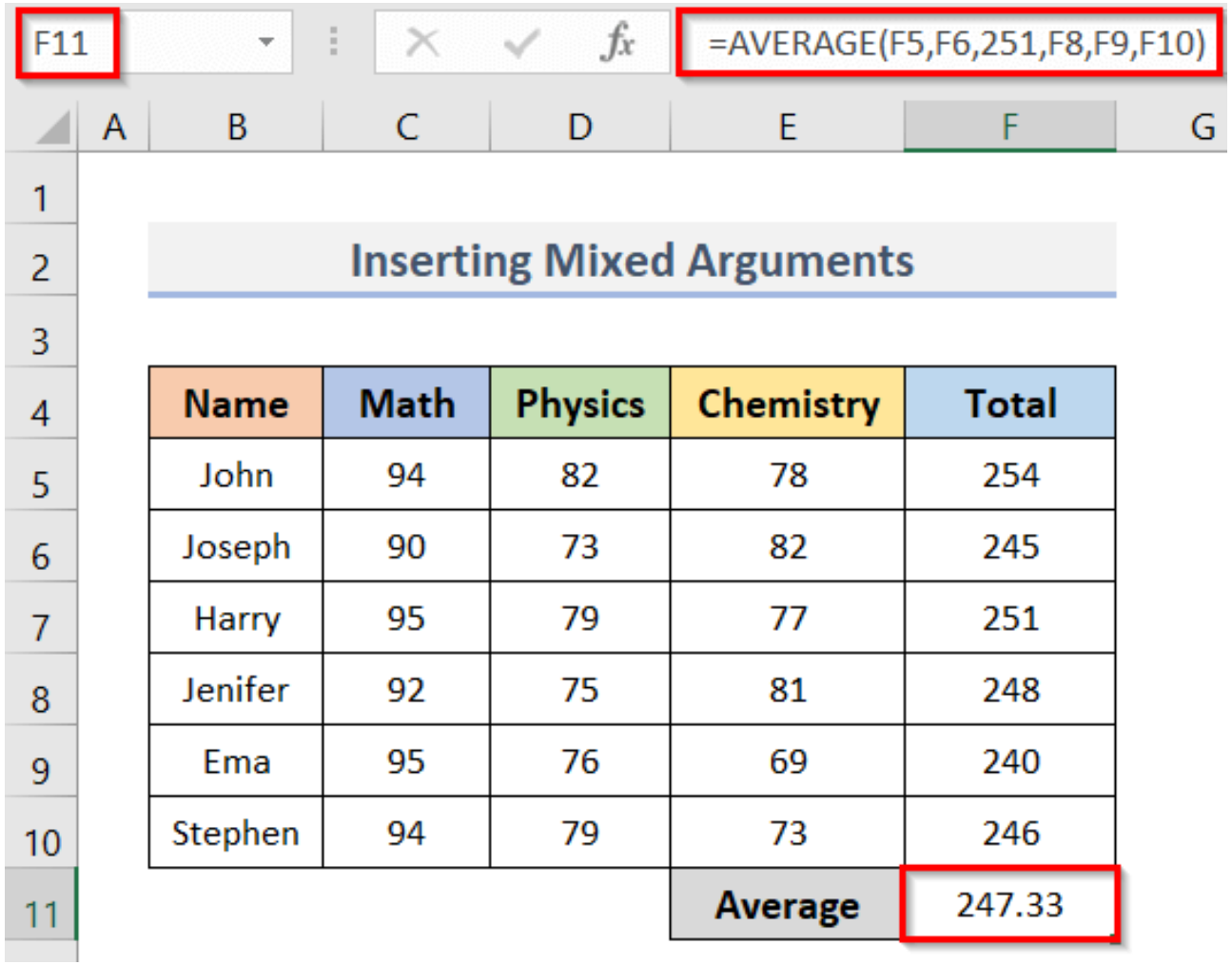


Division

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

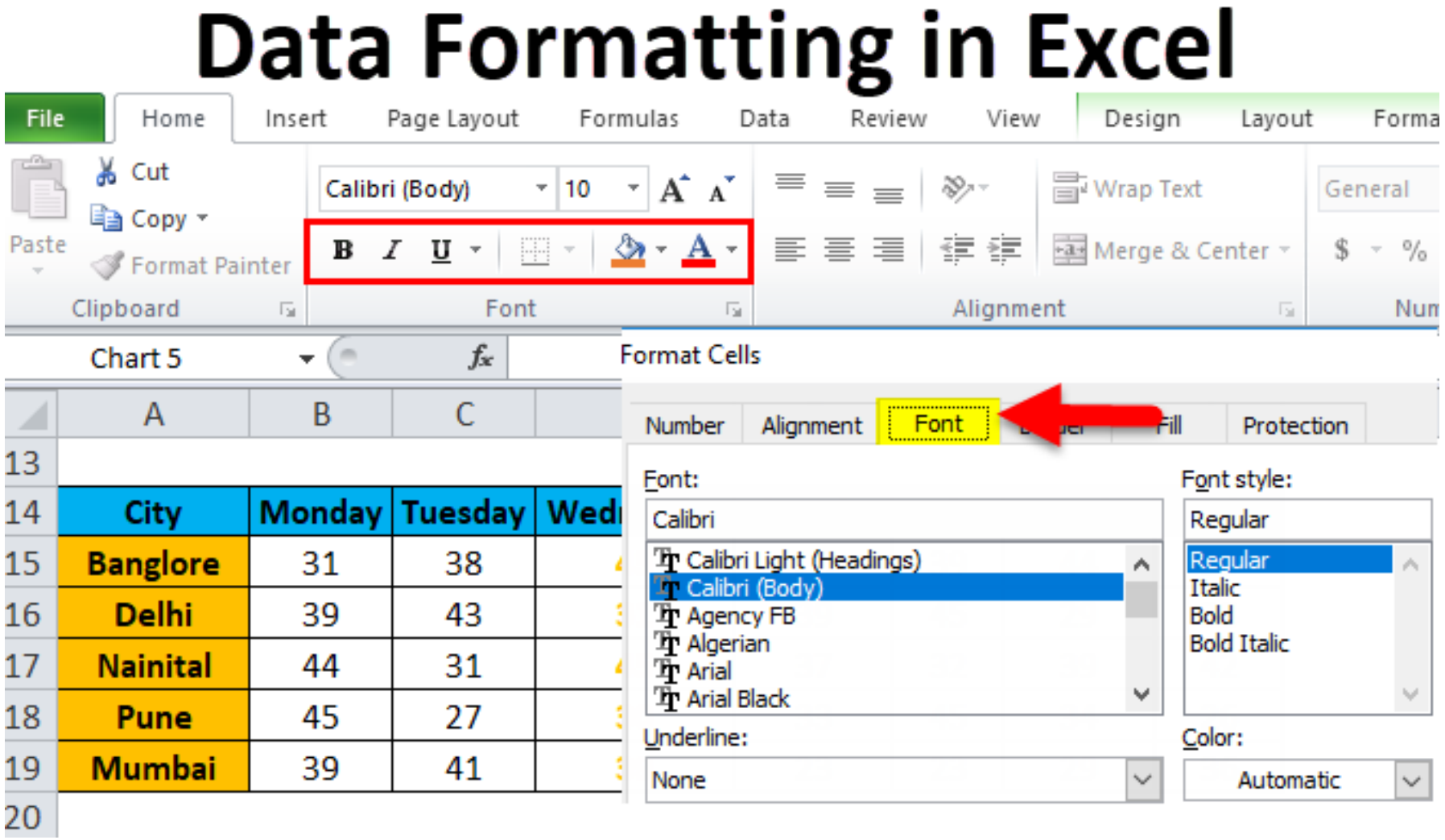
Average



Inserting Mixed Arguments

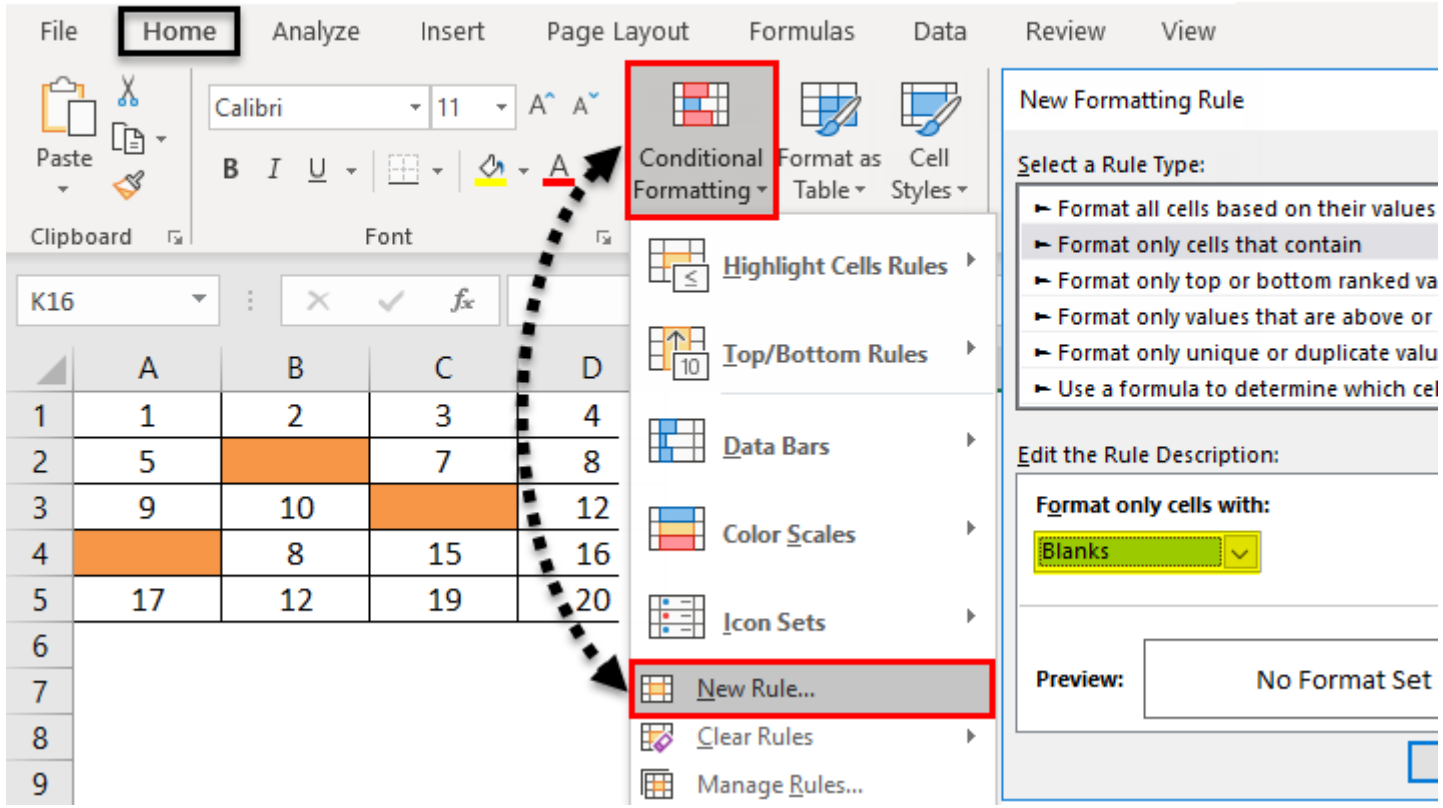
Name	Math	Physics	Chemistry	Total
John	94	82	78	254
Joseph	90	73	82	245
Harry	95	79	77	251
Jenifer	92	75	81	248
Ema	95	76	69	240
Stephen	94	79	73	246
			Average	247.33

Formatting


Data Formatting in Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Layout
Cut
Copy
Format Painter
Paste
Calibri (Body)
10
Wrap Text
General
Merge & Center
Clipboard
Font
Alignment
Chart 5
Format Cells
Number
Alignment
Font
Fill
Protection
Font:
Calibri
Calibri Light (Headings)
Calibri (Body)
Agency FB
Algerian
Arial
Arial Black
Font style:
Regular
Regular
Italic
Bold
Bold Italic
Underline:
None
Color:
Automatic
City
Monday
Tuesday
Banglore
31
38
Delhi
39
43
Nainital
44
31
Pune
45
27
Mumbai
39
41

Conditional Formatting

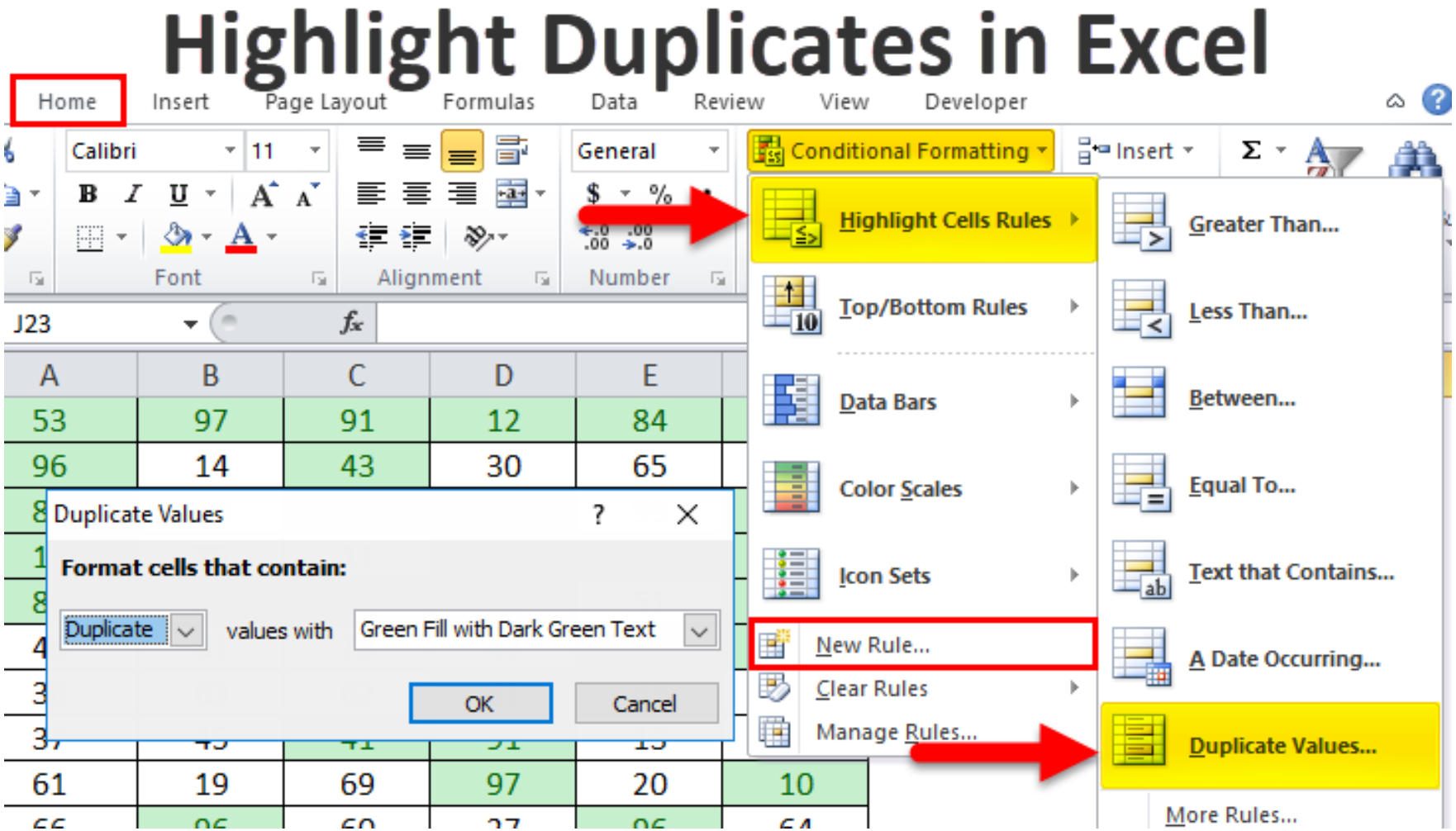
Conditional Formatting For Blank Cells



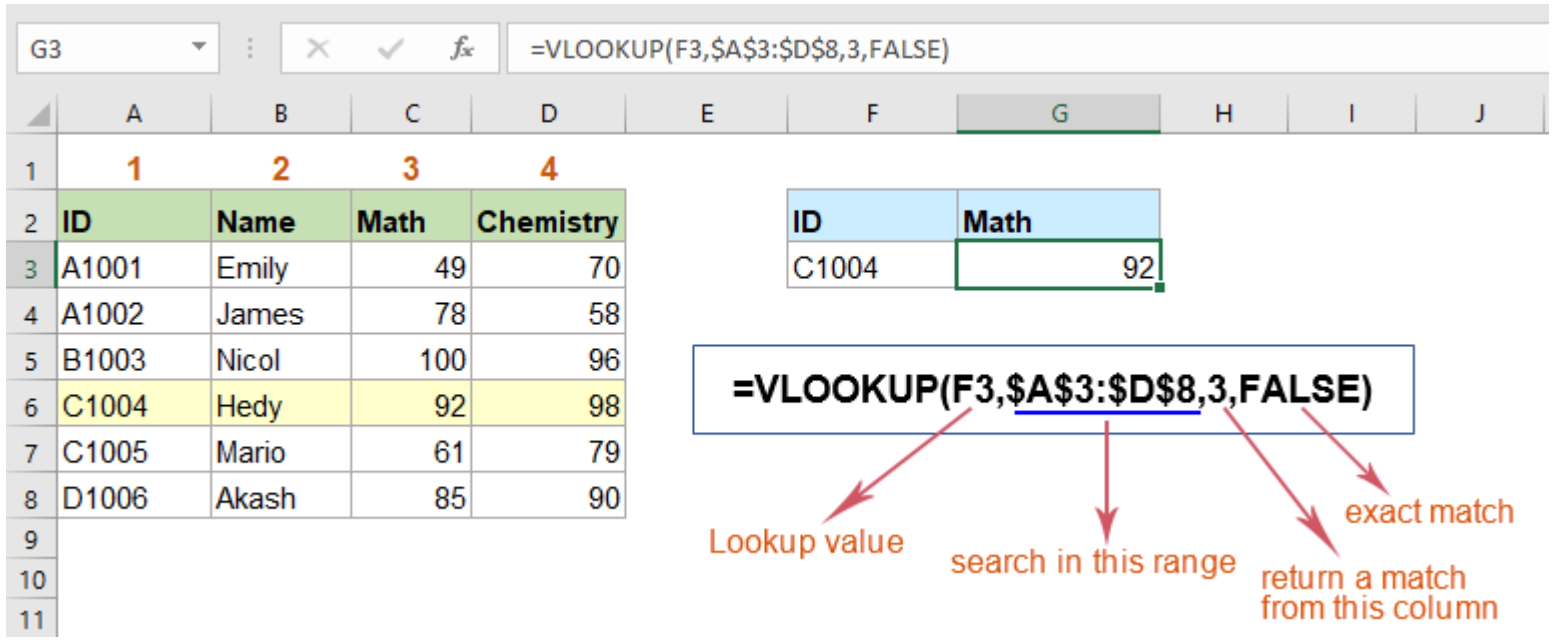
	A	B	C	D
1	1	2	3	4
2	5		7	8
3	9	10		12
4		8	15	16
5	17	12	19	20
6				
7				
8				
9				

	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

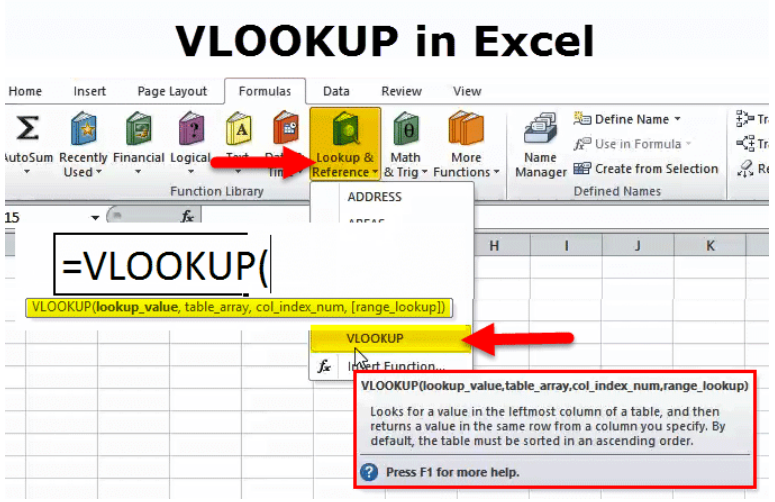


Vlookup Function



	A	B	C	D
1	1	2	3	4
2	ID	Name	Math	Chemistry
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

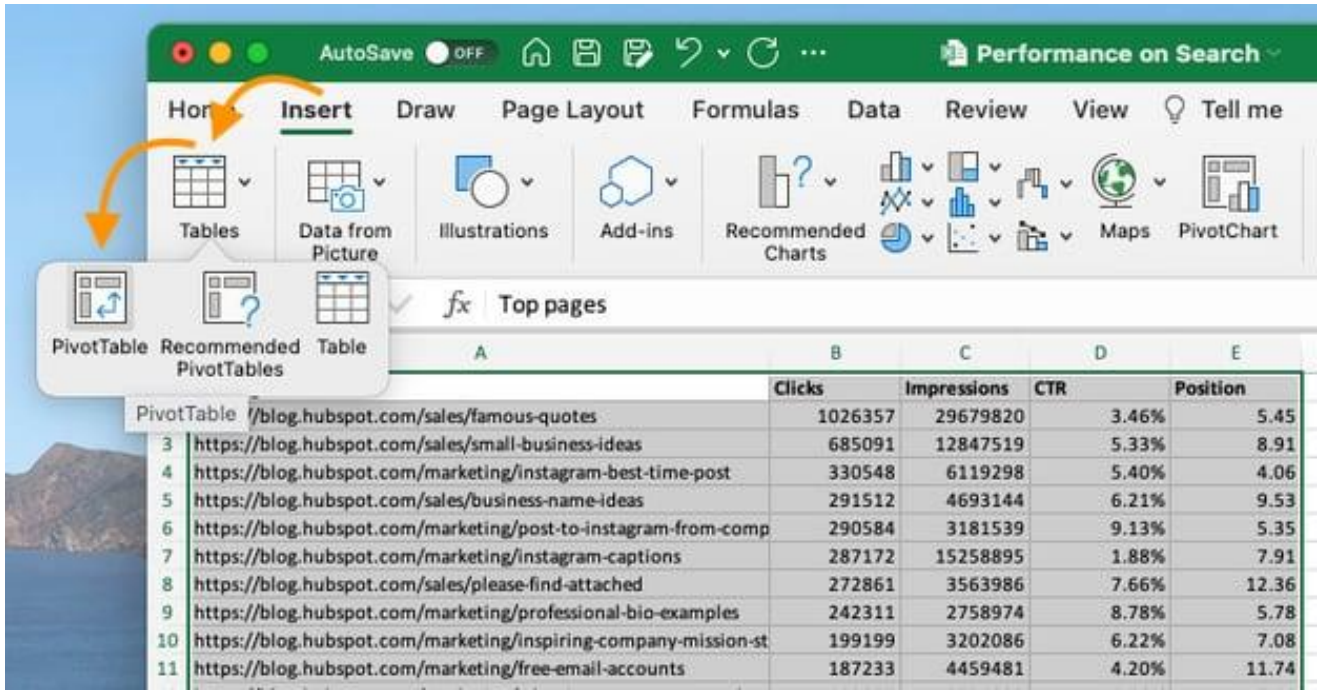
ID	Math
C1004	92

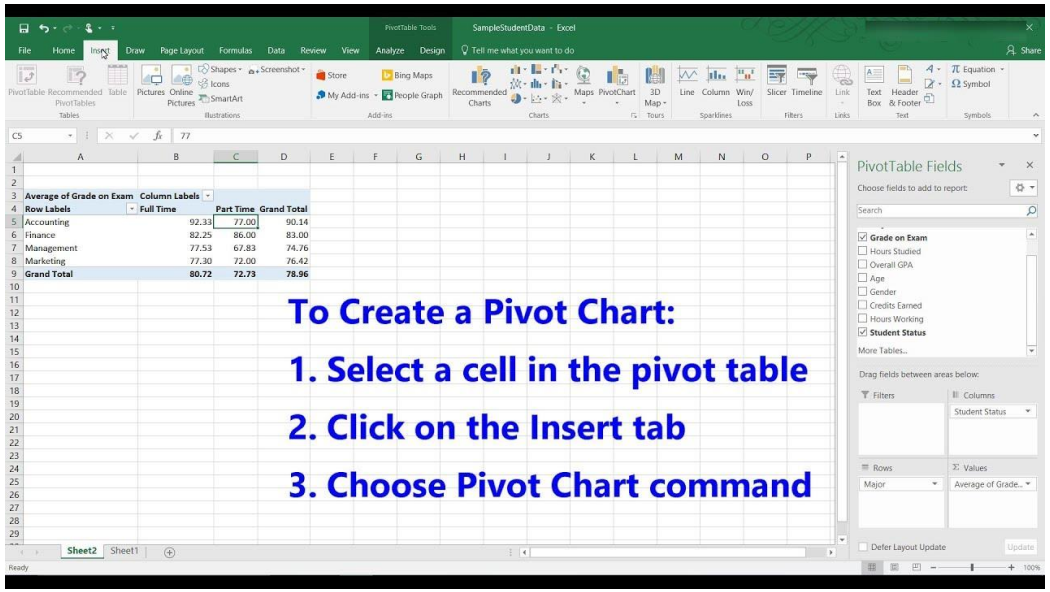


C12 =VLOOKUP(B12; A2:C10; 3; 1)

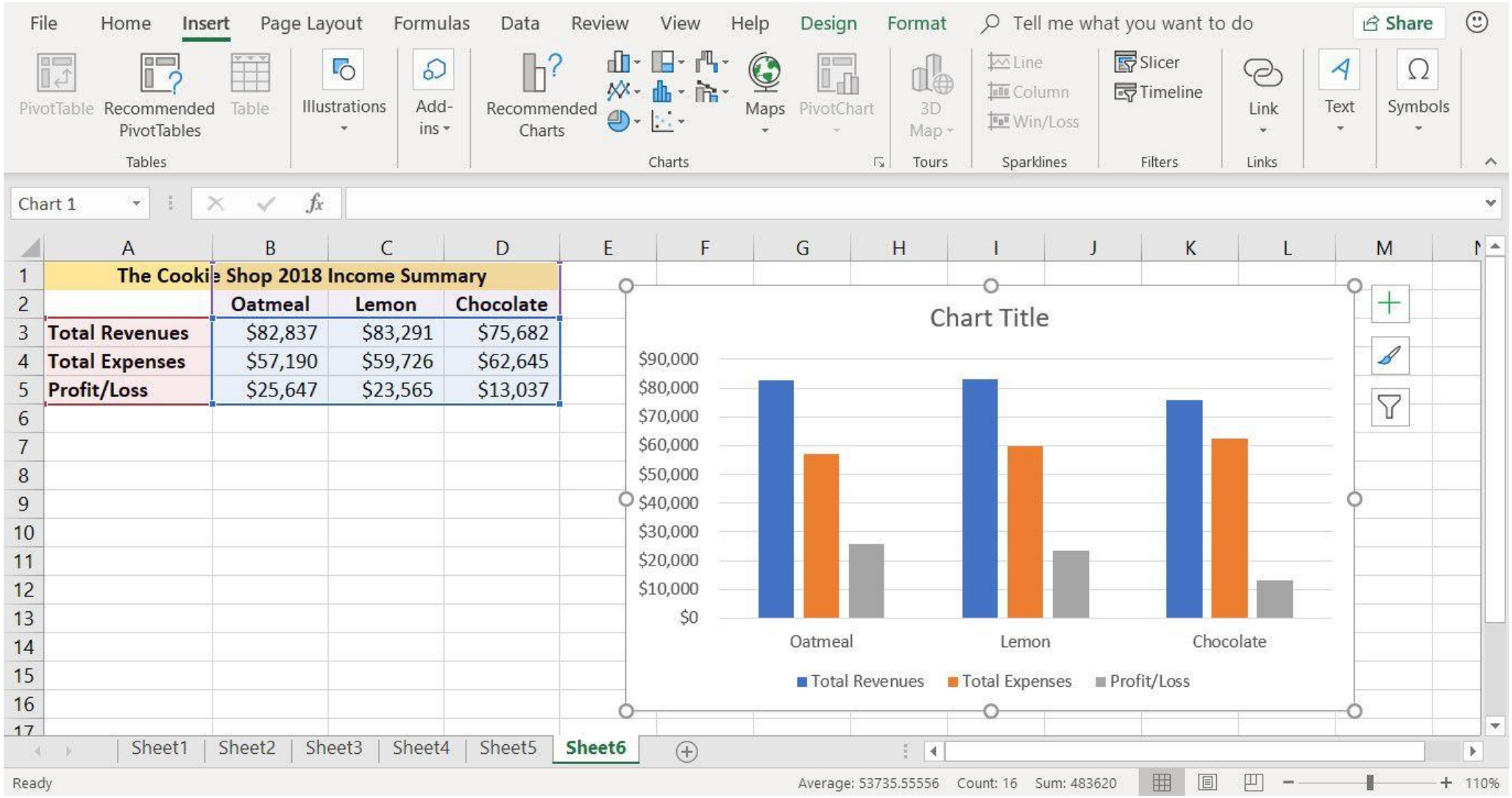
	A	B	C
1	Fruit	Amount	Price
2	Apple	24	€0,52
3	Banana	30	€0,23
4	Kiwi	22	€0,63
5	Lemon	18	€0,17
6	Melon	9	€0,94
7	Orange	20	€0,45
8	Peach	16	€0,76
9	Pear	19	€0,48
10	Pineapple	3	€1,13
11			
12	Price of:	Kwii	€0,63
13			
14			

Pivot Table


AutoSave OFF
Performance on Search
Insert
Draw
Page Layout
Formulas
Data
Review
View
Tell me
Tables
Data from Picture
Illustrations
Add-ins
Recommended Charts
Maps
PivotChart
PivotTable
Recommended PivotTables
Table
Top pages
Clicks
Impressions
CTR
Position
https://blog.hubspot.com/sales/famous-quotes 1026357 29679820 3.46% 5.45
https://blog.hubspot.com/sales/small-business-ideas 685091 12847519 5.33% 8.91
https://blog.hubspot.com/marketing/instagram-best-time-post 330548 6119298 5.40% 4.06
https://blog.hubspot.com/sales/business-name-ideas 291512 4693144 6.21% 9.53
https://blog.hubspot.com/marketing/post-to-instagram-from-comp 290584 3181539 9.13% 5.35
https://blog.hubspot.com/marketing/instagram-captions 287172 15258895 1.88% 7.91
https://blog.hubspot.com/sales/please-find-attached 272861 3563986 7.66% 12.36
https://blog.hubspot.com/marketing/professional-bio-examples 242311 2758974 8.78% 5.78
https://blog.hubspot.com/marketing/inspiring-company-mission-st 199199 3202086 6.22% 7.08
https://blog.hubspot.com/marketing/free-email-accounts 187233 4459481 4.20% 11.74


To Create a Pivot Chart:
1. Select a cell in the pivot table
2. Click on the Insert tab
3. Choose Pivot Chart command
PivotTable Fields

Making Graphs & Charts



will lead you Excel more

Thank You