

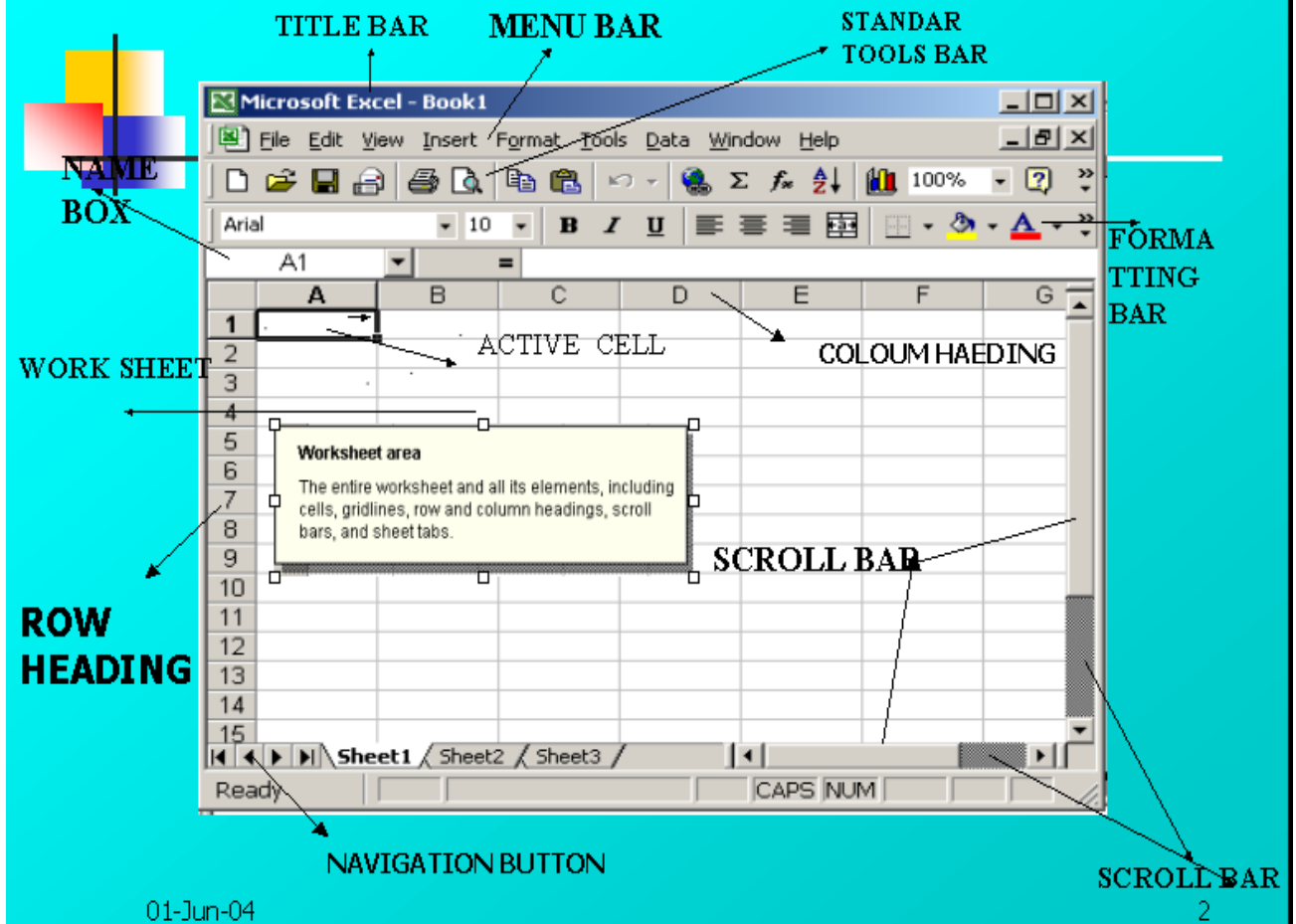
Ms Excel - 2000

LEVEL -1 TRAINING

MS EXCEL - 2000

MS EXCEL MAIN ELEMENTS ARE AS FOLLOWS:

MS EXCEL WINDOWS MAIN OBJECT



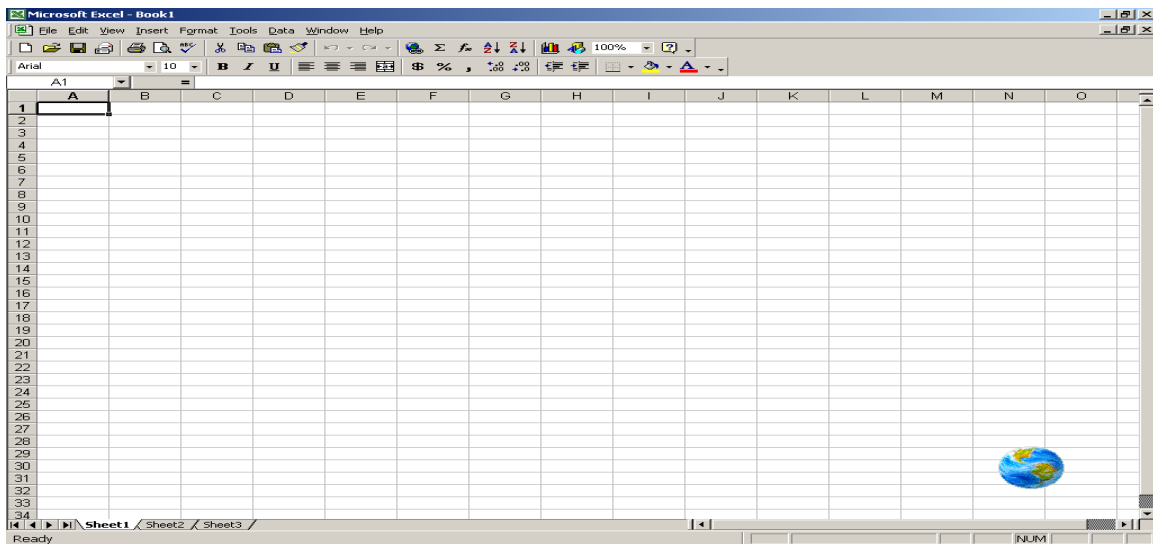
Worksheet area

The entire worksheet and all its elements, including cells, gridlines, row and column headings, scroll bars, and sheet tabs.

Row heading

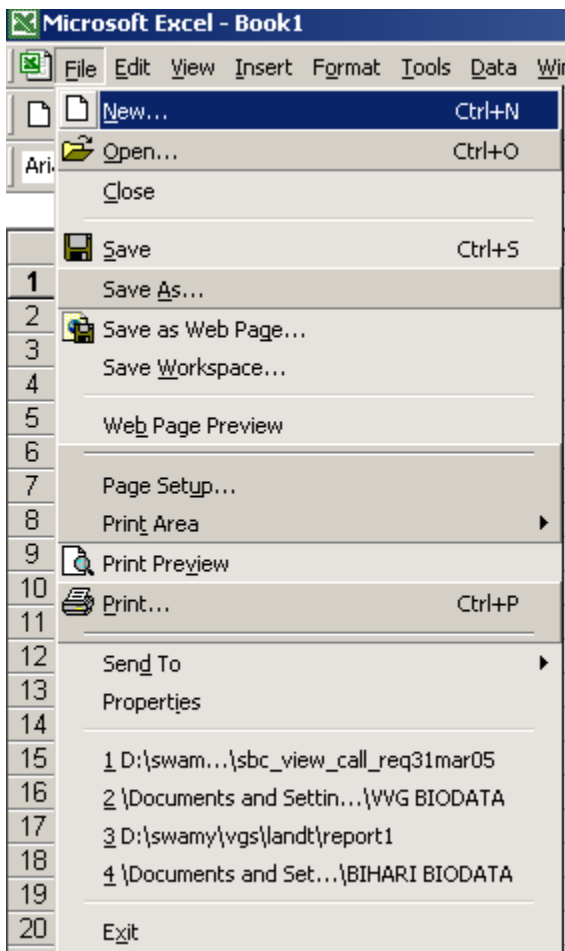
The numbered gray area to the left of each row. Click the row heading to select an entire row. If you click the row heading with the right mouse button, a shortcut menu appears. To increase or decrease the height of a row, drag the line below the row heading.

Go To Start Button→Programs→Microsoft Excel click

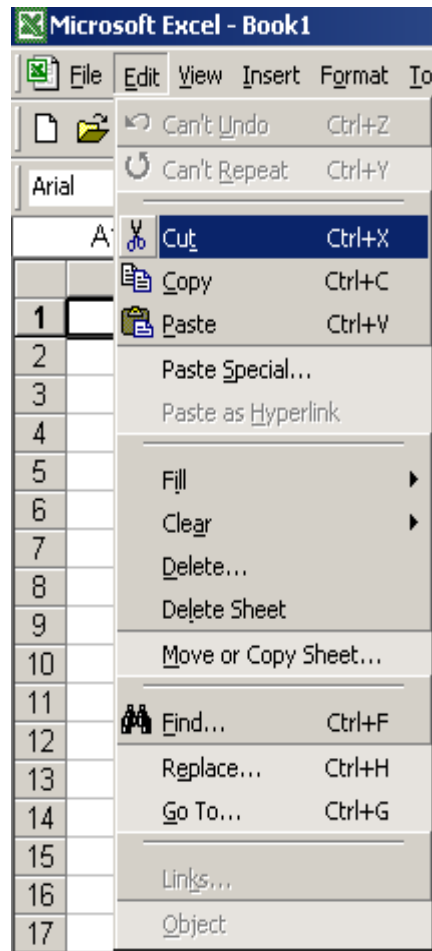


Here you can observe the Menu Bar, Standard tool bar and others, which is shown above.

File Menu



Edit Menu



Menu bar:

Menu bar contains the different menus. They are File menu, Edit menu, View Menu, Insert Menu, Format Menu, Tools Menu, Table Menu, Window Menu, and Help Menu.

File Menu:

In this menu you can start a new excel sheet, you can open existing sheet. You can save this as a new sheet with a new name. You can save the excel sheet as web page. In this menu you can set the page as your requirements from page setup.

Edit Menu:

In this menu you can undo the previous commands. You can cut, copy and paste the contents. You can fill the cells, clear the cells and you can delete the sheet also. And you can find and replace the cell contents

View Menu:

In this menu you can view the sheet in two different views. They are Normal View, Page break view. You can choose the different tools from tools tab. You can choose the Header and Footer in this menu.

Insert Menu:

With this menu you can insert the cells, rows, columns, sheets charts, pictures and hyperlinks. You can call the functions also.

Format Menu:

In this menu you can format the Sheet, Row, Column and cell as your requirement.

Tools Menu:

In this menu you can correct the spelling and grammar, you can share the workbook, you can protect the workbook with password, you can change the page options and you can run the macros also.

Data Menu:

In this menu you can sort the data, filter the data, you can validate the cells, you can create the pivot table and change the data to Ms Access.

Window:

In this menu you can hide the sheet, freeze the panes and you can create the new sheet.

Help:

You can get the help topics about the Microsoft Excel.

Insert blank cells

1. Select a range of existing cells where you want to insert the new blank cells. Select the same number of cells, as you want to insert.
2. On the **Insert** menu, click **Cells**.
3. Click **Shift cells right** or **Shift cells down**.

Insert rows

1. To insert a single row, click a cell in the row immediately below where you want the new row. For example, to insert a new row above Row 5, click a cell in Row 5.

To insert multiple rows, select rows immediately below where you want the new rows. Select the same number of rows, as you want to insert.

2. On the **Insert** menu, click **Rows**.

Insert columns

1. To insert a single column, click a cell in the column immediately to the right of where you want to insert the new column. For example, to insert a new column to the left of Column B, click a cell in Column B.

To insert multiple columns, select columns immediately to the right of where you want to insert the new columns. Select the same number of columns, as you want to insert.

2. On the **Insert** menu, click **Columns**.

Insert moved or copied cells between existing cells

1. Select the cells that contain the data you want to move or copy.
2. To move the selection, click **Cut** .

To copy the selection, click **Copy** .

3. Select the upper-left cell where you want to place the cut or copied cells.
4. On the **Insert** menu, click **Cut Cells** or **Copied Cells**.
5. Click the direction you want to shift the surrounding cells.

Insert a new worksheet

- To add a single worksheet, click **Worksheet** on the **Insert** menu.

To add multiple worksheets, hold down SHIFT, and then click the number of worksheet tabs you want to add in the open workbook. Then click **Worksheet** on the

Move or copy sheets

Caution Be careful when you move or copy sheets. Calculations or charts based on data on a worksheet might become inaccurate if you move the worksheet. Similarly, if you move a worksheet between sheets referred to by a 3-D formula reference, data on the worksheet might be included in the calculation.

1. To move or copy sheets to another existing workbook, open the workbook that will receive the sheets.
2. Switch to the workbook that contains the sheets you want to move or copy, and then select the sheets.
3. On the **Edit** menu, click **Move or Copy Sheet**.
4. In the **to book** box, click the workbook to receive the sheets.

To move or copy the selected sheets to a new workbook, click **new book**.

5. In the **before sheet** box, click the sheet before which you want to insert the moved or copied sheets.
6. To copy the sheets instead of move them, select the **Create a copy** check box.

Keys for entering data

Note To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

Keys for entering data on a worksheet

Press	To
ENTER	Complete a cell entry and move down in the selection
ALT+ENTER	Start a new line in the same cell
CTRL+ENTER	Fill the selected cell range with the current entry
SHIFT+ENTER	Complete a cell entry and move up in the selection
TAB	Complete a cell entry and move to the right in the selection
SHIFT+TAB	Complete a cell entry and move to the left in the selection
ESC	Cancel a cell entry
BACKSPACE	Delete the character to the left of the insertion point, or delete the selection
DELETE	Delete the character to the right of the insertion point, or delete the selection
CTRL+DELETE	Delete text to the end of the line
Arrow keys	Move one character up, down, left, or right
HOME	Move to the beginning of the line
F4 or CTRL+Y	Repeat the last action
SHIFT+F2	Edit a cell comment
CTRL+SHIFT+F3	Create names from row and column labels
CTRL+D	Fill down
CTRL+R	Fill to the right
CTRL+F3	Define a name

Keys for working in cells or the formula bar

Press	To
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents
ENTER	Complete a cell entry
CTRL+SHIFT+ENTER	Enter a formula as an array formula
ESC	Cancel an entry in the cell or formula bar
CTRL+A	Display the Formula Palette after you type a function name in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function after you type a function name in a formula
CTRL+K	Insert a hyperlink
ENTER (in a cell with a hyperlink)	Activate a hyperlink
F2	Edit the active cell and position the insertion point at the end of the line
F3	Paste a defined name into a formula
SHIFT+F3	Paste a function into a formula
F9	Calculate all sheets in all open workbooks
CTRL+ALT+F9	Calculate all sheets in the active workbook
SHIFT+F9	Calculate the active worksheet
= (Equal sign)	Start a formula
ALT+= (equal sign)	Insert the AutoSum formula
CTRL+; (semicolon)	Enter the date
CTRL+SHIFT+: (colon)	Enter the time
CTRL+SHIFT+" (quotation mark)	Copy the value from the cell above the active cell into the cell or the formula bar
CTRL+' (single left quotation mark)	Alternate between displaying cell values and displaying cell formulas
CTRL+' (apostrophe)	Copy a formula from the cell above the active cell into the cell or the formula bar

ALT+DOWN ARROW Display the AutoComplete list

Keys for formatting data

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Press	To
ALT+' (apostrophe)	Display the Style dialog box
CTRL+1	Display the Format Cells dialog box
CTRL+SHIFT+~	Apply the General number format
CTRL+SHIFT+\$	Apply the Currency format with two decimal places (negative numbers appear in parentheses)
CTRL+SHIFT+%	Apply the Percentage format with no decimal places
CTRL+SHIFT+^	Apply the Exponential number format with two decimal places
CTRL+SHIFT+#	Apply the Date format with the day, month, and year
CTRL+SHIFT+@	Apply the Time format with the hour and minute, and indicate A.M. or P.M.
CTRL+SHIFT+!	Apply the Number format with two decimal places, thousands separator, and minus sign (–) for negative values
CTRL+SHIFT+&	Apply the outline border
CTRL+SHIFT+_	Remove outline borders
CTRL+B	Apply or remove bold formatting
CTRL+I	Apply or remove italic formatting
CTRL+U	Apply or remove an underline
CTRL+5	Apply or remove strikethrough formatting
CTRL+9	Hide rows
CTRL+SHIFT+((opening parenthesis)	Unhide rows
CTRL+0 (zero)	Hide columns

CTRL+SHIFT+) (closing parenthesis)

Unhide columns

Keys for editing data

Note To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

Keys for editing data

Press	To
F2	Edit the active cell and put the insertion point at the end of the line
ESC	Cancel an entry in the cell or formula bar
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents
F3	Paste a defined name into a formula
ENTER	Complete a cell entry
CTRL+SHIFT+ENTER	Enter a formula as an array formula
CTRL+A	Display the Formula Palette after you type a function name in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function, after you type a function name in a formula
F7	Display the Spelling dialog box

Keys for inserting, deleting, and copying a selection

Press	To
CTRL+C	Copy the selection

CTRL+X	Cut the selection
CTRL+V	Paste the selection
DELETE	Clear the contents of the selection
CTRL+HYPHEN	Delete the selection
CTRL+Z	Undo the last action
CTRL+SHIFT+PLUS SIGN	Insert blank cells

Keys for moving within a selection

Press	To
ENTER	Move from top to bottom within the selection (down), or move in the direction that is selected on the Edit tab (Tools menu, Options command)
SHIFT+ENTER	Move from bottom to top within the selection (up), or move opposite to the direction that is selected on the Edit tab (Tools menu, Options command)
TAB	Move from left to right within the selection, or move down one cell if only one column is selected
SHIFT+TAB	Move from right to left within the selection, or move up one cell if only one column is selected
CTRL+PERIOD	Move clockwise to the next corner of the selection
CTRL+ALT+RIGHT ARROW	Move to the right between nonadjacent selections
CTRL+ALT+LEFT ARROW	Move to the left between nonadjacent selections

Keys for selecting data and cells

Note To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists:

Keys for selecting cells, columns, or rows

Press	To
CTRL+SHIFT+* (asterisk)	Select the current region around the active cell (the current region is a data area enclosed by blank rows and blank columns)
SHIFT arrow key	Extend the selection by one cell
CTRL+SHIFT+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell
SHIFT+HOME	Extend the selection to the beginning of the row
CTRL+SHIFT+HOME	Extend the selection to the beginning of the worksheet
CTRL+SHIFT+END	Extend the selection to the last used cell on the worksheet (lower-right corner)
CTRL+SPACEBAR	Select the entire column
SHIFT+SPACEBAR	Select the entire row
CTRL+A	Select the entire worksheet
SHIFT+BACKSPACE	Select only the active cell when multiple cells are selected
SHIFT+PAGE DOWN	Extend the selection down one screen
SHIFT+PAGE UP	Extend the selection up one screen
CTRL+SHIFT+SPACEBAR	With an object selected, select all objects on a sheet
CTRL+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects
CTRL+7	Show or hide the Standard toolbar
F8	Turn on extending a selection by using the arrow keys
SHIFT+F8	Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range
SCROLL LOCK, SHIFT+HOME	Extend the selection to the cell in the upper-left corner of the window
SCROLL LOCK, SHIFT+END	Extend the selection to the cell in the lower-right corner of the window

Tip When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to keep the same selection as you scroll, turn on SCROLL LOCK first.

Keys for extending the selection with End mode on

Press	To
END	Turn End mode on or off
END, SHIFT+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell
END, SHIFT+HOME	Extend the selection to the last cell used on the worksheet (lower-right corner)
END, SHIFT+ENTER	Extend the selection to the last cell in the current row. This keystroke is unavailable if you selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command).

Keys for selecting cells that have special characteristics

Press	To
CTRL+SHIFT+* (asterisk)	Select the current region around the active cell (the current region is a data area enclosed by blank rows and blank columns)
CTRL+/ /	Select the current array, which is the array that the active cell belongs to
CTRL+SHIFT+O (the letter O)	Select all cells with comments
CTRL+\ \	Select cells in a row that don't match the value in the

active cell in that row. You must select the row starting with the active cell.

CTRL+SHIFT+|

Select cells in a column that don't match the value in the active cell in that column. You must select the column starting with the active cell.

CTRL+[(opening bracket)

Select only cells that are directly referred to by formulas in the selection

CTRL+SHIFT+{ (opening brace)

Select all cells that are directly or indirectly referred to by formulas in the selection

CTRL+] (closing bracket)

Select only cells with formulas that refer directly to the active cell

CTRL+SHIFT+} (closing brace)

Select all cells with formulas that refer directly or indirectly to the active cell

ALT+; (semicolon)

Select only visible cells in the current selection

The screenshot shows a window titled "Microsoft Excel Help" with a yellow header bar containing the text "How formulas calculate values". On the left side, there is a navigation pane with a yellow highlight on "What is a formula". Below this, three items are listed: "Constructing a formula", "Referring to cells", and "Using worksheet functions". The main content area on the right contains a paragraph explaining that a formula is an equation that performs operations on worksheet data. It provides an example formula:
$$=(B4+25)/SUM(D5:F5)$$
 and includes a diagram with lines pointing to different parts of the formula: "Cell reference" points to B4, "Numeric constant" points to 25, "Worksheet function" points to SUM, "Range reference" points to D5:F5, "Division operator" points to /, and "Addition operator" points to +. Below the diagram, there is a link: "Learn about [frequently used formulas in Microsoft Excel](#)." and the text "Additional resources".

About using functions to calculate values

Functions are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure. For example, the SUM function adds values or ranges of cells, and the PMT function calculates the loan payments based on an interest rate, the length of the loan, and the principal amount of the loan.

Arguments Arguments can be numbers, text, logical values such as TRUE or FALSE, arrays, error values such as #N/A, or cell references. The argument you designate must produce a valid value for that argument. Arguments can also be constants, formulas, or other functions. For more information about using a function as an argument for another function, also known as nesting functions, click [here](#).

Structure The structure of a function begins with the function name, followed by an opening parenthesis, the arguments for the function separated by commas, and a closing parenthesis. If the function starts a formula, type an equal sign (=) before the function name. As you create a formula that contains a function, the Formula Palette will assist you. For more information about using the Formula Palette, click [here](#). For more information about how to enter a formula that

contains a function, click [here](#).

About using the Formula Palette to enter and edit formulas

Entering formulas When you create a formula that contains a function, the Formula Palette helps you enter worksheet functions. As you enter a function into the formula, the Formula Palette displays the name of the function, each of its arguments, a description of the function and each argument, the current result of the function, and the current result of the entire formula. To display the Formula Palette, click **Edit Formula** [here](#) in the formula bar.

In this example, the nested SUM function is being edited by using the Formula Palette. The range K10:K19 is the only argument of the function and appears in


the **Number1** edit box. The value in each cell of the range appears to the right of the edit box. The result of the SUM function (935) appears below the list of arguments. The result of the entire formula is shown at the bottom; because the sum of the range K10:K19 is not greater than or equal to 5,000, the result is 0.05, or 5%.

Editing formulas You can use the Formula Palette to edit functions in formulas.

Select a cell that contains a formula, and then click **Edit Formula** to display the Formula Palette. The first function in the formula and each of its arguments appear in the palette. You can edit the first function or edit another function in the same formula by clicking in the formula bar anywhere within the function.

formula bar

A bar at the top of the Microsoft Excel window that you use to enter or edit values or formulas in cells or charts. Displays the constant value or formula stored in the active cell. To display or hide the formula bar, click **Formula Bar** on the **View** menu.



The screenshot shows the formula bar with a dropdown menu set to 'SUM'. To the right of the dropdown are icons for undo (X), redo (checkmark), and a plus sign. The formula bar contains the text '=SUM(D8:D14)'. Below the formula bar is a grid of four columns labeled A, B, C, and D.

operator

A sign or symbol that specifies the type of calculation — such as addition, subtraction, or multiplication — to perform on the elements of a formula. Operators include:

- Mathematical operators, which perform basic mathematical operations.
- Comparison, or logical, operators, which compare two values and produce the value TRUE or FALSE.
- The text operator & (ampersand), which connects, or concatenates, two pieces of text into a single combined text value.
- Reference operators, which produce one reference to a cell or range of cells from two references.

function

A pre-written formula that takes a value or values, performs an operation, and returns a value or values. Use functions to simplify and shorten formulas on a worksheet, especially those that perform lengthy or complex calculations.

Calculation operators in formulas

Operators specify the type of calculation that you want to perform on the elements of a formula. Microsoft Excel includes four different types of calculation operators: arithmetic, comparison, text, and reference.

Arithmetic operators To perform basic mathematical operations such as addition, subtraction, or multiplication; combine numbers; and produce numeric results, use the following arithmetic operators.

Arithmetic operator	Meaning	Example
+ (Plus sign)	Addition	3+3
- (Minus sign)	Subtraction Negation	3-1 -1
* (Asterisk)	Multiplication	3*3
/ (Forward slash)	Division	3/3
% (Percent sign)	Percent	20%
^ (Caret)	Exponentiation	3^2 (the same as 3*3)

Comparison operators You can compare two values with the following operators. When using these operators compares two values, the result is a logical value, either TRUE or FALSE.

Comparison operator	Meaning	Example
= (Equal sign)	Equal to	A1=B1
> (Greater than sign)	Greater than	A1>B1
< (Less than sign)	Less than	A1<B1
>= (Greater than or equal to sign)	Greater than or equal to	A1>=B1
<= (Less than or equal to sign)	Less than or equal to	A1<=B1
<> (Not equal to sign)	Not equal to	A1<>B1

Text concatenation operator Use the ampersand (&) to join, or concatenate, one or more text strings to produce a single piece of text.

Text operator	Meaning	Example
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& (Ampersand)	Connects, or concatenates, two values to produce one continuous text value	"North" & "wind" produce "North wind"
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Reference operators Combine ranges of cells for calculations with the following operators.

Reference operator	Meaning	Example
: (Colon)	Range operator, which produces one reference to all the cells between two references, including the two references	B5:B15
, (Comma)	Union operator, which combines multiple references into one reference	

What does the error ##### mean?

A ##### error value occurs when the cell contains a number, date, or time that is wider than the cell or when the cell contains a date and/or time formula that produces a negative result.

Increase the width of the column You can resize the column by dragging the boundary between the column headings.

Apply a different number format In some cases, you can change the cell's number format to make the number fit within the existing cell width. For example, decrease the number of decimal places after the decimal point. How to change the way Microsoft Excel displays numbers, dates, and times.

Be sure date and time formulas are correct When you subtract dates and times, make sure you build the formula correctly. If you are using the 1900 date system, dates and times in Excel must be positive values. Therefore, subtracting a later date or time from an earlier date or time would cause the error #####. (To use the 1900 date system, click **Options** on the **Tools** menu, click the **Calculation** tab, and clear the **1904 date system** check box.) If the formula is correct, although the result is a negative value, you can display the value by formatting the cell with a

format that is not a date or time format. Click **Cells** on the **Format** menu, click the **Number** tab, and then select a format that is not a date or time format.

About number formats

This topic provides reference information about:

The General number format

Built-in number formats

Custom number formats

In Microsoft Excel, you can use number formats to change the appearance of numbers, including dates and times, without changing the number behind the appearance. The number format you apply does not affect the actual cell value — displayed in the formula bar — which Excel uses to perform calculations.

The General number format

The General format is the default number format. For the most part, what you enter in a cell that is formatted with the General format is what is displayed. However, if the cell is not wide enough to show the entire number, the General format rounds numbers with decimals and uses scientific notation for large numbers. You can reset a number format to the General format.

Built-in number formats

Excel contains many built-in number formats you can choose from. To see a complete list of these formats, click **Cells** on the **Format** menu, and then click the **Number** tab. The formats appear in categories on the left, including accounting, date, time, fraction, scientific, and text. The **Special** category includes formats for postal codes and phone numbers. Options for each category appear to the right of the **Category** list.

Custom number formats

If a built-in number format doesn't display data the way you want, you can use the **Custom** category on the **Number** tab (**Format** menu, **Cells** command) to

create a custom number format. Custom number formats use format codes that describe how you want to display a number, date, time, or text.

Insert moved or copied cells between existing cells

1. Select the cells that contain the data you want to move or copy.
2. To move the selection, click **Cut** .

To copy the selection, click **Copy** .

3. Select the upper-left cell where you want to place the cut or copied cells.
4. On the **Insert** menu, click **Cut Cells** or **Copied Cells**.
5. Click the direction you want to shift the surrounding cells.