

# EMPOWERING ENTREPRENEURS

MASTERING EXCEL FOR BUSINESS  
SUCCESS



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# Introduction

There's not a lot of middle ground when it's about Excel. You've got customers who enjoy it very much, and you're going to sing the songs on the spreadsheet all day. On the other hand, you've got the ones who dislike it. They think it is the software of row and column, and however, in reality, the advanced Excel theories rely on a variety of essential skills set that can be used and recognized in virtually every role in an organization. Since you've familiarized yourself with these definitions, you must be more informed to:

- Visualize, analyze, and assess your data.
  - Build equations that will enable you to have more details on critical business functions, including workflow, project performance, financial forecasts, and budget estimates. It helps to maintain inventory and consumption levels.
  - Build a convenient data collection platform that senior managers can utilize to evaluate ongoing tasks or conditions in an organization.
  - Develop spreadsheets that help coordinate details and offer a better view of the new information.
  - Interpret and grasp data from the other agencies, suppliers, and clients.
  - Provides answers and responses to market issues by enabling users to view data more sophisticatedly.
  - Maintain a balance between diverse financial and inventory records.
  - Build monitoring mechanisms for various agencies and activities, with different workflow procedures.
- Advanced Excel preparation would supply companies with highly trained workers. It will also enable employees to help them function more efficiently in their existing positions and transition to higher-level positions.

The new MS Excel features (2016 to 2019) are equipped with many essential features, enabling you to explore the power of excel.

- Improving the efficiency and output to render yourself being an important part of the business
- Make you great at data organizing and analyzing
- Have the work faster
- Greater performance and improved production

To sum up all, it's often said that information is strength, and there's no easier way to inspire yourself, except developing your abilities and making your business more valuable through knowledge and use of technology.

# CHAPTER 1. Understanding the Microsoft Excel

MS Excel is a spreadsheet software built for Windows Operating system, Mac operating system, Android operating system, and iOS by Microsoft Corporation. It involves estimation, interactive methods, and pivot tables. It also has a macro programming language named Visual basic. This chapter of the book intends to offer essential knowledge about Microsoft Excel 2019 in detail.

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## 1.1 What Is Excel

The Excel spreadsheet program can be considered as a series of columns and rows representing a table. Normally alphabetical characters are typically allocated to columns, whereas the numbers are generally assigned to the rows. The position where one column and a row merge are named a cell. Usually, the address of any cell is indicated by the letters on top of the columns and the numbers representing the rows.

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## 1.2 Versions

Since the beginning, almost 29 editions of Excel have been released, starting from 1985 to the present date. Today, most people would have Excel 2016 edition, 2019 edition, or office 365. Each Excel edition was drastically different from the last one, just like the Mac operating system and MS Windows versions are somewhat different today. Here is a compilation of Microsoft Excel versions.

- OS-2 Versions (2.2, 2.3, 3)
- Older versions for Windows (2k2, 2k, 97, 95, 3.0 and 2.0)
- Older versions for Mac (2k1, 2k, 98, 5, and 4)
- Microsoft Excel 2k3 (Windows)
- Microsoft Excel 2k4 (Mac)
- Microsoft Excel 2k7 (Windows)

- Microsoft Excel 2k8 (Mac)
  - Microsoft Excel 2k10 (Windows)
  - Microsoft Excel 2k11 (Mac)
  - Microsoft Excel 2k13 (Windows)
  - Microsoft Excel 2k16 and MS 365
  - Microsoft Excel 2k19
- 

## **1.3 Features**

Excel offers its customers rich functionalities; the end customer can use the features according to their needs. Below is a collection of certain common functions that excel claims to offer.

### **Adding the Header and Footer**

Microsoft Excel helps us to maintain the header section and footer section in our spreadsheet file.

### **Find & Replace**

MS Excel helps its user locate the appropriate data (it might be text or numbers) in your workbook. You can also change the original data with new data.

### **File Password Protection**

It helps users secure their workbooks from unwanted access and share their details using a code/ password.

### **Data Filtering Feature**

The filtering option is a fast and simple way to locate and manage data within a collection. Only rows that follow the requirements you define for a column are seen in the filtered list. MS Excel offers two filtering functions:

- AutoFilter, which contains a filter by the option, with simple parameters

- Advance filter; used for more specific criteria;

## Data Sorting Commands

In excel, data sorting is referred to as a method of grouping data in a sequential way. MS Excel helps users to sort the data in both ascending and descending order or vice versa.

## Built-in Formulas for Various Situation s

Microsoft Excel has many built-in formulas for addition, average, minimum, maximum, etc. you can use these formulations to fulfill your needs.

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### 1.4 Tools

Microsoft Excel has many tools tailored for various users; for the time being, we have mentioned some of them, which will be addressed more in-depth in the next chapters.

**SUM:** This feature adds all the data values of the cells or a range in the document.

**AVERAGE:** In excel, this feature specifies the average values for data. It determines the total of a range and divides the result on the number of datasets of the selection.

**COUNT:** This feature counts the numbers of cells containing numerical data in the statement. This feature is helpful for the fast counting of objects in a set.

**MAX:** This feature defines the greatest value of the cells used in the selection.

**MIN:** This feature defines the lowest value of the cell used in the selection.

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### 1.5 File Types or Extensions

An Excel file may have different extensions. For the time being, we are going to cover some of the most popular types:

## **.XLS**

This file extension is the most popular one; it is the default extension of the spreadsheet that Microsoft Office produces. This extension was commonly used in versions earlier than MS office 2k7.

## **.XLSX**

This file extension is used for spreadsheet files created with version 2k7 of Excel. The new and latest default extension for an Excel file is usually XLSX.

## **.XLSM**

An excel 2k7 program creates this extension. This type includes Excel macro. It's a quick way to know that a certain file holds macros with the aid of this extension.

## **.XLSB**

In case excel files involve a significant volume of data or details, this file extension can support you by compressing, saving, and easy opening functions.

## **How You Can Find the Extension of Any Excel File**

- Pick any file you like to find the extension for
- Now Right-click this File.
- A drop-down menu of choices opens.
- Select the Properties link in the list. Please refer to the screenshot given below.
- You will have properties window in front of you.
- Under the section of file types, you will see file type or file extension.

- **Note:** Every file type does not accept all the functionalities of excel, such as formulas, etc., and then shows a warning message window. In this situation, you should change the current format of the file to make it compatible.

# **CHAPTER 2. Why You Should Learn Microsoft Excel**

Microsoft Excel is a spreadsheet program. People should learn Microsoft Excel because it helps to improve. Microsoft Excel is an easy-to-access software that is a valuable asset in all living conditions and will be proved crucial for professional growth.

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## **2.1 Where You Can Get Microsoft Excel**

Technology lovers should thank Microsoft Office for developing

Microsoft Excel numerous times because it gives us more relief from headaches than most pain relievers. This software can easily be downloaded from Microsoft Official website. Only search google and follow the appropriate links referring towards Microsoft Official website.

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## **2.2 How You Can Open Microsoft Excel**

To start Microsoft Excel 2019, you should go to Window's Start menu, select Start All Programs Next Microsoft Office and then select Microsoft Excel 2019. (Otherwise, write excel after pressing the start menu button/select the tab) A fresh, blank workbook launch and ready to insert your details .

If you are trying to open an already saved file, you should follow these steps before proceeding.

### **Step 1. Double Click Any XLSX File**

Just double-click the file to access XLSX type files in Microsoft Excel. In case when you have any version of Microsoft Excel already installed on your device (2016 or greater), the file would be opened automatically by double-clicking on the file.

### **Step 2. Drag and Drop Files into the Excel**

If Microsoft Excel is already available on your system, then with the help of a mouse click, you will drag the XLSX type file into the open spreadsheet of Microsoft Excel. To do this, select the XLSX type file, hold down the left button of your mouse, drag the file into the already opened Excel spreadsheet, and release your mouse's button. By doing so, the XLSX type file is open.

### **Step 3. The Open with Right-Click Menu**

If any version of Microsoft Excel is already installed on your pc, a pop-up menu can also help you open the file. With your mouse's help, right-click the XLSX type file and choose the "Open with" option. Then this window will offer to open recommended programs, which will help to open such a file. Click on Microsoft Excel, and the said file will be open. And if Microsoft Excel is not found in the list, you have not installed it on your pc.

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## **2.3 Understand Excel Ribbon and Its Elements**

Microsoft Excel toolbar is a row of multiple tabs and icons at the above Microsoft Excel window, which helps you quickly search, recognize, and use commands to accomplish a given task. It seems like a more complicated toolbar than it is. The toolbar first appeared in Microsoft Excel 2007 to replace the standard toolbars and pull-down menus used in the previous version of Microsoft Excel. In Microsoft Excel 2010, Microsoft further added the option to customize the toolbar.

The Microsoft Excel 2019 toolbar consists of four key components: sections, groups, launcher dialogs, and the command buttons.

- The toolbar tab includes several logically divided commands into groups.
- The toolbar group collects similarly associated commands performed as a part of a bigger task.
- The dialog box launcher is a tiny arrow in the below-right side of a group that brings up more similar commands. The dialog box launcher shows in groups that contain more commands than the existing space.

- The Command button is exactly the button that you click to complete a certain action.

## Standard Excel Ribbon

- **File:** Helps you go the backstage view that includes the main file-related commands and Microsoft Excel options. This said tab was added in Microsoft Excel version 2010 to replace the Office button in Microsoft Excel version 2007. It was known as the File menu option in earlier editions.
- **Home:** This comprises the most repeatedly used commands—copy and paste, Sort and filter, formatting, and others.
- **Insert:** It is used to add various objects in a worksheet—photos, maps, PivotTables, hyperlinks, special signs, formulas, and headers/footers.
- **Draw:** It depends on the device you are using; it allows you to draw your own choice, i.e., a Digital pen with a mouse or just a finger.
- **Page Layout:** It gives tools to customize the design of the worksheet of Microsoft Excel, as well as onscreen tabs. These tools monitor theme configurations, grid lines, page settings and margins, item orientation, and print fields.
- **Formulas:** This provides resources for adding functions, specifying names, and managing calculation options as well.
- **Data:** Hold the entire command to manage the Microsoft Excel worksheet data and link with the external data.
- **Review:** It helps you correct spelling mistakes, changes in tracking, add feedback and notes, and secure worksheets and workbooks of Microsoft Excel.
- **View:** It allows the switching of worksheet views, freeze panes, viewing and organizing various windows as well.

- **Help:** This tab provides very fast access to the Excel Help Task Panel and allows you to contact Microsoft Help/support, submit feedback, recommending some new features, and get fast access to the training videos.
- **Developer's mode:** It allows you to access advanced features—Visual Basic Application macros, Microsoft ActiveX and Microsoft Form controls, and XML file commands. This specific tab is hidden, so you need to activate it first for use. **Add-ins:** This Setting only appears
- when you try to open an old workbook or launch an add-in that personalizes the toolbar and menu.

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## 2.4 Understanding Your Worksheets and Customize the Work Environment

If you launch Microsoft Excel for the first time (by using double-clicking the icon; otherwise, selecting this from the Start menu), the program will ask what you want. In case that you want to launch a new spreadsheet, then click the Blank Workbook tab. Microsoft Excel will produce a new workbook with one blank sheet.

A selected box will be considered a cell; similarly, the horizontal axis is rows, and the vertical axis is defined as columns.

## **Customizing Excel Work Environment**

The Microsoft Excel structure is built to represent more closely, like using an excel program or the way people perform the function in the Microsoft Excel software. The elements of Microsoft Excel have been mentioned below. The Microsoft Excel interface aims to render operations and procedures with a Microsoft Excel workbook more efficiently.

The Live Preview function demonstrates improvements in the formatting of the frame. You need to move the mouse cursor on the command to show the format in the window .

Users will configure the working interface by adopting some of the following settings.

## **Creating an Excel Template**

- Launch a fresh blank workbook of Microsoft Excel. Then,
- customize your blank workbook just as you like it to be.
- A workbook must be saved with a particular file name at the required location. Further suggestions and more comprehensive steps are given below.

## **Some of the Excel Workbook Essentials You Must Change**

- **Options as Font style as well as font-size:** Highlight the sections of any worksheet that you wish to modify, and also select your choices for number, as well as alignment, font choices from the Font category, which is at the top of the worksheet.
- **In Print Settings:** Select one and more worksheets after

then select Page Layout > Page Setting group to specify print settings, which includes header and footer setting, page margins, and page orientation, also specify other print layout preferences.

- **The worksheets number:** You can add and remove worksheets, also rename sheet tabs as well, and also change the worksheet tab color. **Column size and layout:**
- Usually, you choose various column widths, choose the columns or the whole working sheet and then adjust the said column's width. **Gridlines:**
- You would like to have darker gridlines for every worksheet. Dark Borders and the grid lines display, and they do not print. To change the gridline color, select File > Options > and Advanced. Then, select Display choices for the current worksheet, after then select the title of the workbook shown in the list. In the end, under Show gridlines, choose a different gridline color. **NOTE:** Every new
- worksheet you add to your personalized default workbook will be restored to the actual formatting and style. You will choose to apply additional worksheets to the actual workbook to reserve an additional or main worksheet that you can copy if you wish.

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## 2.5 Customizing the Ribbon

Most Microsoft Excel Ribbon customizations are done in the Design the Ribbon window. It's a part of Microsoft Excel Options. So, if you start to customize the ribbon, you need to do one of these things:

### **Go to the File Tab > Select Options > Select the Customize Ribbon**

Just Right-click for the customization of the ribbon by context menu:

### **How You Can Create New Tabs for Adding In a**

## Ribbon

For making your preferred commands quickly accessible, you may insert your particular tab into the Microsoft Excel ribbon. Here is how:

Go to the Customize Setting and then Ribbon window, select bottom list of tabs, then click the New Tab Icon .

This will insert a custom tab into a custom group, so commands may only be adding to a custom group. Pick a recently created tab, called Fresh Tab (Custom), and press the Rename button to assign your tab's proper name. In the same way, adjust the default name provided by Microsoft Excel into a custom group and further comprehensive instructions. When you're finished, press OK to save updates.

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## 2.6 Setting the Colors of the Theme

On-PageLayout SettingtabinMicrosoftExcel,select Colors and choose the color you like.

### Creating Your Very Own Colors Theme

- Onthe MicrosoftExcelPage Layoutsetting tab and the Design setting Tab, Click on Colors, and then select Customize Colors.
- Press the button, which is the next button to the theme color you wish to adjust (e.g., Accent 1 and Hyperlink), and then select a good color for Colors' theme.
- For making your color theme, select More Colors, choose a color based on the Regular tab, insert color code numbers, or choose a color from the Customized tab.
- The sample pane is used for preview and the changes

which you made.

- You can also repeat this practice for these colors you like to modify.
- For Name Box, write a Name that you want for the fresh theme of colors, and click the save button.

---

## 2.7 Setting Your Formulas

On the Microsoft Excel toolbar, first, you may go to the Formulas icon > Mention as Calculation group, then click the Calculation Options icon, and choose the following choices:

- **Automatic (default):** Guides Microsoft Excel to automatically recheck all the dependent formulas for any given value, formula, and name referred to in such formulas.
- **Excluding the Data Tables automatically:** Automatically recheck all the dependent formulas excluding data tables.

Remember not to confuse Microsoft Excel Tables (i.e., Insert > Table) as well as Data Tables that estimate various formula values (Data > What-If Study > Data Table). This option prevents automatic recalculation just for the data tables, and standard Microsoft Excel tables will always be automatically calculated.

- **Manual:** Turns off the automated calculation in Microsoft Excel. Open workbooks can only be rechecking when you specifically use one of these approaches.

---

## 2.8 Proofing Settings

Proof configurations modify how Microsoft Excel make corrections and format the text when you write—this function lets you pick the settings that are used to make correction of text automatically at the same time when you type, and to store and reuse the text and other objects that you use often. Just select the AutoCorrect Options, and

then pick the option which you like.

- **Ignoring words in UPPERCASE:** Microsoft Excel ignores words written in UPPERCASE letters in a spelling check process.
  - **Ignoring words containing numbers:** Microsoft Excel ignores the specific words that include numbers in a spelling check.
  - **Ignoring Internet addresses and file addresses:** You can select this check box in case you want Microsoft Word to Miss automatically Internet addresses, as well as file names, also e-mail addresses.
  - **Flag repeated words:** Identifies and labels words that are repetitive during a spelling check
  - **Enforce the accented uppercase:** For French content, it shows accentuated uppercase characters.
  - **Custom Dictionaries:** You have to click this button to pick the dictionary you wish to use while checking the spelling.
  - **French modes:** In Dictionary, set spelling rules for the pronunciation of French words. Choose the option which you want to remain in the said list box.
  - **Spanish modes:** You have to set rules of spelling for the Spanish words. Choose the specific option which you won't remain in the said list box.
  - **Dictionary language:** It allows users to set the language of the dictionary which they wish to use.
- 

## 2.9 Best Guidelines to Work with Excel

Here's a collection of quality standards for developing Microsoft Excel spreadsheets. They can allow you to function better and generate organized data, but you must follow them.

- **Worksheet Creation:** Keeping relevant data within one tab

allowed you to utilize Pivot Tables, the functions, Subtotals, and the Worksheet Formulas.

- **Data Layout:** The Viewers usually scan the columns and the rows to understand the data's organization. By first identifying and displaying the most actual information, viewers can continue to manage and analyze data more easily. **Improved Performance:** Some large workbooks
- have better total performance than a smaller group of connected workbooks. **Data Validation Function:** Every method that
- can help remove errors is a time-saving function that can maintain the data correctly. You have to find this feature in the Data tab from the Data Tools group.
- **Absolute References:** You need to retain the reference of said cell and the same while copying and using AutoFill? Simply utilize the "\$" symbol to prevent automatic material adjustments.
- **Protect your cells:** It is used to protect important and private cells and ranges by specifying which users are permitted to perform edit or formatting tasks as well.
- **Advantage of using color:** The usage of color is a perfect way to highlight your important information and offer readers a break while reading a huge amount of data. You have to use different color options present in Conditional Formatting, Cell Types, and the regular color options.
- **Summary Sheets:** Make a named range to group the total from each sheet that you wish to make a summary from. If you want to summarize the said total sheet, choose the named range by going on the feature menu.
- **Using Cell Merge Alternative:** If you make sorting simpler, go through the Format Cells, choose Orientation, and by horizontal drop-down, will use Center Through Range to

center a mark across several cells. **Mark for simple**

- **calculation:** When you exchange and make formulas, mark the ranges and set the formulas a detailed name. Doing so would make it easy to pick vast data quantities and make it easier to understand the different formula's intent.

## CHAPTER 3. Basic Formulas and Making Calculations in Excel

Every formula, as well as functions of Microsoft Excel, are bread and butter. For both, you will feel everything more impressive and useful, and you will also enjoy doing something in a spreadsheet. This chapter presents the basic principles you need to understand to be confident while utilizing these formulas in Microsoft Excel.

---

### 3.1 How You Should Enter Formulas in Excel

Microsoft Excel utilizes the standard operators specifically for equations, i.e., a plus sign for sum (+), the minus sign for negation (-), the asterisk sign for multiplication (\*), front slashing for division (/), and the caret (^) for exponents. There is the main point: in writing Microsoft Excel formulas, you must begin formulas with an equal symbol (=). This is necessary because the cell includes, or is equivalent to, the formula and its value.

#### Creating a Simple Formula Example in Excel

Choose the cell at which the answer appears (B4, shown example).

Type a symbol equivalent (=).

Type formula which you wish Microsoft Excel to calculate (e.g., 75/250) .

By Pressing Enter. The specific formula will finish the calculation, and the result will be seen in the said cell.

When the figures of a result of the formula are big in a cell, and it appears as a hash (#) rather than a value, it indicates that the columns are not large to show the cell's value. Now you have to manually increase the column's width to show the contents of the

cells.

## 3.2 **Creating the Formulas Which Refer to the Other Cell Inside the Same Worksheet**

---

The reference of a cell address is always a variation of some column's letter and a row number that classify a cell in a worksheet. During the creation of cell reference at a similar sheet, the following points must be considered.

First, select the cell where you want to insert the formula. Now Type the symbol (=). And now follow these steps:

- Now you want to type the accurate reference in the said cell or in the top bar called formula bar.
- Select the appropriate cell to which you wish to refer.
- Type the remaining formula and then press Enter for finishing.
- For example, for adding the value in a cell A1 and A2, you must type this = sign, and click A1, and then type this + sign, then click A2 and then press Enter:
- If you want to make a range reference in Microsoft Excel, select the required cells on a specific worksheet.
- For example, for adding the different values in cells A1& A2 or A3, then type an equal symbol followed as the name of SUM method and the starting parenthesis, and then select the cells with A1to A3, and type the ending parenthesis, now press Enter:
- For granting the reference of the complete row or complete column, tap on the row number; otherwise, refer to the column letter. For example, to merge all cells in a single row,
- start to type the SUM method. Now click the first Header of a row to

indulge the reference row within your formula.

---

### **3.3 Create a Formula That Links to the Other Workbooks**

Making Links or other external cell references may be used to avoid the same data in different sheets. Which saves time, decreases error, and increases data integrity. Conduct the following measures to make an external reference:

- First, Open all of the workbooks
- Select the workbook named "Company" and choose cell B2, then type an equal symbol =
- At View Tab, on window group, select Switch windows.
- Now Click the workbook "North."
- Pick cell B2 in the said workbook.
- Now type a +
- Then Repeat the steps from 3 to 6 for your "Mid" Workbook.
- Now, Replicate measures from 3 to 5 for your workbook of the South.
- Finally, delete the \$ signs in the cell B2 formula for further proceeding.

Results:

---

### 3.4 Use of Apostrophes for Enclosing and to Full the File Name and the Worksheet Name

By Using the INDIRECT method of Excel, you can change a text string for correct reference. You may utilize the & operator to make a text series.

- Take a look at the INDIRECT method mentioned below, i.e.

Justification: =INDIRECT(A1) is shortened to (sign) =INDIRECT("D1"), and the INDIRECT method change the text string "D1" as a correct cell reference, and in other terms, =INDIRECT("D1") is shortened to =D1.

- The basic INDIRECT function mentioned below achieves almost a similar result.
- Do we still need the role of the INDIRECT? Yeah, yeah. Without the usage of the INDIRECT method, this will be the outcome.
- The use of & operator links the "D" string along with the value in cell A1.

## **CHAPTER 4. How You Can Select and Activate or Edit Cells in Your Excel Workbook**

Selecting, triggering, and making cell changes are the most common functions that someone may use in the Microsoft Excel worksheet. As a Microsoft Excel user, anyone must be able to trigger a cell and keep it working when you insert the data into it. To get an activated cell address, you need to enable it first. Although not everybody knows what an activated cell is. So, we're going to start there.

---

### **4.1 Active Cell and How You Can Activate It**

Normally an active cell is a rectangular cube, which shows the cells in Microsoft Excel. This helps us highlight the cell we are operating on and where the data entered. The active cell is often referred to as the cell pointer, the current cell, or the selected cell.

Any Microsoft Excel user can tell the difference between the active cell, and it is in the edit mode. It is also important to learn how we made a cell active. Clicking on a cell indicates that you are going to activate it. You'll see a green and grey boundary across it. Active cell indicates that it's fully ready to be transferred to edit mode. In short, we'll see how to put a cell to the edit mode.

We can change the said active cell by moving the mouse cursor and select another cell simply using the Down arrow Key, Up arrow Key, or Left arrow Key and Right arrow keys. As soon as you click the Enter key, the active cell row will go down, and if you make any changes to that said cell, you will have to pick it one more time manually before you put it in the editing mode.

---

### **4.2 Putting an Excel Cell in Editing Mode**

Suppose you press the key "F2" in any Microsoft Excel cell. In that case, the current mode will be converted to "Edit" mode, and when you press double-click at non-blank (in which the data has already been entered) Microsoft Excel Cell with the help of the mouse pointer, then the Cell mode change to the "Editing" mode.

As far as you are in "Editing" Cell mode, clicking the navigation keys would not convert the Active Cell to another cell. In "Editing" mode, move left or right with arrow buttons will allow the text cursor to shift from left or right inside the cell towards the arrow key, and the up and down arrow has zero impact on "Editing" mode .

While using the "Enter" mode, you also convert to "Editing" mode with the help of the "F2" function key. You can easily move between "Enter" and "Editing" mode by pressing the "F2" key. While in "Enter" mode, pressing every Arrow key would make the existing cell lose the focus, same as in an Active Cell. Then the next cell would be the Active Cell, towards the direction of the Arrow key.

---

### **4.3 How You Can Keep a Cell in Active Mode**

In the 2013-2019 versions of excel, these editions wrap the active cell along a dark border to recognize the cell where you are editing. Click the Enter key after the cell becomes an active cell towards the next cell. In case you are evaluating the impact of modifications in the authentic cell value, this change makes you step back until you adjust the value again. Even so, Microsoft Excel makes you disable such movement, and you retain the said cell-active unless you adjust its position manually.

- Press the "File" tab and choose "Options."
- At the left side of Microsoft Excel Options, press "Advanced."
- Uncheck "After click Enter, Shift Selection" in the Edit Options area.
- Select "OK"

---

## 4.4 Returning to an Active Cell

Some spreadsheets are wide and extend far beyond the upper and lower sides of the computer display. There are also several methods to navigate through a wide spreadsheet, but moving up and down and lose focus from the active cell is very normal. A normal scroll up or down would get you to return to where you were earlier—to the active cell. In a wide sheet, it is very difficult to return towards an active cell. Mostly, you did not remember the active cell's directions; however, it depends on how long you've wandered. Scroll back towards the active cell is the least systematic way to get there.

If you remembered the active cell, you should press [Ctrl]+G, enter the said cell address and range name, and then click OK. More definitely, you forget the cell reference, but it's OK because a keyboard shortcut key will help you to go back towards the active cell—from everywhere on a similar sheet. Once you've lost sight of the said active cell, you may use [Ctrl] along with [Backspace], and Microsoft Excel will go back towards the active cell.

# CHAPTER 5. Use of Finding or Replace Functions in Excel

The method of finding and replacing function in Microsoft Excel uses to find things in your workbook, including a certain quantity or text string. Further, you can find the search object for reference, and you can also change it with another. You can also use wildcard symbols like question marks and asterisks, and numbers in your finding terms. You can easily search rows and columns, search inside comments or values, and find inside the worksheet or whole workbook. You can easily search rows as well as columns, search inside the comments.

---

## 5.1 Use of Find Function

- To start with this, choose the entire range of cells to look inside the workbook. To search over the whole worksheet, select any cell on the currently active sheet.
- Open your Excel and click the Find and Replace option by clicking the Ctrl and F button simultaneously.
- Inside the find box, insert the characters (Words or numbers), and if you are seeking all words, click "find all"; otherwise, find next.
- Once you press Find Next, Microsoft Excel will pick the search's existing word inside a document. The second click will select the second existing word, etc. When you press Find All, Microsoft Excel would access a list of complete events, so you can click every object in the collection to navigate with the analogous cell.

---

## 5.2 Use of Replace Function in Excel

To replace some Microsoft Excel characters, which may be the text or numbers, you should use Microsoft Replacement feature. The detailed steps are given below.

- Choose a range of the cells where you wish to replace the text or numbers. To replace the character(s) of the whole worksheet, you may click at any cell on the currently active sheet. Ctrl + H is a shortcut command of a keyboard that will help you in the opening of the find and replace dialog.
- Instead, go to Home setting > then go to Editing group, and press find & Select > then replace.
- If you have just used Microsoft Excel, find the tool. Turn towards replacing tab.
- Now you see the two boxes, type within the replace dialog; the first one is the Find box wherein you type the value you want to search, and the second one is where you type the value you want to replace.
- Finally, it depends on replacing the existing value, or click on Replace All for replacing entire values in one click.

## **Use of Wildcards in Find and Replace Function s**

With the help of wildcard characters during your search, you can easily automate several finds and replace task in Microsoft Excel:

Using an asterisk (\*) wildcard to find a chain of characters. For, e.g., sm\* would find "smile" and also "smell" Use the query mark (?) for finding a particular character. For example, gray will find "Gray" and "Grey."

Let suppose if you want to find a list of words that begins with "ad," you will use "ad\*" for your search criteria. Here is an important thing that you must consider and remember, that with its default options, Microsoft Excel will search only for the criteria everywhere in a cell. It would back all these cells that already have "ad" in any shape in

other circumstances. To avoid this form of a situation from occurring, press the Options icon, and search the Match whole cell content box. Then this will force Microsoft Excel to return only the values starting with "ad," as seen in the following screenshot.

If you want to find the real asterisks or query marks in your Microsoft Excel worksheet, you should type the tilde symbol (~) before them. For example, if you want to find those cells with asterisks, you would write ~\* within the Find What box. Use ~ to find those cells that include query marks? As per your search condition.

This is the way how you can easily replace entire question marks (?) inside the worksheet with one or another value (which is number one in this example):

## **CHAPTER 6. Creating and Managing Workbooks or Worksheets**

In MS-Excel, a workbook is a series of several spreadsheets known as worksheets, and the spreadsheets reside in one File. You can take an example of an excel spreadsheet with a screenshot below. It is a component of an Excel file. This File is entitled "Book1." This File includes two sheets. The first sheet is called "Sheet1," whereas the second sheet is called "Sheet2."

---

### **6.1 Create a Blank Workbook**

This is presumably something you did in the past. This is extremely easy.

- Once you open Microsoft Excel, you can see a window that asks what you wish to do:
- To open a fresh workbook, press the double-click on a blank workbook, and you are able to go. That's all.
- If the workbook is already open, press the file tab starting from the left position of the ribbon, then you should choose the "new" one from the upper left sidebar.

Press Double-click on the fresh workbook again.

---

### **6.2 Creating a Template for Opening a Workbook From the Excel Template**

If you're saving a workbook to a template for the first time, start by setting the default personal templates location:

And if you save a workbook into a template for the very first time, start by setting the default of your personal templates point:

- Press the File > Options tab.
- Press Save, then press Save a Workbook.
- Usually this way is: C:\Users\then [UserName] Documents & Custom Office Templates.
- Press OK.
- If this Setting is done, all the custom templates which you save in the My Templates file will automatically show up within the Personal File on the New page (File > New)

This is the method for Opening a workbook from a template:

- Tap the File > New.
- Press the Personal tab
- Now Double-click the template you've just made.
- Here Microsoft Excel makes a fresh workbook based on the template.

---

## 6.3 Open an Already Existing Workbook

- For opening an already saved workbook in Microsoft Excel 2019, click the FILE tab on the toolbar at the top of the main screen.
- Now press "open," which is on the left side. Then you will see "Recent Workbooks," which are listed on the right side. For the quickly opening of these workbooks, press on the specific workbook name under "Recent Workbooks."

- Or even if you could not find a workbook from the "Recent Workbooks" tab, click on the Computer tab and select the Browse icon.
- This will open a window where you can search the Microsoft Excel workbook. Highlight a specific file that you want to open, after then press the Open icon. In this case,
- we are going to open a workbook file named tech on the net 2013.xlsx.
- Microsoft Excel will open the current workbook.
- In case you wish to open any file quickly in Microsoft Excel, you should double click on the File by mouse to open it quickly; otherwise, you also open the specific File by using a right-click on a said file.

---

## 6.4 A Business Example

A Number of a tremendous chain of free templates of Microsoft Excel are ready to be used. Take the following steps to create a new workbook file based on the Excel template.

- In Microsoft Excel 2019, go to the Excel File, then click new, and you see many templates that Microsoft Excel provides.

### **For Excel 2010 Version You Can Use the Following**

- Choose from Sample templates, and these are simple templates that are already installed on your pc.
- Look towards under com Templates group, click on any category to see the thumbnails, and then download the specific template you like.

- If you want to preview any template, just press it. A sample of the chosen template will appear with its publisher's full name, further information, and a guide about how to work in this template.
- If you'd like a preview of the template, press the Create button for downloading. For, e.g., you have chosen a good calendar template for Microsoft Excel:
- This is the template that you chose, and it will be downloaded quickly, and a fresh workbook will be created automatically, which is based on this template.

---

## **6.5 Native or Non-Native Files in Excel**

The native File is the electronic File's file layout as specified in the application generated by excel. Thus, e.g., if a spreadsheet of Excel is created, then that native format of the document is the original Microsoft Excel format (.xls).

Even so, in Microsoft Excel, you can open non-native files also.

### **To Open a Non-Native File Inside Microsoft Word 2013 From the File Explorer**

- Just click on the said File, then press open with, and then press the word (on desktop)

### **Opening of a Non-Native File in Microsoft Word 2013 by the Program Window**

- At the already Open page in the backstage screen, you will navigate to the said file location.
- In the dialog box, inside the file type having a collection on the right side of the File box, select All files to view all files inside a folder, or select the particular file category you wish to find.

- Select the required File that you want to open by the Open dialog window, then press the open icon.

---

## 6.6 Connecting Excel With External Sources

To import the data from any external resources, Microsoft Excel allows its user the freedom to get the data from multiple resources, including.

- Access of database
- The webpages
- The text files
- By other workbooks

Now, we're going to talk about how you can easily import the data from an external file.

In case you have the data in the txt file, CSV file, or text files, you can easily import the data from certain directories that are treating with them like text files. For doing this, take the measures given below:

- First, open a new Microsoft Excel Worksheet.
- Secondly, press the Data tab located at the Ribbon bar.
- Press from Text for Getting Outer Data Group. Then the Import File dialog appears.
- Then you will see the print file, txt file, and CSV file approved extensions.
- Select the specific File. The name of the chosen file occurs inside the File Name box. Now the open icon turns into the Import button.
- Press the Import button. Then the Text Import Wizard window will appear.

- Click the options Delimited to select the file type, and then click Next.
- Pick Other under Delimiters.
- Just type inside the box next to the other | (This is the delimiter in the shape of the text file you are trying to importing).
- Press the next icon.
- You will configure the data of column format for each column in this dialog window.
- After completing the formatting of data columns, press finish, the Import Data dialog box will appear.

You can observe the following:

- A grayed table is displayed for chosen. In this situation, you have a single option, which is a table for viewing.
- You can insert your data in a fresh file or either in an already saved file.
- You may select the said check box and insert the relevant data into the Model of Data.
- Press OK after completed.

The data will appear on the specified worksheet. You've imported data in Microsoft Excel workbook from the Text file.

---

## **6.7 Worksheet Operations**

There is a list of some operations of the Common Excel worksheet, which can be used by beginners and small business holders also.

### **Removing Columns or Rows**

Select the column and row header to choose the whole column and row to be erased. Right-click on every cell, making outlined row and column. Then click delete from the menu.

## **Adding a Column**

Tap the column header at that place where you wish to add a fresh column. Press Right-click button on any cell will make the column highlighted. Press the insert option from the main menu.

## **Adding a Row**

Tap the row header at that place where you wish to add a fresh row. Press Right-click button on any cell will make the row highlighted. Press the insert option from the main menu.

## **Sorting**

To select the whole worksheet tab on the gray rectangle in the center of the "A" column header and the "1" row header, which is on the upper left side of the Excel spreadsheet. Select the data by the menu bar, after then sort. For sort by, pick the column to be sorted by, and choose either ascending or descending

## **Show Formulas in the Entire Worksheet**

Press long the CTRL key, and then click the left one quote key (this key normally has a "tilde" (~) sign). Repeat this procedure to switch back to the numeric view. Note: This spreadsheet data may be printed either on the formula display and the numerical display.

## **Formulas**

Select the specific cell where you want to insert the formula, and then enter the formula. As a note, formulas must start with an equal symbol; (=). Additional details regarding the functions can be easily accessed by just clicking on the equal symbol (=); this is mentioned in the formula bar.

## **To Change the Column Width**

To select all sections, just select the column header. Press Right-

click at any cell in the marked column, click "Column Width to..." from the main menu, insert a required value for the width of the column. As a note, different column widths may be changed simultaneously by choosing several columns at once.

## **Adjusting Height for Rows**

For highlighting the whole section, tap the row header—Press Right-click at any cell on the highlighted lines. Select the Row Height tab from the main menu, set a value required for the adjustment of row height. As a note, different row heights may be changed simultaneously by choosing several rows at once.

## **Adjustment of the Numerical Data Format**

Select and move the cells that contain the numeric data—Right-click at any cell to the highlighted field. Select the Format cells. Tap to the Number tab and pick Category for the form of data inside cells. Remember, for the adjustment of the figures of decimal places inside numerical data, pick a number and insert the figures of decimal places to use.

## **For the Justification of the Cell Contents**

Please click on the cell. Select the Justification icon (either left justify, middle or right justify) at the Formatting Toolbar. Remember, all three keys will be seen on the bold, italics, and highlighted buttons on the right side.

## **Justification of the Columns and Row**

To highlight the whole column or row, just tap on the column and row headings. Select the Justification tab for (either left justify, middle or right justify) from the Formatting Toolbar. Remember, these three keys are easily found on the right side of the bold, italics, and underline keys.

## **Copying Cells Columns and Rows**

Choose the cell(s), column(s) and row(s) by highlighting. Just Right-click at any cell which is highlighted. Click the Copy tab. The chosen

cells will be copied (in a transparent way) on the Windows clipboard. Remember, the windows clipboard only keeps the last copy data.

## Pasting of Cells Columns and Sections

Choose the cell(s), the column(s), and row(s) you wish to paste recently copied data (i.e., of Windows clipboard). Remember, the chosen area would be the same in size as the data as you paste—Right-click at any cell which is highlighted. Then Click the Paste tab.

## Arithmetic Precedence Rules

Microsoft Excel always observes the rule of arithmetic precedence during evaluating formulas.

() The operations enclosed with the parentheses shall be evaluated first; the nested parentheses shall be evaluated from inside to out.

^ exponentiation

\* and / The multiplication and division method, calculated from left to right side

+ and - The addition and subtraction, calculated from the left to right side

### Example:

- A Formula =  $(5*3-4^2)$  is calculated as-1.
- A formula =  $5*(3-4)^2$  is evaluated like 5 (do it yourself)

---

## 6.8 Excel Worksheet Operations

For the adjustment of the color of the Worksheet tab in Microsoft Excel, pick the Worksheet tab which color of the tab you wish to change

- At the ribbon, press the "Home" key.
- Now press the "Format" key on the "Cells" category key.
- Roll the pointer down towards the "tab color" control.

- In the main menu bar, select the color you wish to add to the worksheet page.
- Instead, for opening the "Colors" dialog window to choose a color, press the "More Colors..." menu button.
- Instead, to delete a color inside the chosen worksheet tab, tab the "Nil Color" menu choice.
- To display the array of colors that you have created more specifically, deselect the chosen worksheet tab.

---

## 6.9 Hiding/Unhiding the Excel Worksheet

In case you want to see only one or two invisible sheets, here is the method how you can unhide them:

- Just Right-click on any sheet, then select unhide by context menu tab of your Microsoft Excel.
- Pick any hidden sheet you want to show at in the Unhide box and then press OK (otherwise, double-click the said sheet name), then it is done!
- In addition to the background menu with the right tap, from the ribbon, you will reach the Unhide dialog box:
- In Microsoft Excel 2003 or earlier, select the menu Format, and then select File > Unhide.
- Go to the Home menu in Microsoft Excel 2007, Microsoft Excel 2010, Microsoft Excel 2013, and Microsoft Excel 2017 > group of Cells, press Format, the point is to Hide & Unhide, after then click Unhide...

---

## 6.10 Going to the Named Box

- Name Window displays the working cell address. For, e.g., if you have chosen the C1 cell, the working cell address would be displayed as C1 in the name box.
- The first case in Microsoft excel is where we were dealing in excel. We click another key on the screen, the working cell is missing, and we don't realize what the current cell is anymore.

## Using Go to Function

Choose the cell block. In the snapshot below, we pressed enter after typing B100 in the name box. This picks a set of cells, and you don't have to move your cursor over your workbook.

---

## 6.11 What are the Hyperlinks

The Microsoft Excel HYPERLINK feature returns back a hyperlink from the said destination, the "friendly name." You may use HYPERLINK to create a clickable hyperlink using a formula. HYPERLINK role will link to workbook places, internet sites, or network server data. Now take an example below.

- Type="=hyperlink ([http://example.microsoft.com/report/budget report.xlsx]Annual!F10" for any cell, [file])"
- It will make a hyperlink to the cell F10 within in Annual Excel Worksheet in the workbook, which is saved at
- http://example.microsoft.com/report. The cells on the worksheet that includes the hyperlink show up the content of cells D1 like the jump text.

---

## 6.12 Modify Theme for the Workbook

Workbook Theme helps to offer your workbook in unique feel and

look.

- Select the Layout tab.
- Press the theme tab. Small thumbnails display a single theme appearance.
- Pick a theme.

## Defining a Fresh Custom Theme

- First, Go to the Layout tab.
  - Then select colors from the Themes portion.
  - Pick Customize Colors.
  - Now Change the colors of your favorite palette from the pop-up pane.
  - Remember to press the Save tab while renaming the theme.
- 

## 6.13 Modify the Page Setup

We always face a problem where the columns covered the whole page and 1 column still does not fit on a page, then the said document move to another page. To fix this problem, we need to use the margins / Ruler /options in the Microsoft Excel Page Layout tab

- Now Press the Microsoft Excel Page Layout tab. Then you can see a variety of operations accessible, each of these consists of many choices.
- Press on the "Margins" tab under "Page Layout," and you will see various margin choices. Ideally, there are four of them— Final Custom Settings, Standard, Broad, and Small margins. You should pick anyone according to your needs.

- Press on "Narrow" margins. They are narrow down margins; they also provide more capacity to obtain the columns.  
To adjust the style, go to "Page Layout" settings and click
- the Orientation button next to the Margins icon.

You may also adjust the height of the paper to get a good printing page. Then go to the "Page Layout" setting and press the "Size" button below. This option helps you adjust the paper size of that document before it is ready to print.

If the data is huge, it has a vast number of rows (assume 10,000), it won't fit on a single page anyway. It's going to go on several pages. The biggest issue is that the column names are only available on the first side. So, what about the other pages where the data will populate? It's going to be hectic to determine which column belongs for what. Consequently, having column names of a single page is necessary when setting the page.

- Tap the "Page Layout" tab, then go to the "Print Titles" button. Select that icon.
- As quick as you press the "Print Titles" icon, a fresh "Page Setup" window opens up whereby the "Sheet" option is enabled (Because you choose Print Titles)

---

## 6.14 Inserting and Removing Columns and Rows

### For Inserting Rows

Choose a row and a heading under where you wish the new row will appear. For, e.g., if you choose to add a new row among rows 7 to 8, choose row 8.

- Now click the add command on the Home page.
- The fresh row appears above the chosen row.

## For Deleting Rows

Pick the row(s) as well as the column you wish to erase. In this case, we're going to pick rows 6 to 8.

- Press the Delete button, which is on the Home page.
- The chosen row(s) will be removed, and the row(s) under will be moved up. In this case, rows 9 to 11 are rows 6 to 8.

## Deleting Column

- Pick the column(s) you wish to remove. In this case, we're going to pick column E.
- Press the Delete command, which is on the Home page.
- The chosen column(s) will be removed, and the columns on the right side will be shifted to the left side. Column F is called Column E in this case.

---

## 6.15 Adjusting the Row Height as Well as Column Width

### Column Width

- Place the cursor on the column line at the column heading; this cross became the double arrow.
- Press and pull the column from the right side to maximize the width of the column and from the left to reduce the width of the column.
- Release the mouse. Now the width of the column will be adjusted easily in your spreadsheet.

Remember, If you see these pound signs (#####) inside a cell, it means the said column is not vast enough to show the cell data. Simply extend the width of the column to display the content of the cells.

## **Modifying Row Height**

- Place the cursor along the row line so that the white cross shows a double arrow
- Press and move the row down to raise the height of the row and up to reduce the height.
- Release the mouse. The worksheet will adjust the height of every chosen line.

---

## **6.16 Hide and Unhide Rows and Columns in the Worksheet**

Begin by selecting columns and rows that you wish to hide. You can easily do this in a couple of different forms mentioned below.

- To select several adjacent columns and rows, choose the first column and row, press the Shift key button long, and then select the last column and row.
- To select several non-adjacent columns and rows, press the first column and row, press the Control key long (which is Command on Mac), then click the other columns and rows.
- To use the name box, write a cell name inside the name

box on the left side of the formula area. E.g., if you wish to hide the 2nd row, which is type B2.

- If you have made your selections, then follow these two ways to hide the columns and rows.
- Just Right-click on the column and row you wish to hide, then choose Hide. (This way will not work if you have typed in the said column or row identifier.)
- Press the Home tab, click format> Hide and Unhide inside the Cells group, and choose whether Hide Rows and Hide Columns.
- When the column or row is hidden, you will see a slim double row showing where the hidden column or row is placed.

## **How You Can Unhide the Columns or Rows from Excel**

- Just Right-click the slim double line that shows the hidden row and column. Now click Unhide.
- Choose the two columns and rows in the nearby place. On the Cell Group of Home tab, click Format, Hide and Unhide, and then select either Unhide Rows or Unhide Columns.
- To unhide entire columns and rows in the spreadsheet, select all the rows by using the Key "Control" along with the "A" key (Command along with A on a computer) keyboard shortcut. Just right-click, and choose Unhide

---

### **6.17 Add and Customize Header and Footer**

- First, go to the Insert > Text Group, then press the Header & the Footer icon. The worksheet would be changed into

the Page Layout Format.

- Here you can type text, add an image, apply a preset header and special elements to each of the 3 header boxes, which are at the top of the screen. The central box is chosen by default:
- In case you want the header to show at the top left and the top right side of the page, press the left or press the right box and type any detail there.
- When completed, click wherever on the said worksheet to exit the header field. Click Esc to leave the header box despite retaining the changes.
- As you wish to print out your worksheet, then the Header would be displayed on each sheet.

## **To Insert the Footer**

- From the Insert tab, press the Header and Footer button inside Text Group.
- In the Design tab, select Go to Footer; otherwise, navigate down toward the footer box at the end of the said page
- Press the left, middle, and right-footer box, depends on the position you choose, and then type any text and insert the data you want. To insert a default footer, then please follow these measures to create a custom Microsoft Excel footer. Now see these instructions. When it's completed, click
- wherever on the specific worksheet to leave the footer field.
- E.g., add page numbers under the worksheet, select one of the footer areas, and then click on the Template tab inside the Header and Footer group.

## Customize the Header and Footer

- To easily change the font type or font color of the header as well as footer, pick the text along with the appropriate formatting setting in the pop-up box.
- Instead, pick the text header and the footer you wish to modify. First, go to Home, Font group, and choose the format choices required.

---

## 6.18 Warning Messages and Data Validation

Data validation is the feature in Microsoft Excel used to monitor what a user will insert in a cell. For example, you might use the data validation to ensure that a number is between 1 and 6, ensure that the date occurs during the upcoming 30 days, and otherwise ensure that a text entry is smaller than twenty-five characters.

Data validation will show a message to the users that inform them what is accessible, as seen below.

- The validation of data will also ignore invalid user input. Here's an example: If a code of any product is unread or fails to validate, you can show any desired message. Further, the data validation will be utilized to present the user along with a predefined option inside the drop-down menu also:

This would be a simple method to give the user the same values that fulfill the needs.

## Customize the Errors

Recognition of the Data is carried out using the Microsoft Excel user interface rules on the ribbon data tab.

- The Data validation has specified a window with three tabs:

Settings, Input Message, and Error Warning.

The Input Message option defines the message to be shown when a validation rule cell is chosen. This Feedback Message is entirely optional. In case when no input message is placed, no message may show.

- The Error Message Tab monitors how validation is implemented. For example, when the design is configured to "Stop," invalid data causes a message window, then the input is not enabled.

---

## 6.19 Enabling the Developer Tab

The steps you need to follow to enable the Developer tab seem to be super quick.

- We need to right-click at any of the current tabs which are on our ribbon.
- This unlocks the Options menu. Then we need to use Customize the Ribbon also.
- Then pick the Developer checkbox and press the OK icon.
- The Developer is tab available now.

---

## 6.20 Macro Recording and the Security Option

- Click Macro security on the Developer tab, which is in the Code Group.
- To activate the Developer tab, also see the display Developer tab

Now click the choice that you wish to be in the Macro Setting tab.

## Recording the Macro

The Macro Record feature works the same with all new versions of Microsoft Excel: 2010, then 2013, then 2016, and current ones.

- Just click on the Macros command of the Display section inside the Macros group.
- Just Press the Record Macro tab.

## Macro Record Dialog Window

1. Enter the name of the macro. Choose a different name that defines the macro specifically. You could not be utilizing spaces for the name.
2. Press a key for the shortcut. Then you'll be able to execute the macro using this shortcut key.
3. You can choose where you want to store these macros. Normally, you can accept its default value.
4. Enter a short text to simply clarify what the macro does.
5. Select OK now.

Remember, every keystroke is recorded after pressing OK.

- To stop the recording, press the Macros command on the Macros group's Display tab, then select Stop Recording.

---

## 6.21 Backward Compatibility

When you upgrade to a new edition of Microsoft Excel, and you know that you're exchanging workbooks with others who haven't

upgraded Microsoft Excel yet. You should then use the compatibility checker, which will help you find functionality or details that may not be present with an earlier release, so you can easily fix any of these problems before sharing them with others.

- Press File, Export, and Modify File Form
- Just Double-click Microsoft Excel 97 to 2003 Workbook (\*.xls) below Workbook File Types.
- Select a folder place of the workbook for Saving As pop-up box.
- Enter a fresh file name (otherwise, use the one which already exists) in the File Name box.
- Press the Save tab.
- In case the Compatibility Checker appears, evaluate any compatibility problems that have been shown.

---

## 6.22 Workbook View

Microsoft Excel provides three sample workbooks, Standard, Page Layout, and Page Break view.

### Normal Mode

You may go back to the standard view at any moment.

### Page Break Mode

Here is the Page Break Preview which gives you a good overview of where the pages break during printing a text. By using this view to you can easily press and move page breaks.

- On the Display tab, press Page Break Preview in the Workbook display group.

## Page Layout Mode

- By using the Page Layout view, it helps to see from where pages start and finish and to include headers as well as footers.
- Just click the page layout, which is on the Display tab of any Workbook Views group.

---

## 6.23 Zoom Function for Workbooks

There are 3 ways to zoom more in on a working sheet.

- The zoom slider is located on the home screen
- The Zoom tool is located on the Microsoft Excel ribbon at the view tab
- The Zoom at or roll along with the Intelli-Mouse choice

## Zoom Slider

- **To set up a custom zoom acceleration:** The Zoom group's Display tab includes three ways to change your spreadsheet view easily. When zoom, 100 percent, and Zoom for Selection.

## Set a Custom Zoom Magnification

For opening the Zoom dialog window, select the Zoom option. The Zoom dialog window includes default magnification settings ranging from 25 percent to 200 percent, the custom magnification or zooming options to match the current range.

## Zoom Using the Shortcut Keys

The keyboard variations that help to zoom in and zoom out of the worksheet include the use of:

- ALT key.
  - The Key of ALT with W and J enables the 100 percent zoom function at the ribbon.
  - The Key of ALT with W and G enables the Zoom at ribbon to be picked.
  - The Key of ALT with V and Z unlocks the Zoom dialog window.
  - The Key of ALT with W and Q unlocks the Zoom window.
- 

## 6.24 Freezing Pane and Splitting Windows

In case you have a huge data table in Microsoft Excel, it might help freeze the rows and columns. In this method, you will hold rows and columns visible when scrolling across the rest of the workbook.

Just follow the following to freeze your top row.

- Select Freeze Panes right from the Display tab of the Window Section.
- Then press the option called "Freeze Top Row."
- Finally, Scroll with a mouse just down for the rest of your worksheet.

As a result, Excel will immediately attach a dark gray colored horizontal line to indicate that your upper row is now frozen to its user.

To retain the worksheet section accessible when scrolling to another section of the worksheet, then go to the Display tab, from where you freeze panes easily to lock particular rows and columns in place can break panels to make different windows in the same worksheet.

- In case you want to freeze the left side column instead,

click view, then Freeze Panels, and then Freeze First Column.

## For Splitting the Panes

To break the panes, you must follow the mentioned instruction below.

Pick a cell under the row you intend to split—choosing row 13 divides the said worksheet under row 12. Then click Display, Window, and Break. Delete the split by pressing the Split key again.

---

## 6.25 Show Formulas

Before you provide the simple Microsoft Excel formula list, let's describe the main words just to ensure we're on the very same page. Now, what are we going to call a Microsoft Excel formula and Excel function? The formula is the expression that measures values inside a cell and in a cell set.

For example, equal to A2 sum, A3 sum, and A4 sum are a formula that sum values cells A2 by A4.

The function is a predefined formula that is already available in Microsoft Excel. Functions do specific calculations in a particular order dependent on specified values, which call arguments or parameters. For example, instead of defining an individual amount to be added as in the formula mentioned above, you can also use the SUM method to add some cells: equal to =SUM (A2: A4)

Now you can easily find all the Microsoft Excel functions present in the Function gallery on the Formulas icon:

There are more than 400 functions in Microsoft Excel, and the amount is rising from one version to another version. Of course, it isn't easy to memorize all of them. Also, you don't need to do this. The Function Wizard can help you to locate the function that is ideally fit to a given role, whereas the Microsoft Excel Formula

Intelligence can prompt the syntax and arguments of the function as quickly as you enter the name of the function proceeded with the help of an equal sign inside the cell :

Click the name of the function that will transform into a blue color hyperlink, which will open the Support topic for this function. Below are a few simple formula examples that you should use and learn.

## **SUM**

The first Microsoft excel function that you shall be associated with is this one that executes the simple arithmetic procedure of the addition. When required, you may make other sums with a single formula, e.g., add values in the cells B2 via B6, and then multiply the total by five:

Put the formula as = SUM (B2:B6)/ (five) 5)

To sum up the parameters, just use the SUM IF method, in the first argument, join the list of cells which will be evaluated against the requirements (A2:A6), in the second argument—the criteria themselves (D2), and final argument—the cells to the sum of (B2:B6):

SUM IF (A2:A6 and D2 and B2:B6)

In your Microsoft Excel worksheets, the formulas can look identical to the following :

## **AVERAGE**

In MS-Excel, the AVERAGE function does just as its name looks, i.e., it seeks an average for the data, or arithmetic mean, for the numbers. It has the similarity with SUM's syntax:

AVERAGE (number2, [number3, number4], ...)

Getting a closer look at this formula will provide you an idea that this formula is centered on the stated formula; what it does is, first, determine your data values from cells B2 and B6. Then divide the

outcome by the number of total numbers. The Excel feature for AVERAGE is executing these equations quietly in the field. As an option, if you divide the total over the count, you may copy the formula into the cell. The typical number is (B2:B6) For making the average of the product of all the cells depending on their state, take the given formula where (A) is the parameters set, (D) is pointing to criteria, and (B) is the cell that will be averaged:  
type"=Average if (A2:A6,D3,B2:B6)"

## **MAX & MIN**

The formula for MAX and MIN is mostly used to find the maximum and minimum values as it offers a methodology to do so. So, we need to use formulas that are easy to do calculations on.

Type=MAX (B2:B6)

Type=MINIMUM (B2:B6 )

## **COUNT & COUNTIF**

If you want to find out that how many numbers a cell contains in a given set or how many times it holds statistical values (i.e., number or date), you can easily measure the number of cells containing numeric values using just a calculator or by hand, Whereas the Excel feature for counting is very fast; it will return the count in no time.

For each row, count the values from value1 down to value2. As for the COUNT function, if the cell is null, it just counts. If it has a higher value, it will count it. Even if the cell has logical values, the function will work

The program COUNTA[value2, [value3], ...]

For, e.g., if you want to find the number given in a cell residing in

column B that has a certain meaning, by: =COUNT (B: B) It will count all of the cells which are not empty in column B, and a basic formula is: CountA(B: B)

As shown in the formula, consider it important to use the "whole-column-reference" (B: B) it applies to all of the cells inside column B. The key distinction between COUNT and COUNTA is that COUNT deals exclusively with integer values, and COUNTA outputs the complete number for non-blank cells residing in column B ,

## IF Function

Based on the amount of IF function feedback on the developer's site, the IF feature is the most common function used in Excel. You may use this formula to query a spreadsheet for evaluating a condition and returning one value or executing one measurement if that condition is satisfied, and the alternative value if it fails to match the criteria.

IF(logical test1,[value if true],[value if false]).

For example, if there is at least one completion (i.e., meaning is there for column C) or not, the given IF statement tests. Then for evaluation, you first make use of the "not-equal-to" operator ("<" in this case) in conjunction with that an empty string ("") (""). If cell C2 has a certain meaning in it, the formula will return "Yes," and if not, then "No" will result.

Here is the syntax IF(C2<>"", "Yes", "No")

---

## 6.26 Select the Print Area and the Microsoft Excel Workbook

Often you would only like to print a portion of the worksheet. You should specify the area such that, if you print, only the set of cells will be printed.

- Choose the cells that you intend to print.
- Select the Layout tab of the page.
- Press the Print area tab.
- Select Set Print Field.

A dark-gray border exists across the printing field when you go for print, only cells inside the range shown on the page.

## **Using the Page Breaks**

For an excel worksheet, the Excel program dynamically splits the document into a few parts depending on the spaces or boundaries it approves or distributes. However, this function can be altered to split the pages up for printing into individual sheets.

- Press on the Display link.
- Scroll to view the next tab (page break).
- Select "Remove All" from the status bar in the lower left hand of the slide. This excels sheet will appear in Page Break Overview view modes.
- To skip forward in the text, you can press and drag the page to switch to a new position.

---

## **6.27 Save your Workbook to Remote Destinations**

To begin, you need to first select or identify the workbook you want to share. Just click the File icon to access the Workbook in Microsoft Excel. In the left window, choose to share. The figure under “indicates” the initial setup of the share, along with the Invite Person option chosen.

Just clicking Share inside the left navigation pane will open the sharing method.

You need to save the excel workbook to a cloud destination before you can post it. Please press Save to Cloud option. Identify the right spot, then. Click the Live SkyDrive icon. Then press the SkyDrive account, just like the one seen in the figure below .

After you have finished saving your workbook remotely to the SkyDrive, now you have several choices, as shown in the Figure given below, for managing user's access to saved files. Some choices need further research on your own. You can search for them on the internet too.

From this point onwards, you are now able to share file locations with others. For sharing data in Excel 2013-2019, click the File menu in the ribbon, then click Share, and finally select Excel's several sharing options in detail.

When Excel is accessed, an individual may have an invitation to modify the file, and doing so saves modifications instantly to the file remotely. Just in case you don't wish the file to be changed by anyone else, then options are available, and you can search for them from the editing section and dropdown menu.

Now is the time to give out your invitation links to everyone on your invitation list. To share this page, simply press the Share icon. If you respond to an invitation, Excel gives you a text message.

## **CHAPTER 7. Make a Basic Understanding of the Main Screen**

The beginning screen is the first MS-Excel screen when you launch the Excel program. The screenshot below displays the Launch screen in MS-Excel 2019. The Excel Launch Screen is displayed into two panels: 1) the left panel, 2) and the right one.

The panel (colored in green) placed on the left side includes many recently accessed Excel data. The list below that includes recently opened MS-Excel sheets is the "Open another workbook" component. If you press "Open Other workbooks," MS-Excel brings the Backstage display where a current Excel folder can be accessed. The most significant button on the right panel is called "Blank workbook" You will open a fresh blank MS-Excel workbook by choosing the "Blank workbook" tab.

The latest Excel workbook includes a single original worksheet (marked as Sheet-one) in the new workbook (marked as Book1), as seen in the picture given below.

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### **7.1 Ribbon Navigation**

MS-Excel Ribbon is the first subject discussed by our Introduction to MS-Excel. The ribbon is a tab first released with MS Office 2007, is a core component of the MS-Excel app, which provides links to much of its functions, services, and amenities. However, now it's the case for all advanced product bundles. There is also a range of other ways to control Excel functions and circumvent the MS-Excel Ribbon .

#### **Home Tab**

- The MS-Excel Ribbon Home Tab includes the basic editing

& formatting options that you use the most. The Clipboard

- provides a long-winded way to execute basic clipboard operations. Split, Copy, and Paste. Mostly, people want to use keyboard shortcuts (Ctrl-X, Ctrl-C, and Ctrl-V) or select certain options from right-click menu).
- Font helps you adjust the versatile appearance of text you join in your Excel spreadsheets, e.g., font, scale, and color.
- In MS-Excel Ribbon, The Font includes the Launcher press, which shows you the Format Cells box, and the Font tab is enabled.
- ~~The~~ Orientation offers flipping and wrapping commands—helpful for lengthy headings—to combine cells and monitor all horizontal and vertical orientations.
- In MS-Excel Ribbon, The Alignment feature includes a launcher button that shows the Format Cells box was activated by the Alignment tab this time.
- MS-Excel Ribbon offers the Number option, which offers data display options, such as managing how many decimals are placed with the numbers and pattern of dates displayed on the screen.
- Number Category includes the Launcher button that shows the Format Cells display box triggered by the Number tab.
- The Styles Category offers automated formatting choices in comparison to manual formatting provided by Font Group. Such solutions provide strong conditional formatting commands from MS-Excel.
- The Cells category offers commands to control cells, columns rows, like adding, removing, and defining widths and heights. MS-Excel also provides choices for hiding, shifting, and securing the Excel sheet overall.
- Editing has a range of common commands for inserting and manipulating cell details. The AutoSum method is used to construct basic formulas with only single or double clicks

easily. The Sort & Filter options can easily sort the data vertically where the cursor is placed. The category also provides options for removing, locating, and replacing records.

## Insert Tab

- The Tables Category helps you build Excel tables (used to record column information) or pivot tables. While the pivot tables contain their information throughout the workbook cells, they then forbid usual entry to that same cells; those cells throughout the pivot table can't be individually changed.
- The Drawings Category provides possibilities incorporating electronic images and vector graphics for Excel. Photos may be dragged from a hard-disk or the internet—there is also the ability to search images from Bing. Vector photos may be drawn in MS-Excel using the figures and Smart Art keys. The Screenshot button helps you record every aspect of any window running on your monitor screen.
- The Excel Ribbon Applications category lets you use MS Office Solutions apps. Office applications are identical to Apple and Android applications—they are simply the apps that Excel (or different Office software) can host; they have a valuable feature or utility that is not indigenous to the program.
- MS-Excel Ribbon Charts Category helps you to connect Excel diagrams and pivot diagrams to your workbook. The pivot map is essentially a chart that utilizes a pivot table as a database rather than the standard Excel data limit.
- MS-Excel Ribbon Charts Category includes a launcher icon that shows the same dialog box as when you press the suggested Charts button.

- MS-Excel Ribbon Reports Category comprises just a single item—The Power display icon. Power View is the default Excel add-in that needs to be enabled. This helps you to create beautiful market visualizations powered by the latest Excel Data Model.
- MS-Excel Ribbon and Sparklines category help you to add sparklines in your workbook. Sparklines are miniature maps that are seen in cells, typically next to data they add and offer valuable visual cues as to patterns.
- The MS-Excel Ribbon Filters category includes buttons to connect slicers and timelines to columns, pivot tables, and maps. These two components have a highly interactive framework for filtering arranged data. Slicers may be used for any form of data kind, while timelines are used in filtering dates.
- The Excel Ribbon Ties category includes the Hyperlink click only. Hyperlinks function in almost the same among all MS Office goods. In MS-Excel, you can put a hyperlink click to any cell or set of cells, which will carry the user to some other workbook, open a separate workbook, generate a new email address, or open a website.
- The text helps you attach text-based items that exist on the entity's layer above the worksheet cells. You might include text frames, head footers, WordArt, signatures, and use the MS Object Linking Embedding technologies to attach objects.
- The Excel Symbols category has choices to insert calculations and symbols. Symbols may be introduced in a cell as every other character. However, calculations are embedded in the text box on the piece's substrate at the top of the worksheet cells. Excel offers a complex calculation toolbar to customize calculations, featuring thousands of arithmetic and science symbols and forms.

## **Page-Layout Tab**

- The Themes Group enables you to use the default Themes feature that is now popular with all MS Office products. Themes give a simple and fast way to control the layout of the entire article. Selecting options from the features, Colors, icons, and Effects drops menu items found in the features Group can change the look of the cell types and graphic materials in a single hit using stylish and well-coordinated colors.
- Excel Ribbon Page Configuration Category includes commands that you usually want to use when printing a file, for example, to adjust borders, alignment, and page size and define the area of the print.
- Excel Ribbon and Page Setup category include a launcher button that shows the Page establish dialogue box and Page Setting tab allowed.
- The Scale to Suit Category includes the commands contained in the Scaling portion of the Page Configuration dialogue.
- Excel Ribbon and Size to Match Category include a launcher button that shows the Page Configuration dialogue box triggered by the Page tab option.
- Excel Ribbon and The Sheet Options Category include the option for hiding and viewing gridlines, column, and row headings on both computers and at the time of print.
- Excel Ribbon and The Sheet Options Category include a launcher button that shows the Page Configuration dialogue box, this time triggered by the Sheet tab options.
- The Excel Ribbon and The Organize Category include a variety of separate Tab options. It provides a set of commands that align and organize items, such as Carry towards Front, Sends towards Back, and separate.

## **Formulas Tab**

- The Feature of formula Category helps you to connect all of Excel's few hundred tasks for formulas. The functions are split into divisions, with the final stage (More Functions) revealing, in a submenus sequence, all categories with no decline-down menu.
- This category does not require a launcher icon, as the key formula-related dialogue (Insert Structure) can be reached through the final choice in all of the drop-down options. The
- Excel Ribbon Identified Names category is associated with the development and administration of names. In comparison, Names are just an Excel resource that helps you to connect a text mark (name) with a set of cells, an equation, or a static attribute (taxation rates). When building a formula, you should be using the name rather than the value it reflects. This brings consistency to your equations and allows you an effective mechanism to adjust several formulas by modifying the meaning consisting of a single word.
- Excel Ribbon and the Formula Auditing category options are built to help you identify flaws within formulas. Using such choices, you can easily spotlight the cells with which the formula applies, and likewise, or step through with a complicated formula, sentence by sentence. The Excel
- Ribbon Computation category has commands that monitor how and then when Excel executes calculations. There is a need to measure the formula's results that may negatively affect the functionality of a worksheet in worksheets containing several equations formulas that connect to outside workbooks. This category then provides the option to render a manual calculation so that Excel can only execute calculations when you press the Calculate Now icon.

## **Data Tab**

- The Get outside Data tab includes commands used to insert data from various sources into Data Structure and could then be used to execute data processing and visualization, utilizing pivot formulas, pivot charts, and the Power View option. All these functions can also be contained in the Power Pivot option, which gives you a variety of potential functionality for modeling acquired sets of information.

The Excel Ribbon Links tab has ways to deal with current

- ties. The Relations button shows the Worksheets Connections dialogue where you can search and uninstall connections. The Refresh Everything button helps you swap old versions of downloaded files, indefinitely preserved in a data structure, with the new edition from its actual author. The MS-Excel Ribbon Sorts & Filter tab

commands enable

- you to conduct simple & advanced sorting and tabular data processing. The Sorts A to Z & Sorts Z to A keys enable one-click sorting through a single column, whereas the Sort button shows the Sort menu to enable multi-column sorting, color sorting, and personalized sorting.

In the same manner, the AutoFilter button helps you to

- easily filter details according to predetermined parameters, while the Specialized Filters command enables you to separate data that meets more complicated criteria.

The MS-Excel Ribbon Computer Tools tab offers access to

- advanced, integrated MS-Excel utilities, one of which executes a useful information manipulation job. For example, the command Texts to Columns helps you filter information currently inside a single column (usually after being compiled into MS-Excel) into different columns. The category also provides strong Delete Duplicate files and Flash Fill instructions.

- The MS-Excel Ribbon Research Methods (Goal Search, Scenarios, and Datasets) also include data analysis tools

that have become part of MS-Excel's age-old arsenal. The

- MS-Excel Ribbon Layout Category is home to some other long-standing MS-Excel function named grouping and highlighting—applying a level of self to various rows and columns. This skill is really helpful to make it easy to handle and control huge worksheets.

## **Review Tab**

- The Proofing tab includes the popular Spell-checker and Text commands; and a testing method that helps you conduct searches in a variety of local and web resources, like Bing and Encarta.
- The MS-Excel Ribbon Language tab is a subclass of an analysis method that helps you convert familiar terms and phrases from it into more than thirty different languages. The
- MS-Excel Ribbon Comments tab allows you the option to annotate feedback on workbooks, also for your gain and as a workspace facility, and express your views on workbook material with colleagues. The category has buttons for making, uploading, removing, posting, and hiding messages.
- The MS-Excel Ribbon Adjustments tab has the strongest commands on the Analysis Page.

## **The View Tab**

- The Protective Sheet and Protective Worksheet commands can also be used to limit access to particular cell ranges, monitor user changes, and maintain the worksheet layout. There are several commands to exchange worksheets with other users and log improvements made to the same worksheet by various users.

- Workbook Views tab buttons adjust the ways the workbooks are displayed. The regular view is designed for speed; Page Split Preview enables you to configure the page; Page Design offers an accurate overview of how papers are printed. This view enables you to save more on- screen and site configuration attributes.
- The MS-Excel Ribbon Display tab has commands that help you view and hide the MS-Excel GUI's main elements, like row or column headers, grid lines, and formulation bars. The
- MS-Excel Ribbon Expand tab buttons monitor the magnification you see in your job. For example, you may illuminate a list of cells and press the Maximize to select key to automatically maximize in or out MS- Excel so that the chosen range could fill your screen. The MS-Excel
- Ribbon Windows Category provides solutions that help deal with a variety of several documents. For example, the Organize All commands would simplify and scale all windows presently opened so that you could see its contents simultaneously. The MS-
- Excel Ribbon Modifiers tab also has common drop-down control that helps you display most of the modifiers in all the other open worksheets and create original macros. (Macros are just an automated set of instructions that can be performed automatically by clicking a key.

## **Help Tab**

A new Support tab appeared in MS-Excel throughout 2018. The MS-Excel 2003 Support menu was limited to a circled query mark in the upper right corner of MS-Excel 2007-MS-Excel 2016. Support is a complete ribbon tab now.

- The very first icon is MS-Excel Support online. Excel users have regretted the transition to online support and have

always been fond of recalling the olden days of offline assistance. Although, with time, online support is improving. There have been about 2,000 web support posts and more than 50 million views each month.

- Feedback lets you submit a screenshot and a comment on what you want or don't like. The Excel team is constantly reading these suggestions. The display guide unlocks a
- support panel with a range of recent videos incorporated into Excel.

## CHAPTER 8. Formula Bar

Formula Panel is where all the details or formulas are inserted in the workbook for the selected cell is displayed. You may use the Formula Tab to change the information or formula with an active cell.

The current cell reveals the effect of its formula when we read the formula through the Formula panel.

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### 8.1 Navigating on a Ribbon to Use the Formula Tab in Microsoft Excel

Formula Bar seems to be the region at the peak of the Excel display, just under the ribbon area and the Formatting bar, based on your Excel edition. The Formula Panel has two components: Name Box placed left, and the component of a currently active cell are placed at right extreme.

If you'd like more space to access the spreadsheet, or if you're not using the detail given either by Formula panel, you may turn it off. For checking the show of a Formula panel, follow the steps below:

- Show the MS-Excel Options dialogue window. MS-Excel 2010 or older, view the ribbon File button and then press Options. Excel shows the MS-Excel Option dialogue box.
- Select Advanced on the left-hand side of the dialogue box.
- Scroll down before you see the choices for View
- Select the Show Formula panel check box. If picked, the Formula Bar will be shown; not selected indicates that it will not be shown.
- Select OK.

### Expanding the Formula Bar or Tab

The Formula panel can be spread in both horizontal and vertical directions based on your requirements.

- To stretch the Formula panel horizontally, transfer the mouse pointer to the region between the Username Field and the Formula panel before the cursor transforms it into a horizontal multi arrow. Left-click then drag to change the horizontal scale.
- To stretch the Formula panel vertically, transfer the mouse pointer to a Formula panel region base before the cursor transforms into a vertical multi-pointer. Left-click then drag to change the horizontal scale.
- There is an extension or deal toggle on either right side of its Formula Bar. Use this to change the Formula Bar easily.

You may also cover the Formula Bar fully by heading to a View panel and unmark the Formula panel option

## **Entering or Modifying Your Data Into the Formula Bar Section**

- Pick the cell wherever you want your data is to be entered and start typing.
- When you enter the data in any cell, the data will also show in the Formula panel.
- To acknowledge the results, either tap the Check Mark button or hit enter. To remove the info, either select X or push Esc.

The procedure for joining a formula is just the same, except that all formulas must start with "=" (no quotation marks). To change any information and formula in every other cell, pick a cell and then click Formula panel or push F2 for accessing the Edit Mode option.

## **CHAPTER 9. Creating a Spreadsheet in MS Word**

While MS-Excel is the MS-Office program and better recognized as a spreadsheet program with many features, there will be occasions where you need a spreadsheet inside a company report or several other Txt files. You may build an MS-Excel spreadsheet in every other Word document by inserting it as an entity in the text. Word simplifies the operation by giving you various ways to create a spreadsheet. You may access the choice from Insert Table menus or Insert Item menu.

---

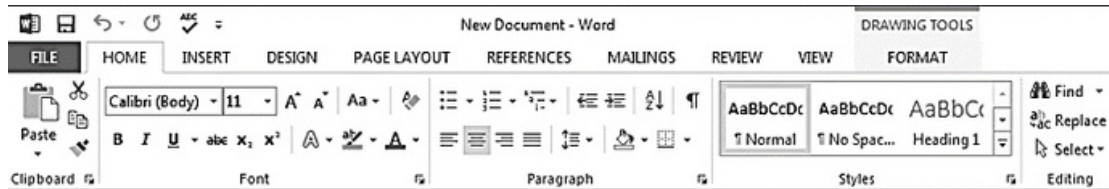
### **9.1 Understanding the MS Word Interface**

MS- Word allows the customer the flexibility to seamlessly combine excel data within only a word document. The Insert tab helps you to incorporate excel data quickly. MS-Word is indeed a word processing program that helps you produce a range of pages and other types of data, such as emails, flyers, and studies. With the launch of many upgrade features—including the opportunity to build and work on online documents—Word 2019 offers you the power to achieve something with any word processing venture.

The Word Starting Screen will show whenever you open Word 2013-2019 for the very first time. From that now, you can build a new document, select a template, or view the existing one .

If you had used Word 2010 and 2007 before, Word 2013, 2016, and even 2019 might sound familiar. It tends to utilize elements including the Ribbon and Fast Access menu bar; you can find commands to execute basic Word tasks—as the Backstage display.

The term in 2013 utilizes a tabbed ribbon framework instead of a conventional menu. The Ribbon includes several tabs, including one with a set of command classes. You could use these menus to execute the most frequent Word functions.



And for the time being, we're just hitting the insert tab, so only this tab can be required to function with excel.

- Click or press the Insert tab.
- Start moving the pointer where you'd like the table to be embedded in your text.
- Tap the icon of the table.
- There is a pull-down option.
- Then choose the Excel spreadsheet. And observe the direction given below.

---

## 9.2 MS Word Importing Spreadsheet

### To Embed Excel in the Word

- Choose Insert tab.
- In the Text Category, press the Item command.
- There would be a dialog box. Pick Build from File tab, and then press Search.
- Locate and pick the Excel file you like, then press Insert.
- Check the box beside the document's path if you want to link the information to the MS-Excel table. This will cause the Word map to update itself as adjustments are made to the MS-Excel chart.
- Select the OK tab.

- The map would show in your Workbook. Double-click the
- map to edit the built-in chart. An MS-Excel spreadsheet including the source data of the map will emerge. When you've done editing, please ensure to save the MS-Excel map.

# CHAPTER 10. Creating Charts in Excel and Their Types

For large enterprises and small businesses or personal data, we utilize MS-Excel to store information. Although spreadsheets are essential for data processing, they are also bulky and do not provide team participants with a convenient view of data patterns and relationships. MS-Excel will help turn their spreadsheet data into graphs to construct an intuitive analysis report for certain data and make accurate business decisions.

MS-Excel 2019 lets you build a graph or chart that suits practically every function. If you have developed the MS-Excel graph or a chart, you could also use the Template tab to customize and adjust the graph for your needs. Find out how to construct an Excel 2019 chart.

---

## 10.1 The Charts and Their Types

A graphical view in bars and other shapes is also referred to as an MS-Excel graph. It's a graphic depiction of information from a workbook that will add greater understanding to information than simply looking at the figures. A chart is a versatile tool that helps you to visually view data in a range of formats, like Bar, Column, Pie, Graph, Zone type, Doughnut shape, Scatter dots, Floor, or Radar graphs. It's a quick and good approach to build a chart using Excel.

---

## 10.2 The Pie Charts

Pie charts are normally used to display the contributions or individual worth of various values, incorporating the overall value. The Pie chart often uses a single set of data.

For building a pie chart from the 2017 or 2019 edition of excel on a data set, just perform the given set of instructions.

- Choose your data set from the range of A1:D2.

- Select the Pie symbol/sign on the Design tab given in the Chart's category.
- Click on Pie.

As a result, you will see something given below.

- To pick the entire pie, tap on the pie. Tap on a piece of the chart to pull it away from the middle.

Results:

Remember, if you've got a numeric label, blank the cell A1 before making a pie chart. By doing so, MS-Excel would not consider the figures in the column. Also, as a dataset, and automatically construct the right table. After making a chart, if you wish, you could insert the content Year in step 1.

Choose the category A1:D1, keep down CTRL and pick the category A3:D3.

- Click on the icon only at the lower bottom (follow the previous move of inserting the graph) and click Delete.
- Choose a pie chart.
- Click the + icon on the appropriate side of the chart and select the Data labels check box.
- Tap on the paintbrush button on the chart's appropriate side and adjust the pie chart's color theme.
- Right-click the bar graph and click the Data Label Type icon.

- Test Name of Type, uncheck Value, test Percentage, and press Middle.
- So, you're going to get everything like this.

---

## 10.3 Column Graphs

You would need to do the following measures to build a column chart in Excel:

- Highlight the details you intend to use for the column chart. In this case, we choose range A1:C7.
- Choose the Insert tab in the toolbar at the top of the page. Press on the MS-Excel Column chart button in Charts Category, and then pick a chart from the drop-down display. In this case, we choose the first column chart (known as Clustered Column) in the 2-D Column segment.
- You'll see the column chart shown in your rectangle bar spreadsheet to reflect all revenue and cost figures. Sales prices are shown in vertical blue lines, and costs are shown as vertical orange lines. You could see the values of axes on the left side of the graph for such vertical lines.

Finally, let's change the column chart description.

- To change the title, press on "Chart Title" button at the top of the graphic item. You must be able to see the title being editable. Insert the text you'd like to see as a title. Throughout this tutorial, we insert "Sales and Expenses" like column chart word.

---

## 10.4 The Line Charts

A chart with long bars, usually known as a bar chart, is a type of chart used to visualize data's meaning over a certain time. E.g., the accounting department might plot a shift in the amount of cash that the business has on its hands over time.

- First of all, one should make sure that the information is formatted correctly for creating a bar chart.
- Use Smart-Draw Add column, press Graph, and select line Graph.
- Choose the data file you want to upload for creating the chart, and Smart-Draw would automatically create your chart.
- Once imported, you could easily adjust the description, legend placement and also instantly change the form of a graph using Edit Graph tools or double-click imported graph.

---

## 10.5 Bar Charts

You would need to do the following measures to build a bar graph in MS-Excel

2016-2019.

- Highlight the details given in the cell you intend to use for making a bar chart. In this case, we choose a range from A1:C5.
- Choose the Insert tab in the toolbar at the top of the page. Tap the MS- Excel Bar Chart key in Charts Group and then pick a chart from the drop-down display. In this case, we choose the first bar chart (known as Clustered Bar) in the 2-D Column segment.

- Now you can see the bar chart shown in the horizontal bar spreadsheet to reflect both the retail life and shelf life of each commodity. The shelf life is shown as orange horizontal lines, and the retail life is shown as blue horizontal lines. You could see the values of the axes at the bottom of the graph with these horizontal lines.

Finally, let's change the bar graph title.

- To adjust the title, press on "Chart Title" button at the top of the graphic item. You must be able to see the title being
- editable. Insert the text you'd like to see this as a title. Throughout this tutorial, we enter "Product Life" as the bar graph word.

---

## 10.6 The Area Charts

Excel charts and graphs follow the same processes. Let's take an example to understand how to create the Area chart.

- We have smart quarterly revenue data for the area.
- Choose the details.
- Go to Design tab > charts group > press Field graph.
- From the region graph, press the Clustered Area Graph.

---

## 10.7 Scatter Charts

- Pick the set of worksheets A1:B11.
- Click XY (Scatter) chart order button on the Insert page.
- Pick a subtype of a graph that does not have a graph.
- Excel can show the data in the XY (Scatter) table.

- Verify the data organization of the chart results.
- Confirm that MS-Excel has structured the data appropriately by watching at the table.
- If you're not pleased with the graph's data organization—maybe the data looks backward or flip-flop—click the Turn Row/Column command key on the Chart Tools Interface page. (You may also play with the Turn Row/Column function, so do it if you thought it could help.) Notice that data is ordered appropriately. The graph demonstrates the common-sense finding that increased advertisement appears to be related to increased revenues.
- If required, annotate the chart. Attach those tiny blossoms to your chart, which would make it much more appealing and readable. For instance, you could use Chart Title and Axes Titles keys to compile a chart with such a title and a summary of the chart's axes. Attach a trend line by pressing the Add Chart Feature menu on the Trendline command key. To see Add Chart Element menu, select the Interface button and then click Add Chart Element key. You must first choose an embedded map item or display a graph sheet for the Template tab to be viewed.
- MS-Excel will display the Trend line menu. Determine the number of trendline or correlation calculations you need by tapping on one of the available trendline options. For instance, press the Linear key on the keyboard to conduct a linear regression model. In MS-Excel 2007, you insert a trend line by tapping the Trendline Graph Tools Layout Tab. Insert regression equation to scattering plot.
- To show the trendline equation used by scatter plot, select More Trendline Possibilities from the Trend line menu. Choose both Display Equation on Chart and Display R-Squared Value in Graph checklists. This tells MS-Excel to add regression analysis data need for the trend line to their graph. Note that you'll need to scroll down the panel to see these checklists. In MS-Excel 2007 and MS-Excel 2010,

tap the Trendline Chart Layout tab select More Trendlines to display the Trendline Format context menu.

- Use the ctrl key and text boxes in the Trendline Format panel to manage how trendline multiple regressions are calculated. For instance, you could use Set Intercept = checkbox and textboxes to compel the trend line to intercept the x-axis at a certain point, like zero. You could also use Forecast Forward and Primitive texts to clarify that even a trend line must be extended backward or forwards beyond or even before existing data
- Tap the OK button.
- You could also barely see regression Information, so this has all been annotated to make it much easier to understand.

---

## 10.8 Other Charts Types

### Bubble Chart

A Bubble graph is like a Scatter graph with an extra third column to clarify the bubble's size to represent data points in the data series. The Bubble Chart has the following subtypes:

- Bubbles
- A 3-D visual effect bubble

### Stock Chart

As the name suggests, stock type charts can display changes in stock prices. Even so, the Stocks Chart could be used to display variations in other statistics, such as normal rainfall or yearly temperatures .

To construct a Stock graph, put data into columns or rows into a particular order on a worksheet. For example, to construct a basic

high-low Stocks Chart, organize Information with High-Low-Close insert as Column Names within this order. The Stocks Chart has the following subtypes:

- High-low-proximity
- Open-Higher-Lower-closer
- High-low-close amount
- Volume-Open-High-Close

## **Surface Chart**

A Surface graph is helpful when you try to identify the right variations of two variables. As in a topographic chart, colors and shapes denote regions under the same set of principles. Building a Surface chart follows these steps:

- Ensure that all divisions and data series represent integer quantities.
- Organize data into columns or rows on a worksheet.

The surface chart includes the following subtypes:

- 3-D surface area
- 3-D wireframe layer
- Contours
- The contour of the wireframe

## **Radar Chart**

The Radar chart evaluates the combined values of a variety of data series. Arrange details into columns or rows on a worksheet to construct a radar chart.

The Radar chart includes the following subtypes:

- Simple Radar
- Radar and Markers

- Radar Loaded

## Combo Chart

These Combo graphs combine two or even more graph styles to make data simpler to interpret, particularly when data is varied. It is seen with a secondary axis, which is simpler to read. Arrange details into columns and rows into a worksheet to construct a Combo table.

The Combo chart has the following subtypes:

- Panel Cluster–Line
- Grouped Panel–Secondary Axis Rows
- Layered Field–Cluster Line
- Custom variations

---

## 10.9 Customizing Excel Charts

In MS-Excel 2016-2019, the Chart Elements key (with plus sign symbol) displays on the right side of the built-in panel when selected, includes a number of the main chart items that you could apply to their chart. To add an item to the table, press the Chart Elements key to show an alphabet of all Axis by Trendline.

E.g., to reposition the title of the chart, press the Follow-up button connected to graph Title on Chart Elements toolbar to view and choose from the following choices on the Follow-up menu:

- Above the graph to incorporate or reposition the chart title to be centered above the plot area.
- Focused Overlay Title to incorporate or reposition the chart title so that it is centered at the top of the plot field.
- Find more Choices to open the Format Chart Title Task Pane on the MS-Excel Windows right side. Here, you could use options that appear while choosing the Fill & Rows, Effects, and Scale and Assets keys below Title Options and Script Fill & Layout, Text Effects, and Dialog box keys below Text Options in the task pane to change almost

every part of title formatting.

The following figure demonstrates how the study clustered column chart appears with a data table attached to it. This information table contains the keys to the legend as the first column.

---

## **10.10 The Importance of the Charts**

MS-Excel provides many automatic features to deal with all these data storage values, like a graph feature. Once data is processed in the MS-Excel database, anybody with access to a spreadsheet may modify data to interpret and express its significance. Chart feature may be a central factor of these systems.

### **Visualization**

MS-Excel charts enable spreadsheet managers to build data set visual representations. By highlighting data collection inside the MS-Excel spreadsheet and applying it to graphing function, users may construct different charts on which data is graphically represented. It will help clarify and communicate the data collection with Excel charts appropriate for management or business presentations. A chart may give a better view of a collection of data variables than the table of lines of figures in it, enabling administrators to integrate this interpretation into research and plans.

### **Automation**

MS-Excel automates the task of creating charts from established data sets. If the spreadsheet already includes modified data, the chart feature may convert this data to the graphic with a minimum user feedback amount. The Suggested Charts tool in MS-Excel is a

vital part of the process. Using the chart feature, spreadsheet administrators may create a chart with a few clicks, select a chart form, and choose names and axes.

## **Customization**

MS-Excel graph feature allows users to strike a balance between automation and customization. Its software can create a chart rapidly and conveniently. The user can still maintain control over several chart specifics if appropriate. As well as customizing data displayed in a table, users can fine-tune the chart choices to every detail. Charts in MS-Excel can also be changed after they've been initially created by clicking chart and choosing from options available to change the chart sort, data, or other information .

## **Integration**

# CHAPTER 11. Headers and Footer in a Worksheet

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## 11.1 Adding or Changing the Headers or Footers via Page Layout Setting

On the Display tab, press the setting for “pagelayout” in the Workbook Views group, and then move accordingly.

1. Select the Add Header tab.
2. In the group Heading & Footer section, tap the Latest Date key to pick the existing date in the Insert column.
3. You may also apply details on the left and right sides of the header. E.g., tap the left portion to add the company name.
4. Tap from elsewhere on the document while viewing the heading. In the layout tab, in the Options group, you can install a different heading for the first tab and a separate heading for odd and sometimes even sections.
5. In the Display tab, in the Workbook Views group, press Usual to go back to Ordinary View.

---

## 11.2 Adding or Changing Header or Footer via the Page Setup Dialog

Adjust Header & Footer using the Page setup tab. Headers & Footer may be picked from Ribbon, then page Layout section, press Launcher tap Enter context menu from the group. Tap the Headers & footer section in the Page setting text box. A user can choose Headers & Footer or set a custom one as per their choice .

## Making Header and Footer via Page Setup Dialog

## Steps

- Goback to the Ribbon
- Choose the Style tab.
- Tap the User Page Configuration context menu in the Page Setup section.
- Tap the Headers Footer icon in from Layout section.
- Custom headers icon.
- Choose your header.
- Press Custom footer, yes.
- Choose footer.

# CHAPTER 12. Formatting the Excel Tables

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## 12.1 Selecting Table Style

Rapidly format many cells by selecting a table style type. You may also make a premade design of your own. It will help you quickly formatting a cell by selecting a cell type.

For doing so, follow these steps:

- Click and make a selection for all the cells within the data within your selection.
- On the Home page, press “Format-as-table” in the Styles group.
- From there, you can choose any table style of your choice.

Remember, press New Table Type to create your first table design or right-click table design. Now click Repeat to create a new design that is identical to the original one. Modifying the custom table design affects all tables in the worksheet that uses the table's said style. This will save a huge amount of time.

- MS-Excel can automatically pick the data for you. Just check for “Format-as-Table” and press OK.

---

## 12.2 Creating or Deleting Custom-Made Table Style

MS-Excel helps you to build your table types using the following general steps:

- Go to the ribbon by selecting the Home tab.
- In Styles Group, tap the Format-as-Table section. MS-Excel shows many formats that you could use.

- Scroll down to the desired choices till the very bottom.
- Choose the Latest Table Type. Excel can show the Latest Table Type dialog box.
- At this point, insert a title to be given to your personalized table style.
- Use controls in the dialog to decide how you want the theme to appear.
- To close the dialog box, press OK.

When a customized style is produced, it's also automatically added to the Table Styles gallery:

- To alter any table design, go to the Table designs gallery, right-click on style, and click “modify”...
- To uninstall a custom table design, right-click on it, and choose Delete.

The design section of the MS-Excel table cannot be changed or omitted.

Remember that customized table design is only usable in the workbook where it is made. If you wish to include it in another worksheet, the easiest approach is to copy custom type table to that worksheet. Later, you could uninstall copied table, and the custom style will stay in the Table designs gallery.

## **12.3 Choosing a Table Style for Formatting the Elements of a Table**

The greatest advantage of formatting data as a table is having variety in its types and the filter choices it provides. You may find them by clicking on a symbol with “down-face-triangles” in header lines.

**There are Three Methods You Can Adopt to Sort**

## **a Table**

From small towards the largest or vice versa, this is a self-explanatory method, truly. Press on the down-face triangle in the column that you want to filter or sort in a table, and select the option at the top of the drop-down display.

If you are using any background color for filling or color scheme is being used manually or even using conditional statements, you could use color to sort your results. In the given below example, we have used the formatting option to format the top 10% of quest volumes with yellow fill and the bottom 10% with red font .

Hence you may now sort columns by cells with yellow fill, a red text, no fill, or a combination of two using the Sort option. If we needed any keywords with the largest google trends to float on the top of the table, we would click on the yellow bar below the Cell Color Type.

## **Filter Options**

As the name indicates, the filter choices can hide the rows depending upon the parameters you select. At this step, no data is destroyed. It's just briefly concealed to help you hone the data you're attempting to interpret. You may also release filters at a certain time by selecting Transparent Filter from [Heading] drop-down toolbar on your PC and Clear Filter key on your Mac.

## CHAPTER 13. Putting a Signature in an Excel File

Whenever an Excel document has the signature attached with it, no edits are permitted into the file without invalidating these signatures. This enables you and many other advanced users to know that the document has mostly been viewed and approved and stands by the author.

---

### 13.1 Adding Signatures Line and Putting the Signatures

- Open up the workbook you would like to include a digital signature in, but first, remember that any of your data will not be changed or modified anymore. Place your cursor in that blank cell near that point you would like to add your digital signature.
- Tap Insert > Signature Line > MS Office Signature Line over your ribbon section. See the given screenshot.

In MS-Excel 2007-2019, an alarming context menu would pop up after tapping MS Office Signature text. Just go through the option of do not show that message again, and tap the OK to move ahead. Now a Signature Setup context pops up; from now on, follow these steps:

- Write your name into the specified text box for signature.
- Type your title inside that designated signer's name text box.
- Write your email address inside the appropriate signer's e-mail address text box.
- Tap the Allow button to add a comment inside your Signed dialog box if you like to add comments into your signature text.
- Tap OK for closing your Signature Setup context menu.

- Then you will see MS-Excel adds that signature text using a graphic object into the vicinity of a cell. You place that pointer earlier at step 2 within a bigger X symbol that includes your name and text. See the screenshot:
- Double-click your signature line with the graphical object, and it will open the "Get your Digital ID dialog box, now you can pick the type of ID you need. Here we check to build your digital ID. Please see the screenshot given below:
- **Note:** You cannot construct your first digital ID into MS-Excel 2013-2019. The only option for you in doing this is to press the Yes key in to Get another Digital ID tab and either purchase or install the Digital ID. Else, click the No key to leave. And to see the screen capture below:
- Tap OK, and afterward type your details into another textbox to build a Web ID dialog and press Create. Please see the screenshot: Throughout the Signing menu, press
- Choose Picture to choose, then edit that first signature image. See the screenshots:

Double-click that signature text graphic object, then open to Get the Digital ID menu; you could pick the sort of ID you like. Here I check to Build your new digital ID. Please see the screenshot:

# CHAPTER 14. Inserting Symbols

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## 14.1 Adding Currency Special and International Symbols in MS Excel

Perhaps one of the most common issues, or we say everlasting problems is about introducing characters or special characters into Office text. Especially the Symbols and characters that are not on a keyboard. The most frequent requests are included currency symbols such as Pound £ Eurozone or Yen/Renminbi Δ, and could even include @ sign that may always be absent from an old keyboard.

### Inserting Symbol

You may add characters to Word through Insert | Symbol, which would be a perfect option with occasional usage. It's on the Insert tab positioned on the far-right side of the Title, MS-Excel, and PowerPoint tabs.

Recently utilized symbols are shown in a gallery, so you could press on the symbol you want to add easily.

- Or, to open up the complete list of Symbol dialog, select Further Symbols.

When there is no sign of your desired choice, there are ways to do so.

Look for the icon you like. We check for symbol name “plus” with the term 'Unicode' (e.g., 'Signature Unicode') that identifies sites that have Unicode sign value.

Unicode is a widely recognized IT norm for letters and signs. Each character is allocated a number that is decided upon by all computer systems. More than 143,000 characters are listed in the current

Unicode catalog, including all existing languages and a few historical events. What you're searching for is the hex Unicode number mark. They have the option to see in the U+ prefix. For, e.g., the trademark sign is “U+2122,” as seen in the right-hand column.

- Enter Unicode hex meaning in Unicode Character Code menu (hex).

## Special Characters

The Specific Character page has a small list of certain symbols that have a shortcut key.

## Tilde Shortcut

We think two brackets are a little clumsy type, but you should still try quicker alternatives. For example, tilde ~ character is not often used and may be prefix or suffix for the sequence of two Autofill character entries. For instance,

- ~e or e~ is the sign of the euro
- ~s or s~ is UK Sterling sign
- ~c or c~ is the copyright mark
- ~r or r~ is the authorized trademark sign
- ~t or t~ is a trademark sign
- ~y or y~ is the Yen sign

---

## 14.2 Inserting Symbols Using Your Keyboard Shortcuts or Ascii and Unicode

UNICODE and UNICHAR features have been usable since MS-Excel 2013 and are close to previous CODE and CHAR features.

The Munich function is probably the most useful since it returns a

symbol for a specified numerical point (UTF-8 and UTF-16).

- =UNICHAR (10004) will result in ✓
- =UNICODE(" ✓ ") will result in 10004
- "Alt0164" can be used for ¤ a Currency symbol.
- "Alt156" can be used for making a £ Pound sign
- "Alt 0128" can be used for making € Euro sign
- "Alt36" can be used for making \$ Dollar Sign
- "Alt155" can be used for making ¢ Cent Sign
- "Alt157" can be used for making ¥Yen sign
- "Alt158" can be used for making ₧ Peseta sign
- "Alt159" can be used for making f Frank / Gulder sign

To add the ASCII character, click and hold ALT when accessing the character code. For instance, insert the degree (°) icon, press, and hold ALT when typing 0176 on a numeric keypad .

It would help if you used only the numeric keypad to enter the digits, not the keyboard at the top of alphabetic numbers. Be sure that NUM LOCK keys are on if the keyboard has to enter the numbers on the numeric keypad.

You should adjust the currency for any particular cell. If you're doing something more, make sure cell numbers are configured as currencies. To do this, pick the cells that you'd like to format.

## **CHAPTER 15. Bring the Elements Forward and Backward in MS Excel**

Whenever you build some MS-Excel objects using the Shapes tool on the Insert through ribbon page, each form is drawn on its very own layer. This implies that all items are autonomous and may be shifted to the top of many other objects. There might be moments, though, where you need an object being under another item. You will do this taking the following steps:

- Tap on the shape you intend to alter in terms of changing the design. There are little square boxes known as handles along the circumference of the object.
- Go to the ribbon format tab.
- In Organize group, press Send Backward or use MS-Excel 2007 and newer models, press Send Back.
- You may make arrangements by selecting Carry Forward rather than Send Backward or Carry to Front rather than Send to Back. MS-Excel pushes an object that might be behind others such that it overlays others.

---

### **15.1 Move Text Box Word-Art and Shapes Forward or Backward in a Stack**

When adding images, shapes, or other items to Office documents, they immediately stack into separate layers when adding them to Office documents. You may transfer individual images or other items or categories of objects into a stack. E.g., you can transfer items forwards or backward within such stack one layer at a time, or you could move them to the top or bottom of the stack through one move. While users draw, you will combine items to produce various results. You should follow these measures to transfer forms, photographs, texts, and word art in a stack.

- Select the WordArt, form, or text boxes you'd like to

transfer up or down the stack. Press either Carry Forward rather than Submit Backwards on the Drawing Resources Layout page.

- You may opt and transfer the item up to another layer or top of the stack. Send Backward has identical options: below one sheet (Send Backward) or down the stack's bottom (Send to Back).
- In MS-Office 2013 and new releases, whether you have many WordArt, forms, text boxes, or even other objects, it could be better to use an upwards arrow in Selection Panel to transfer The Selection Panel is not eligible in Project or MS-Office 2010.

---

## 15.2 Grouping & Sorting

### Sorting

- We're going to organize the T-shirt ordering alphabetically with the Last Name.
- Choose a cell in the column that you'd like to filter through. In our case, we're going to select cell C2.
- Choose the Data tab on Ribbon, then press the A-Z button to sorts A to Z or Z-A key to sort Z to A. In our case, we're going to sort A to Z
- The workbook will be ordered by chosen column. In our case, the workbook is now ordered by the last title.

## Custom Sorting

In our case, as mentioned below, we want to sort the T-Shirt Size Workbook. A standard sort would order sizes in alphabetic order, which would have been inaccurate. Instead, we can build a custom list to order from the smallest to the biggest.

Choose a cell in the column that you want to filter through. In our case, we're going to select cell D2.

- Pick the Data tab, and then press the Sort button.
- The Type dialog box would be shown. Choose a column that you'd like to sort, then choose Custom Set from an area of Order. In our case, we're going to want to sort the T-Shirt Size.
- The Design Items dialog would show. Pick the Latest Set from the Custom Lists box:
- Type products in the desired custom order package in a list of entries. In our example, we're going to sort our T-shirt size data from smallest to largest, so we're going to type Tiny, Medium, Big, and X-Large clicking Enter on a keyboard for each object.
- Select Add to latest request. The latest list will be applied to the Custom list box. Make sure that a new list is chosen, then press Yes.
- The Customized Lists text box will be locked. To execute a custom type, press OK in a Sort dialog box.
- The workbook will be sorted through custom orders. In our case, a workbook is now arranged in t-shirt sizes from smallest to biggest.

## Multilevel Sorting

- If you'd like more power about how the data is arranged, you may apply several layers to some form of data. This helps you to sort the data in only one column.
- Choose a cell in the column that you want to filter through. In our case, we're going to select cell A2.
- Tap the Data tab, and then pick the Sort key.
- The Type dialog box would be shown. Choose the first column that you want to filter through. In this case, we'll sort T-Shirt Size with a custom list we've previously generated for the Order area.
- Select the Add Level button to add more columns to filter through.
- Pick the next column you would like to sort, then press Yes. In our case, we're going to sort by Homeroom # (column A).
- The workbook will be ordered according to the sorting style you desired.

## Grouping

The Subtotal function demands that your values are grouped. We're sorting by business titles, so the first stage is sorting by that column. Press within the Business column and select Sorts A to Z from the Sorts & Filter drop-down in Edit Group.

- Click the Data tab with the mouse already within the Business column.
- Press Subtotal In Outline Group.
- In the resulting submenu, pick the Business from each shift in a drop-down menu (should be the default).

- From the Usage feature drop-down, pick Sum.
- Review orders in Add subtotal list

Under each business, this function inserts an overview row.

Business A totals 39,000, Company B totals 30,000, and so on. It was quick.

---

## 15.3 Data Filtering

The Data Filter in MS-Excel is a fast way to show only the important or unique details that we all need and to cover unrelated information or data in the table momentarily.

- In the example below, the Smartphone sales data table includes a wide list of variables.
- First, we need to enable the MS-Excel Data Filter for Mobile Sale Data Table within MS-Excel, pick the maximum data set or table range, and then press the Filtering key on the Data tab on the MS-Excel ribbon. Or press (access keyboard Control + Shift + L)
- As you press Filter, a tiny drop-down key or filtration icon would be attached to each column in the first row at the right corner of a cell, i.e.
- When Excel detects that the column includes text details, text filters will be shown automatically. In mobile sales figures, but I want sales figures in a northern area only, regardless of the date, commodity, sales rep & unit selling.

# CHAPTER 16. Protect Worksheets

To deter users from unintentionally or purposely modifying, transferring, or removing data in the worksheet, users may lock cells on the MS-Excel worksheet instead of encrypting the password layer.

---

## 16.1 Enable Worksheet Protection

- Choose a Worksheet page that you'd like to cover in your MS-Excel file.
- Right-click somewhere on the sheet and pick Format Cells (while using Ctrl+1 or Command+1 on Mac) and then go to the Security tab and select the "locked" option.
- Select Protect Sheet from the overview page.



- Enable all worksheet users to be identified, pick elements that you would like for a person to be allowed to make changes, and make some modifications.

---

## 16.2 Unlocking Cells Required to Be Modified

Right-click on the cell or set that we need to modify, and use Format Cells from a menu that emerges.

- This will open up the Format Cells panel (the keyboard shortcut for a window is Ctrl+1). Choose a tab that says "Protection."
- Then, make sure that Locked is checked.

- If you want, users will modify a specific cell or range, uncheck the Locked box so that even though cells were also locked by definition, most jobs would be going through sheets and unlocking cells that users can modify.

# CHAPTER 17. Basic Arithmetic Functions in Excel

Formulas are considered the foundation of most complex Excel equations. Excel uses regular formula operators for its calculations, such as you can use a plus sign for adding (+), a simple minus sign when you need to subtract the values (-), an asterisk symbol for multiplication of numbers (\*), and the forward-slash symbol for division (/), you can also use a caret (^) symbol for exponents.

---

## 17.1 Basic Maths in Excel

### Sum

This is normally used to get the added result of all values within the cell selected or in the selected range.

For instance, you want to calculate a total of column D in that case, follow the steps as given:

Write “=” in D13 or type “sum” after this add “(“and insert a cell range, i.e., D2-D11 as well as insert “)” now press the enter key .

### Subtract

For instance, the formula below subtracts numbers inside a cell. Just use the minus symbol (-). Don't miss it. Always begin a formula with an only equal symbol (=).

- In this example, when you put = symbol in cell B2 and then point the mouse to A2, you need to enter minus symbol and insert the value you like to remove/subtract from A2; you would have the above-given result in B2.
- The format will be the same if we consider multiplying any number, and in the case of the division, all you have to do is just put a division symbol “/” and multiplication symbol “\*”

in the right location.

## **Multiplication**

For multiplication, follow the example given below.

## **Division**

For division, follow the example given below.

---

## **17.2 Complex Equations**

### **Calculating the Percentage for a Total**

The simple percentage rule and the step for measuring the percentage are given as follows:

$$=(\text{part/all}) * 100)$$

But what about one percent of that total? Think the following. Suppose you have shipped your commodity to five regions of the world. You would like to know which proportion of the overall output is delivered in each area. See the photo below.

You should position the number mostly on top of that table so that we wouldn't need to change it whenever you stretch each table. And it's still clear if the rows are fixed . Now, to measure the percentage of the overall, write that percent equation in cell C4, then bring it down:

$$=B4/B\$2.$$

You're going to see fraction amounts. Now, to translate them to a number, pick the cells and click CTRL+SHIFT+ (percent). It is a workaround to translate the amount to the proportion. The same thing may be achieved in the Number portion of the Home page.

- Go to your home page.
- Click on the percent formatting portion of the Number tab.

And it's almost done at this step .

## **Calculating the Difference in Terms of Percentage for Two Numbers**

- To start, click on cell B3 to add the Percentage layout to that same cell. Tap the Percent icon mostly found on the Home page.
- If you are using MS-Excel on the site, press Home > Number Format > Percentage.
- For cell B3, divide that revenue and for the second year (\$598,634.00) by its first year (\$485,000.00) but instead deduct 1

This is the formula in cells C3.  $(B2/A2)-1$ . The rate of improvement over the two years becomes 23 percent.

Note the brackets around  $(B2/A2)$ . MS- Excel next measures what's in brackets and afterward subtracts 1.

## CHAPTER 18. Activating Thousands Separator

The Comma Type Format is classified under the Number Format portion of the Home tab. The Comma type format is often known as the Thousand Separator.

In Excel, to show sales numbers by using comma style format:

- Choose cells that hold numeric sales figures for which I'd like to show numbers using a comma-style format.
- On the Home tab, in the Number group, you can choose the Comma mark and press the Comma Style option
- This can be done using another method, i.e., when you select number values, right-click, and choose Format Cells. Then a window appears. Within this window, move into the Number segment, select Number below Category, then click on the "Use 1000 Separator" box and type 2 within decimal places option & then OK.
- You can see adjustments in sales values after clicking the Comma style. Excel distinguishes the thousands using a comma and at the end introduces two decimal places. You
- will see in the first cell, 7889 will become 7,889.00. This outcome is shown as follows:

---

### 18.1 Creating a Schedule Using Excel

1. Open Microsoft Excel, press the File tab
2. Choose New.
3. On the present Templates screen, double-click the Schedules icon.

4. Double-click on the File Folder icon containing Business schedules. Then Double-click on a schedule template that fits well on your scheduling needs.

5. Press any one of the cells with the hypothetical personnel's name. Such cells are usually found in the leftmost column.

6. Overtyping that hypothetical name with your worker's name.

7. To insert every worker on your schedule, repeat steps five and six. If you do not need to use all of the rows from the template, then right-click on the row header of an unwanted row, and choose Delete. For adding workers, right-click on the row header, select Insert to attach a blank space, and then enter the worker's name in the leftmost column.

8. If you haven't inserted or erased any row, you can copy the cells containing Worker Name. On the next day of the week, highlight the worker name cells, right-click and choose Paste, to overwrite hypothetical names with real workers.

9. Attendance times in many templates provided by Microsoft Excel, flash on top of schedule chart. If you like, you can alter the times in such fields merely by overwriting the existing times.

10.

Delete all the hypothetical information in the schedule cells. You may enter a letter X in each cell for the individual needed to be at the workplace. For instance, to schedule a worker between 8:00 am. to 05:00 pm., simply enter X in each corresponding cell.

11.

The template will include the details just above the schedule chart that you want to change, like the titles and areas for the week's beginning or ending date and perhaps the team's name. You can adjust all this data as per your wish.

12.

As. Now press on the File menu and select Save

13.

Type some name for your schedule, or use the week number or start or end date as a schedule name.

14.

Click where you want to file your new schedule.  
At last, press the Save key.

## CHAPTER 19. Use of Count If Function

---

### 19.1 Use of Count-If for Finding Out the Frequency of Words in a Range

The key purpose of the COUNTIF operation is just to count how many times the condition is fulfilled.

The syntax of the COUNTIF operator is "COUNTIF **followed by** (range, **and a condition**)" (omit the bold words from this formula)

Let us relate this feature to a basic illustration of this. Assume we need to count how many times that the word "Peter" exists in the sequence A2:A10 like shown below:

- Choose the cell you like to type the count in (cell D3 in our case).
- In this selected cell, write the formula: "=COUNTIF(A2:A10, "Peter")"
- Then click the Enter key.
- This will show how many times the name "Peter" exists in the set of cells A2:A10.

---

### 19.2 Count Characters in a Cell

- **Step 1:** Open up the Excel spreadsheet holding the character cells you would like to count.
- **Step 2:** Tap the cell where you want to show the number of words and symbols in your cell.
- **Step 3:** Write =LEN (XX) but substitute the XX components of this formula with the cell position you want to count. E.g., in the given picture, the formula will be =LEN (A2).

- **Step 4:** Press the Enter key on your keyboard to execute the formula. You should then see the count of characters in a target cell.

# CHAPTER 20. Freezing the Panes for Locking Rows and Columns

---

## 20.1 Freeze the First Column

- To freeze the first column of a sheet, press Display tab > Freeze Panel > "Freeze First Column."
- It will render the leftmost column clear at all times when the sheet is scrolled to the right.

## 20.2 Freezing Two Columns

If you'd like to freeze more than a single column, here is what you'll do:

- Pick the column (or that first cell in that column) to just the right side of that last column that you'd like to lock.
- Go into the Display tab and press Freeze Panels > Freeze Panels. E.g., if you want to freeze the first two columns, pick the entire columns C or cell C1, then press Freeze Panes.
- This process will lock the very first two columns into that place, as shown by that thicker and the darker borders, allowing you to access cells in that frozen columns as you pass around the worksheets:

---

## 20.3 Freezing the Column and Rows

Besides, to lock columns and rows individually, Microsoft Excel enables you to freeze rows and columns at that same time. Here's how to:

- Pick each cell just below that row and to the right side of that last column that you want to freeze.
- Select Freezing Panes > Freezing Panes on that Display page.

E.g., to freeze the top row and the first column in that single move, choose cell B2 and press Freeze panels:

- This process will make the headers row, as well as the leftmost columns of that table, would still be clear when you scrolled down and also to the right side

---

## **20.4 Un-Freeze Rows and Column**

To unlock that frozen rows and columns, go to the Display tab, community window, and press Freeze panels > Unfreeze panels.

## CHAPTER 21. Convert Your SCV or TXT File and Open It Into an Excel Sheet

For CSV File, Click that File tab, and click the Open icon.

- Click the CSV file that you want to access. Microsoft Excel immediately opens a text file that shows the details in that new workbook

It is the most straightforward (and quickest) way to open the CSV file. MS- Excel uses that default data format setting that interprets and then imports data columns. The automated import does not, however, give you the versatility you desire.

For Txt File, just follow the given steps to import text data.

- Press Open on that File page.
- Select the Browse tab.
- Choose Text Files from a drop-down column.
- To import that CSV file, pick the MS-Excel Comma Separated File and then press Open. That's all of it.
- To import the text format, pick the Text file and press open. MS- Excel can open its Text Import Wizard.
- Select Delimited and then press next.
- Delete all of the checkboxes under that Delimiters, except that Tab check box, and press Next.
- Select the End tab.

---

## 21.1 Difference Between TXT CSV and XLS Files

### XLS

- An Xls format is the one that not only holds data values but can also do some data values activity.
- The xls format is the spreadsheet sheet that holds all data values on its own, the proprietary formats, viz xlsformat and the xlsformat.
- None of the text editors can open or modify Xls stored into MS-Excel.

### CSV

- CSV format holds data values and does not include encoding, algorithms, help macros, respectively, and are often known as flat files.
- That CSV format is for data saving tabular detail data in the delimited plain text files with a .csv extension.
- The CSV format may also be open to all modified text editors, including notepad or sublime.

### TXT

- .txt is the text file extension that is used for data collection.
- That file format comprises plain text, either bold or italic.
- Such files can be quickly accessed and read into any text support software.

## CHAPTER 22. Advanced Formatting Options in Excel

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### 22.1 Use of Fill Handle for Copying Formatting

The fill handle functions in combination with the mouse. Filling the handle uses include:

- Copying and formatting details
- Copying of formulas
- Fill the cells with a variety of numbers, like odd and even numbers, and several more.

Highlight the cell(s) containing the data to be copied or extended in the case of a series. Place the mouse pointer over the fill handle. The pointer changes to a small black plus sign (+).

- Highlight that cell(s) holding that data to be copied and expanded in that case of a sequence.
- Place a mouse pointer over that filling handle. The pointer switches to a tiny black plus (+) symbol.

Click and holding down that left mouse button icon; drag the fill handle to the desired cell (s).

---

### 22.2 Use of Paste Option for Copying Formatting

Another easy way to copy that format to MS-Excel is to use the keyboard shortcuts for the Paste Special > Formats:

- Pick the cells from which you like the format to be copied.
- To copy that chosen cells to the clipboard, click Ctrl + C.
- Pick the cell(s) where the format must be used.
- Tap Shift + F10, S, R in MS-Excel 2010-2019, and then tap

Enter.

---

## 22.3 Copying Style Between the Workbook

Creating the MS-Excel format style would save a lot of time, particularly if specifications would vary from one to another. You may have to re-create these types for each workbook, but you do not. If you would establish that style, you could copy it to another workbook—you do not have to go through the hassle of re-creating that style into the workbook files. Here's how to clone the style:

- Open all workbooks—a source workbook that incorporates the pattern and the target workbook you intend to copy a style.
- Choose Design from the Shape menu in a Destination Workbook.
- Only press Combine.
- Choose a workbook that includes that current style(s) you wish to duplicate in a corresponding Merge Style dialog box.
- Double click OK.
- Look on the Home page icon, press Cell Style in that Styles Group. Merge Style is situated at the bottom of the resultant pane.

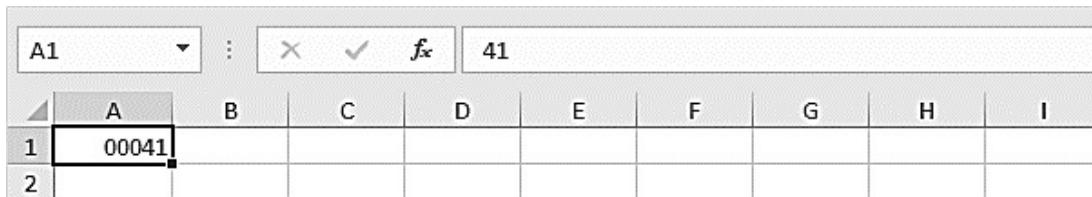
At this stage, a destination workbook includes all of the custom styles of that source workbook and then starts formatting!

## ~~22.4 Create Your Custom Format for Data That Is~~

### Readable

Let suppose you may have codes that consist of five digits. Instead of form 00041, only type 41 and then let MS-Excel adding the leading zeros.

- Join a value of 41 in cell A1.
- Pick cell A1, right-click, then tap Cell Format.
- Choose Tradition.
- Type in the following numbers format code: 00000
- Select the OK tab



## 22.5 Creating Cell Style Indicating a Purpose

You may also add the theme to the cell or the sequence of the cells. There are many default cell types in MS-Excel.

To add a basic cell style:

- Pick the cell(s) you want to format.
- Tap on the required cell styles. That Two cells would have the styles added in that screenshot below.
- "Good" cell means that data in that cell is either good or correct.
- The "Check" cell means you will need to validate the detail in that cell.

# CHAPTER 23. How to Solve Your Common Printing Issues

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## 23.1 Verifying Page Orientation

In excel, Page orientation applies to how the production of the page is written. If you alter that orientation, it will immediately switch to the current paper orientation on page breaks. To check the orientation of that page:

- Go to the Style tab of the website and then to the orientation portion.
- When you tap on the orientation tab, you can see the drop-down of two portrait and landscape choices, which are already selected and highlighted. See the illustration below
- where the image is already picked, which implies that the direction of your existing document is now a portrait.

---

## 23.2 Putting Page Break

To access the boundary and region control mode, you have to go to that "VIEW" tab and pick that "Page Break Preview" method in the Workbook Views portion.

- The second choice is to press on the third switch on the MS-Excel pane status bar's right side.
- You have to set and correct page layout borders that will divide all areas to identify a print area. In doing this, press the blue dotted lines into the Page Break Preview display and shift it to the appropriate location, holding down a left mouse button Icon.

- If a table reaches past the white field, anything in the gray area would not have written. If you are in the Page Split Preview display and all that data is in the gray field, you can get a blank paper while printing. You may delete a print region manually by dragging this boundary between both the gray and white areas.
- Define the print field, set the boundary, and change it. How do I apply boundaries (page breaks)? Press on a cell where the database break must be placed and select the alternative "Insert Page Break."
- In what way can we incorporate the vertical page break? Right-click on a column where a border is to be placed, select the identical option: "Insert Page-Break." To insert the horizontal page split, you can do the same thing—click on a header of a certain row.
- Note. A "Reset Print Area" choice is available in a context menu. It enables you to remove all text breaks and change the default settings. Use this to start over again.

---

### **23.3 How to View the Preview Option**

- Choose the File page. The backstage view will be shown
- Choose Print. The Print panel will be shown.
- And you'll see your preview just on the right side of a window that can be changed according to your needs.

You may use the following to arrange a printing area. The latest page orientation would be shown in the Overview panel.

- Navigate to a Print panel. In our case, we can observe in the Preview panel that our material will cut off when it is

printed. From the Page Orientation drop-down panel, choose

- the appropriate orientation. In our Instance, we're going to choose Landscape Orientation.
- The updated page orientation will now be shown in the Overview panel.
- Simply Navigate for the Print panel. In our case, we can easily see in our Preview panel that our whole content is shown as cut off when it is printed.
- Make a selection of your own choice from the dropdown menu used for Scaling. In our example, we have selected the Fit All Columns option from the drop-down list.
- The workbook will be simplified to fit onto the single tab.

---

## **23.4 Set or Clear the Print Area for Your Spreadsheet**

### **To Set the Area**

- Pick the number of cells you'd like to set as a print region in the MS-Excel worksheet.
- Go to Web Configuration -> Web Setup -> Display Region -> Print Area Setup.
- It will set all the selected cells to the print region and will create a named set for the chosen region as well.

### **To Clear the Area**

Select somewhere on the worksheet where you'd like to clear the

printing regions.

Go to Web Configuration → Web Setup → Print Field → Print Area.

## **CHAPTER 24. How to Move & Copy Your Worksheet Data**

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### **24.1 Moving Your Worksheet Within the Same Workbook**

If you always have moved the sheet from one workbook to another, you might have used a right-click menu icon to pick Transfer or Duplicate. But you will simply drag and drop a sheet directly to some other spot within or outside of the workbook.

- Only click on a tab that has the name of a sheet on it.
- Next, hold a mouse button icon down as you drag that mouseover.
- And then drop it anywhere you wish it to be in the latest workbook.

This method transfers the sheet entirely and does not leave a duplicate copy in the "from" workbook. Although, if you wish to leave a sheet and create a duplicate of it on a new sheet, the procedure is just as simple.

### **24.2 Copying Your Worksheet Within Your Workbook**

If you want to copy a certain Worksheet, copying all that Worksheet contents to the current Worksheet follows the measures below.

- Right-click a Worksheet tab you would like to copy at the bottom of the MS-Excel pane.
- Select the move button or icon for Copy.
- In a Move or Copy pane, pick that Worksheet where you'd

like to put the copied Worksheet in the before sheet column.

- Check a Create Copy choice window, then press OK

A worksheet duplicate is inserted and positioned before a Worksheet that you choose in step three above. E.g., if you have two worksheets known as "Sheet1" and "Sheet2," you choose Sheet2 in Process 3, other copies of Sheet2 will be put in place of Sheet1. The outcome will look like an image of the illustration below. That "Sheet2 (2)" Workbook is the clone of Sheet2.

# CHAPTER 25. Creating a Database Using an Excel Spreadsheet

---

## 25.1 How Relational Database Functions

The hierarchical framework of MS-Excel lends itself very well to how the databases function. The database is a list of linked objects (spreadsheet) that, once associated, generates a particular document (row) inside a set of multiple records (table). Each spreadsheet, on its own, is the database, but not a hierarchical one. To sum up, in simple words, we can say that a relational database is the mixture of a Master spreadsheet table and its subordinate tables, including word documents.

## 25.2 Relational Database and Its Applications

Relational databases are designed to understand the association between already stored knowledge objects in data. This allows you to easily retrieve and scan for relevant details, display the same data collection in several forms, and minimize data errors and redundancy.

There have been a variety of explanations for building relational databases. Its most noticeable features are that you don't duplicate the same details on your workbook spreadsheet. E.g., it is repetitive, extremely time taking to copy and paste every driver's name and birth date from a Master database to several Slave databases. But even though you copy the details from one to the next, it also consumes unnecessary storage space and memory, slowing it down. Often, a name and date of birth are not special. For example, hundreds of Jack Scott, John Smiths, or any of them may easily share their same birthplace. You're only using a license plate. You can't distinguish the drivers. Then you're required (to be secure) to use almost all three fields

Our key purpose for relational databases should be to build queries and indexes that really can retrieve and print unique details. Maybe

your supervisor needs a survey that reveals someone in Santa Rosa City, Florida, with traffic violations above \$300, or even how many Pensacola riders had new license dates in December? Without a relational database ability, you'd have had to copy and paste the details together through three or more word documents to that fourth spreadsheet and keep hoping you're all done, and your supervisor doesn't claim, "We say Sarasota County, never Santa Rosa County."

---

## **25.3 A Simple Example of the Database**

A database is normally known as the data stored in a spreadsheet in rows and columns for fast browsing, sorting, and editing. But how can you render a database in MS-Excel?

Any material in a report is stored in the following field and records:

- Record is the database (DB) line that contains details regarding a specific entity.
- The field is Indeed the column in the database holding the same sort of knowledge for all items.
- Records and archive areas are both the lines and the columns of the regular MS- Excel spreadsheet.

---

## **25.4 What Is Meant by a Master Database**

To remind you about how well that MS-Excel database functions, we'll explore two tables—a master table and an information table. The main table is the one that usually includes critical data. This table scarcely updates unless, say, to introduce or remove entities .

With any record in a master table, several records in the information tables (also known as slave or infant tables) connect all to the master table. It's considered a one-to-many friendship. The data throughout the comprehensive tables—such as regular revenue, product values, or quantity—often fluctuate continuously. To stop repeating all of the master details in each detail chart, build a partnership using a single area, including the Sales ID, and then let

MS-Excel do the rest. For, e.g., you have ten sales staff who all have specific demographic details (main table). Any sales individual has 200 items that the employee is selling (detailed and child table). Only at the end of every year, you need the report detailing the overall annual sales by the individual, but you'll need that report outlining the overall sales by region.

## **25.5 Creating a Database in Excel Along With the**

### **Use of Filters**

The figure below displays two sheets of relevant details. As you'll see, any record in Regular Totals includes a meaning that is further explained by date, staff, and city. Site documents show the cities from each country. Today, assume you would like to total those values by area for Everyday Totals.

Working with the information won't always be that easy. I have intentionally kept this example straightforward to concentration mostly on steps .

### **Converting Data to the Tables**

- Tap somewhere in the data range and tap the Insert button.
- Tap on the table in the group of tables. Tap quite well in that
- resulting dialog box displayed in the figure below. That header choice is already tested in this situation. When implementing that technique to your very own results, you may also want to test or uncheck this choice properly.

Tap inside that table and tap the Interface background key. Then type the meaningful name in that named area of the table, as seen in that figure below. Call that Daily Totals Table as well as that Sites Table .

There are no geographic details in the data collection that includes the values you would like to outline. This isn't an issue with data modeling. What you need now is a connection between the tables and the values you want to analyze and the geographical information you can use to analyze such principles.

## Creating the Relations

- First of all, press the Data tab. Even in the Data Tools
- category, tap Relationships. (If this alternative is dimmed, go back to #2 and build a table.)
- Select Daily Total Table from that first table dropdown.
- Select "City" into that Column (Foreign) dropdown.
- Select "Site Table" in that Linked Table drop-down.
- Select "City" as seen in Figure D in that Linked Columns (Primary) drop-down.
- Select the OK tab.
- Select close to move back to that sheet.
  
- Specify each column that perhaps the columns share to create a relationship inside those two tables.
- We can create another Pivot Table to describe the values. Tap the Total Daily Table in and select the Insert key. Select Pivot Table throughout the Tables group, as MS-Excel presents the dialog seen in Figure E, press OK.

At this stage, the pivot Tables framework presently tests one more table, Daily Total Tables. Add Site Table to the following:

- Tap the connection and MORE TABLES.
- Press Enter in that resulting dialog. Doing so requires a modern data modeling functionality.
- As you'll see in the following image, both tables also are

part of the layout of the pivot table.

Now information models function will be enabled by clicking on Further TABLE S

## **Adding the Fields**

It is indeed time to start incorporating the Pivot Table areas. Next, press the Extend arrow to that left of the Daily Total Table to access its fields. Check for Importance and City. Using the scroll bar to navigate the Site Table.

That data modeling function helps you to connect features from both the table to that Pivot Table frame.

That Pivot Table definitely won't be flawless at this stage, but it's time to begin adjusting a bit. The figure indicates the effect of pulling that region field to that COLUMNS segment.

If you don't like this style, you can easily swap column and line headers. Drag that City field to that COLUMNS portion and the Area field to that ROWS section, as seen in the figure.

When you pay careful attention, you may have seen the (blank) lines. Can you guess and tell where these lines are originated? One can easily diagnose a problem arising by the question or analyzing those community headers for certain products. Use the figure given below. You will decide that there is no area of importance for Boston but Cleveland. Luckily, this is a quick fix. See below, adding the values to a Table.

Reload that Pivot Table after introducing new regional documents. To do so, tap inside that table and then tap the Analyze context menu.

In that Data Group, tap the Refresh button .

## **Filters Options**

From this step, you can even filter the required cities by tapping on a filter option with an arrow at the top row with the name "city" and selecting that desired city with filters. If you wouldn't want to use the filters and see all that results, start deleting your selection and choose the "select all" choice.

By refreshing your pivot, the regional values would be shown correctly.

Do you see that little magnifying glass symbol in that figure above? Pressing that will help you drill further into the information which is not currently available. Tapping this icon with that value of the chosen Cleveland will show the dialog .

That dialog is set to the Sites Table by default; however, you may switch to Daily Total Table.

# CHAPTER 26. Data Entry Using the Input Masks

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## 26.1 Input Masks

The input mask is commonly considered a type of variable illustrating the correct input values' format. You may use the input masks in table areas, question fields, and type or the report controls. That

entry mask is maintained as an entity resource.

### Input Mask Has Three Important Parts

Input-mask is made up of one mandatory component and two optional sections, so each component is divided by a semicolon. The goal of each part is just given below:

- The very first element of this is necessary. It contains mask symbols or strings (sequence of characters) together with placeholders and specific details such as brackets, intervals, and hyphens.
- That second section is optional and applies to that embedded masks characters and how they've been stored in the region. If the second component is set to 0, that characters are recorded with the details, and if they are adjusted to 1, those symbols are only displayed but not saved. Set that second part to 1 will save the storage capacity of the server.
- The third component of that input mask is optional and shows a specific individual or space using it as a buffer. Access uses that underscore (\_) by default settings. If you choose to use a new character, insert this in the third portion of your masks.

Suppose it is an input mask for phone numbers in the U.S. format:  
(999) 000-000;0; -:

- That mask has two placeholder elements, 9 and 0. That 9 indicates an available digit (which allows it easier to reach an area code), so each 0 indicates a required digit.
- The 0 in that second part of that input masks indicate that mask characters are stored along with that info.
- The third portion of that input mask states that the hyphen (-) should be used as the replacement character instead of that underscore (\_).

## Characters That Define the Input Masks

The following information describes the placeholder and the specific characters for the input masks and demonstrates how to monitor the data entry.

- 0: The client is expected to insert a bit from (0 to 9).
- 9: The consumer is required to insert a digit from (0 to 9).
- #: The consumer can insert an integer, space, plus, or minus symbol. If missed, the submission comes to avoid the space.
- L: The consumer is expected to insert a letter. You may enter a letter.
- C: The consumer is permitted to access characters or gaps.
- ;-/: Decimal and thousands of placeholders, date, and period separators.
- That character you choose depends on certain sets in MS Windows.
- <: Includes all characters that are accompanied by the upper case.
- <: Translates all of the characters that proceed to lowercase. This allows the input mask to be filled with the left to right rather than from left to right.

- \: Directly follows those characters which are shown exactly.
  - ": Characters contained in double quote marks would be shown exactly.
- 

## 26.2 Avoid the Use of Input Masks

As helpful as they are, input masks aren't helpful in all situations. If the following conditions applied to anyone, you should not use an input mask:

- Whenever people need to insert data that does not fit the mask, the input mask doesn't make exceptions.
  - You're planning to use a Date Picker controller with a Date or Time field. Input masks aren't compliant with the Date Picker controller.
- 

## 26.3 Add an Input Mask Using Mask Wizard

You will use the so-called Input Mask to establish input masks in Microsoft Access 2016, including future iterations, i.e., 2019. That input mask is a sequence of basic rules that determine the type for which that data should be submitted in a sector.

For, e.g., an input mask of (999) 000-0000 may be used to decide how telephone numbers are inserted. In this case, that area code is mandatory, but its numbers must be entered. The explanation for that is because, with every input mask, a 9 defines an obligatory number, a 0 defines a required number.

We can now add an embedding layer to that Release Date area in our Albums chart. Our input mask would ensure that users insert that official date of every other album in that proper format.

- Enable the design chart.
- Tap the Release Date area for that purpose; see the given photo. The bottom frame shows the properties for this area.
- Tap on the Input Masks row in the bottom frame. There

would be a tiny icon with the three dots. That Input Mask Wizard activates by using the wizard.

- Press on a little [...] tab with three dots
- The Input Wizard Mask provides several choices on whatever you want that data to be processed. You can pick any alternative and evaluate this at the lower of that wizard throughout the Try It area.
- Choose the Medium Date and press Next.

The next display lets you make changes to that input mask. You could evaluate any configurations in that Try It area at the bottom of the wizard.

- We're going to add one small change.
- Connect two zeros to render the input mask: 99->L<LLL-0000
- This means that the consumer enters that date with DD-MMM-YYYY. 20-Mar-2016, for instance.
- When you're satisfied with your feedback mask, press Next.
- Input Mask Wizard should display you the last display; if not, press the End or Finish button.

When that Input Mask Wizard is closed, you can see the freshly generated Interface Masks having Input Masks property into Project Folder.

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## **26.4 Adding Input Mask for a Query or Report For Query**

- Right-click the data you want to adjust from your navigation window and tap the Design display menu, mostly on the menu bar.
- Hold the cursor in that column for the area you wish to switch into that database interface grid. You may also hold the cursor to every row in that sector. Click F4 to access that
- field's property document. In that Field Properties list, press
- the Feedback Mask properties box on a General tab.
- Now press the Create key to open your Input Mask Wizard, and follow the directions closely in the details already given.

## **For Reporting**

- In the Navigation Pane, make a right-click to the form or the report you need to change and click design view on the shortcut menu.
- Make a right-click to the Control that you want to change. After then click on the Properties option on the shortcut menu.
- On the All tab, tap on the Input Mask property box.
- To start the input mask wizard, hit the Build button and carefully follow the wizard's instructions.

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## **26.5 Creating Customized Input Mask**

- First, you must build a blank form or update a current form to include your custom input mask.
- The Input masks may only be applied to the text region of the single line.
- Now drag and drop the text for a single line.
- Then after dragging, select the form field to access the

Field Options box.

- Go to forwarding Choice in the field option. You will see the Input Mask options in the Advanced field tab.
- You should mask the input from this step now.
- For example, if you need an 8-digit number, you can insert 8 9's in your Input Mask area.
- When the form becomes visible on the web, an underscore sign will be displayed to users for each appropriate digit.
- In this example, we have used "9," so only numeric values are allowed.

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## 26.6 Customizing the Input Masks Using the Field Property Settings

The field inside a table is referred to as a column. It represents a fixed attribute for the records inside a table. A User can add a total of 225 fields to a single table. Each field you add in the table contains various features that offer you some additional control over your results. Here's a tutorial on how to set the field in a table:

- On the Home ribbon, select "View" and then choose "Design View."
- Now, you'll be prompted to modify the title of the table. Enter the title.
- When you pick a sector, the properties box will emerge on the bottom part of the table design view.
- Select the Field Layout to modify your data and adjust the direction it is viewed on the computer or when you record your data.

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## 26.7 Input Masks Examples

Take the example. U.S. zip codes have a 4-digits suffix that many people do not consider. Hence, we do not want it. Therefore, we will

use the "9" character for making this data optional.

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## **26.8 Using Input Mask Specifically for an Email Address**

From an open table, select the "View" from the Ribbon section navigate to the "Design View." At this stage, all the validation rules should be cleared in the properties field of your table. Those are not visible in the "Datasheet View." tab.