

**Class:** MSc

**Subject :** Application of IT- Basics and Advance Excel

**Chapter:** Unit 1 Chapter 2

**Chapter Name:** Entering, Editing and Managing Data

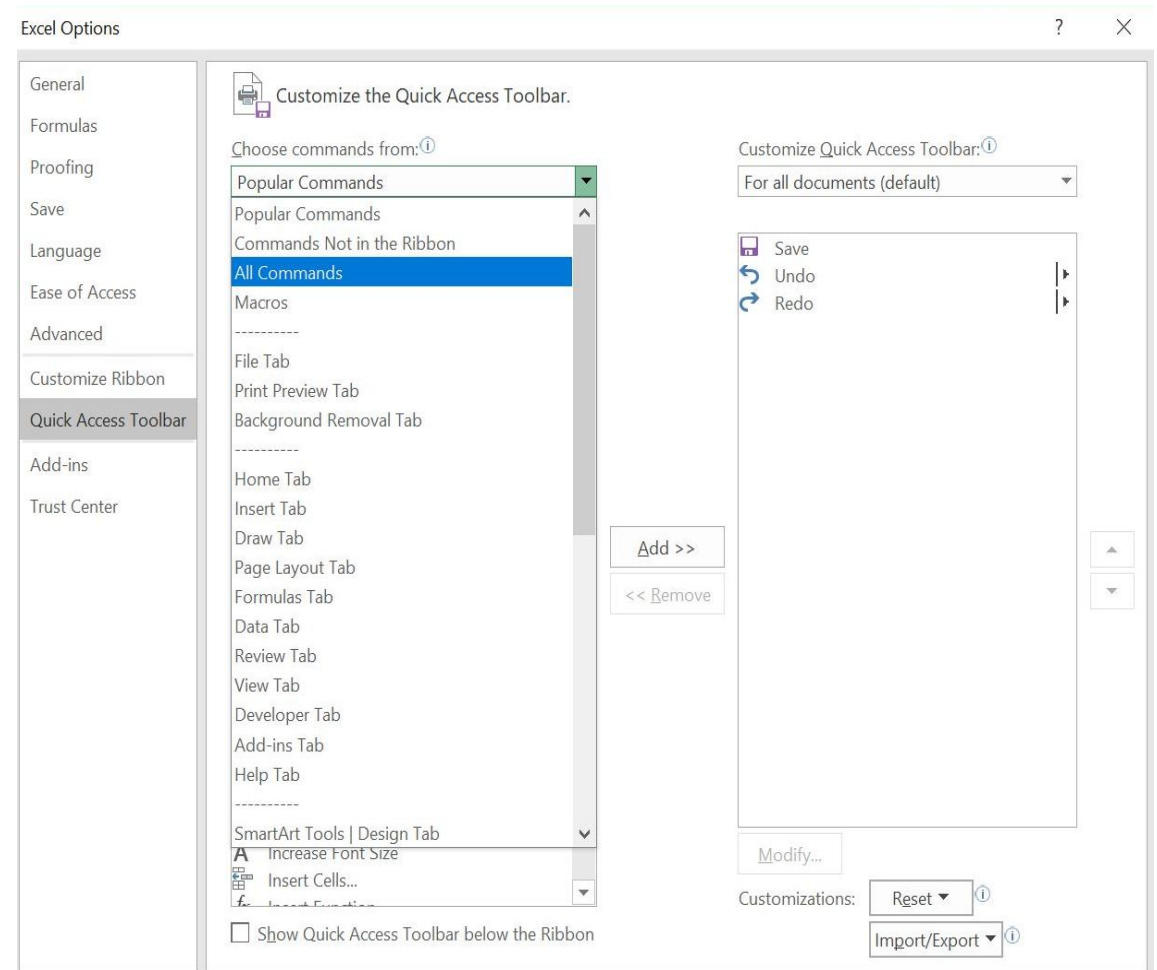
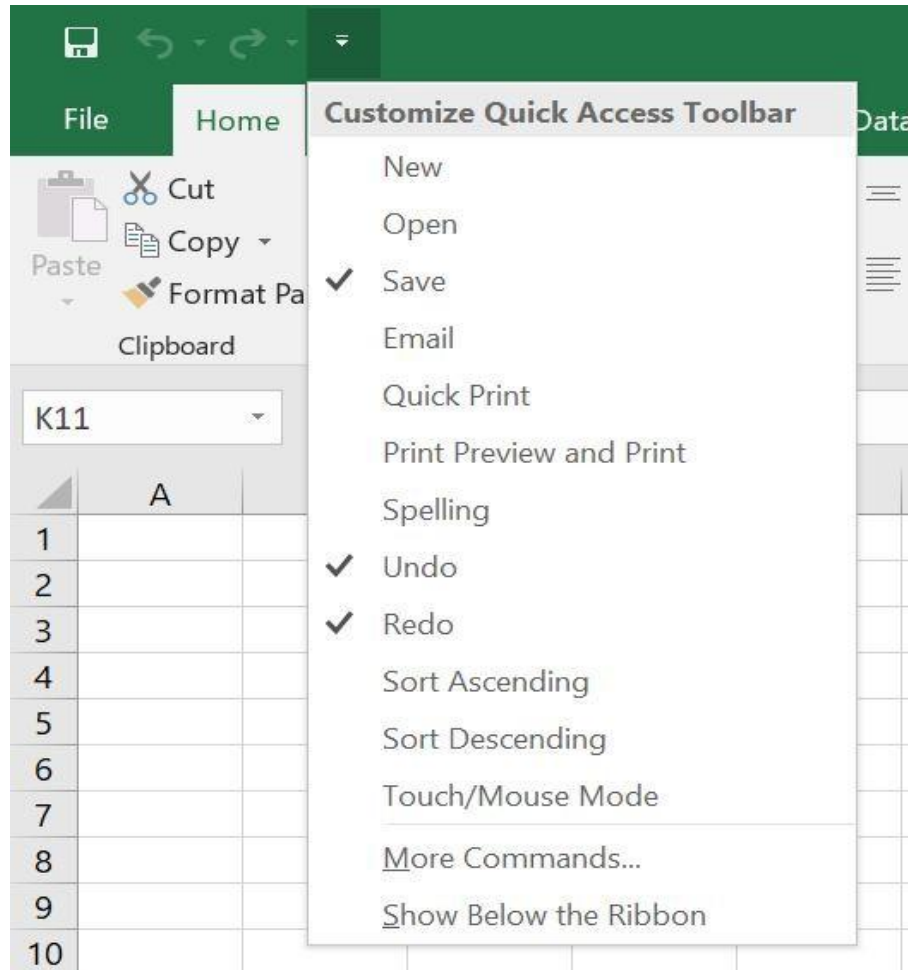
# Preparing & Customizing QAT

- *The Ribbon is fairly efficient, but many users prefer to have some commands available at all times, without having to click a tab. The solution is to customize your Quick Access toolbar. Typically, the Quick Access toolbar appears on the left side of the title bar, above the Ribbon. Alternatively, you can display the Quick Access toolbar below the Ribbon; just right-click the Quick Access toolbar and choose Show Quick Access Toolbar below the Ribbon.*
- *You can reverse almost every action in Excel by using the Undo command, located on the Quick Access toolbar. Click Undo (or press Ctrl+Z) after issuing a command in error, and it's as if you never issued the command. **You can reverse the effects of the past 100 actions** that you performed by executing Undo more than once. You can't reverse every action, however. Generally, anything that you do using the File button can't be undone. For example, if you save a file and realize that you've overwritten a good copy with a bad one, Undo can't save the day.*

## Customizing QAT

- Click on expand button on QAT
- Select "More commands"
- In the "Customize Quick Access Toolbar" window, click on the dropdown list
- Select "All commands"
- Select desired command/option and click on "Add"
- Click "Ok" to exit and the command will appear on your QAT

# Customizing QAT



# What are Ranges ??

*A cell, or a combination of cells (continuous) is a range*

- C24 A range that consists of a single cell.*
- A1:B1 Two cells that occupy one row and two columns.*
- A1:A100 100 cells in column A.*
- A1:D4 16 cells (four rows by four columns).*
- C1:C1048576 An entire column of cells; this range also can be expressed as C:C.*
- A6:XFD6 An entire row of cells; this range also can be expressed as 6:6.*
- A1:XFD1048576 All cells in a worksheet. This range also can be expressed as either*
  - A:XFD or 1:1048576.*

# Moving Ranges

*There are different ways to move a range in Excel*

- Copy an entire range, select a different location, click paste*
- Select an entire range, move to the corner of selection, drag and drop*

# Range Names

*There are three ways to create named ranges*

- 1. By entering a range name in the Name box*
- 2. By clicking Create From Selection in the Defined Names group on the Formulas tab*
- 3. By clicking Name Manager or Define Name in the Defined Names group on the Formulas tab*

# Naming Ranges

*Dealing with cryptic cell and range addresses can sometimes be confusing, especially when you deal with formulas. Fortunately, Excel allows you to assign descriptive names to cells and ranges. For example, you can give a cell a name such as "margin", or you can name a range "Q1Sales". Working with these names (rather than cell or range addresses) has several advantages:*

- A meaningful range name is much easier to remember than a cell address*
- Entering a name is less error prone than entering a cell or range address, and if you type a name incorrectly in a formula, Excel will display a #NAME? error*
- You can quickly move to areas of your worksheet either by using the Name box,*

# Naming Ranges

- *located at the left side of the Formula bar (click the arrow to drop down a list of defined names) or by choosing Home ➞ Editing ➞ Find & Select ➞ Go To (or pressing F5) and specifying the range name.*
- *Creating formulas is easier. You can paste a cell or range name into a formula by using Formula Autocomplete.*
- *Names make your formulas more understandable and easier to use. A formula such as =Income—Taxes is more intuitive than =D20—D40.*

# Range Names

## *Names Manager*

- *To edit or delete the Range names- Open Name Manager by selecting the Formulas tab and then click Name Manager from the menu. All range names are listed here.*

# Range Names

- *Excel does not allow you to use the letters r and c as range names.*
- *Symbols allowed in range names are periods (.) and underscores (\_).*
- *If you use Create From Selection to create a range name, and your name contains spaces, Excel inserts an underscore (\_) to fill in the spaces.*
- *Range names cannot begin with numbers or look like a cell reference. For example, 3Q and A4 are not allowed as range names.*

# Adding Comments

*To add a comment to a cell, select the cell and use any of these actions:*

- Choose Review ➞ Comments ➞ New Comment.*
- Right-click the cell and choose Insert Comment from the shortcut menu.*
- Press Shift+F2.*

# Adding Comments

- *Excel inserts a comment that points to the active cell.*
- *Initially, the comment consists of your name, as specified in the General tab of the Excel Options dialog box*  
*(choose File ➞ Options to display this dialog box).*
- *You can delete your name from the comment, if you like.*
- *Enter the text for the cell comment and then click anywhere in the worksheet to hide the comment. You can change the size of the comment by clicking and dragging any of its borders.*

# Understanding Tables

- *A table is a rectangular range of structured data.*
- *Each row in the table corresponds to a single entity.*
- *For example, a row can contain information about a customer, a bank transaction, an employee, a product, and so on. Each column contains a specific piece of information.*
- *Tables typically have a header row at the top that describes the information contained in each column.*
- *Setting up data like this in a range of cells is very straightforward. The magic happens when you tell Excel to convert a range of data into an “official” table.*

# Understanding Tables

- *You do this by selecting any cell within the range and then choosing Insert ➞ Tables ➞ Table.*
- *When you explicitly identify a range as a table, Excel can respond more intelligently to the actions you perform with that range.*
- *If you create a chart from a table, the chart will expand automatically as you add new rows to the table & if you enter a formula into a cell, Excel will propagate the formula to other rows in the table.*

# Tables

- *By creating a table, the formulas and formatting can be automatically updated when we add data.*
- *Begin by selecting the current range of data and headers*
- *Click Table on the Insert tab or press Ctrl+T.*
- *After ensuring that the My Table Has Headers box is selected, you will see that the table range is formatted.*
- *This formatting will continue automatically whenever new data is entered in the table.*
- *Table Tools Design tab is visible only when the active cell is within a table.*

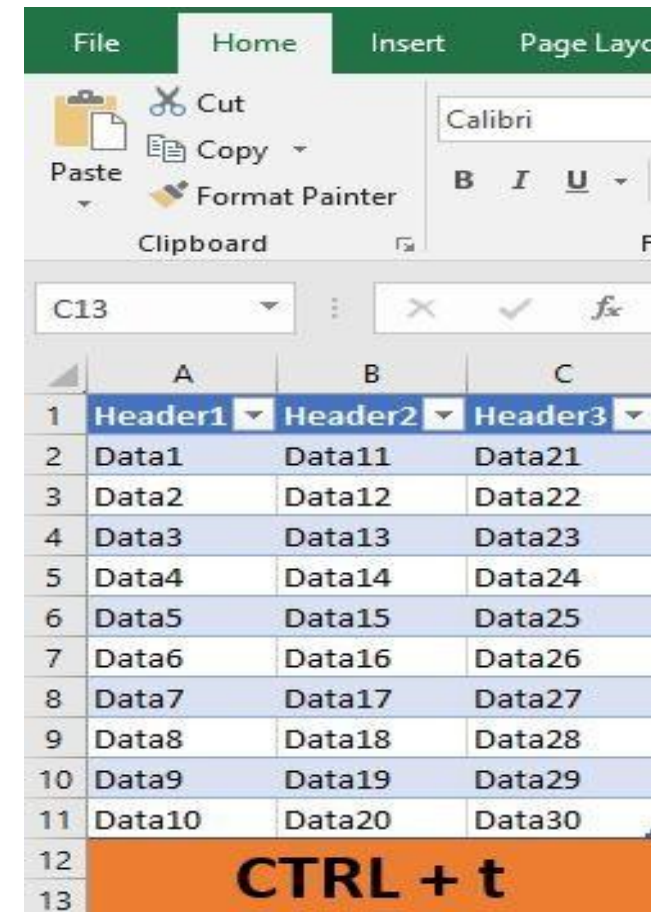
# Using Table Templates

- Select a range in table
- Under design tab
- Expand table styles
- Click to select desired style



# Working with Tables

□ *Select data and hit CTRL + t*

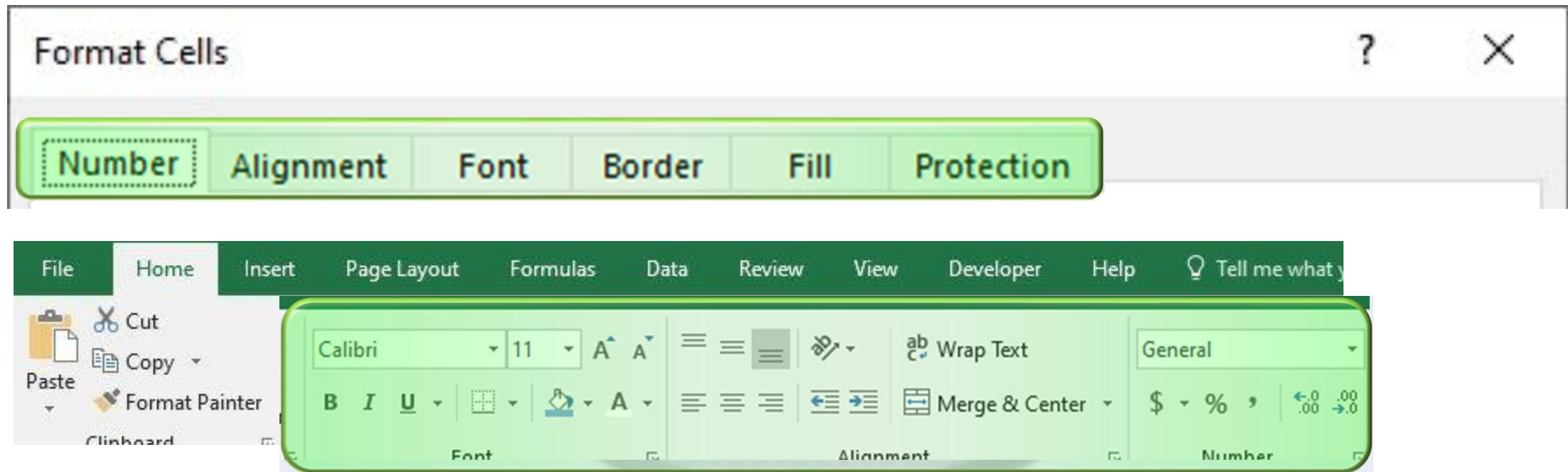


The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The 'Clipboard' group is visible, showing 'Cut', 'Copy', 'Paste', and 'Format Painter' options. The table below is a 3x11 grid with headers and data. The table is highlighted in blue. Below the table, a large orange box contains the text 'CTRL + t'.

	A	B	C
1	Header1	Header2	Header3
2	Data1	Data11	Data21
3	Data2	Data12	Data22
4	Data3	Data13	Data23
5	Data4	Data14	Data24
6	Data5	Data15	Data25
7	Data6	Data16	Data26
8	Data7	Data17	Data27
9	Data8	Data18	Data28
10	Data9	Data19	Data29
11	Data10	Data20	Data30
12	CTRL + t		
13			

# Formatting Tools

CTRL + 1



# Working with Different Fonts

*Classroom activity*

Format Cells

Number Alignment **Font** Border Fill Protection

Font: Calibri  
Calibri Light (Headings)  
**Calibri (Body)**  
Adobe Arabic  
Adobe Caslon Pro  
Adobe Caslon Pro Bold  
Adobe Devanagari

Font style: Regular  
**Regular**  
Italic  
Bold  
Bold Italic

Size: 11  
8  
9  
10  
**11**  
12  
14

Underline: None

Effects  
☐ Strikethrough  
☐ Superscript  
☐ Subscript

Color:   ☒ Normal font

Preview  
Calibri

This is a TrueType font. The same font will be used on both your printer and your screen.

OK Cancel