Practical 1

1.   INSERING ROWS AND COLUMNS

To insert new record after 4th row

Steps:

- Select the 5th row (by clicking on 5 row number) or select the any cell on 5th row
- Select HOME MENU (TAB)
- Select INSERT option
- Select **insert sheet row**
  (a new row will get inserted before 5th and after 4th in the active sheet)

To insert new column after D column

Steps:

- Select the E column (by click on E column name) or select any cell on E column
- Select HOME MENU (TAB)
- Select INSERT option
- Select **insert sheet column**
  (a new column will get inserted before E and after D in the active sheet)

2.   DELETING ROWS AND COLUMNS

To delete the 5th row

Steps:

- Select the 5th row (by clicking on 5 row number) or select any cell on 5th row
- Select HOME MENU (TAB)
- Select DELETE option
- Select **delete sheet row**
  (5th row will get deleted from the active sheet)

To delete the D column

Steps:

- Select the D column (by clicking on E column name) or select any cell on 5th row
- Select HOME MENU (TAB)
- Select DELETE option
- Select **delete sheet column**
  (D column will get delete from the active sheet)

3.   HIDE AND UNHIDE ROWS AND COLUMNS

To hide the 5th row

Steps:

- Select the 5th row (by clicking on 5 row number) or select any cell on 5th row
- Select HOME MENU (TAB)
- Select FORMAT option
- Select HIDE / UNHIDE OPTION
- Select **hide row**
  (5th row will get hide from the active sheet)

To hide the D column
Steps
- ➢ Select the D column (by clicking on D column name) or select any cell from D column
- ➢ Select HOME MENU (TAB)
- ➢ Select FORMAT option
- ➢ Select HIDE/ UNHIDE OPTION
- ➢ Select **Hide column**
  (D column will get hide from the active sheet)

To hide the active sheet
Steps
- ➢ Select HOME MENU (TAB)
- ➢ select FORMAT option
- ➢ select HIDE / UNHIDE OPTION
- ➢ Select **hide sheet**

To unhide the 5th row
Steps
- ➢ Select the 4th and 6th row
- ➢ Select HOME MENU (TAB)
- ➢ Select FORMAT option
- ➢ Select HIDE / UNHIDE OPTION
- ➢ Select **unhide row**
  (5th row will get unhide in the active sheet)

To unhide the D column
Steps
- ➢ Select the C and E column
- ➢ Select HOME MENU (TAB)
- ➢ Select FORMAT option
- ➢ Select HIDE/ UNHIDE OPTION
- ➢ Select **unhide column**
  (D column will get unhide in the active sheet)

To unhide the sheet 3
Steps
- ➢ Select the HOME MENU (TAB)
- ➢ Select the FORMAT option
- ➢ Select HIDE / UNHIDE OPTION
- ➢ Select unhide sheet (a dialog will appear)
- ➢ Select the sheet 3
- ➢ Click on ok

4.   UNDO AND REDO

To undo the last action
➢ Select the UNDO option from the QUICK ACCESS tool bar.
➢ To Redo the last action
➢ Select the REDO option from the QUICK ACCESS tool bar.

5.   MOVING A RANGE
To move the range A1:A10 to C1 to C10
Steps
➢ Select the range from A1:A10
➢ Select HOME MENU(tab)
➢ Click CUT option from clipboard
➢ Select the cell C1
➢ Click PASTE option from clipboard

6.   COPYING A RANGE
To copy range from the range A1:A10 to C1 to C10
Steps
➢ Select the range from A1:A10
➢ Select HOME MENU(tab)
➢ Click COPY option from clipboard
➢ Select the cell C1
➢ Click PASTE option from clipboard

7.   COPYING SINGLE RANGE TO MULTIPLE RANGES
To copy range the range A1:A10 to B1:B10,D1:D10,E1:E10
Steps
➢ Select the range from A1:A10
➢ Select HOME MENU(tab)
➢ Click COPY option from clipboard
➢ Select the cell B1, D1, E1 by pressing ctrl key
➢ Click PASTE option from clipboard

8.   AUTOFILL and CUSTOM LIST
To create list of January to December list in B1:B12 cell
➢ Select the cell B1 and type January
➢ Select the cell B1 and drag the fill handle vertically till B12.

To create own autofill list
Steps

➢ Click the **Microsoft Office Button** , and then click **Excel Options**.
➢ Click **Popular**, and then under **Top options for working with Excel**, click **Edit Custom Lists**.
➢ In the **Custom lists** box, click **NEW LIST**, and then type the entries in the **List entries** box, beginning with the first entry.
➢ Press ENTER after each entry.
➢ When the list is complete, click **Add**, and then click **OK** twice.

- ➢ On the worksheet, click a cell, and then type the item in the custom fill series that you want to use to start the list.
- ➢ Drag the fill handle across the cells that you want to fill.

9. FIND AND REPLACE VALUES
To find "computer" word in the cell B1 to B25 cell
- ➢ Select the cell from B1 to B25
- ➢ Select HOME MENU (tab) and click on find & select option from **Editing** Group
- ➢ Click **Find** options
    (A find and replace dialog box will appear)
- ➢ Type Computers in the place provided for **find what** options
- ➢ Click on ok
    (cell will get active where the computer is their)

10. SPELLCHECK
To check the spelling mistake in the sheet
- ➢ Select the REVIEW MENU (tab)
- ➢ Select SPELL form proofing group
    (A dialog box will appear)
- ➢ A cell will get active where spelling mistake is there.

11. FORMATING CELLS, NUMBERS, DATES, TIMES.
To format the cells B2 by 3 decimal places and numbers should be in commas
- ➢ Select the cell b2
- ➢ select the HOME MENU (tab)
- ➢ click on **format** option from cell group
- ➢ Select **format cells** option from format
        (format cell dialog box will appears)
- ➢ Select **Number** tab and **category number**
- ➢ Select 3 decimal from decimal places
- ➢ Mark the use 1000 separator (,)

12. FONT, COLOURS, BORDERS, FILLS.
- ➢ Select the cell
- ➢ select the HOME MENU (tab)
- ➢ click on **format** option from cell group
- ➢ Select **format cells** option from format
        (format cell dialog box will appears)
- ➢ Select Font tab
- ➢ Select the option for font, colour, borders, fills.

13. ADDING, REMOVING, HIDING AND RENAMING   WORKSHEET.

To insert new sheet after sheet2

Steps:
- ➢ Select the sheet 3
- ➢ Select HOME MENU (TAB)
- ➢ Select INSERT option
- ➢ Select **insert sheet**
  (a new sheet4 will get inserted before sheet3 and after sheet2)

To remove the sheet2
Steps:
- ➢ Select the sheet2
- ➢ Select HOME MENU (TAB)
- ➢ Select DELETE option
- ➢ Select **delete sheet**
  (Sheet2 will get delete from the workbook)

To hide the sheet2
Steps:
- ➢ Select the sheet2
- ➢ Select HOME MENU (TAB)
- ➢ Select FORMAT option
- ➢ Select HIDE / UNHIDE OPTION
- ➢ Select **hide sheet**
  (sheet2 will get hide from the workbook)

To hide the sheet2
Steps
- ➢ Select the sheet2 (active sheet)
- ➢ Select HOME MENU (TAB)
- ➢ Select FORMAT option
- ➢ Select HIDE/ UNHIDE OPTION
- ➢ Select hide sheet
  (sheet2 (active sheet) will get hide from the workbook)

To delete the D column
Steps:
- ➢ Select the D column (by clicking on E column name) or select any cell on 5th row
- ➢ Select HOME MENU (TAB)
- ➢ Select DELETE option
- ➢ Select **delete sheet column**
  (D column will get delete from the active sheet)

14. HIDE AND UNHIDE ROWS AND COLUMNS
To hide the 5th row
Steps:
- ➢ Select the 5th row (by clicking on 5 row number) or select any cell on 5th row
- ➢ Select HOME MENU (TAB)

> ➢ Select FORMAT option
> ➢ Select HIDE / UNHIDE OPTION
> ➢ Select **hide row**
>   (5th row will get hide from the active sheet)

To rename the sheet2
Steps
> ➢ Select the sheet2
> ➢ Select HOME MENU (TAB)
> ➢ Select FORMAT option
> ➢ Select RENAME
>   (it will allow to rename the sheet2 give any name and press enter)

15. ADD HEADER AND FOOTER TO A WORKBOOK
To give 'computer class' heading to each and every sheet
> ➢ Select INSERT MENU (tab)
> ➢ Select Header and Footer option from text group
> ➢ Type "computer class' in the place provided
>   (Header will be given to each and every place)

16. PAGE-BREAK AND PREVIEW
> ➢ To move a page break, drag the page break to a new location.
> ➢ To insert a vertical page break or a horizontal page break, select a row or column below or to the right of where you want to insert the page break, right-click, and then click **Insert Page Break** on the shortcut menu.
> ➢ To remove a manual page break, drag the page break outside of the page break preview area.
> ➢ To remove all manual page breaks, right-click any cell on the worksheet, and then click **Reset All Page Breaks** on the shortcut menu.

17. AUTO COMPLETE

To make it easier to create and edit formulas and minimize typing and syntax errors, use Formula AutoComplete. After you type an = (equal sign) and beginning letters or a display trigger, Microsoft Office Excel displays below the cell a dynamic drop-down list of valid functions, names, and text strings that match the letters or trigger. You can then insert an item in the drop-down list into the formula by using an insert trigger.

18. AUTO CORRECT

Automatically detect and correct typos and misspelled words For example, if you type **teh** plus a space, AutoCorrect replaces what you typed with **the**. Or if you type **This is theh ouse** plus a space, AutoCorrect replaces what you typed with **This is the house**.

19. AUTOFIT

Do not AutoFit To turn off the automatic resizing, click this button. **Shrink text on overflow** To make the text reduce in size to fit within the WordArt, click this button. **Resize shape to fit text** To increase the size of the WordArt vertically so that the text fits inside of it, click this button

20. CREATING AND USING NAMED RANGE.
➢ Select the range
➢ Select FORMULA MENU (tab)
➢ Select Define name
     (Define name dialog box will appear)
➢ Give the name to that range

21. CREATING AND LINKING MULTIPLE SPREADSHEET