

MS EXCEL NOTES

7.1 Spreadsheet

- Spreadsheet ek electronic worksheet hoti hai.
- Is mein data rows aur columns ki form mein hota hai.
- Calculations aur data management ke liye use hoti hai.
- Example: MS Excel, Google Sheets.

7.2 MS Excel

- MS Excel Microsoft ka spreadsheet software hai.
- Is ka use calculations, charts aur reports banane ke liye hota hai.
- Excel mein formulas aur functions available hote hain.

7.4 Starting Excel

Excel start karne ka tareeqa:

- Start Menu open karein.
- Microsoft Office select karein.
- Microsoft Excel par click karein.

7.5 Interface of MS Excel

Excel Interface ke Parts:

- **Title Bar** → File ka naam show karti hai.
- **Ribbon** → Commands aur tools ka area.
- **Worksheet** → Cells ka area jahan data enter hota hai.
- **Rows** → Horizontal lines (1,2,3...).
- **Columns** → Vertical lines (A,B,C...).
- **Formula Bar** → Formula show karta hai.
- **Status Bar** → Neeche information show karti hai.

7.6 Navigating in Excel

- Arrow keys se move kar sakte hain.
- Mouse se kisi bhi cell par click kar sakte hain.
- Tab key right side move karti hai.
- Enter key next row mein le jati hai.

7.7 Selection in a Worksheet

- Single cell select → cell par click.
- Row select → row number par click.
- Column select → column letter par click.
- Entire worksheet → top left corner button.

7.8 Office Button

- Office Button top left corner mein hota hai.
- Open
- Save
- Print
- Close

ki commands milti hain.

7.9 Working with Sheet Tab

- Sheet tabs worksheet ke neeche hoti hain.
- New sheet insert kar sakte hain.
- Sheet rename kar sakte hain.
- Sheet delete ya move bhi kar sakte hain.

7.10 Data Editing in Excel

- Data edit karne ke liye cell par double click karein.
- Backspace aur Delete key use hoti hain.
- Formula bar mein bhi editing ho sakti hai.

7.11 Inserting Cells, Rows and Columns

Insert karne ka tareeqa:

- Row/Column select karein.
- Right click karein.
- Insert option choose karein.

7.13 Resizing Column / Row

- Column width change kar sakte hain.
- Row height bhi adjust ki ja sakti hai.
- Mouse drag karke resize hota hai.

7.14 Hide / Redisplay Column, Row, Cell

- Row ya column ko hide kar sakte hain.
- Right click → Hide.
- Wapas lane ke liye → Unhide.

7.15 Formatting Data

Formatting:

- Font change
- Color change
- Bold / Italic

- Alignment
 - Borders
- include hote hain.

7.16 Auto Fill

- Series automatically fill karta hai.
- Example:
- Monday, Tuesday
- Is se:
- New file
- 1,2,3,4
- Fill Handle use hota hai.

7.17 Sorting

- Data ko ascending ya descending order mein arrange karna sorting kehlata hai.
- A-Z ya Z-A sorting hoti hai.
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7.18 Filtering Data

- Sirf required data show karta hai.
- Data tab → Filter option.
- Unwanted data temporarily hide ho jata hai.

7.19 Charts & Graphs

- Data ko graphical form mein show karte hain.

Types:

- Bar Chart
- Pie Chart
- Line Chart
- Column Chart

7.20 Formula

- Formula calculation ke liye use hota hai.
- Formula hamesha = se start hota hai.

Example:

=A1+B1

7.21 Cell References

Types:

- Relative Reference → A1
- Absolute Reference → \$A\$1
- Mixed Reference → A\$1 / \$A1

7.22 Functions

- Functions predefined formulas hoti hain.

Common Functions:

- SUM()
- AVERAGE()
- MAX()
- MIN()
- COUNT()

Example:

=SUM (A1 : A5)

7.23 Printing

Printing Steps:

- Office Button click karein.
- Print select karein.
- Printer choose karein.
- Print button press karein.

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