

Learn MS EXCEL in 01 Hour

Part - I

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Numerous Uses of MS EXCEL

- MS Excel is a very good & powerful tool
- You can make use of MS Excel to:
 - Prepare Any sort of Salary Bills;
 - Income Tax Calculations;
 - Income and Expenses Statements;
 - Profit and Loss Statements;
 - Balance Sheets;
 - and several other hundred and one things pertaining to Accounts and Accounting Procedures.

Note: For advancing the slides, either press the “right arrow” on your Keyboard or click the mouse.

Very Easy to Learn

- MS Excel is very easy to learn, rest assured.
- You can master the nuances in no time especially if you already have some knowledge of Accounts and have worked in MS Word;
- Just follow the guidelines provided in this Lesson, and very soon you'll be able to do Excellent job in MS Excel.
- Wish you all the best!

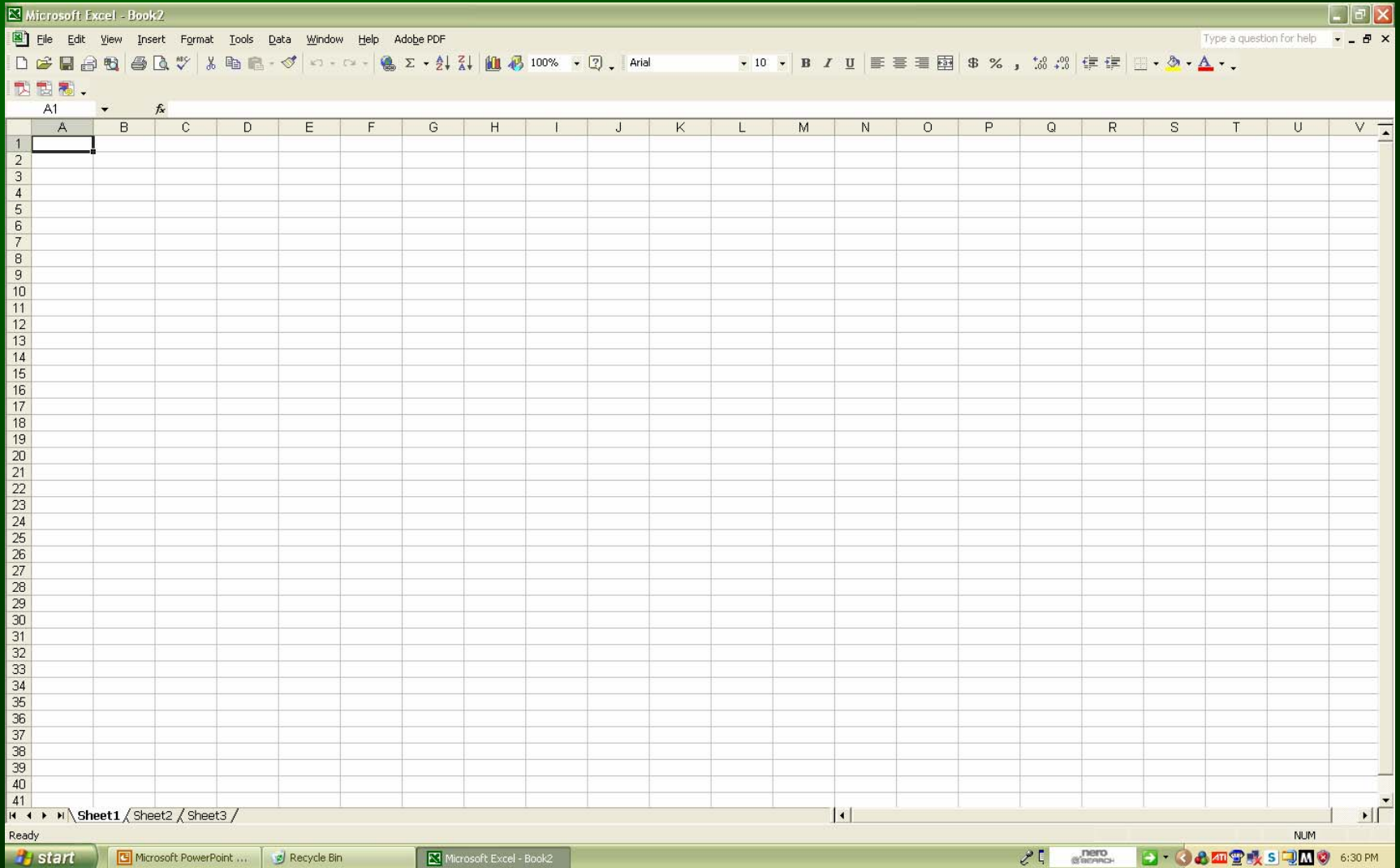
Microsoft Excel

- Microsoft Excel comes as a component of Microsoft Office.
- You can find it by clicking on “Start” button on your Screen
- Then Click on “All Programs”
- Locate the Microsoft Office Program and then Microsoft Excel
- For easy access in future, you may “Right Click” on the “Icon” and select the option: “Pin to Start menu”.

Main Elements in MS Excel

- Opening a New Worksheet
- Page Setup (Size, Margins etc.)
- Entering the Data in various Cells, Rows and Columns;
- Writing and executing Formulas
- Saving the Worksheet;
- Taking out a hardcopy (*Print for the uninitiated!*)
- Preparing Charts, where required;
- Formatting the Data for better presentability;
- Inserting Pictures, where required;
- Inserting Headers and Footers, etc. etc.

A New Worksheet in MS Excel



Menus and Sub Menu

Click on the Menus

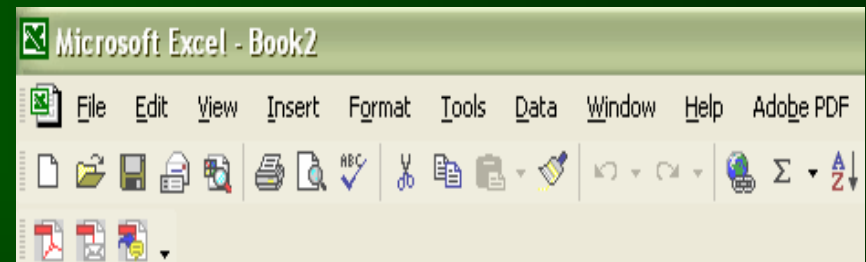
- File
- Edit
- View
- Insert
- Format
- Tools
- Data
- Windows and
- Help

Get acquainted with
the Sub-menus and
other related items

It will prove useful at
the later stage

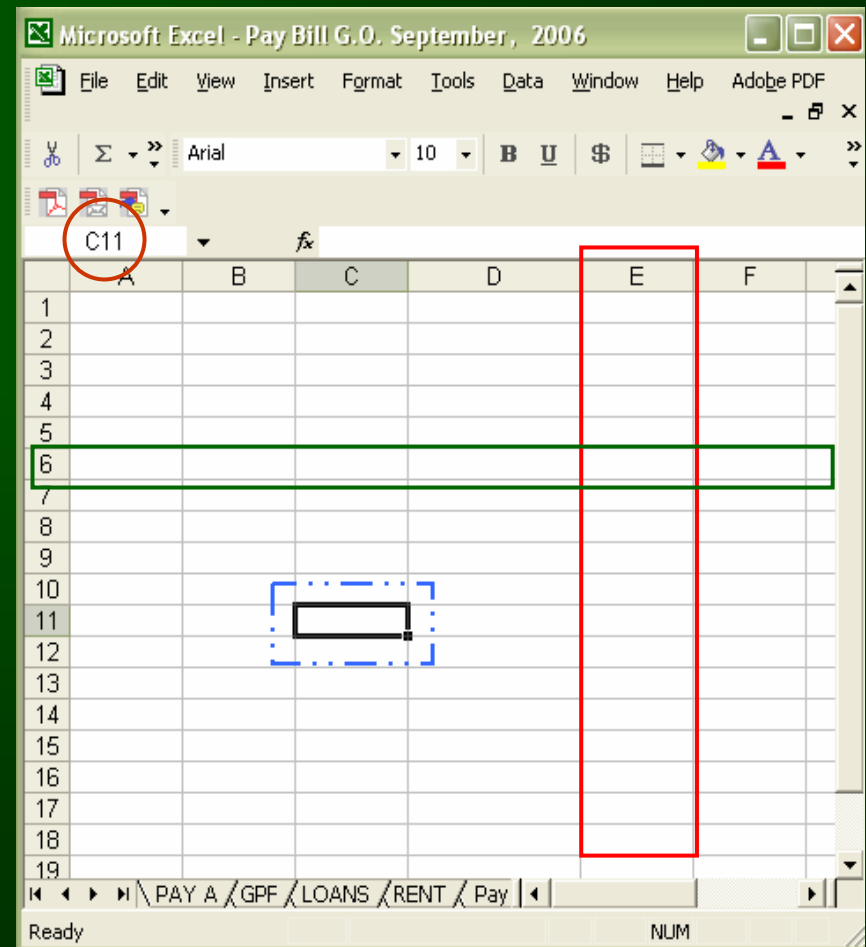
Getting Familiarized with the Menu

- As will be seen from the Picture alongside, the Menus in Excel are almost identical as those in MS Word;
- Therefore, working in Excel will not pose much problem;
- However, some prior knowledge of Accounts will be preferable.



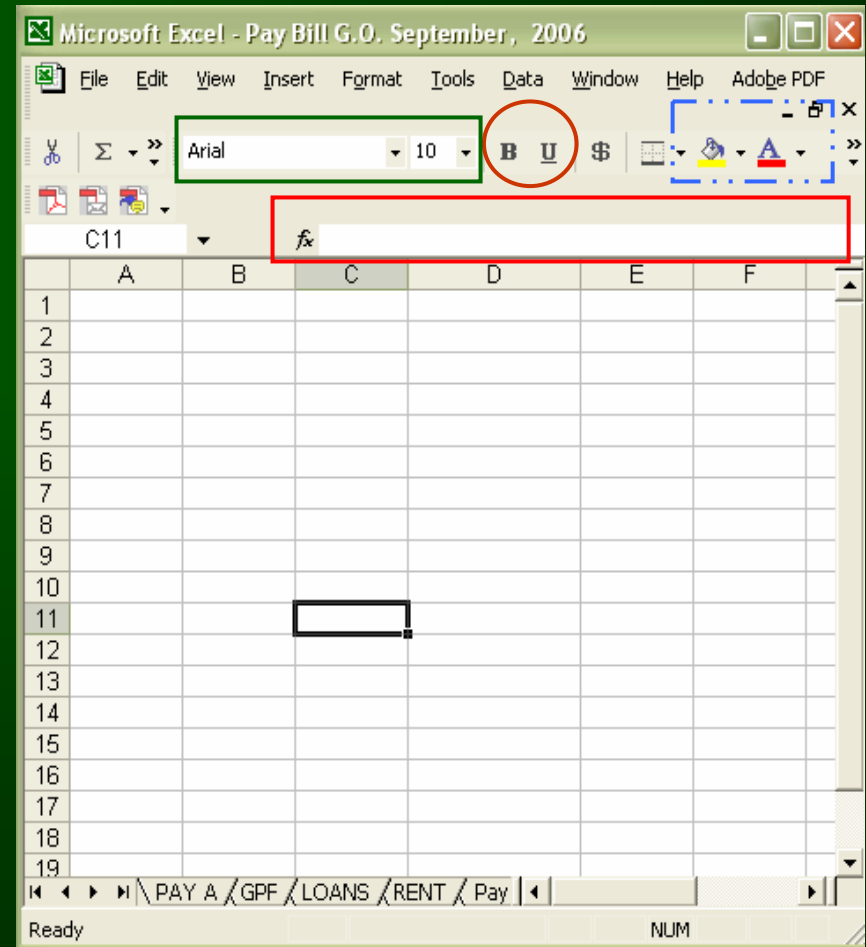
Elements in Worksheet - I

- Let's get acquainted with some of the elements in an Excel Worksheet:
 - In the Picture alongside, the red rectangle contains a Column "E";
 - The green rectangle contains a Row "6";
 - The blue rectangle contains a "Cell"
 - The "Cell Address" is – C11 (as indicated in red circle).



Elements in Worksheet - II

- Continuing with our Endeavor:
 - In the Picture alongside, the red rectangle contains the “Formula Bar”;
 - The green rectangle contains the “Font face” and “Font Size” Selection;
 - The blue rectangle contains “Fill” and “Font color”;
 - The red Circle contains the tools for making the Text and or Data “Bold” or effecting “Underline”.



Organizing a Worksheet

- It is essential that before starting Data entry, you plan out your Worksheet;
 - This will require that you should know
 - what is the size of the Paper you would be using;
 - The various Data Fields necessary to be shown, etc.
 - The No. of Rows and Columns required, etc.
- But there no need to agonize yourself at this; because the Program is extremely user friendly;
- You can go on improving your Worksheet, till it is perfect for your purpose;
- There is large scope for entering Rows and Columns; Copy and Paste Formulae and otherwise arrange things to suit the requirement.

A Typical Salary Bill

Microsoft Excel - Pay Bill G.O. September, 2006

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100% Arial 10

A	C	D	E	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	NAME	Basic Pay	D.A.	F.M.A.	TOTAL	G.P.F.	HBA	Sc. Loan	Comp.	I.Tax	HR (UT)	Total	Net				
2	Designation	D.P.	H.R.A.	F.P.A.		Refund	HBA(I)	Conv.Int	Comp.Int	G.I.S.	HR(Pb)	Deductions	Payable				
3		Sec.All.	C.C.A.	Cash All.				Car Loan	Fest. Adv.	Misc.Rec.	L.I.C.						
4		Secretary	1 Post Consolidated Pay Rs.40178/-														
6	1	S. Nachhattar Singh Mavi	40178			40178	0	0	0	0	10000	0	10000	30178	62876		
7		Pb-VSS-135				0	0	0	0	0	0	0					
8		Additional Secretary 1 Post : Rs.13500-400-15900-450-16800 + 1000 S.A. (Non-Technical)															
10	1	Shri Madan Mohan	13900	5004	250	30352	8000	0	0	0	1000	0	11494	18858	63835		
11		Pb-VSS-123	6950	3128	0		2000	0	0	0	120	0					
12			1000	120			0	0	0	0	374	0					
13		Deputy Secretary 1 Post : Rs.12000-375-13500-400-15500 + 1000 S.A. (Non-Technical)															
15		Sardar Navtej Singh	13125	4725	250	28736	0	0	0	0	0	0	120	28616	63959		
16		Pb-VSS-137	6563	2953	0		0	0	0	0	120	0					
17			1000	120	0		0	0	0	0	0	0					
18		Under Secretary 3 Post : Rs.10025-275-10300-340-12000-375-13500-400-15100 + 1000 S.A. (Non-Technical)															
19	1	Sh. Harmail Singh	12000	4320	250	23690	0	0	0	0	1000	0	2177	21513	62990		
20		Pb-VSS-30	6000	0	0		0	0	0	0	120	900					
21			1000	120			0	0	0	0	157	0					
22																	
23	2	Smt. Swarn Kanta	10640	3830	250	21160	6000	0	0	0	88	7708	13452	63846			
24		Pb-VSS-124	5320	0	0		0	0	0	1500	120	0					
25			1000	120			0	0	0	0	0	0					
26																	
27	1	Shri Tara Singh	12000	4320	250	26405	10000	0	0	0	500	0	10632	15773	63256		
28		Pb-VSS-43	6000	2700	15		0	0	0	0	120	0					
29			1000	120			0	0	0	0	12	0					
30		Secretary to Speaker 1 Post : Rs.10025-275-10300-340-12000-375-13500-400-15100 + 1000 S.A. (Non-Technical)															
31																	
32		S. Darshan Singh Rathore	10300	3708	250	22846	6500	0	0	0	0	7825	15021	64294			
33		Pb-VSS-174	5150	2318	0		0	0	0	1000	120	0					
34			1000	120			0	0	0	0	205	0					
35																	
36		Editor of Debates 1 Post : Rs.10025-275-10300-340-12000-375-13500-400-15100 + 800 S.A. (Non-Technical)															
37	1	Shri Jarnail Singh	17250	6210	250	33305	5000	0	0	0	108	5228	28077	63686			
38		Pb-VSS-106	8625	0	50		0	0	0	0	120	0					
39			800	120			0	0	0	0	0	0					
40																	
41	Total of Page: 1		129393	32117	1750	226672	35500	0	0	0	12500	196	55184	171488			
42			44608	11099	65		2000	0	0	2500	840	900					
43			6800	840				0	0	0	748	0					

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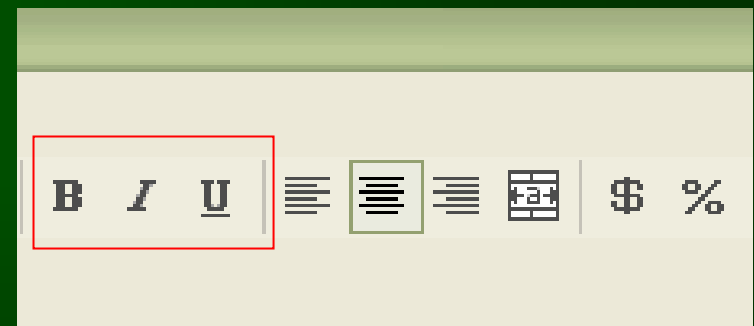
Ready

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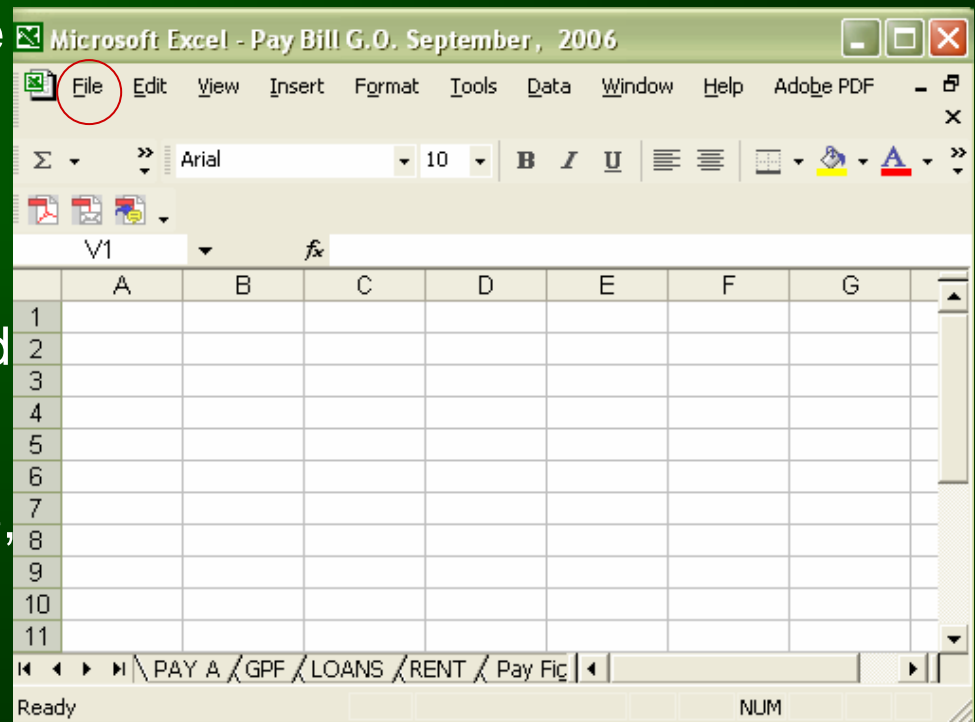
Formatting In Excel

- Kindly note that there is not much difference in Excel, so far as Formatting is concerned. Here also you would -
- Click “B” to make the selected text “**Bold**”
- Click “I” to make the selected text “*Italicized*”
- Click “U” to make the selected text “Underlined”



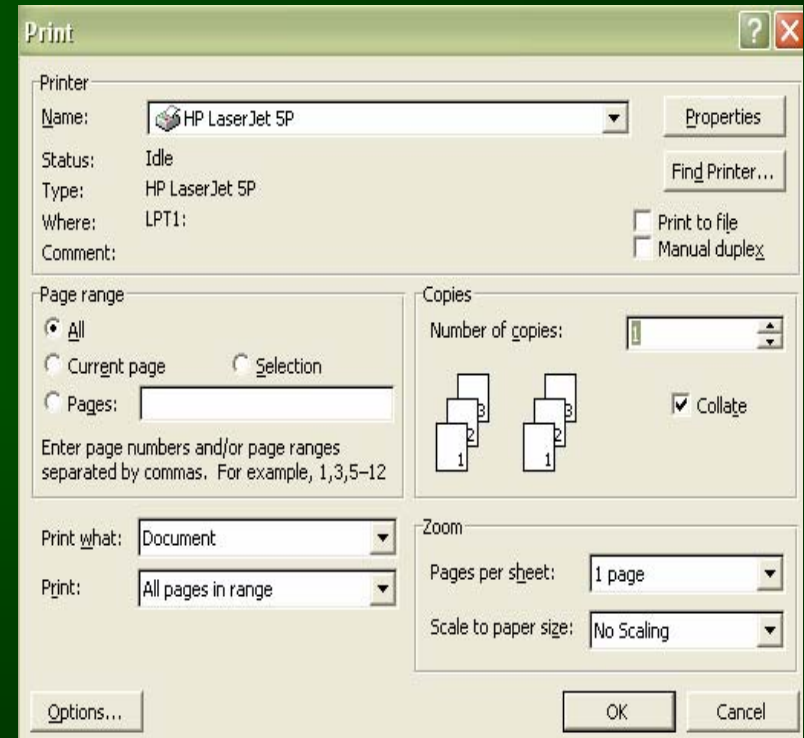
Saving a Worksheet

- It is important to save your Worksheet otherwise there a chance that the efforts may be lost.
- You can save the Worksheet by either Pressing “Ctrl + S” together;
- Or go to “File Menu” (encircled red), Click on Sub-menu “Save” and then Save the Worksheet by giving it a name, say “Pay Bill_Aug, 2007”
- MS Excel will automatically add “.xml” to the Worksheet.



Printing a Worksheet

- Getting a Print-out in Excel is not as easy as in MS Word; because of the fact that usually the Pay Bills and Balance Sheets etc use large size (12" x 15") Paper;
- Furthermore, the Printers are Dot-matrix 132 col. Which are a little tricky to handle;
- The Paper feeding is also not that easy;
- Anyhow, don't take these things to heart, because what cannot be mastered with a little bit of extra practice?
- However, in the case of A4 or Legal Size Sheets, there is no problem.

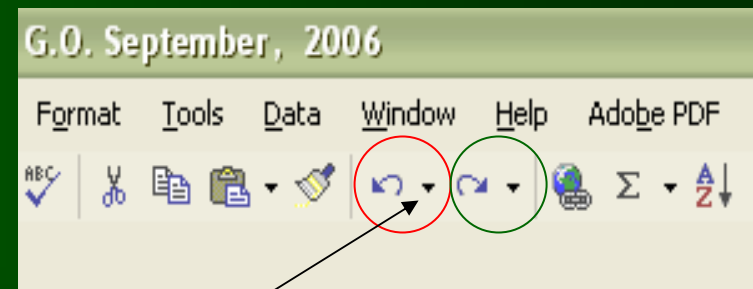


Heartening News

- If by chance you have deleted something by mistake, don't panic, you can "Undo" it;
- Just Press "Ctrl + Z" Keys in conjunction once, and the action will be undone.
- But remember, if the Keys are kept pressed, you may end up with a blank Worksheet!
- Still don't panic, you can recover the loss by pressing "Ctrl + Y" Keys in conjunction: The result will be "Redo"
- See next Slide also.

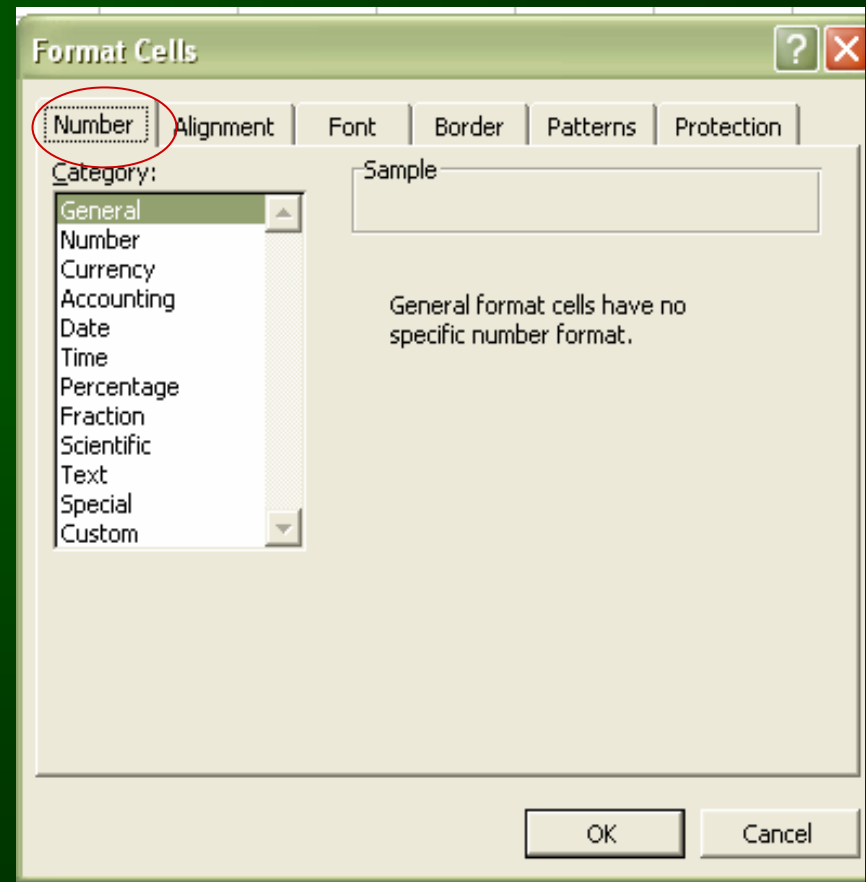
Heartening News *(Continued)*

- You can achieve the same results as delineated in the previous Slide, by Clicking on the “Left Bended Arrow”, encircled in “Red” to “Undo” a previous action.
- Similarly, The “Right Bended Arrow”, encircled in Green” may be used to “Redo” a previous action or actions;
- You can experiment with these guidelines in a Worksheet.
- Note: If you Press on either of the “Down arrows” you’ll be able to see the list of all actions. But be cautious!



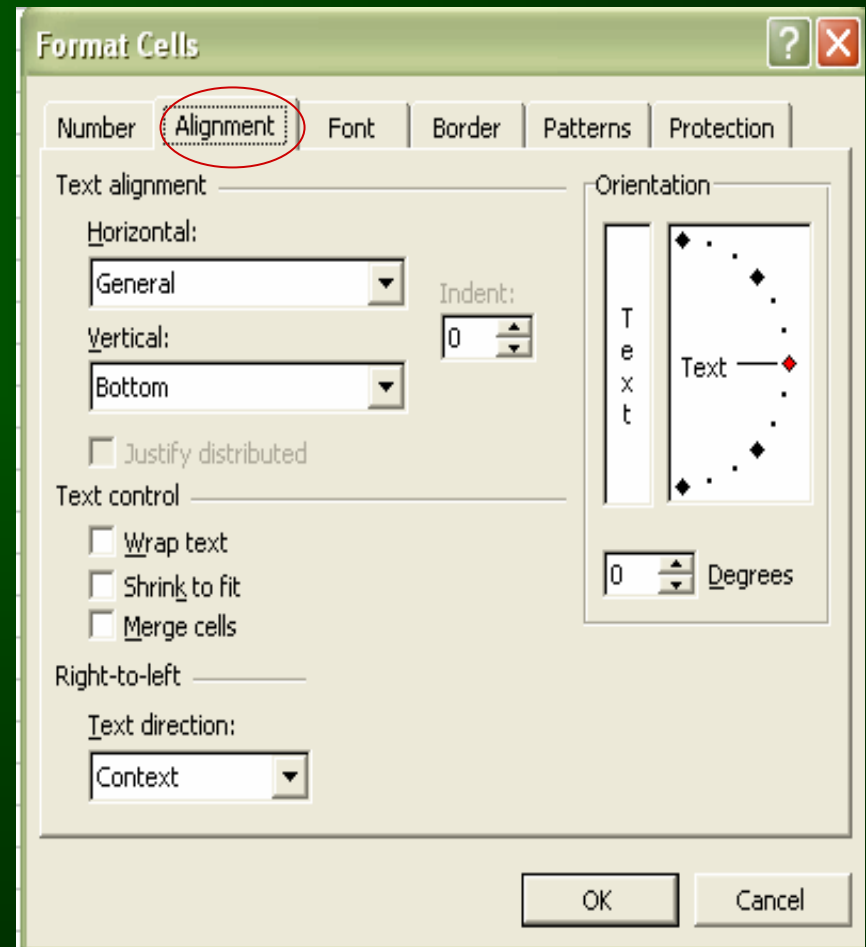
Formatting Cells

- Clicking on “Number” Menu allows you to select parameters for 12 different options;
- “General” is the default setting;
- You can set parameters for “Number”, “Currency”, “Date”, “Time”, “Percentage”, “Fraction” etc. etc.
- Again, all this will definitely require a little bit of practice (*on a daily basis!*)



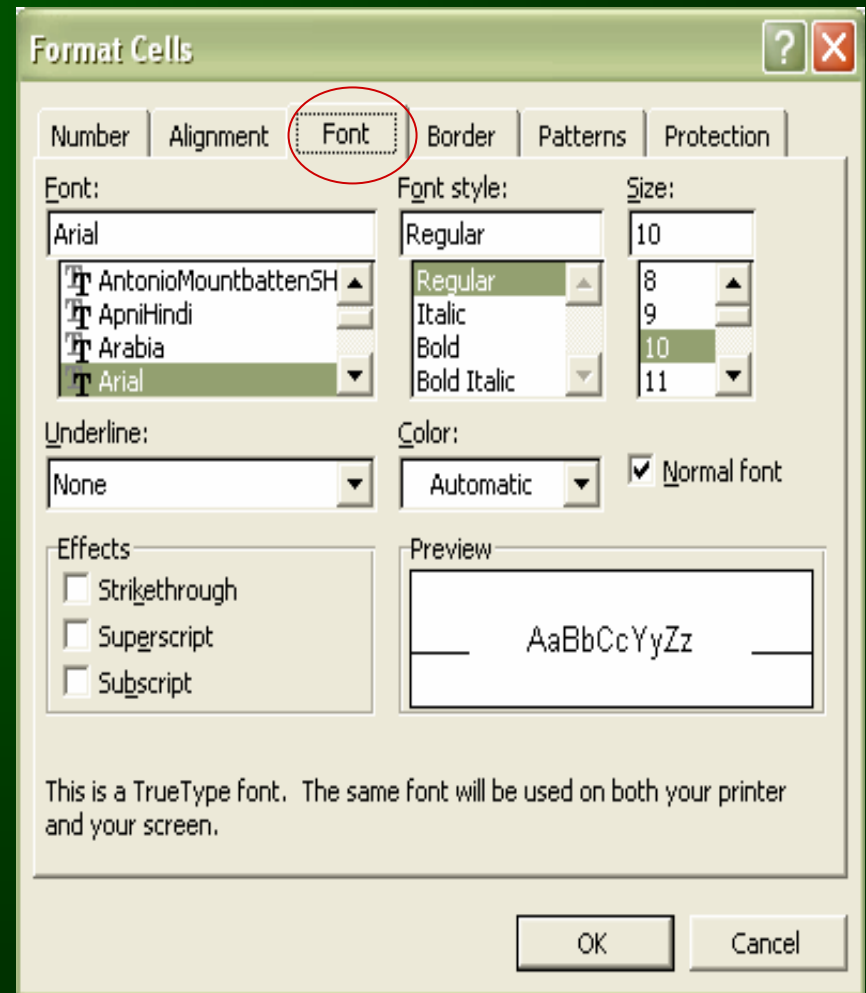
Formatting Cells

- Clicking on “Alignment” Menu in the “Format Cells” Dialogue Box will present the options as in the Picture alongside;
- You can set the requisite parameters to obtain the desired results, and Click OK.
- All this will definitely require a little bit of practice (*on a daily basis!*)



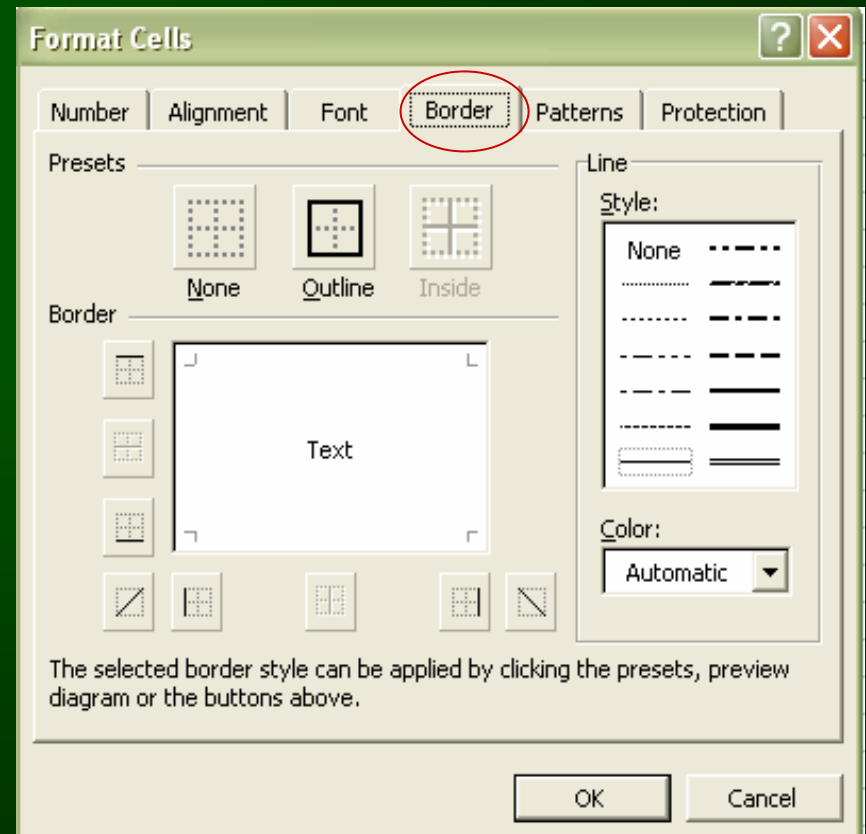
Formatting Cells

- Clicking on “Font” Menu in the “Format Cells” Dialogue Box you will face the options as in the Picture alongside;
- You can select the desired Font, Font style and Font Size and Click OK.
- A little bit of experimentation will set the ball rolling.



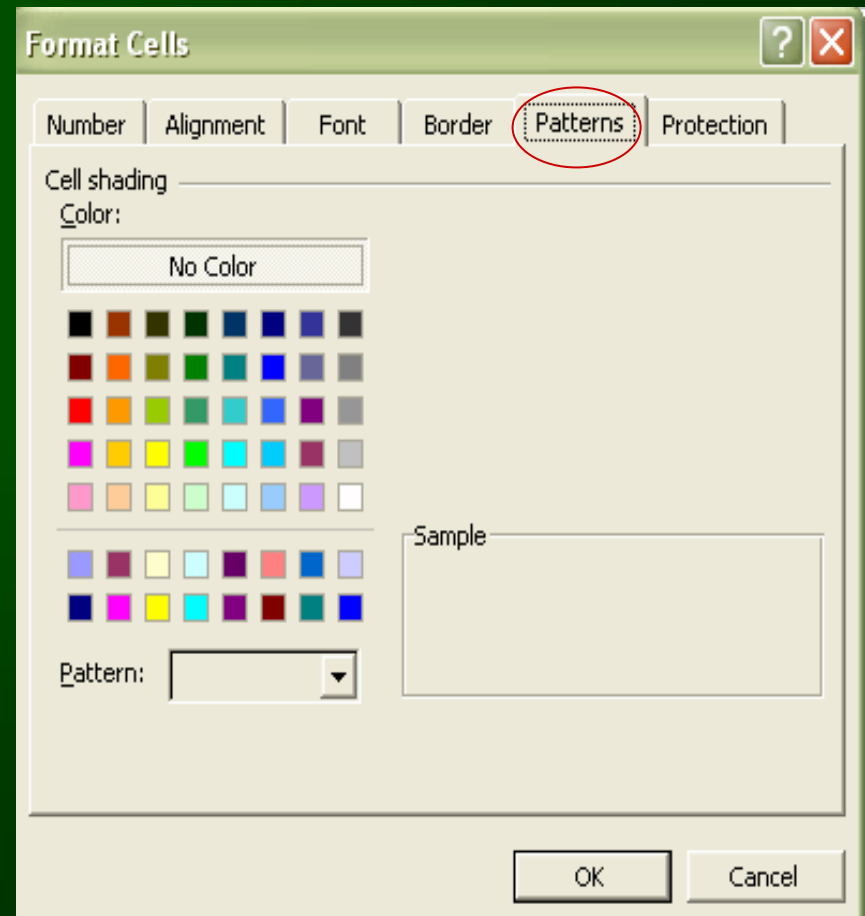
Formatting Cells

- Clicking on “Border” Menu in the “Format Cells” Dialogue Box, will lead you to choose the options as in the Picture alongside;
- You can select the desired Font, Font style and Font Size and Click OK.
- A little bit of experimentation will set the ball rolling.



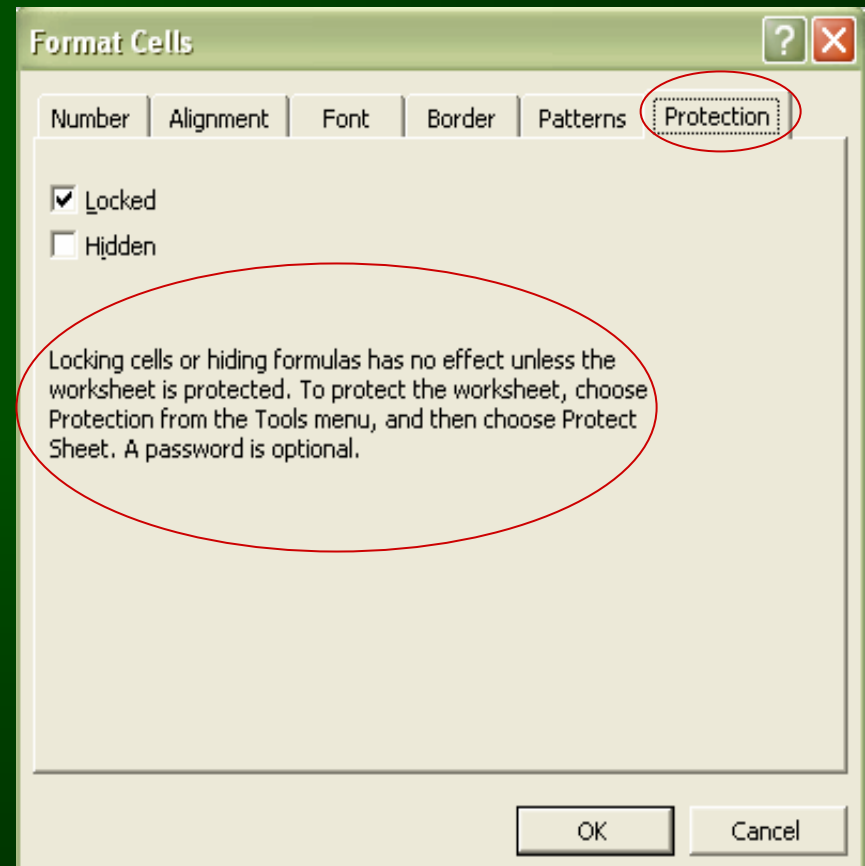
Formatting Cells

- Clicking on “Pattern” Menu in the “Format Cells” Dialogue Box, will lead you to choose the the options as in the Picture alongside;
- You can select the desired color for a particular section of cells, rows , columns etc.
- Shall we again reiterate that a little bit of experimentation will see that you master the game.



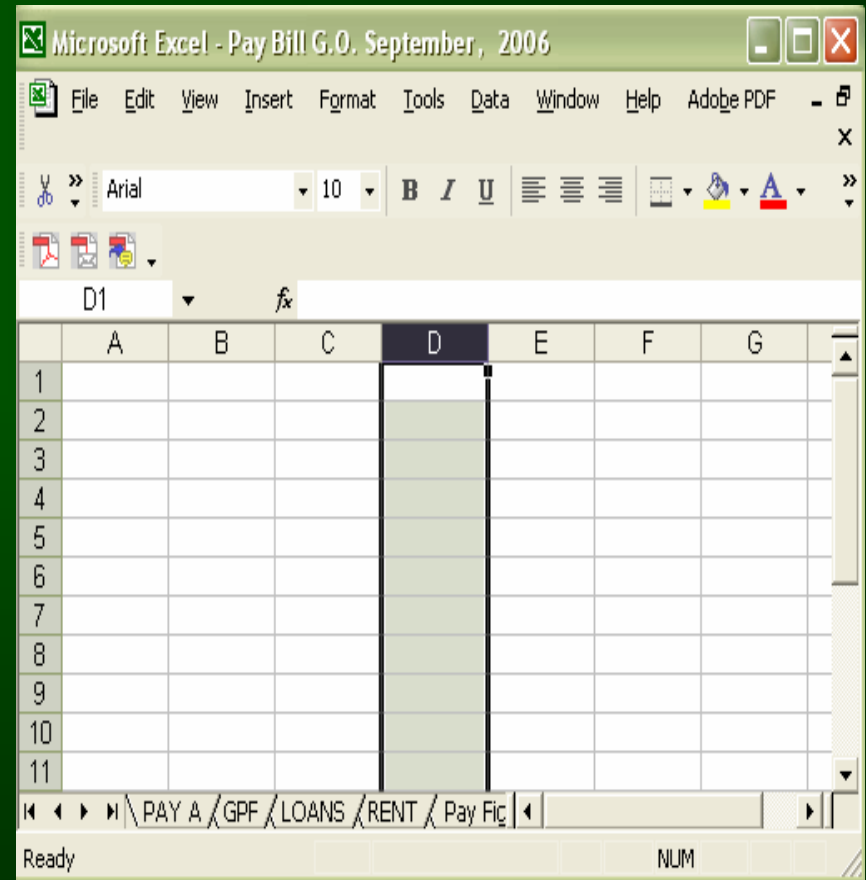
Formatting Cells

- As you can see, the last Menu is “Protection”;
- A reading of the statement by the Program Writers will reveal that it is always desirable to have a Worksheet “Protected”;
- The method for “Protection” of a Worksheet has also been given;
- From Tools Menu, choose “Protection” and then choose “Protect Sheet”;
- That does it!
- Reverse the above actions, to “Unprotect Sheet”.



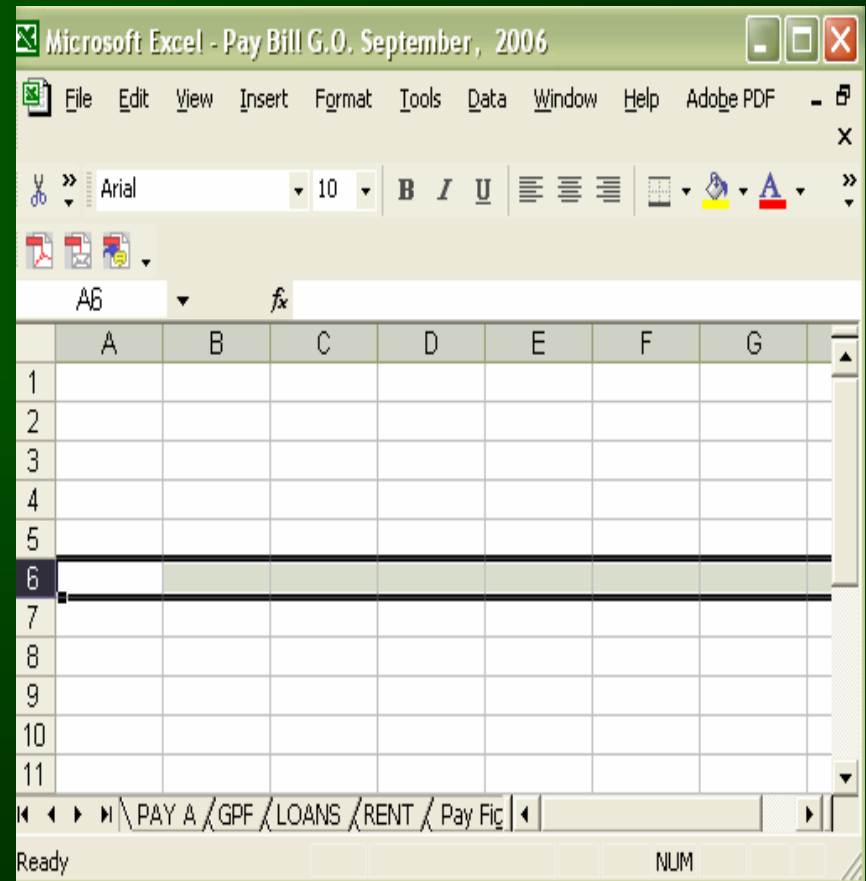
Deleting a Row or Column

- In Excel it is extremely easy to Delete a Row or a Column;
- Select the Row or Column to be deleted and press “[Ctrl] + [-]” keys in conjunction;
- The Row or Column so selected will be deleted.



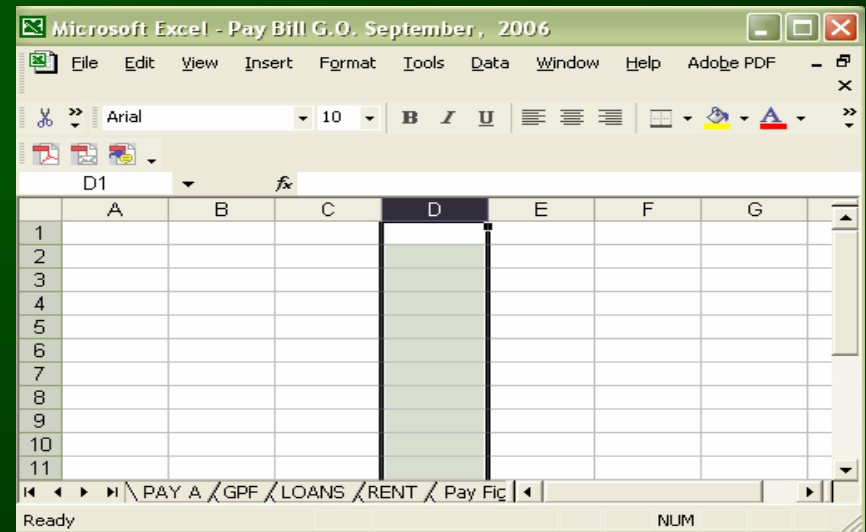
Inserting a Row or Column - I

- Again, in Excel it is equally easy to Insert a Row or a Column;
- Simply select the Row or column where you wish to Insert another Row or number of Rows and press “[Ctrl] + [+]” keys in conjunction;
- The number of Rows or Columns desired to be inserted can be done by Pressing these two keys.



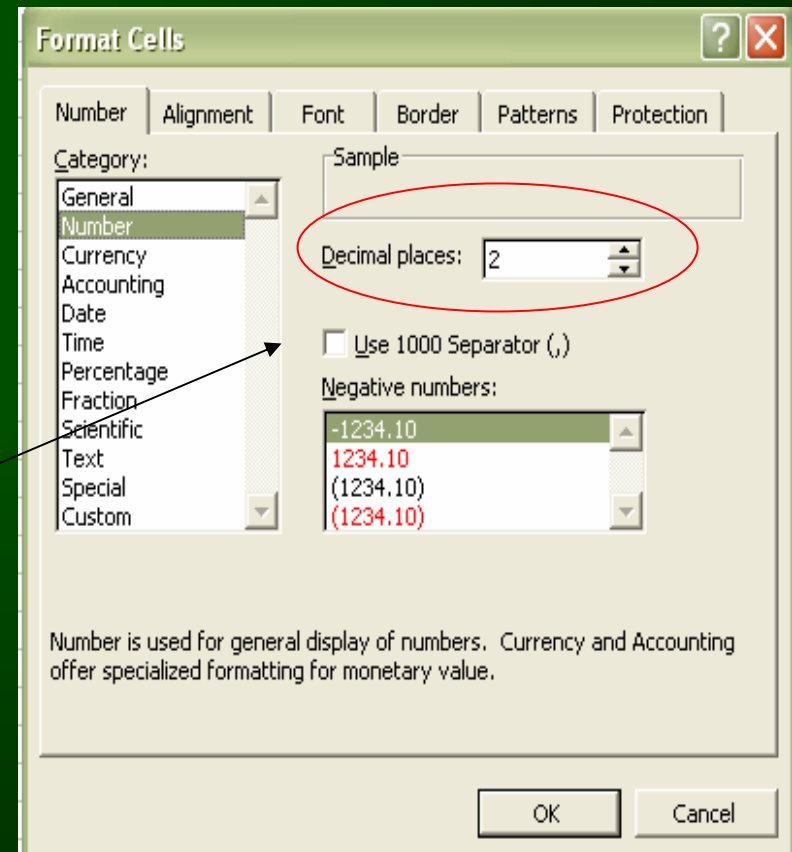
Inserting a Row or Column - II

- Same result can be obtained in an other way also;
- Select a Row where you wish to insert Row or Rows;
- Go to “Insert” Menu;
- Click on the Sub-Menu Row; and lo! A Row has been inserted;
- In the same manner a Column or Columns can be inserted: In this case you shall have to select the Column after which you wish to insert an other Column;
- Adopt the similar method as in the case of “Rows”.



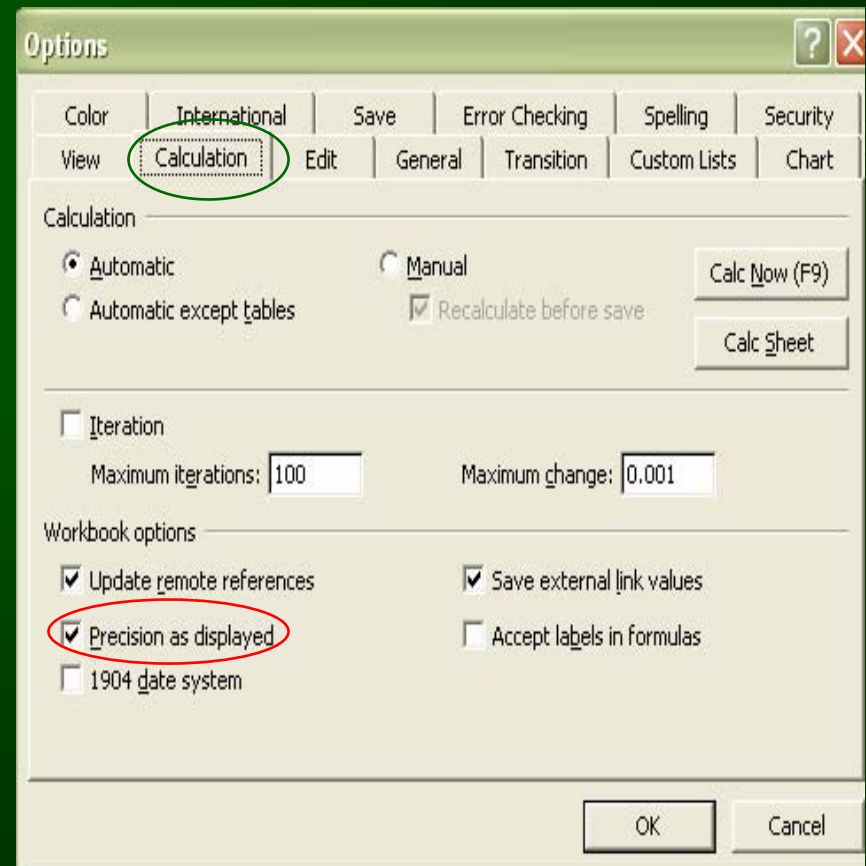
Setting Decimal Places

- In Excel, you can set the Decimal places that you wish to have for the various Data in a Worksheet;
- This can be done by opening Menu “Format”, Sub-menu “Cells”;
- See Picture alongside; the number of Decimal Places can be set to the requisite numeral.



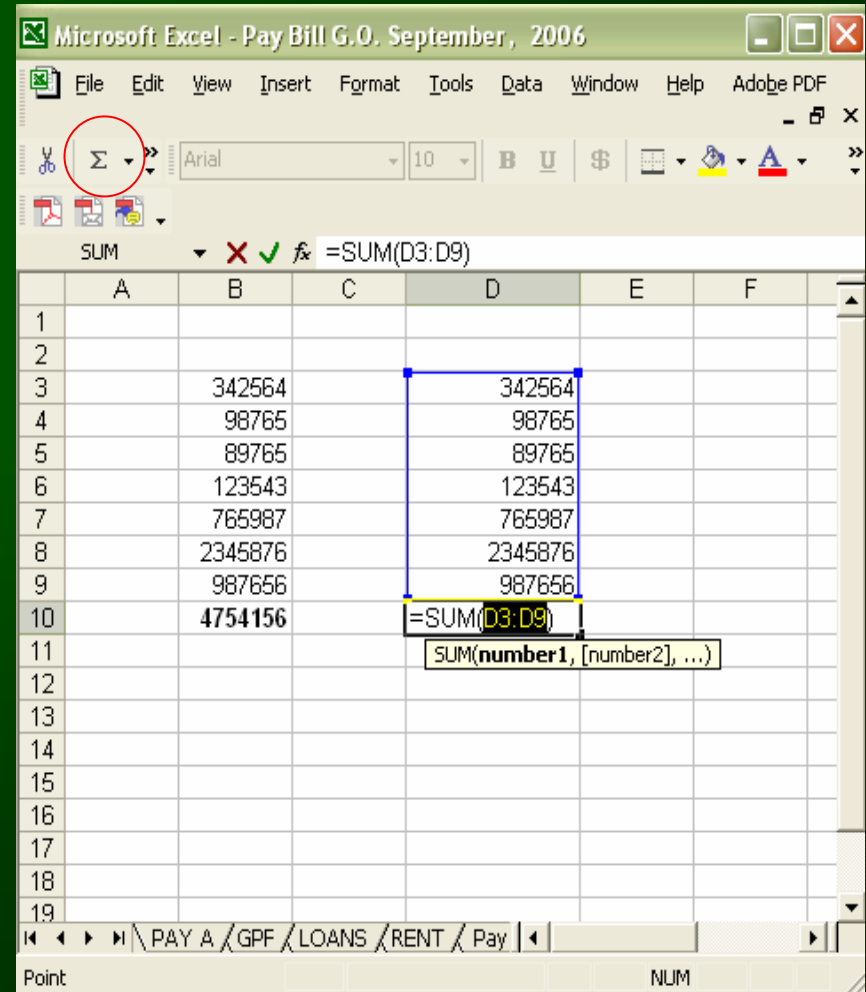
Obtaining Accurate Results

- Some persons doubt that in case the decimal places are changed, the results will not be correct;
- To remedy this, open Menu “Tools”; go to sub-menu “Options”, then Click on “Calculation” (in green circle); and then enable the element “Precision as displayed” (in red);
- This action will see that there is no problem with the results!



Working in Excel

- It is really very interesting to work in Excel;
- You will find it exhilarating experience;
- Just to have a feel of the power of Excel, see the Picture alongside;
- Notice the seven figures in Column B;
- The addition has been obtained in a jiffy just by clicking on the “Sigma” sign: “ Σ ” (in red circle).



Working with Formulae

- Excel is a very powerful Program to solve many accounting problems;
- You just have to write the correct Formulas to obtain the desired results in no seconds;
- See the Formula in work in the Picture alongside.

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CB $\text{fx} = \text{SUM}(50*51*12*2000)/2400$

	A	B	C	D	E	F
1						
2			CALCULATION OF INTEREST ON LOAN OF RS.1,00,000			
3						
4		Total EMI:	50			
5		Interest	12			
6		EMI	2000			
7						
8		Formula:	25500			
9		INTEREST	25500			
10						
11						
12		Formula for calculating Interest:	$N*(N+1)/2*R/100*EMI/12$			
13						
14						
15			N = Number of EMIs which are 50 in the instant case			
16			R = Rate of Interest which is 12% p.a.			
17			EMI =Rs. 2000 p.m.			

Ready NUM

Working with Formulae

- Excel will require diligence and application of mind, and use of the grey cells, to work it for you;
- It can solve many big equations, mathematical problems if you write the correct formulae for the same;
- And within no seconds, the results can be obtained for long – very long - problems;
- Once you start working in Excel, you will find for yourself as to how the repetitive calculations can be avoided.

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Formula bar: $=SUM(50*51*12*2000)/2400$

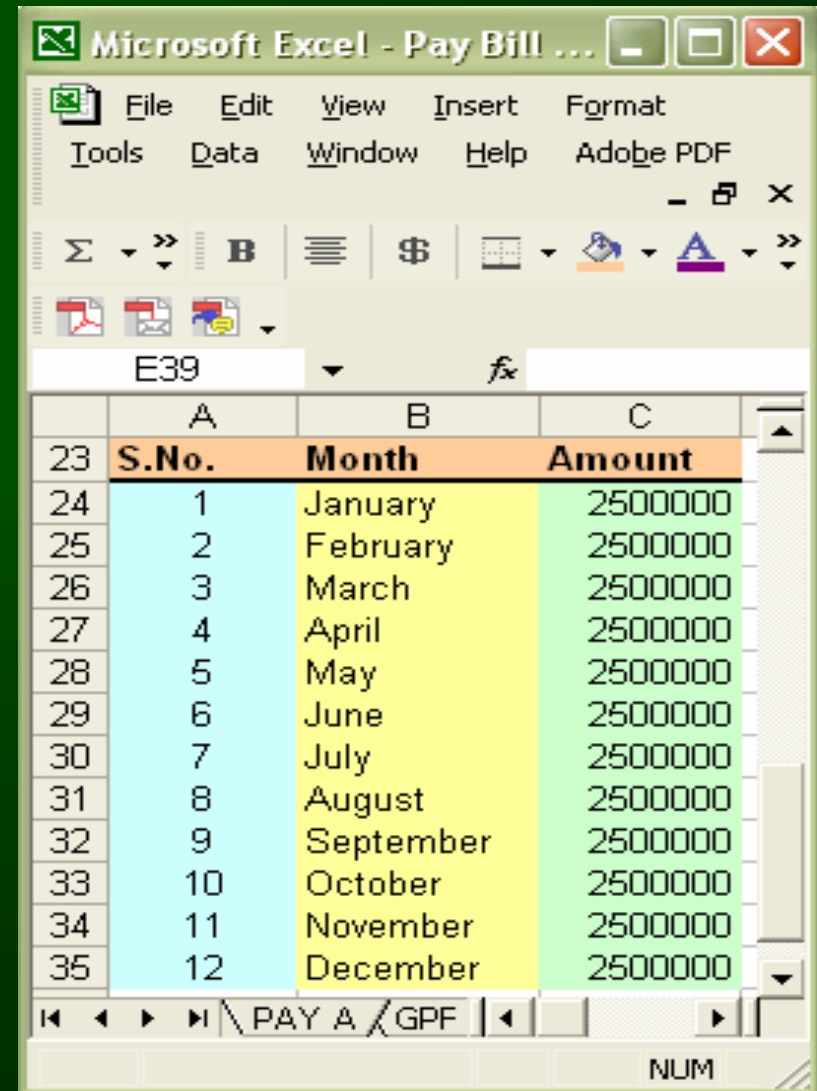
	A	B	C	D	E	F
1						
2						
3						
4		Total EMI:	50			
5		Interest	12			
6		EMI	2000			
7						
8		Formula:	25500			
9		INTEREST	25500			
10						
11						
12		Formula for calculating Interest:	$N*(N+1)/2*R/100*EMI/12$			
13						
14						
15						
16						
17						

N = Number of EMIs which are 50 in the instant case
R = Rate of Interest which is 12% p.a.
EMI =Rs. 2000 p.m.

Ready NUM

Eliminates Repetitive Tasks

- Excel has the power to allow you to avoid repetitive tasks.
See Examples:
1. In Column A, the S. No. were given by dragging the mouse downwards;
 2. In column B, the months were automatically filled after “January” was filled in;
 3. In column C, the figure 2500000 did not have to be typed out again and again; it was done by Excel itself.



Microsoft Excel - Pay Bill ...

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Tools Data Window Help Adobe PDF

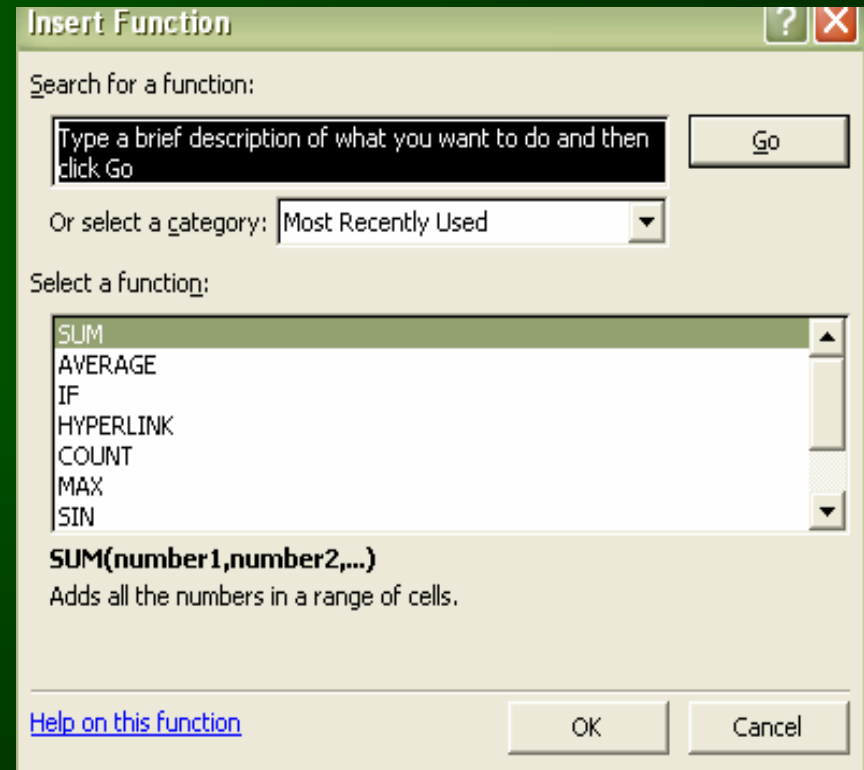
E39 fx

	A	B	C
23	S.No.	Month	Amount
24	1	January	2500000
25	2	February	2500000
26	3	March	2500000
27	4	April	2500000
28	5	May	2500000
29	6	June	2500000
30	7	July	2500000
31	8	August	2500000
32	9	September	2500000
33	10	October	2500000
34	11	November	2500000
35	12	December	2500000

NUM

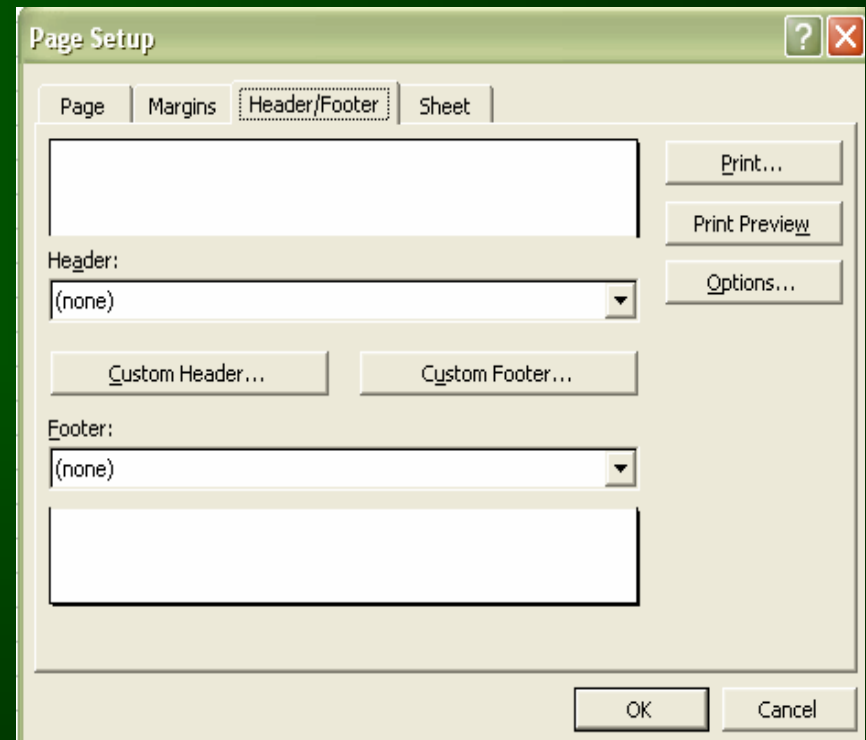
Insert Function

- A large number of functions can be performed through “Insert Function”;
- From Insert Menu, select “Function”; and you can automatically get the desired results by selecting the requisite “Function” and Press “OK”;
- Practice will, of course, be required.



Headers and Footers

- As in MS Word, you can easily have “Headers and Footers” in Excel;
- The Dialogue Box “Page Setup” as in the picture alongside allows you to set the parameters “Page Size”, “Margins”, Header/ Footer”, and Sheet size;
- Just a little bit of practice will serve the purpose to master these elements.



Last words

In case you have benefited from the Lesson in MS Excel, take time to say a few words about it to us by clicking on the following Link:

navtejpvs@gmail.com

*See you soon with Part II.
Bye for the nonce!*