EXCEL

TRAINING SESSION 2

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- Formulas
- Formatting
- Custom Formatting
- Conditional Formatting

Excel

FORMULA

Basic Formulas

FORMULAS

How to Enter a formula

- Click cell where you want formula results to appear
- Type = and an expression that calculates a value using cell references and arithmetic operators
- Cell references allow you to change values used in the calculation without having to modify the formula itself
- Press Enter or Tab to complete the formula

FORMULAS

Operation	Arithmetic Operator	Example	Description
Addition	+	=10+A1	Adds 10 to the value in cell A1
		=B1+B2+B3	Adds the values in cells B1, B2, and B3
Subtraction	–	=C9–B2	Subtracts the value in cell B2 from the value in cell C9
		=1–D2	Subtracts the value in cell D2 from 1
Multiplication	*	=C9*B9	Multiplies the values in cells C9 and B9
		=E5*0.06	Multiplies the value in cell E5 by 0.06
Division	/	=C9/B9	Divides the value in cell C9 by the value in cell B9
		=D15/12	Divides the value in cell D15 by 12
Exponentiation	^	=B5^3	Raises the value of cell B5 to the third power
		=3^B5	Raises 3 to the value in cell B5

Formula	Application of the Order of Precedence	Result
=50+10*5	10*5 calculated first and then 50 is added	100
=(50+10)*5	(50+10) calculated first and then multiplied by 5	300
=50/10–5	50/10 calculated first and then 5 is subtracted	0
=50/(10–5)	(10–5) calculated first and then 50 is divided by that value	10
=50/10*5	Two operators at same precedence level, so the calculation is done left to right in the expression	25
=50/(10*5)	(10*5) calculated first and then 50 is divided by that value	1

FORMULAS

- Sum of values in column or row **=SUM(**cells/range**)**
- Average value in column or row **=AVERAGE(**cells/range**)**
- Minimum / Lowest value in column or row **=MIN(**cells/range**)**
- Maximum / Highest value in column or row **=MAX(**cells/range**)**
- Ranks for range or in column or row **=RANK(**value, cells/range**)**
- Total count of numeric values in column or row **=COUNT**(range)
- Total count of fill with values in column or row **=COUNTA**(range)

Sheet Name: **Common Maths Formula**

FORMULAS

- Relative and Absolute Cell References
  - **A relative cell reference** adjusts to its new location when copied or moved to another cell. Relative cell references are the default in Excel.
    Example: the formula '=B2+C2+D2' in E1 was copied to the cells below. The cell reference changes to match each row number.
  - **An Absolute cell reference** contains a dollar sign ($) before the column letter, row number or both. Coordinates preceded by the dollar sign ($) do not change when copied or moved to a new cell.
    In this example, A12 is an absolute cell reference. When the formula was copied from E2 to the cells below, that reference did not change.

Sheet Name: **Absolute Reference + Yeartodate**

Excel

FORMATTING

- General Formatting
- Custom Formatting
- Conditional Formatting

FORMATTING

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

CUSTOM NUMBER FORMATTING

Character	Purpose
0	Display insignificant zeros
#	Display significant digits
?	Display aligned decimals
.	Decimal point
,	Thousands separator
*	Repeat digit
_	Add space

Sheet Name: **Formats**

CUSTOM NUMBER FORMATTING

1,23,45,678.00	#,##0.00
00012345678	"000"#
5.25	#.0#
5 1/4	# ???/??? (fractions)
12,000	[blue]#,###
(-12,000)	[Blue]#,###;[Red](-#,###)
0	[Blue]#,###;[Red](-#,###);[Yellow]#,###0
12K	#,K To display a comma as a thousands separator
12.5	#,, Convert No 12500000
12.2	0.0,, Format into 12200000
1234-5678-9012	####-####-#### for Aadhar No Display
TEJASH-TEJASH	@-@ Repeat the same text of cell
+91-98205 62897	+##-### #### #### 919820562897
Colours: [Black] [Blue] [Cyan] [Green] [Magenta] [Red] [White] [Yellow]	

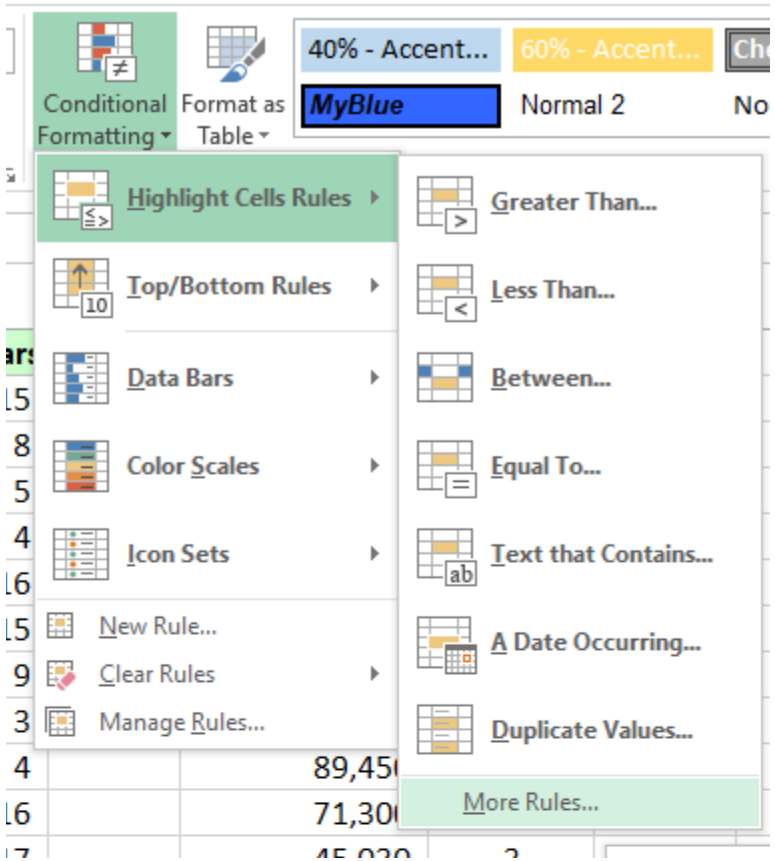
Sheet Name: **Formats**

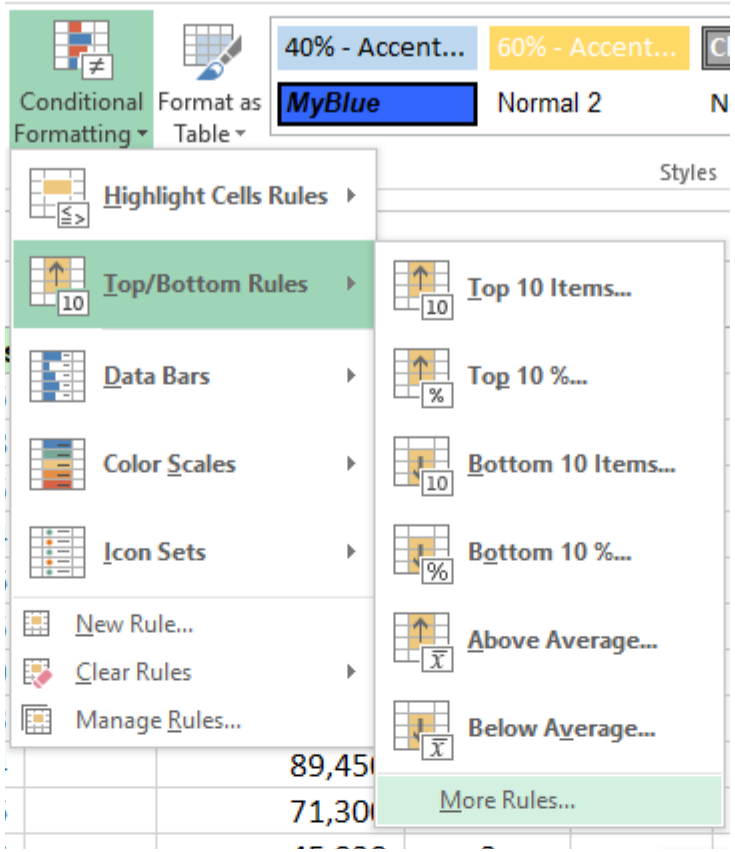
CONDITIONAL FORMATTING

- Conditional formatting in Excel is a tool that allows you to change the appearance of a cell or range of cells based on the contents of the cells.
- There are several types of conditional formatting rules built in to Excel and many more options available through customization.
- Choose one of the built in rules or choose ‘More Rules’ for customizable options
- Great for finding zero values, values outside normal ranges, negative values, duplicates, and other specific amounts
- Also can be used for finding dates and text values

CONDITIONAL FORMATTING

Excel





Sheet Name: **ConditionalFormatting**

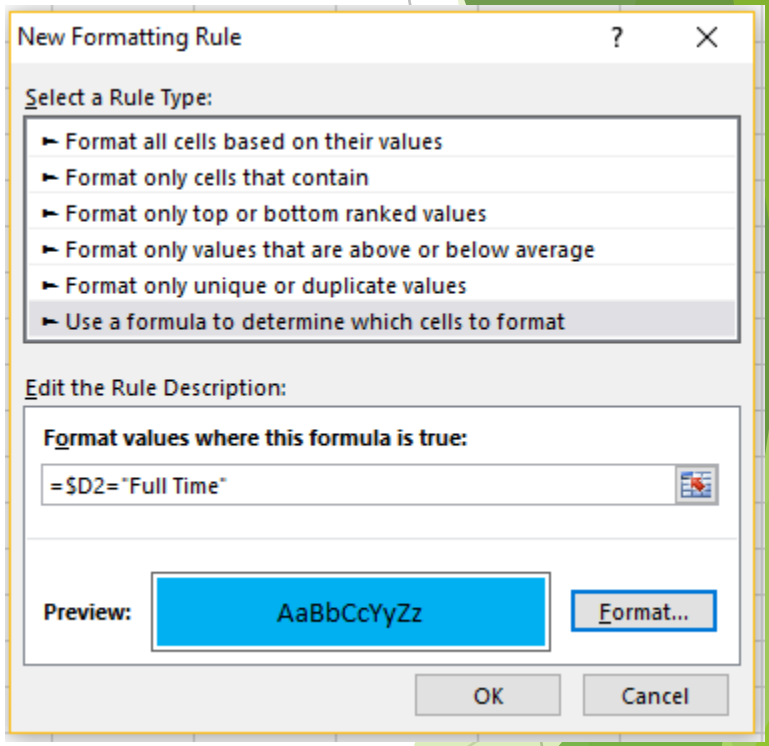
CONDITIONAL FORMATTING

- Greater / Equal / Less Than Data
- Text Content
- Top 10 / Bottom 10 / Average 10
- DATA BAR
  - Hide the Data Value

Sheet Name: **ConditionalFormatting**

CONDITIONAL FORMATTING

- To Select Entire Row
  - For our example sheet. We only want to Highlight ROW who is working FULL TIME from our records
  - Select the all range of Data (A2:I592)
  - Click on Conditional Formatting and New Rule
    - =$D2="Full Time“ ($D2, Like Column $**D** is absolute and Row is Relative
    - So Formula can check all rows



Sheet Name: **ConditionalFormatting**

QnA

Your Question are Welcome ☺

THANK YOU