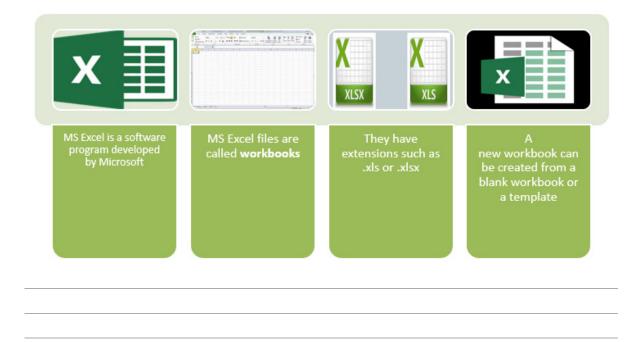


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Open Files in MS Excel> Key Areas in a Workbook

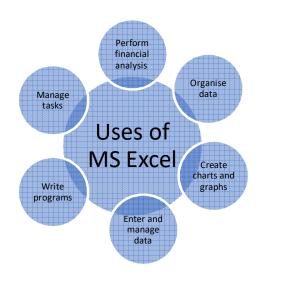
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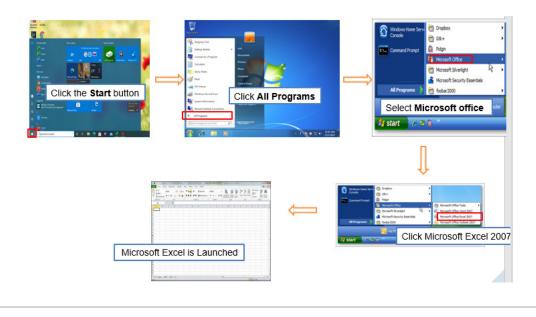




Open Files in MS Excel>Uses of MS Excel

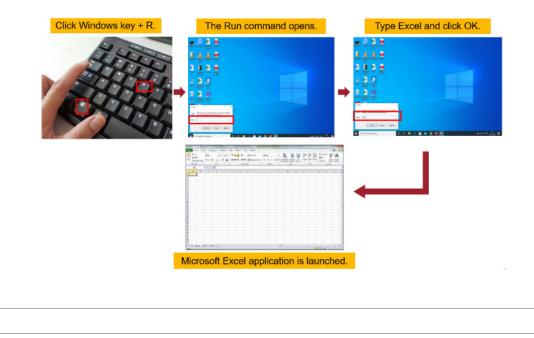


Open Files in MS Excel> Open MS Excel

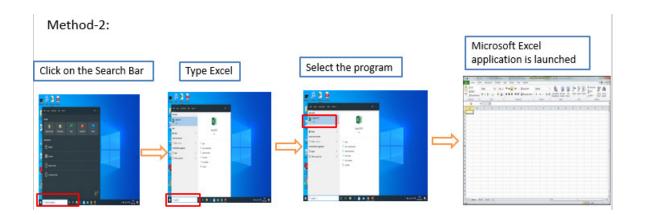




Open Files in MS Excel> Open MS Excel



Open Files in MS Excel> Open MS Excel

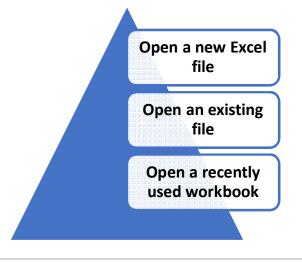






Open Files in MS Excel> Open New/Existing/Recently Opened Files

We can open a new file or an existing file or a recently used workbook.



Open Files in MS Excel> Open New/Existing/Recently Opened Files

- 1. From an open workbook, click **File > New.**
- Double-click on Blank workbook.
 You can use the shortcut key: Ctrl + N to open a new workbook.

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Open Files in MS Excel> Open New/Existing/Recently Opened Files

- 1. Click File> Open.
- 2. Select the folder and file you want to open.
- 3. Click Open.
- 4. Excelwill open the selected workbook.

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Open Files in MS Excel> Open New/Existing/Recently Opened Files

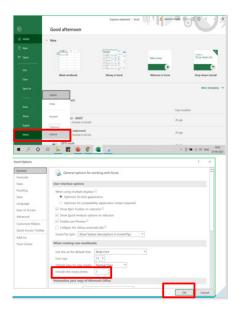
- 1. Click File > Open.
- 2. Click on the workbook name under **Recent** Workbooks.
- 3. Excel will open the selected workbook.

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Open Files in MS Excel> Change Default Number of Worksheets

- 1. Select **Options** from **File** menu and click **General Section**.
- 2. In the General section, select Number of sheets.
- 3. Click OK.



Open Files in MS Excel> Using Template to Create ExcelFile

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- A **template** is a **predesigned spreadsheet** used to create new spreadsheets.
- You can use this template to create new spreadsheets with the **same formatting** and **predefined formulas and functions**.
- The only difference between

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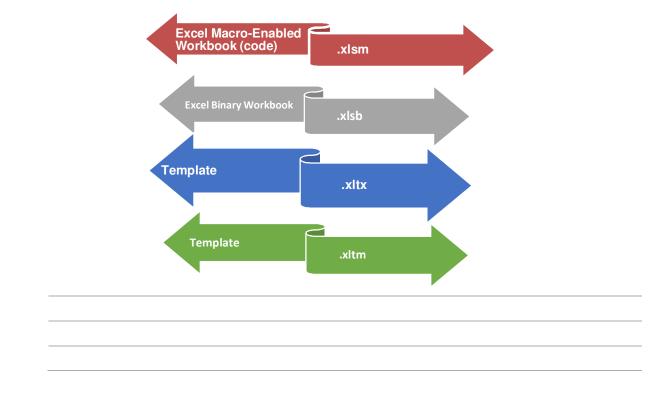
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- template and workbook is the extension.
- Microsoft Excel allows creating two special templates: o Book.xltx
 - o Sheet.xltx









Open Files in MS Excel> Using Template to Create ExcelFile

- 1. Click **File** on the main menu and select **New.**
- 2. Excel connects to online databases with thousands of useful templates.
- 3. Select any of them.

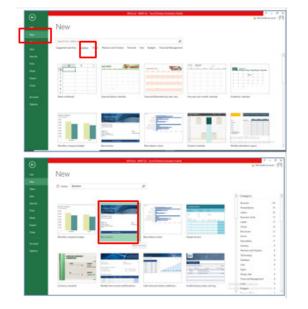




Directorate Senseal of Training

Open Files in MS Excel> Using Template to Create ExcelFile

- 1. Click **File** and then **New**.
- 2. Choose a category. For example, Business.
- 3. Select the template you desire.
- 4. Click Create icon.
- 5. The template gets created.



Using Template to Create ExcelFile

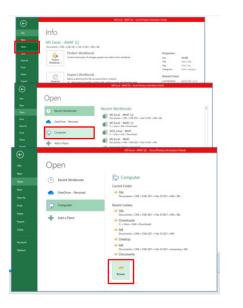
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Open Files in MS Excel>Save Workbook as Template

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and anything else that will be re-used repeatedly while creating a new workbook.	Delete anything you won't need the next time.

Open Files in MS Excel> Save Workbook as Template

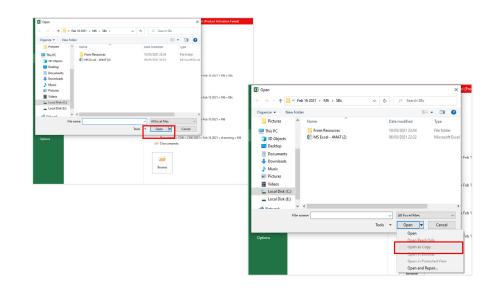
- 1. Click File > Open > Browse.
- 2. Select the file you want to use as basis for your new workbook.
- 3. Click the drop-down arrow next to the **Open** button.
- 4. Select **Open as Copy.**
- 5. You will have a new workbook similar to the one you copied.





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Open Files in MS Excel

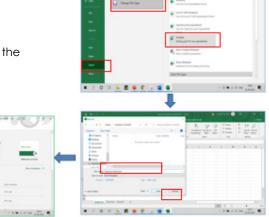


Open Files in MS Excel> Save Workbook as Template

- 1. Click File > Export.
- Under Export, click Change File 2. Type.
- In the Workbook File Types box, 3. double-click Template.
- 4. In the **File name** box, type the name you want to use for the template.
- 5. Then click Save, and then close the template.

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6. You can view the newly saved template under Personal.



Export

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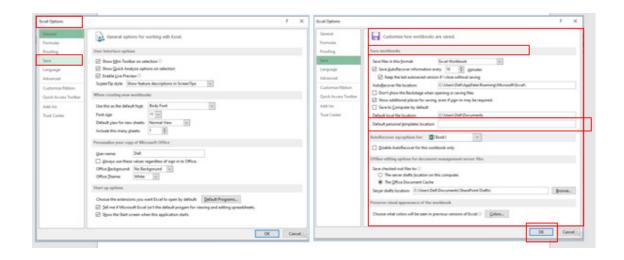
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Open Files in MS Excel> Save Workbook as Template

- 1. Set the default personal templates location.
- 2. Click File > Options.
- 3. Excel options dialog box opens.Select **Save**.
- 4. A list of settings under Save category will be displayed.
- 5. Under Save workbooks, go to Default personal templates location and enter the path.
- 6. Click OK.

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Open Files in MS Excel>





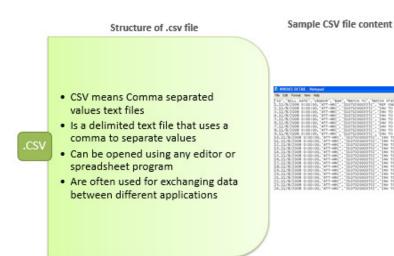
Import Data > Structure of Text and CSV Files

Structure of .txt file

1. There are two types of files from which data can be imported to Excel workbooks - .TXT files and .CSV files.

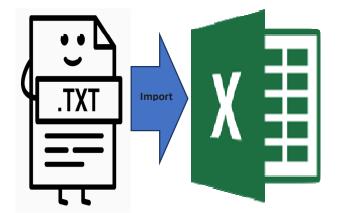
•	Tab character separates each field of text
	(delimiter) in a .txt file It is a standard text document containing
•	plain text
•	It can be opened and edited in any
	text-editing or word-processing program
•	It contains little or no formatting
•	It is used to store:
	 Notes Step-by-step instructions
	 Manuscripts
	Other text-based information
•	It is also known as flat file or ASCII file

Import Data > Structure of Text and CSVFiles



NASSCOM®

Import Data > Import Data in Excel



Import a TXT/CSV file by opening it in Excel

Import data from a TXT/CSV file into an existing worksheet

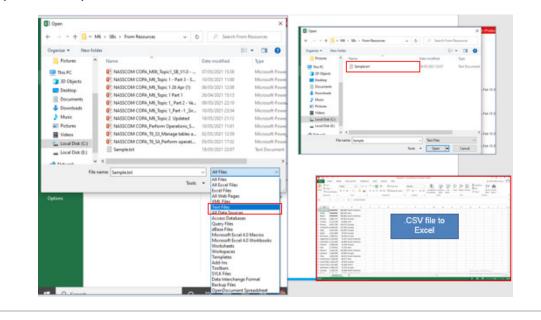
Import Data > Import Data in Excel

To import a TXT/CSV file by opening it in Excel :

- 1. Go to File > Open.
- 2. Browse to the location that contains the text file.
- 3. Select **Text** Files from the drop-down.
- 4. Locate and double-click the text file.
- 5. .CSV file opens automatically, but .TXT file goes through **Import Text Wizard**.



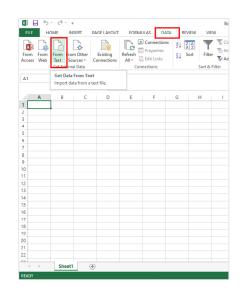
Import Data > Import Data in Excel



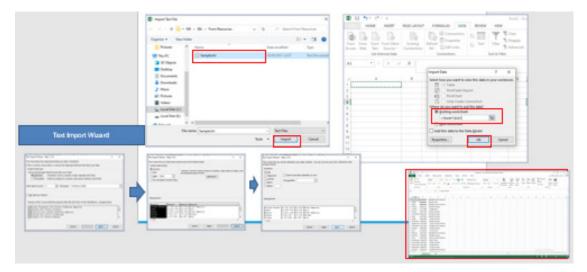
Import Data > Import Data in Excel

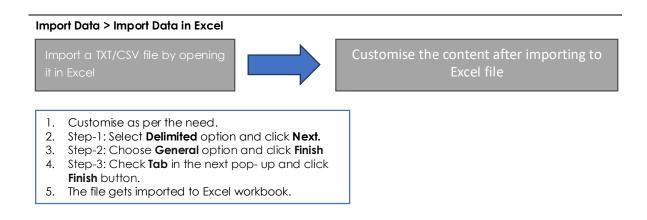
Steps to import data from a TXT/CSV file into an existing worksheet:

- 1. Select Data.
- 2. Click From Text option.
- 3. Importfile dialog box appears.
- 4. Select the .txt/.csv file.
- 5. Click the **Import** button.
- 6. Text Import Wizard will be carried out.
- 7. An **Import Data** dialog box appears.
- 8. Choose how and where you want to include data in the workbook and click **OK**.
- 9. The Text or CSV file gets imported successfully.



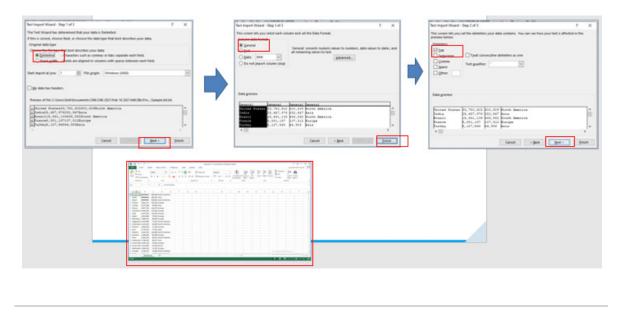




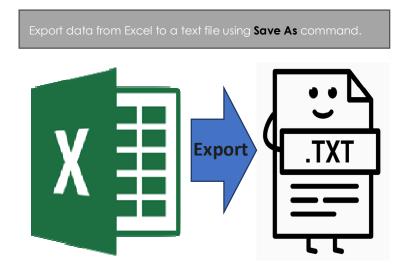




Import Data > Import Data in Excel



Import Data > Export Data in Excel



Microsoft

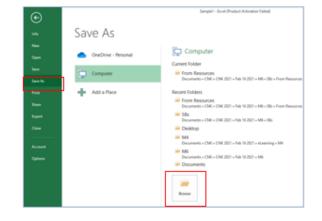




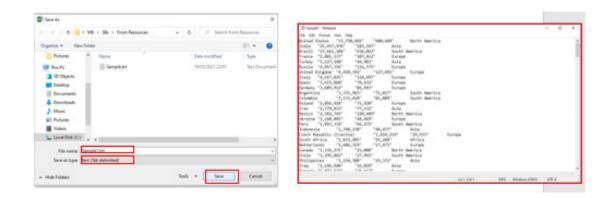
Import Data > Export Data Using Excel

Steps to export data from Excel to a text file using **Save As** command:

- 1. Go to File and Select Save As.
- 2. Click Browse.
- Choose Text (Tab delimited) option from theSave As Type drop-down.
- 4. Browse the file location and enter file name.
- 5. Click the **Save** button.
- 6. The file will be saved as a text file.



Import Data > Export Data Using Excel

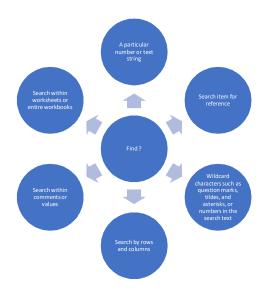


Import Data > Check Your Knowledge

Did You Know?

- 1. You can change the separator character that is used in both delimited and .csv text files.You can import or export up to 1,048,576 rows and 16,384 columns.

Navigate Within Workbooks > Find Data





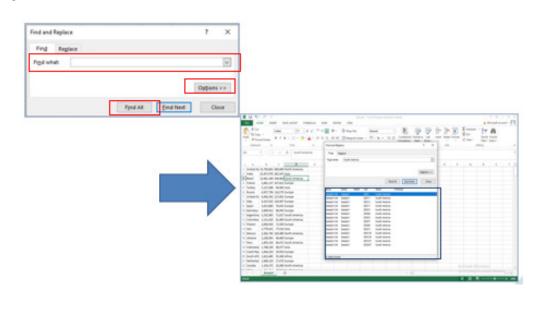
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Navigate Within Workbooks > Find Data



Navigate Within Workbooks > Find Data



Navigate Within Workbooks > Find Data

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Navigate Within Workbooks > Find Data

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Navigate Within Workbooks > Find Data

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Navigate Within Workbooks > Find Data

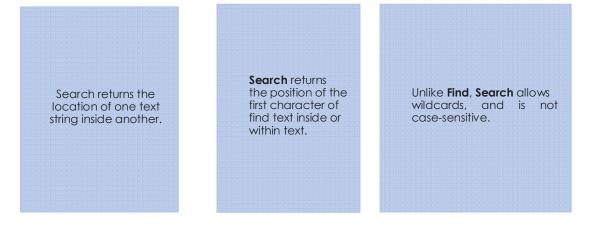
Try it!

To find cell that just matches a specific format:

- ٠
- Delete any criteria in the Find what box Select a specific cell format as an example •
- Click the arrow next to Format
- Click Choose Format from Cell
- Click the cell that has the formatting that you want to ٠ search



Navigate Within Workbooks > Search Data



Navigate Within Workbooks > Search Data

There are two ways to search data in Excel. They are:

- 1. Using the global Search bar if there is a massive spreadsheet of data and you need to find a particular data in a cell or group of cells
- 2. Using search functions like VLOOKUP (Vertical look up)or HLOOKUP (Horizontal look up) that lets you search one sheet for data and output the results in a second cell location or in a different worksheet

Microsoft



Navigate Within Workbooks > Search Data Using Search Sheet Bar

- Click in the task bar with the faint words "Search Sheet" at the top right corner of the spreadsheet and enter the words or number or text you wish to find.
- Use a "command + F" keyboard shortcut on a Mac or"Control + F" shortcut on a PC.

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Navigate Within Workbooks > Search Data Using LOOKUP Functions

Search Data in Excel Using LOOKUP Functions

The most commonly used LOOKUP functions in Excelare VLOOKUP and HLOOKUP.

VLOOKUP allows you to search a data range that is set up vertically.

HLOOKUP looks up data that has been formatted by rows (horizontally) instead of columns.

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Navigate Within Workbooks

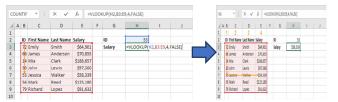
Search Data using VLOOKUP

Suppose you have a large table having the salary details of employees of a company. You want to know the salary of an employee with ID value of 53.

The VLOOKUP function takes the following 4 arguments:

- 1. Value to be searched.
- 2. Table Range where the search is to be done.
- 3. Column No. whose value needs to be arrived at.
- 4. Boolean value whether an exact match or approximate match is needed.

The VLOOKUP function below looks up the value 53 (first argument). The next argument is the table range (second argument), followed by column number (third argument) and finally Boolean value.



Navigate Within Workbooks

Search Data using HLOOKUP

In our example:

Suppose you have a table storing the marks of students in 4 subjects. You want to search for the marks of Student D in Management. We could use HLOOKUP for this purpose. The HLOOKUP function takes the following 4 arguments: 1. Look up value to be searched. Look up value can be cell reference or text string or numerical value.

Yalue.
 Table Range where the search is to be done.
 Row Index No. whose value needs to be arrived at.
 Boolean (True or False) whether an exact match or approximate match is needed.
 Now, if we have to fetch the marks of Student "D" in Management, we can use HLOOKUP as follows:

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	Economics	65	5 72	2	78	89	67	4 Management 5 Mathematics	70 80	68 90	90	72 65	58 87
	Management	70	68	3	90	72	58	6	80	90	n	00	6/
name ("D")	Mathematics	80	90)	75	65	87	7 Fetch Marks of D in					
								8 Management	72				

In our example: Look up value: **Student name ("D")** Table cell range: **A1:F5** Row index no: 4(We need marks in Management) Boolean value: False (indicates exact match)

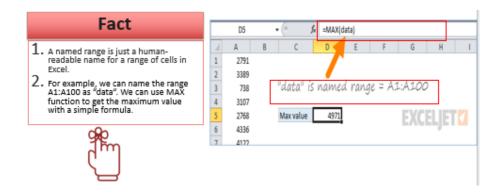
Navigate Within Workbooks > Navigate to Named Cells, Ranges

Cell Range

1. A cell range is defined by the **reference** of the **upper left cell (minimum value)** of the range and the reference of **the lower right cell (maximum value)** of the range.

upper left		A	В	С	D	E	F	G	н
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	7				Lower righ	nt cell (maxim	um value)		
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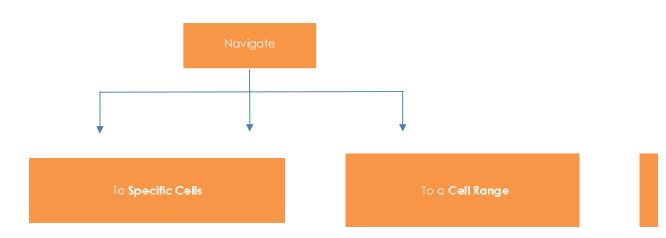
Navigate Within Workbooks > Navigate to Named Cells, Ranges







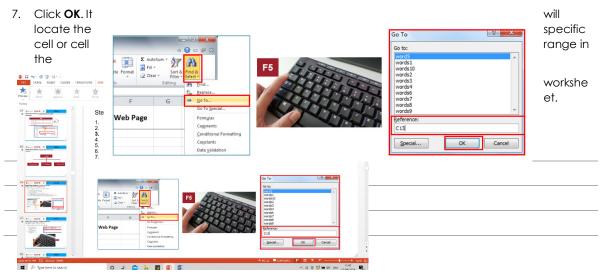
Navigate Within Workbooks > Navigate to Named Cells, Ranges



Navigate Within Workbooks > Navigate to Specific Cells

Steps to navigate to Specific Cells with Go To utility are:

- 1. Click Home>Find and Select icon.
- 2. A drop-down will appear. Click Go To.
- 3. Go To dialog box opens.
- 4. You can press **F5** key to open this dialog box.
- 5. In the **Reference** entry box, enter the exact cells position.
- 6. It can be a single cell address such as C13, or cell range as \$C\$143:\$F\$161.



Microsoft





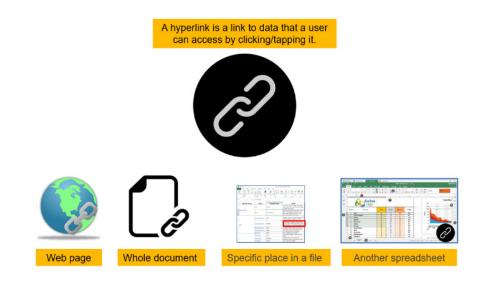
Navigate Within Workbooks >Navigate to Specific Cells

Steps to navigate to specific cells with names are:

- On the Formula Bar, enter the exact name defined for a formula in the Name box.
- 2. Hold the Enter key.
- 3. It will locate the corresponding named cell range.



Navigate Within Workbooks >Navigate Using Hyperlinks



Navigate Within Workbooks > Navigate to Named Cells, Ranges

Steps to Create a Hyperlink

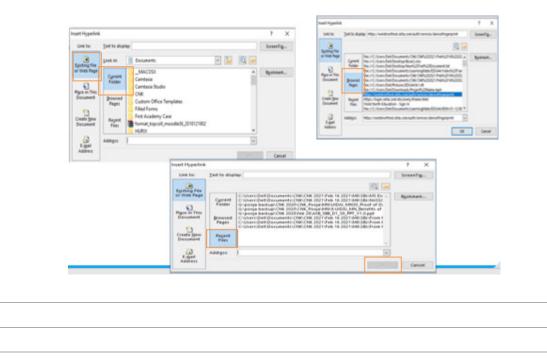
Given in this Excelsheet are a list of States and Union Territories, Division, Headquarter District and list of Districts. Let us see how to create a hyperlink.

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Navigate Within Workbooks > Navigate to Named Cells, Ranges

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Navigate Within Workbooks > Insert and Remove Hyperlinks



Navigate Within Workbooks > Insert and Remove Hyperlinks

To place a hyperlink within a document:

- 1. Select Place in this Document.
- Displays all the sheets present in the document and any Defined Names.
- 3. Choose the sheet.
- 4. Click OK.

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Microsoft





Navigate Within Workbooks > Insert and Remove Hyperlinks

- 1. Select Create New Document.
- 2. Enter Name of new document.
- 3. Select the Change.
- 4. Choose either to edit the new document later or now.
- 5. Click OK.
- 6. The **Remove Link** button will remove the existing link to the cell you have selected.

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- 3. Enter the subject.
- 4. Choose from the recently used e-mail IDs.
- 5. Click OK.
- 6. Select **Remove link**to remove the existing hyperlink.

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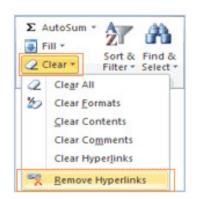






Navigate Within Workbooks > Insert and Remove Hyperlinks

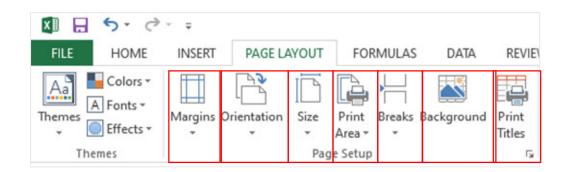
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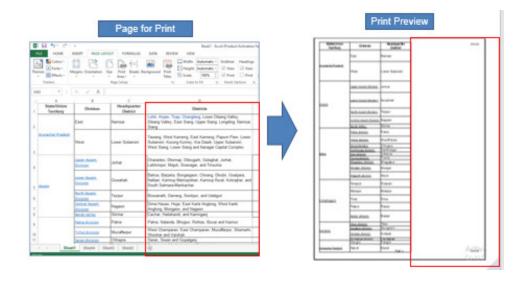
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Right-Click Mouse > Remove Hyperlink

Format Worksheets and Workbooks > Modify Page Setup



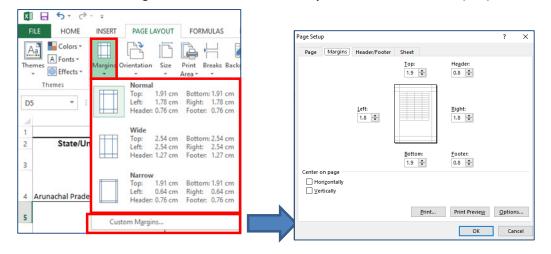
Format Worksheets and Workbooks > Modify Page Setup



Format Worksheets and Workbooks >Modify Page Setup

Setting up Margins

Choose the margin measurements as it is or adjust the measurements as per your





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Format Worksheets and Workbooks >Modify Page Setup

Setting up Margins

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Format Worksheets and Workbooks >Modify Page Setup

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Directorate General of Training

Format Worksheets and Workbooks >Modify Page Setup

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Format Worksheets and Workbooks >Modify Page Setup

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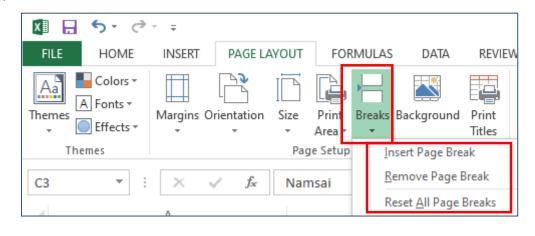
- 1. Set Print Area option allows you to choose the area of the page on the sheet that you would like to fit in a single page.
- 2. Clear Print Area option is used to clear the print area that was set earlier.

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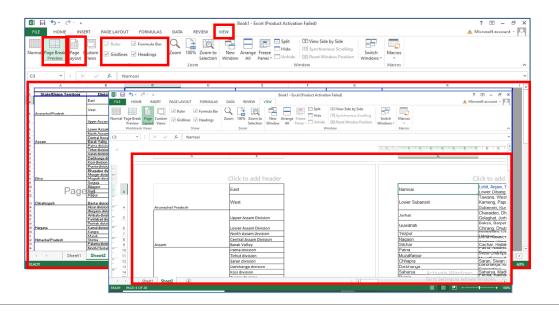


Breaks

The Breaks drop-down gives options to insert, remove or reset all page breaks as per your requirements.



Format Worksheets and Workbooks >Modify Page Setup



Format Worksheets and Workbooks >Modify Page Setup

Background

Choose a background image from:

- A file in your computer
 The internet by searching on a
- browserOneDrive

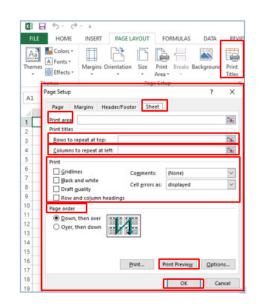
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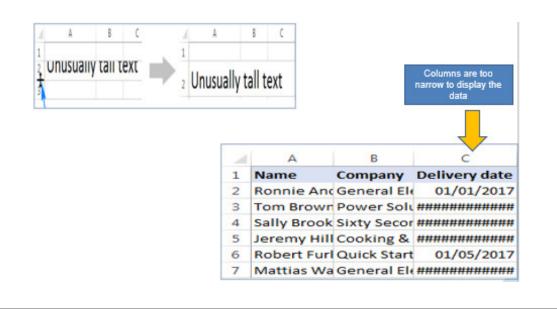
Format Worksheets and Workbooks >Modify Page Setup

Steps to Print Titles

The steps to print titles are:

- 1. Go to Page Layout tab.
- 2. Click **Print Titles** option.
- 3. A Page Setup window displays.
- 4. Sheet option is active.
- 5. Select Print Area.
- 6. Select the Rows to repeat at the top.
- 7. Select the Columns to repeat at left.
- 8. Select other Print options.
- 9. Choose the Page order.
- 10. Select Print Preview.
- 11. Click **OK.**



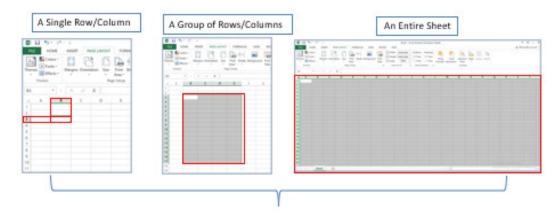


Format Worksheets and Workbooks > Adjust Row Height and Column Width

Format Worksheets and Workbooks >Adjust Row Height and Column Width

Steps to Adjust Row Height and Column Width

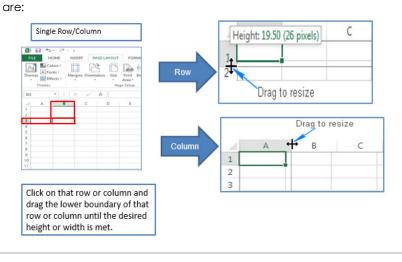
We can adjust the row height and column width for:



Format Worksheets and Workbooks >Adjust Row Height and Column Width

Adjust Row Height and Column Width – Single Row or Column

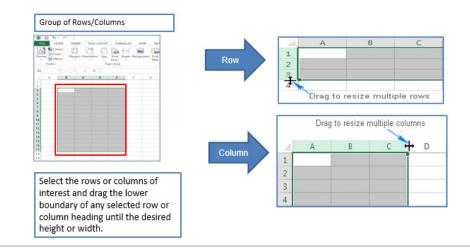
Steps to adjust row height and column width for a single row or column using a mouse



Format Worksheets and Workbooks >Adjust Row Height and Column Width

Adjust Row Height and Column Width – Multiple Rows or Columns

The steps to change the height or width of multiple rows or columns are:

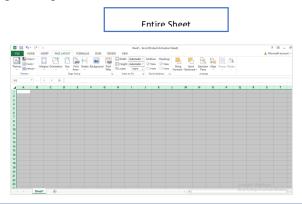




Format Worksheets and Workbooks >Adjust Row Height and Column Width

Adjust Row Height and Column Width – Entire Sheet

The steps to change the height of the rows or columns in the entire sheet:



Select the entire sheet by pressing Shift + Ctrl + A,or click Select All button and drag the lower boundary of any row heading until the desired height is obtained.

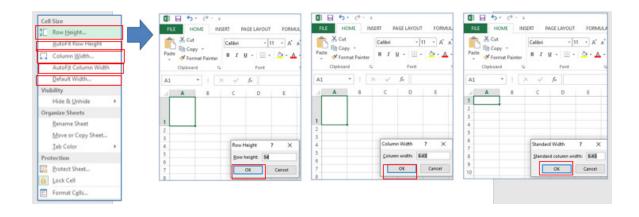
Format Worksheets and Workbooks >Adjust Row Height and Column Width

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Format Worksheets and Workbooks > Modify Page Setup



Format Worksheets and Workbooks > View Height and Width of Row and Column

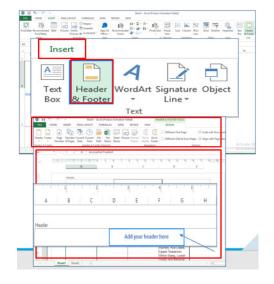
Let us understand how to view the current width and height of arow or column.

Clickon the right boundary of the row or column header and Excel will display the width for the selected row or column.

Do you know?
To view the current height of the Row:
A1 · : × · fx Height: 15.00 (20 pixels) 1 2 3



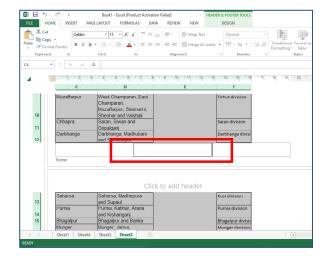
- 1. To add Header, select Insert.
- 2. Click Header and Footer option.
- 3. Header and Footer page layout view will open with **Design options** opened.
- 4. You can enter the text or insert an image in the space provided for the header.
- 5. Choose format from the list of options under the header drop-down.
- 6. Header gets displayed.
- 7. Similarly, you can type the text or insert image in the space provided for the Footer.
- 8. Choose a formatfrom the various options listed under the Footer drop-down menu.
- 9. You will find various options to add page numbers, date, time etc.

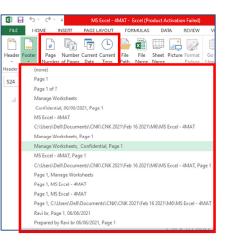


Format Worksheets and Workbooks > Headers and Footers

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Format Worksheets and Workbooks > Headers and Footers

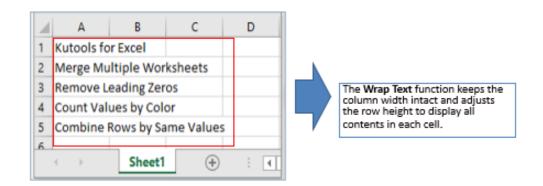


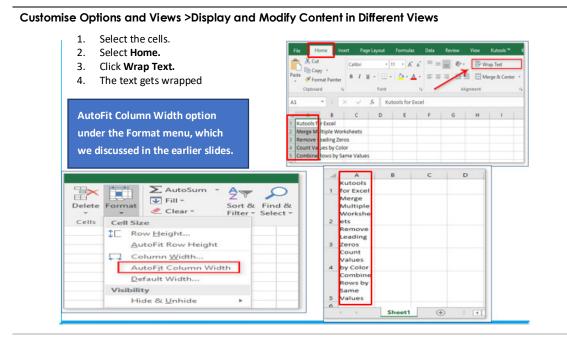


Customise Options and Views >Display and Modify Content in Different Views

Wrap Text

Consider the following Excel sheet. The data in each cell of all the rows spill across several columns. How would you address this issue?

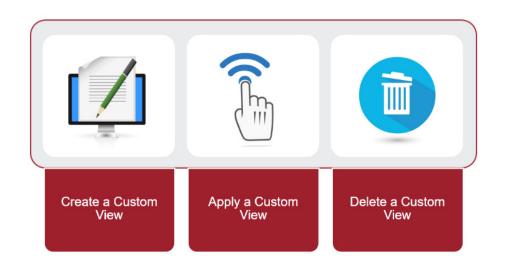




NASSCOM®

Customise Options and Views >Display and Modify Content in Different Views

Microsoft



Microsoft





Customise Options and Views >Display and Modify Content in Different Views

Steps to create a Custom View:

- 1. Home>View > Custom View.
- 2. Custom Views dialog box appears.Click Add button.
- 3. Add View dialog box appears.
- 4. Enter a name for the custom view. For example, **Sample-1**.
- Check the boxes if you want to include **Print settings** and hidden rows, columns and filter settings.
- 6. Click OK.
- 7. The Custom View is created

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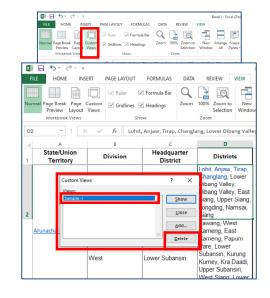
Customise Options and Views >Display and Modify Content in Different Views

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Customise Options and Views >Display and Modify Content in Different Views

Steps to apply a Custom View/Delete a Custom View:

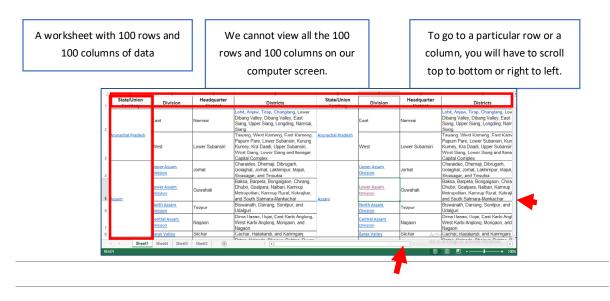
- 1. Home > View >Custom View.
- 2. Custom Views dialog box is displayed.
- Click Show button to apply the Custom View to your document.
- If you no longer desire to keep the custom view, click the Delete button and the Custom view will get deleted.



Customise Options and Views > Freeze Rows and Columns

Example:

Consider a worksheet with 100 rows and 100 columns of data.



Customise Options and Views > Freeze Rows and Columns

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Customise Options and Views > Freeze Rows and Columns

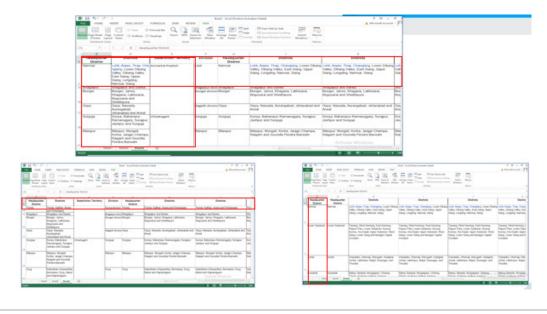
Steps to freeze rows and columns:

- 1. Select View > Freeze Panes.
- 2. Click the **Freeze Panes** drop-down arrow.

	5.4.5			Book! - Excel (Product Activation Failed)
Preview Lay	ege Custom 😥 Gridlines S yout Views	5	EW VEW	
C Headquarter District	Districts	E State/Union Territory	r Division	Every Panes Keep mea and columns visible while the rest. the worksheet scoles (based on current select the worksheet scoles (based on current select the work for the top row visible while scoling throw the out of the worksheet. Treezer First Galama
Namsai	Lohit, Anjaw, Tirap, Ch nglang, Lower Dibang Valley, Dibang Valley,	a Arunachal Pradesh	East	Nam Keep the first column visible while scrolling through the rest of the worksheet.
				ble while the rest of
	the work	csheet scrolls	(based	on current selection).
	Freeze Keep the	Top <u>R</u> ow	ble whil	on current selection). le scrolling through



Customise Options and Views > Freeze Rows and Columns



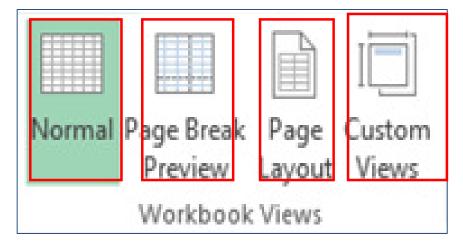
Customise Options and Views > Change Window Views

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Customise Options and Views > Change Window Views

Workbook Views

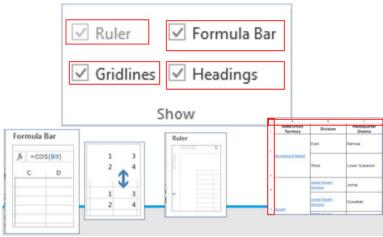
Workbook views consist of options, such as:



Customise Options and Views > Change Window Views

Show

Under Show, we can see the four options, such as:

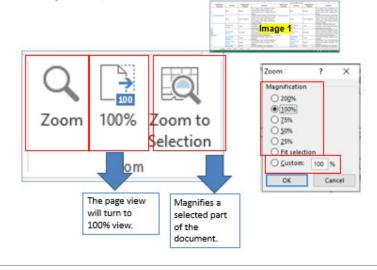




Customise Options and Views > Change Window Views

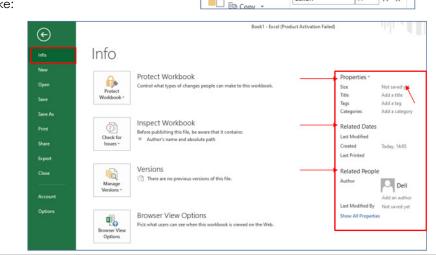
Zoom

We have the following three options under Zoom.



Customise Options and Views > Modify Basic Workbook Properties

- 1. File > Info
- 2. Displays document related information like:
- Properties
- Related dates
- Related people



FILE HOME INSERT

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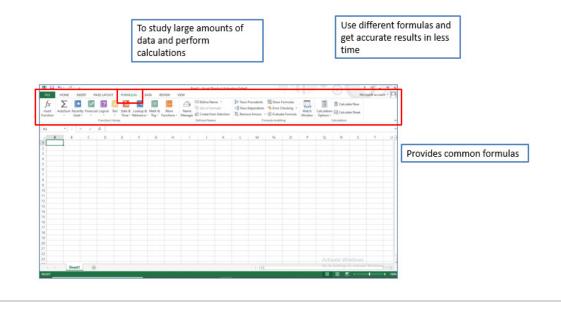
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FORMULAS

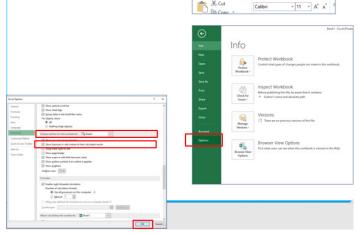
* 11 * A A

Customise Options and Views > Display Formulas



Customise Options and Views > Display Formulas

- 1. File >Options.
- 2. ExcelOptions dialog box opens.
- 3. Select Advanced.
- 4. Scroll down to Display options for this worksheet.
- 5. Check the Show formulas in cells instead of their calculated results.
- 6. Click OK.
- 7. File >Formula.
- 8. Click Show Formulas.



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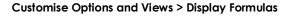
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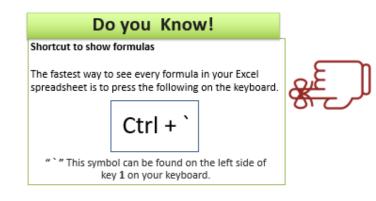
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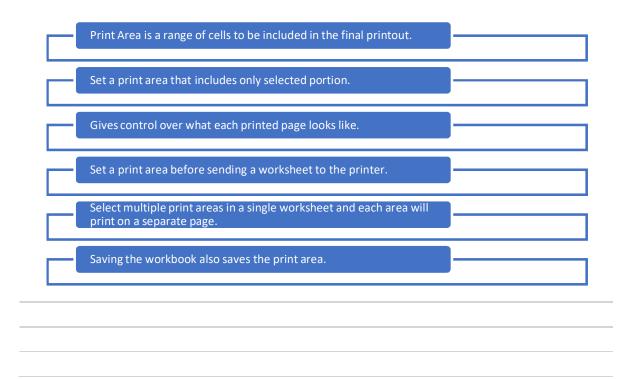
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3	250	0.12	=A3*B3	-	3	250	0.12	=A3*B3
4	300	0.13	=A4*B4		4	300	0.13	=A4*B4

Customise Options and Views > Display Formulas





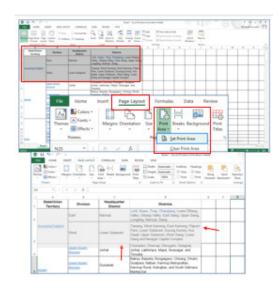
Configure Content for Collaboration > Set Print Area



Configure Content for Collaboration > Set Print Area

To set the print area in Excel:

- Select the part of the worksheet that you want to print.
- 2. Select Page Layout.
- 3. In the Page Setup group.
- 4. ClickPrint Area.
- 5. Notice a thin grey highlight around the selected area. This indicates that **Print Area** is set.
- 6. Press Ctrl + P.
- 7. You can see **Print Preview** of the selected data.

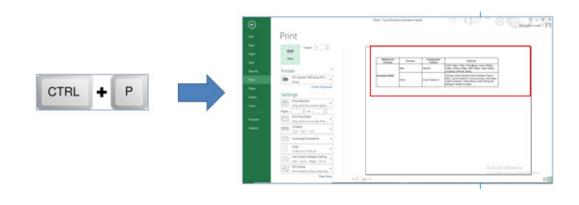




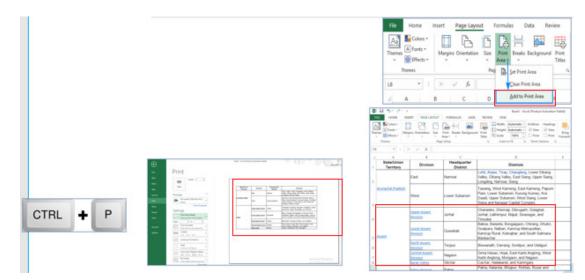




Configure Content for Collaboration > Set Print Area

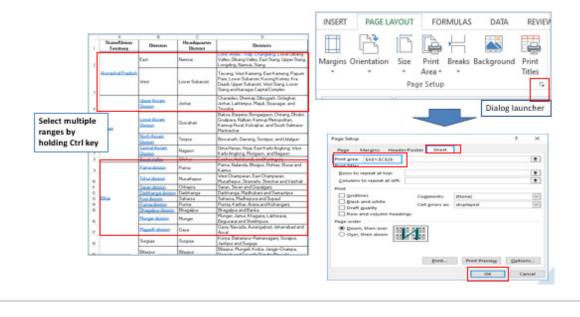


Configure Content for Collaboration > Set Print Area



1.	Print Area > Add to Print Area.
Ζ.	Select the cells you would like to
	add.
3.	Press Ctrl + P.
4.	See Print Preview of the selected
	data.

Configure Content for Collaboration > Set Print Area

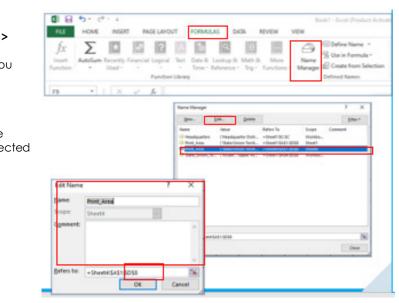


Configure Content for Collaboration > Set Print Area

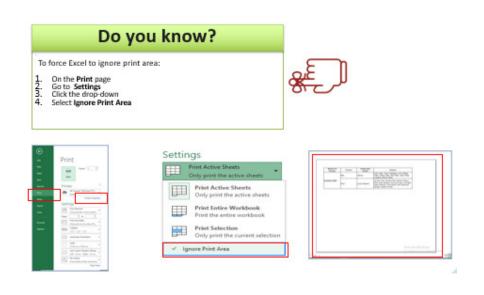




- 1. Home > Formulas.
- 2. Defined Names group > Name Manage.
- 3. Select the **Print Area** you have created.
- 4. Click Edit.
- 5. Edit Name dialog box appears.
- 6. Choose to change the Name andedit the selected area.
- 7. Click OK.



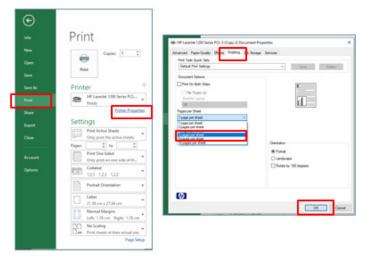
Configure Content for Collaboration > Edit Print Area



Configure Content for Collaboration > Print Multiple Area

Steps to print multiple areas on one page:

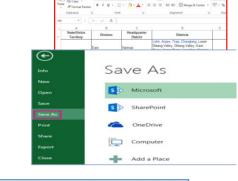
- 1. The ability to print multiple areas per sheet of paper is controlled by a printer model, not by Excel.
- 2. File > Print.
- 3. Click the Printer Properties link.
- 4. Select **Finishing** on the **Printer Properties** dialog box.
- 5. Under **Pages per Sheet**, select the desired number of sheets.
- 6. Click OK.



Configure Content for Collaboration > Save Workbooks in Alternative File Formats

Steps to save workbook in other file formats:

- 1. Open the workbook you want to save.
- 2. Select File.
- 3. Click **Save As** option.
- You will get options of various locations where you can save the file.
- 5. Save As pop-up box opens.
- 6. Enter the file name in the space provided.
- 7. Select the drop-down under the **Save as file type**.
- 8. You will find various file formats.
- 9. Select the desired file format.
- 10. Click **Save** button.
- 11. The document will be saved in the format you have chosen.

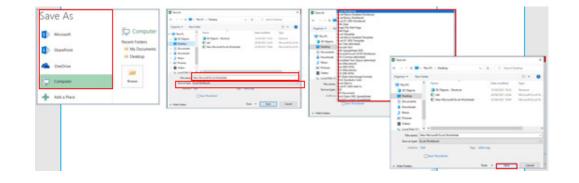


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Note: While saving in a different format, sometimes the formatting, data and features might not be saved properly.









Configure Content for Collaboration > Configure Print Settings

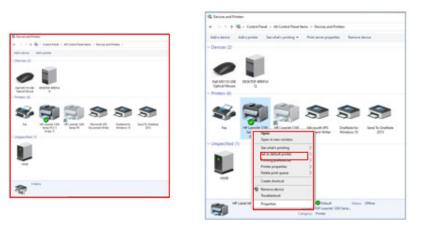
Steps to configure default print settings:

- 1. Click Start.
- 2. Select Control Panel.
- 3. Control Panel page opens.
- 4. Click **Devices and Printers.**
- 5. Devices and Printers page opens.
- 6. Search for the printer device and right-click on the mouse.
- 7. You will see many options to configure the print settings.
- 8. Choose the desired settings and set the printer as default.
- 9. The printer will be configured.

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Configure Content for Collaboration > Configure Print Settings



Key Takeaways

In this module, you have learnt that:

- MS Excelfiles are called workbooks, which contain one or more worksheets to organise data.
- A new workbook can be created from a blank workbook or a template.
- MS Excelis used by businesses of all sizes to perform financial and data analysis.
- Worksheet is a work area within a workbook.
- A cell is a rectangle or block housed in a worksheet, where you enter data. It is the intersection of a row and a column.
- The vertical blocks marked as A, B, C, ... are columns.
- The horizontal blocks marked as 1, 2, 3, ... are called rows.
- Before turning a saved workbook into a template, make sure to keep column headers, formulas and anything else that will be repeated and delete anything you won't need next time.

Key Takeaways

In this module, you have learnt that:

- There are two types of files from which data can be imported to Excelworkbooks .TXT files and .CSV files
- .TXT file is a standard text document that contains plain text
- .CSV file is a delimited text file that uses a comma to separate values
- CSV files are often used for exchanging data between different applications
- There are two ways in which data can be imported from Excel:

a.Import a text file by opening it in Excel

b.Import data from a text file into an existing worksheet

Key Takeaways

In this module, you have learnt that:

- Find Command is used to search for something in your workbook, such as a particular number or text string
- We have two different ways to access the Find and Replace commands
- Using keyboard, pressControl plus F or on the home menu select the Find and Replace option
- Unlike Find, Search allows wildcards and is not case-sensitive
- A named range is just a human-readable name for a range of cells in Excel
- Navigation can be done to Specific Cells, to a Cell Range and to a Named Cell
- A hyperlink is a link to data that a user can access by clicking or tapping it
- A hyperlink brings you to a Web page, a whole document, to a specific place in a file or another spreadsheet entirely



Key Takeaways

In this module, you have learnt that:

- The Orientation option allows you to choose whether the document should be displayed in Portrait mode or Landscape mode
- The Size option displays a drop-down with several default paper sizes
- The Breaks drop-down gives options to choose to insert, remove or reset all page breaks as per your requirement
- The Background option enables you to choose a background image either from a file in your computer, search on a browser or from OneDrive
- It is mandatory to have the column titles on each page; else we might not be able to understand the data

Key Takeaways

In this module, you have learnt that:

The Wrap Text function keeps the column width and adjusts the row height to display all contents in each cell.

- There are three types of views, which are frequently used.
- They are Workbook Views, Show and Zoom.
- Page Break Preview shows the page breaks that appear when your document is printed
- Page Layout shows how the printed document will look and also shows how the header and footer will be displayed
- Custom View saves your current display and print settings for future reference
- Ruler shows rulers next to the document. You can see and set tab stops, move table border and line up objects in the document and also view the measurements
- Formula bar shows formulas in cells
- Gridlines shows the lines between rows and columns in the sheet to make the sheet easier to read
- Headings show column headings and row headings



Key Takeaways

In this module, you have learnt that:

- A print area is a range of cells to be included in the final printout
- In case you don't want to print the entire spreadsheet, set a print area that includes only your selection
- Setting up a print area gives you more control over how each printed page looks
- You should always set a print area before sending a worksheet to the printer
- You can select multiple print areas in a single worksheet and each area will print on a separate page
- Saving the workbook also saves the print area