Microsoft Excel-2007

Excel: \rightarrow Ms-Excel is a WINDOWS based automated spreadsheet or worksheet manager. It provides different tools for generating related information in effective-representable form.

What is Spreadsheet or worksheet \rightarrow Spreadsheet or worksheet is nothing but a table or matrix of several rows and columns, which is made by group of cells.

What is Cell \implies Intersection of each row and column is termed as cell.

Workbook >>>>>>> Excel organises worksheet by workbook .A new workbook contain 3 worksheets by default (can be changeable), but we can add more and Remove also.

Each worksheet contain 1,048,576 rows (Numbered as 1 to 1,048,576) and 16384 columns(named as A to XFD).

How to Starting Excel:-

Start \longrightarrow Programs \longrightarrow Ms-Office \longrightarrow Microsoft Excel .

<u>OR</u>

Start \longrightarrow Run \longrightarrow type the "excel" \longrightarrow ok

Then you can see the general interfacing screen of Ms-Excel.



Important parts of Excel:-

- 1) The reference area displays the address of the active cell.
- 2) The formula bar is where we can enter or edit data & formula.
- 3) Cells are where we can enter data & formula.
- 4) Row numbers and column names let us quickly select a row or a column.
- 5) Worksheet tab let us quickly move between two worksheets or rename them.
- 6) Active cell is the cell we currently select or where we are currently entering data.

Sum Formula :-(+)



=SUM(A1+A2+A3) \checkmark

Auto Sum Formula ⇒

=SUM(A1:A3) ←

OR

Click the Auto sum button on the toolbar.

Subtract Formula \Longrightarrow (-)



Multiply Formula \Longrightarrow (*)



Division Formula \Longrightarrow (/)



Percentage Formula => (%)



Formula of Maximum:-



Formula of Minimum:-



Formula of Average:-

Δ	A		B	С	D	E	F	G	Η	Ι
1	50)								
2	70)								
3	65	5								
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5	72	2								
6		1								
=A'	VE	RA	GE(A	1:A5) ◀┛					

Formula of Count:-



Formula of Countif:-

=COUNTIF(A1:A5,"ANY TYPE OF COUNT NAME")

=COUNTIF(A1:A5,"2ND") ←

Exercise \Longrightarrow

\square	Α	В	С	D	E	F
1	Product Name	Quantity	Price			
2	Book	3	52			
3	Pen	2	15			
4	Ink	1	35			
5	Ex. Book	30	25			
6	Sub Tot	al				
7	Sales Tax	6%				
8	Total					

Sub Total = $(B2*C2)+(B3*C3)+(B4*C4)+(B5*C5) \leftarrow$ Sale Tax = $(C6*6\%) \leftarrow$ Total = $(C7+C8) \leftarrow$

How to create the Chart Wizard ?

- 1. At first make the project.
- 2. After that select the all project & go to the **Insert** menu on the menu bar.
- 3. Then you select the chart type.(You can see the chart wizard in the worksheet)



Text Alignment \Longrightarrow

- 1. At first select the text.
- 2. Then go to the **Home** menu on the menu bar.
- 3. Then click **Warp text** option.



Marge & Center ==

- 1. At first select the two or thee Cell.
- 2. Then go to the **Home** menu on the menu bar.
- 3. Then click <u>Marge & Center</u> option



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• Numbers Format in Active Cell :

- 1. At first type the number above 11 number in the Active Cell.
- 2. Then select the Active Cell
- 3. Then go to the **Home** menu & Numbers Format on the menu bar.
- 4. At Last Choose the Number option.

4 3 Madhumita Das 5 4 5 6 Insert the Logo or Pic

- 1. Click the **Insert** Button on Menu Bar
- 2. Then Click the **Picture Option & Choose the** any logo or Picture

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Short & Filter :

- Select the Data Cell & Click the DATA Menu.
- Then Click the A to Z or Z to A option.

And Shorting Your Data.

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- Then Click the **Filter** option.
- Then Filter your Data.

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Book1 - Microsoft Excel

General

Number

Currency \$4,354,100,003,507.00

Accounting

Short Date

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\$4,354,100,003,507.00

No specific format

4354100003507.00

View

ABC

- Data Validation :
- Click the **Data** Menu & Click the **Data Validation** Option.
- Then Choose Whole Number & Type the Minimum Figer & Maximum Figer
- At last click the ok button.



- Page Break Preview :
- Click the <u>View</u> Menu.
- Then Choose & click the Page Break Preview option.



Office of the Joyhat Gram Panchayat

Scheme wise Expenditure of MGNREGS Fund Report for the year 2013-2014

SI. No	Name of scheme	Sceme code no.	Wage Cost	Materials cost	Skill Semi Skilled cost	Total Cost
1	Earthen road from Rajnagar Utpal Balo house to Nimai Mandal house		67542		4591	72133
2	Re-exavetion of Fakirakur Pond at Baidara		39702			39702
3	Earthen road from Pradip Barman house to Tarani Barman house		79123		6283	85406
4	Re-exavation of Katabari Bhut Pond at Jatnarattampur		60761		2319	63080
5	Earthe road from Kajaldighi to Bhuban Balo house		73418		6872	80290
6	Earthen road from Rajnagar Bhobesh Biswas house to		31662			31662
7	Earth filling at Maghiapara Football Field		23065		1714	24779
8	Earthen road with RBM Chowlihar pond to Jagdal more		9934			9934
9	Construction of Senitation		149490	455445		604935
10	Earthen road with RBM from Nijamuddin house to Manirul house		8154			8154
11	Earthen road from RBM Romesh Kutti house to Dijen Roy house		15733			15733
17	Earthen road from Battala to Banshbari		61602			61602
18	Contingency			3200		3200
	Total		620186	458645	21779	1100610

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Joyhat Gram Panchayat

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5 2 AMIT GHOSH A002 80 67 67 80 80 374 74.8 C 6 3 NAYAN DAS A003 90 80 87 89 87 433 86.6 B														
7	4	PRITAM GHOSH	A004	15	20	15	30	87	167	33.4	F			
8	5	SHIULI SARKAR	A005	25	50	25	45	89	234	46.8	F			
9	6	SUMANTA DUTTA	A006	90	90	97	90	87	454	90.8	Α			
10	7	MANOJ RABIDAS	A007	36	18	15	25	79	173	34.6	F			
11	8	SOPAN SARKAR	A008	50	40	20	25	78	213	42.6	F			
12	9	SUSMA ROY	A009	78	78	89	89	86	420	84	В			
13	10	SANGITA PRAMANIK	A010	30	25	50	26	92	223	44.6	F			
14		NOTE :	89% Above	= A Grade * 79% Al	bove=B Grad	e * 69% Abo	ove C Grade * 49% Ab	ove P Grade	* Other Fail					
15														
16														
17														
18	GR	ADE FORMULA >>	=IF(H	4>89,"A",IF(H4>79	,"B",IF(H4>6	9,"C",IF(H4	>59,"D","F"))))							
1Q {	Shee	t1 / Sheet2 / Sheet3 / 🐑 /	7				u <u></u>						•	
Ready											🛄 130% 😑			
1) 🌔						-	-			- 🗟 💀 🕯	10: 10: 4/1	19 PM 2/2016	



A National Educational Programme of Computer Literacy & Development of Information Technology

Registered under the C.R. Act Ministry of HRD Govt. of India. & An ISO 9001 : 2008 Certified Organisation.

SI No	Cntr Code	Center Name	DISTRIC	Director Name	MOBILE NO	E-MAIL ID
1	WB-001	HARIRAMPUR SCSM	D/DINAJPUR			-
2	WB-002	RCTC CHANCHAL	MALDA			_
3	WB-003	CHEKPOST BAIDARA SCSM	U/ DINAJPUR			-
4	WB-004					
5	WB-005	DANGRAM SCSM	D/DINAJPUR			
6	WB-006	HILI SCSM	D/DINAJPUR			
7	WB-007					
8	WB-008					
9	WB-009	FATEPUR SCSM	U/ DINAJPUR			
10	WB-010					

Date : 15/04/2015

Signature of Director



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MARKSHEET / CERTIFICATE REQUISITION FORM

NAM	E OF STUDY CENTER:			DIRECTOR NAME :				
CENT	RE ADDRESS:				NTRE CODE :			
SI No	Regd. No	Student Name	Father's Name	Course	Course Start	Course Complete	M. Sheet	Certificate
1	WB023/SEP16/D00109				JAN-15	DEC-16		
2					JAN-15	DEC-16		
3					JAN-15	DEC-16		
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Date :

Signature of Director with Seal

Receipt Payment Account for MGNREGS Fund for the year : 2013-2014

Harirampur Block, Dakshin Dinajpur

RECEIPT			PAYMENT					
1. Opening Balance as on 01/04/2014 Rs. 40557			Month	Wage	Materials (Semi- Skilled / Skilled	Contingency	Total	
2. Total fund received during 2013-14 Rs. 1299849			13-Apr	69450	0	0	69450	
			13-May	110618	0	3200	113818	
Memo No.	Date	District	13-Jun	95584	14741	0	110325	
	4/10/2013	1900	13-Jul	0	0	0	0	
	29/01/14		13-Aug	27814	0	0	27814	
	31/03/2014		13-Sep	1083	0	0	1083	
			13-Oct	47659	0	0	47659	
			13-Nov	0	7038	0	7038	
			13-Dec	0	154445	0	154445	
Total Fund Received during 2013-14 Rs. 1277900			14-Jan	217290	0	0	217290	
Interest Received Rs. 21949		14-Feb	510370	0	0	510370		
Refund Amount from Scheme : NIL		13-Mar	0	0	0	0		
Grand Total Rs. 1299849		Total	1079868	176224	3200	1259292		

Prodhan

Joyhat G.P.

