Ready Reckoner for Microsoft Excel 2003

1. **To Fill Series**

   Type the Starting Value in an Empty Cell
   Place your cursor in the bottom right corner of the cell and either drag or double click.

2. **To Create a Custom name for the cell**

   Select a single cell or group of cells and give some name in the name box

3. **To Create a Custom View for group of cells**

   Select a Block of Cells
   View->Custom View
   Click on Add
   Specify a name for the view
   And Click ok.

4. **To Create a Custom List**

   Tools->Options->Custom List
   Type the List in the List Entries Box Separated by commas
   And Click on Add

5. **To Prepare instant Chart**

   Block the data and press F11 Function Key

6. **To Insert Hyperlink/Bookmark**

   Insert->Hyperlink
   Select the File to be opened and Click ok.
   For Bookmark

Insert->Hyperlink->Bookmark
Select the worksheet and the cell which you would like to refer

7. To Do Conditional Formatting

Block the cells and select
Format->Conditional Formatting
Specify the condition and Format the data
Note: (Only three Conditions can be given)

8. **To Protect Worksheet**

Tools->Protection->Protect Sheet
Specify the password and click ok

9. To Protect Workbook

Tools->Protection->Protect Workbook
Specify the password(Optional) and Click ok

10. To Protect Cell

Select the Entire Sheet
Format->Cells->Protection->Deselect the Locked Option
Select the Cells which u want to protect
Format->Cells->Protection->Select the Locked Option
Tools->Protection->Protect Sheet

11. Auditing

To Find from where this total has come
Select the total Cell and Select
Tools->Auditing->Trace Precedents
To Find as to whether the number u are going to change affects any total
Select the number and Select
Tools->Auditing->Trace Dependents

Circle Invalid Data

Tools->Auditing->Auditing Toolbar->Circle Invalid Data

12. To Create Macros

Type a Word

Select Tools->Macros -> Record New Macro

Specify a Macro Name and Click ok

Do the formatting and Stop Recording the Macro

To Run the Macro

Select Tools->Macro->Macro->Select the Macro Name ->Run

13. To Create a Custom Menu

Tools->Customize->Commands->New Menu->Drag the Menu and drop it on the Menubar.

Similarly to add the sub-menus to this main menu

Select the Menu Category and select the menu option u want to add it to ur custom menu and drag the menu and drop it in the main menu u have created.

And to Give the name for the menu

Right Click on the custom menu and specify the name

And Clik ok

14. To Create a Custom Toolbar

Tools->Customize->Toolbars->New ->Give a name for the toolbar and click ok

To add the Tools to the toolbar

Select the Menu Category and select the menu option u want to add it to ur custom toolbar and drag the menu and drop it in the toolbar dialog box u have created.

And Clik ok

To view ur toolbar

Right Click on the Menubar/Toolbar and select your toolbar

15. Advanced Filter

Select Data->Filter->Advanced Filter

16. Subtotals

Select Data->Subtotals
The subtotal dialog box is displayed
Select the column based on which you want to subtotal, from the At each change in drop-down list box
The column that you select must be sorted first
Select the function that you want.
Click ok.

17. Validation

Select the cells
Select Data->Validation
Select the Settings Tab
Select the option from the drop-down list from Allow any value
Select the criteria and
Select Input Message Tab
Give a Title and Input Message and
Select Error Alert Tab
Select the Style and Give the Title and Error Message and
Click ok.

18. Consolidate

Select Data->Consolidate
Select the Function from the drop-down list
Select cells from sheet1 for the reference and click add
Similarly select another block of cells from sheet2 and click add
Select left column and top row label options in case u have labels in the top row and left column
Select create links to source data and click ok

19. To Create Pivot Table and Pivot Chart Report

Select Data->Pivot Table and Pivot Chart Report

The Pivot Table and Pivot Chart Wizard dialog box is displayed.
Click on the required option in the Where is the data that you want to analyze section
Click on the required option in the what kind of report do you want to create section
Click on the next button and click on the collapse dialog button to return to the pivot table and pivot chart wizard and click on the next button and click on the required option in the where do you want to put the pivot table section nad click the layout button and place the necessary data in the row,column,page and data section and click ok and click the finish button

20. Import Data

Select Data->Get External Data->Import Text File
Browse to the folder that contains the text file that has to be imported
Select the text file
Click on the import button
Click on the required text file format from the delimited and fixed width options
Specify the row from which you want to import the data in the start import at row box
Click on the next button
Click on the required delimited of the text file from the Delimiters section
Check whether the data preview is as required in the data preview section
Click on the next button
Select the column in the data preview section and click on the required option to format the column from the column data format section and click on the finish button.The data is imported from the text file to the worksheet.

21. Track Changes

Select Tools->Track Changes->Highlight Changes
Make some changes and to accept/reject the changes made
select
To Accept or reject the data
Select Tools->Track Changes->Accept or Reject Changes and
Then click accept/reject/accept all/reject all

22. To Create List

Data->List->Create List

To Specify Total Row

Data->List->Total Row

To Covert into normal data

Data->List->Covert data to range

23. **Functions**

(A). **SumIf**

Adds the cells specified by a given criteria.

Syntax

SUMIF(range,criteria,sum_range)

Range is the range of cells you want evaluated.

Criteria is the criteria in the form of a number, expression, or text that defines which cells will be added.

Sum_range: are the actual cells to sum. The cells in sum_range are summed only if their corresponding cells in range match the criteria. If sum_range is omitted, the cells in range are summed.

(B). CountIf

Counts the number of cells within a range that meet the given criteria.

Syntax

COUNTIF(range,criteria)

Range is the range of cells from which you want to count cells.

Criteria is the criteria in the form of a number, expression, or text that defines which cells will be counted.

(C). CountA

Counts the number of cells that are not empty and the values within the list of arguments. Use COUNTA to count the number of cells that contain data in a range or array.

Syntax

COUNTA(value1,value2, ...)

Value1, value2, ... are 1 to 30 arguments representing the values you want to count. In this case, a value is any type of information, including empty text ("") but not including empty cells. If an argument is an array or reference, empty cells within the array or reference are ignored. If you do not need to count logical values, text, or error values, use the COUNT function.

(D). If

Returns one value if a condition you specify evaluates to TRUE and another value if it evaluates to FALSE.

Use IF to conduct conditional tests on values and formulas.

Syntax

IF(logical_test,value_if_true,value_if_false)

Logical_test is any value or expression that can be evaluated to TRUE or FALSE..

Value_if_true is the value that is returned if logical_test is TRUE.

Value_if_false is the value that is returned if logical_test is FALSE.

(E).VLookUP

Syntax

Searches for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify in the table. Use VLOOKUP instead of HLOOKUP when your comparison values are located in a column to the left of the data you want to find.

VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)

Lookup_value is the value to be found in the first column of the array. Lookup_value can be a value, a reference, or a text string.

Table_array is the table of information in which data is looked up. Use a reference to a range or a range name, such as Database or List.

Col_index_num is the column number in table_array from which the matching value must be returned.

Range lookup is False or you can give 0 to find the exact match.

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