



MS Excel

➤ Introduction

- Spreadsheet & its Applications
- Opening Spreadsheet
- Menus & Toolbars & icons
- Shortcuts keys using Help
- Shortcuts

➤ Working with Spreadsheets

- Opening a File
- Saving File
- Setting Margins
- Converting files to different Formats
- Importing, Exporting, and Sending files to other

➤ Spreadsheet addressing

- Rows, columns & Cells,
- Referring cells and Selecting cells

➤ Entering and Editing Data

- Entering Data
- Cut, Copy, Paste, Undo, Redo, Find, Search & Replace
- Filling continuous rows, columns
- Inserting – Data, cells, columns, rows & sheets
- Manual breaks

➤ Computing Data

- Setting Formula
- Finding total in a column or row
- Mathematical operation (Addition Subtraction, Multiplication Division, Exponentiation)
- Error Checking
- Spell Checks
- Macros
- Formula Auditing
- Creating & Using Templates
- Tracking Changes
- Customization
- Printing worksheet

➤ Using other Formula Formatting

Spreadsheets

- Formatting – cells, row, column & sheet
- Alignment, Font, Border & shading
- Highlighting values
- Hiding/Locking Cells

➤ Worksheet

- Sheet Name
- Rows & column Header
- Row Height, Column Width



• Visibility – Row, Column,
Sheet

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- Security
- **Formatting – worksheet
Sheet Formatting &
style**

- Background
- Color
- Borders & Shading

- **Formatting layout for
Graphics, Clipart
Working with sheets**

- Sorting
- Filtering
- Validation
- Consolidation
- Subtotal

- **Creating charts**

- Selecting charts
- Formatting charts, label,
scaling

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