

MS-EXCEL

Definition: MS-Excel application is used to calculation, analyze information and manage lists in spreadsheets or Web pages. Extension of MS-Excel is *.exc.

Some other definitions:

Workbook: Workbook is an excel file where the user stores his data. Each workbook consists of several worksheet, we can say workbook is a file folder and worksheet as every page in the file folder. Hence, a workbook is said to be a set of worksheets grouped together.

Worksheet: Worksheet is a grid of 65536 rows and 256 columns. Rows are labeled as 1 to 65536 and Columns are labeled as A to IV.

Cell: Cell is a intersection of a row and column. There are approximately four million cells in a one worksheet. Each cell can be store 255/1024 characters in a formula. Each cell is surrounded by light gray lines known as gridlines.

Range: Range is a rectangular group of cells, the smallest range is a single cell and the largest range is all cells in the worksheet.

Addressing methods:

There are two types of addressing. They are as follows:

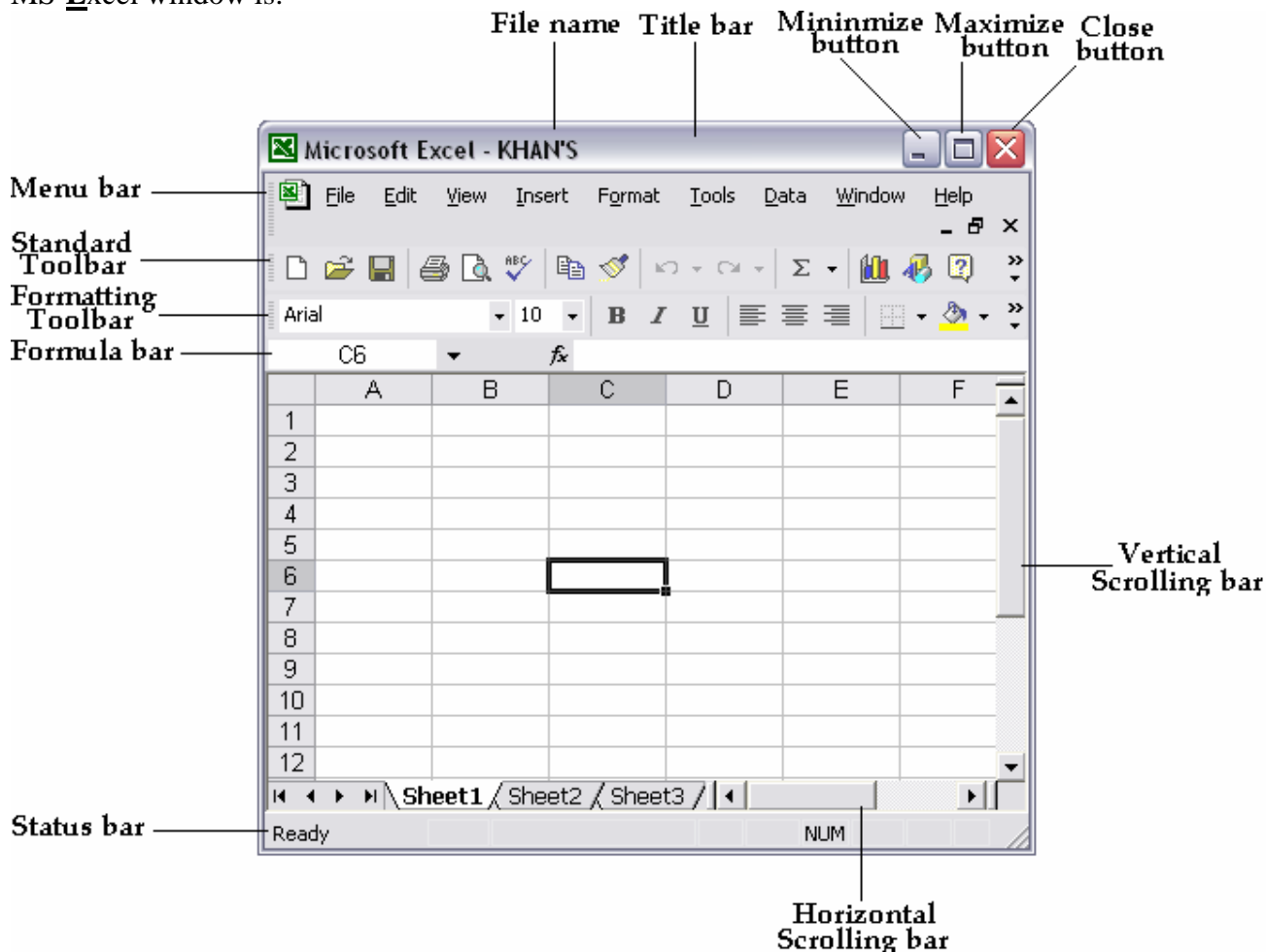
1. **Relative Addressing:** The ability to adjust a formula from one location to another is called as relative addressing.
Ex: If the formula is copied from C to D column then the formula =C10+C11 will become =D10+D11. This adjusting nature is called as relative addressing.
2. **Absolute Addressing:** If we don't want to Excel to adjust references will we copy formula to different cells then we can use an absolute reference.
Ex: If our formula multiplies cell A5 with cell C1 (=A5*C1) and you copy the formula to another cell, Excel will adjust both reference. You can create an absolute reference to cell C1 by placing a dollar sign (\$) before the parts of the reference that do not change. To create an absolute reference to cell C1, Ex: Add dollar signs (\$) to the formula as follows:
=A5*\$C\$1.

Cell Address: It is a name of the cell, which is actually made up of a row a column number.

Ex: The address of the first cell in a worksheet is A1.

Chapter4.2: MS-EXCEL

MS-Excel window is:



Title bar: The top most portion of any window is called Title bar. This bar displays the file name & name of the application on the left hand side. On the right hand side display three buttons. They are as follows:

- i. Minimize button
- ii. Maximize button
- iii. Close button.

- i. **Minimize button:** Minimize button is used to reduce a window into a button.
- ii. **Maximize button:** Maximize button is used to enlarge a window to fill the whole screen.
- iii. **Close button:** Close button is used to close a window.

Menu bar: Every window displays the Menu bar just below the Title bar. Menu bar contains certain menus such as: **F**ile, **E**dit, **V**iew, **I**nsert, **F**ormat, **T**ool, **T**able, **W**indow and **H**elp.

Standard Toolbar: Toolbar is consists of various picture buttons which are shortcuts to the frequently used options available on the Menu bar. It is located just below the Menu bar.

Formatting Toolbar: Format bar is consists of various picture buttons which are shortcuts to the frequently used available on the Format menu. It is located just below the standard Tool bar.

Formula bar: Formula bar is shows the address of the active cell (i.e. name of the place where the cell point is located) and the contents of the active cell. It is located just below the Formatting toolbar.

Vertical Scrolling bar: A rectangular bar having two buttons used to move the work area up & down is called Vertical Scrolling bar.

Horizontal Scrolling bar: A rectangular bar having two buttons used to move the work area right & left is called Horizontal Scrolling bar.

Status bar: Status bar displays Ready on the left hand side and NUM on the right hand side. It is located at the bottom of MS-Excel window.

File Menu:

The options present in **F**ile Menu are as follows:

1. New...
2. Open...
3. Close
4. Save
5. Save As...
6. Save as HTML
7. Save Workspace
8. Page Setup...
9. Print Preview
10. Print area
11. Print
12. Send To
13. Properties
14. Exit.

1) **New...**: New... option is used to create a new worksheet.
Shortcut for New option is: *Ctrl+N*.

2) **Open...**: Open... option is used to open a created worksheet.
Shortcut for Open option is: *Ctrl+O*.

3) **Close:** Close option is used to close the current workbook.
Shortcut for Close option is: *Alt+F then press C*.

4) **Save:** Save option is used to save the worksheet with new name.
Shortcut for Save option is: *Ctrl+S*.

5) **Save As...**: Save As... option is used to save current worksheet with other name.
Shortcut for Save As... option is: *Alt+F then press A*.

- 6) **Save as HTML**: Save as HTML option is used to save the file in HTML type.
- 7) **Save Workspace**: Save Workspace option is used to save the selected spaces which know as workspace so that we can print saved workspace.
Shortcut for Save Workspace option is: *Alt+F then press W*.
- 8) **Page Setup**: Page Setup option is used to set the page margins, to select paper size type and to adjust page layout for printing purpose.
Shortcut for Page Setup option is: *Alt+F then press U*.
- 9) **Print Preview**: Print Preview option is used to see how our worksheet will look after printing. Shortcut for Print Preview option is: *Alt+F then press V*.
- 10) **Print Area**: Print Area option is used to save the selected area which we have set.
Shortcut for Print Area option is: *Alt+F then press T*.
- 11) **Print**: Print option is used to print the whole worksheet or selected items.
Shortcut for Print option is: *Ctrl+P*.
- 12) **Send To**: Send To option is used to send our workbook to different location in the world with the help of Internet. Shortcut for Send To option is: *Alt+F then press D*.
- 13) **Properties**: Properties option is used to store the properties of workbook, so that we can use them to undo stand whole document. Shortcut for Properties option is: *Alt+F then press I*.
- 14) **Exit**: Exit option is used to come out from the MS-EXCEL window.
Shortcut for Exit option is: *Alt+F then press X*.

Edit Menu:

The options present in **E**dit Menu are as follows:

1. Undo
2. Redo
3. Cut
4. Copy
5. Paste
6. Paste Special...
7. Paste as Hyperlink
8. Fill
9. Clear
10. Delete
11. Delete Sheet
12. Move or Copy Sheet
13. Find...
14. Replace...
15. Go To...
16. Links...
17. Object Properties
18. Object.

- 1) **Undo:** Undo option is used to cancel the pervious action.
Shortcut for Undo option is: *Ctrl+Z*.
- 2) **Redo:** Redo option is used to cancel the undo action/repeat the action.
Shortcut for Redo option is: *Ctrl+Y*.
- 3) **Cut:** Cut option is used to cut the selected text and stores in the Clipboard.
Shortcut for Cut option is: *Ctrl+X*.
- 4) **Copy:** Copy option is used to copy the selected text and stores in the Clipboard.
Shortcut for Copy option is: *Ctrl+C*.
- 5) **Paste:** Paste option is used to insert the copy/cut text to other location.
Shortcut for Paste option is: *Ctrl+V*.
- 6) **Paste Special:** Paste Special option is used to paste the copied/cut item in a following ways:
 - i. All
 - ii. Formulas
 - iii. Values
 - iv. Format
 - v. Comments
 - vi. Validations
 - vii. All except borders
 - viii. Column width
 - ix. Operation
 - x. Skip blanks
 - xi. Transpose
 - xii. Paste links.Shortcut for Paste Special option is: *Alt+E then press S*.
 - i. **All:** All option is used to paste every thing, like: formatted text comments, validation, form values, etc.
 - ii. **Formulas:** Formulas option is used to paste all formula as entered in the formula bar.
 - iii. **Values:** Values option is used to paste only the values that the copied collection not the formulated text. If copied cells have validation.
 - iv. **Format:** Format option is used to paste only cell format.
 - v. **Comments:** Comments option is used to paste only comments that are attached to the cell.
 - vi. **Validation:** Validation option is used to paste validation only if the copied cells have validation.

- vii. **All except borders**: All except borders option is used to paste all contains and formatting applied to copied cell except its borders.
 - viii. **Column width**: Column width option is used to paste e column width of the copied cell. i.e.: If copied cell have 10cm column width then it will copy that width.
 - ix. **Operation**: Operation option is used to specify mathematically operation it any use want to apply to the copied data. With the content of the cell.
 - x. **Skip blanks**: Skip blanks option is used to avoid replacing.
 - xi. **Transpose**: Transpose option is used to paste the copied column as row and vice versa.
i.e.: It will paste 20 as 20 10 30
 10
 30
 - xii. **Paste links**: Paste links option is used to paste as link to the copied data.
Ex: Suppose we are copied \$E\$5 symbol in formula bar when it is pasted somewhere in the sheet.
- 7) **Paste as Hyperlink**: Paste as Hyperlink option is used to paste the copied text such that whenever we click that the selection box will go to its original paste from where we have copied it. Shortcut for Paste as Hyperlink option is: *Alt+E then press H*.
- 8) **Fill**: Fill option is used to fill data in cell according to given series.
Shortcut for Fill option is: *Alt+E then press I*.
- 9) **Clear**: Clear option is used to erase the selected text in a following ways:
- i. All
 - ii. Format
 - iii. Contents
 - iv. Comments
- Shortcut for Clear Selection option is: *Alt+E then press A*.
- i. **All**: All option is used to delete every thing.
Shortcut for All option is: Alt+E then press A & A.
 - ii. **Format**: Format option is used to delete only format of the cell.
Shortcut for Format option is: Alt+E then press A & F.
 - iii. **Contents**: Contents option is used to delete the contents of the cell but not format cell.
Shortcut for Contents option is: Del.
 - iv. **Comments**: Comments option is used to delete only the comments given to the cell.
Shortcut for All option is: Alt+E then press A & C.

- 10) Delete:** Delete option is used to delete but in this we not select anything.
Shortcut for All option is: Alt+E then press D.
- 11) Delete Sheet:** Delete Sheet option is used to delete entire sheet permanently.
Shortcut for All option is: Alt+E then press L.
- 12) Move or Copy Sheet:** Move or Copy Sheet option is used to move current sheet to another worksheet or copy it to the other book. Shortcut for All option is: Alt+E then press M.
- 13) Find..:** Find... option is used to find the text from the current worksheet and we can also find formula & comments given to the sheet. Shortcut for Find... option is: *Ctrl+ F*.
- 14) Replace...:** Replace option is used to replace the find text or formula or comments some other text or formula or comments. Shortcut for Replace option is: *Ctrl+H*.
- 15) Go To...:** Go To... option is used to go to various things like:
- i. Comments
 - ii. Constants
 - iii. Formula
 - iv. Current region
 - v. Currents array
 - vi. Object
 - vii. Row differences
 - viii. Column differences
 - ix. Precedents
 - x. Dependences
 - xi. Last cell
 - xii. Visible cell only
 - xiii. Conditional formats
 - xiv. Data validations.
- Shortcut for Go To... option is: *Ctrl+G*
- i. **Comments**: It will select all comments.
 - ii. **Constants**: Select all cells whose values do not start with an equal sign or contain a formula. The check boxes below this option define the type of constant you want to go to.
 - iii. **Formula**: Select all cells that contain formula. The check boxes below this option define the type of formula you want to go to.
 - iv. **Current region**: It will select the rectangle cell range around the active cell.
 - v. **Currents array**: It will select the entire array.
 - vi. **Object**: It will select all graphic objects.

- vii. **Row differences:** Select cells whose contents are different from the comparison cell in each row. For each row, the comparison cell is in the same column as the active cell.
 - viii. **Column differences:** Select cells whose contents are different from the comparison cell in each column. For each column, the comparison cell is in the same row as the active cell.
 - ix. **Precedents:** It will select the cells which are being. Used to calculate formula.
 - x. **Dependences:** It will select the cells which contains formula. It means that formula depends upon other element.
 - xi. **Last cell:** It will go to the last cell of the sheet which contain data or formulated cell.
 - xii. **Visible cell only:** It will go or select the cell which are visible but not the hidden row or column.
 - xiii. **Conditional formats:** It will select only the cell which we have given conditional formats.
 - xiv. **Data validations:** It will select the cell which validations applied.
 - a. All
 - b. Same.
 - a. **All:** All option is used to select all the cells in the worksheet that have data validation.
 - b. **Same:** Same option is used to select the cells which have same type of validation as the currently selected cells.
- 16) **Links...**: Links... option is used to create links to our file with some other file so that we can edit the linked objects. Shortcut for Links... option is: *Alt+E then press K.*
- 17) **Object Properties:** Object Properties option is used to set the different properties to object such as changing icons, we can also create or insert objects from file. Shortcut for Object Properties option is: *Alt+E then press R.*
- 18) **Object:** Object option is used to insert objects. Shortcut for Object option is: *Alt+E then press O.*

View Menu:

The options present in **V**iew Menu are as follows:

1. Normal
2. Page Break Preview
3. Tools bar
4. Status bar
5. Formula bar

6. Head and Footer
7. Comments
8. Custom View
9. Full Screen
10. Zoom.

- 1) **Normal**: Normal option is used to show our data in normal view where we edit data.
Shortcut for Normal option is: *Alt+V then press N.*
- 2) **Page Break Preview**: Page Break Preview option is used to show our data in page break preview and also show multi pages as a single page.
Shortcut for Page Break Preview option is: *Alt+V then press P.*
- 3) **Tools bars**: Tools bars option is used to add or remove toolbars.
Shortcut for Tools bars option is: *Alt+V then press T.*
- 4) **Status bar**: Status bar option is used to show/hide status bar in Excel window.
Shortcut for Status bar option is: *Alt+V then press S.*
- 5) **Formula bar**: Formula bar option is used to show/hide formula bar in Excel window.
Shortcut for Formula bar option is: *Alt+V then press F.*
- 6) **Head and Footer**: Head and Footer option is used to give some heading or footnote so that page will contain the some heading.
Shortcut for Head and Footer option is: *Alt+V then press H.*
- 7) **Comments**: Comments option is used to display all comments made by all reviewers in the comment pane. In MS-Excel, turns display of comments on the worksheet on or off.
Shortcut for Comments option is: *Alt+V then press C.*
- 8) **Custom View**: Custom View option is used to create different views of the worksheet. A view provides an easy way to see your data with different display options. We can display print and store different views without saving them as separate sheets.
Shortcut for Custom View option is: *Alt+V then press V.*
- 9) **Full Screen**: Full Screen option is used to hide most screen elements so that we can view more of current document. To switch back your previous view click full screen or press Esc key. Shortcut for Full Screen option is: *Alt+V then press U.*
- 10) **Zoom**: Zoom option is used to enter a magnification between 10 and 400 percent to reduce or enlarge the display of the active worksheet.
Shortcut for Zoom option is: *Alt+V then press Z.*

Insert Menu:

The options present in **I**nser**T** Menu are as follows:

1. Cells
2. Insert Columns
3. Worksheet
4. Chart Wizard
5. Paste Function
6. Page Break
7. Comments
8. Name
9. Picture
10. Object
11. Hyperlink.

- 1) **Cells:** Cells option is used to insert cells starting at the insertion point. We can choose to shift other cells in the table option is used to the right or down. We can also insert an entire row or column. Shortcut for Cells option is: *Alt+I then press E*.
- 2) **Insert **C**olumns:** Insert Columns option is used to insert the number of cells, rows, columns. In Word, this option is available only when you have selected one or more end of cell marks. Shortcut for Insert Columns option is: *Alt+I then press C*.
- 3) **Worksheet:** Worksheet option is used to insert a new worksheet to the left of selected sheet. Shortcut for Worksheet option is: *Alt+I then press W*.
- 4) **Chart **W**izard:** Chart Wizard option is used to start the chart wizard which guides you through the step for creating an embedded chart on a worksheet or modifying an existing chart. Shortcut for Chart Wizard option is: *Alt+I then press H*.
- 5) **Paste **F**unction:** Paste Function option is used to display a list of function and their formats and allow you to set values for arguments. Shortcut for Paste Function option is: *Alt+I then press F*.
- 6) **Page **B**reak:** Page Break option is used to insert a page break above a selected cell. This option change to remove page break. If you have a cell selected that is adjacent to a manually inserted page break. Shortcut for Page Break option is: *Alt+I then press B*.
- 7) **Comments:** Comments option is used to insert a comment at the insertion point. Shortcut for Comments option is: *Alt+I then press M*.
- 8) **Name:** The options present in **N**ame option are as follows:
 - i. Define
 - ii. Create
 - iii. Label
 - iv. Paste
 - v. Apply

- i. **Define**: Define option is used to create a name for a cell, range, or constant or computed value that you can use to refer to the cell, range, or value.
Shortcut for Define option is: *Alt+I then press N & D.*
 - ii. **Create**: Create option is used to create names by using label in a selected range.
Shortcut for Create option is: *Alt+I then press N & C.*
 - iii. **Label**: Label option is used to predefined label ranges so that MS-Excel can automatically apply text labels to your formulas.
Shortcut for Label option is: *Alt+I then press N & L.*
 - iv. **Paste**: Paste option is used to paste the selected name into the formula bar. If the formula bar is active and you begin a formula by typing an equal (=) sign, clicking Paste pastes the selected name at the insertion point. If the formula bar is not active, double clicking a name in the Paste Name box pastes an equal (=) sign followed by the selected name into the formula bar. Shortcut for Paste option is: *Alt+I then press N & P.*
 - v. **Apply**: Apply option is used to searches formula in selected cells and replace references with names defined for them, if they exist.
Shortcut for Apply option is: *Alt+I then press N & A.*
- 9) **Picture**: Picture option is used to insert various things in our worksheet, so that made good look of sheet. With the help of this option we can insert Clip art, any drawing from file, Auto shapes, Organization charts and Word Art etc.
Shortcut for Picture option is: *Alt+I then press P.*
- 10) **Object**: Object option is used to insert object into our worksheet, so that we can perform or do in other packages. Shortcut for Object option is: *Alt+I then press O.*
- 11) **Hyperlink**: Hyperlink option is used to link the current worksheet with other worksheet/workbook, so that whenever we click that we can go to the linked sheet or worksheet. Shortcut for picture option is: *Ctrl+K.*

Format Menu:

The options present in **F**ormat Menu are as follows:

1. Cells
2. Row
3. Column
4. Sheet
5. AutoFormat
6. Conditional Formatting
7. Style.

- 1) **Cells:** Cells option is used to give special effects to a cell or selected range of cell. With the help of this option we can increase the size, angle of the cell and can also be given borders and background to that cell. Shortcut for Cells option is: *Ctrl+I*.
- 2) **Row:** Row option is used to format a single row or a group of rows. With the help of this option we can increase or decrease the height of technology row. We can make it as AutoFit; we can also hide or unhide the row. Shortcut for Row option is: *Alt+O then press R*.
- 3) **Column:** Column option is used to same as he row but the difference is that we can format to a column or groups of column. Shortcut for Column option is: *Alt+O then press C*.
- 4) **Sheet:** Sheet option is used to rename the particular sheet; we can hide or unhide the sheet in which we are working. We can also give background to the sheet. Shortcut for Sheet option is: *Alt+O then press H*.
- 5) **AutoFormat:** AutoFormat option is used to automatic formats the selected cells, so that we need not have to do anything. Shortcut for AutoFormat option is: *Alt+O then press A*.
- 6) **Conditional Formatting:** Conditional Formatting option is used to applies the formats to selected cells, such that it uses the given condition to format. Shortcut for Conditional Formatting option is: *Alt+O then press D*.
- 7) **Style:** Style option is used to apply format to the selection of the combination, which is known as style. Shortcut for Style option is: *Alt+O then press S*.

Tools Menu:

The options present in **T**ools Menu are as follows:

1. Spelling
2. Auto Correct
3. Share Workbook
4. Track Changes
5. Marge Workbook
6. Protection
7. Online Collaboration
8. Goal Seek
9. Scenarios
10. Auditing
11. Macro
12. Add-Ins
13. Customize
14. Options

- 1) **Spelling:** Spelling option is used to check spelling in the current workbook. If there is any spelling mistake we can clear using this option. Shortcut for Spelling option is: *F7*.

- 2) **Auto Correct**: Auto Correct option is used to set the options which will correct the text automatically as we type. If we set the text, we can use later frequently.
Shortcut for Auto Correct option is: *Alt+T then press A*.
- 3) **Share Workbook**: Share Workbook option is used to open the shared workbook mode. So that we can use or other users can also use the same workbook.
Shortcut for Share Workbook option is: *Alt+T then press R*.
- 4) **Track Changes**: Track Changes option is used to find out the changes we have done in worksheet. Shortcut for Track Changes option is: *Alt+T then press T*.
 - i. **Highlight Changes**: Highlight Changes option is used to modify or delete or insert any type of matter. It will highlights changes to cell contents in a shared workbook.
Shortcut for Highlight Changes option is: *Alt+T then press H*.
 - ii. **Accept Changes or Reject Changes**: Accept Changes or Reject Changes option is used to accept or reject each change which we have done in worksheet.
Shortcut for Accept Changes or Reject Changes option is: *Alt+T then press A*.
- 5) **Merge Workbook**: Merge Workbook option is used to combines changes from multiple copies of a shared workbook into one workbook. i.e.: It combines the changes from other workbook into our workbook. Shortcut for Merge Workbook option is: *Alt+T then press W*.
- 6) **Protection**: Protection option is used to protect our workbook; there are various options available by which we can protect individual sheets, workbook or shared workbooks.
Shortcut for Protection option is: *Alt+T then press P*.
- 7) **Online Collaboration**: Online Collaboration option is used to help us to work present file on Internet. That we can share that workbook on Net also.
Shortcut for Online Collaboration option is: *Alt+T then press N*.
- 8) **Goal Seek**: Goal Seek option is used to change the value of one cell by changing the value of other cell. i.e.: It will adjust the value in a cell when we change the value of targeted cell.
Shortcut for Goal Seek option is: *Alt+T then press G*.
- 9) **Scenarios**: Scenarios option is used to create and saves Scenarios so that, it changes the value of the cell, where the formula is stored, without changing the value of any other cell.
Shortcut for Scenarios option is: *Alt+T then press E*.
- 10) **Auditing**: Auditing option is used to give or show the relation of one cell to the other cell. i.e.: It can show arrow marks so that we can see where the relation of one cell.
Shortcut for Auditing option is: *Alt+T then press U*.
- 11) **Macro**: Macro option is used to record the actions when we switch on the “Record New Macro” option so that whenever we run it, it paste it the recorded actions.
Shortcut for Macro option is: *Alt+T then press M*.

- 12) Add-Ins:** Add-Ins option is used to specify which add-ins is automatically available when we start MS-Excel. We can also load or unload add-ins that comes with MS-Excel as well as add-ins programs that we create. Shortcut for Add-Ins option is: *Alt+T then press I*.
- 13) Customize:** Customize option is used to add or remove menu or toolbars or options that are available in that toolbars. It is same as the customize option of word. Shortcut for Customize option is: *Alt+T then press C*.
- 14) Options:** Options option is used to set On/Off of the MS-Excel programs such as: Appearance, Printing, Editing etc. options. Shortcut for Options option is: *Alt+T then press O*.

Data Menu:

The options present in **D**ata Menu are as follows:

1. Sort
 2. Filter
 3. Advance Filter
 4. Subtotal
 5. Validation
 6. Form
 7. Table
 8. Text-to-Column
 9. Consolidate
 10. Group and outlines
 11. Auto Outline
 12. Pivot Table and Pivot Chart Report.
- 1) **Sort:** Sort option is used to arrange the information of the selected rows or list in alphabetically, numerically in date wise order. Shortcut for Sort option is: *Alt+D then press S*.
- 2) **Filter:** Filter option is used to quickest way to select only those items that we want to display in a list. i.e.: It will automatically put he filter symbol. Shortcut for Filter option is: *Alt+D then press F*.
- 3) **Advance Filter:** Advance Filter option is used to filter the data in a list so, that only the rows which have some condition we specify by using a criteria range are displayed. Shortcut for Advance Filter option is: *Alt+D then press A*.
- 4) **Subtotal:** Subtotal option is used to calculate subtotal and grand total values for the labeled columns that we select. MS-Excel automatically inserts and labels the total rows and outlines the lists. Shortcut for Subtotal option is: *Alt+D then press B*.
- 5) **Validation:** Validation option is used to give restriction to users to insert data of particular type such as whole numbers, decimal numbers or text. Shortcut for Validation option is: *Alt+D then press L*.

- 6) **Form:** Form option is used to displays a data form in a dialog box we can use the data form option is used to see, change, add, delete and find he records in a list or database.
Shortcut for Form option is: *Alt+D then press O.*
- 7) **Table:** Table option is used to create a data table which are based on input values and formulas that we define. Data tables can be used to show the results of changing values in our formulas. Shortcut for Table option is: *Alt+D then press T.*
- 8) **Text-to-Column:** Text-to-Column option is used to convert the selected text to able form.
Shortcut for Text-to-Column option is: *Alt+D then press E.*
- 9) **Consolidate:** Consolidate option is used to combine corresponding values from different sheets into a common sheet.
OR It summarizes he data from one or more source areas and displays it in a table.
Shortcut for Sort option is: *Alt+D then press N.*
- 10) **Group and Outlines:** Group and Outlines option is used to define the selected rows/columns of detail data as a group in an outlines that we can summarizes the data. If we have not created an outline, this option creates one for us. Data PivotTable or PivotChart report, this option group's item in a field to create a single item from multiple item. Ex: You can group a days, weeks, months or other dates into quarters.
Shortcut for Group and Outlines option is: *Alt+D then press G.*
- 11) **Auto Outline:** Auto Outline option is used to automatically outline a selected range of cells or the entire worksheets, on formulas and the direction of references.
Shortcut for Auto Outline option is: *Alt+D then press A.*
- 12) **Pivot Table and Pivot Chart Report:** Pivot Table and Pivot Chart Report option is used to start the Pivot Table and Pivot Chart wizard, which guides through creating or modifying a Pivot Table or Pivot Chart Report.
Shortcut for Pivot Table and Pivot Chart Report option is: *Alt+D then press P.*

Window Menu:

The options present in **W**indow Menu are as follows:

1. New Window
2. Arrange
3. Hide
4. Unhide
5. Split
6. Freeze Panes.

- 1) **New Window:** New Window option is used to open a new window with the same contents as the active window so that we can view different parts of a file at the same time.
Shortcut for New Window option is: *Alt+W then press N.*

- 2) **Arrange:** Arrange option is used to display all open files in separate window on the screen. The arrange option makes its easier to drag between files. Shortcut for Arrange option is: *Alt+W then press A*.
- 3) **Hide:** Hide option is used to hide he active workbook window. A hidden window remains open. Shortcut for Hide option is: *Alt+W then press H*.
- 4) **Unhide:** Unhide option is used to displays hidden workbook windows. Where we can unhide the workbook which we had hide. Shortcut for Unhide option is: *Alt+W then press U*.
- 5) **Split:** Split option is used to split the active window into panes or removes the split from the active window. Shortcut for Split option is: *Alt+W then press S*.
- 6) **Freeze Panes:** Freeze Panes option is used to freeze the top pane, the left pane or both on the active worksheet. Use the Freeze Panes button to keep column or row titles in view while you are scrolling through a worksheet. A freeze title on a worksheet does not affect printing. Shortcut for Freeze Panes option is: *Alt+W then press F*.

Help Menu:

The options present in **H**elp Menu are as follows:

1. Microsoft Excel Help
 2. Show the Office Assistance
 3. What's this? and
 4. About Microsoft Excel.
- 1) **Microsoft Excel Help:** Microsoft Excel Help option is used to provide help topics and tips of the MS-Excel. Shortcut for About Microsoft Excel option is: *F1*.
 - 2) **Show the Office Assistance:** Show the Office Assistance option is used to show or remove the office assistance from view. Shortcut for Show the Office Assistance option is: *Alt+H then press O*.
 - 3) **What's This?:** What's This? option is used to specify a topic, choose a option or click an object. Shortcut for What's This? option is: *Shift+F1*.
 - 4) **About Microsoft Excel:** About Microsoft Excel option is used to display the version number of this Microsoft program, copyright, information about operating system, etc. Shortcut for About Microsoft Excel option is: *Alt+H then press A*.