



MAA SARASWATI EDUCATION

BALAJI COMPUTER

& TECHNICAL INSTITUTE – GUTHANI (SIWAN) 841435.

COMPUTER

Duration :- 02 Month

MS-EXCEL

(Microsoft Excel)

Introduction of MS Excel

Objectives

Excel Processing Sheet and Worksheet

- Opening Process.
- Menu Bar & Using The Help.
- Using The Icons Below Menu Bar (Ribbon and Ribbon Option).
- Opening and Closing Sheet and Worksheets.
- Save and Save As , Close the Sheet, Change Name of the Sheet.
- Page Setup or Printing of Documents.
- Row, Column and Cell.
- Editing Text (Use Key of F2 – Function 2).
- Undo and Redo, Cut, Copy and Paste.
- Alignment of Text (left / Right and Center).
- Merge & Center (Using the Merge Cell).
- Function :- SUM, PRODUCT, AVERAGE, MIN, MAX. MEDIAN, INT, DATE, DATEDIF, IF, HCF, LCM, COUNT, COUNTA, TRUNC, ROUND, MROUND, ROUNDUP, SQRT, POWER, DAY, NOW, TODAY, WEEKDAY, YEAR, ABS, FACT, PI, CHAR, TEXT, TRIM, RIGHT, LEFT, CELL, ISNUMBER, VALUE, CONCATENATE, PROPER, TYPE, MID, SMALL, LARGE, RADIANS, HOUR, MINUTE, SECOND, NETWORKDAYS, DEC2BIN, BIN2DEC, DEC2OCT, OCT2DEC, RATE, COMBIN, ROMAN, SUBTOTAL, REPT, CLEAN, AGE CALCULATION, CONVERT etc.
- Shortcut in MS Excel etc.

(Project Work & Assignment)

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