DELHI POLICE 2025
CONSTABLE
HCM
AWO/TPO
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4-5
यकीन बैच
COMPUTER
MS EXCEL
LIVE
14-02-2025 04:00 PM

Delhi Police 2025
SUNDAY SPECIAL
EMAIL & MS WORD
Top 100 Questions
LIVE 16-02-2025 04:00 PM
ROJGAR With ANKIT

EACH NEW DAY
IS A NEW
OPPORTUNITY
TO IMPROVE
YOURSELF.

MS EXCEL

- M.S. Excel एक Application Software है|
  M.S. Excel is an application software.
- M.S. Excel, Microsoft Office का ही एक भाग है|
  M.S. Excel is a part of Microsoft Office.
- M.S. Excel एक Spreadsheet/worksheet program है|
  M.S. Excel is a Spreadsheet/worksheet program.
- इस सॉफ्टवेयर का इस्तेमाल Spreadsheet, worksheet और टेबल्स, Chart, बनाने के लिए किया जाता है| This software is used to create Spreadsheet, Worksheet and Tables, chart.

List of Spreadsheet Programs

1. Microsoft Excel
2. Jotforms Tables
3. Apple Numbers
4. Google Sheets (Google)
5. EtherCalc
6. Smartsheet
7. SeaTable
8. Stackby
9. LibreOffice Calc
10. Zoho Sheet
12. Lotus 1,2,3 (MS DOS Spreadsheet)
13. Quip

1979: Dan Bricklin and Bob Frankston create VisiCalc, the first spreadsheet software. Dan Bricklin और Bob Frankston ने पहला स्प्रेडशीट सॉफ़्टवेयर VisiCalc बनाया।

1982: Microsoft launches Multiplan, the first spreadsheet program, but it falls short in competition with Lotus 1-2-3. Microsoft ने पहला स्प्रेडशीट प्रोग्राम Multiplan लॉन्च किया, लेकिन यह Lotus 1-2-3 से प्रतिस्पर्धा में पीछे रह गया।

1985: Microsoft releases Excel 1.0 for the Macintosh. Microsoft ने Excel 1.0 को Macintosh के लिए जारी किया।

1987: Excel 2.0 arrives for Windows, which plays a major role in popularizing it. Excel 2.0 Windows के लिए आया, जो इसे लोकप्रिय बनाने में महत्वपूर्ण रहा।

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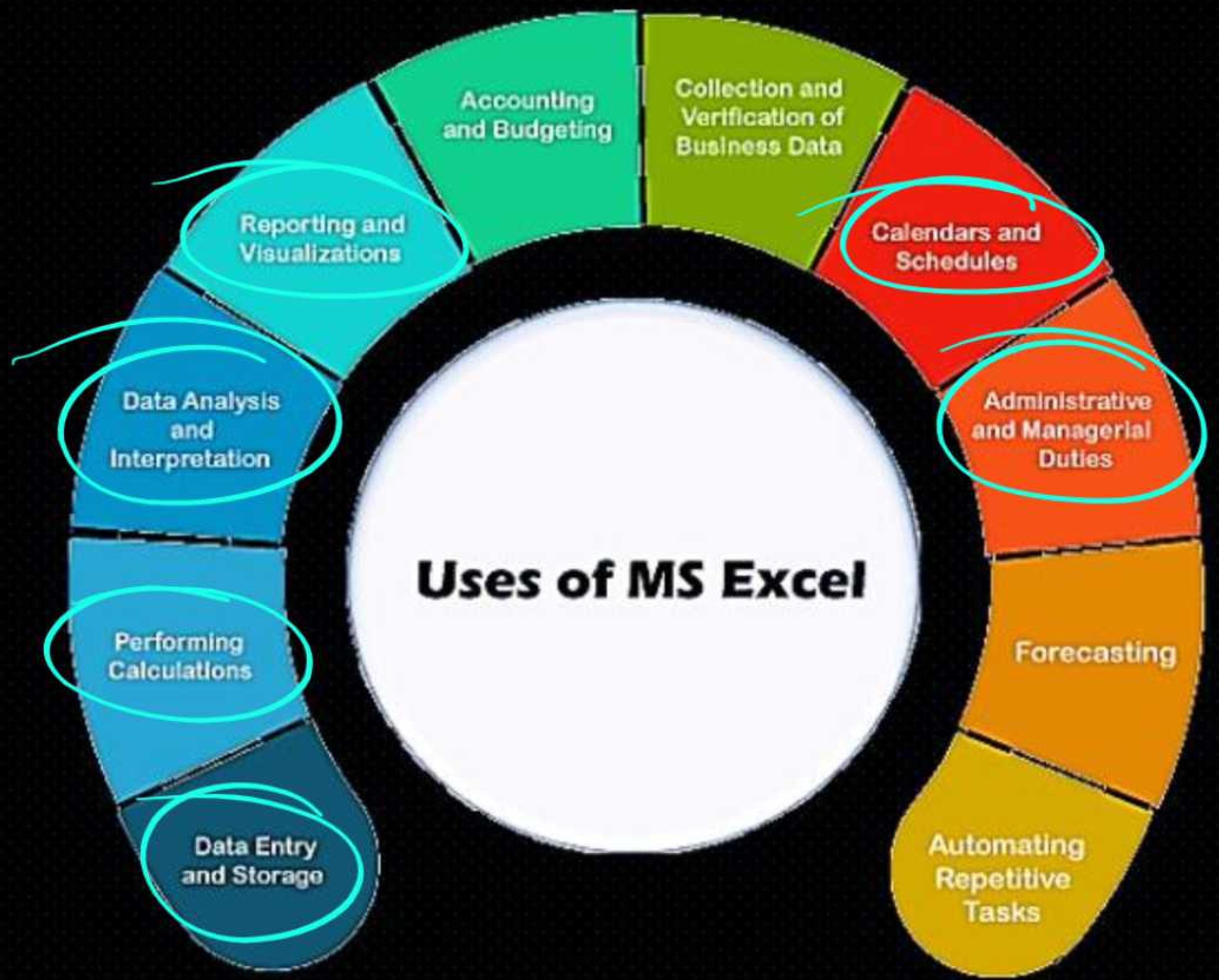
MS EXCEL के प्रयोग

1. Database तैयार करने में in preparing the database
2. Data व्यवस्थित करने में in organizing data
3. Data Store करने में to store data
4. Data Analysis करने में in doing data analysis
5. Data Entry करने में in data entry
6. Calculation करने में in doing calculations
7. डेटा का ग्राफ तैयार करने में preparing a graph of data


Uses of MS Excel
Accounting and Budgeting
Collection and Verification of Business Data
Calendars and Schedules
Administrative and Managerial Duties
Forecasting
Automating Repetitive Tasks
Reporting and Visualizations
Data Analysis and Interpretation
Performing Calculations
Data Entry and Storage

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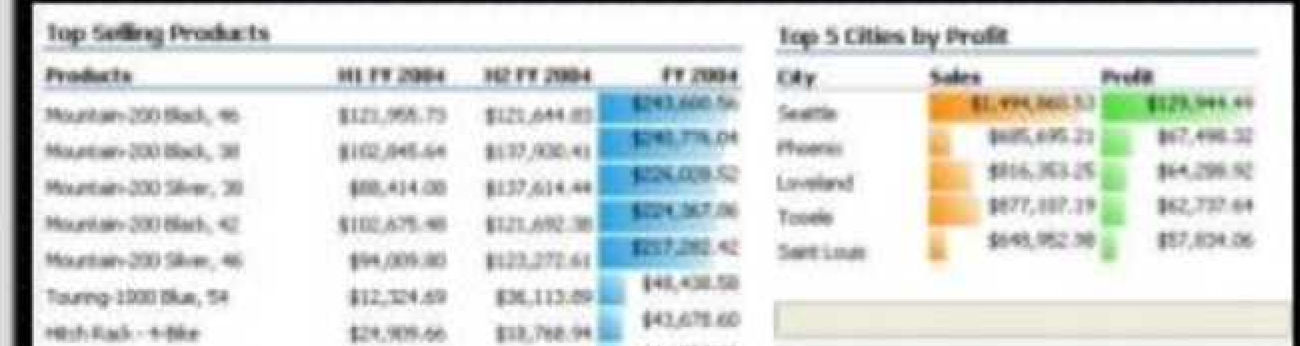
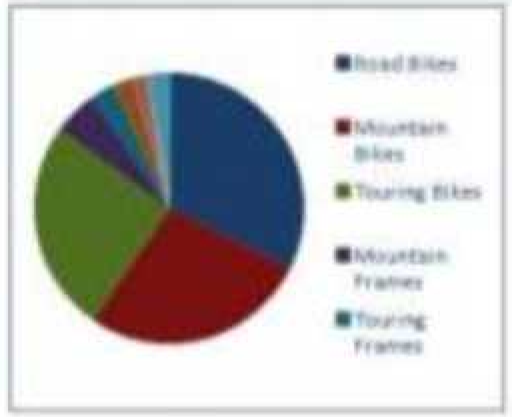


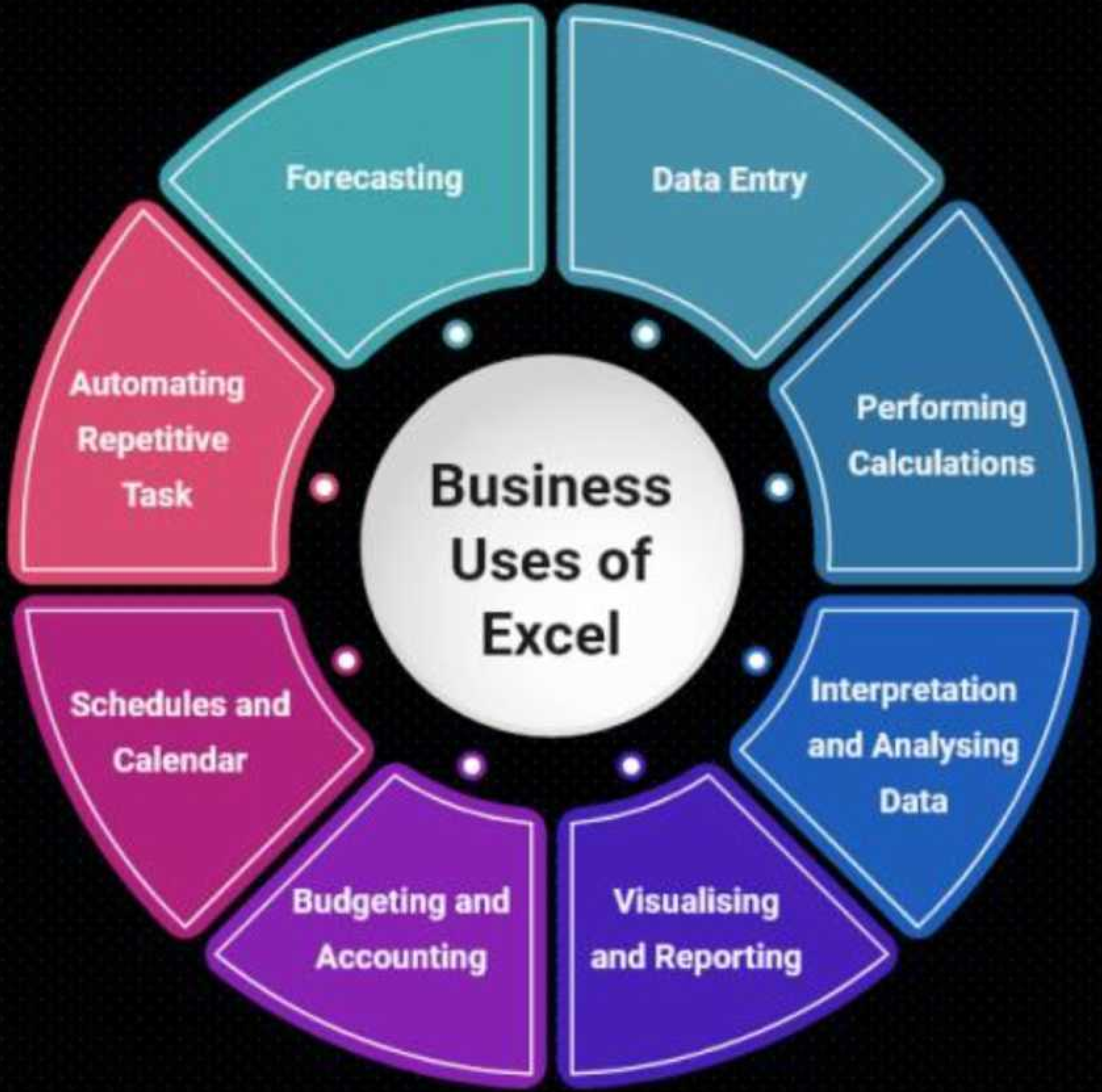
Top Selling Products

Products	H1 FY 2004	H2 FY 2004	FY 2004
Mountain-200 Black, 46	$121,955.73	$121,644.83	$243,600.56
Mountain-200 Black, 38	$102,845.64	$137,930.41	$240,776.04
Mountain-200 Silver, 38	$88,414.00	$137,614.44	$226,028.52
Mountain-200 Black, 42	$102,675.48	$121,692.38	$224,367.86
Mountain-200 Silver, 46	$94,009.80	$123,272.61	$217,282.42
Touring-1000 Blue, 54	$12,324.69	$36,113.89	$48,438.58
Hitch Rack - 4-Bike	$24,909.66	$18,768.94	$43,678.60
Touring-1000 Yellow, 54	$5,996.41	$35,057.27	$41,053.69
Mountain-400-W Silver, 38	$14,304.42	$19,005.19	$33,309.62
Touring-1000 Blue, 50	$7,533.66	$24,956.45	$32,490.11
Mountain-400-W Silver, 40	$15,098.35	$15,771.47	$30,869.82
Women's Mountain Shorts, S	$14,582.82	$14,622.16	$29,204.98
Women's Mountain Shorts, L	$14,673.36	$13,544.42	$28,217.78
Road-350-W Yellow, 44	$2,527.00	$24,608.57	$27,135.56
Classic Vest, S	$14,601.01	$12,307.49	$26,908.50
Mountain-400-W Silver, 42	$10,976.21	$13,635.02	$24,611.23
Road-750 Black, 44	$10,050.08	$14,232.42	$24,282.50
Road-350-W Yellow, 42	$4,684.54	$18,829.97	$23,514.51
Mountain-400-W Silver, 46	$8,945.79	$13,928.43	$22,874.22
Sport-100 Helmet, Blue	$10,697.04	$12,123.04	$22,820.07
Touring-1000 Blue, 46	-$5,295.97	$27,997.57	$22,701.60

Top 5 Cities by Profit

City	Sales	Profit
Seattle	$1,499,860.53	$129,944.44
Phoenix	$605,695.21	$67,498.32
Loveland	$816,353.25	$64,298.92
Tooele	$877,107.19	$62,737.64
Saint Louis	$648,952.38	$57,834.06





Version of MS Excel

Microsoft Excel Version 1 – 1985

Microsoft Excel Version 11 – 2003

Microsoft Excel Version 12 – 2007 {Extension Name Change, No. Of Column & Rows Changed}

Microsoft Excel Version 14 – 2010 {Sparkline Graphics, Pivot Table slicers, and a 64bit version}

Microsoft Excel Version 15 – 2013

Microsoft Excel Version 16 – 2016

Microsoft Excel Version 17 – 2019

Microsoft Excel Version 18 – 2021

Microsoft Excel Version 19 – 2024

Extension Name of Excel

2000/1997

M.S. Excel 2003 ⟶ .xls

M.S. Excel 365, 2007, 2010, 2013, 2016, 2019, 2021, 2024 ⟶ .xlsx

Excel Macro-Enabled Workbook - .xlsm

Excel Macro-Enabled Add-In - .xlam

Excel Macro Template - .xltm

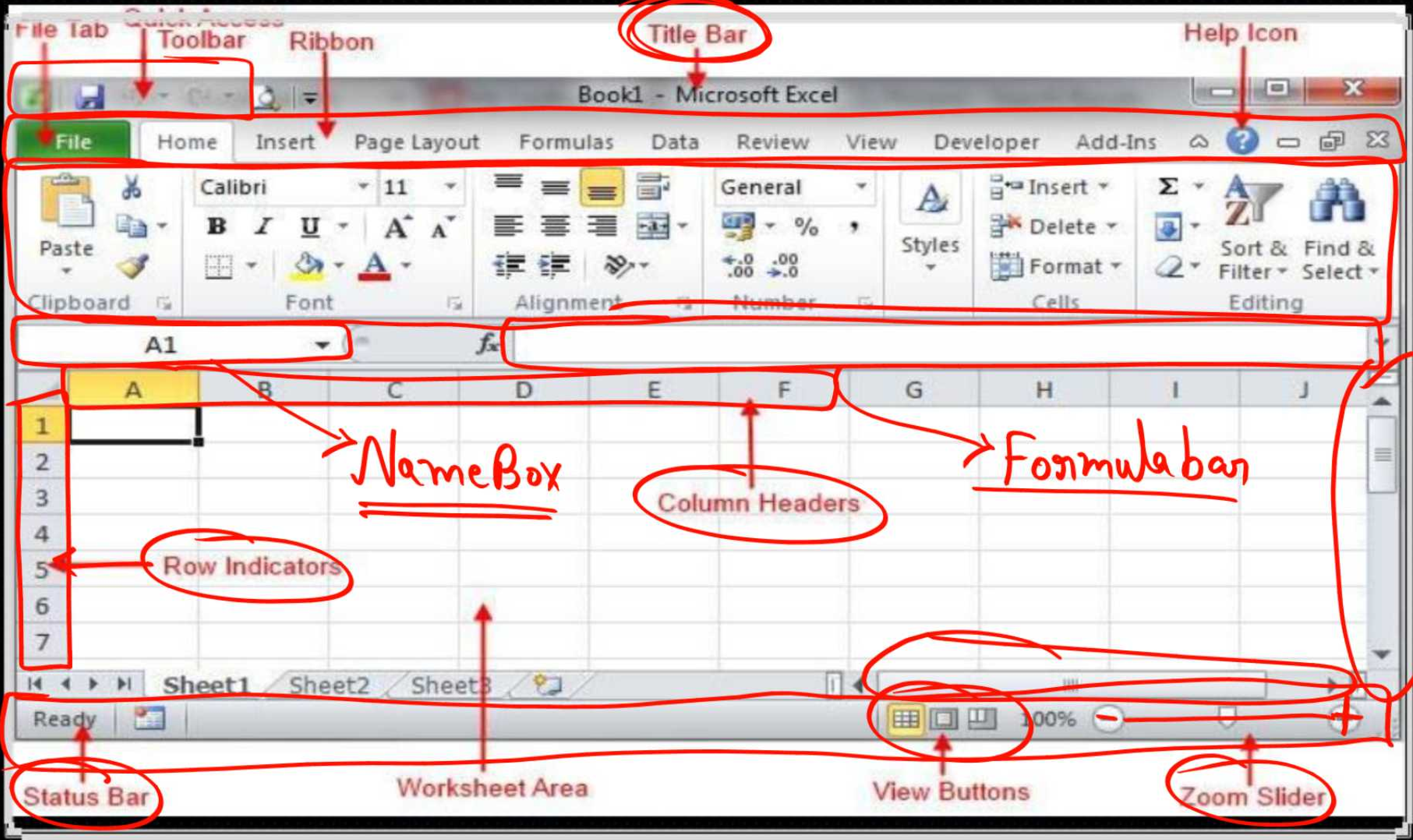
M.S. Excel को प्रारम्भ करना M.S. Excel Starting –

1. By Run Command → Window + R = Excel → Enter Key

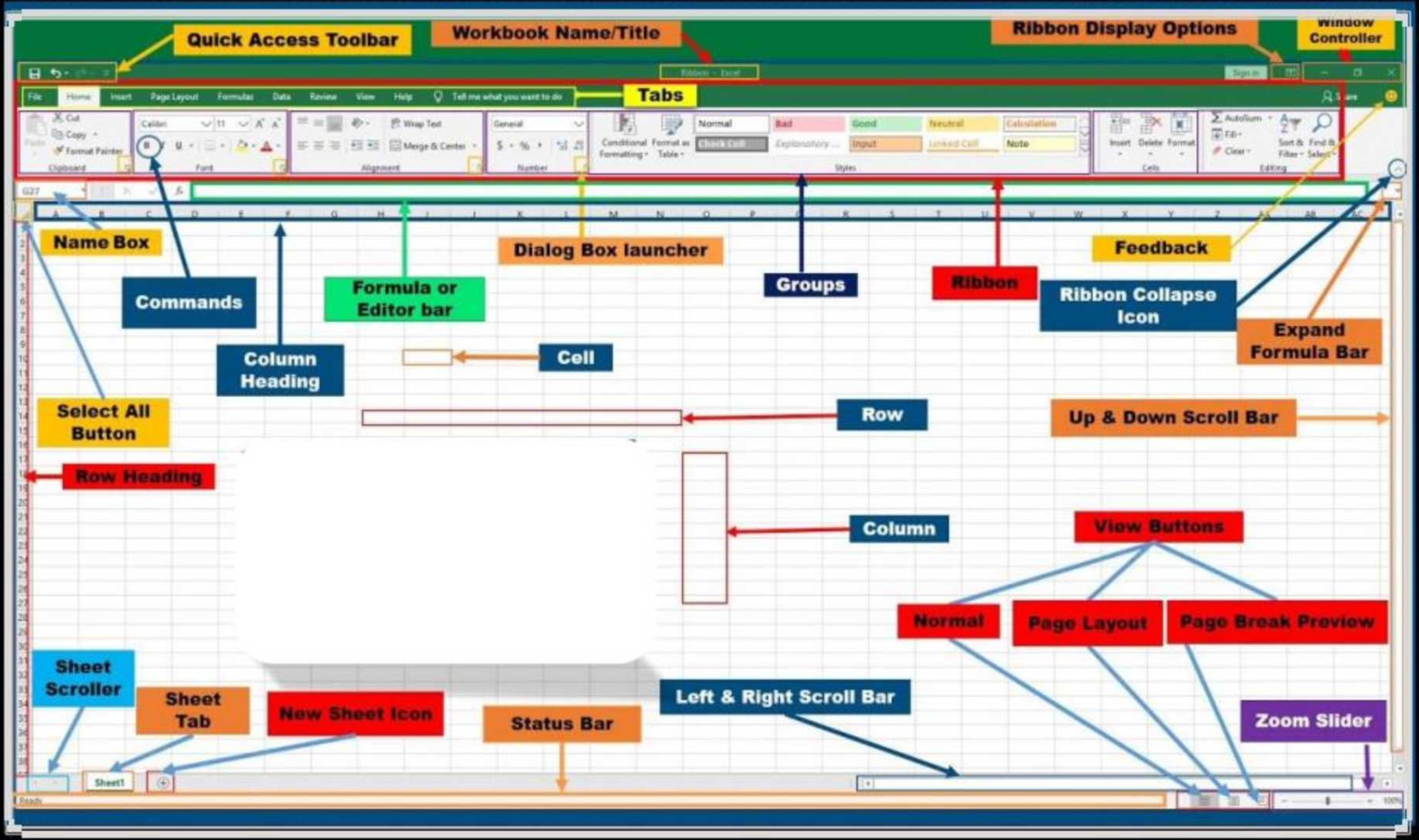
2. Start Button → All Programs → Microsoft Office → Excel

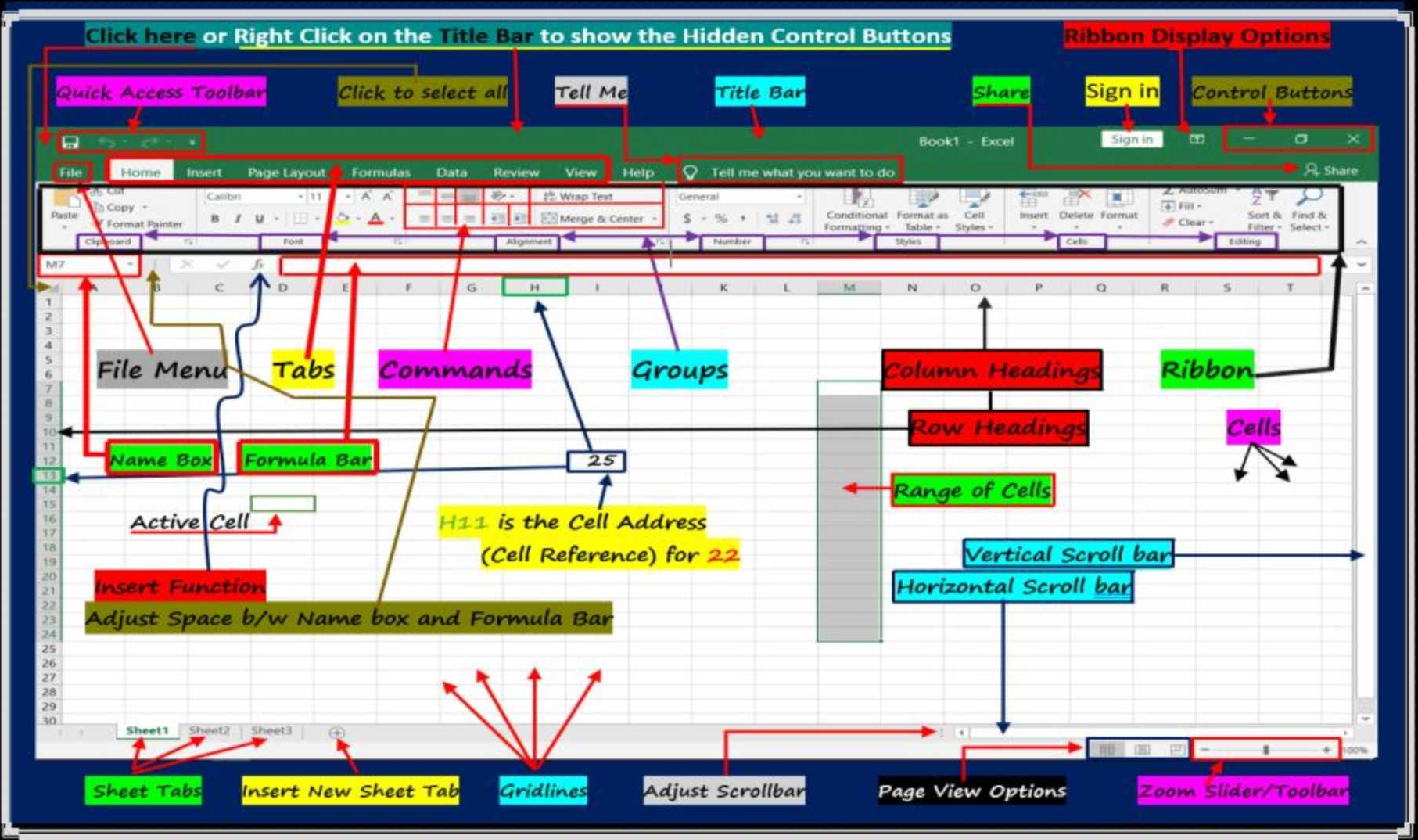
3. Task Bar → Excel

Search bar → Excel → Enter



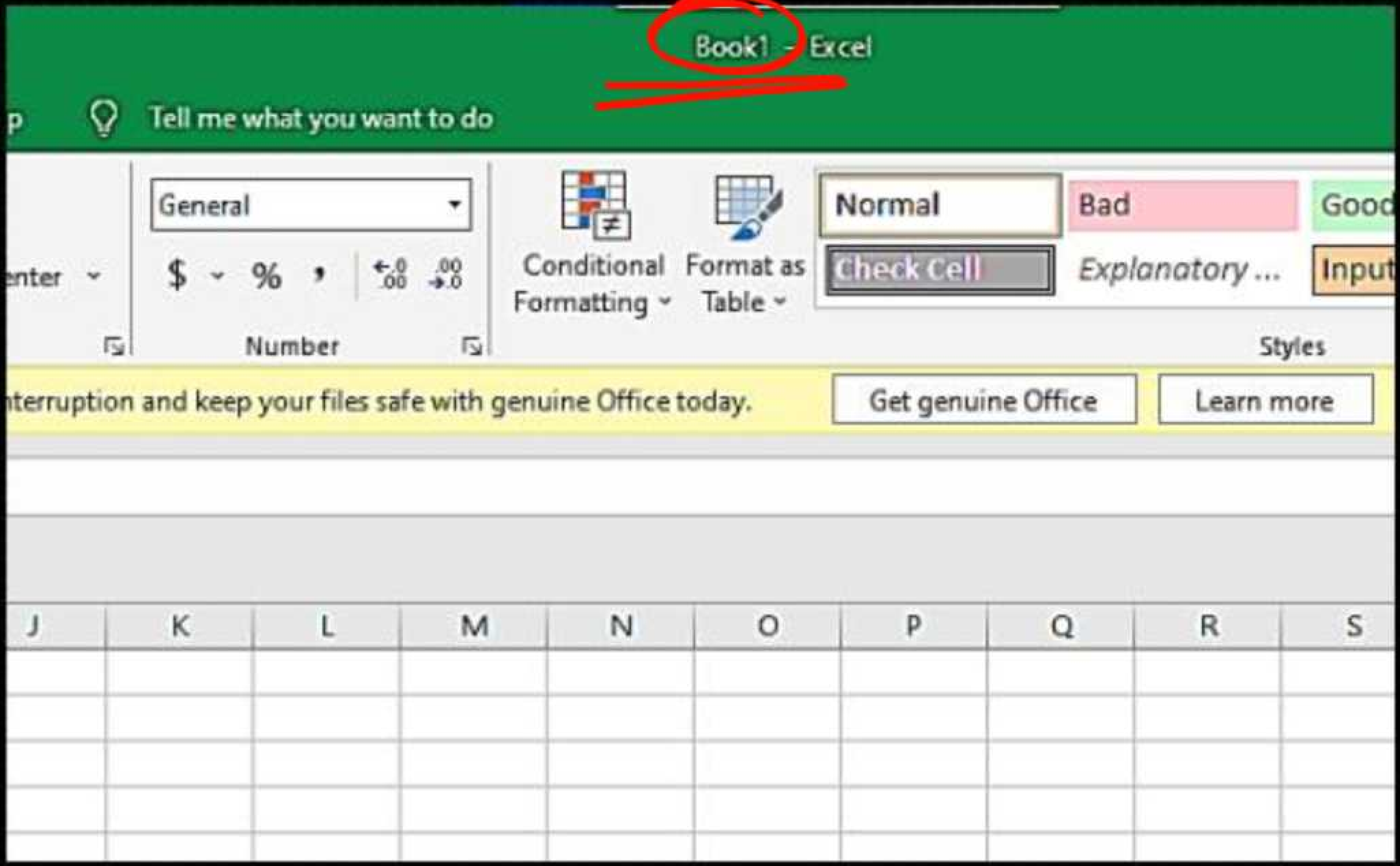
File Tab
Quick Access Toolbar
Ribbon
Title Bar
Help Icon
Book1 - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Developer
Add-Ins
Calibri
11
General
Paste
Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Cells
Editing
A1
NameBox
Formulabar
Column Headers
Row Indicators
Sheet1
Sheet2
Sheet3
Ready
100%
Status Bar
Worksheet Area
View Buttons
Zoom Slider


Quick Access Toolbar
Workbook Name/Title
Ribbon Display Options
Window Controller
Tabs
Name Box
Commands
Formula or Editor bar
Dialog Box launcher
Groups
Ribbon
Feedback
Ribbon Collapse Icon
Expand Formula Bar
Column Heading
Cell
Select All Button
Row
Up & Down Scroll Bar
Row Heading
Column
View Buttons
Normal
Page Layout
Page Break Preview
Sheet Scroller
Sheet Tab
New Sheet Icon
Status Bar
Left & Right Scroll Bar
Zoom Slider


Click here or Right Click on the Title Bar to show the Hidden Control Buttons
Ribbon Display Options
Quick Access Toolbar
Click to select all
Tell Me
Title Bar
Share
Sign in
Control Buttons
File Menu
Tabs
Commands
Groups
Column Headings
Ribbon
Row Headings
Cells
Name Box
Formula Bar
25
Range of Cells
Active Cell
H11 is the Cell Address
(Cell Reference) for 22
Vertical Scroll bar
Horizontal Scroll bar
Insert Function
Adjust Space b/w Name box and Formula Bar
Sheet Tabs
Insert New Sheet Tab
Gridlines
Adjust Scrollbar
Page View Options
Zoom Slider/Toolbar

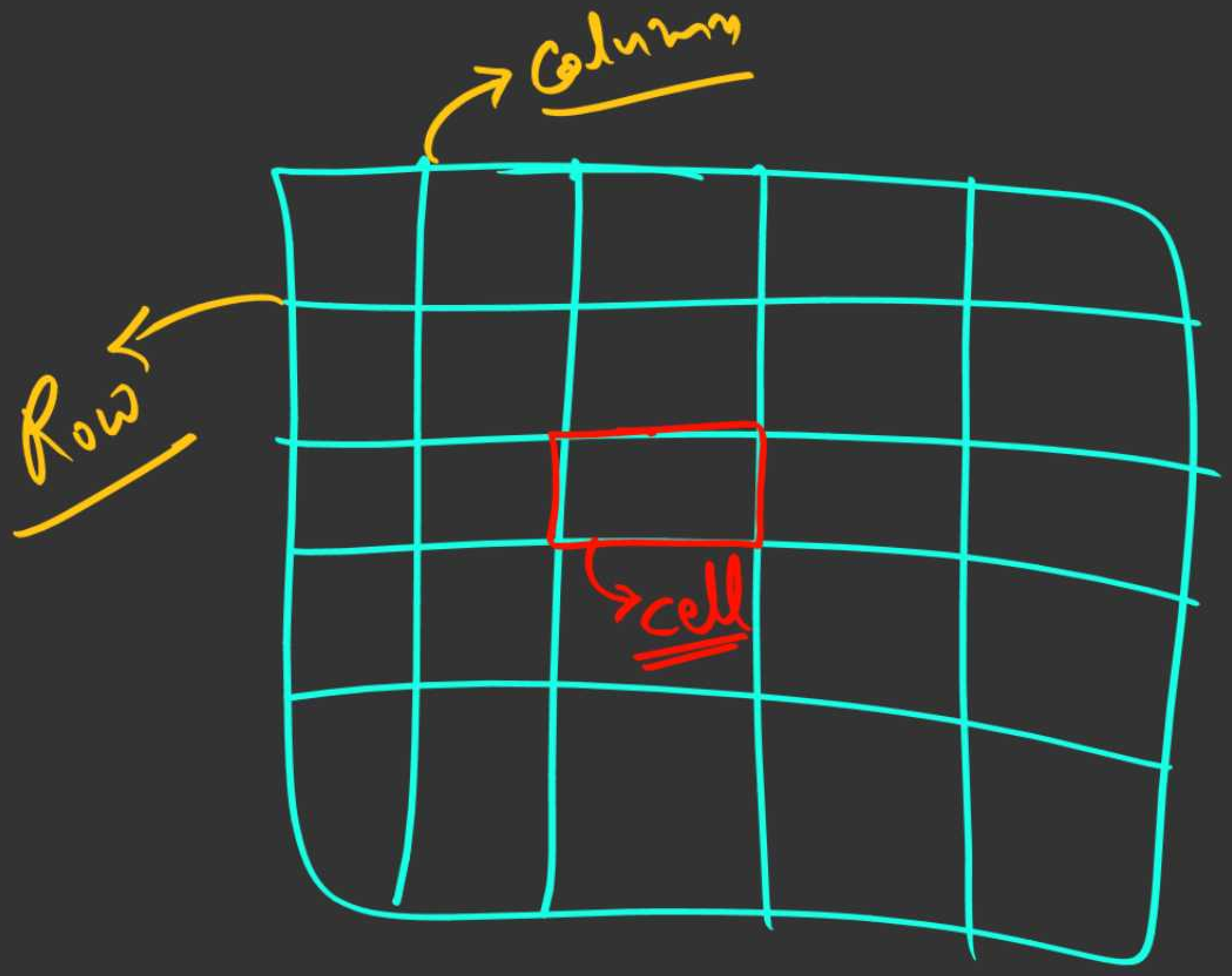
- **Workbook** – It is an Excel file which contains many worksheets in which data is stored. यह एक एक्सेल फाइल होती है जिसके अंदर कई वर्कशीट होती हैं, जिनमें डेटा स्टोर किया जाता है|
- **Workbook: Collection of worksheet / Spreadsheets**
- In MS Excel, a file is saved with the name Book1 by default. एमएस एक्सेल में किसी फाइल को डिफ़ॉल्ट रूप से Book1 नाम से सेव होती है|
- **Gridlines** – It is used to separate cells with the help of Row & Columns. इसका प्रयोग Row & Columns की सहायता से सेल्स को अलग करने के लिए किया जाता है|

M.S. Excel में अगर फ़ाइल को किसी भी नाम से सेव नहीं करते है तो by default Book 1 के नाम से Save होती है| In M.S. Excel, if you do not save the file with any name, then by default it is saved as Book 1.



Cell

M.S. Excel Worksheet is made up of Row & Column. The division of row and column is called Cell. The intersection of rows and columns forms a cell. Each individual box in a spreadsheet's grid is called a cell. M.S. Excel Worksheet पंक्ति & स्तंभ में बनी होती है| पंक्ति और स्तंभ का विभाजन सेल कहलाता है| पंक्तियों और स्तंभों का प्रतिच्छेदन एक सेल बनाता है। स्प्रेडशीट के ग्रिड में प्रत्येक व्यक्तिगत बॉक्स को सेल कहते हैं|

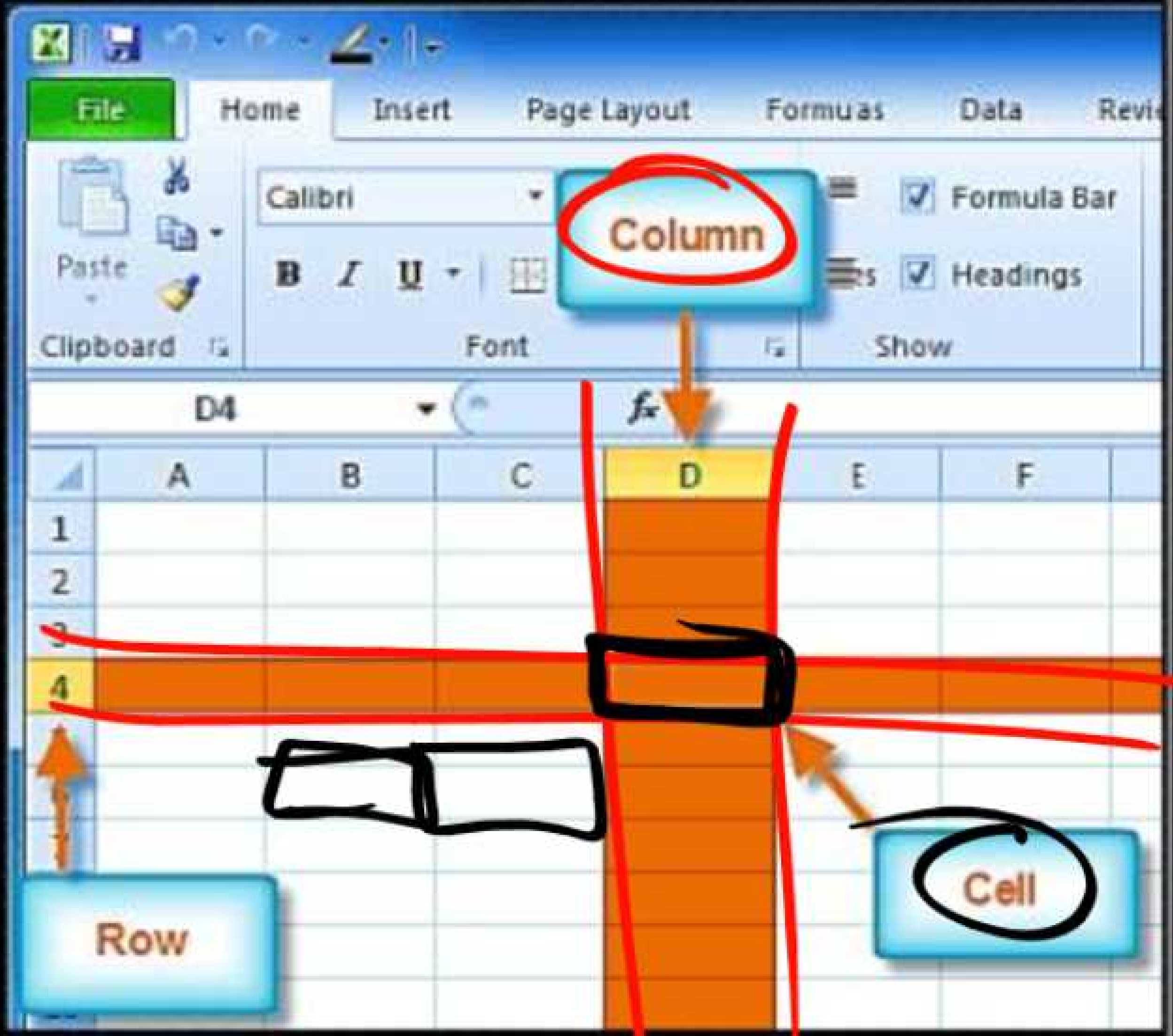

Column
Row
cell

- **Row & Column के कटान से बनने वाले खाने को Cell कहा जाता है|**

  The box made by cutting of Row & Column is called Cell.

- **MS Excel का Basic Building Block – Cell कहलाता है|**

  Basic Building Block of MS Excel is called. – Cell



- **यह एक्सेल की सबसे छोटी या मूल इकाई है|**

  This is the smallest or basic unit of Excel.

Cell Pointer

➤ The cursor in Excel is called a cell pointer because it always points to a cell.

एक्सेल में कर्सर को सेल पॉइंटर कहते हैं क्योंकि यह हमेशा एक सेल को इंगित करता है|