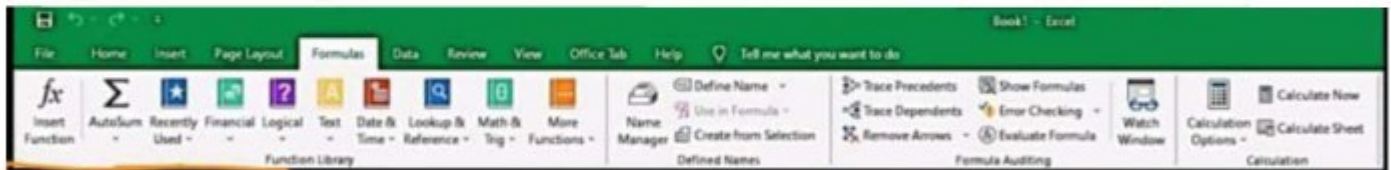


Ms EXCEL



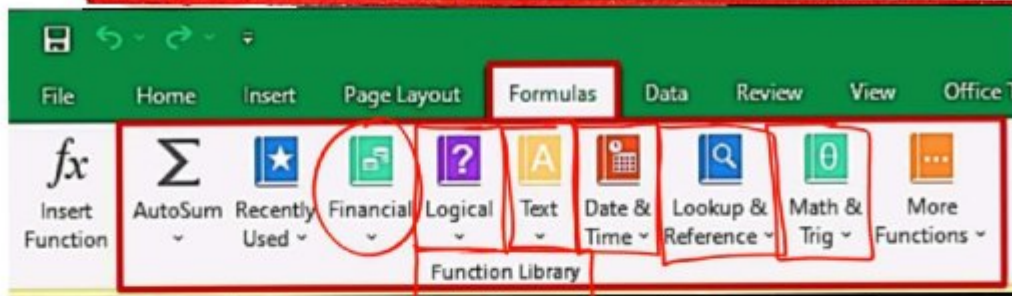
FORMULAS MENU IN MS-EXCEL

Shortcut Key - Alt + M



- Insert Function
- Function Library
- Defined Names
- Formula Auditing
- Calculation

FUNCTION LIBRARY GROUP COMMAND



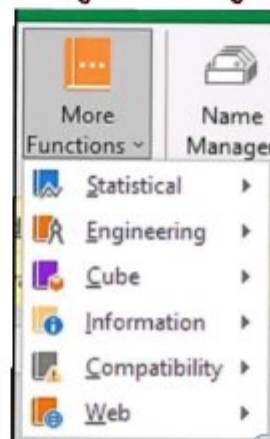
- * **AUTO SUM** → Sum, Average, Count Numbers, Max, Min
- * **RECENTLY USED**
- * **FINANCIAL** → Price, Rate, Received
- * **LOGICAL** → If, IFERROR, False, True, And, Not, Switch
- * **TEXT** → (related to Text)
 - Text, Find, Search, Replace, Left, Right, Clean, Exact, Lower, Upper, Proper, LEN, Dollar.
- * **DATE & TIME** → (related to Date & Time)
 - Date, Day, Days, Month, Minute, Second, Now, TIMEVALUE, Today.

* **LOOKUP & REFERENCE** → Row, Column, Match, Hyperlink, HLOOKUP, VLOOKUP, Index.

* **MATH & TRIGO** → (Related to Maths & Trigo)

EVEN, ODD, ABS (Absolute), FACT, MOD, Power, Product, Round, Roundup, ROUNDDOWN, SQRT, SIN, COS, TAN, COT, Quotient, Sum, SUMIF, SUMPRODUCT, SUMSQ, ROMAN, RAND

* **MORE FUNCTIONS** → Statistical, Engineering, Cube, Information Compatibility, Web.



1) It is mandatory to put = before using any formula on MS Excel.

(MS Excel पर किसी भी Formula का उपयोग करने से पहले = लगाना अनिवार्य है।)

2) The #NAME sign appears when there is a formula error in Excel.

(M.S Excel में फॉर्मूला खरर होने पर #NAME साइन दिखाई देता है।)

3) For general type of calculation or calculation, after typing = after calculation, the answer comes.

(सामान्य प्रकार की गणना या कैलकुलेशन के लिए = के बाद कैलकुलेशन लिखकर सेंटर करने से उसका answer आजाता है।)

4) **Colon**: is used to give the range while applying the Formula / Function.

(Formula / Function लगाने समय रेंज देने के लिए **Colon** का प्रयोग किया जाता है।)

5) While applying Formula / Function, **Comma** is used to select the specific cell.

(Formula / Function लगाने समय स्पेसिफिक सेल को सिलेक्ट करने के लिए, **Comma** का प्रयोग किया जाता है।)

CALCULATION RULE IN EXCEL BODMAS

B	Brackets	()
O	Order	$\sqrt{\text{and } x^2}$
D	Division	$\div$
M	Multiplication	$\times$
A	Addition	$+$
S	Subtraction	$-$

Letter	Description	Operator
B	Brackets	()
O	Orders	$\wedge$
D	Divide	$/$
M	Multiply	$*$
A	Add	$+$
S	Subtract	$-$

$\wedge \rightarrow$ Power

$$\hookrightarrow = 4/2^2 * 2 \text{ का मान होगा}$$

$$\frac{4}{2^2} \times 2 \Rightarrow \frac{4}{4} \times 2 \Rightarrow 1 \times 2 \Rightarrow 2$$

$$\hookrightarrow = 6 * 4^3/8 \text{ का मान होगा}$$

$$6 \times \frac{4^3}{8} \Rightarrow 6 \times \frac{64}{8} \Rightarrow 48$$

$$\hookrightarrow = 512/8/8/4 + 36 \text{ का मान होगा}$$

$$\begin{array}{c} 64 \quad 8 \quad 2 \\ \swarrow \quad \searrow \quad \searrow \end{array}$$

$$\hookrightarrow = 36 - 38/19 * 2^3 \text{ का मान होगा}$$

$$36 - \frac{38 \times 2}{19}$$

$$36 - 2 \times 8$$

$$36 - 16$$

$$20$$

$$\hookrightarrow = 32/2^4/2 \text{ का मान होगा}$$

$$32/16/2$$

$$\begin{array}{c} 2 \quad 2 \\ \swarrow \quad \searrow \end{array} \Rightarrow 1$$

$$\hookrightarrow = 8/4/2 - 2/2 \text{ का मान होगा}$$

$$\begin{array}{c} 2 \quad 1 \quad 1 \\ \swarrow \quad \searrow \quad \searrow \end{array}$$

$$= 0$$

H.W

$$\hookrightarrow = 36/3^2 \times 8 - 3$$

$$\hookrightarrow = 49/7^2 + 8$$

$$\hookrightarrow = 1024/2/2/2/2 + 6^2$$