

Address :- New Delhi

Contact :- 8882880965



STP COMPUTER EDUCATION

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SUBJECT :- MICROSOFT OFFICE

Chapter 1

Microsoft Excel

Excel is a semi accounting package software.

Extension name of Microsoft Excel (2007) is → .xls

Extension name of Microsoft Excel (2010) is → .xlsx

Extension name of Ms Excel Worksheet 2007 is → .xlw

Extension name of Ms Excel Worksheet 2010 is → .xlwx

There are three Methods to open Microsoft Excel 2010.

1. Start → Microsoft Office → Microsoft Excel 2010.
2. Start + R → Open **Run** Dialog Box and type [**excel**].
3. Go to search box and Type [excel].

The Total No. of **Rows** in Ms Excel 2010 is → 1048576.

The Total no. of **Columns** in Ms Excel 2010 is → 16384.

The last **Column name** in Ms Excel 2010 is → XFD

The Last **Cell Address Name** is → XFD1048576

3 sheets are given by default in Ms Excel 2010

Example :-

	A	B	C	D	E
1	Roll no	name	Hindi	English	Total
2	1	Ankit	23	85	=SUM(C2:D2)
3	2	harsh	65	63	=C3+D3
4					
5					
6	SUBTRACTION		50	20	=C6-D6
7					
8	MULTIPLICATION		2	6	=C8*D8
9					
10	DIVISION		10	2	=C10/D10
11					
12					
13					
14					
15	Computer Education				
16					

Shortcut key Of Auto Sum ➡ Alt + =