

INDEX

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General Basic Formulas

Row Number	Sr No	Formula Name	Data -- Column D	Data -- Column E	Formulas	Answer
4	1	Multiplication	10	15	=D4*E4	150
5	2	Addition	10	15	=D5+E5	25
6	3	Subtraction	10	15	=D6-E6	-5
7	4	Division	10	15	=D7/E7	0.666666667
8	5	Percentage	10	15	=D8/E8*100	67%
9	6	Average	10	15	=AVERAGE(D9,E9)	12.5
10	7	Count	10	15	=COUNT(D10,E10)	2
11	8	Sum Forumula	10	15	=SUM(D11:E11)	25
12	9	Days Calculator	01-08-2022	27-08-2022	=E12-D12	26
13	10	Count Blank		15	=COUNTBLANK(D13:E13)	1
14	11	Count Filled	10	20	=COUNTA(D14:E14)	2
15	12	Concatenate	Rohit	Raj	=CONCATENATE(D15,E15)	RohitRaj
16	13	Exact	Raj	Rohit	=EXACT(D16,E16)	FALSE
17			Rohit	Rohit	=EXACT(D17,E17)	TRUE
18	14	Match	Rohit	Veer	=MATCH(D18,D18:E18)	1
19			Veer	Veer	=MATCH(D19,D19:E19)	2
20	15	Proper	VEER		=PROPER(D20)	Veer
21			veer		=PROPER(D21)	Veer
22	16	Upper	veer		=UPPER(D22)	VEER
23	17	Lower	VEER		=LOWER(D23)	veer
24	18	Right	Rajveer		=RIGHT(D24,E24)	veer
25	19	Left	Rajveer		=LEFT(D25,E25)	Raj
26	20	Middle	Rajveer		=MID(D26,1,E26)	Raj
27	21	Small	10	15	=SMALL(D27:E27,1)	10
28	22	Large	10	15	=LARGE(D28:E28,1)	15
29	23	Minimum	10	15	=MIN(D29,E29)	10
30	24	Maximum	10	15	=MAX(D30,E30)	15
31	25	Product	10	15	=PRODUCT(D31,E31)	150
32	26	Sum Product	10	15	=SUMPRODUCT(D32:E32,D33:E33)	325
33			10	15		
34	27	Trim	Raj	Rohit	=TRIM(D34)	Raj Rohit
35	28	Find	Rajveer	e	=FIND(E35,D35,1)	5
36	29	Replace	Veer	a	=REPLACE(D36,7,2,E36)	Veera
37	30	Search	Rajveer	v	=SEARCH(E37,D37,1)	4

Shortcut Keys

Sr no	Function	Short Cut Key
1	Copy Formula	CTRL + C
2	Paste Formula	CTRL + V
3	Cut Formula	CTRL + X
4	Undo Formula	CTRL + Z
5	Copy Editing	CTRL + insert
6	Paste Editing	SHIFT + Insert
7	Save Selection	CTRL + s
8	Select entire region Selection	CTRL + A
9	Print Navigation	CTRL + p
10	Bold a cell's content Formatting	CTRL + B
11	Sum range Formulas	ALT + =
12	Insert hyperlink Formatting	CTRL + K
13	Select the whole column Selection	CTRL + SPACE
14	Select the whole row Selection	SHIFT + SPACE
15	Select table Selection	SHIFT + CTRL + SPACE bar
16	Previous sheet Navigation	CTRL + Page Up
17	Next sheet Navigation	CTRL + Page Down
18	Go to last non-blank cell Navigation	CTRL + end
19	Go to previous sheet Navigation	CTRL + PgUp
20	Go to next sheet Navigation	CTRL + PgDn
21	Repeat whatever you did last Formulas	F4
22	Calculate formulas Formulas	F9
23	Hide row Formatting	CTRL + 9
24	Hide column Formatting	CTRL + 0
25	Unhide row Formatting	CTRL + SHIFT + 9

Sr no	Function	Short Cut Key
26	Unhide column Formatting	CTRL + SHIFT + 0
27	Sets/removes strikethrough in current cell Formatting	CTRL + 5
28	Single border around selected cells Formatting	CTRL + SHIFT + 7
29	Sort Formatting	ALT + DS
30	Save as Excel Options	F12
31	Opens print preview Excel Options	CTRL + F2
32	Activate next window Excel Options	ALT + TAB
33	Close an excel workbook Excel Options	ctrl + F4
34	Split screens Excel Options	ALT + W + S
35	Show visual basic editor Everything Else	ALT + F11
36	Macro dialog Everything Else	ALT + F8
37	Apply/remove filter Everything Else	ALT + DFF
38	Insert pivot table Everything Else	ALT + NVT
39	Turn filter on or off Everything Else	CTRL + SHIFT + L
40	Edit a cell, place cursor at the end Editing	F2
41	Fills down value from cell above Editing	CTRL + D
42	Add a comment or Edit comment Editing	SHIFT + F2
43	Insert new sheet Editing	SHIFT + F11
44	Insert row Editing	CTRL + +
45	Make chart/pivot chart Editing	F11
46	Edit a cell in Apple Macs Editing	CTRL + U
47	Delete box (cell, row, column) Editing	ALT + ED
48	Insert box (cell, row, column) Editing	ALT + IE
49	Enter current date Auto Complete	CTRL + ;
50	Enter current time Auto Complete	CTRL + :

Important Formulas						
Row Number	Sr No	Formula Name	Data -- Column D	Data -- Column E	Formula	Answer
41	1	Hide the Sensitive Data	Rajveer	veer (hidden require)	=LEFT(D41,3)&"*****"	Raj****
42		Hide the Sensitive Data	Rajveer	Raj (hidden require)	="*****"&RIGHT(D42,4)	***veer
43	2	Sum Running Total Formula	100	150	=SUM(\$D\$43:E43)	250
44			100	150	=SUM(\$D\$43:E44)	500
45			100	150	=SUM(\$D\$43:E45)	750
46			100	150	=SUM(\$D\$43:E46)	1000
47	3	Sum If Formula	Rohit	100	=SUMIF(\$D\$47:\$D\$51,"Rohit",\$E\$47:\$E\$51)	525
48			Rohit	175		
49			Veer	150	=SUMIF(D47:D51,"Veer",E47:E51)	270
50			Veer	120		
51			Rohit	250		
52	4	Round the Value to Zero Decimal Place		23.458	=ROUND(E52,0)	23
53	5	Round the Value to One Decimal Place		23.458	=ROUND(E53,1)	23.5
54	6	Round the Value to Multiple of 10		23.458	=ROUND(E54,-1)	20
55	7	Round the Value to the Next Integer Number		23.458	=ROUNDUP(E55,0)	24
56	8	Round up the Value to 1 Decimal Place		23.458	=ROUNDUP(E56,1)	23.5
57	9	Round up the Value to Next Multiple of 10		23.458	=ROUNDUP(E57,-1)	30
58	10	Round the value to the Previous Integer Number		23.458	=ROUNDDOWN(E58,0)	23
59	11	Round down the Value to 1 Decimal Place		23.458	=ROUNDDOWN(E59,1)	23.4
60	12	Round down the Value to Previous Multiple of 10		23.458	=ROUNDDOWN(E60,-1)	20
61	13	Information about your Computer	Current directory		=INFO("directory")	C:\Users\Dinesh\Documents\

62	14	Information about your Computer	Number of active worksheets		=INFO("numfile")	44	
63	15	Information about your Computer	Cell currently in the top left of the window		=INFO("origin")	\$A:\$A\$140	
64	16	Information about your Computer	Operating system		=INFO("osversion")	Windows (32-bit) NT 6.02	
65	17	Information about your Computer	Recalculation mode		=INFO("recalc")	Automatic	
66	18	Information about your Computer	Excel version		=INFO("release")	14.0	
67	19	Information about your Computer	Name of system. (PC or Mac)		=INFO("system")	pcdos	
68	20	EMI Formula	Loan	100000	=PMT(E69/12,E70,E68)	8745.15	
69			Rate Per Annum	9%			
70			Tenure in Months	12			
71	21	V Look up Formula	Raj	1500	Search Amount of Veer	3500	
72			Rohit	2000	Veer		
73			Rohit	2500	=VLOOKUP(F72,D71:E75,2,0)		
74			Raj	3000			
75			Veer	3500			
76	22	H Look up Formula	Raj	Veer	Veer	2000	
77			1500	2000	=HLOOKUP(F76,D76:E77,2,0)		
78	23	2 Ways Lookup using V Lookup	Name	Jan	Feb	200	
79			Raj	1000	200		
80			Rohit	1200	400		
81			Search Shyam Amount in Feb Month		=VLOOKUP(D82,D78:F80,MATCH(E82,D78:F78,0))		
82			Raj	Feb			
83	24	Ceiling Formula	1000.52	0.05	=CEILING(D83,E83)	1000.55	
84			1000.58	0.05	=CEILING(D84,E84)	1000.6	
85	25	Remove Unwanted Words/Characters	1234-5678-1234	-	=SUBSTITUTE(D85,E85,"")	123456781234	
86			5678*1234*5678	*	=SUBSTITUTE(D86,E86,"")	567812345678	
87			1234/5678/1234	/	=SUBSTITUTE(D87,E87,"")	123456781234	
88			1234+5678+1234	+	=SUBSTITUTE(D88,E88,"")	123456781234	
89	26	Join First Name & Last Name	Raj	Rohit	=D89&" "&E89	Raj Rohit	
90			Rohit	Raj	=D90&" "&E90	Rohit Raj	
91			Rohit	Veer	=D91&" "&E91	Rohit Veer	
92			Veer	Rohit	=D92&" "&E92	Veer Rohit	
93	27	Split First Name & Surname	Rohit Veer		=LEFT(D93,SEARCH("",D93)*5)	Rohit	
94			Veer Rohit		=RIGHT(D94,LEN(D94)-SEARCH("",D94,5))	Rohit	
95			Rohit Veer		=RIGHT(D95,LEN(D95)-SEARCH("",D95,6))	Veer	
96			Veer Rohit		=LEFT(D96,SEARCH("",D96)*5)	Veer	

97	28	Convert Numbers to Roman	7		=ROMAN(D97,1)	VII
98			9		=ROMAN(D98,1)	IX
99			12		=ROMAN(D99,1)	XII
100			20		=ROMAN(D100,1)	XX
101	29	Get the Desired	Raj Rohit	3	=LEFT(D101,E101)	Raj
102		Number of Character	Rohit Raj	5	=LEFT(D102,E102)	Rohit
103	30	Get the Desired	Rohitveer	4	=RIGHT(D103,E103)	veer
104		Number of Character	VeerRohit	5	=RIGHT(D104,E104)	Rohit
105	31	Count if Formula	Names	Days Present/Absent		
106			Veer Day-1	P	Veer Counting Days	Present/Absent Days of Ram
107			Veer Day-2	P	=COUNTIF(E106:E108,"P")	2
108			Veer Day-3	A	=COUNTIF(E106:E108,"A")	1
109			Rohit Day-1	P	Rohit Counting Days	Present/Absent Days of Shyam
110			Rohit Day-2	P	=COUNTIF(E109:E111,"P")	3
111			Rohit Day-3	P	=COUNTIF(E109:E111,"A")	0
112	32	Count Length of Number of Words	Raj		=LEN(D112)	3
113			Rohit		=LEN(D113)	5
114			Veer		=LEN(D114)	4
115			Rohitveer		=LEN(D115)	9
116	33	Count Cell that start with Specific Alphabet	A-Raj	B-Rohit	Count Alphabet Starts with A	3
117			B-Rohit	A-Raj	A	
118			A-Veer	C-Veer	=COUNTIF(D116:E118,"*A*")	
119	34	Count Cell that ends with Specific Alphabet	Raj-A	Rohit-B	Count Alphabet Starts with B	2
120			Raj-A	Rohit-A	B	
121			Veer-A	Veer-B	=COUNTIF(D119:E121,"*B")	
122	35	Current Date & Time Formula			=NOW()	31-03-2024 20:44
123	36	Separate Date & Time	24-08-2022 12:10		=INT(D123)	24-08-2022
124					=D123-G123	12:10:00
125			26-08-2022 21:20		=INT(D125)	26-08-2022
126					=D125-G125	21:20:00
127	37	Separate Day, Month & Year from Date			=DAY(D127)	24
128			24-08-2022		=MONTH(D127)	8
129					=YEAR(D127)	2022
130	38	Time Calculation	Old Time	Addition in Hours		New Time
131			01:20	05:00	=D131+E131	06:20
132			04:40	03:00	=D132+E132	07:40
133			08:30	04:00	=D133+E133	12:30
134			15:20	05:00	=D134+E134	20:20
135	39	Get Day Name by	12-08-2022		=TEXT(D135,"DDDD")	Friday
136			15-08-2022		=TEXT(D136,"DDDD")	Monday

137	33	Date	18-08-2022		=TEXT(D137,"DDDD")	Thursday
138			24-08-2022		=TEXT(D138,"DDDD")	Wednesday
139	40	Get Date in Desired Formats	12-08-2022	"DD MMM YYYY"	=TEXT(D139,"DD MMM YYYY")	12 Aug 2022
140			15-08-2022	"DD-MM-YYYY"	=TEXT(D140,"DD-MM-YYYY")	15-08-2022
141			18-08-2022	"DD MMM YY"	=TEXT(D141,"DD MMM YY")	18 Aug 22
142	41	Calculate Month in Numbers & in Words from Date	Date		Month in Numbers	
143			12-04-2022		=MONTH(D143)	4
144					Month in Words	
145			18-07-2022		=TEXT(D145,"MMMM")	July
146	42	Age Calculator	Age	Birth Date	=(TODAY()-E148)/365.25	32.50
147			Years Lived		=DATEDIF(E148,TODAY(),"Y")	32.00
148			Months Lived	29-09-1991	=DATEDIF(E148,TODAY(),"YM")	6.00
149			Days Lived		=DATEDIF(E148,TODAY(),"MD")	2.00
150	43	Rank Position High to Low	25		=RANK(D150,\$D\$150:\$D\$152)	2
151			18		=RANK(D151,\$D\$150:\$D\$152)	3
152			40		=RANK(D152,\$D\$150:\$D\$152)	1
153	44	Rank Position Low to High	25		=RANK(D153,\$D\$153:\$D\$155,1)	2
154			42		=RANK(D154,\$D\$153:\$D\$155,1)	3
155			18		=RANK(D155,\$D\$153:\$D\$155,1)	1
156	45	Repeated Formulas	Data-1	Number of Repeats		Repeated Data
157			Raj	3	=REPT(D157,E157)	RajRajRaj
158			Veer	2	=REPT(D158,E158)	VeerVeer
159			*	5	=REPT(D159,E159)	*****
160			15	4	=REPT(D160,E160)	15151515

<i>EMI Calculation Formula & Loan Calculator</i>				
Loan	100000			
Rate	9%	Per Annum		
Tenure	12	Months		
EMI Formula	8745.15	Answer	Formula=PMT(B3/12,B4,B2)	

Months	Opening Bal.	Interest	EMI	Closing Bal.
1	1,00,000.00	750.00	8,745.15	92,004.85
2	92,004.85	690.04	8,745.15	83,949.74
3	83,949.74	629.62	8,745.15	75,834.22
4	75,834.22	568.76	8,745.15	67,657.83
5	67,657.83	507.43	8,745.15	59,420.11
6	59,420.11	445.65	8,745.15	51,120.61
7	51,120.61	383.40	8,745.15	42,758.87
8	42,758.87	320.69	8,745.15	34,334.42
9	34,334.42	257.51	8,745.15	25,846.78
10	25,846.78	193.85	8,745.15	17,295.48
11	17,295.48	129.72	8,745.15	8,680.05
12	8,680.05	65.10	8,745.15	-
Formulas	=+E18	=+B19*\$B\$3/\$B\$4	=-\$B\$5	=+B19+C19-D19

Pivot Table

Name	Surname	Amount
Raj	Rohit	1000
Rohit	Raj	1100
Rohit	Raj	700
Veer	Rohit	1500

Answer

Step -- 1 -- Press Alt + N, V, T

Step -- 2 -- Create Pivot Table Box will Open like this

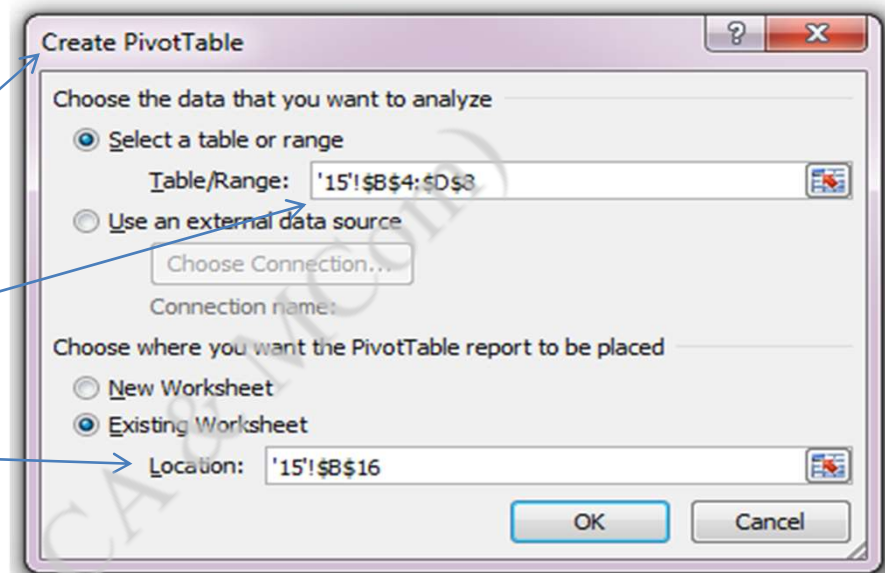
Step-- 3 -- Select Above Range from B4 to D8

Step-- 4 -- Select Existing Worksheet as Cell B16 then OK

Step--5 -- Pivot Table Field List will Open then Select Name, Sur & Amt.

Sum of Amount		
Name	Surname	Total
Veer	Rohit	1500
Veer Total		1500
Raj	Rohit	1000
Raj Total		1000
Rohit	Raj	1800
Rohit Total		1800
Grand Total		4300

PIVOT TABLE



Pivot Chart

Name	Surname	Amount
Raj	Rohit	1000
Rohit	Raj	1100
Rohit	Veer	700
Veer	Rohit	1500

Answer

Step -- 1 -- Press Alt + N, V, C

Step -- 2 -- Create Pivot Table Box will Open like this

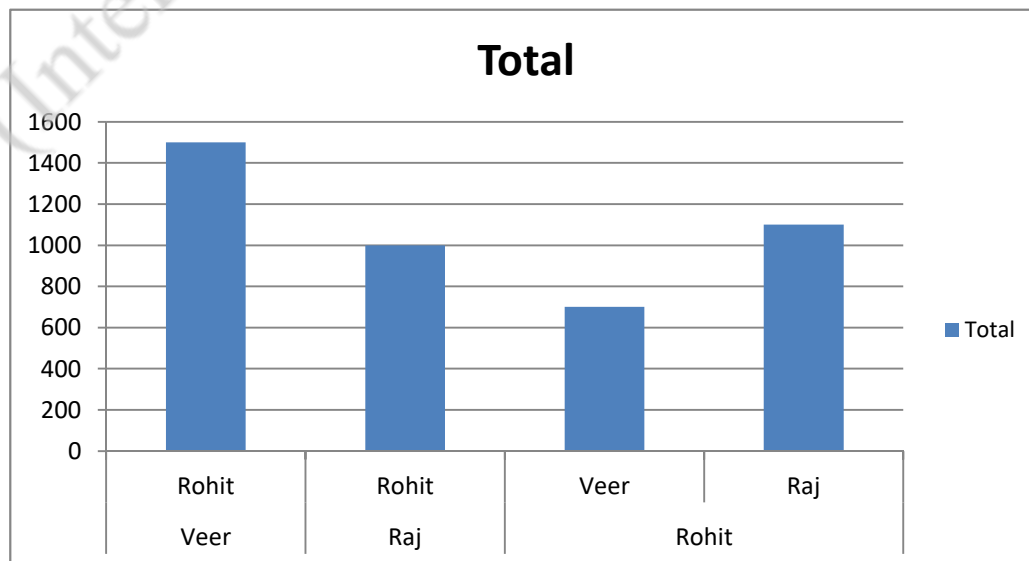
Step-- 3 -- Select Above Range from B4 to D8

Step-- 4 -- Select Existing Worksheet as Cell B16 then OK

Step--5 -- Pivot Table Field List will Open then Select Name, Sur & Amt.

Sum of Amount		
Name	Surname	Total
Veer	Rohit	1500
Veer Total		1500
Raj	Rohit	1000
Raj Total		1000
Rohit	Veer	700
	Raj	1100
Rohit Total		1800
Grand Total		4300

PIVOT CHART



Insert PDF File in Excel

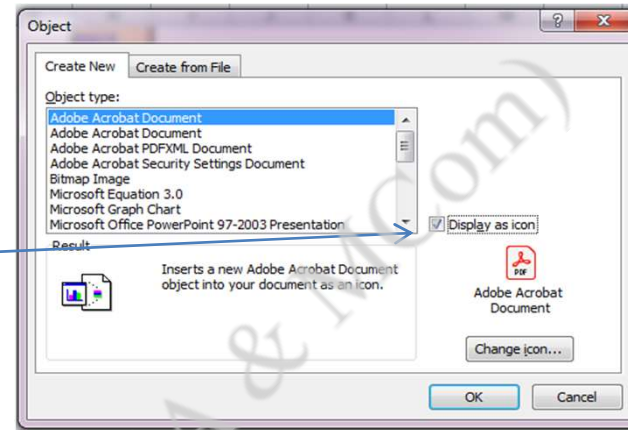
Step - 1 Press ALT + N, ZT, J

Step - 2 Object Box will Open like this

Step - 3 Select Adobe Acrobat Document

Step - 4 Select Display as icon & OK

Step - 5 Browse & Select PDF File



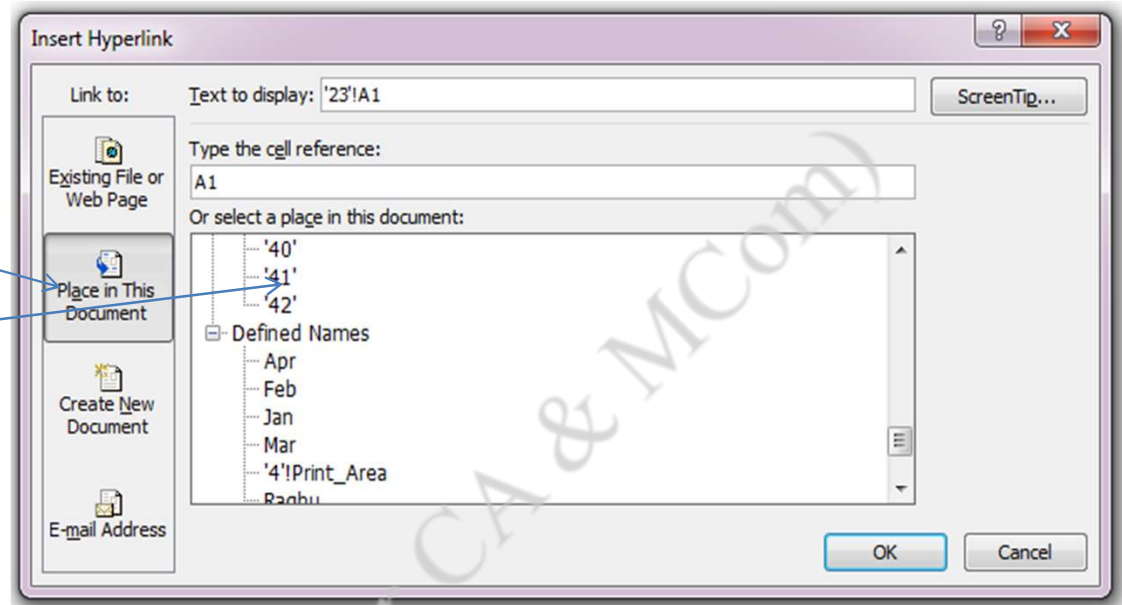
Hyperlinking in File

Linking in Existing File

Step -- 1 --- Press Ctrl + K

Step -- 2 --- Select Option Place in this Document

Step -- 3---Select File you want to Hyperlink then OK



Bank Reconciliation in Excel

Bank Book of XXXX Bank for the Month of January, 2020

Date	Particulars	Cheque No	Deposit	Withdrawl	Closing Balance
Opening Balance as per our Records					512100
31-12-2019	Cheque Deposit	xxxxxx	6500		518600
31-12-2019	Cheque Deposit	xxxxxx	302400		821000
31-12-2019	Cheque Withdrawl	xxxxxx	0	815000	6000
02-01-2020	Cheque Deposit	xxxxxx	1020600		1026600
07-01-2020	Cheque Deposit	xxxxxx		104700	921900
07-01-2020	Cheque Deposit	xxxxxx	55200		977100
08-01-2020	Cash Withdrawl	xxxxxx		25200	951900
09-01-2020	Cash Deposit	xxxxxx	95100		1047000
09-01-2020	Cash Deposit	xxxxxx	7735		1054735
15-01-2020	Cheque Deposit	xxxxxx	302400		1357135
15-01-2020	Cheque Withdrawl	xxxxxx	0	800000	557135
20-01-2020	Cheque Deposit	xxxxxx	1020500		1577635
20-01-2020	Cheque Withdrawl	xxxxxx		102000	1475635
25-01-2020	Cheque Deposit	xxxxxx	51000		1526635
29-01-2020	Cheque Withdrawl	xxxxxx		24000	1502635
29-01-2020	Cheque Deposit	xxxxxx	95000		1597635
31-01-2020	Cheque Deposit	xxxxxx		75000	1522635
01-02-2020	Cheque Deposit	xxxxxx	13000		1535635
Closing Balance as per our Records					1535635

Bank Clearing Date	Uncleared Deposits	Uncleared Withdrawls
	6500	0
03-01-2020	=IF(H8>0,"",D8)	=IF(H8>0,"",E8)
03-01-2020	=IF(H9>0,"",D9)	=IF(H9>0,"",E9)
05-01-2020		
10-01-2020		
10-01-2020		
08-01-2020		
09-01-2020		
09-01-2020		
18-01-2020		
18-01-2020		
23-01-2020		
23-01-2020		
28-01-2020		
	0	24000
	95000	0
	0	75000
	13000	0
Total	114500	99000

2 Steps for Bank Reconciliation in Excel

- 1) Prepare your Bank Book in Excel Format, As Prepared here.
- 2) Insert Bank Clearing Date by referring from Bank Statement in H Column & insert Formulas in I & J Column
- 3) Prepare Bank Reconciliation Summary

Bank Reconciliation Summary	
Closing Bal. as per our Record	1535635
Less :- Uncleared Deposits	114500
Add :- Uncleared Withdrawls	99000
Closing Bal. as per Statement	1520135

How to Remove "Cr" & "Dr" from exported Tally in Excel Format

M/s.ABC & Co

Trial Balance

1-Apr-2021 to 31-Mar-2022

Particulars	M/s.ABC & Co			
	1-Apr-2021 to 31-Mar-2022			
	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Capital Account	795231.00 Cr	12268.00	28336.00	811299.00 Cr
General Reserves	695231.00 Cr	12268.00	28336.00	711299.00 Cr
Share Capital	100000.00 Cr			100000.00 Cr
Loans (Liability)	119941.00 Cr	653299.00	740308.00	206950.00 Cr
Secured Loans	109754.00 Cr	651771.00 Cr	740308.00 Cr	198291.00 Cr
Bank Loan-1	100000.00 Cr	650308.00	740308.00	190000.00 Cr
Bank Loan-2	9754.00 Cr	1463.00		8291.00 Cr
Unsecured Loans	10187.00 Cr	1528.00		8659.00 Cr
M/s.XYZ	10187.00 Cr	1528.00		8659.00 Cr
Current Liabilities	147917.00 Cr	650308.00	668259.00	165868.00 Cr
Duties & Taxes	4320.00 Cr		206.00	4526.00 Cr
GST Payable/Rec	3820.00 Cr		206.00	4026.00 Cr
CGST Payable	1500.00 Cr		103.00	1603.00 Cr
IGST Payable	1320.00 Cr			1320.00 Cr
SGST Payable	1000.00 Cr		103.00	1103.00 Cr
TDS Payable	500.00 Cr			500.00 Cr
Sundry Creditors	143597.00 Cr	650308.00	668053.00	161342.00 Cr
Mr.Arsh	43597.00 Cr	650308.00	668053.00	61342.00 Cr
Mr.Porak	50000.00 Cr			50000.00 Cr
Mr.Rajat	50000.00 Cr			50000.00 Cr
Fixed Assets	469799.00 Dr	25000.00	28480.00	466319.00 Dr
Computer & Its Parts	23995.00 Dr		2399.00	21596.00 Dr
Furniture & Fixtures	126568.00 Dr	20000.00	13657.00	132911.00 Dr
Land & Building	200000.00 Dr			200000.00 Dr
Plant & Machinery	119236.00 Dr	5000.00	12424.00	111812.00 Dr
Investments	30250.00 Dr	51388.00		81638.00 Dr
Fixed Deposits	10250.00 Dr			10250.00 Dr
Mutual Funds	10000.00 Dr			10000.00 Dr
Shares	10000.00 Dr	51388.00		61388.00 Dr
Current Assets	563040.00 Dr	1250763.00	1208958.00	604845.00 Dr
Opening Stock	253406.00 Dr			253406.00 Dr
Closing Stock	253406.00 Dr	31315.00		253406.00 Dr
Loans & Advances (A	16538.00 Dr	827.00		17365.00 Dr
Mr.Anek	5000.00 Dr	827.00		5827.00 Dr
Mr.Karan	5000.00 Dr			5000.00 Dr

Select Data then Ctrl + F then type Spacebar & Cr then Look in -- Select Values then Find All then Select all & highlight with color then close and filter the data then select sort by color in filter

