Induction Training
JTO 2018 (RL) & JTO 2019

Online Module

IT Tools for Office

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MS Excel

INDUCTION TRAINING: JTO 2018 (RL) & JTO 2019
ONLINE MODULE
IT TOOLS FOR OFFICE

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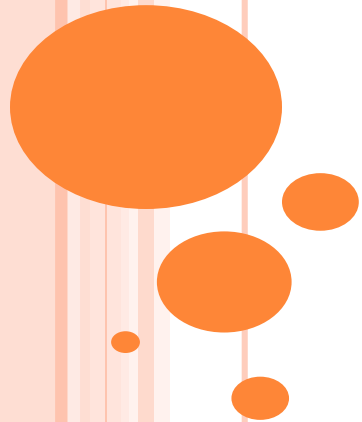National Telecommunications Institute

for Policy Research, Innovation and Training (NTIPRIT)

Day 1, Session 2 & 4

MS Excel

MS Excel

ENTERING VALUES

- Tab: to go to next column

- Enter: to go to next row

- Alt + Enter: new line in the same cell

4

SELECTION

- F5 → Special → Current Region

MOVING AROUND – I

Keystroke	Where the Insertion Point Moves
→	Forward one box
←	Back one box
↑	Up one box
↓	Down one box
PageUp	To the previous screen
PageDown	To the next screen
Home	To the beginning of the current screen
End	To the end of the current screen

MOVING AROUND – II

Key Combination	Where the Insertion Point Moves
Ctrl + →	To the last box containing data of the current row.
Ctrl + ←	To the first box containing data of the current row.
Ctrl + ↑	To the first box containing data of the current column.
Ctrl + ↓	To the last box containing data of the current column.
Ctrl + PageUp	To the sheet in the left of the current sheet.
Ctrl + PageDown	To the sheet in the right of the current sheet.
Ctrl + Home	To the beginning of the sheet.
Ctrl + End	To the end of the sheet.

PASTE SPECIAL

- Explore and share your experience

- Transpose Option

ADDING COMMENTS

- Adding Comments:
  - Review Tab $\rightarrow$ New Comment Button
  - Right click $\rightarrow$ Insert Comment
  - Shift + F2

- Right click $\rightarrow$ Edit Comment/ Delete Comment

- Formatting Comment [Edit Comment $\rightarrow$ Select Comment $\rightarrow$ Right click $\rightarrow$ Format Comment]

ADDING TEXT BOX

- Explore yourself

Formatting Cell

- Right click → Format Cell [or Ctrl + 1]
  - Number
  - Alignment
  - Font
  - Border
  - Fill
  - Protection

- Explore various options yourself

TEXT DECORATION

- Double underline:
  - Click arrow near U → Double Underline

12

MERGE CELLS

- Merge & Centre

- Other Options:
  - Merge across
  - Merge cells
  - Unmerge cells

13

WRAP TEXT & SHRINK TO FIT

- Explore yourself

- Format Cells → Alignment → Shrink to fit

  - Wrap text and Shrink to fit are mutually exclusive

14

BORDERS

- Home Tab → Border button [Choose various options from drop down menu ▽]

- Explore various options yourself

15

SHEET OPTIONS

- Page Layout Tab → Sheet Options Group

- Check the 'Print' option in Gridlines to print the gridlines.

- Sheet Options dialog box
  - Print area: Drag the mouse to select the area of sheet to be printed. [Also Print Area button in Page Setup Group]
  - Print Titles: Select the rows/ columns to be repeated across pages. [Also Print Titles button in Page Setup Group]

MARGINS

- Page Layout Tab → Page Setup Group → Margins Button

- Explore yourself

HEADER & FOOTER

- Insert Tab → Header & Footer Button

- Page Layout Tab → Page Setup Dialog Box

- Explore different options

- Predefined H & F/ Customize

18

PAGE BREAKS

- ## Horizontal Page Breaks
  - If the data from Row no. 'n' onwards is to appear on next page then select cell 'An' [in 1st Column]
  - Page Layout Tab → Page Setup Group → Breaks → Insert Page Break
- ## Vertical Page Breaks
  - If Column no. 'C' onwards are required to be placed on next page then select cell 'C1' [in 1st Row] and Insert Page Break
- ## Removing Page Breaks
  - Removing a P.B.: Select a cell in 1st row beneath the page break and then choose 'Remove Page Break'.
  - Removing all the manual P.B.s: 'Reset all page breaks'

19

FREEZE PANES

- View Tab → Freeze Panes button
  - Freeze panes
  - Freeze top row
  - Freeze first column

- Unfreeze Panes

CONDITIONAL FORMATTING

- Home Tab → Style Group → Conditional Formatting drop down
- Highlight Cells rules: Choose given rules/ More rules [Explore]
- Top/ Bottom rules
- Data Bars [Explore]
- Colour Scales [Explore]
- Icon Sets [Explore]

FORMULAS

- Start with '='

- Copying Formulas:
  - Ex: sum of rows [=sum(A1:A8)]; drag this to next column; the formula would be copied with new cell references

CELL REFERENCES IN FORMULA

- Relative Cell References [A5:C5]

- Absolute Cell References [A5]

- Mixed Cell References [$A5 or A$5]

23

FUNCTIONS

- Max/ Min/ Average/ Count/ Sum

- And/ Or/ Not

- Abs/ sign/ Sqrt/ Mod

DATA VALIDATION

- Data Tab → Data Tools → Data Validation → Data Validation dialog box

- Setting option: Choose Validation criteria; choose from allow drop down menu [Explore]

- Input Message: Appears when the cell is selected [i.e. before the data is entered]

- Error alert [Appears if any invalid data is entered]

STYLES

- Suppose a particular style is applied to 50 cells [these cells may be scattered throughout the sheet]. Later, if some change in style is to be made to all these 50 cells say change in font from 15 to 20. Instead of making this change in each cell, simply edit the style. All cells with that particular style change automatically.

- A Style can consist of settings for up to six different attributes:
  - Number format/ Alignment (vertical and horizontal)/ Font (type, size, and color)/ Borders/ Pattern (Fill)/ Protection (locked and hidden)

- Home Tab → Styles → New Cell Style → Select the format and choose the requisite values

THANK YOU

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