**Worksheet Operations**

- Open the desired workbook

- At the bottom it display tabs for different worksheets of the workbook say sheet1, sheet2, sheet3.

**To rename the worksheet**

- Right Click on the tab of the sheet to be renamed

- Click on Rename

- It takes the pointer on the tab and allows you to type new name

- OK

**To insert a sheet in between Sheet 1 &     Sheet 2**

- Right Click on the next sheet ie Sheet 2

- Click on Insert

- It displays the names of different worksheets/ templates available

- Select the desired one

- OK

**To delete the work sheet**

- Right Click on the tab of the sheet to be deleted

- Click on delete

- It displays the caution message

- Click on delete or cancel the command

**To hide the worksheet**

- Right Click on the tab of the sheet to be hidden

- Click on Hide

**To unhide the worksheet**

- Right Click on the tab of the next work sheet

- Click on Unhide

- It displays names of the hidden worksheet

- Select the desired one

- OK

**Headers & Footers**

- Headers and Footers contain information that appears at the top

and bottom of each page of the printed worksheet. We can select a premade header and footer or create a new one.

**Add a premade Header and Footer**

- Click at Insert tab

- Click header and Footer from text group

- Click on Header

- Click premade Header you want to use. Such as Page Number ,

  No. of Pages , Current date & time , File path, File name , picture etc.

- Click at Footer

- Click at premade footer & select the desired option.

**Add Header & Footer by typing contents.**

- Click at Insert tab

- Click header and Footer from text group

- It displays Header box. Type in contents of Header.

- OK

- Click on Footer

- It displays Footer box. Type in contents of Footer.

- OK

**Setting and Viewing the Page breaks**

- Excel determines where a printed page ends based on size of the paper, margins and orientation .

- We can get display of all existing page breaks by opening the worksheet in Page break Preview.

- Click on View Tab and Click on Page break Preview.

**Setting Page break manually**

- Click at the last cell on the desired page.

- Click at Page layout Tab and then at  breaks

- Click Insert page break.

- A thin dotted line is displayed

- Click at the Normal button on Status bar to exit Page Break Preview

**Relative , Mixed and Absolute Cell referencing**

- Whenever a formula is copied from one cell to another , if the cell address change in accordance then such referencing is known as Relative referencing

- Whenever a formula is copied and a row / column remains same and other part changes then such referencing is known as Mixed referencing

  To fix a part of the cell , $ is used .

     $A3 will fix column A , but vary row number

  A$3 will fix row 3 , but vary the column number.

- When both rows and columns are fixed by using $ sign so that when formula is copied it is copied without any change in the cell referencing. Eg. $A$5. then such referencing is known as Absolute  referencing


**Creating formula using other worksheets**

- Whenever a formula needs reference to the cell from some other worksheet,  we need to give sheet name ! Preceding to the cell address

  eg. = Sheet 3! D4 + Sheet 3! D5

or = SUM(Sheet 3! D4 : Sheet 3! D5)

- Whenever a formula needs reference to the cell from some other worksheet from some other workbook , we need to give

[workbook name ]sheet name ! cell address

- eg. = [marks.xlsx] Sheet 3! D4 + [marks.xlsx Sheet 3! D5
- = SUM([marks.xlsx Sheet 3! D4 : [marks.xlsx Sheet 3! D5)

**Simple Interest Calculation**

P= principal amount

N = Number of years

R = Rate of Interest

SI= simple Interest

SI = P* R*N/100

| NAME | AMOUNT | RATE | SIMPLE INTEREST FOR 2 YEARS |
|------|--------|------|------------------------------|
| R.K.SHAH | 50000 | 9 | |
| J.B.MEHTA | 42000 | 7 | |
| V.K.LAL | 39000 | 8 | |
| B.D.JHA | 40000 | 9 | |
| N.M.JOSHI | 56000 | 8 | |

Calculate Simple Interest for the above worksheet

**Answer:**

1. Type Simple Interest in cell D1
2. In D2 enter the formula    =(B2*C2*2)/100
3. It calculates Simple Interest for 2 years for the first person
4. Copy the formula to the subsequent cells to get the simple interest for all the people.

**Compound Interest Calculation**

P= principal amount

N = Number of times the interest is compounded

R = Rate of Interest per period

CI= Compound Interest

A = Amount after N periods

$A = P * (1 + R/100)\text{^}N$

$CI = A - P$

$CI = P * (1 + R/100)\text{^}N - P$

| NAME | PRINCIPAL AMOUNT | COMPOUND INTEREST FOR 2 YEARS | AMOUNT |
|---|---|---|---|
| R.K.SHAH | 50000 | | |
| J.B.MEHTA | 42000 | | |
| V.K.LAL | 39000 | | |
| B.D.JHA | 40000 | | |
| N.M.JOSHI | 56000 | | |

**Answer:**

1. Type Compound Interest in cell C1 & Amount in cell D1
2. In D2 enter the formula    =B2*(1+6/100)^10
3. It calculates Amount after  2 years for the first person
4. Copy the formula to the subsequent cells to get the Amount for all the people.
5. In C2 enter the formula    =D2 – B2
6. It calculates Compound Interest  after  2 years for the first person
7. Copy the formula to the subsequent cells to get the Compound Interest for all the people.

**Depreciation Calculation**

Straight Line Depreciation Method

SLM = ( Value – Scrap value )/no. of years

Depreciation is constant every year

Reduced Balance Depreciation Method

RBM = Value – SLM

Depreciation keeps on reducing every year.

| VALUE | 100000 | | | | | |
|---|---|---|---|---|---|---|
| SCRAP VALUE | 10000 | | | | | |
| YEARS | 5 | | | | | |
| DEP RATE | 10% | | | | | |
| | | | | | | |
| STRAIGHT LINE METHOD | | | | | | |
| YEARS | 0 | 1 | 2 | 3 | 4 | 5 |
| SLN | 0 | 18000 | 18000 | 18000 | 18000 | 18000 |
| REDUCED VALUE | 100000 | 82000 | 64000 | 46000 | 28000 | 10000 |

Calculate depreciation by SLM Method and Reducing Balancing Method

**Answer:**

1. Type Years in cell A7 & 0 ,1, 2,3, 4, 5 in cell C7 to G7 respectively.
2. Type SLN in cell A8
3. In C8 enter the formula   =($B$1-$B$2)/$B$3
4. It calculates depreciation by SLM for the first year
5. Copy the formula to the subsequent cells up to G8 to get the depreciation for all the years
   The depreciation by SLM is same for all years.
6. Type REDUCED VALUE in cell A9 and initial value ie 100000 in cell B9
7. In C9 enter the formula   =B9-C8