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Excel: To get started with Microsoft Excel (often called “ Excel ” ), you will need to locate and open the program on your computer. To open the program, point to Excel ’ s icon on the desktop with your mouse and double-click on it with the left mouse button.

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Assuming you have  
Microsoft Office 2010

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installed in your PC, start the excel application following the below mentioned steps in your PC. Step 1 – Click on the Start button. Step 2 – Click on All Programs option from the menu. Step 3 – Search for Microsoft Office from the sub menu and click it.

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**Select a Cell:** dialog box Click a cell or use the keyboard arrow keys to select it. **Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the Shiftkey while using the arrow keys to move the selection to the last cell of the range. **Select an Entire Worksheet:** Click the.

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There are a variety of ways to select cells in an Excel spreadsheet: To select one cell, click in the cell. To select one or more rows of cells, click on the row number (s). To select one or more columns of cells, click on the column letter (s).

Excel Made Easy: a

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Data Using Formulae &  
Pivot Tables Page 18 2  
Select all of the data in  
the column & then in the  
‘ Data ’ tab, select  
‘ Text To Columns ’ . 3  
If the data has  
‘ separators ’ e.g. ‘ ,  
, ’ , select ‘ Delimited ’ ,  
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earlier versions, you'll need the formula method. How to use Excel's find feature to highlight or delete matching values

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organize, summarize,  
and calculate data.

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everyday part of many  
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analysis, and project  
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**VLOOKUP** syntax: The value you want to look up, also called the lookup value. The range where the lookup value is located. Remember that the lookup value should always be in the first column in the range for **VLOOKUP** to work correctly.

**VLOOKUP** function -  
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