

Excel Basics

Basic Excel

Created by CA Vinit J Shah

CA Vinit Shah

FCA | DISA | FAFD

In Practice since 2012

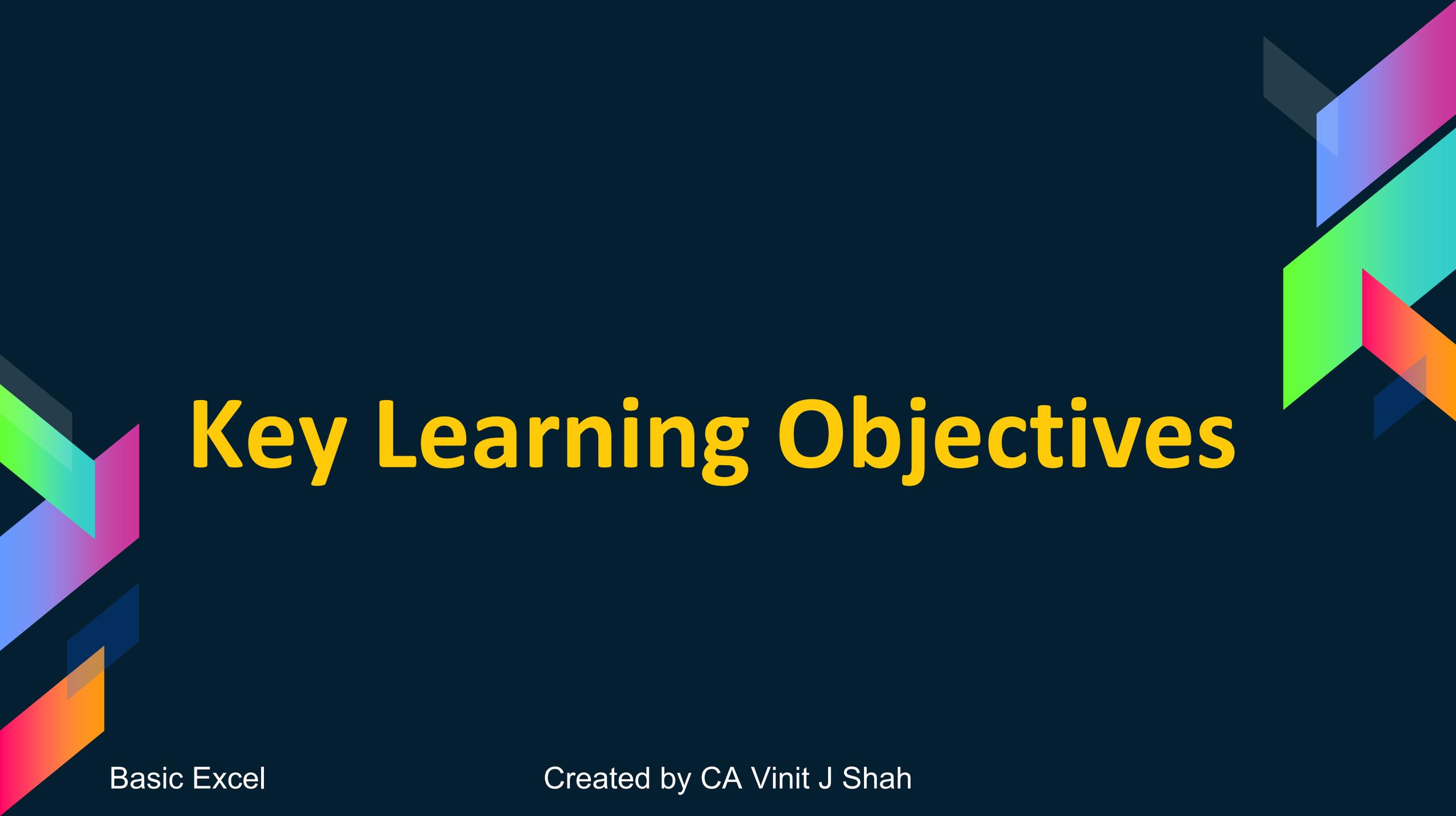
Areas of Expertise: System Development,
Internal Control Design, Tally Customization, Excel, CAAT

Session Timing – 60 Minutes Approx

Self Study + Tutorials

We will use **Raw Data** to work and understand
Basic Excel Shortcuts, Formulas & Commands.

*Few Commands can not be included in this WORKFLOW, Hence We will try to cover it separately if time permits.

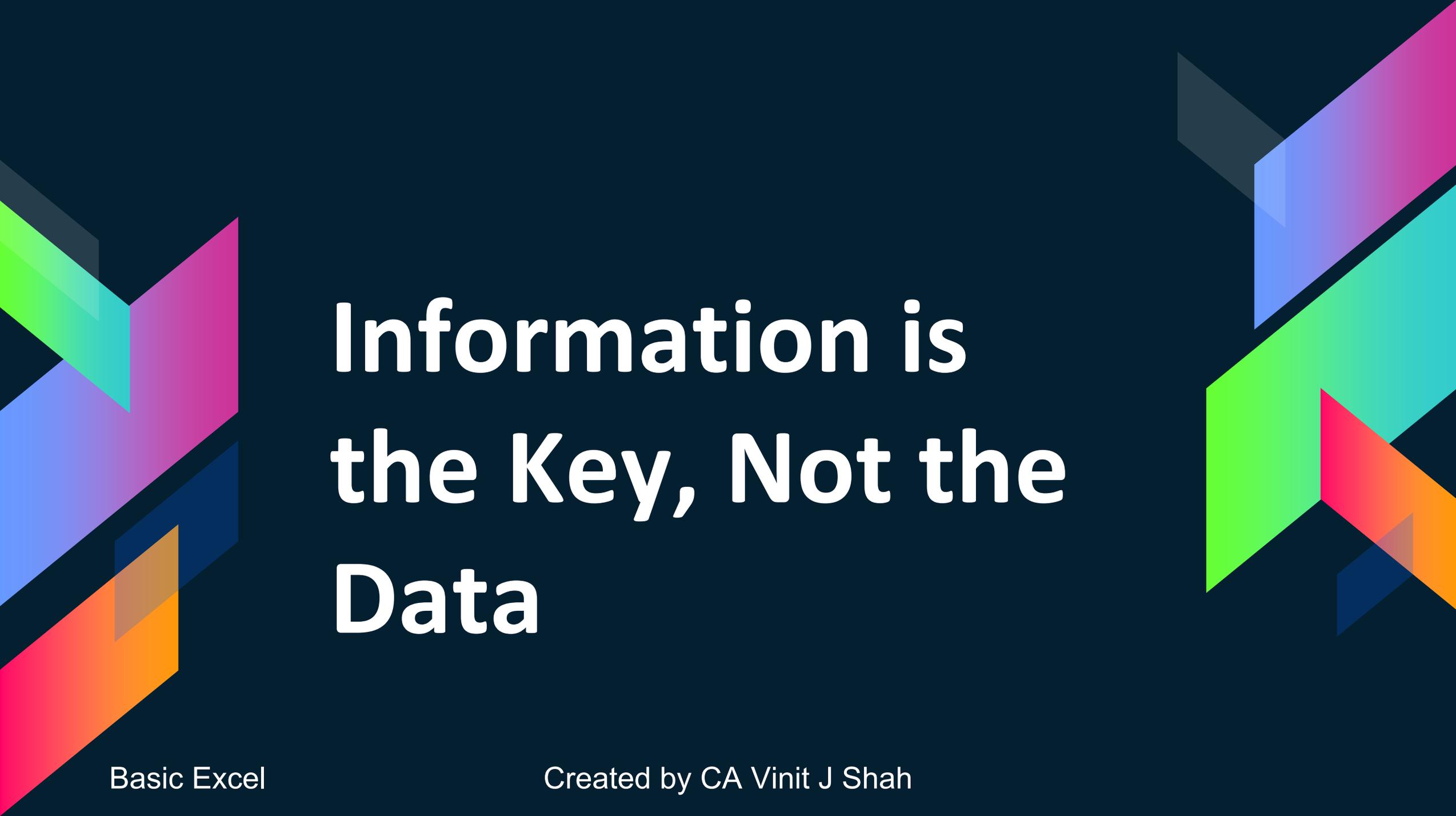


Key Learning Objectives

Basic Excel

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-
- Clean Formatting
 - Easy to Understand
 - Dynamic
 - Accurate
 - Less time to change
 - Help in Decision Making



Information is the Key, Not the Data

Use the Keyboard over mouse to:

Save Time

Move around
easily

Remember
Shortcuts

Many professional training programs wants to
unplug mouse

Slower in short run; much faster in long run

Let's Start – Excel to Grow

Open → RB_Blank.xlsx

Excel Settings

›Go to – File -> Options

General Settings

- Default Fonts
- Font Size
- Number of Sheets
- Author Name
- Theme

Formula Settings

- Calculation Setting
- Formula Autocomplete
- Error Checking Tick marks

Save

- Auto Save – 5 Minute

Advance Option

- Fill Handle
- Show / Hide default Comments

Text to Column

- › Go to -> Data -> Text to Columns
- › Shortcut - ALT + A + E

Move around in Excel - I

- › Move Right – TAB
- › Move Left – SHIFT + TAB
- › Down – Enter
- › Up – SHIFT + Enter
- › Another Workbook – CTRL + TAB
- › Next Worksheet – CTRL + PgDn
- › Previous Worksheet – CTRL + PgUp

Move around in Excel - II

- › Select Entire Row – **SHIFT + Space**
- › Select Entire Column – **CTRL + Space**
- › Insert Row/Column/Cell – **CTRL + SHIFT + =**
(If Numeric Keypad - **CTRL + “+”**)
- › Delete Row/Column/Cell - **CTRL + “-”**

Tip : Insert Column / Row in a Click, First Select Entire Column/Row using above Shortcut, then use insert Command.

CTRL + ENTER

Fill Blanks & Copy Blanks from above

- › Go to -> Home -> Find & Select -> Go to Special -> Blanks
- › Shortcut - CTRL + G -> Click on Special -> Click on Blanks

How to Extract Data

- › Extract Data from Left – **Left**
- › Extract Data from Right – **Right**
- › Extract Data from Middle - **Mid**
- › Count Characters in Cell - **Len**

Tip : To use this shortcuts, data format should be same across all the required columns.

Flash Fill

- › Go to -> Data -> Flash Fill
- › Shortcut - CTRL + E

Data Validation

›Go to -> Data -> Data Validation

Table

- › Go to -> Home/Insert -> Table
- › Shortcut - CTRL + T

Auto Sum

- › Go to -> Home -> Auto Sum
- › Shortcut - ALT + =

VLookup

- › Most important formula

Advance Filter

› Go to -> Data -> Advance Filter

Benefits of using Table

1. Tables automatically expand when you enter data in next row/column
2. Add new rows by pressing Tab
3. Column headers always visible
4. Formulas consistent across all of your data
5. Table names Columns & Rows for Formula
6. Displaying Total very very easy
7. Filters are added when Table created
8. Consistent Formatting across all records within table
9. Filter with Slicers
10. Tables / Charts / Graphs Automatically updated

Pivot Table

› Best Tool for Auditors

Before preparing Pivot Table:

1. No Blank Row or Column in Raw Data
2. No Blank Value in Cells (Value Field)
3. Data should be in right Format (Dates, Values, Currency)
4. Check for Errors
5. Use Table to Create Pivot Table

Basic Validation

- › Compare Data

Things you can do in Pivot Table

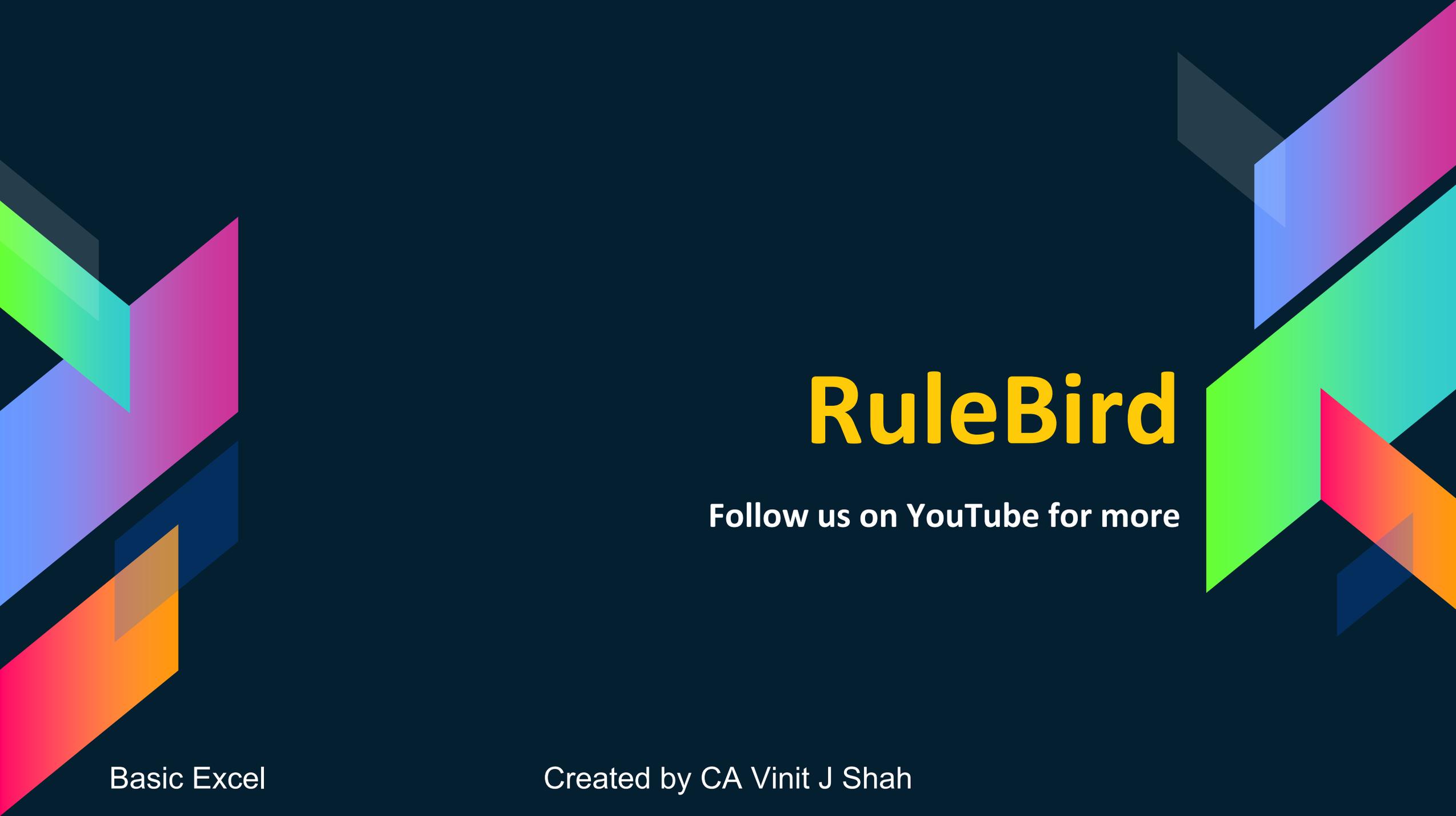
1. Display Values for Blanks Cells
2. For Errors Show Value
3. Old Style Pivot Table
4. Show Blank Data in Pivot Table
5. Group Data – Group Numbers(Numeric) – Group Dates
6. Separate Sheets for all report filters (Report Filter Pages)
7. Multiple Filters
8. Multiple Sub-Totals

Things you can do in Pivot Table

9. Turn off GetPivotData
10. Use Calculated Field
11. Slicers
12. Timeline
13. Pivot Charts
14. Show Values as % & Running Total
15. Pivot Table Formats



Any Questions?



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Thanks

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