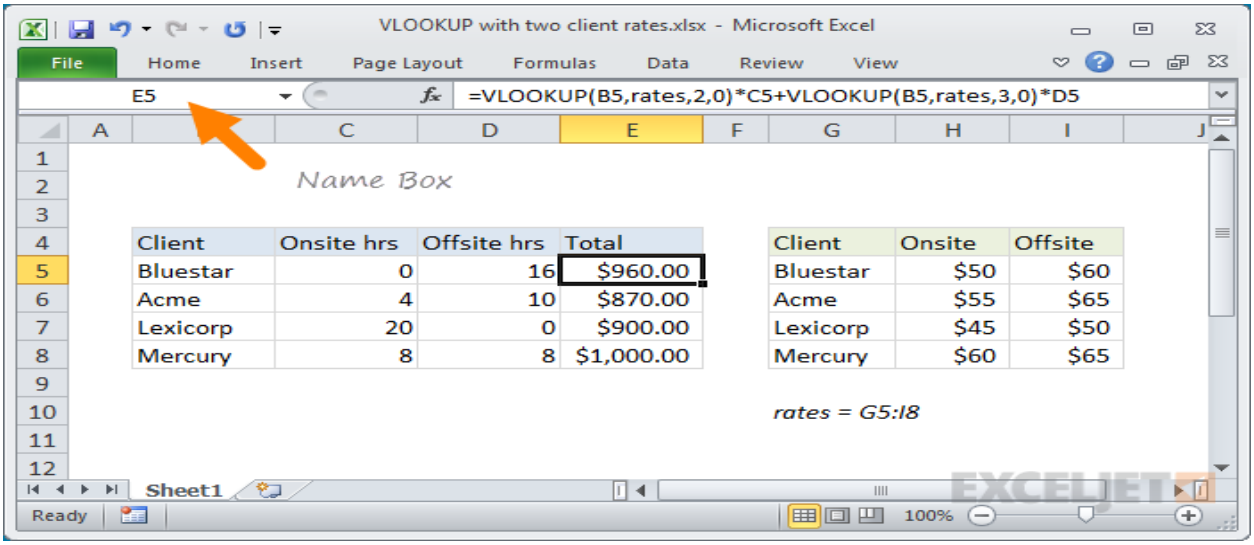
Revision Pointers

Class 5

Chapter – Introduction to MS Excel

1. **Rows** are horizontal lines of cells, numbered from 1 onwards.
2. **Columns** are vertical lines of cells, labeled alphabetically (A, B, C, etc.)
3. The Excel window is a rectangular grid of rows and columns containing many cells.
4. **Cell** is a rectangular box in the worksheet which is formed by intersection of a row and a column.
5. **Cell reference** is given to Each cell to identify it in the worksheet. Eg – C9.
6. **Active cell** is selected cell in the worksheet. In the image below, E5 is active cell having a black border to it.
7. **Name box** is located above the column heading on the left side of the window. It displays the location of the cell pointer(active cell)



8. A single sheet of data in Excel is called the **worksheet**.
9. A combination of worksheets is called a **workbook**.
10. **Functions** are built-in formulas included to perform a specific task.
11. The **Autofill** feature is used to fill numbers, dates, weekdays, etc. in MS Excel.
12. There are various charts available in excel. Namely, they are:
    Line Chart - used to show trends over a period of time
    Bar Chart – horizontal column charts used to compare several categories of data.
    Column Chart – show comparisons between several items.
    Area Chart – similar to line charts, they represent data in different colours in the areas below the lines.
    Pie Chart - used to represent the data in the form of a circle.
    Doughnut Chart – just like a pie chart but shows data in a circular ring.
    Note – To insert any of the above charts click on **Insert tab → Charts group.**

Here's a **sample chart** showing the various components:

Month	Product A	Product B
Jan	15000	12000
Feb	18000	14000
Mar	22000	20000

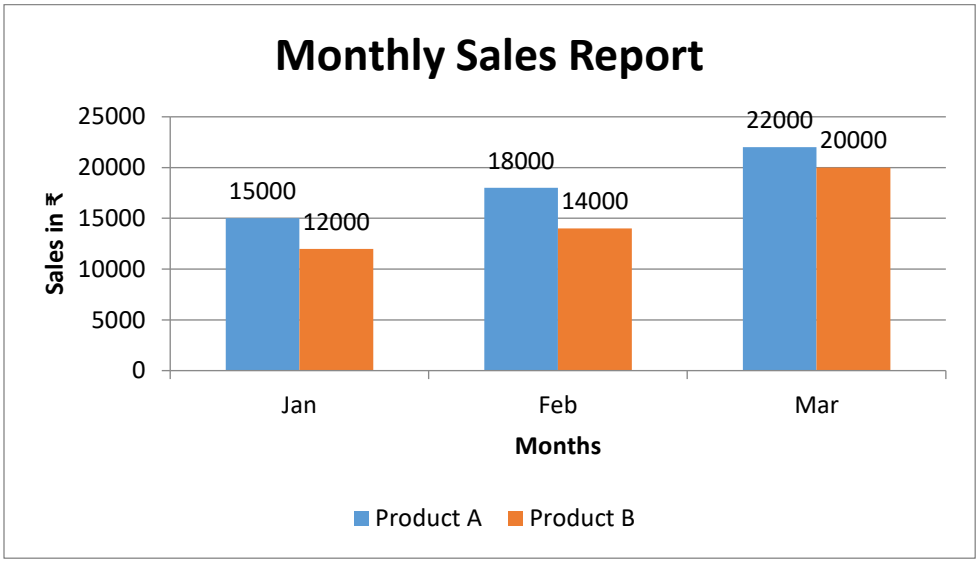


Chart Component	Description	Example in a Sales Chart
Chart Title	The main heading of the chart; explains what the chart is about.	"Monthly Sales Report"
Axis Titles	Labels for the X-axis (horizontal) and Y-axis (vertical) to show what the values represent.	X-axis: "Months", Y-axis: "Sales in ₹"
Legend	A key to interpret each data series.	Blue = Product A, Red = Product B
Data Labels	To display the exact values of the data series directly on the chart.	A bar shows "₹15,000" above it.
Data Table	The data(actual table) used to create the chart from.	A table shows Jan, Feb, Mar sales for each product.

13. Commonly Used functions :

Function	Explanation with Example
SUM	Adds a range of numbers. Example: **=SUM(A1:A5)** adds values from cells A1 to A5.
AVERAGE	Finds the mean of numbers. Example: **=AVERAGE(B1:B5)** gives the average of values in B1 to B5.
MAX	Returns the largest number. Example: **=MAX(C1:C5)** gives the highest value in C1 to C5.
MIN	Returns the smallest number. Example: **=MIN(D1:D5)** gives the lowest value in D1 to D5.
COUNT	Counts numeric values in cells. Example: **=COUNT(E1:E10)** counts how many numbers are in E1 to E10.
LEN	used to find the length of a string. Example : **=LEN(A1),** counts number of characters in the value stored at cell A1.

14. Features of Ms Excel :

Feature	Description	Example
Functions	Predefined formulas to perform calculations.	=SUM(A1:A5) adds values from A1 to A5.
AutoFill	Quickly fills series or patterns in cells.	Dragging a cell with "Jan" fills "Feb, Mar…" automatically.
Auto Calculation	The data is automatically recalculated in the whole worksheet if any change is made in a single cell	
Charts & Graphs	Visual representation of data.	Sales data in A1:A5 shown as a **Column Chart**.
Sorting/Filtering	Arranges or displays specific data as needed.	Sort names alphabetically or filter marks >50.

Feature	Description	Example
Formatting Features	Improves look and readability of data.	Bold headings, cell colors, borders, and number formats.