

## Insert Counting or Date

- Type first number or date (For ex. 1)
- Select cells where you want to insert counting or date with first number
- Alt + E + I + S
- Enter

## For sum or total

=First cell no + second cell no + third cell no

Or

=sum(number1, number2, number 3.....)

**Note:-** number1, number2, number3..... (Means Range)

Range means = first cell no : last cell no (Use sum formula this type)

=sum(first cell no : last cell no) after Enter

## Subtract

=First cell no – Second cell no.

## Multiply

=First cell no \* second cell no

## Divide

=First cell no / second cell no

## Interest or Percentage

=number \* Percentage Value ( \* means multiply )

# FIRST WORK FOR EXCEL STUDENT

## Create Simple Mark sheet

Roll No.	Names	Math	Hindi	English	Science	S.S.T	Total
1	Rakesh	52	74	52	48	49	275
2	Deepak	62	95	62	59	56	334
3	Suresh	95	68	47	62	29	301
4	Manish	64	72	85	51	62	334
5	Arvind	74	52	45	49	34	254
6	Prakash	85	62	65	74	59	345
7	Manoj	25	48	95	59	62	289
8	Ashok	61	95	48	86	57	347
9	Vinod	45	63	72	37	48	265
10	Mohan	52	48	59	28	59	246