

EXCEL INSERT TAB PART – 1

Pivot Table

You can easily use pivot table to manage large data and also use formula in any data.

Filter: - The data or column to be filtered is done using the filter option.

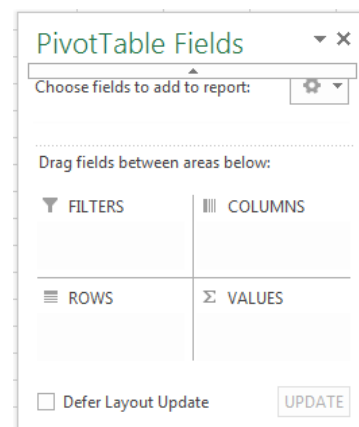
Row: - Row option is used to make your data appear in row inside Excel

Column: - The column option is used to display your data in columns within Excel.

Use Pivot table

- Click Insert Tab
- Pivot Table
- Select a table or range
- Choose new worksheet or existing worksheet for create pivot table.
- Ok
- Now you can manage data using pivot table.

Value: - The column that contains the value automatically goes into the value option and all the values are totals and grand totals.



Table

Table use to create dynamic table and using the table make it easy to sort, filter, and format data within a sheet.

- Select Data
- Insert tab
- Table
- Select table range
- Ok

Note: - After apply the table you can sort, filter and format table very easily way.

Picture

Insert a new picture in sheet from the file.

- Click insert tab
- Click on picture option
- Find your picture from the computer location
- Click insert

Note: - Any formatting in picture click format tab use step by step all option

Shapes

Insert ready-made shapes such as the rectangle and circle, arrows, lines, flowchart, symbol and callouts.

- Click insert tab
- Click shapes
- Choose your shapes for insert the document
- Drag in your page

Note: - Any formatting in shapes click format tab use step by step all option

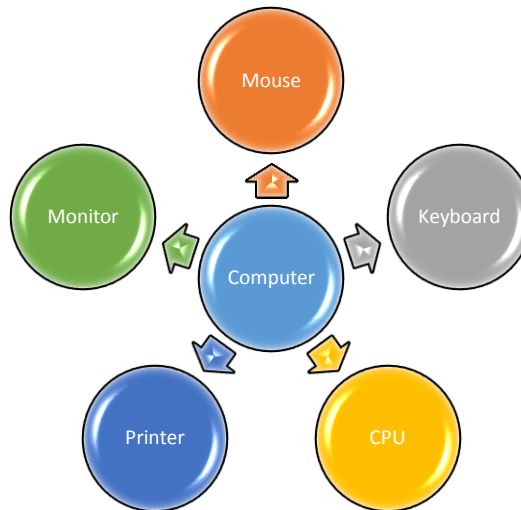
Smart Art

Insert a smart art graphic to visually communicate information. Smart art graphics range from graphical list and process diagram to more complex graphics, such as Venn diagrams and organization charts.

- Click insert tab
- SmartArt
- Select your graphical diagram
- Type Contents

For Ex. Computer

- Mouse, Keyboard, Monitor, CPU, Printer



Chart

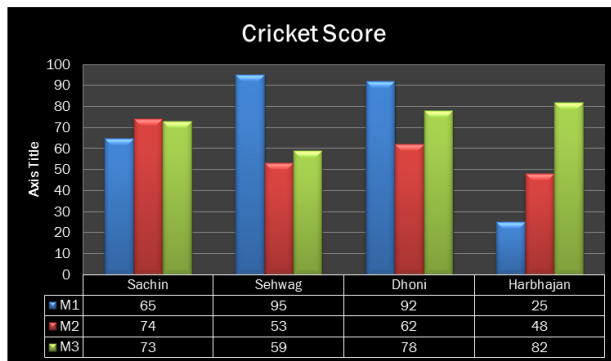
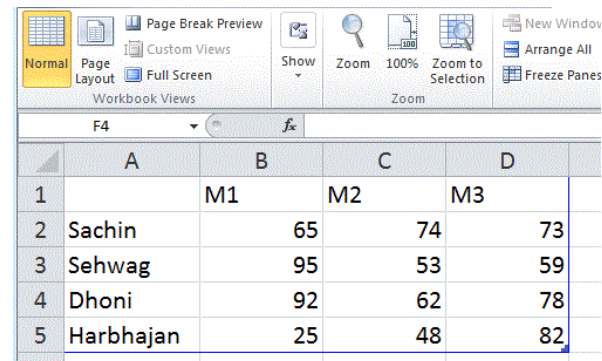
Insert a chart to illustrate and compare data.

For ex. Bar, Pie, Line, Area, and Surface are some of the available types.

- Select Data for Create Chart
- Click insert tab
- Chart
- Select Chart Format (Bar, Pie, Line, Column or Surface).
- Ok
- Now your chart is created

Note: - Any formatting in chart click format and design tab use step by step all option.

For Ex.

	A	B	C	D	
1		M1	M2	M3	
2	Sachin		65	74	73
3	Sehwag		95	53	59
4	Dhoni		92	62	78
5	Harbhajan		25	48	82

Note: - Any change in chart click Design, Format and Layout tab.

Screenshot



Insert a picture of any program than is not minimize to the taskbar.

- Click Insert tab
- Screenshot
- Screen clipping
- Drag area to insert screenshot in Excel

Hyperlink



Create a link to a web page, a picture, an email address, or link a sheet in excel.

- Click on the cell where you create link
- Click insert tab
- Hyperlink
- Give the address in address box
- Ok