

Microsoft Excel – Home Tab and Insert Tab

Introduction to Microsoft Excel

Microsoft Excel is a spreadsheet application developed by Microsoft. It is used to organize, calculate, analyze, and present data in a tabular format. Excel is widely used in schools, colleges, offices, businesses, banks, hospitals, and many other organizations.

Uses of Excel

- Data entry and record keeping
- Creating tables and reports
- Performing calculations
- Managing student records
- Attendance tracking
- Budget planning
- Inventory management
- Data analysis
- Creating charts and graphs

Basic Excel Terms

- **Workbook:** An Excel file.
- **Worksheet:** A single sheet inside a workbook.
- **Row:** Horizontal line identified by numbers (1, 2, 3...).
- **Column:** Vertical line identified by letters (A, B, C...).
- **Cell:** Intersection of a row and a column.
- **Formula Bar:** Area where formulas are entered.
- **Ribbon:** The toolbar containing all tabs and commands.

HOME TAB

The Home Tab is the most frequently used tab in Excel. It contains tools for formatting, editing, and organizing data.

Groups in Home Tab

1. Clipboard Group

The Clipboard group is used for copying and moving data.

Cut

- Shortcut: **Ctrl + X**
- Removes selected data and places it on the clipboard.

Example:

Move a student's name from one cell to another.

Copy

- Shortcut: **Ctrl + C**
- Creates a duplicate of selected data.

Example:

Copy marks from one row to another.

Paste

- Shortcut: **Ctrl + V**
- Inserts copied or cut data.

Example:

Paste copied student information.

Format Painter

- Copies formatting from one cell to another.

Example:

If one heading is bold and blue, Format Painter applies the same style to other headings.

2. Font Group

Used for changing the appearance of text.

Font Style

Changes text appearance.

Examples:

- Calibri
- Arial
- Times New Roman

Font Size

Changes the size of text.

Examples:

- 10
- 12
- 14
- 18

Bold

Shortcut: **Ctrl + B**

Makes text darker.

Example:

Student Name

Italic

Shortcut: **Ctrl + I**

Makes text slanted.

Example:

Student Name

Underline

Shortcut: **Ctrl + U**

Adds a line under text.

Font Color

Changes text color.

Examples:

- Red
- Blue

- Green

Fill Color

Changes cell background color.

Example:

Highlighting important marks.

Borders

Adds borders around cells.

Examples:

- All Borders
- Thick Border
- Bottom Border

3. Alignment Group

Used to align data inside cells.

Align Left

Places text on the left side.

Center

Places text in the center.

Align Right

Places text on the right side.

Top Align

Moves content to the top.

Middle Align

Moves content to the center vertically.

Bottom Align

Moves content to the bottom.

Wrap Text

Displays long text on multiple lines within a cell.

Example:

"Government Polytechnic College Vijayawada"

Merge & Center

Combines multiple cells into one and centers the text.

Example:

Student Marks Report

4. Number Group

Used to format numbers.

General Format

Default cell format.

Currency

Displays money values.

Example:

₹5,000

Percentage

Displays percentages.

Example:

75%

Date Format

Displays dates.

Example:

25-05-2026

Decimal Increase

Adds decimal places.

Example:

95.123

Decimal Decrease

Removes decimal places.

Example:

95

5. Styles Group

Used to apply professional formatting.

Conditional Formatting

Automatically formats cells based on conditions.

Example:

- Marks above 80 → Green
- Marks below 35 → Red

Benefits:

- Quickly identify high and low scores.

Format as Table

Converts data into a professional table.

Advantages:

- Easy sorting
- Easy filtering
- Better appearance

Cell Styles

Predefined styles for:

- Headings
- Titles
- Important information

6. Cells Group

Used to manage rows, columns, and sheets.

Insert

Insert:

- Rows
- Columns
- Cells

Example:

Add a new student record.

Delete

Delete:

- Rows
- Columns
- Cells

Example:

Remove incorrect data.

Format

Options include:

- Row Height
- Column Width
- Hide Rows
- Hide Columns
- Rename Sheets

7. Editing Group

Used for modifying and analyzing data.

AutoSum

Automatically calculates totals.

Example:

MARKS
80
90
70

Total = 240

Fill

Automatically fills data patterns.

Examples:

- January, February, March
- 1, 2, 3, 4

Clear

Removes:

- Content
- Formatting
- Comments

Sort & Filter

Sort:

- A to Z
- Z to A

Filter:

- Show specific data

Example:

Display only students scoring above 80.

Find & Replace

Shortcut: **Ctrl + F**

Finds specific words or values.

Example:

Find "Ravi"

Replace:

Change "Ravi" to "Ravikumar"

INSERT TAB

The Insert Tab is used to insert various objects into a worksheet.

1. Tables Group

Table

Creates a structured table.

Benefits:

- Easy sorting
- Filtering
- Better formatting

Example:

Roll No	Name	Marks
101	Ravi	85
102	Priya	90

2. Illustrations Group

Pictures

Insert images from the computer.

Uses:

- Company logos
- Student photos
- Product images

Shapes

Insert shapes such as:

- Rectangle
- Circle
- Arrow
- Flowchart symbols

Uses:

- Diagrams
- Organizational charts

Icons

Provides ready-made symbols.

Examples:

- Phone
- Email
- Location
- Education

3. Charts Group

Charts help visualize data.

Column Chart

Used to compare values.

Example:

Compare student marks.

Bar Chart

Displays data horizontally.

Pie Chart

Shows percentages.

Example:

Student attendance percentage.

Line Chart

Shows trends over time.

Example:

Monthly sales.

Area Chart

Displays quantity changes over time.

Benefits of Charts:

- Easy understanding
- Attractive reports
- Better presentations

4. Sparklines Group

Mini charts inside cells.

Types:

- Line
- Column
- Win/Loss

Uses:

- Quick data analysis

5. Filters Group

Slicer

Provides buttons for filtering data.

Example:

Filter students by class.

6. Links Group

Hyperlink

Creates links to:

- Websites
- Files
- Email addresses

Example:

Link to school website.

Shortcut:

Ctrl + K

7. Text Group

Text Box

Insert custom text anywhere.

Header & Footer

Add:

- Page numbers
- Date
- School name

WordArt

Decorative text styles.

Uses:

- Titles
- Certificates
- Reports

8. Symbols Group

Symbol

Insert special characters.

Examples:

- ©
- ®
- ™
- ₹

Equation

Insert mathematical equations.

Example:

$$x^2+5x+6=0$$

Useful for mathematics and science reports.

Introduction to Page Layout Tab

The **Page Layout Tab** in Microsoft Excel is used to control how a worksheet looks when printed. It helps users adjust margins, page size, orientation, themes, background, and printing settings.

Importance of Page Layout Tab

- Makes worksheets look professional.
- Controls page appearance before printing.
- Helps fit data properly on paper.
- Improves report presentation.

Groups in the Page Layout Tab

1. Themes Group

Themes help give a consistent appearance to the workbook.

Theme

A theme is a collection of colors, fonts, and effects.

Example:

- Office Theme
- Facet Theme
- Integral Theme

Benefits:

- Professional appearance
- Consistent formatting

Colors

Changes the color scheme of the workbook.

Example:

- Blue Theme
- Green Theme
- Red Theme

Fonts

Changes the font style throughout the workbook.

Example:

- Calibri
- Arial
- Times New Roman

Effects

Changes visual effects for shapes and charts.

2. Page Setup Group

This is one of the most important groups in the Page Layout Tab.

Margins

Margins are the blank spaces around the edges of a page.

Types:

- Normal
- Wide
- Narrow
- Custom Margins

Example:

Increase margins when preparing a formal report.

Orientation

Controls the direction of the page.

Portrait

- Vertical page layout.
- Most commonly used.



Landscape

- Horizontal page layout.
- Useful for wide tables.



Example:

Student marks report with many columns is usually printed in Landscape mode.

Size

Selects the paper size.

Common Sizes:

- A4
- Letter
- Legal

Example:

Most schools and offices use A4 paper.

Print Area

Defines a specific area to print.

Example:

If data exists from A1 to G20, you can print only that area.

Steps:

1. Select data.
2. Click Print Area.
3. Choose Set Print Area.

Breaks

Used to control page breaks.

Types:

- Insert Page Break
- Remove Page Break

Example:

Start a new chapter on a new printed page.

Background

Adds a background image to the worksheet.

Examples:

- Company logo
- Watermark image

Note:

Background images are not printed.

Print Titles

Repeats row or column headings on every printed page.

Example:

If "Student Name" and "Marks" are headings, they can appear on every page automatically.

Benefits:

- Easy reading of multi-page reports.

3. Scale to Fit Group

Used when data is too large to fit on one page.

Width

Adjusts worksheet width to fit pages.

Example:

Fit all columns onto one page.

Height

Adjusts worksheet height.

Example:

Fit all rows onto one page.

Scale

Changes worksheet size percentage.

Examples:

- 100% (Normal)
- 80% (Smaller)
- 120% (Larger)

4. Sheet Options Group

Controls display and printing of gridlines and headings.

Gridlines

Gridlines are the light gray lines between cells.

Options:

- View
- Print

Example:

Printing gridlines makes tables easier to read.

Headings

Displays row and column headings.

Examples:

- Columns: A, B, C
- Rows: 1, 2, 3

Options:

- View
- Print

Benefits:

- Helps identify cell locations.

5. Arrange Group

Used when working with pictures, shapes, and charts.

Bring Forward

Moves an object in front of another object.

Send Backward

Moves an object behind another object.

Selection Pane

Displays all objects in the worksheet.

Align

Aligns multiple objects neatly.

Examples:

- Align Left
- Align Center
- Align Right

Group

Combines multiple objects into one.

Example:

Group a logo and text together.

Rotate

Rotates selected objects.

Examples:

- Rotate Right
- Rotate Left
- Flip Horizontal
- Flip Vertical

Conclusion

The **Home Tab** is used for formatting, editing, and managing data, while the **Insert Tab** is used for adding tables, charts, pictures, shapes, links, and other objects. Understanding these two tabs is

the foundation of Microsoft Excel and helps students create professional spreadsheets, reports, and data analyses efficiently. The **Page Layout Tab** helps users control the appearance of worksheets before printing. It provides tools for setting margins, page size, orientation, print areas, themes, scaling, gridlines, and object arrangement. By using the Page Layout Tab effectively, students can create professional and well-formatted reports that are easy to read and print.