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Coimbatore- 49



**DEPARTMENT OF COMMERCE WITH INFORMATION
TECHNOLOGY**

21UCI507 -Business Information Technology
Simple calculations & Working with work book

Mrs.M.Viveka, MCA., M.Phil., (Ph.D).,
Assistant Professor,

Department of Commerce with Information Technology

A Spreadsheet allows users to perform **simple calculations** and manage data in a **workbook**.

Used in:

- Business • Accounting • Education • Retail

Purpose:

- Fast calculations • Error-free results • Organized data

Operation	Symbol	Example
Addition	+	=A1 + B1
Subtraction	-	=A1 - B1
Multiplication	*	=A1 * B1
Division	/	=A1 / B1
Percentage	%	=A1 * 10%

Steps:

- Click a cell
- Type =
- Select cells to calculate
- Press **Enter**

Example:

=A1 + B1 → Adds two numbers

=A1 / B1 → Divides values

Example Calculations

- Total Marks → **=B2 + C2 + D2**
- Profit → **=SellingPrice – CostPrice**
- Total Price → **=Quantity * Rate**
- Percentage → **=(Score / Total) * 100**
- Discount → **=Price * 10%**

AutoFill helps copy formulas to multiple rows.

- Drag the **fill handle** (small square)
- Excel automatically adjusts cell references

Benefits:

- Saves time
- Reduces errors
- Speeds up calculations

What is a Workbook?

- A Workbook = Complete Excel file
- Contains **multiple worksheets**

Examples of worksheets:

- Sales
- Attendance
- Inventory
- Monthly reports

Add Sheet: Click +

Rename: Double-click sheet name

Delete: Right-click → *Delete*

Move/Copy Sheet: Right-click → *Move or Copy*

Helps organize large data in one file.

Saving & Opening Workbook

Save Workbook:

- File → Save / Save As → .xlsx format

Open Workbook:

- File → Open → choose file

Switch Between Sheets:

- Click sheet tabs
- Shortcut: **Ctrl + Page Up/Down**

Scenario:

A shop owner wants to manage **daily sales** and calculate totals quickly.

Problems:

- Manual calculations are slow
- Errors in totals
- Difficult to maintain records daily

Solution Using Excel:

- Create workbook
- Use separate sheets for each day
- Apply simple formulas (SUM, *, +)
- AutoFill for repeated entries

Empathize: Identify issues in manual billing

Define: Owner struggles with daily totals

Ideate: Use Excel formulas, AutoFill, separate sheets

Prototype: Create sample workbook

Test: Check reports & total calculations

QUICK KNOWLEDGE (QUIZ)



1. Which operator is used for multiplication?

- A) x B) * C) # D) @

Answer: B

2. A workbook contains:

- A) Only one sheet
B) Many worksheets
C) Only formulas
D) Only charts

Answer: B

3. Formula for percentage is:

- A) =A1+A2
B) =A1/A2*100
C) =SUM(A1:A2)
D) =MAX(A1:A2)

Answer: B

Auto Fill in Excel



	A	B	C	D	E	F	G	H	I
1									
2				65	A				
3			01-Jan-19	66	B				
4			07-Jan-19	67	C				
5			13-Jan-19	68	D				
6			19-Jan-19	69	E	01-Jan-19			
7			25-Jan-19	70	F	02-Jan-19			
8			31-Jan-19	71	G	03-Jan-19			
9				72	H	04-Jan-19			
10						05-Jan-19			

Auto Fill

- Copy Cells
- Fill Series
- Fill Formatting Only
- Fill Without Formatting
- Fill Days
- Fill Weekdays
- Fill Months
- Fill Years
- Flash Fill

Worksheet



Monthly Budget 2016.xlsx [Group] - Excel

File Home Insert Page Layout Formulas Data Review View Design Tell me Share

C12 1500

	A	B	C	D	E	F	G	H
8		ACTUAL MONTHLY INCOME	Extra income		\$500		DIFFERENCE (Actual minus projected)	
9			Total monthly income		\$3,000			
10								
11		HOUSING	Projected Cost	Actual Cost	Difference		ENTERTAINMENT	Projected Cost
12		Mortgage or rent	\$1,500	\$1,400	\$100		Video/DVD	
13		Phone	\$60	\$100	-\$40		CDs	
14		Electricity	\$50	\$60	-\$10		Movies	
15		Gas	\$200	\$180	\$20		Concerts	
16		Water and sewer			\$0		Sporting events	
17		Cable			\$0		Live theater	
18		Waste removal			\$0		Other	

July August **September** October November December

Ready 100%

Next Topic:
Microsoft PowerPoint ,creating a presentations
show presentation ,working with grouping &
animation

