



B.Com Honours

Semester III

Calicut University

BUSINESS ANALYTICS TOOLS

Course Code: COM3MN209 • Module 2 Notes

Module II: Organizing Data with Excel

Mastering Microsoft Excel data structure, cell formatting rules, worksheet layout management, and workbook navigation shortcuts essential for financial auditing.

Unit 4: Formatting Cells – Ribbon Formatting & Dialog Box Controls

Adjusting cell borders, background fill colors, font styles, and utilizing the Format Cells Dialog Box (Ctrl + 1) for precise number formatting.

Unit 5: Formatting Input Data – Dates, Times, Percentages, & Notations

Understanding underlying serial number date storage (Day 1 = Jan 1, 1900). Formatting numbers as Percentages, Currency (₹), Accounting, and Scientific notation.

Unit 6: Formatting Worksheets & Workbook Structuring

Text alignment, orientation rotation, text wrapping, Merge & Center, applying Table Styles, and using the Format Painter tool for rapid style replication across sheets.

Unit 7: Live Preview, Clipboard Management, & Find/Replace

Using Paste Special (Values, Formulas, Transpose), Office Clipboard buffer, and advanced Find & Replace (Ctrl + H) with wildcard characters (* and ?).

Unit 8: Worksheet Operations – Columns, Rows, & Sheet Visibility

Renaming worksheets, adjusting column widths / row heights, auto-fitting content (Alt + H + O + I), and hiding/unhiding sensitive financial worksheets.

Unit 9: Workbook Navigation – Moving/Copying Worksheets & Freezing Panes

Freezing top rows and first columns (Alt + W + F + F) to maintain header visibility while scrolling large financial datasets, hiding gridlines, and formula bar controls.

Practical Keyboard Shortcut & Formatting Reference Guide: Core Microsoft Excel keyboard shortcuts for high-speed financial modeling and data structuring.

Excel Productivity & Formatting Shortcut Reference:

Action / Operation	Keyboard Shortcut	Financial Modeling Application
Format Cells Dialog Box	Ctrl + 1	Open full number, alignment, border & fill formatting window
Paste Special Options	Alt + E + S + V	Paste calculated values only, stripping background formulas
Freeze Panes	Alt + W + F + F	Lock header rows and client ID columns during scrolling
Auto-Fit Column Width	Alt + H + O + I	Automatically resize columns to eliminate ### display errors
Currency / Percentage Format	Ctrl + Shift + 4 / 5	Instantly apply Rupees Currency (₹) or Percentage (%) formatting

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