

## **Chart Wizard:**

A graphical representation of a tabular database is called as a chart or a graph. A utility provided by MS Excel through which we can convert a tabular database into a chart in step by step procedure is called as Chart Wizard. To start Chart Wizard, follow the steps:

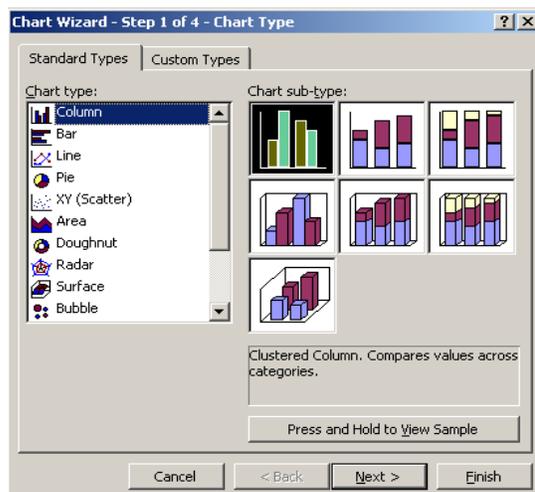
Insert → Chart

Also we can find Chart Wizard button [  ] on Standard tool bar. We can simply start Chart Wizard by clicking on Chart Wizard button.

### **Example:**

To create a chart, first of all we need to have a tabular database on MS Excel. The database should be well defined i.e. Field Name, Validation and Record Entry must be done with utmost care. Now select the database and click:

Insert → Chart

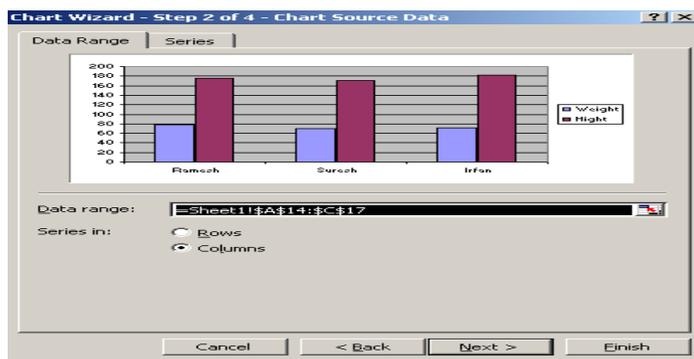


	A	B	C
1	<b>Name</b>	<b>Weight</b>	<b>Hight</b>
2	Ramesh	78	175
3	Suresh	70	170
4	Irfan	72	182
5			

**(Database)**

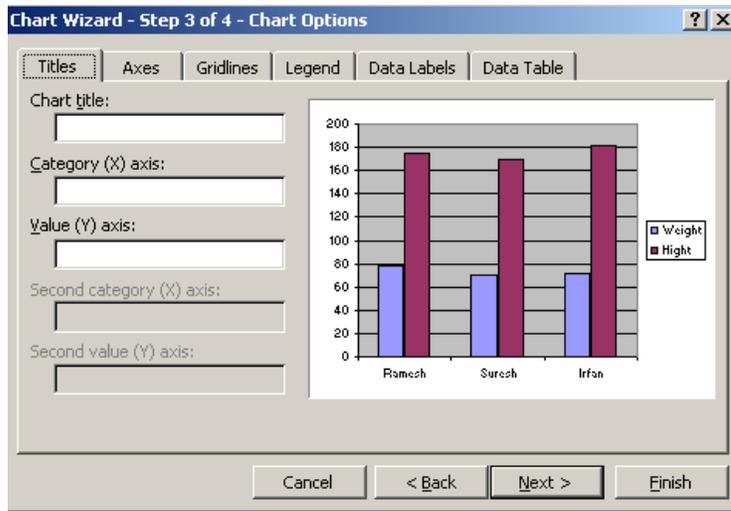
**(Wizard Step 1)**

In this wizard first of all select the Chart Type and then Chart Sub Type. Click on NEXT button to move further. Next Step of Wizard will appear on the screen. In this step you have to select the series (In Rows or in Columns). Also range of data can be decided. See Wizard step 2



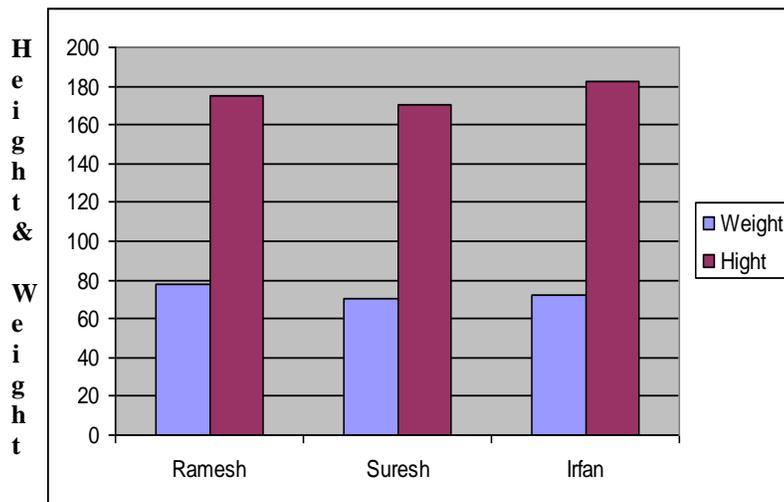
After selecting the series and data range click on NEXT button to move to the next step of the wizard. Here you have to put the Chart Title, Categories in X, Y and Z axis. After entering these details click on NEXT button to move to the next step of the wizard.

**(Wizard step 2)**



Last and final step of wizard will appear on the screen. In this step you have to select the location of the chart (As Chart in a new sheet or as an object in existing sheet). After selecting the location click on FINAL button. Chart is ready.

### (Wizard Step 3)



(Chart)

### Chart Style & Sub Style:

MS Excel provides different style of Charts such as Columns, Bars, and Pie etc. Each style has different patterns to display the charts in different styles. These patterns are known as Sub Style. (See Wizard Step 1)

### Chart Title:

To name a chart, MS Excel provides a Box where we can input the title. This title appears on top of the chart when chart is ready. (See fig: Chart)

### Categories in X, Y and Z Axis:

In a Chart we have to provide the name of Data to be shown on X Axis, Y Axis and Z Axis (in case of 3d chart). These names are indicated on the respective axis. Technically these names are known as Categories in X, Y and Z axis.

## Legends:

The graphics that are displayed on a chart are indicated on chart itself in colour code or patterns to identify the data. These indications are known as Legends.

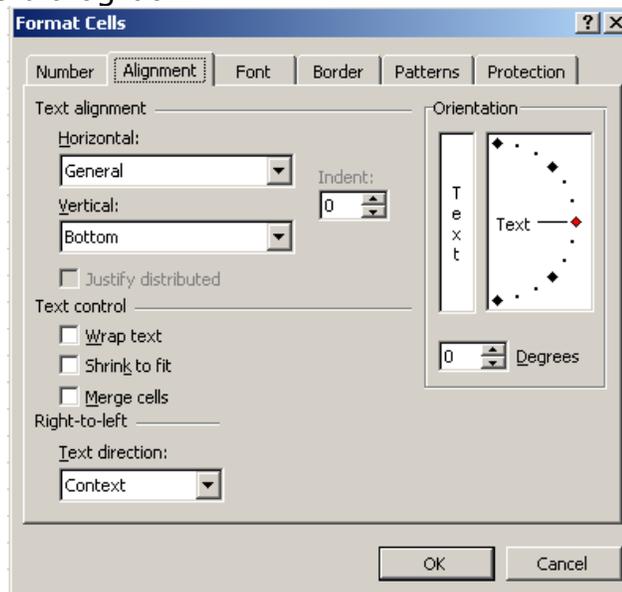
## Cell Formatting:

In MS Excel we can format a cell in reference with text formatting, Text Alignment, Font colour and Fill colour etc. MS Excel provides a Dialog Box which has different tabs to format the cell in many ways. Formatting a cell through this dialog box is known as Cell Formatting.

To open Format Cell dialog box click the steps:

Select the cell or cells and then click, Format → Cell

Alternatively you can right click on the cell and then click on Format Cell option to open the dialog box.



### (Format Cell Dialog Box)

Using the Tabs we can decide the data type, text alignment, font, border, pattern and protection for formatting.

Note: For any kind of cell formatting, make sure that cell or cells are selected.

Example: (Cell formatting for number)

To format a cell to accept data as digit up to two decimal places, open the Format Cell Dialog Box, click on Number Tab and then in category select Number and finally type or select 2 in decimal places. Click Apply and the OK. Cell is formatted for number.

Example: (Cell formatting for text alignment)

To format a cell for alignment, first of all select the cell or cells and then open the format cell dialog box. Now select the Horizontal and Vertical alignment of the text. To accommodate all text in a column in multiple lines, click on "Wrap Text" Check Box. To accommodate all text in a

column in single line, click on "Shrink to Fit" Check Box. To merge more than two cells into one cell, click on "Merge Cells" Check Box.

Example: (Cell formatting for Perpendicular and angular text alignment)

Select the cell or cells and then open the Format Cell dialog box. In the dialog box click on "Perpendicular" text alignment option and then click "Apply" and then OK. Similarly to provide an angular alignment, type the angle in the given place (box) or drag the pointer to any angle. Now click "Apply" and then on "OK".

### **Data Sort, Data Filter and Advance Filter:**

Data sort, Data Filter and advance Filter are the utility for database handling provided by MS Excel for a quick and clear yet meaningful and worthy vision of only required data from the large database.

#### **Data Sort:**

Generally we accept and enter the data in haphazard way and it some times becomes troublesome to find any particular data or particular type of data. So, Data sort is a utility through which we can rearrange our database in an order arranged alphabetically or numerically in ascending or descending order.

#### **Data Filter:**

Data Filter is a utility of MS Excel through which we can extract out only the desired set of data that satisfies one or more conditions. After filtering the database now we get only the desired data and rest other data in the database remain hidden.

#### **Advance Filter:**

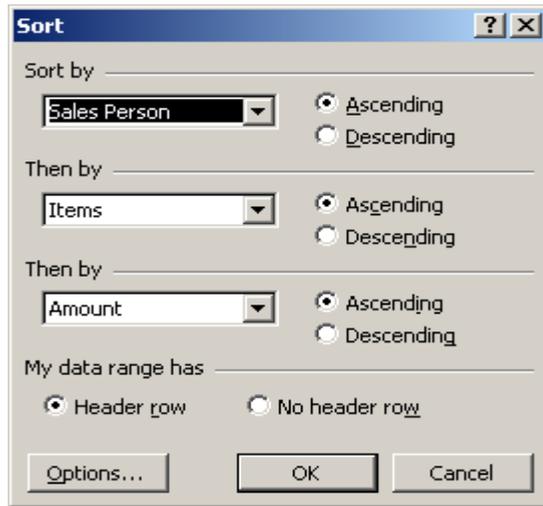
It's a utility of MS Excel through which we can filter out the desired data from a database where the base of the filtration is the criteria which we provide for each column. The Advanced Filter command can filter a range in place like the AutoFilter command, but it does not display drop-down lists for the columns. Instead, you type the criteria you want to filter by in a separate criteria range above the range. A criteria range allows for more complex criteria to be filtered.

Data sort, Data Filter (Auto Filter and Advance Filter) is explained in detail as under with the following database:

	A	B	C	D
1	<b>Month</b>	<b>Sales Person</b>	<b>Items</b>	<b>Amount</b>
2	Jan	David	Laptop	100000
3	Jan	Dev	Desktop	200000
4	Jan	Samantha	Iphone	85000
5	Feb	Patric	Laptop	145000
6	Feb	Jack	Desktop	35000
7	Feb	Samantha	Iphone	120000
8	Mar	Dev	Plamtop	135000
9	Mar	Davidson	Laptop	20000
10	Mar	David	Desktop	25000
11	Jan	David	Laptop	125000
12				

**(Original Database)**

## Procedure to Data sort:



(Sort Dialog Box)

	A	B	C	D
1	<b>Month</b>	<b>Sales Person</b>	<b>Items</b>	<b>Amount</b>
2	Mar	David	Desktop	25000
3	Jan	David	Laptop	100000
4	Jan	David	Laptop	125000
5	Mar	Davidson	Laptop	20000
6	Jan	Dev	Desktop	200000
7	Mar	Dev	Plamtop	135000
8	Feb	Jack	Desktop	35000
9	Feb	Patric	Laptop	145000
10	Jan	Samantha	Iphone	85000
11	Feb	Samantha	Iphone	120000
12				

(Sorted Database)

For best results, the data range you sort should have column labels. Select the database to be sorted:

1. Click a cell in the range you want to sort.
2. On the Data menu, click Sort.
3. In the "Sort by" and "Then by" boxes, click the columns (Fields) you want to sort.
4. Select any other sort options you want, and then click OK.

Note: To identify the header row make sure that option "My Data Range has header row" should be selected.

## Procedure to Data Filter:

	A	B	C	D
	<b>Month</b>	<b>Sales Perso</b>	<b>Items</b>	<b>Amour</b>
2	Mar	David	Sort Ascending	25000
3	Jan	David	Sort Descending	100000
4	Jan	David	(All)	125000
5	Mar	Davidson	(Top 10...)	20000
6	Jan	Dev	(Custom...)	200000
7	Mar	Dev	Desktop	135000
8	Feb	Jack	Iphone	35000
9	Feb	Patric	Laptop	145000
10	Jan	Samantha	Plamtop	85000
11	Feb	Samantha	Iphone	120000

(Data with Auto Filter drop down button)

	A	B	C	D
1	<b>Month</b>	<b>Sales Perso</b>	<b>Items</b>	<b>Amour</b>
3	Jan	David	Laptop	100000
4	Jan	David	Laptop	125000
5	Mar	Davidson	Laptop	20000
9	Feb	Patric	Laptop	145000

(Filtered Database)

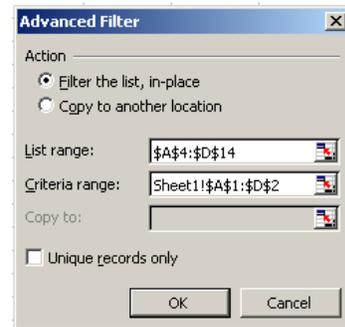
To filter a data base follow the steps:

1. Click a cell in the range you want to filter.
2. On the Data menu, click Filter and then Auto Filter.

3. You will get a drop down buttons on each columns, click any drop down button on the columns and you will get a list of data (records) of this column (field) properly arranged and without repetition.
  4. Click on any record and in the entire database only those records in all the columns will be seen which can satisfy the selected record.
- Similarly we can keep on filtering for more fields and so on.

**Procedure to Advance Filter:**

Month	Sales Person	Items	Amount
	d		>25000
Month	Sales Person	Items	Amount
Mar	David	Desktop	25000
Jan	David	Laptop	100000
Jan	David	Laptop	125000
Mar	Davidson	Laptop	20000
Jan	Dev	Desktop	200000
Mar	Dev	Plamtop	135000
Feb	Jack	Desktop	35000
Feb	Patric	Laptop	145000
Jan	Samantha	Iphone	85000
Feb	Samantha	Iphone	120000



**(Original Database with Criteria)**

**(Advance Filter Dialogue Box)**

Month	Sales Person	Items	Amount
	d		>25000
Month	Sales Person	Items	Amount
Jan	David	Laptop	100000
Jan	David	Laptop	125000
Jan	Dev	Desktop	200000
Mar	Dev	Plamtop	135000

**(Advanced Filtered Database According to the given criteria)**

First of all insert at least three rows on top of the database. Copy the header row and paste it on newly added top empty row. The next rows afterwards can be used to provide the criteria.

Now type the criteria as per your requirement in the cells. Click any cell within the original database and follow the steps:

Data → Filter → Advance Filter

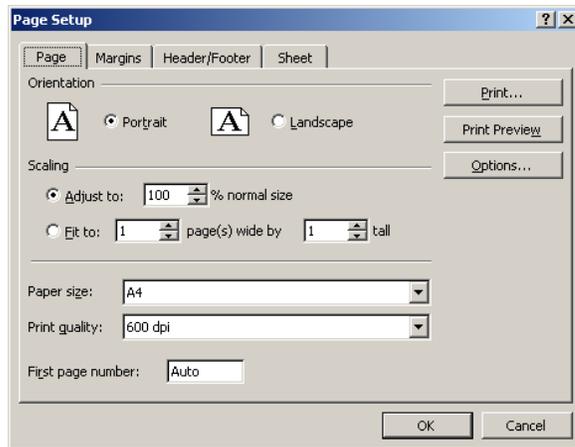
Dialogue box for advance filter will appear. In this dialogue box, list range and criteria range is to be input. Now click on OK Button. The original database is filtered and all those records which do not satisfy the criteria get hidden.

## Page Setup:

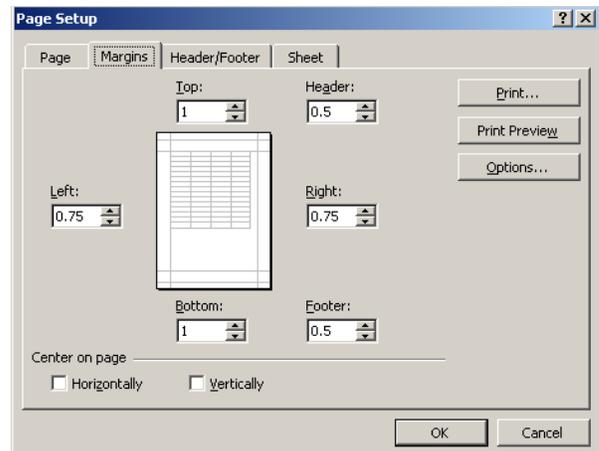
The activity that is done to setup the page so that we can get the print out of our sheet the way we want is called as Page Setup. Page setup procedure in Ms Excel is quite different from Page Setup in MS Word. Page Setup in MS Excel includes Paper Size, Margins, Header & Footer and Setup of sheet area.

To Setup the page follow the steps:

File → Page Setup the Page setup dialog box opens.



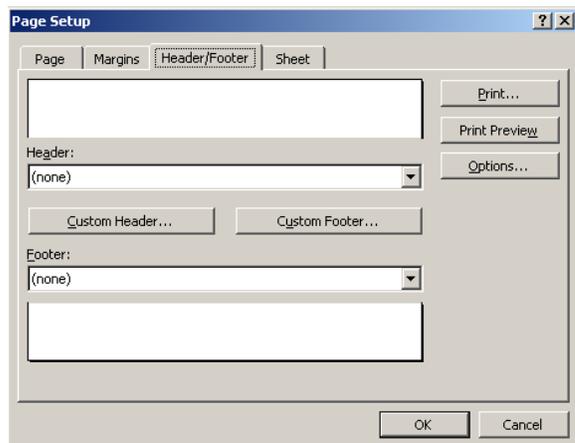
**Page Setup → (Tab - Page)**



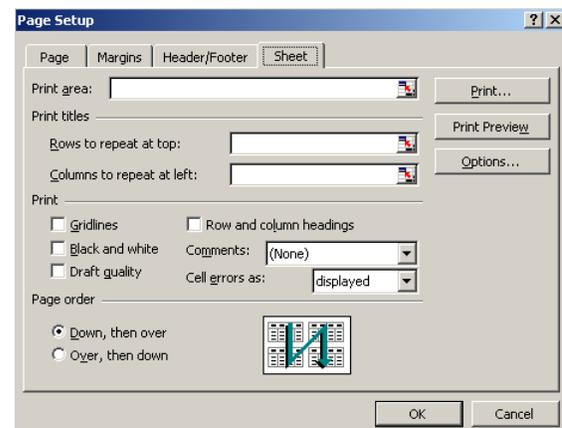
**Page Setup → (Tab - Margin)**

Click on first tab "Page". In this option you can select the page orientation i.e. Portrait or Landscape. Scaling to adjust the page percentage, Paper size etc.

Click on second tab "Margin". In this option one can type the Margins (Left, Right, Top and Bottom). Also, we can make the table setup to be appeared in the page at the horizontal or vertical center.



**Page Setup → (Tab - Header & Footer)**



**Page Setup → (Tab - Sheet)**

Click on tab "Header & Footer". In this option we can apply the Header and Footer. You can use preset Header or Footer from their drop down buttons.

Also, we can customize Header & Footer by clicking on their respective buttons. Apart from typing the text, we can format and colour the text. Click on tab "Sheet". In this option we can decide the area to be printed, rows to be repeated on every page and column to be repeated at left on every page.

Example for print area: \$A\$1:\$E\$17

Example for row to be repeated on every page: \$A\$1: \$I\$1

Example for column to be repeated on left of every page: \$A\$1:\$A\$15

### **Different Printing Options:**

To print a sheet, follow the steps:

File → Print

A dialog box to print the sheet will appear on the screen. In this dialog box we get the different printing options, such as:

#### **Print range:**

*All*

*Pages – From: \_\_\_\_\_ To: \_\_\_\_\_*

#### **Print What:**

*Selection*

*Entire workbook*

*Active sheet(s)*

#### **Number of Copies:**

*1 or more*

Apart from using the printing options from Print dialog box, we can set or clear the print area using the following steps:

**File → Print Area → Set Print Area**

**File → Print Area → Clear Print Area**

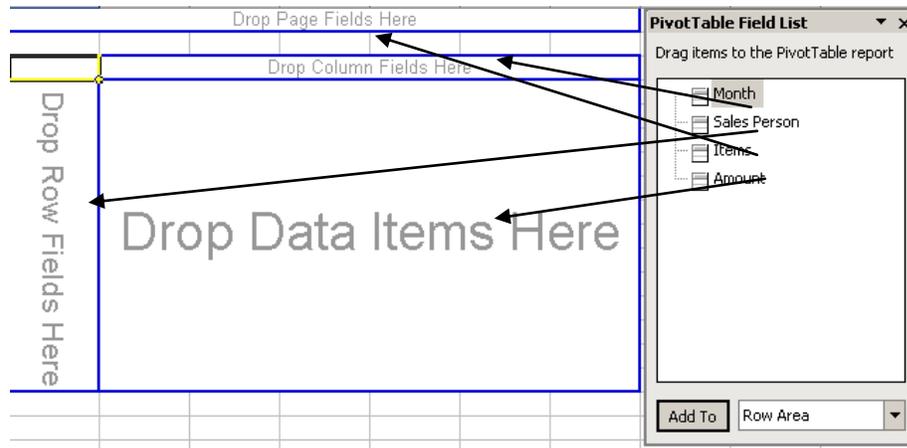
### **PivotTable:**

- Source data
- Source values for summary
- PivotTable report
- Summary of source values

A PivotTable report is an interactive table that quickly combines and compares large amounts of data. You can rotate its rows and columns to see different summaries of the source data, and you can display the details for areas of interest.

Use a PivotTable report when you want to analyze related totals, especially when you have a long list of figures to sum and you want to compare several facts about each figure because a PivotTable report is interactive, you can change the view of the data to see more details or calculate different summaries, such as counts or averages.

In a PivotTable report, each column or field in your source data becomes a PivotTable field that summarizes multiple rows of information.



**Pivot Table Field list to add the fields on desire areas.**

**To create a PivotTable report:**

Run the PivotTable and Pivot Chart Wizard (Data → Pivot Table). In the wizard, you select the source data you want from your worksheet list or external database.

Sum of Amount	Month	Items	Desktop	lphone	Laptop	Plamtop	Grand Total
David	Jan				225000		225000
	Mar	25000					25000
David Total		25000			225000		250000
Davidson	Mar				20000		20000
Davidson Total					20000		20000
Dev	Jan	200000					200000
	Mar					135000	135000
Dev Total		200000				135000	335000
Jack	Feb	35000					35000
Jack Total		35000					35000
Patric	Feb				145000		145000
Patric Total					145000		145000
Samantha	Jan			85000			85000
	Feb			120000			120000
Samantha Total				205000			205000
Grand Total		260000	205000	390000	135000		990000

The wizard then provides you with a worksheet area for the report and a list of the available fields. As you drag the fields from the list window to the outlined areas, Microsoft Excel summarizes and calculates the report for you automatically.

The wizard then provides you with a worksheet area for the report and a list of the available fields. As you drag the fields from the list window to the outlined areas, Microsoft Excel summarizes and calculates the report for you automatically.

**(A Pivot Report)**

**Most commonly Pre Defined Functions:**

The most commonly used functions which are easily available on clicking on Sigma [Σ] button on standard tool bar are as follows:

- SUM
- Average
- Count
- Max
- Min
- More Functions

Apart from these functions we can get more functions as per our requirements by clicking on "More Functions" options.

### Logical Operation:

MS Excel has a smart feature to produce result by providing a Logical Program in our database. To obtain a logical result from a database through any logical program is called as Logical Operation.

Example:

Month	Sales Person	Items	Amount	Progress
Jan	Dev	Desktop	200000	
Jan	Samantha	Iphone	85000	
Jan	David	Laptop	100000	
Jan	David	Laptop	125000	
Feb	Jack	Desktop	35000	
Feb	Samantha	Iphone	120000	
Feb	Patric	Laptop	145000	
Mar	David	Desktop	25000	
Mar	Davidson	Laptop	20000	
Mar	Dev	Plamtop	135000	

**(Original Database)**

Month	Sales Person	Items	Amount	Progress
Jan	Dev	Desktop	200000	Excellent
Jan	Samantha	Iphone	85000	Good
Jan	David	Laptop	100000	Excellent
Jan	David	Laptop	125000	Excellent
Feb	Jack	Desktop	35000	Poor
Feb	Samantha	Iphone	120000	Excellent
Feb	Patric	Laptop	145000	Excellent
Mar	David	Desktop	25000	Poor
Mar	Davidson	Laptop	20000	Poor
Mar	Dev	Plamtop	135000	Excellent

**(After Logical Operation)**

In the given database a Logical Operation is done on Field **"Progress"** where progress of the sales person is graded on the basis on the sales done by them. The logic says that the sales persons who achieved sales equal to or greater than 100000.00 should be graded as "excellent", those sales persons who achieved sales equal to or greater than 50000.00 should be graded as "Good" and rest all who could not achieved the sale even equal to 50000.00 should be graded as "Poor".

The logical formula should be:

**=IF(D2>=100000, "Excellent", IF(D2>=50000, "Good", "Poor"))**

### Various Data types:

MS Excel supports different types of data format which are given as under:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

We can configure columns or rows to accept any particular type of data to be entered. At any given instance we can convert any data type into any supported data type.

## **Protect Sheet, "Protect Work Book" and "Protect and Share Work Book":**

Protect Sheet and Protect Work Book are the feature to safeguard our sheet or work book from being manhandled and trespassed or misuse. In fact we provide a password for protection.

Procedure: **Protect Sheet and Protect Work Book**

Switch to the worksheet you want to protect.

Unlock any cells you want users to be able to change: select each cell or range, click Cells on the Format menu, click the Protection tab, and then clear the Locked check box.

Hide any formulas that you don't want to be visible: select the cells with the formulas, click Cells on the Format menu, click the Protection tab, and then select the Hidden check box.

Unlock any graphic objects you want users to be able to change.

### **How?**

You don't need to unlock buttons or controls for users to be able to click and use them. You can unlock embedded charts, text boxes, and other objects created with the drawing tools that you want users to be able to modify. To see which elements on a worksheet are graphic objects, click Go To on the Edit menu, click Special, and then click Objects.

Hold down CTRL and click each object that you want to unlock.

On the Format menu, click the command for the object you selected:

AutoShape, Object, Text Box, Picture, Control, or WordArt.

Click the Protection tab.

Clear the Locked check box, and if present, clear the Lock text check box.

On the Tools menu, point to Protection, and then click Protect Sheet.

Type a password (password: A way to restrict access to a workbook, worksheet, or part of a worksheet. Excel passwords can be up to 255 letters, numbers, spaces and symbols. You must type uppercase and lowercase letters correctly when you set and enter passwords) for the sheet.

In the Allow all users of this worksheet to list, select the elements that you want users to be able to change.

Click OK, and if prompted retype the password.

Note:

1. The password is optional; however, if you don't supply a password, any user will be able to unprotect the sheet and change the protected elements. Make sure you choose a password you can remember, because if you lose the password, you cannot gain access to the protected elements on the worksheet.
2. The same procedure can be used to protect a work book.

## Share Work Book

A shared workbook allows several people to edit simultaneously. It's particularly useful for managing lists (list: A series of rows that contains related data or a series of rows that you designate to function as a datasheet by using the Create List command.) that change frequently. For example, if the people in your workgroup each handle several projects and need to know each other's status, the group could use a list in a shared workbook where each person enters and updates a row of information for each project.

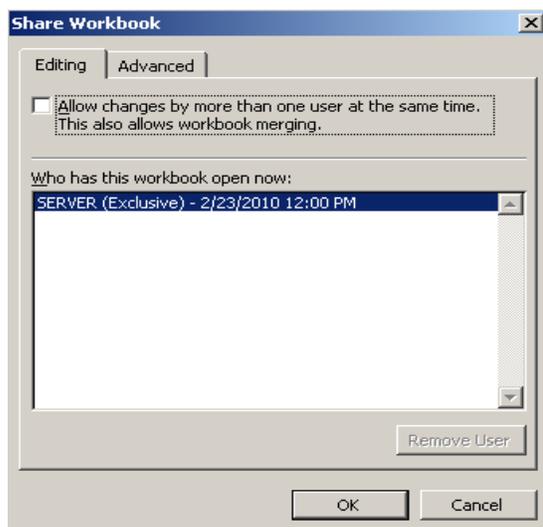
### Procedure: **Share Work Book** **Creating a shared workbook**

The original author of a workbook prepares it to be shared by entering and formatting the data that needs to be present. The workbook is saved as shared, and put on a network share (not a Web server) available to the intended users. After the preparation of the work book click on Tools menu and then click on Share work Book. A Dialog Box appears. In this dialog box you have to click on Check Box that says, "Allow changes by more than one user at the same time. This also allows work book merging". Click OK and now your work book is shared and more than one user can work simultaneously.

Because some Microsoft Excel features can be viewed or used but not changed once the workbook is shared, you'll want to set up these features before you share the workbook.

The following features can't be changed after a workbook is shared: merged cells, conditional formats, data validation, charts, pictures, objects including drawing objects, hyperlinks, scenarios, outlines, subtotals, data tables, PivotTable reports, workbook and worksheet protection, and macros.

Make settings that affect all users when you share the workbook, you can customize some sharing features. For example, you can decide whether to keep track of changes for the default 30 days or for a longer or shorter amount of time.



**(Share Work Book Dialog Box)**

## **Working in a shared workbook**

After you open a shared workbook, you can enter and change data as you do in a regular workbook. A few aspects are different from working in a regular workbook, however.

Each time you save the shared workbook, you're updated with any changes that others have saved since the last time you saved. If you want to keep the shared workbook open to monitor progress, you can have Microsoft Excel update you with changes automatically, at timed intervals that you specify, with or without saving the workbook yourself.

When you save changes to a shared workbook, another person who's currently editing the workbook might have saved changes to the same cells. In this case, the changes conflict, and a conflict resolution dialog box appears that allows you to decide whose changes to keep.

Excel saves a custom view of the shared workbook for you that include things like which worksheet you have displayed and your zoom settings. By default your view includes any filter and print settings you make, or you can specify that you want to use the original filter and print settings. Each time you open the shared workbook, Excel displays it with your view in effect, so that each user can have his or her own settings.

## **Goals seek:**

Goal Seek is part of a suite of commands sometimes called what-if analysis tools

What-if analysis: A process of changing the values in cells to see how those changes affect the outcome of formulas on the worksheet.

For example: Varying the interest rate that is used in an amortization table to determine the amount of the payments.

When you know the desired result of a single formula (formula: A sequence of values, cell references, names, functions, or operators in a cell that together produce a new value. A formula always begins with an equal sign (=)) but not the input value the formula needs to determine the result, you can use the Goal Seek feature available by clicking Goal Seek on the Tools menu. When goal seeking, Microsoft Excel varies the value in one specific cell until a formula that's dependent on that cell returns the result you want.

### *Example: Simple Interest Calculation*

Create the table and use the formula wherever required. Here in cell D2 we have used the formula to calculate the simple interest as:

$$=(A2*B2*C2)/100$$

	A	B	C	D
	Principal Amount	Rate of Interest	Time	Simple Interest
1				
2	100000	12.5	2	25000
3	200000	14	3	84000
4	300000	16	4	192000

**(Original Data Table option)**

	A	B	C	D
	Principal Amount	Rate of Interest	Time	Simple Interest
1				
2	100000	12.5	2	25000
3	200000	14	3	84000
4	300000	16	4	192000

**Goal Seek**

Set cell: D2

To value: 40000

By changing cell: \$C\$2

OK Cancel

**(Use of Goal Seek option)**

Now if you wish to get Simple Interest as Rs. 40000 by changing cell of Time i.e. C2, you have to click on Tools menu and then point to Goal Seek. A dialog box like above will appear. In this dialog box put the cell addresses to set the cell in "Set Cell" and "By changing Cell" (viz. Set Cell D2, By Changing Cell- \$C\$2). Click OK to get the value.

	A	B	C	D
	Principal Amount	Rate of Interest	Time	Simple Interest
1				
2	100000	12.5	3.2	40000
3	200000	14	3	84000
4	300000	16	4	192000

**Goal Seek Status**

Goal Seeking with Cell D2  
found a solution.

Target value: 40000  
Current value: 40000

OK Cancel Step Pause

	A	B	C	D
	Principal Amount	Rate of Interest	Time	Simple Interest
1				
2	100000	12.5	3.2	40000
3	200000	14	3	84000
4	300000	16	4	192000

**(Data after use of Goal seek Command)**

**Scenarios:**

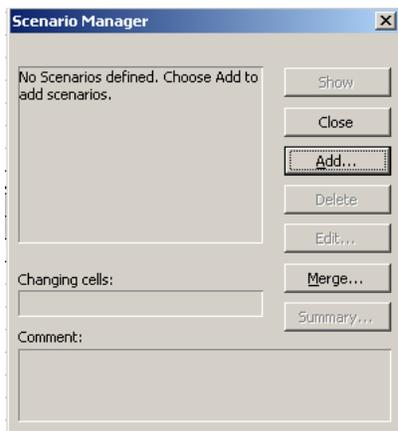
Scenarios are part of a suite of commands sometimes called what-if analysis tools. A scenario is a set of values that Microsoft Excel saves and can substitute automatically in your worksheet. You can use scenarios to forecast the outcome of a worksheet model. You can create and save different groups of values on a worksheet and then switch to any of these new scenarios to view different results.

**Creating scenarios:** For example, if you want to create a budget but are uncertain of your revenue, you can define different values for the revenue and then switch between the scenarios to perform what-if analyses.

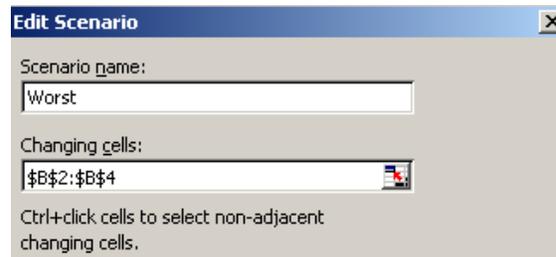
	A	B
1	<b>Heads</b>	<b>Amount</b>
2	Gross Revenue	50000
3	Cost of Sales	13200
4	Gross Profit	36800

	A	B
1	<b>Heads</b>	<b>Amount</b>
2	Gross Revenue	150000
3	Cost of Sales	26000
4	Gross Profit	124000

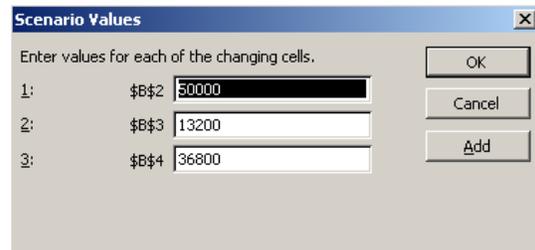
In the example above, you could name the scenario Worst Case, set the value in cell B2 to 50,000, and set the value in cell B3 to 13,200. You could name the second scenario Best Case and change the values in B2 to 150,000 and B3 to 26,000.



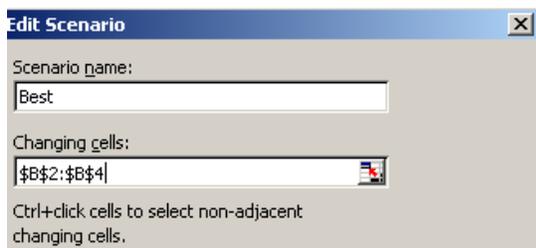
**(Scenario Manager)**



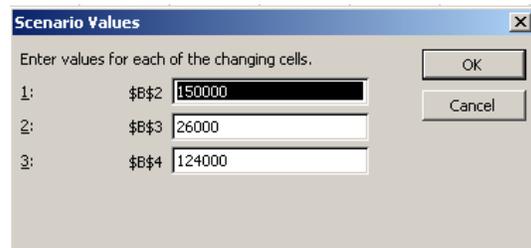
**Scenario name (Worst) with changing cell range**



**Scenario values for worst**



**Scenario name (Best) with changing cell range**



**Scenario values for Best**

**Export & Import of Tally Data:**

It is important to have Tally Data in other formats too, so that we may use the same on different software for different other purpose. Similarly sometimes while working on Tally we require external data. Therefore to

and from motion of data is frequently done. This outflow and inflow of data is known as Data Export and Data Import respectively.

### Export of Tally Data:

Open Tally and open your company. Now open the report, data of which you want to export.

Date	Particulars	Vch Type	Vch No.	Debit	Credit
31-8-2008	BILL GATES	Receipt	1	70,000.00	
31-8-2008	AZEEM PREMJI	Receipt	5	50,000.00	
1-9-2008	FANS	Payment	2		5,000.00
1-10-2008	WAGES INWARD	Payment	5		400.00
2-10-2008	Intex Peripherals	Payment	7		31,200.00
31-10-2008	INTEL CORPORATION	Payment	11		18,000.00
1-11-2008	Compaq	Payment	12		15,000.00
1-11-2008	(as per details)	Cash Memo	1	11,076.00	
	SALES @4%			10,650.00 Cr	
	OUTPUT VAT @4%			426.00 Cr	
1-12-2008	RAM & COMPANY	Receipt	8	1,00,000.00	
2-12-2008	U.B.I	Contra	1		75,000.00
2-12-2008	BILL GATES	Payment	16		5,000.00
1-1-2009	Rent	Payment	18		5,000.00
2-1-2009	Prepaid Wages	Payment	19		1,000.00
31-1-2009	Unearned Commission	Receipt	14	4,500.00	
1-2-2009	Accrued Incentive	Receipt	16	500.00	
2-2-2009	Sales of Scrap	Receipt	18	10,000.00	
31-3-2009	Raju	Payment	20		2,000.00
31-3-2009	FANS	Receipt	19	4,000.00	
Opening Balance :				2,50,076.00	1,57,600.00
Closing Balance :				92,476.00	

Click on Export button or press Alt + E. A new screen will appear which will guide us about data export. Here you have to select the data format and file name. You also can provide some additional information about the data type. Finally accept the options and Data is exported.

### Exporting Ledger

Language : **Default (All Languages)**  
 Format : *Excel (Spreadsheet)*  
 Output File Name : **D:\Dav\Cash.xls**

Output Sheet Name : **Cash Book**  
 Update existing file : **Yes**  
 Excel (Spreadsheet) Formatting : **Yes**  
     with Colour : **No**

---

Style of Report : **Normal Ledger**

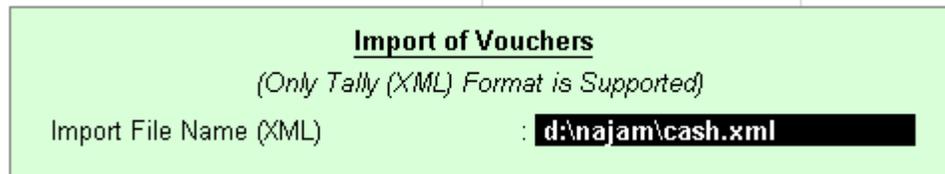
Select vouchers to show : **All Vouchers**  
 Format : **Detailed**  
 Show Billwise Details also ? **No**  
 Show Cost Centre Details also ? **No**  
 Show Inventory Details also ? **No**  
 Show Voucher Numbers also ? **No**  
 Show Narrations also ? **No**  
 Include Opening Balances ? **Yes**  
     (set as 'no' to remove from filtered reports)  
 Method of Balancing : **Monthly**

**Export ?**  
 Yes or No

### Import of Data in Tally:

To import data into Tally, first of all make sure that the external data should be of XML format.

In "Gateway of Tally" screen select and enter "Import of Data" option. A new screen will appear where you are supposed to select and enter "Master" or "Voucher" to be imported. Again a new screen appears. In this screen you have to input the path and file name. finally accept the option and Data is imported into Tally.

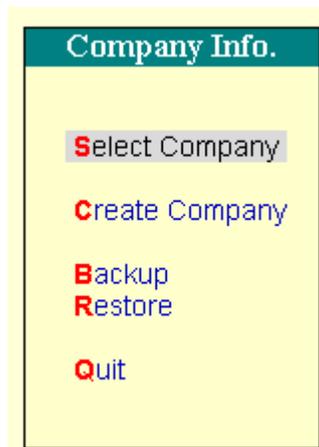


**(Data import screen)**

### Backup & Restore:

As we make the voucher entries for transactions in Tally, the information of the transactions are converted into special kind of data. So, the complete accounting done on Tally becomes a collection of Data. This collection of Data is very important and no one wants it to be corrupted or destroyed. Still, one can not be sure about the integrity of the Data. Moreover, computer is a machine and like every machine, it too has a possibility of breakdown. If the storage media of computer system has some kind of breakdown, our data is at stake. We can not prevent the damages but we can at least keep a copy of our important tally data separately so that if in case our data is lost we can get it back from the copy of data which we have already taken and stored. The process of copying the Tally data is known as Backup whereas getting back the Tally data from its copy is called as Restoration.

Tally provides us the facility to take the backup and restore the tally data in "Company Info screen" as options. We can activate them by selecting and entering them.

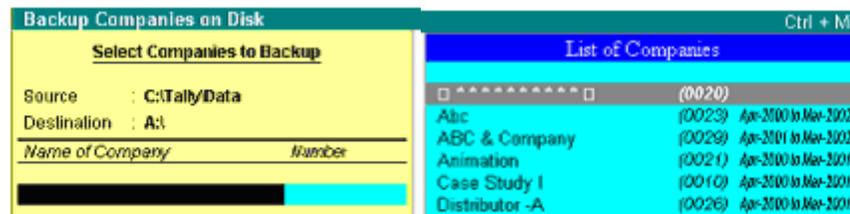


**(Company Info screen showing Backup & Restore options)**

## Backup:

Tally has a flexible back-up mechanism where in you can take a backup of the data from virtually any storage medium into any other medium. The more commonly used media are floppy drive, hard disk drive, zip drive, tape drive, etc - installed either locally or on a network. In the backup screen, the source of the backup and the destination of where it has to be stored have to be given, Tally will do as required.

## The Backup screen appears as:



## How to take Backup:

1. **Start Tally** - If the Company Information screen is loaded first – there is a menu option "Backup". Select this to get the "Select Companies to Backup" screen. However, if the Gateway of Tally Loads – use Alt+F3 to get the option Backup. Note that this option is available only on the Company Information screen
2. To change either the source or the destination paths, use the Backspace key and change the path as required. Let us say we want to backup the data to a directory Tally backup in the D Drive – change the path to D:\Tallybackup and choose the companies as required. In case we want to take a backup onto another person's system – the path will be \\machinename\drivename\directoryname. The process of backing up data begins when at least one company is selected for the same. To stop selecting companies, select the option "End of List" which appears at the top of the selection list. Note: This option appears only after one company is selected for backup.
3. The backup file is stored as TBK500.001. If the backup is taken in a medium likely to extend more than one – for example, floppy, then the extension digits (001, 002) will be stored accordingly.

## Restore:

Restore literally means 'to bring back'. Similar to backing up of data, Tally allows restoring of data from any medium into any other storage medium. In Tally's context restore means – we have a Tally backup and we wish to work on the data backup instead of the current data – this can be achieved by simply restoring from the existing data backup.

The Restore screen appears as:

## How to restore data from backup:

1. Start Tally If the Company Information screen is loaded first – there is a menu option "Restore". Select this to get the "Select Companies to Restore" screen. However, if the Gateway of Tally Loads – use Alt+F3 to get the option Restore. Note that as in the case of backup - this option is available only on the Company Information screen.
2. The Source and Destination paths displayed here are those that were used last.
3. The source field has to have the appropriate path from which we intend to bring back the previous data. Accepting the path will read the contents of the particular file and will then display the list of companies available.
4. Select as required and restore the data accordingly.

Restore Companies on Disk	
<u>Select Companies to Restore</u>	
Destination :	C:\Tally\Data
Source :	A:\
<i>Name of Company</i>	<i>Number</i>