Reference card

Data formatting

Toolbar shortcuts ⌄

| Format as currency | Decimal places | | Font | Font size | Italicise | Text colour | Horizontal alignment | Text wrapping |

$ | % | .0← | .00→ | 123 | Defaul... ▾ | — | 10 | + | **B** | *I* | ~~S~~ | A̲ | ≡ ▾ | ↓ ▾ | ⇄ ▾ | A ▾

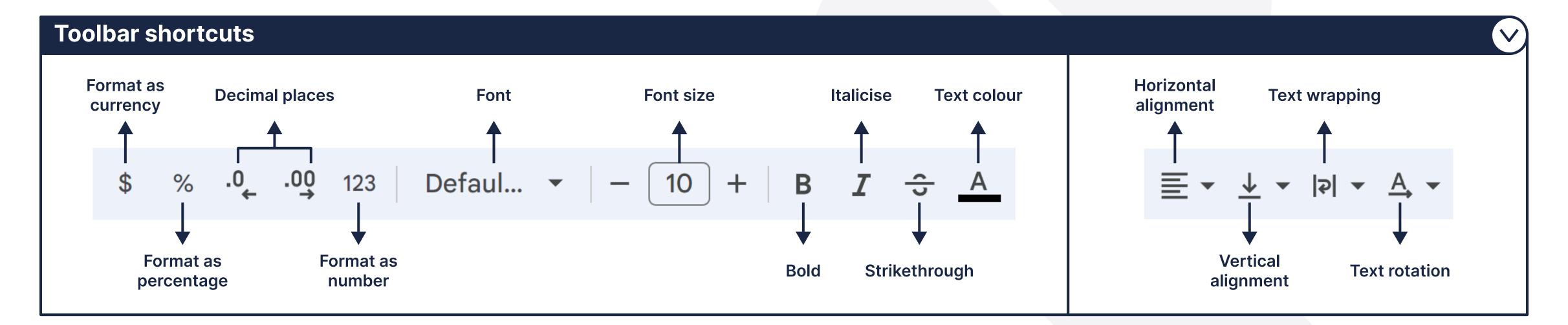Format as percentage | Format as number | Bold | Strikethrough | Vertical alignment | Text rotation

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Text formatting ⌄

The process of **modifying the appearance of text** in a cell to ensure readability.

- **Split text to columns:** Divides text around a specified character or string, and puts each fragment into a separate cell in the row.

  Data > Split text to columns

- **Find and replace:** Find and replace complete or partial words or characters in a spreadsheet.

  Edit > Find and replace

- **Left function:** Returns a substring from the beginning of a specified string.

  `=LEFT(string, [number_of_characters])`

- **Right function:** Returns a substring from the end of a specified string.

  `=RIGHT(string, [number_of_characters])`

- **Trim function:** Removes all spaces in a text string, leaving just a single space between words.

  `=TRIM(text)`

Numerical formatting ⌄

The process of **altering the appearance of numerical data** into a format that the spreadsheet application can understand to which we can apply numerical functions.

Custom number: Allows you to create your own numerical format if you don't find the appropriate one for your particular sheet.

Format > Number > Custom currency
or
> Custom date and time
or
> Custom number format

Date and time formatting ⌄

Enhances the spreadsheet by ensuring that the right date or time formats are used thus improving human interpretation.

Split date and time: Divides a text string (or value) around a given delimiter, and outputs the separate pieces into their own cells.

`=SPLIT(text, delimiter, [split_by_each], [remove_empty_text])`

Summarise date and time by frequency: Pivot tables provide easier methods of summarising date and time data.

1. **Insert > Create pivot table**
2. **Rows = Date ; Values = Date**
3. **Right-click on any date > Create pivot date group > Select frequency**

Conditional formatting ⌄

Enables the formatting of cells so that their **appearance changes dynamically** in response to the value they hold, or to values in other cells.

Select a cell range > Format > Conditional formatting > Select the condition for the formatting > Select the formatting style > Select Done