**EXCEL NOTES YOUTUBE LUKE BAROUSSE**

1. When we enter TRUE or False as the data in a cell it takes that as a Boolean value and centers the text making it all capital.

2. When we wish to concatenate 2 texts or numbers together we can use ( & ).

Cell select & cell select – output is the text in the 2 cells concatenated

If we wish to add any kind of spaces in between the

Cell select & “ “ & cell select - this gives the data with the space between the 2 cells.

3. Ranges - when we need to work on a particular set of data we just select a cell type ( = ) and then go on to select the range and this gives us the desired range of our data. This is only available in the latest versions of excel and the older versions cannot detect this formula and shows error.

4. TO COPY ONE WORKSHHET TO ANOTHER WORK BOOK

a. select the range of cells from the data and then paste it to the desired workbook

b. in the new workbook press = and then select the range in the original worksheet and then press enter.

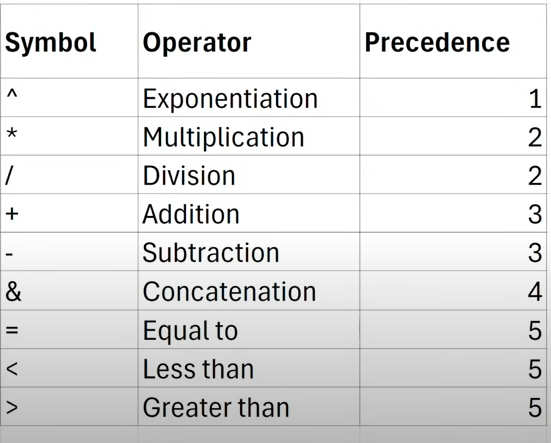
c. in the original workbook , right click on the sheet below corner and press move, then select the work book , select create copy and then enter, to move a copy of the sheet to the workbook.

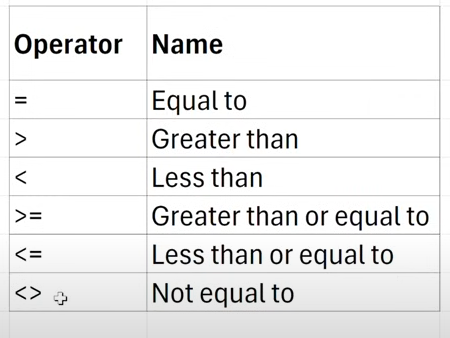
5. When we need to sort a data we select the first column of the data and select the filter on the right corner, this provides us with drop down menu that then allows us for sorting the data accordingly.

6. When we need to make a chart for the given data , we select the range of cells and then go to insert menu and click on recommended charts and then click on the desired charts.

It also provides us with a pivot table that can be used further to manipulate the data.

7. When we want to freeze the first column and the row, we go on to the view tab, then select the cell above which and beside which we want the row and the column to be fixed and click on freeze panes. This fixes the first row and column and the rest goes on scrolling.

8. 

9. 

10. When we drag in to apply the same operation over a number of columns then we apply a dollar sign on the row and column number of the cells in the formula bar, that is called fixed reference (when applied for both row and col) , when it is applied for either row or col. ( mixed reference). We can use ( Fn + f4) for directly applying this cell reference.

11. Using the formulas is always preferred as when we make any changes in the reference cell in future then it updates automatically.

12. TRUE is stored as 1 and FALSE is stored as 0 by excel.

13. IF(criteria, what if true, what if false) – Here in IF statement , you give a criteria or logic and that if it is true then the first statement is displayed or computed, else the false part.

You can also do Nested IF , in some cases but not preferred, like in the false or true place can put another IF statement.

14. Incase if we miss out of some data and still want to iterate through the IF statement then what we do is use IFS(logical, if true, logical, if true……) and this can be used in such cases.

15. When we are operating on certain logical functions that include having a cell reference then we see that we cannot put the reference with the operator, so in that case what we do is that we add the operator in double quotes as a string and then put & and then the cell reference that concatenates and considers the value.

16. COUNT(…) – used to count the number of cells with data in them,

COUNTA(….) – this counts all the cells in a range that not empty,

COUNTIF(…) – this counts the cells within a range that meets a certain criteria.

COUNTIFS(…) – this counts the number of cells with a certain criteria , for multiple conditions , like when 2 or more conditions need to be applied.

17. SUM(..) – sums up the value inside the cells that are selected.

SUMIF(…) – sums up the value that meet a certain criteria , given the sum range.

SUMIFS(…) – This sums up the value, here the sum range is given first then , the condition that need to be met., Here multiple conditions can be met.

18. We can use different formulas for Max Min and average similarly based on the requirements like , for one condition or multiple conditions to follow. When you move the mouse over these formulas then they give a brief description.

19. Standard Deviation Function - When we want to look after sales report and other cases, then a more accurate way is by calculating standard deviation STDEV.S (for samples) (generally used). This gives us a clear picture as the major portion of the data falls where compared to the average. STDEV.P(for populations) ( not used generally).

The more the standard deviation, the more scattered are the values, the less the standard deviation the more the values are closer to the average.

20. Quartile Function – When we want to see or visualize the data for a certain range , of group of data then we go for quartiles . There are first median third dquartiles.

For inclusive quartiles we have a min and max value along with the 3 quartiles. Provided we give the range.

For Exclusive quartiles , we don have a min and max value and excluding the min and the max values we have 3 quartiles.

Using the quartiles is a more accurate way of visualizing the data compared to the standard deviation.

21. When we try to assign a certain value into a formula ,which has no significance then , a NUM error is thrown.

22. We can even rank our data , by using the RANK function. We use the MODE function to know the data that has occurred most of the times in the given data.

23.