Excel day 1

Crt + Home- first cell

Crt+ end – end cell

Range- highlight multiple cells =f6:h21

Formulas start with “=”

Ex: =343/2

SUM

Column:

=SUM(A:A)

Specifics:

=SUM(A1:A9)

Types of data: Under “Home”

-Gen, number, txt(letters and unique ids that are numbers), date, percentage, accounting, currency

Using formulas with cells- make sure you have the type of data set with values.

-drag that cell down to do it with other rows

-CTRL+D = Autofill from the bottom

-Total cost with tax =cell\*1.2

Lock- $X$cellnumber: $H$2- can do this with different sheets.

* Locking a cell shortcut = F4

Filter: crt shift L

-make sure the first row (all columns) is selected.

Sort: Highlight area you want to sort, sort and filter, custom sort.

CSV- Comma sep values- Data

-data separated by other stuff like ,

-high light column, data dab, txt to column, Delimited, tell is what its sep by, check example, finish.

Removing duplicates-

-high light all data, data tab, remove dup, tell it which column with duplicates, done,

Conditional formatting- Home

* Select column, conditional formatting, add rule.

Find and replace- home

* Highlight column, home, Find and replace (Crt F), Replace, add change.

Graphs

Insert chart- highlight data, insert, pick chart, add labes etc.

-highlight and alt f1 will put default chart.

Adjusting- click on chart, press + button on right side.

-side panel will change format, axis etc. basically click on elements you want to change and use side bar or right click.

Adding series- (more column data)- click on chart and expand the highlighted area on table.

Combo charts- right click on series or chart, change series chart type, combo, and pick type.

-make sure you have everything labeled with legend.

pi chart – select data and select pi chart -format with format tab chart vs spec point

Column chart- HL data, column chart. Make sure data type is right with format or data tab

Line chart-

Kaggle- websites with real data

-CSV. – can only save txt info.

- after moding, save as workbook

1. Use the McDonalds Data or any other data set on Kaggle - up to you
2. Build **at least**3 graphs
3. 1 Bar Chart
4. 1 Pie Chart
5. 1 Combination Chart ( Bar / Line etc..)

Key things in the Fields:

VLook up- look up a specific value in a row via the first column

=Vlookup(lookupvalue,table array(alwayslocked), colmindex number, (range look up)

* Range True or False. False=exact match. True is never rarely used

=Vlookup(ColoumA,\*highlight chart and lock\*,number of row over, False)

-Can do multiple- lock column, lock array, and position and carry it over

IF functions- Logical Function. Evaluate function, if true give me this if false, give me this

-If (logical text) value if true, values if false

=IF(cell >number, “pass”, “Fail”)

Pivot tables- “Summary reporting”

-Highlight table, insert, pivot table, and use the side panel to create PT;

Concatenate: Bringing in info from 2 dif cells

Text data-=C1& “ “&C2& “ “

* Giving parts of the data in a cell
  + Right, Left,- =Right(B2,3)
  + Length how many characters in a cell. =Len(A2)

Nested formula- =left(d2,len(d2)-2) -will not work for non integers.

Date formulas:

-Today-Today ()

-Count down- =B2-C2

-Weekday- =Weekday(B2)

-Weekday Vlook up (with a reference data)

-Weekday Nest If- can put multi If statements. SMTWTrFS ect:

=IF(E2=1,"Sunday",IF(E2=2,"Monday",IF(E2=3,"Tuesday",IF(E2=4,"Wednesday",IF(E2=5,"Thursday",IF(E2=6,"Friday",IF(E2=7,"Saturday")))))))

Shortcut crt up and crt down

Getting ride of Blank rows. High light coloum, Crt G special, blank, right clink onone and delete

Aggrate Ifs – YOU HAVE A SPECIFIC CRATERIA

-SumIF( -Range where do you wanna look at, carteria- what you want it to be based of, Sum\_Range-what you want to aggregate

-CountIF

-AVEGRAGEIF

Advanced- Make dif rows with labels

-=AverageIf(Coloum, cateria, Row) drag down

Format Painter. – select Coolum and click format painter from home.

Merge and center- combing multiple cells to one bigger one. Select cells and merge and center form from home

Descriptive stat

=Average(

=Median

=Mode(

=Quartile(array,TYPE OF QUART)

=stDEV9(

=Var(

Net present value

=NPV(PMT, I, FV)

AND & OR Functions

-Multi If functions (nested)

=If(And(F2= “Peanutbutter”, c2>=2),1,0)

Trim- text formula – get rid of spaces before and after main txt)

=Trim(

Macro Recorder (extra)- Kind of like a template

-File, Options, Customize ribbon, Developer, ok. On and off on dev setting.

Use File Quick options bar to customize key features

Microsoft Access – Mostly used by Small Businesses

-bring data in from external data tab.- Have to do it one by one.

- Once files are in, open a new file “All”, Append, All, and repeat with all the files until they are in one table.

-Create query design, bring in all table, hit totals to do calculations by dragging and dropping, and hit run.

- Can Join different tables as long as there is a source data like in Vlook up.

-basically does V look up for you.

-Data can be merged this way and saved as a new table.