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.