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