

Lec-(03-04)

Frame 1

Agenda:

Filters and Sorting, few shortcuts to use
Formulae
Functions
Analysis

Shortcuts

Ctrl+Arrow key: Navigation
Shift + Arrow key: Selection of multiple rows
Ctrl+shift+arrow: Selection the filled values for the entire table
Ctrl+H : Find and Replace
Alt+D+F: Filter
Select range and autofill: Ctrl +Enter

First step is to use an '=' sign, then you can write a formula

Arithmetic Operator: +, -, *, /

Comparison: =, >, <, <=, >=

Space is also a character

Frame 3

Functions

- Count function doesn't count Blanks
- Count function only counts numbers. If we want to count text also COUNTA.
- Count function only counts numbers. If we want to count text also COUNTA.
- Countif and COUNTIFS use range and condition should be in inverted comma
- So when we take the sumif it should be noted that despite setting the range we will get the sum of the filtered rows

