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: +-/*
Comparision: =,>,<,<>

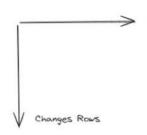
Use " or ' when we mention text

Space is also a character

Frame 3

Functions

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



Changes column if drag rightward or leftward