Essential Formulae

In Microsoft Excel

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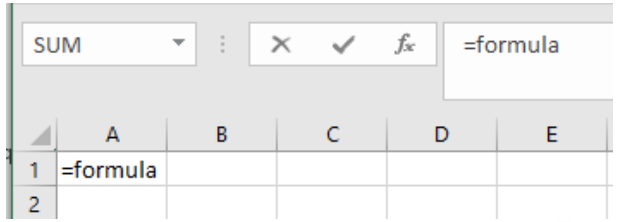
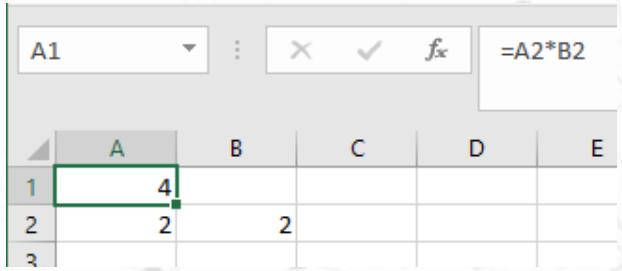
The Basics

Formulae all begin with =



Cells can reference other cells



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The Basics

Multiply

*

Divide

/

Exponential

^

Add

+

Subtract

-

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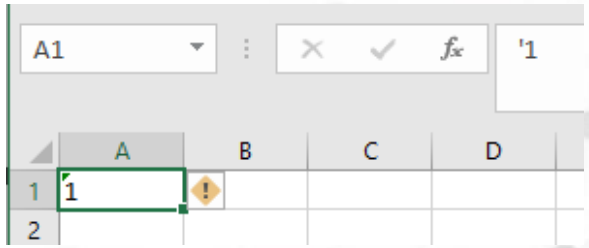
Simple Trick

Use ‘ before an item to allow it to be exactly as you want



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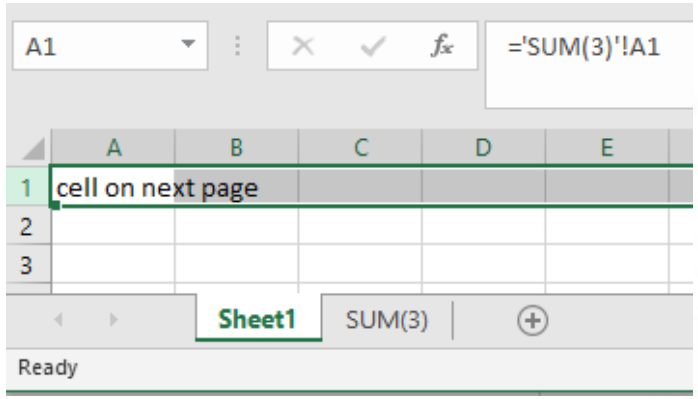
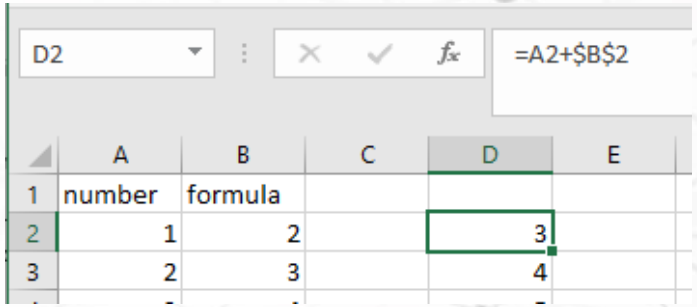
The Basics

Cross references can work across sheets



Cells can be specified



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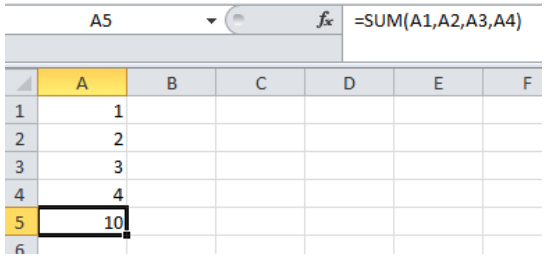
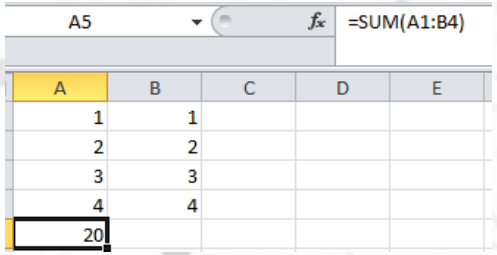
Basic Formula

=SUM(a, b, c)



=SUM(a:f)



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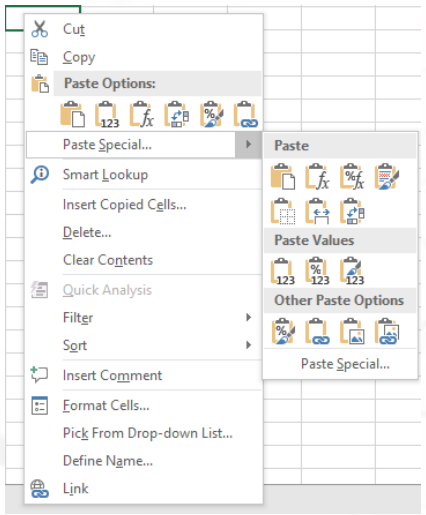
Paste Methods

Right click to access
paste special



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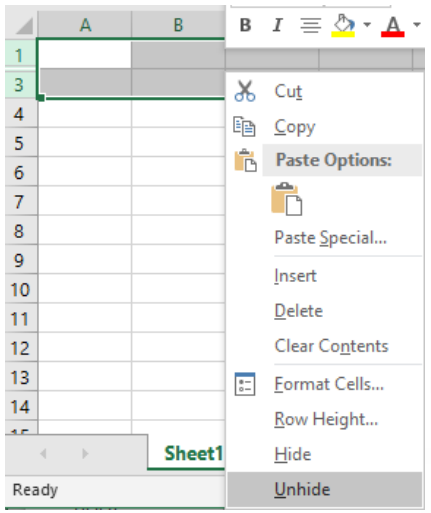
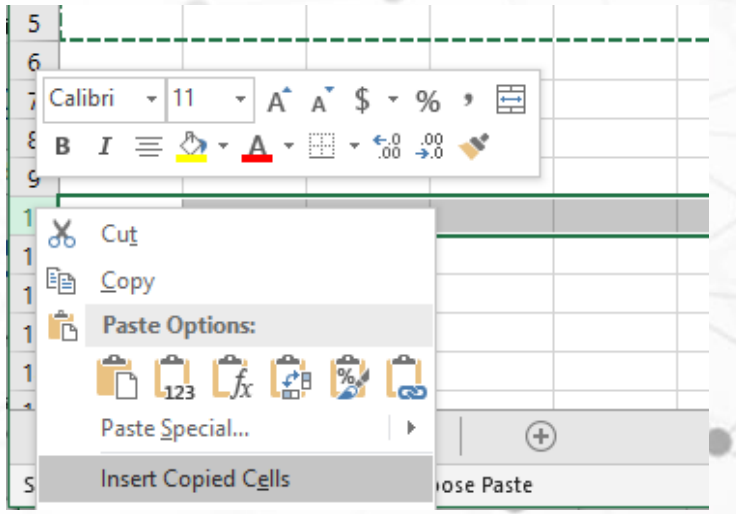
Managing Rows/Columns

Rows/columns can be hidden



Rows/columns can be inserted/cut/copied



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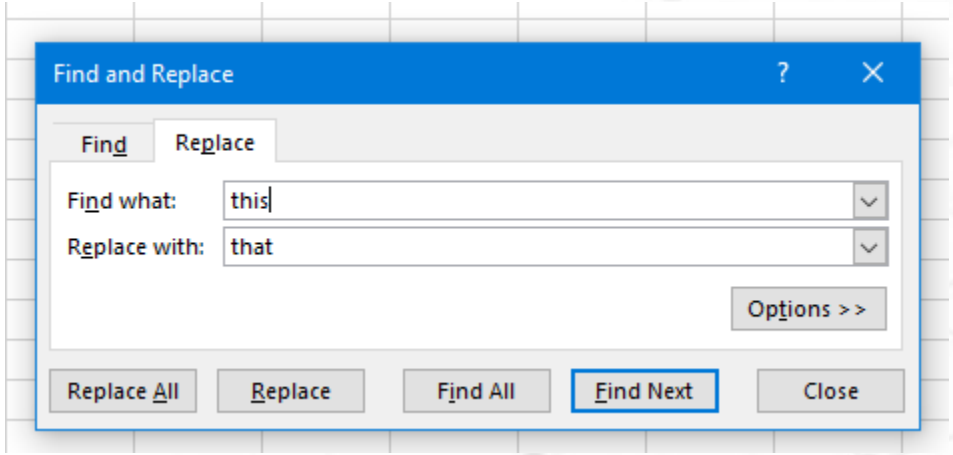
Find and Replace

Cntl+F



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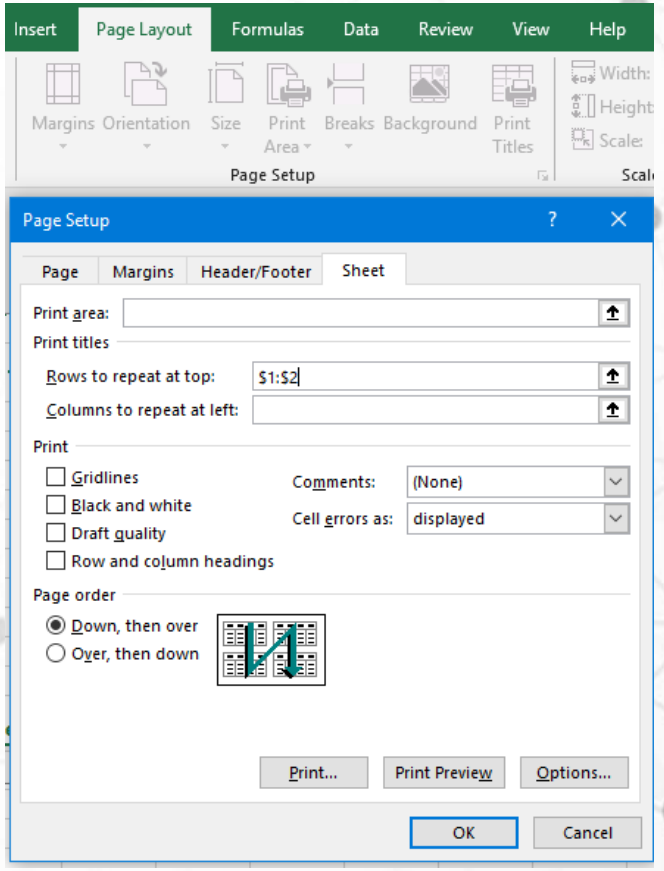
Repeat Rows at Top

Rows/columns can be repeated for printing



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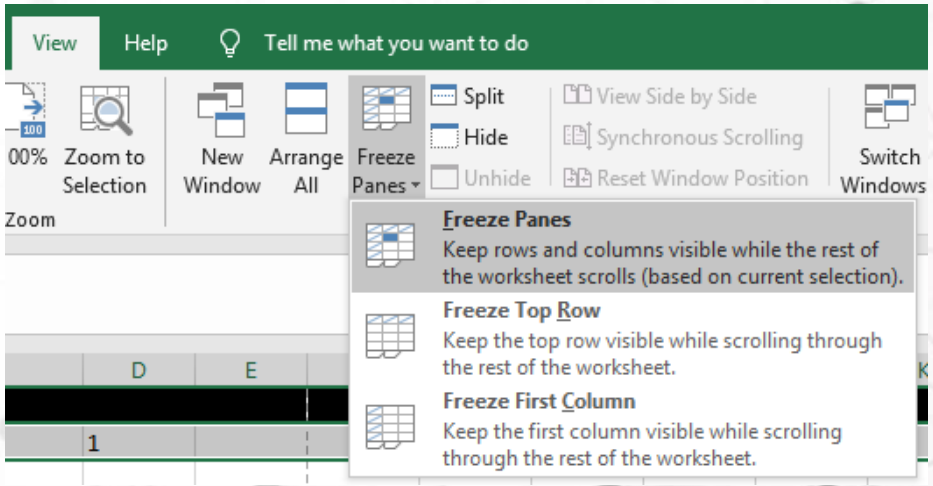
Freeze Panes

Rows/columns can be locked for working



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So that’s the basics…

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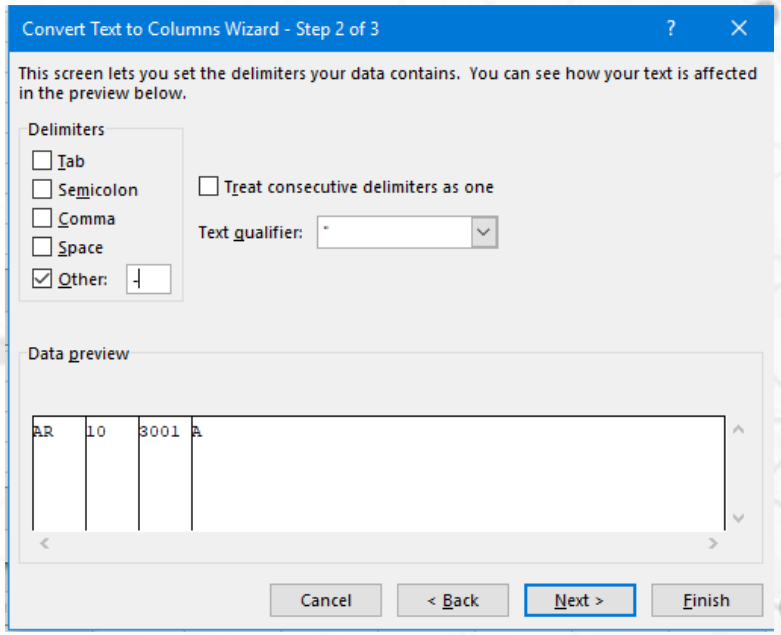
Text to Columns

Divide data into pieces based on common separators

	A	B	C	D
1	AR-10-3001-A			
2	AR	10	3001	A



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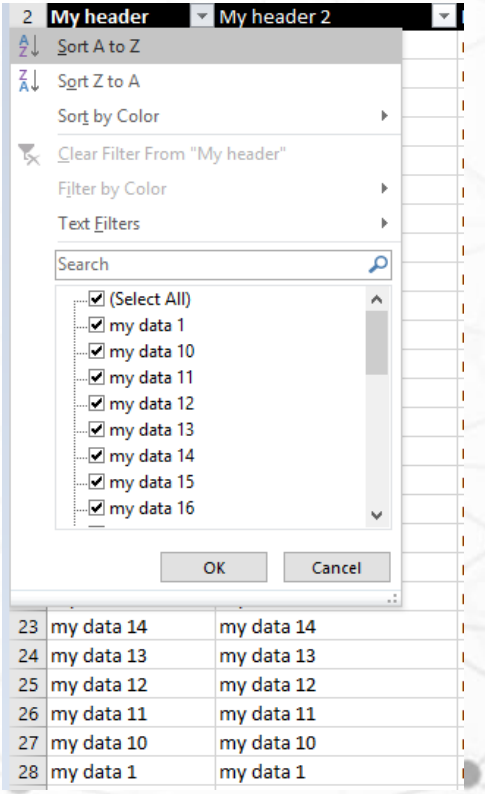
Filtering and Sorting

Filter data based on conditions or reorder entire tables



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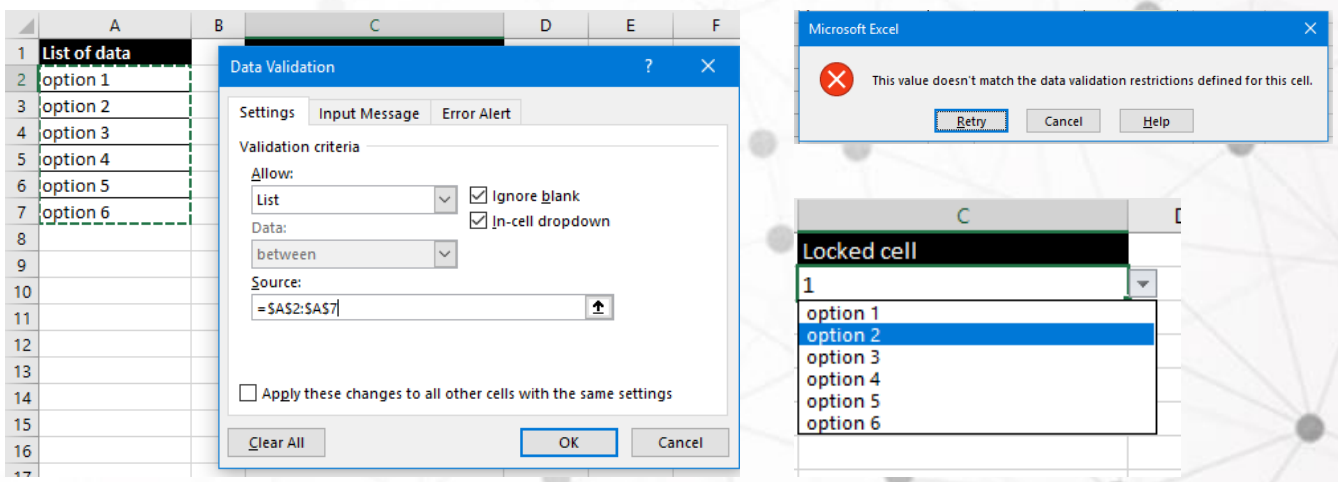
Data Validation

Limit a cell's possible values to a range or list



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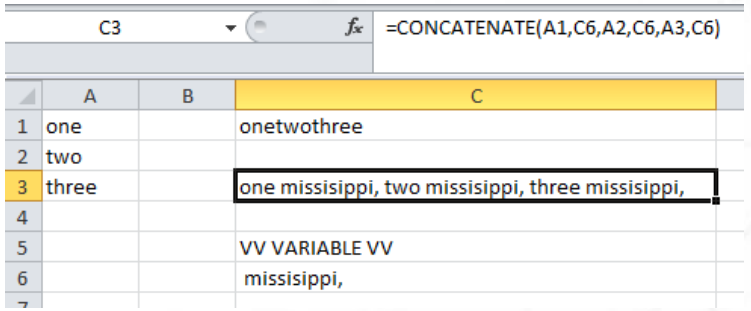
Intermediate Formulae

=CONCATENATE(a, b, c)



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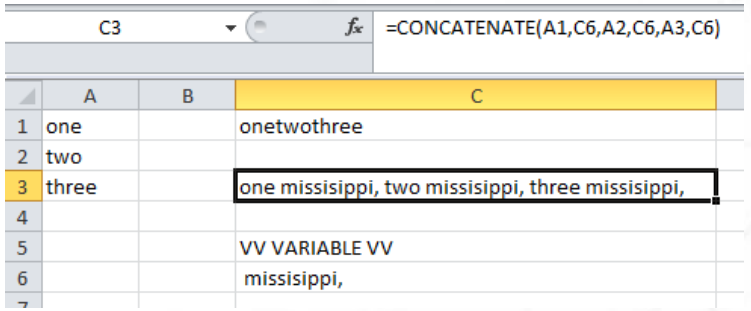
Intermediate Formulae

=SUBSTITUTE(a, b, c)

AKA in a, replace b with c



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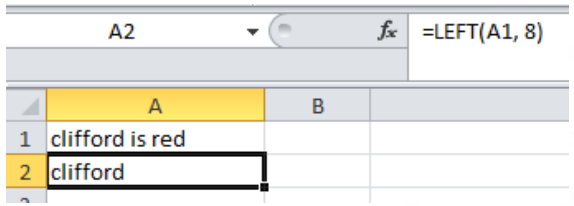
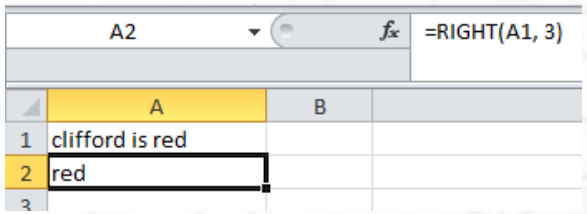
Intermediate Formulae

=LEFT(a, x) and =RIGHT(a,x)

Find x most characters in a





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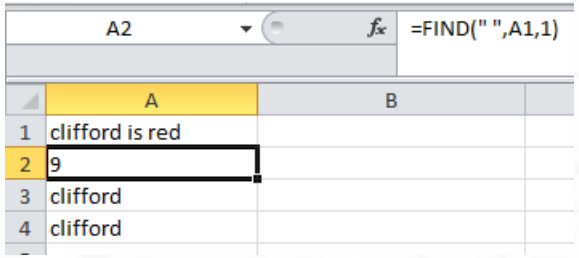
Intermediate Formulae

=FIND(a, b, c)

Find a in b, starting from c



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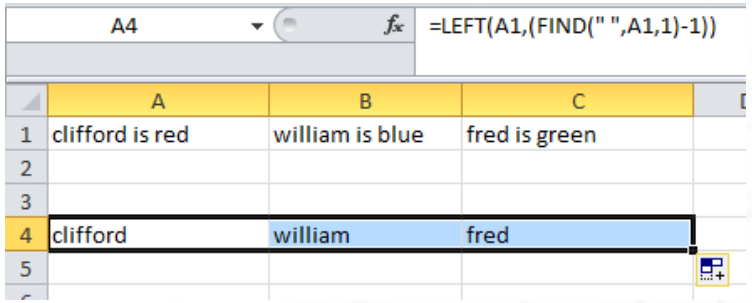
Combining Formulae

Combine Left/Right and Find
to capture sub-strings!



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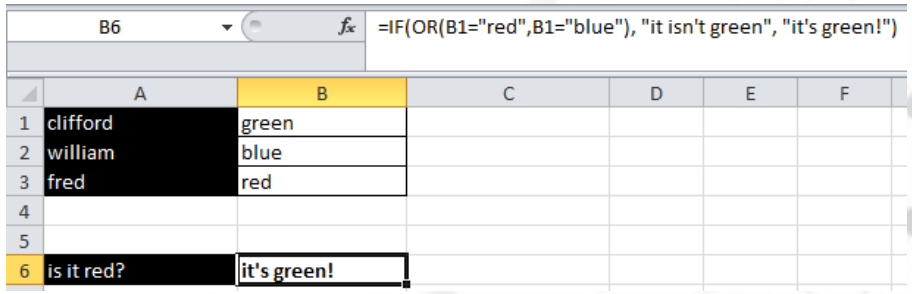
Logic Gates

IF, AND, OR, NOT



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Complex Function

=VLOOKUP(a, b, c, FALSE)

Find value a in range b, then return the value in column c as an exact match

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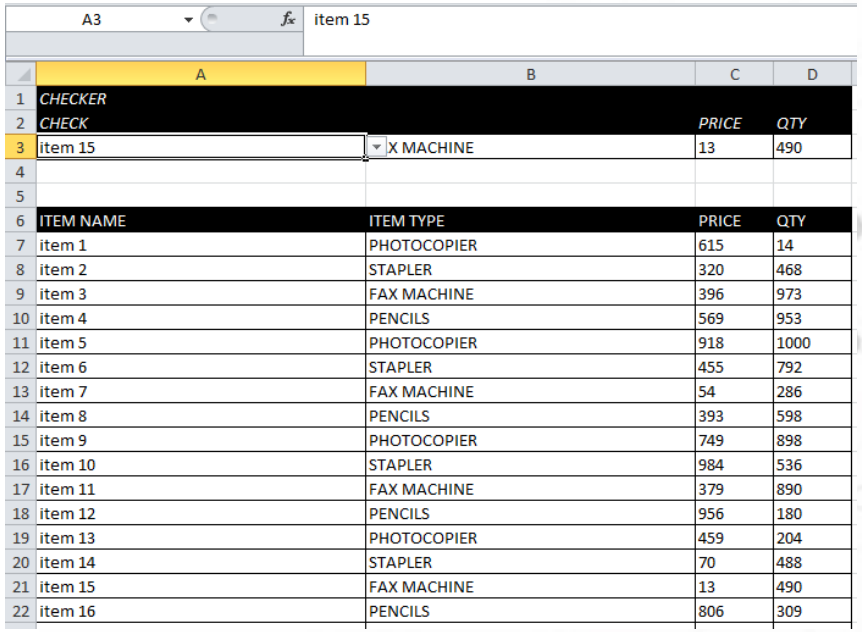
Combining Formulae and Formatting

VLOOKUP and data validation can be combined for inventory checkers etc.



A3 | item 15

	A	B	C	D
1	*CHECKER*			
2	*CHECK*		*PRICE*	*QTY*
3	item 15	X MACHINE	13	490
4				
5				
6	ITEM NAME	ITEM TYPE	PRICE	QTY
7	item 1	PHOTOCOPIER	615	14
8	item 2	STAPLER	320	468
9	item 3	FAX MACHINE	396	973
10	item 4	PENCILS	569	953
11	item 5	PHOTOCOPIER	918	1000
12	item 6	STAPLER	455	792
13	item 7	FAX MACHINE	54	286
14	item 8	PENCILS	393	598
15	item 9	PHOTOCOPIER	749	898
16	item 10	STAPLER	984	536
17	item 11	FAX MACHINE	379	890
18	item 12	PENCILS	956	180
19	item 13	PHOTOCOPIER	459	204
20	item 14	STAPLER	70	488
21	item 15	FAX MACHINE	13	490
22	item 16	PENCILS	806	309