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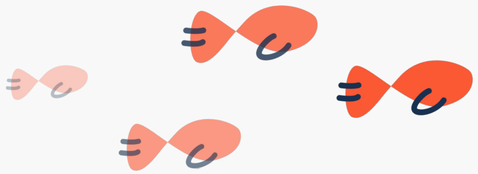
School and Pool for Digital Talent

How to - Guide for working with Spreadsheets



Moving Around your Sheet

- **Keyboard**
  command + arrow : jump to end of section
  hold shift + movement : select everything between beginning and end
  command + a : select current range (all contiguous cells)

- **Mouse**
  command + click : select clicked cells
  double click corner of cell: copy contents down

Useful tools within spreadsheets

- **Column Stats**
  Why: Quick overview of descriptive statistics of the dataset’s columns

- **Drop-down lists**
  Why: Ensures everyone enters the data you want
  How: Link

- **Filter**
  Why: Get information you need within large data sets
  How: Link

Useful tools within spreadsheets

Why: The following functions test if a single cell or range of cells meets certain criteria in a logical test

- **If-Statements:** If an argument is TRUE, it returns one value; otherwise, it returns another value.
  How:

  ```
  =IF(test; value_if_true; value_if_false)
  ```

  Link

- **Logical operators:** Returns TRUE or FALSE
  How:
  Link

  ```
  =AND(Argument A; Argument B)
  =OR(Argument A; Argument B)
  ```

Useful tools within spreadsheets

- **V-Lookups**
  Why: Search through and link together two sets of data in your spreadsheet with a single search value
  How:

```
=VLOOKUP(Search_Key, Range, Index, Is_Sorted)
          1          2      3       4
```

  - Search key: value you’re looking for
  - Range: cell range you’re searching in
  - Index: the column with the return value of the range.
  - Is_Sorted: defines if search column has been sorted or not

  Link

Useful tools within spreadsheets

- **Index & Match**
  Why: Does same job as V-Lookup: Lookup a value in a table
  How:
  Combination of INDEX and MATCH-Functions

  =INDEX(range1;MATCH(A1;range2); 0))

  - Range1 is the array of values from which INDEX returns the final result
  - Range2 is the array of values that help INDEX to identify the position of the value to return

  Link

Useful tools within spreadsheets

- **Conditional formatting**
  Why: You can also format your cells based on whether they meet certain criteria or not
  How: Link

Hint
Use $ for anchoring values
$A: To lock column if moved to a new column
$1: To lock row if moved to a new row
A1: To always refer to this exact cell

Useful tools within spreadsheets

- **Charts**
  Why: Graphs help you view and analyze your data

  How: There are many different kind of graphs
  Short overview

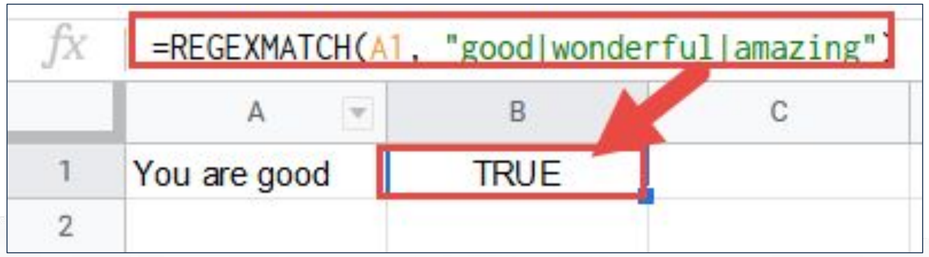
Useful tools within spreadsheets

- **REGEX (Regular Expression), here: REGEXMATCH**
  Why: Match text inside a cell
  How:
  A regular expression is a pattern of characters including some so called »meta-characters« to form a search string:

  =REGEXMATCH(text; reg_exp)

  e.g.: =REGEXMATCH(A1; "good|wonderful|amazing")

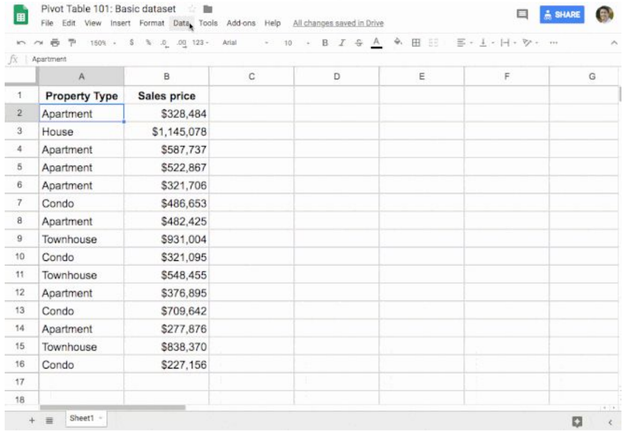
  Link



Meta Character	What it represents
^	The beginning of the string
$	The end of the string
.	A single character
?	Zero or one occurrence of a character or string
*	Zero or more occurrences of a character or string
+	One or more occurrences of a character or string
|	The *Or* operator
()	Represents that sequence of metacharacters inside
[]	Represents any one of the characters inside it
[^]	Represents any one of the characters not listed inside it
\	This is used to escape a special character

Useful tools within spreadsheets

- **Pivot tables**
  Why: For aggregating your data in order to analyze them



	A	B
1	Property Type	Sales price
2	Apartment	$328,484
3	House	$1,145,078
4	Apartment	$587,737
5	Apartment	$522,867
6	Apartment	$321,706
7	Condo	$486,653
8	Apartment	$482,425
9	Townhouse	$931,004
10	Condo	$321,095
11	Townhouse	$548,455
12	Apartment	$376,895
13	Condo	$709,642
14	Apartment	$277,876
15	Townhouse	$838,370
16	Condo	$227,156
17		
18		

	A	B	C	D
1	*Property Type*	COUNTA of Property Type	SUM of Sales price	
2	Apartment	7	$2,897,990	
3	Condo	4	$1,744,546	
4	House	1	$1,145,078	
5	Townhouse	3	$2,317,829	
6	**Grand Total**	**15**	**$8,105,443**	
7				
8				

How: Link

Additional material

In case you have not worked with Excel or Google sheets before - here is a very simple introduction (feel free to watch at .75 speed):