Excel Shortcuts and Basics

Keyboard Shortcuts

- Win + R → Opens the Run dialog box
- Win + D → Minimizes/Maximizes all windows (Show Desktop)
- Alt + F4 → Closes the current window or shuts down the system if no window is open

Basic Excel Components

Formula Bar: Displays the formula or value in the selected cell.
Name Box: Shows the address of the active cell (e.g., A1).
Title Bar: Displays the name of the file and application.
Ribbon: Contains tabs and commands to perform tasks.
Standard Toolbar: Quick access to common functions like Save, Undo, Redo.
Sheet Bar: Displays all sheet tabs at the bottom of the workbook.
Zoom Bar: Allows zooming in and out of the worksheet.
Status Bar: Displays information like Average, Count, Sum of selected cells.

Common Actions

- Merge Cells: Select cells → Home tab → Merge & Center.
- Wrap Text: Select cell(s) → Home tab → Wrap Text.
- View Data Size: Select cell → Press Ctrl + Down Arrow.
- Find Blank Cells: Press Ctrl + G → Select Blanks.
- Delete Entire Row/Column: Select row/column → Right-click → Delete.

Excel Basic Formulas

- SUM(range): Adds values.
- AVERAGE(range): Calculates average.
- MAX(range): Finds maximum value.
- MIN(range): Finds minimum value.
- UPPER(text): Converts text to uppercase.
- LOWER(text): Converts text to lowercase.
- PROPER(text): Capitalizes first letter of each word.
- CONCATENATE(text1, text2, ...): Joins values together.
- TRIM(text): Removes extra spaces.

Count Functions

- COUNT(range): Counts numeric values.
- COUNTA(range): Counts all non-empty cells.
- COUNTBLANK(range): Counts blank cells.
- COUNTIF(range, criteria): Counts cells matching criteria.

Handling Blank Cells

If most values are numeric, fill blanks with 0 or calculate mean/mode/median. If text, fill with 'Unknown'.

Useful Shortcuts

- Ctrl + Shift + Arrow: Selects continuous data in the arrow's direction.
- Filter to See Blanks: Data tab → Filter → Select only blanks.

Arithmetic Operations in Excel

Use =A1+B1 for addition, =A1-B1 for subtraction, =A1*B1 for multiplication, and =A1/B1 for division. To apply an operation to a whole row/column: put value in a cell → Copy → Select range → Right-click → Paste Special → Choose Add/Subtract/Multiply/Divide.