

### 1. Basic Calculations:

- Use symbols like +, -, \*, /, ^, and % to add, subtract, multiply, divide, raise to a power, and find a percentage
- Example: Type numbers in cells A1 and B1, and then in cell C1, type =A1+B1 to add the numbers together

### 2. Functions:

- Special commands that make it easier to do certain things
- Examples: COUNT (to count the number of cells with data), TODAY (to show today's date), NOW (to show the current time), CONCAT (to join two or more pieces of text together), and LEN (to find the length of a piece of text)
- In cell A1, type "Hello" and in cell B1, type "World", then in cell C1, type =CONCAT(A1," ",B1) to join the text together with a space in between

### 3. Referencing:

- Referring to different cells in a worksheet
- Use relative referencing (cell reference changes depending on where you copy the formula) or absolute referencing (cell reference stays the same no matter where you copy the formula)
- Example: Type numbers in cells A1, A2, and A3, and in cell A4, type =A1+A2+A3 to add the numbers together
- Example: Type a number in cell A1, and in cell B1, type =A\$1\*2 to multiply the number in A1 by 2 and always reference cell A1

### 4. Autofill:

- A feature that lets you quickly fill in a series of cells with a pattern
- Example: Type "1" in cell A1 and "2" in cell A2, then select both cells and drag the fill handle down to autofill the rest of the column with the pattern 1, 2, 3, 4, etc.

### 5. Error Messages:

- Messages that appear when there is a mistake in a formula or data entry
- Examples: #DIV/0! (dividing by zero), #NAME? (incorrect formula or function name), #VALUE! (incorrect data type)
- Example: Type "10" in cell A1, and "0" in cell A2, then in cell A3, type =A1/A2 to create the #DIV/0! error message

### 6. Charts:

- A visual way to display data in a worksheet
- Examples: bar chart, line chart, pie chart
- Select a range of data and click on the "Insert" tab, then choose a chart type like "Column" or "Line" to create a chart based on the data.
- Customize the chart by clicking on different elements, changing colors, and adding labels.