

commenting in excel

1. place the cursor in the cell you want to comment and then
2. click on review tab
3. click on new comments

OR

1. place the cursor in the cell you want to comment and then
2. shift + f2

OR

place the cursor in the cell you want to comment and then

ALT + R+C

styling cell

1. select the cell you want to style
2. Click on the home tab
3. Click on cell styles from the style section of the ribbon
4. select the style you like

Converting data into tabular form

CTRL + T= convert data into a tabular form

ALT ,J ,T,A=naming a table

FORMATING A TABLE

1. select the table you want to format
2. home tab
3. select format tables
4. select the table style you like

OR

1. select the table you want to format then press CTRL+1 to design your table

CROSS SHEET REFERENCING

1. select the cell in the sheet (say sheet1) where you want the data to appear and enter = in the cell
- 2 then select the data in a cell in sheet2 and press enter

NAMING A DATA FOR CROSS SHEET REFERENCING

1. select the data in the sheet (say sheet1) that you want to name (using name referencing)
2. click on the formula tab and then in the defined names section click on define name
3. type the name you want to give to your cell in the Name part of the box that appear

OR

1. select the data in the sheet (say sheet1) that you want to name (using name referencing)
 2. ALT + M + M + D
 3. type the name you want to give to your data

CROSS SHEET REFERENCING USING NAMES

1. select the cell in the sheet where you want the referencing data to appear
2. click on the formula tab
3. In the defined names section of the ribbon click on **Use in formula** to select the names you created for referencing

OR

1. select the cell in the sheet where you want the referencing data to appear
2. ALT + M + S
3. Select the name of the data you want to reference

= **Equal to**

<> **Not equal**

> **Greater than**

Names	Revenue
Emma	\$278.00
John	\$100.00
Mary	\$299.00
SUM	\$677.00

>= **Greater than or equal to**

< **Less than**

<= **Less than or equal to**

LOOKUP

A *lookup formula* returns a value from a table by looking up another related value.

A *lookup formula* returns a value from a table by looking up another related value. A common telephone directory (remember those?) provides a good analogy. If you want to find a person's telephone number, you first locate the name (look it up) and then retrieve the corresponding number.

VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)

■ **lookup_value:** the value to look at before going over to the table

■ **table_array:** The range that contains the lookup table.

■ **col_index_num:** The column number within the table from which the matching value is returned.

■ **range_lookup:** Optional. If TRUE or omitted, an approximate match is returned.

(If an exact match is not found, the next largest value that is less than lookup_value is returned.) If FALSE, VLOOKUP will search for an exact match. If VLOOKUP can't find an exact match, the function returns

BY Microsoft® Excel® 2016 BIBLE by John Walkenbach

USING COUNT, COUNTA, COUNTBLANK COUNTIF

Countif function lets you count the number of cells in a range that meet criteria that are defined on the basis of one row or column of the worksheet.

The syntax of the COUNTIF function is COUNTIF(range,criterion), using the following arguments:

1. **COUNT** function counts the number of cells in a range containing numbers.
1. **The COUNTA** function counts the number of nonblank cells in a range.
3. **The COUNTBLANK** function counts the number of blank cells in a range