# Chapter One

## Shortcuts

|  |  |
| --- | --- |
| Shortcut Keys | Description |
| Tab | Goes to the left column |
| Shift + Tab | Goes to the right column |
| Space | Erase the field data |
| Enter, Arrow Keys | Saves the field data and goes to the next field |
| F2 | Edits the field data |
| Ctrl + C | Copy the data |
| Ctrl + V | Paste the data |
| Ctrl + X | Cuts the data |
| Ctrl + Z | Undo |
| Ctrl + Y | Redo |
| Ctrl + B | Bold |
| Ctrl + I | Italic |
| Ctrl + U | Underline |
| Ctrl + T | Quick Table with Filters |
| Ctrl + Shift + & | Border |
| Ctrl + Shift + \* | Grabs the whole the table |
| Ctrl + F | Finds the data in the table |
| Ctrl + H | Find and replace the data |
| Ctrl + P | Prints the data |

## Mathematical Operations

+ 🡪 Addition

- 🡪 Substraction

\* 🡪 Multiply

/ 🡪 Divide

## Types of Data

|  |  |
| --- | --- |
| Text | “Hello I am over here” (always inside double apostrophe) |
| Value | Simply numbers (Numbers can be whole or decimal number) |
| Boolean | TRUE, FALSE |

## Referencing

|  |  |
| --- | --- |
| $A$16 | Absolute Referencing the Column A and Row 16 |
| A16 | Relative Referencing |
| ‘Sheet 1’!$A$16 | Referencing the sheet 1 and grab the data from column A, row 16 |

## Get All collection of rows or columns

|  |  |
| --- | --- |
| A2:J2 | Capture all the data from column A to J of row 2 |
| A2:A16 | Capture all the data from row 2 to row 16 of column A |

# Chapter Two

## Things to know

* Get familiar with the “HOME” ribbon 🡪 Number format, Text Alignment, Border
* Get familiar with the “PAGE” ribbon 🡪 Themes, Page Layout, Page Break Preview
* Use single quotation for referencing another sheet ‘’ 🡪 ‘Sheet 1!’$A$16
* Sort, Filter from “DATA” ribbon
* Check Trace precedents and dependents from “FORMULAS” ribbon
* Create Chart from the table
* CTRL + Q to have a quick look at the graphs on a given table
* See the options for copy and pasting

## Functions

|  |  |
| --- | --- |
| **IF(*condition*, *true,* *false*)** | IF(A2 > 30, “Matured”, “Grow Up”) |
| **VALUE(*num*)** | VALUE(A2) |
| **TEXT(num, change)** | TEXT(A2, “Hello”) |
| **TYPE(*field*)** | Tells whether the field is TEXT, VALUE |
| **ISREF(*field*)** | Is it a reference or not |
| **ISBLANK(*field*)** | Tells whether the field is empty or not |
| **ISNONTEXT(*field*)** | Checks whether the field is non text or not |
| **STDEV(*field*)** | Standard Deviation |
| **DATEVALUE(*date*)** | Converts Date Text Into Value |
| **VALUE(*date*)** | Converts Date Into Value |
| **DATEDIF(*first\_data, two\_data*)** | Differ between two dates, "m", "d", "y", "ym", "yd" |
| **PV(*interest, years, monthly*)** | Net present Value 🡪 Individual Insertion of value |
| **NPV(*interest, yearly\_pay*)** | Present Value |

## Error Types

|  |  |
| --- | --- |
| **#VALUE!** | Got text instead of a value |
| **#REF!** | Wrong reference |
| **#NAME?** | Function Wrong |
| **#DIV/0** | 50/0 |
| **IFERROR** | Returns something else when error |
| **ISERR()** | Error or not |
| **#N/A** | Forget to enter the required arguments into a function |
| **ERROR.TYPE** | Tells you the type of error |

# Chapter 3

## Things to know

* **WHAT-IF-ANALYSIS** Scenario Manager, Goal Seek, Data Analysis, Solver
* **TEXT TO COLUMNS, DATA VALIDATION 🡪** “DATA” Ribbon
* **LEFT(A12, 12)** Grabs the leftmost text in a cell
* **RIGHT(A12, 7)** Removes text from the righthand side of the cell
* **FIND(“,”, D16)** Returns a number that represents the positon of a search string in a cell
* **TRIM(A15)** Removes duplicate spaces and spaces on each end of text in a cell
* **LEN(D1)** Length of the string
* **SUBSTITUTE(D16,”\*”, “-”)** Replace the characters
* **PROPER(D16)** First Letter capitalize
* **CONCATENATE(D16, “ ”, E16)** Attach two strings
* **PIVOT TABLE 🡪** Check it from the “INSERT” Ribbon

## More Functions

|  |  |
| --- | --- |
| **COUNTIF(A2:J8, “A”)** | Counting if true |
| AND | Logical |
| OR | Logical |

AND TABLE

|  |  |  |
| --- | --- | --- |
| **BOOLEAN** | TRUE | FALSE |
| TRUE | TRUE | FALSE |
| FALSE | FALSE | FALSE |

OR TABLE

|  |  |  |
| --- | --- | --- |
| **BOOLEAN** | TRUE | FALSE |
| TRUE | TRUE | TRUE |
| FALSE | TRUE | FALSE |