

Excel formula

1. Sheet add -shift +F11
2. Sheet delete -ALT+E+L
3. Rename sheet-Alt+H+O+R
4. Switch b/w sheet-ctrl +page up/down
5. Paste value format-Alt +E+S
6. Comment -shift +F2
7. Paste link – Alt +E+S
8. Cell rename – F2
9. Chart-F11
10. Same sheet(chart)-Alt+F1
11. Bullet-char (149) &A10
12. Random number - =randbetween (11,100)
13. Format painter – basically its work same task when we do currently. Any row and column.
14. Auto adjustcell -Alt+h+0
15. Merge cell-Alt+H+M+C
16. Alphabet series - =char (64+row ())-14
17. Joint two text - =b4 &c4 (use &function) (=b4& "" C4)
18. Ctrl +copy – drag the mouse just paste the contents
19. Column add – CTRL space, ctrl+
20. Row add – shift space ctrl+
21. Column Delete– CTRL space, ctrl-
22. Row Delete– shift space ctrl-
23. Wrap text -Alt +H+W
24. Pre- new rule
25. Post – after the written text we highlighting them.
26. Pre- select the list -conditional formatting -specific text ='y' (what you want)
27. Space – space using for tick and untick the data
28. Sorting – up to down /left to right
29. Find – Ctrl+F
30. Replace -Ctrl+H
31. Slicer -filter them select and go to design we get slicer option
32. Ctrl+! – custom – type "Mr. " @.
33. Type " Mrs." @

34. Mis- management information system

35. Excel- basic

36. Adv excel – single task function

37. Mis- multi -task function

38. Abs – absolute value positive to negative

39. Ctrl+D show automatically negative value

40. Ctrl+ shift +enter

41. =sum (abs(c5:c8))

42. Abs(c5)

43. Ctrl+d -not drag of your value

44. And =true condition will be display output true /false

45. =and (c11<d11)c11 is a cell address

46. Average selects the list =avg (c15: f15)

47. Choose – place value

If (c20 <=3, choose (c20," gold", " silver", "bronze"), " not in place ")

48. Concatenate – text join