Excel Formula

- **Sheet add -shift +F11**
- **Sheet delete -ALT+E+L**
- **Rename sheet-Alt+H+O+R**
- **Switch b/w sheet-ctrl +page up/down**
- **Paste value format-Alt +E+S**
- **Comment -shift +F2**
- **Paste link – Alt +E+S**
- **Cell rename – F2**
- **Chart-F11**
- **Same sheet(chart)-Alt+F1**
- **Bullet-char (149) &A10**
- **Random number - =randbetween (11,100)**
- **Format painter – basically its work same task when we do currently. Any row and column.**
- **Auto adjustcell -Alt+h+0**
- **Merge cell-Alt+H+M+C**
- **Alphabet series - =char (64+row ()-14**
- **Joint two text - =b4 &c4 (use &function) (=b4& "" C4)**
- **Ctrl +copy – drag the mouse just paste the contents**
- **Column add – CTRL space, ctrl+**

- Row add – shift space ctrl+
- Column Delete– CTRL space, ctrl-
- Row Delete– shift space ctrl-
- Wrap text -Alt +H+W
- Pre- new rule
- Post – after the written text we highlighting them.
- Pre- select the list -conditional formatting -specific text ='y' (what you want)
- Space – space using for tick and untick the data
- Sorting – up to down /left to right
- Find – Ctrl+F
- Replace -Ctrl+H
- Slicer -filter them select and go to design we get slicer option
- Ctrl+! – custom – type ''Mr. '' @.
- Type '' Mrs.'' @
- Mis- management information system
- Excel- basic
- Adv excel – single task function
- Mis- multi -task function
- Abs – absulate value positive to negative
- Ctrl+D show automatically negative value
- Ctrl+ shift +enter

- **=sum (abs(c5:c8))**
- **Abs(c5)**
- **Ctrl+d -not drag of your value**
- **And =true condition will be display output true /false**
- **=and (c11<d11) ………………….c11 is a cell address**
- **Average selects the list =avg (c15: f15)**
- **Choose – place value**
  - **If (c20 <=3, choose (c20,” gold”,” silver”, “bronze”),” not in place**

  - **concatenate -text join ex- vind kumar - concatenate(c28,d28)   contcatenate(c28," " ,d28)**
  - **c28 & d28**
  - **vinod ="mr."&c31**
  - **count -only number =count(c38:c42)**
  - **both number and alphabhets =countA(c38:c42)**
  - **count blank =count blank(c47:c55)**
  - **count if-(condition) =countif (c60:c71,e61) range criteria**
  - **dateif - dateif(c75,d75,"y")**
  - **year = dateif (c75,d75,"y")**
  - **month=dateif(c75,d75,"m")**

- days= dateif(c75,d75,"d")
- even -odd value changed into even =even (b82)
- exact -both value willl be same =exact(c87,d87)
- fact-factorial   =fact(c90)
- find -find value in number =find (d94,c94)
- if(condition) =if(c97<d97,"sahi hai ,"bilkulgalt ")
- index- place value find row and column =index (b103:f107,h105,i104)
- int - integer =int(d113)
- large- find the largest number = large (c4:c10,2)
- left =left(c12,d12)
- len -length =len(c15)
- lower =lower(b17)
- match - place value =match(f21,d20:,d25,0)
- max = max(c27:c33)
- mid-find the middle term =mid (c38,7,5)
- min -=min(c27:c33)
- mode-which value are repeated =mode(c46:c33)
- not -inverse =not (10<20)
- =now showing date and time