**Excel formula**

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| --- |
| 1. Sheet add -shift +F11 |
| 1. Sheet delete -ALT+E+L |
| 1. Rename sheet-Alt+H+O+R |
| 1. Switch b/w sheet-ctrl +page up/down |
| 1. Paste value format-Alt +E+S |
| 1. Comment -shift +F2 |
| 1. Paste link – Alt +E+S |
| 1. Cell rename – F2 |
| 1. Chart-F11 |
| 1. Same sheet(chart)-Alt+F1 |
| 1. Bullet-char (149) &A10 |
| 1. Random number - =randbetween (11,100) |
| 1. Format painter – basically its work same task when we do currently. Any row and column. |
| 1. Auto adjustcell -Alt+h+0 |
| 1. Merge cell-Alt+H+M+C |
| 1. Alphabet series - =char (64+row ()-14 |
| 1. Joint two text - =b4 &c4 (use &function) (=b4& “” C4) |
| 1. Ctrl +copy – drag the mouse just paste the contents |
| 1. Column add – CTRL space, ctrl+ |
| 1. Row add – shift space ctrl+ |
| 1. Column Delete– CTRL space, ctrl- |
| 1. Row Delete– shift space ctrl- |
| 1. Wrap text -Alt +H+W |
| 1. Pre- new rule |
| 1. Post – after the written text we highlighting them. |
| 1. Pre- select the list -conditional formatting -specific text =’y’ (what you want) |
| 1. Space – space using for tick and untick the data |
| 1. Sorting – up to down /left to right |
| 1. Find – Ctrl+F |
| 1. Replace -Ctrl+H |
| 1. Slicer -filter them select and go to design we get slicer option |
| 1. Ctrl+! – custom – type ‘’Mr. ‘’ @. |
| 1. Type ‘’ Mrs.’’ @  |  | | --- | | 1. Mis- management information system | | 1. Excel- basic | | 1. Adv excel – single task function | | 1. Mis- multi -task function | | 1. Abs – absulate value positive to negative | | 1. Ctrl+D show automatically negative value | | 1. Ctrl+ shift +enter | | 1. =sum (abs(c5:c8)) | | 1. Abs(c5) | | 1. Ctrl+d -not drag of your value | | 1. And =true condition will be display output true /false | | 1. =and (c11<d11) …………………….c11 is a cell address | | 1. Average selects the list =avg (c15: f15) | | 1. Choose – place value | | If (c20 <=3, choose (c20,” gold”,” silver”, “bronze”),” not in place “) | |  | | 1. Concatenate – text join |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  | | |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  | |  |  | | |  |  |  | |  |  | | |  |  |  |  | | |  | |  |  | |