**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** |