



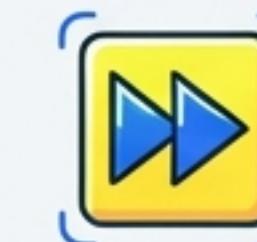
# THE WINFSA SURVIVAL GUIDE

## 13.01.2026 EDITION

Made by Students, For Students. **Master the grid, learn the shortcuts, secure the grade.**



**Not a Lecture.  
A Walkthrough.**



**Fast-Track  
Your Prep.**



**Beat the  
Exam.**

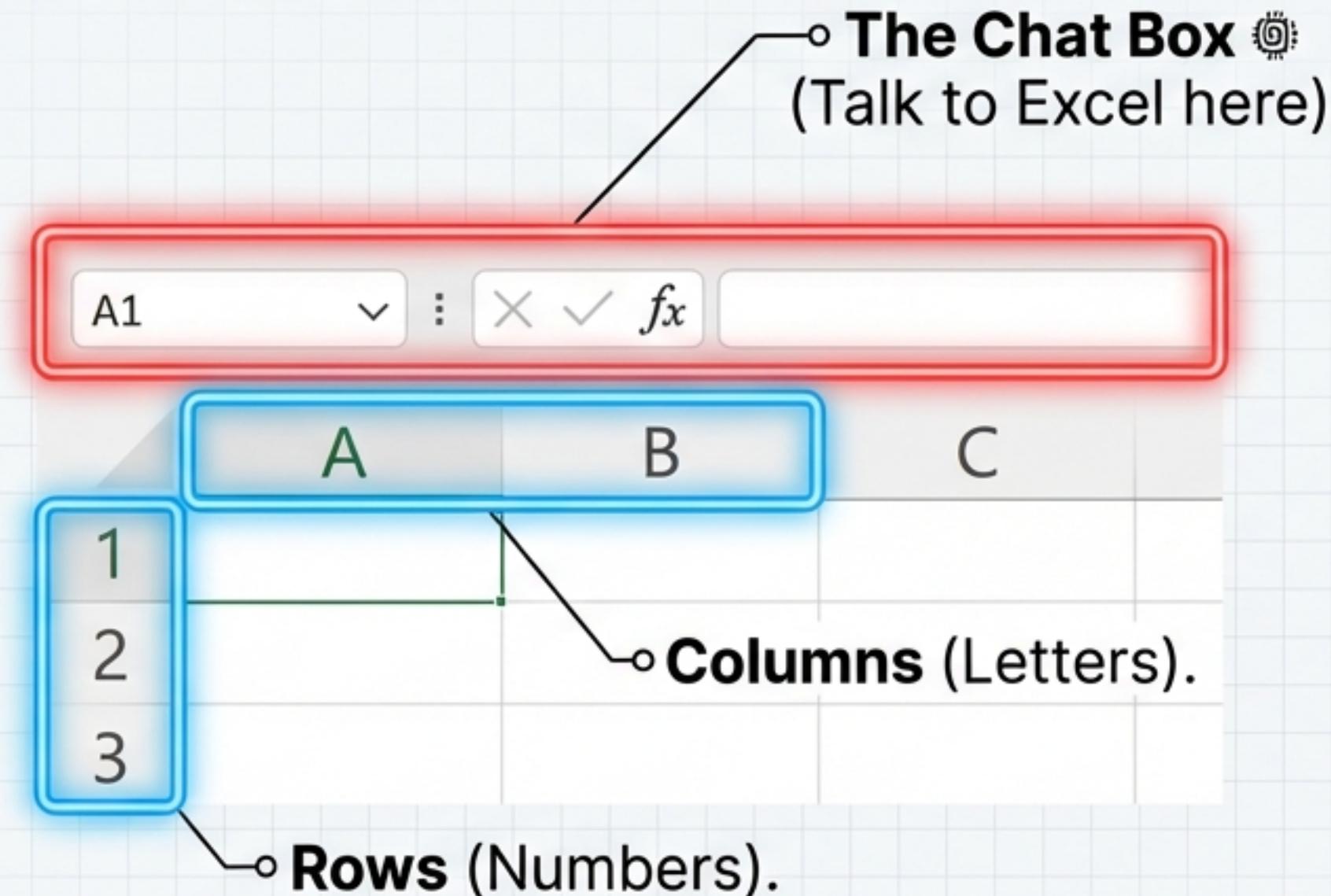
# Level 1: Speaking the Language

## Basic Math & The Interface

### The Golden Rule:

Excel is silent until you type  $=$ .

Every formula starts with the Equals Sign.



◦ **The Chat Box** ⓘ  
(Talk to Excel here).

### The Operators:

**+** : Add

**-** : Subtract

**\*** : Multiply  
(Don't use x!)

**/** : Divide

### PRO TIP:

Don't type numbers like  $=5*10$ . Click the cells like  $=A1*B1$ .  
If the data changes, your math fixes itself.

# The Magic of the Dollar Sign (\$)

Locking Cell References with F4

## Relative Reference (A1)

	A	B	C
1	=A1		
2	=A2		
3	=A3		

**Broken**

**Moves with you.** Good for lists.

## Absolute Reference (\$A\$1)

	A	B	C
1	=\$A\$1		
2	=\$A\$1		
3	=\$A\$1		

**Superglued.** Good for Tax Rates or Constants.

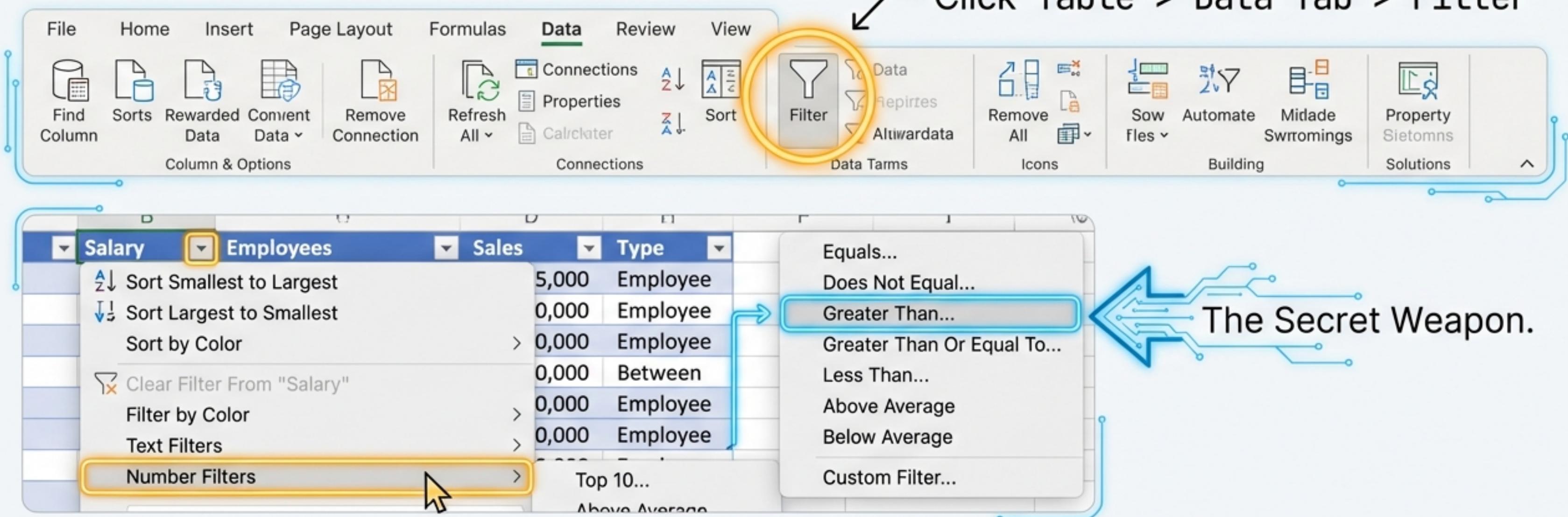
## Cheat Code:

Shortcuts: Select a cell and press **F4**.

- Press 1x: **\$A\$1** (Locked completely)
- Press 2x: **A\$1** (Row locked)
- Press 3x: **\$A1** (Column locked)

# Cleaning the Mess: Sorting & Filtering

How to find the signal in the noise.



- **Hide Data:** Uncheck boxes to hide specific items (e.g., hide 'Private' owners).
- **Number Filters:** Use this for specific questions like "Employees earning > €40,000".
- **Sorting:** Single Level (A-Z) or Multi-Level (Department then Salary).

# Disguising Data: Custom Number Formats

Change the look, keep the value.

## The Masquerade

80

**The Value (Math Safe)**

Format Cells > Custom

80 m<sup>2</sup>

**The Look (Human Friendly)**

Syntax: 0" Text"

Example 1: 0" kg" -> Displays 50 kg

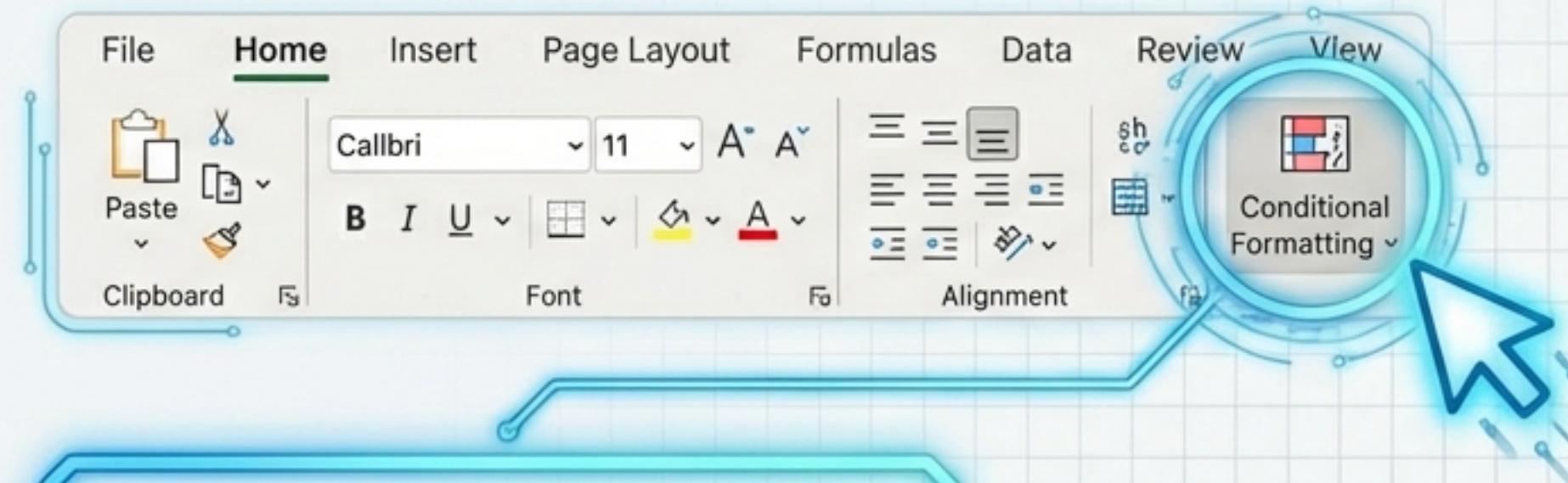
Example 2: 0,00" EUR" -> Displays 12.50 EUR

**The Trap:** If you manually type '80 kg', Excel thinks it is text. Math will fail. Always use Formatting. 

Right Click Cell > Format Cells > Custom > Type code in 'Type' box.

# Visual Logic: Conditional Formatting

Make the data shout at you.



Stock Levels	
Item	Value
1 Dog Food	50
2 Cat Food	150
3 Bird Food	300

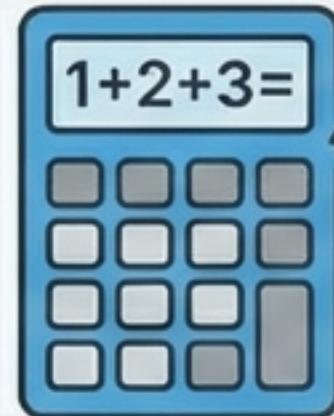
1. Highlight your data.
2. Home > Conditional Formatting > Highlight Cell Rules.
3. Choose 'Less Than' or 'Greater Than'.

**Pro Move:** Formatting a whole row?  
Use a formula rule and lock the column.

`=$B2>100`

# The Aggregators

SUM, MIN, MAX, AVERAGE in Inter

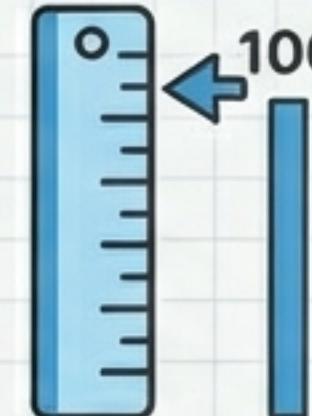


## SUM

DE: SUMME

Adds everything up.

=SUM(A1:A10)



## MAX

DE: MAX

Finds the highest number.

=MAX(A1:A10)



## AVERAGE

DE: MITTELWERT

Finds the arithmetic mean.

=AVERAGE(A1:A10)



## MIN

DE: MIN

Finds the lowest number.

=MIN(A1:A10)

**Tip:** Hold CTRL to select multiple separate ranges.

# The Counters: COUNT vs. COUNTA

Knowing what to count.



**Strict.** Only counts Numbers.



**Open.** Counts **Anything** that isn't empty.

Counting Salaries?

→ COUNT

Counting Employee Names?

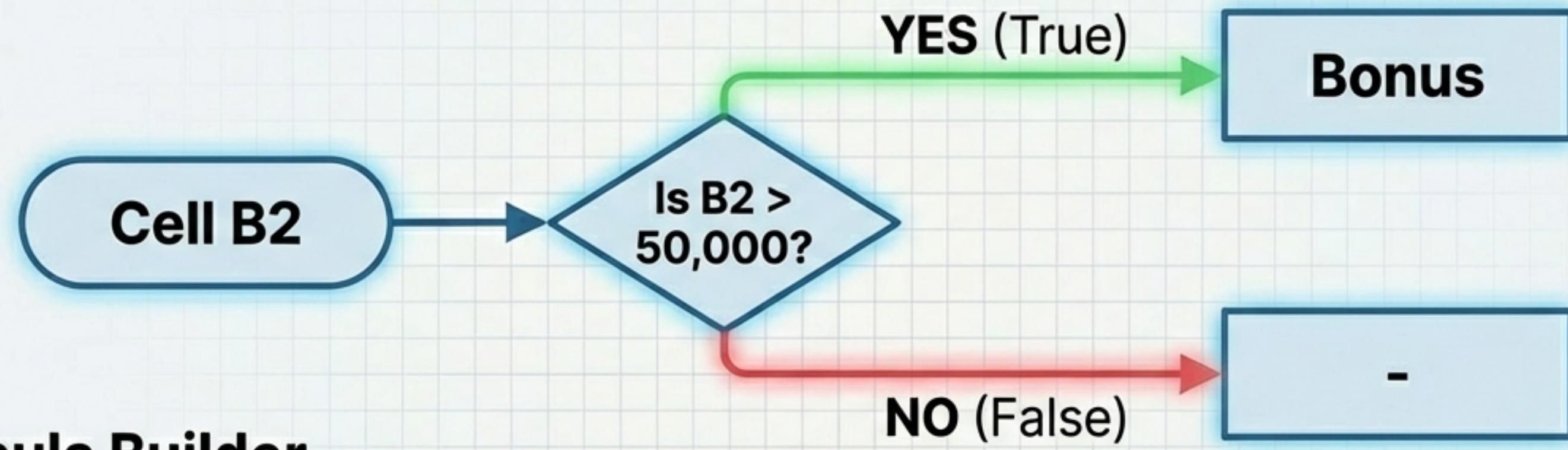
→ COUNTA

Counting 'X' for attendance?

→ COUNTA

# The Decision Maker: IF (WENN)

Digital Logic: If This, Then That.



**Formula Builder**

=IF( Condition ; True\_Value ; False\_Value )

=WENN( B2>50000 ; "Bonus" ; "-" )

Text needs quotes!

> Greater | < Less | >= Greater/Equal | <> Not Equal

# The Smart Sum: Subtotals (TEILERGEBNIS)

Why SUM fails on filtered lists.

## Using SUM

	A	B
2	Item A	1000
3	-----	1000
6	Item E	1500
7	Item F	500
8	Item G	2000
9	Item H	2500
10	Item I	2500

=SUM(B2:B10)

10,000

## Using SUBTOTAL

	A	B
2	Item A	1000
3	-----	1000
6	Item E	1500
7	Item F	500
8	Item G	2000
9	Item H	2500
10	Item I	2500

=SUBTOTAL(9; B2:B10)

4,000

## Code Key

Function Codes:

**9 = SUM  
(SUMME)**

**1 = AVERAGE  
(MITTELWERT)**

**2 = COUNT  
(ANZAHL)**

# Time Travel: Dates & Logic

Calculating Age and Tenure.



Note: "y" = Years, "d" = Days.

## Example Scenario

Logical Check: Is the person very young?

`=IF( DATEDIF(B2; TODAY(); "d") < 10000 ; "Young" ; "Old" )`

Text needs quotes!

# Scenario A: The Shop Owner

## Inventory Management

	A	B	C
1	Fressnapf Inventory		
2	[Product]	[Weight]	[Stock]
3	Dog Food	80	50
4	Cat Food	20	150
5	Format as 'kg' (Custom Format)		Highlight < 100 (Conditional Formatting)
6			Count total items (=COUNTA)

### The Mission:

1. Select Weight > Format Cells > 0" kg"
2. Select Stock > Conditional Formatting > Less Than 100
3. Count products with ANZAHL2

# Scenario B: The Payroll

## Salary & Bonus Logic

	A	B	C	D		
1	Employee List					
1	[Name]	[Sales]	[Base Salary]	[Bonus]	[Total Pay]	
2	Sarah K.	[450,000]	[50,000]	[9,000]	[59,000]	IF Sales > 320k, then 2%, else 0
3	James L.	[300,000]	[48,000]	[0]	[48,000]	Simple Math: Base + Bonus
4	Emily R.	[325,000]	[52,000]	[6,500]	[58,500]	
5	Michael C.	[280,000]	[51,000]	[0]	[51,000]	
6						Average Wage (=AVERAGE)

```
=IF( B2 >= 320000 ; B2 * 2% ; 0 )  
=WENN( B2 >= 320000 ; B2 * 2% ; 0 )
```

# Scenario C: The Bank

## Complex Interest Logic

	A	B	C	D
1	[Account Holder]	[Balance]	[Interest Rate]	[Interest Amount]
2	Alice D.	15,000	3.00% p.a.	450.00
3	Bob M.	8,500	2.25% p.a.	191.25
4	Charlie K.	10,000	3.00% p.a.	300.00

```
=IF( Balance > 10000 ; 3% ; 2,25% )
```

Logic: >10k gets  
3%, else 2.25%

Math:  
Balance \* Rate

Format result as:  
0,00" % p.a."

**Note:** Pay attention to decimals (2,25% vs 2.25%) depending on your PC settings.

# The Cheat Sheet

Screenshot this. Memorize this. Pass this.

## Translation Guide (EN → DE)

IF	→ WENN
SUM	→ SUMME
AVERAGE	→ MITTELWERT
COUNT	→ ANZAHL (Numbers)
COUNTA	→ ANZAHL2 (All)
SUBTOTAL	→ TEILERGEBNIS

## Key Shortcuts

- F4 : Lock Cell
- : References (\$)
- CTRL + ← : Jump to end of data
- CTRL + Shift + → : Select to end of data

## Syntax Reminders

- "T" Text always needs quotes! ("Bonus")
- = Start every formula with =
- ; Use ; to separate parts of a formula

VSN

Good luck on the 13th. You've got this.