Excel Notes

# Tabs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| home | Alt + H | insert | Alt + N | Page layout | Alt + P |
| data | Alt + A | view | Alt + W | formula | Alt + M |

# Text Align

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| left | Alt + H, A , L | right | Alt + H, A, R | center | Alt + H, A, C |

# Open Dialog

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| format | Ctrl + 1 | delete | Ctrl + minus | insert | Ctrl +shift+plus |

# Text Function

Concatenate =CONCATENATE(address1, “ ”, address2, “ ”, address3)

Lower =LOWER(address of cell)

Upper =UPPER(address of cell)

Proper =PROPER(address of cell)

Length =LENGTH(address of cell)

Left =LEFT(address of cell)

Right =RIGHT(address of cell)

Mid =MID(address of cell)

Find =FIND(text, address of cell means range)

Search =SEARCH(text, address of cell means range)

Replace =REPLACE(old\_text, startnum, num\_of\_chars, new\_text)

Substitute =SUBSTITUTE(text, old\_text, new\_text, [instance num])