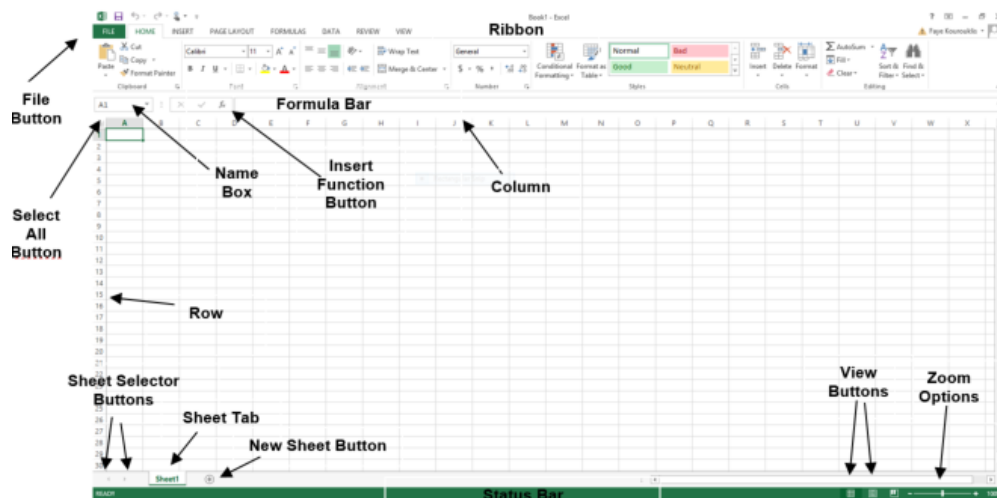


01 Excel Basics

The interface of the excel



Autofill on the excel

- [Select the cells](#) → File → options → advanced → edit custom lists → import → ok → ok
 - o When select the cell and drag down it will repeat the [selected cells](#)

Make comment on specific cell

- Select the cell → right click → insert comment

Remove comment on specific cell

- Select the cell → right click → delete comment

Delete the cell content

- Select the cell → right click → clear content

Fit the cell width to the cell content

- Select all cells → double click to the first column line

Filter the data

- Select the table → data → filter → small arrow will appear on the table
 - o Select any arrow → sort smallest to largest
 - o Select any arrow → sort A to Z
 - o Select any arrow → sort by color

Search on the table

- Select the table → data → filter → search

Show repeated data on the table

- Select the table → home → conditional formatting → highlight cells rule → duplicate values
 - o Will highlight the cells the have the same value

Clear the highlighted cells color

- Select the cells → clear rules from selected cells

Highlight cells based on condition

- Select the cells → home → conditional formatting → [select the condition]

Some functions on Excel

- **SUM ()** → summation specific cells
 - **MIN()** → get the minimum value on a range of cells
 - **MAX()** → get the maximum value on a range of cells
 - **COUNT()** → this return the number of records/cells
 - **AVERAGE ()** → get the average value of the selected cells
 - **LARGE(array, k)** → return the largest value in a range of numbers
 - o array: the range or array of numeric values
 - o k: the position (from the largest) you want to retrieve
 - o **example:** LARGE(A1:A10, 3)
 - get the third largest number
 - **SMALL(array, k)** → get the smallest value on array or range
 - o array: the range or array of numeric values
 - o k: the position (from the largest) you want to retrieve
 - o **example:** SMALL(A1:A10, 3)
 - get the third smallest number
 - **COUNTA()** → this used to count the names [text]
 - **COUNTBLANK()** → this used to count the blank values
- If we have any equation on the excel sheet, when change any value of the cells of the equation; will change the result of the equation
- o To enable or disable this:
 - Formulas → calculation options → [automatic, manual]
 - If you make the calculation option **manual** you must select formulas → calculate now
 - If you make the calculation option **automatic**, the equation result will be automatically changed

how to find the cells that shared on the equation

- Formulas → trace precedents

Get the current date

- =TEXT(TODAY(), "dd-mm-yyyy") # 28-07-2025
 - =TEXT(TODAY(), "dddd, dd mmmm yyyy") # Monday, 28 July 2025
 - o **TEXT()**: is a function that format a date inside a formula
 - o dddd: this used to represent the day name
-