Excel

Formatting

Workbooks & Worksheets
- Print Area
- Freeze Panes
- Renaming Worksheets
- Worksheet Tab Colours
- Headers & Footers
- Filter cells
- Sort range
- Conditional Formatting

Cells
- Data Validation (Dropdown lists)
- Autofill
- Merge & align cells
- Format cells
- Naming cells & ranges

Formulas

Cell referencing
- Absolute cell referencing ($)

Errors
- #N/A! #NUM! #VALUE! #REF! #NULL!
- #### #DIV/0! #NAME?
- Circular Reference

Number Functions
- Min(range) {smallest # of range}
- Small(range, n) {finds n-th largest # in range}
- Max(range) {largest # of range}
- Large(range, n) {finds n-th largest # in range}
- AVERAGE(range) {returns the average of #s in range}
- SUM(range) {adds # in range}
- COUNT(range) {counts #s}
- COUNTA(range) {counts cells with text & #s}
- COUNTBLANK(range) {counts empty cells}
- POWER(cell, power) {raise cell # to power}
- ROUND (cell, decimal point) {rounds # to decimal place}
- RAND(number) {returns random #>0 <1}
  RANDBETWEEN(bottom, top) {returns random # between}
- MODE(range) {most common # in range}
  MEDIAN(range) {middle # of range}
- ROUNDUP(cell, num_digits) {rounds # up to decimal place}
- ROUNDDOWN(cell, num_digits) {rounds # down to decimal place}
- INT(cell) {rounds # down to integer}
- TRUNC(cell, num_digits) {removes the fractional part to digit}

Text Functions
- FIND(find_text, cell, [start_num]) {returns location of string in string}
- SUSTITUTE(cell, old_text, new_text, [instance]) {replaces old text with new text}
- REPLACE(cell, start_num, num_chars ,new_text) {replaces part of string with new text}
- LEN(cell) {returns number of characters}
- UPPER(cell) {converts all text to uppercase}
- LOWER(cell) {converts all text to lowercase}
- PROPER(cell) {converts all text to sentence case}
- TRIM(cell) {removes spaces at start & end}
- CONCATENATE(cell1, cell2) cell1 & cell2 {returns one string from many strings}
- VALUE(cell) {converts a string into a number}
- LEFT(cell, num_chars) {returns the first characters}
- RIGHT(cell, num_chars) {returns the last characters}
- MID(cell, start_num, num_chars) {returns the middle characters}
- VLOOKUP(value, array, column, [range_lookup])

Lookup & Reference Functions
- CHOOSE(index, value1, value2...)
- INDEX(array, row, column)
- MATCH(value, array, type)
- XLOOKUP(value, lookup_array, return_array)
- HLOOKUP(value, array, row, [range_lookup])

Logical Functions
- IF(condition, true action, [false action]) {returns one value if true & another if false}
- IFS(condition1, true action1, condition2 true action2, ... [false action]) or Nested IF
- SUMIF(range, condition, [sum_range]) {adds # in range = condition}
- COUNTIF(range, condition) counts cells = condition}
- SUMIFS(sum_range, condition1, condition2 ...)
- COUNTIFS(range, condition1, condition2 ...)

Charts

Create Charts of different types
- Column
- Bar
- Pie
- Line

Charts Elements
- Add / remove/ format Data labels & Legends
- Add / remove/ format Chart titles
- Add / remove/ format Chart Axis titles & units

Date & Time Functions
- TODAY() {returns today's date}
- NOW() {returns the date and time}

Learning Cats
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