Excel

Workbooks & Worksheets

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

Cells

- **Autofill**
- **Merge** & **align** cells
- **Format** cells
- **Naming** cells & ranges

Formatting

Cell referencing

- **Absolute** cell referencing ($)

Formulas

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}*
- **MODE**(range) *{most common # in range}*
  MEDIAN(range) *{middle # of range}*
- **RAND**() *{returns random #>0 <1}*
  RANDBETWEEN(bottom, top) *{returns random # between}*
- **ROUND** (cell, decimal point) *{rounds # to decimal place}*

Logical Functions

- **SUMIF**(range, condition, [sum_range]) *{adds # in range = condition}*
- **IF**(condition, true action, [false action]) *{returns one value if true & another if false}*
- **COUNTIF**(range, condition) *counts cells = condition}*

Date & Time Functions

- **TODAY**() *{returns today's date}*

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

Learning Cats
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