

## Definitions

The **active cell** is the cell selected in the spreadsheet. An **active range** is a range of cells that is currently selected from within the spreadsheet.

### Definitions

**Clipboard** is a temporary storage area that allows you to store and paste information. An **active window** is the window that is currently selected.

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|   | A   | B   | C   | D   |
|---|-----|-----|-----|-----|
| 1 | 100 | 200 | 300 | 400 |
| 2 | 500 | 600 | 700 | 800 |
| 3 | 900 | 800 | 700 | 600 |
| 4 | 500 | 400 | 300 | 200 |

## Getting help

You can get help by accessing the help menu.

- 1. Help menu
- 2. Help menu
- 3. Help menu
- 4. Help menu
- 5. Help menu

### How to add a comment to a cell

- 1. Right-click on the cell
- 2. Select 'Insert Comment'
- 3. Type your comment
- 4. Click on the cell to save the comment
- 5. Click on the comment to edit it

## Cells and ranges

Identifying cell locations with column letters and row numbers format

Identifying absolute cell addresses with \$ prefixes

The **active cell** is the cell selected in the spreadsheet. An **active range** is a range of cells that is currently selected from within the spreadsheet.

Identifying ranges with the standard format

The **active cell** is the cell selected in the spreadsheet. An **active range** is a range of cells that is currently selected from within the spreadsheet.

## Example dataset

Responsibility of the data team is to ensure the data is accurate and up-to-date.

|    | A    | B    | C    | D    | E    | F    |
|----|------|------|------|------|------|------|
| 1  | 100  | 200  | 300  | 400  | 500  | 600  |
| 2  | 700  | 800  | 900  | 1000 | 1100 | 1200 |
| 3  | 1300 | 1400 | 1500 | 1600 | 1700 | 1800 |
| 4  | 1900 | 2000 | 2100 | 2200 | 2300 | 2400 |
| 5  | 2500 | 2600 | 2700 | 2800 | 2900 | 3000 |
| 6  | 3100 | 3200 | 3300 | 3400 | 3500 | 3600 |
| 7  | 3700 | 3800 | 3900 | 4000 | 4100 | 4200 |
| 8  | 4300 | 4400 | 4500 | 4600 | 4700 | 4800 |
| 9  | 4900 | 5000 | 5100 | 5200 | 5300 | 5400 |
| 10 | 5500 | 5600 | 5700 | 5800 | 5900 | 6000 |

## Operators

Arithmetic operators

- 1. + Addition
- 2. - Subtraction
- 3. \* Multiplication
- 4. / Division
- 5. % Modulus
- 6. ^ Exponentiation

Numerical comparison operators

- 1. > Greater than
- 2. < Less than
- 3. = Equal to
- 4. >= Greater than or equal to
- 5. <= Less than or equal to
- 6. <> Not equal to
- 7. <= >= Greater than or equal to / Less than or equal to

## Logical Functions

- 1. AND
- 2. OR
- 3. NOT
- 4. XOR
- 5. IF
- 6. IFS
- 7. AND
- 8. OR
- 9. NOT
- 10. XOR
- 11. IF
- 12. IFS

## Data types

- 1. Text
- 2. Numbers
- 3. Dates
- 4. Times
- 5. Errors
- 6. Logical
- 7. Array
- 8. Object
- 9. Variant
- 10. Error
- 11. Null
- 12. Boolean

## Counting data

- 1. COUNT
- 2. COUNTA
- 3. COUNTBLANK
- 4. COUNTIF
- 5. COUNTIFS

## Math functions

- 1. SUM
- 2. AVERAGE
- 3. MAX
- 4. MIN
- 5. STDEV
- 6. VAR
- 7. PIVOT
- 8. INDEX
- 9. MATCH
- 10. RANK
- 11. TRIMMEAN
- 12. PERCENTILE
- 13. QUANTILE
- 14. LARGE
- 15. SMALL
- 16. MODE
- 17. MEDIAN
- 18. GEOMEAN
- 19. HARMMEAN
- 20. HARM
- 21. HARM
- 22. HARM
- 23. HARM
- 24. HARM
- 25. HARM
- 26. HARM
- 27. HARM
- 28. HARM
- 29. HARM
- 30. HARM

## Flow control

Use a logical condition to determine the return value with IF()

IF(logical\_test, value\_if\_true, value\_if\_false)

IF(logical\_test, value\_if\_true, value\_if\_false, value\_if\_true\_and\_false)

Use multiple logical conditions to determine the return value with IF()

IF(logical\_test1, value\_if\_true1, logical\_test2, value\_if\_true2, value\_if\_false)

IF(logical\_test1, value\_if\_true1, logical\_test2, value\_if\_true2, value\_if\_false)

Provide a default value in case of error with IFERROR()

IFERROR(value, value\_if\_error)

IFERROR(value, value\_if\_error, value\_if\_error2)

Choose a return value based on a table of inputs with XLOOKUP()

XLOOKUP(lookup\_value, lookup\_array, return\_array, [if\_not\_found], [if\_not\_found\_text], [mode])

XLOOKUP(lookup\_value, lookup\_array, return\_array, [if\_not\_found], [if\_not\_found\_text], [mode])

## Conditional computation

Get the number of cells that meet a condition with COUNTIF()

COUNTIF(range, criteria)

Calculate the total of cells meeting conditions with SUMIF() and SUMIFS()

SUMIF(range, criteria, sum\_range)

Calculate the total of cells meeting conditions with SUMIFS() and SUMIFS()

SUMIFS(sum\_range, criteria\_range1, criteria1, [criteria\_range2, criteria2], ...)

## Text functions and operators

Concatenation

CONCATENATE(text1, text2, ...)

Combining and getting string

- 1. CONCATENATE
- 2. &
- 3. CONCAT
- 4. TEXTJOIN
- 5. TEXTJOIN
- 6. TEXTJOIN
- 7. TEXTJOIN
- 8. TEXTJOIN
- 9. TEXTJOIN
- 10. TEXTJOIN
- 11. TEXTJOIN
- 12. TEXTJOIN
- 13. TEXTJOIN
- 14. TEXTJOIN
- 15. TEXTJOIN
- 16. TEXTJOIN
- 17. TEXTJOIN
- 18. TEXTJOIN
- 19. TEXTJOIN
- 20. TEXTJOIN

Merging strings

- 1. CONCATENATE
- 2. &
- 3. CONCAT
- 4. TEXTJOIN
- 5. TEXTJOIN
- 6. TEXTJOIN
- 7. TEXTJOIN
- 8. TEXTJOIN
- 9. TEXTJOIN
- 10. TEXTJOIN
- 11. TEXTJOIN
- 12. TEXTJOIN
- 13. TEXTJOIN
- 14. TEXTJOIN
- 15. TEXTJOIN
- 16. TEXTJOIN
- 17. TEXTJOIN
- 18. TEXTJOIN
- 19. TEXTJOIN
- 20. TEXTJOIN

## Data manipulation

INDEX(array, row\_num, column\_num)

# Excel Basics Cheat Sheet 2010

**TeachUcomp Inc.**



## **Excel Basics Cheat Sheet 2010:**

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## **Table of Contents Excel Basics Cheat Sheet 2010**

1. Understanding the eBook Excel Basics Cheat Sheet 2010
  - The Rise of Digital Reading Excel Basics Cheat Sheet 2010
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel Basics Cheat Sheet 2010
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel Basics Cheat Sheet 2010
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel Basics Cheat Sheet 2010
  - Personalized Recommendations
  - Excel Basics Cheat Sheet 2010 User Reviews and Ratings
  - Excel Basics Cheat Sheet 2010 and Bestseller Lists
5. Accessing Excel Basics Cheat Sheet 2010 Free and Paid eBooks
  - Excel Basics Cheat Sheet 2010 Public Domain eBooks
  - Excel Basics Cheat Sheet 2010 eBook Subscription Services
  - Excel Basics Cheat Sheet 2010 Budget-Friendly Options

6. Navigating Excel Basics Cheat Sheet 2010 eBook Formats
  - ePub, PDF, MOBI, and More
  - Excel Basics Cheat Sheet 2010 Compatibility with Devices
  - Excel Basics Cheat Sheet 2010 Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel Basics Cheat Sheet 2010
  - Highlighting and Note-Taking Excel Basics Cheat Sheet 2010
  - Interactive Elements Excel Basics Cheat Sheet 2010
8. Staying Engaged with Excel Basics Cheat Sheet 2010
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel Basics Cheat Sheet 2010
9. Balancing eBooks and Physical Books Excel Basics Cheat Sheet 2010
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel Basics Cheat Sheet 2010
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Excel Basics Cheat Sheet 2010
  - Setting Reading Goals Excel Basics Cheat Sheet 2010
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Excel Basics Cheat Sheet 2010
  - Fact-Checking eBook Content of Excel Basics Cheat Sheet 2010
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

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