

Excel

This Document offers a collection of tips and tricks for using Excel.

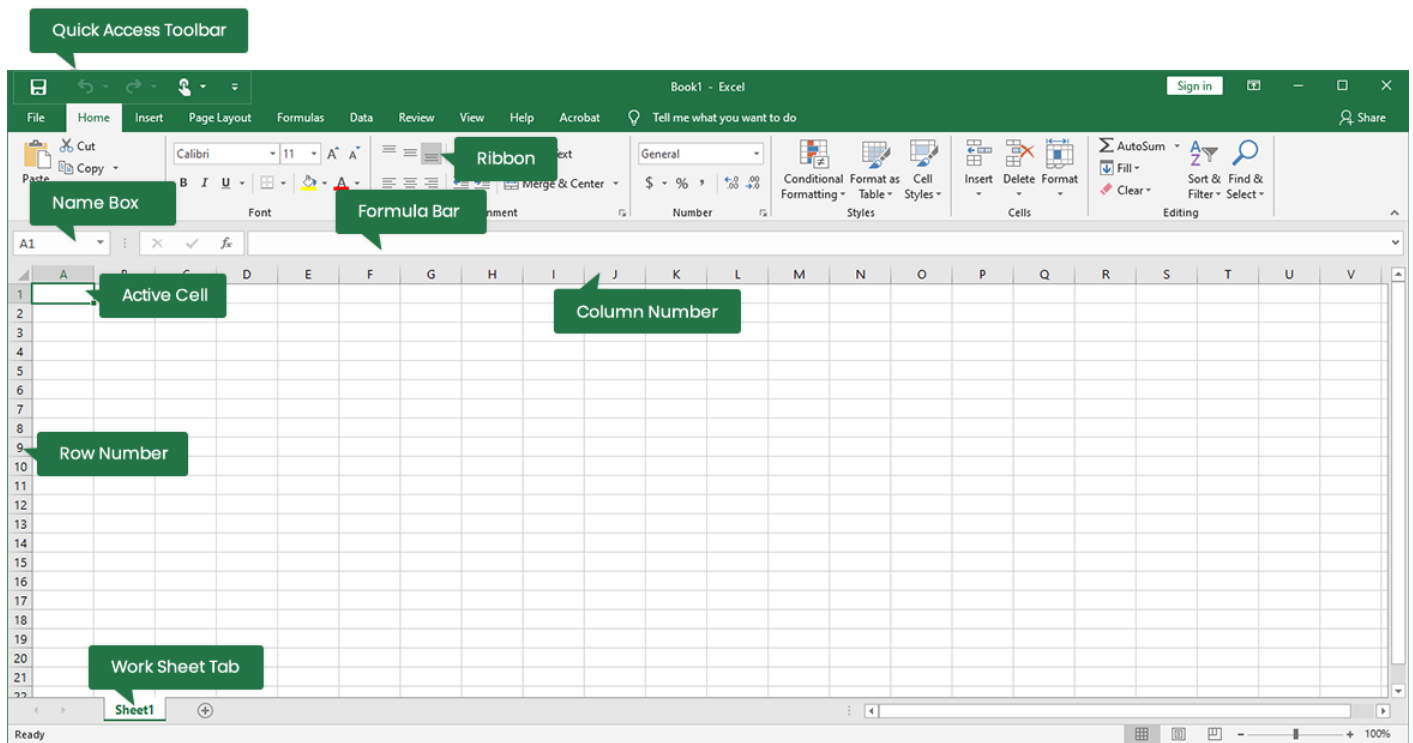
- [Excel](#)

Excel

To become proficient in Excel, there are several key sections and topics you should focus on. Here's a breakdown of the main areas to learn:

1. Basic Excel Skills

- **Excel Interface** : Learn the Ribbon, toolbar, and how to navigate Excel.
- **Entering Data** : Understanding how to input, edit, and format data in cells.
- **Basic Formulas** : Learn basic arithmetic operations like `=SUM()`, `=AVERAGE()`, `=MIN()`, `=MAX()`.
- **Cell Referencing** : Learn about relative, absolute, and mixed references (``A1``, `A1`, ``A$1``).
- **Formatting Cells** : Formatting numbers, dates, text, alignment, and using styles.
- **Copy, Cut, Paste, and AutoFill** : Learn how to manipulate data quickly.



2. Intermediate Formulas and Functions

- **Logical Functions** : `=IF()`, `=AND()`, `=OR()`, `=NOT()`.
- **Lookup Functions** : `=VLOOKUP()`, `=HLOOKUP()`, `=INDEX()`, `=MATCH()`, `=XLOOKUP()`.
- **Text Functions** : `=CONCATENATE()`, `=LEFT()`, `=RIGHT()`, `=LEN()`, `=TRIM()`.
- **Date and Time Functions** : `=TODAY()`, `=NOW()`, `=DATEDIF()`, `=DAY()`, `=MONTH()`, `=YEAR()`.
- **Math and Statistical Functions** : `=SUMIF()`, `=COUNTIF()`, `=AVERAGEIF()`, `=ROUND()`.

- **Error Handling** : =IFERROR(), =ISERROR().

Logical Functions in Excel

File Home Analyze Insert Page Layout **Formulas** Data Review View Developer

Insert Function AutoSum Recently Used Financial Logical Text Date & Time Logical References

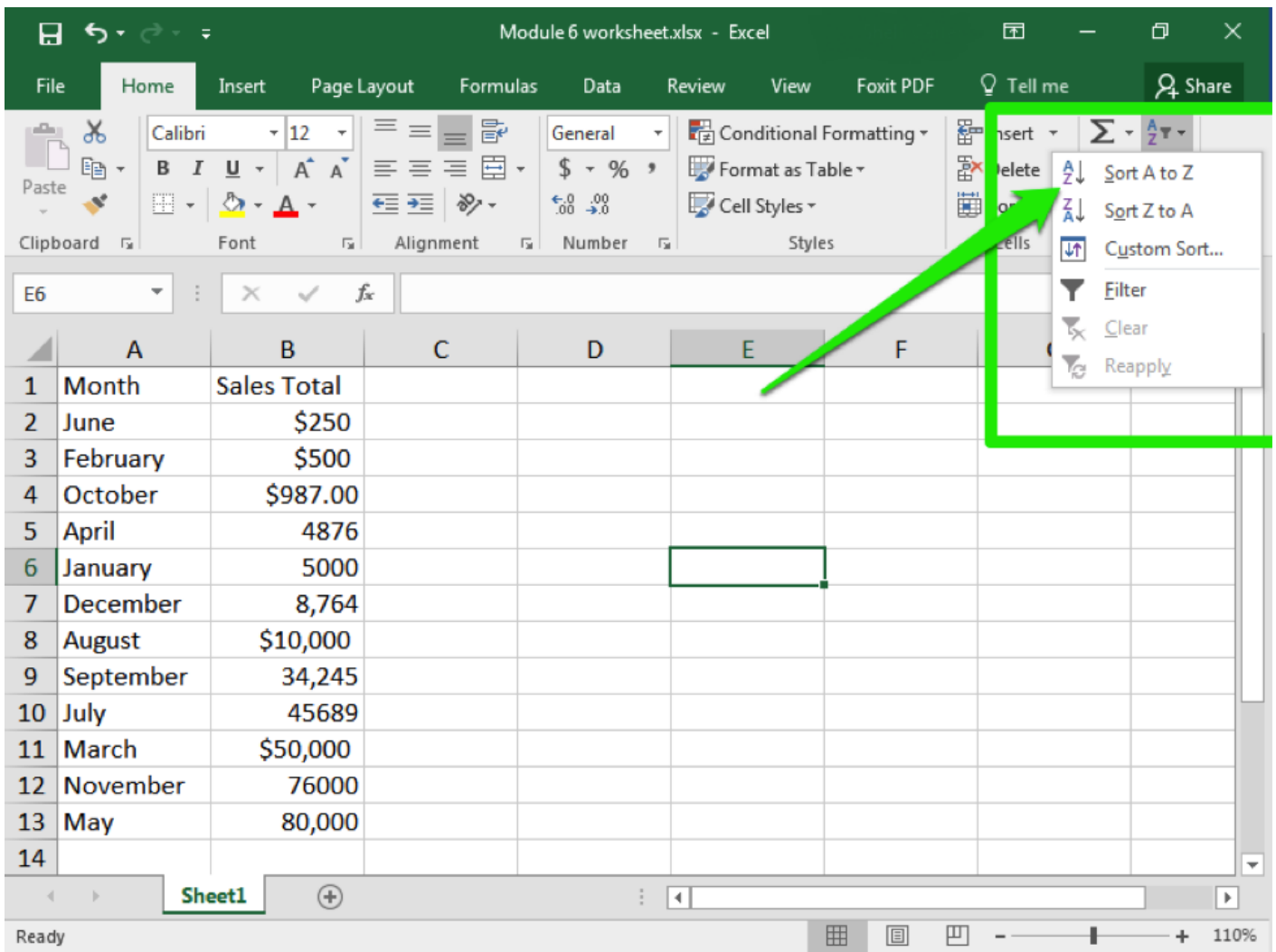
Logical Functions:

- AND: `AND(logical1, [logical2], ...)`
- FALSE: `FALSE`
- IF: `IF(logical_test, [value_if_true], [value_if_false])`
- IFERROR: `IFERROR(value, [value_if_error])`
- IFNA: `IFNA(value, [value_if_not_a])`
- IFS: `IFS(logical1, [value_if_true1], [logical2], [value_if_true2], ...)`
- NOT: `NOT(logical)`
- OR: `OR(logical1, [logical2], ...)`
- SWITCH: `SWITCH(value, value1, result1, [value2], [result2], ...)`
- TRUE: `TRUE`
- XOR: `XOR(logical1, [logical2], ...)`

	Age	Not e
1		
2	50	Not e
3	70	Elig
4	78	Elig
5	45	Not e

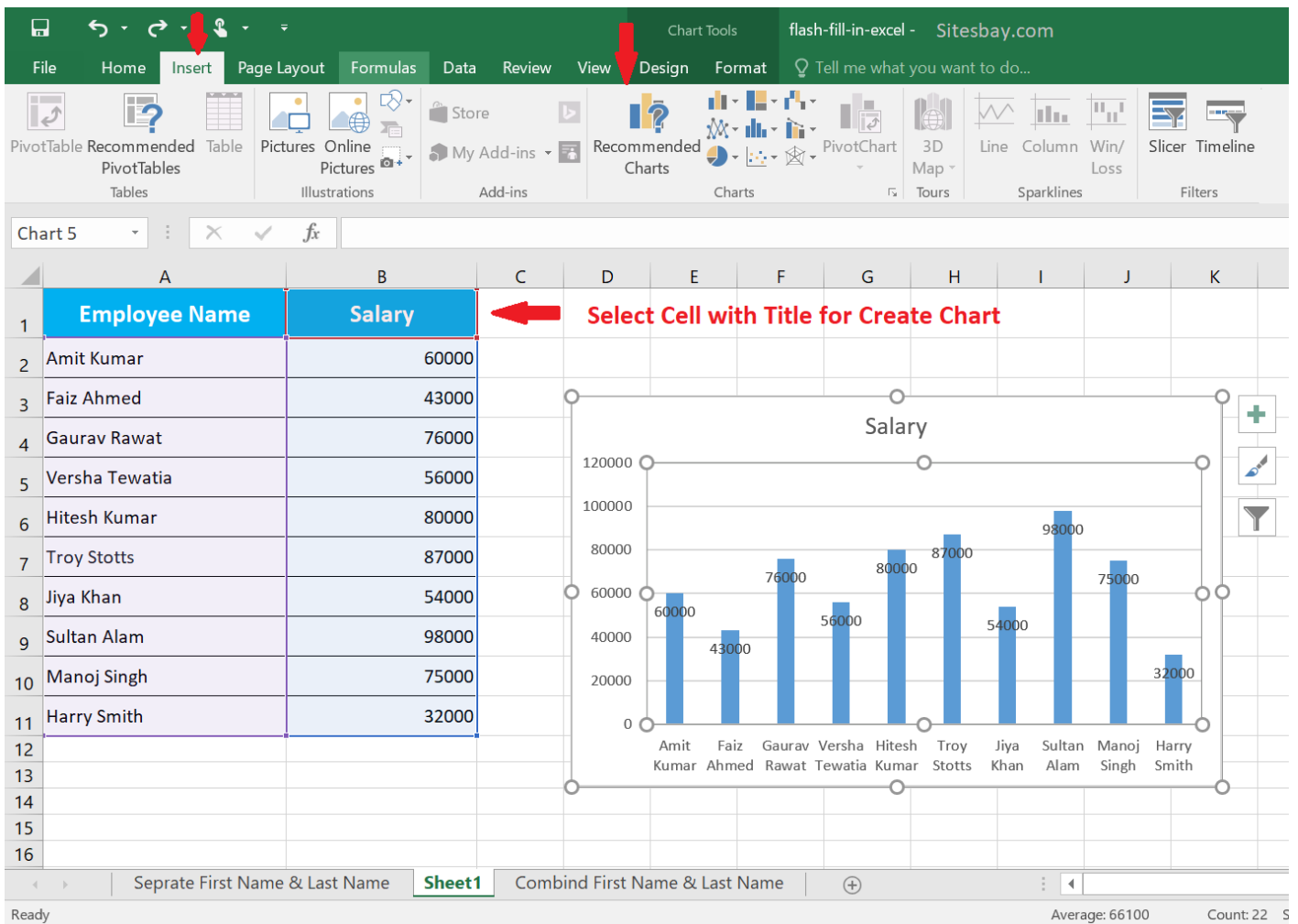
3. Data Management

- **Sorting and Filtering** : Learn how to sort data and apply filters.
- **Data Validation** : Setting up rules for data entry, dropdown lists.
- **Conditional Formatting** : Highlighting cells based on specific conditions.
- **Named Ranges** : Defining names for ranges and using them in formulas.
- **Remove Duplicates** : Learn how to clean and manage large datasets.



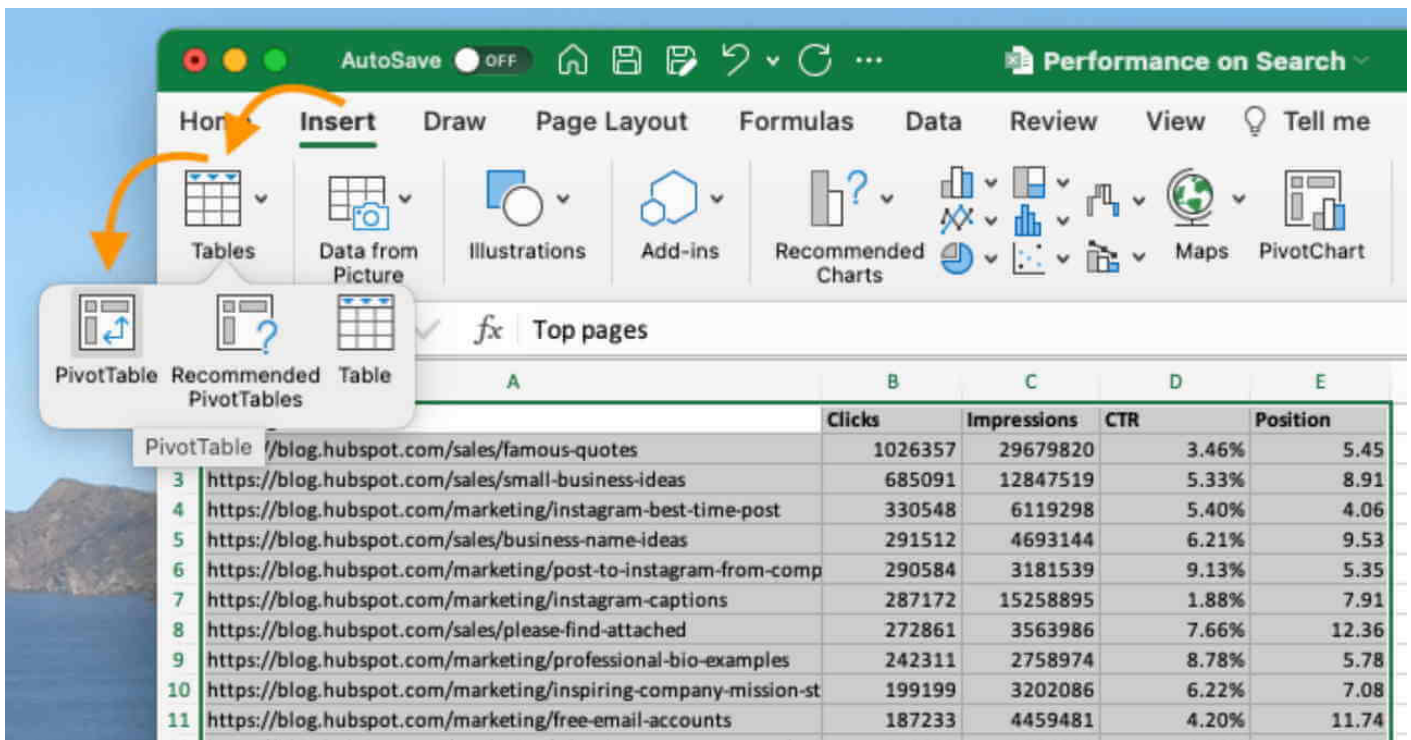
4. Charts and Visualization

- **Creating Charts** : Learn how to create bar charts, line charts, pie charts, etc.
- **Chart Customization** : Formatting, adjusting data series, adding labels, etc.
- **Sparklines** : Tiny charts within a cell.
- **Pivot Charts** : Creating charts from Pivot Tables for data analysis.



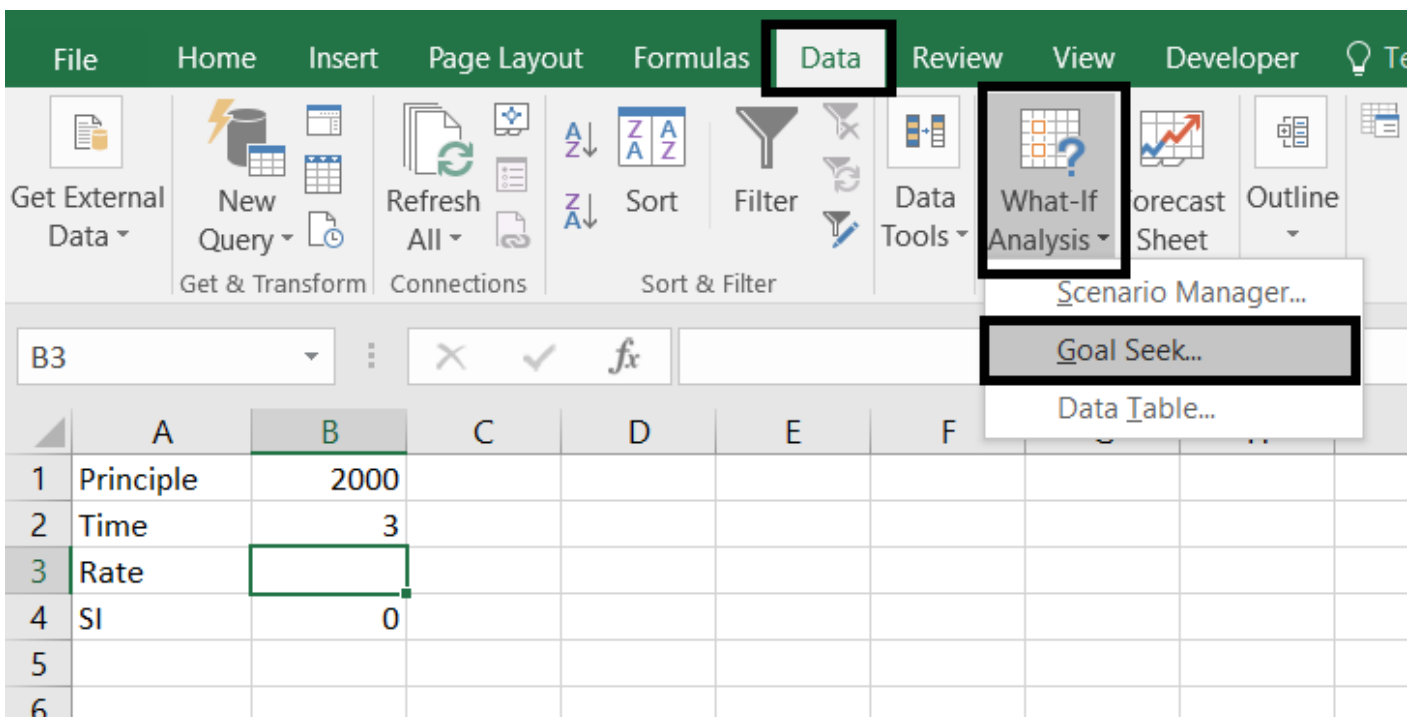
5. Pivot Tables

- **Creating Pivot Tables** : Learn how to create Pivot Tables to summarize data.
- **Sorting and Filtering in Pivot Tables** : Organizing data effectively in Pivot Tables.
- **Group Data** : Grouping data by categories like months, years, etc.
- **Slicers and Timeline** : Adding interactivity to Pivot Tables.



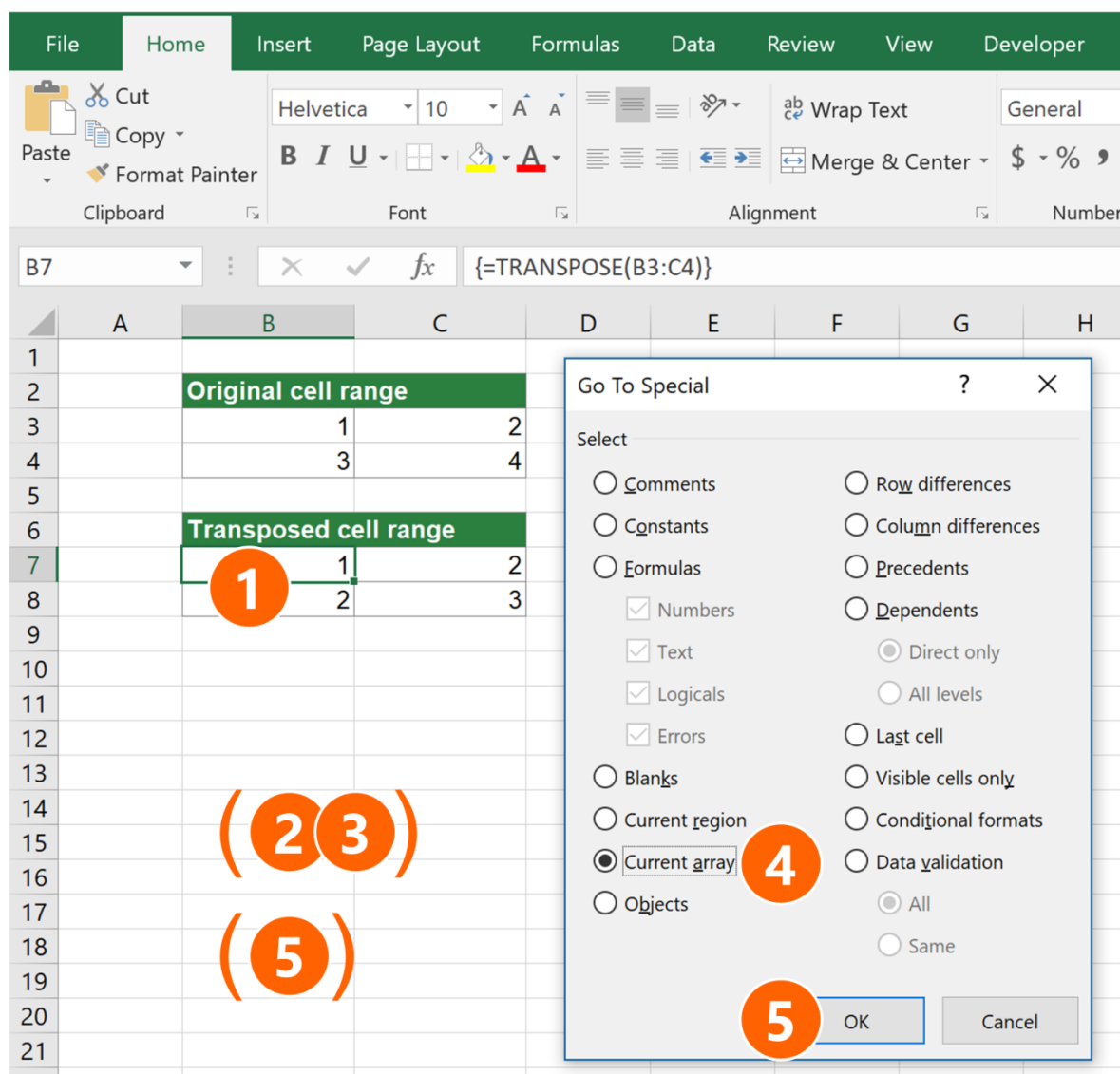
6. Data Analysis Tools

- **What-If Analysis** : Goal Seek, Scenario Manager, and Data Tables.
- **Solver** : Learn how to solve complex problems with Solver.
- **Forecasting and Trendlines** : Use Excel's forecasting tools to project future data.



7. Advanced Functions

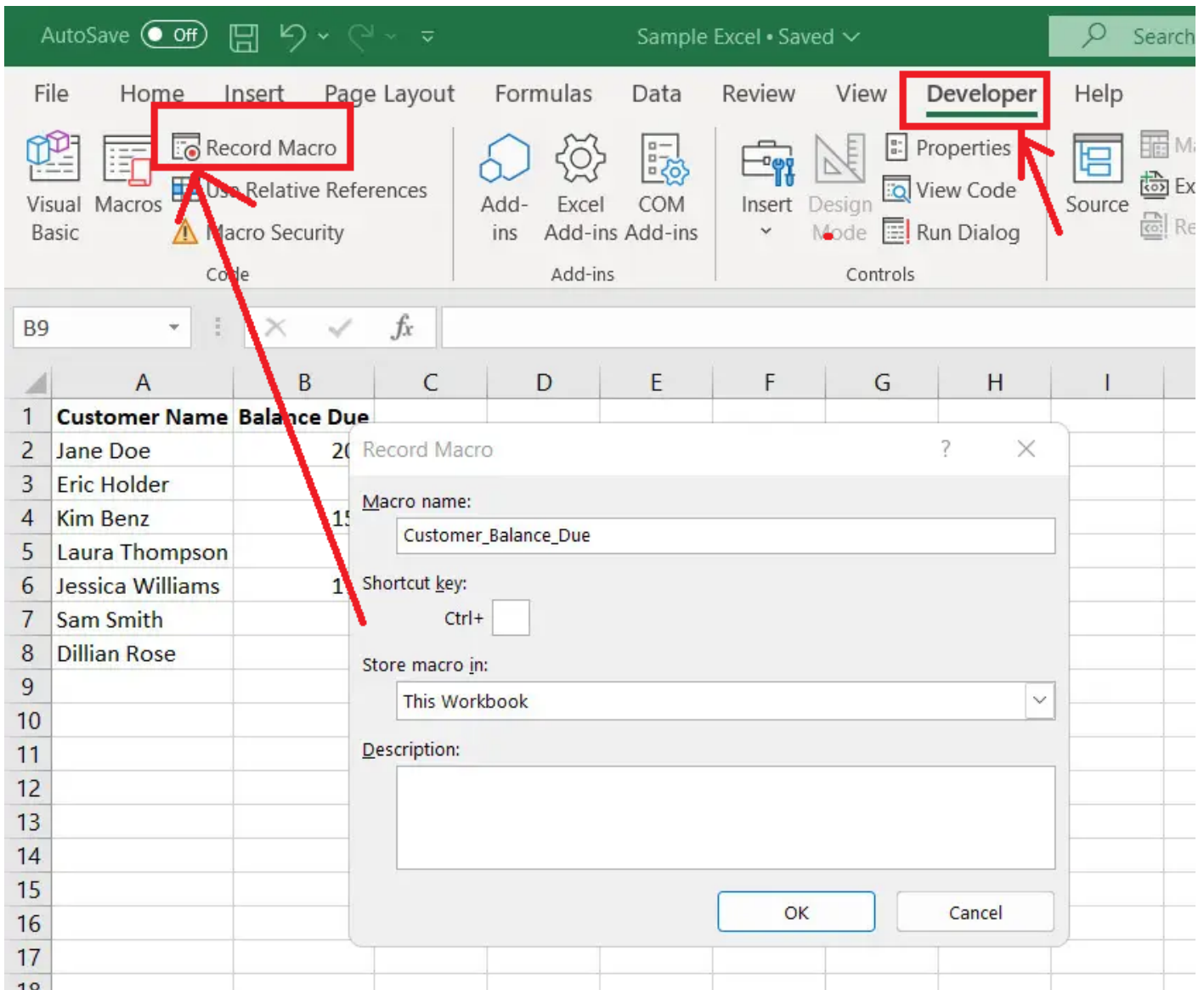
- **Array Formulas** : Learn about single and multi-cell array formulas.
- **Dynamic Arrays** : Functions like =UNIQUE(), =SORT(), =FILTER(), =SEQUENCE().
- **Power Query**: Importing, cleaning, and transforming data from various sources.
- **Power Pivot** : Creating complex data models and working with large datasets.



8. Macros and VBA

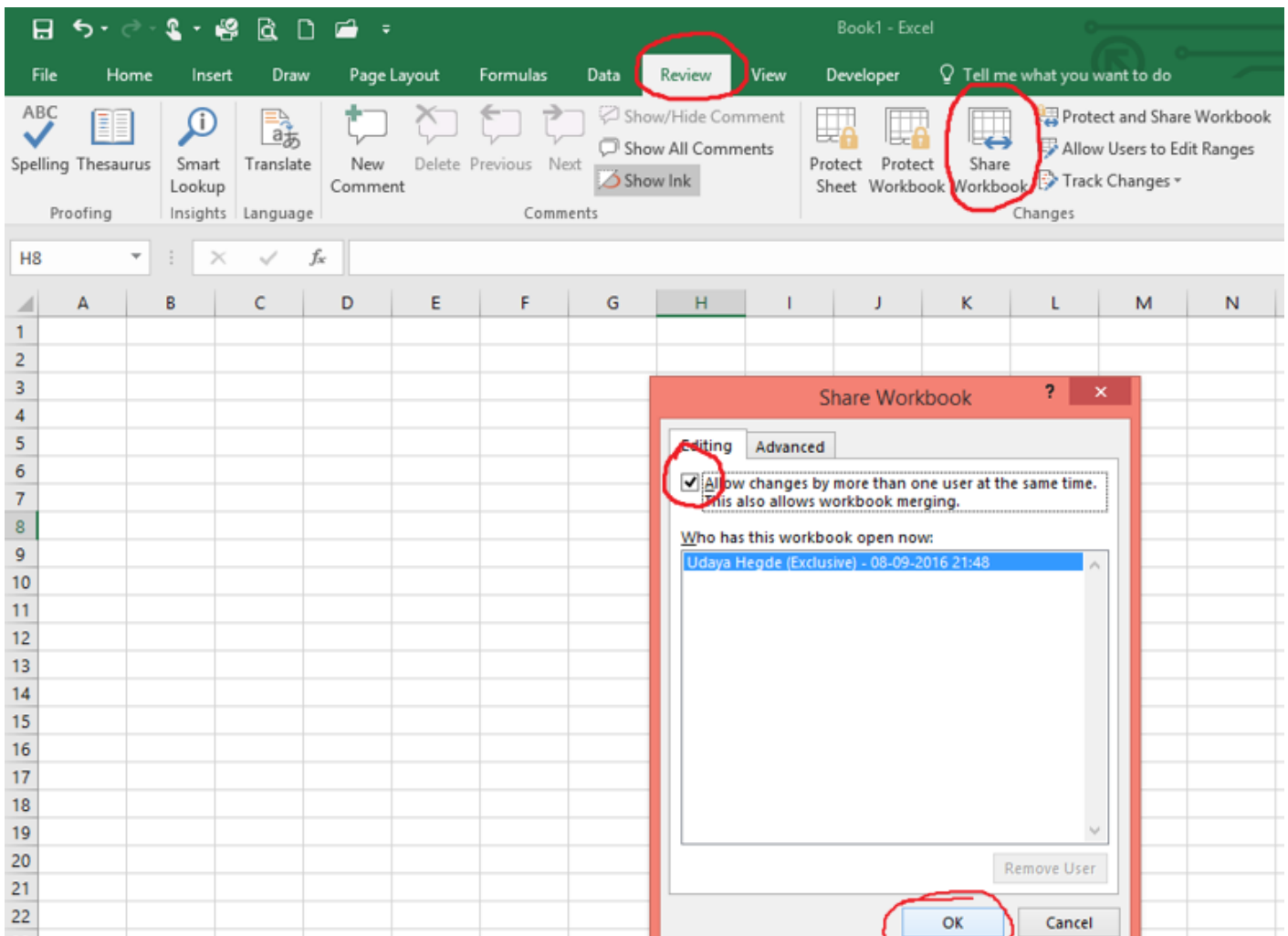
- **Recording Macros** : Automate repetitive tasks using the macro recorder.
- **Introduction to VBA (Visual Basic for Applications)** : Learn basic VBA programming for automating tasks.

- **Creating Custom Functions** : Write your own functions using VBA.



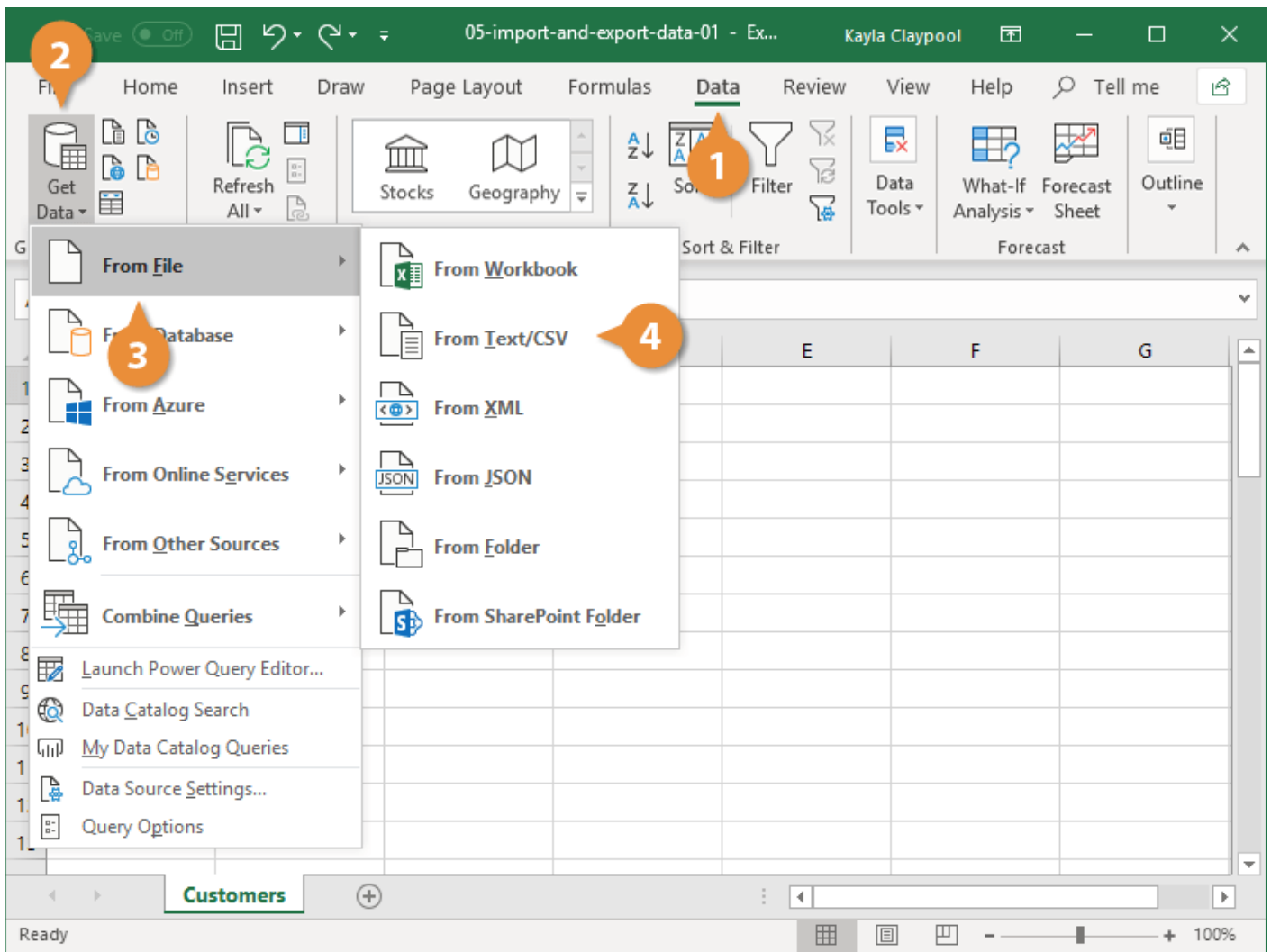
9. Collaboration and Sharing

- **Sharing Workbooks** : Collaborating on the same workbook with others.
- **Track Changes** : Tracking changes made by others in a shared workbook.
- **Protecting Worksheets/Workbooks** : Applying protection to prevent editing of certain sections.
- **Comments and Notes** : Adding comments to collaborate and provide feedback.



10. Data Import and Export

- **Importing Data** : Import data from external sources like text files, CSV, databases, etc.
- **Exporting Data** : Save data in different formats like CSV, PDF, etc.
- **Connecting to External Data Sources** : Use Power Query or external connections to databases.



10. References

<https://www.guru99.com/excel-tutorials.html>

<https://trumpexcel.com/learn-excel/>