



Three ways to do most actions

- Menu/Ribbon
- Mouse (right click)
- Keyboard shortcuts

Excel Functions

- Errors**
 - #Div/0! (Denominator is 0)
 - #Name? (Can't find reference or function)
 - #Null (Incorrect Range)
 - #Ref! (typically cell reference deleted)
 - #Value! (incorrect data type use)
 - #N/A (required value not available, often in lookup functions)
 - #Num! (didn't get a number, number too small or large)
 - ##### (Display problem, column needs to be wider)

- Statistical**
 - Counting**
 - CountA
 - Count
 - CountIf
 - Countifs
 - Average**
 - AverageIf
 - AverageIFS
 - Average
 - Max**
 - Min**
 - Median
 - Large
 - Small
 - Rank
 - Percentile
 - PercentRank
 - SumProduct

- Math**
 - Rounding Numbers**
 - Round
 - RoundUp
 - RoundDown
 - Sum**
 - Sum
 - SumIf
 - Sumifs
 - Rand
 - RandBetween
 - Subtotal

- Names**
 - Works within or Across Sheets
 - Menu-formulas

- Status Bar Statistics**
 - Quick Statistics on Bottom Bar
 - Average, Sum, Min, Max, Count, CountNums

- Building a Function**
 - Start
 - Press =, fx
 - start typing if you know part of function
 - Use the function help if you don't know how it works
 - Search by what you want to do
 - Look under categories

- Text Functions**
 - Changing case**
 - Upper
 - Lower
 - Proper
 - pulling out a subset of text**
 - Mid
 - Right
 - Left
 - switching text**
 - Substitute
 - Replace
 - Find
 - cleaning text**
 - Trim

- Date/Time**
 - Year
 - Month
 - Day
 - Date
 - Weekday
 - Workday
 - YearFrac

- Logical**
 - If
 - And
 - Or

- Lookup**
 - Vlookup
 - Hlookup
 - Lookup
 - Match
 - Index

