

The ABCs of Excel



A1 C X ✓ fx

	A	B	C	D
1	A Alt Press "Alt" to access Excel's Ribbon shortcuts for quick navigation and task execution.	B Bar Chart One of the most popular ways to display data via a chart with an X and Y-axis	C Conditional Formatting Automatically formats cells based on specified criteria	D Donut chart A popular chart showing proportionate parts of a whole, with a center cutout
2	E Excel The most powerful tool on the planet	F Function Predefined formula that performs calculations using arguments	G Group Combine multiple rows or columns into a single collapsible/expandable outline	H Hide Conceal rows, columns, or worksheets from view without deleting them
3	I Insert Add new cells, rows, columns, worksheets, or objects into a spreadsheet	J Jump to next / last active cell Keyboard shortcut for quick navigation using CTRL + Arrow keys	K Keyboard shortcut Key combinations allowing you to perform commands faster without using the mouse	L Lookup Search for a value in a row or column and return a corresponding value from a different row or column.
4	M Macro Sequence of commands or actions utilizing VBA to automate repetitive tasks in Excel.	N Named range Assign a name to a cell range for easier reference	O Offset Function that returns a reference to a range that is a specified number of rows and columns from a cell	P PivotTable Interactive table that automatically extracts, organizes, and summarizes large amounts of data for dynamic analysis and reporting
5	Q Query Retrieve data based on specific criteria from external databases or different areas within Excel.	R Range A selection of two or more cells on a spreadsheet	S Sumifs Function that adds up numbers in a range that meet one or multiple criteria across corresponding ranges.	T Table Structured range of data in a tabular format
6	U Unique Spill Function that returns the unique values from a range	V Vlookup Function that searches for a value in the first column of a table and returns a value in the same row from a specified column.	W Wrap Text Automatically adjusts cell height to display cell contents on multiple lines if they exceed cell width.	X Xlookup A function that searches a range or an array, and returns an item corresponding to the first match it finds.
7	Y Y-Axis Vertical axis in a chart of graph	Z Zoom Adjust the size of your worksheet by utilizing the zoom slider, or hit View > Zoom		

The Abcs Of Excel 4 For Windows The Abcs Series

Douglas Hergert



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