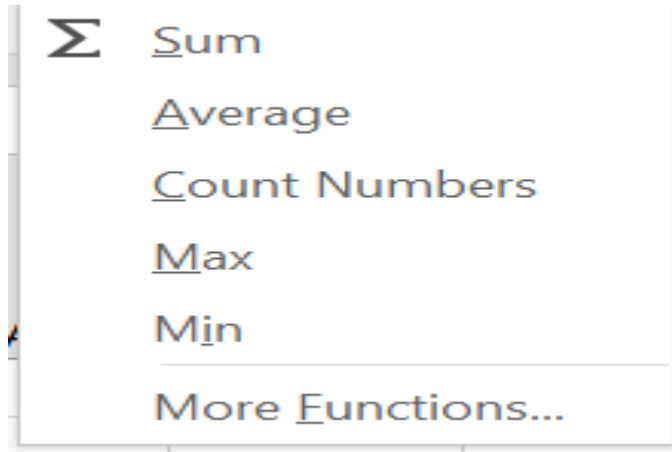


UNDERSTANDING MICROSOFT EXCEL NOTES

Most Used Formula in Excel



1. Sum – Auto add all the values together.

=SUM()

2. Average – Getting the mean values from the total values selected

=Average()

3. Count Numbers – Count the total number of cells that involved value in that column

=Count()

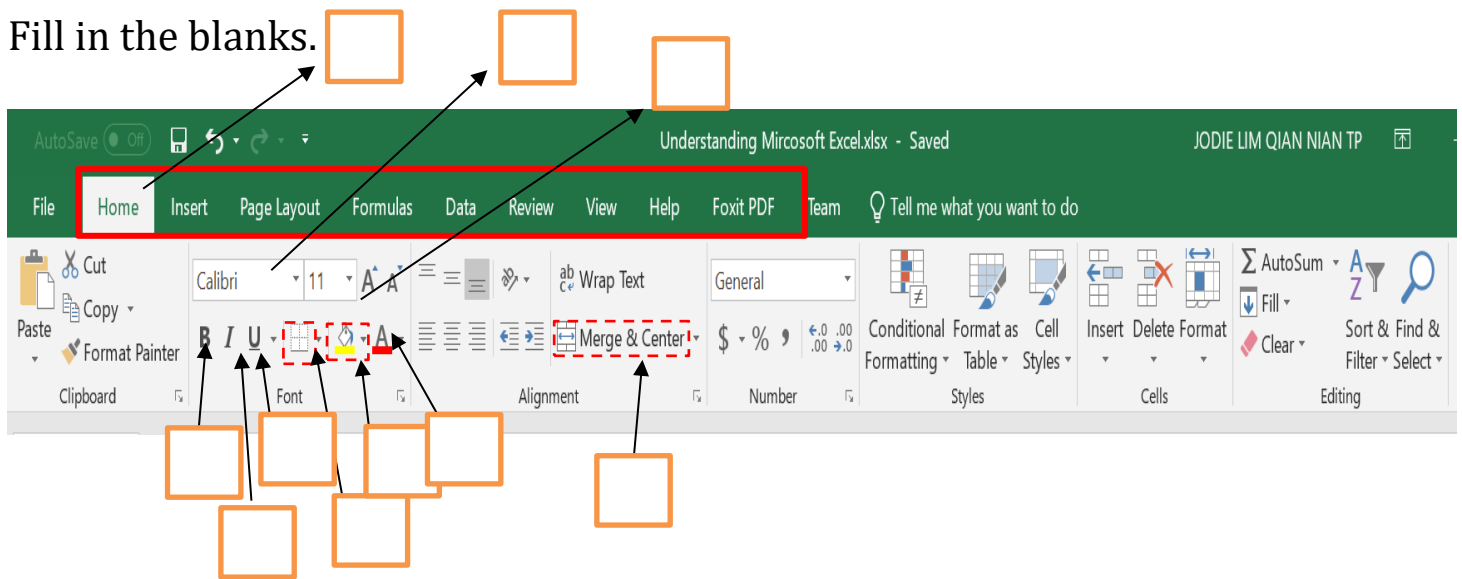
4. Max – Finding the highest value out of all the values selected

=Max()

5. Min – Finding the lowest value out of all the values selected

=Min()

Fill in the blanks.



1. Font style
2. Font size
3. Bold
4. Italics
5. Underline
6. Border
7. Font colour
8. Cell colour
9. Merge Cells together
10. Tab

USEFUL LINKS:

<https://www.youtube.com/watch?v=KyMj8HEBNAk>