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## Features of microsoft excel spreadsheet

Today the Top 10 Excel functions you need to know. I am a frequent visitor to StackOverflow to see what is troubling the Excel community (and other developer/analyst communities). It's not uncommon for many users to have problems because they aren't aware of some of the most important features in Excel, such as PivotTables, Array Formulas, Tables, and others. I have seen more than once users who want to use VBA macros instead of much easier PivotTables/Charts. Although I appreciate VBA, it should also be a solution for the last method compared to local Excel features that are used more often. That is why I have decided to list some of the top 10 features that are often considered the most important and useful thing to know. So let's start with 10 Top Excel Features... No. 1: PivotTables You can't call yourself a modern Excel user without knowing about PivotTables! In Excel, there are no other functions I use more often and with success. Almost the first thing I always do when analyzing data is turning data into several aspects and analyzing patterns/results. Pivots can handle large amounts of data in a short period of time and are optimized for Excel back-end performance. It is definitely one of the top 10 Excel features! PivotTables allow you to modify and analyze data in an outline way. Just select the data range (data in columns with headers) and select rows, columns, and values in pivot table! You can also create custom columns (based on formulas), summarize data by groups/rows/columns, and so on. Opportunities hardly have any limitations. How to find it in Excel? Data &gt; Tables &gt; PivotTable 2: Filtering and sorting data Filtering and sorting data is just as useful as using PivotTables. Excel is designed to convert and analyze data, and filtering/sorting is one of the key elements. If a data table is provided, you may want to sort the data in descending/ascending form, or filter rows based on some features (values in specific columns). This is a must-know feature. How to find it in Excel? Data &gt; Solved &gt; Filter 3: Excel tables If you want the data tables to be neat and structured, use the Excel data tables. What do you get when using tables in Excel? Consistent structure and formatting of all data tables, automated copied formulas (columns), non-repeating column headers, and much more new. It's always good to use Excel data tables because you will have less work to manage your data table and can focus on more interesting work like data transformation/analysis. How to find it in Excel? Insert-&gt;Tables-&gt;Table No. 4: Conditional formatting Data analysis/transformation is important, but is just as useful for detecting deviations in a range of values by using graphics such as colors, bars, or icons. Conditional formatting allows you to spot data samples which may not be visible when looking at raw figures. How to find it in Excel? Home-&gt;Styles-&gt;Conditional Formatting No 5: Excel functions Although these functions are not exactly a separate feature, they are considered one of the most useful and commonly used data analysis. I can't stress how often I stumbled upon articles/posts about these features. These functions are also often used by recruiters for Excel jobs. VLOOKUP - Search the first column of a range of cells, and then return a value from any cell in the row of HLOOKUP - as above, but in columns instead of INDEX rows - returns the value of an element in a table or array selected by the match of the expected index, looking for the specified item in a range of cells, and then returns the relative position of that item in the range How to use these functions? The VLOOKUP function will return a matching value from another cell in the same row of value found in the first column of the data table. Index and MATCH are best used together (see links below). Why? They allow essentially to achieve the same result as LOOKUP functions However, they are more flexible. I invite you to read the links below. No. 6: Array Formulas Array Formulas are one of the biggest knowledge gaps in the Excel community, in my opinion. I see so often questions that can be easily answered if someone at least made an effort to learn them. Many Excel users fall into the trap of writing a lot of custom VBA just because they don't know or are too lazy to use neat Array Formula. How do I use array functions? Go to the links section of a decent tutorial. However, the process itself is quite simple: create a function by using a range in Excel, such as A1:A10 Hit CTRL+SHIFT+ENTER So easily and yet so powerful! Let's jump to a simple example: Excel Array Formula example let's say we have a range of values for a certain time. We want to get the maximum value for dates after March 1, 2015. We can get it into one Array Formula! See below. Example of an array formula in Excel How does it work? 'MAX ( returns all cells from A2:A8 with B2:B8 older than 2015-03-01 ) =MAX(IF(B\$2:B\$8&gt;DATE(2015;3;1); \$2:\$8)) View logic? You can also multiply/divide/sum and do another cool thing with Array Formulas. See the tutorial link below. All the tools you need to perform basic data cleanup can be found in the Data Tools section of the Data Ribbon. You work with data often? You need to know how and when to use text on columns, data validation and all other neat tools. How to find it in Excel? Data-&gt;Data Tools 8: NameManager naming cells/ranges are handy when you repeatedly refer to specific cells or arrays, such as the USD/EUR currency field, the interest rate used in formulas, and so on. This is a nice and clean way to manage all references to these fields and allows you to easily move these cells or ranges. How to set a defined name to a cell/range in Excel? Click the text box in the upper-left corner with cell/range reference Type in the defined name of this cell/range - there should be no space in Hit ENTER Now, when you try to refer to a cell/range in a formula just type the new Defined Name. Setting a defined name to cell How to find it in Excel? Formulas-&gt;Defined Words No. 9: Vba macro and record macros The reason for VBA before the last 10 Top Excel feature list is because I think it is so often abused, but users who refuse to learn the remaining Excel functions well. VBA macro fills gap for all missing functions/functions in Excel. Macros let's say you program almost anything in Excel, you name it - forms, database connectivity, analytics, internet browsing, etc. You can't basically consider yourself to be Excel Pro without being able to program macros in VBA. However, it is important to stress that the problem with VBA is that once found out, it tends to make analysts lazy - instead of Excel Array Formulas you will see custom macros or a disgusting UDF functions. Use VBA as last tool! Typical VBA cleanup/filtering/sorting/copy data application Custom algorithms (custom data set analysis) Custom Excel UDF functions (user-defined functions) Excel forms (creating custom user forms to enter data or create custom UI) How to find it in Excel? Developer-&gt;Code-&gt;Visual Basic Recording Macros The second fantastic thing with Excel is that it allows you to record macros by typing your actions in Excel and translating them into VBA code. In some cases, you don't even need to understand the code before you can reuse it, such as applying custom formatting to the selected cells. This is definitely a great feature on their own. How to find it in Excel? Developer-&gt;Code-&gt;Called Macro No. 10: Microsoft Power Add-In's Last, but no less, the list of top 10 features in Excel is PowerPivot, PowerQuery, and PowerMap, the powerful add-ins for Excel developed by Microsoft. Use the power of Big Data, SQL, sophisticated pivot and charts with these fantastic add-ins! PowerMap is a relatively new family member that delivers nice bells and whistles to your workbook! PowerPivot basically pumps Excel with more Analytics functions, expanding the PivotTable with aggregation, crosstab, expanded data capacity, advanced calculations, the ability to import data from multiple sources, and the ability to publish workbooks as interactive web applications. PowerQuery will allow you to easily use data and access to external data sources such as files, web, databases, etc. and easier to manipulate and clean data. PowerQuery allows you to process huge data sources/tables by listing millions of records (can be more than an Excel worksheet). PowerMap (as quoted on the official MS site) is a three-dimensional (3-D) data visualization tool that lets you view information in new ways. The power card lets you discover insights that might not be visible in traditional two-dimensional (2-D) tables and charts. Both instruments to complete each other. If you want to make business intelligence in Excel, you must have use both of these add-ons. Microsoft seems to have great plans for them, and I would anticipate that both of these add-ins become a native part of Excel in such versions of Microsoft Excel. Excel.

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