



# Everything You Can Do in Excel



YOUR CFO GUY

### File Access & manage key areas of your workbook

- Home - Access new & recent files, and templates
- New - Create a new workbook
- Open - Open an existing workbook
- Get Add-ins - Access information on your file
- Info - save a new copy of your file
- Save - Print your workbook to paper or PDF
- Save As - Share your file with others
- Print - Export to PDF, change file type
- Share - Publish to Power BI
- Export - Close workbook
- Publish - access account information
- Close - Leave feedback for microsoft
- Account - Access key settings for your workbooks
- Feedback -
- Options -

### Home Access your clipboard, font, alignment, number format, cell styles, and filters

- Clipboard - Control how you cut, copy and paste
- Font - Change font settings, colors, and borders
- Alignment - Align cells, change directions, wrap contents, or merge cells
- Number - Change cell format type
- Styles - Change the styles of your cells
- Cells - Insert, delete, and format cells
- Editing - Sort & filter, find & select
- Tools - Access various data analysis tools
- Add-ins - Get excel add ins

### Insert Insert different elements into your excel file

- Tables - Convert a range to a table, Create a pivotable
- Illustrations - Add visuals to your spreadsheet
- Charts - Add charts
- Maps - Add 3D maps
- Sparklines - Add line, column, and win/loss sparklines
- Formulas - Add filters, slicers, and timelines
- Links - Include links & references in your file
- Comments - Make a comment, tag someone else
- Text - Insert text box, word art, headers & footers
- Equations - Add equations or symbols

### Page Layout Format your document for how it will look printed

- Themes - Apply a predefined theme utilizing fonts, colors, and styles
- Margins - Set margins, orientation, paper size, print areas, page breaks, backgrounds, and print titles
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- Functions - access predefined functions & relevant formula resources
- Named Ranges - Define a named range and access your list of named ranges
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- Calculation - Control the calculation methods used in your excel file

### Data Manage, analyze, and transform your data

- Queries - Access power query
- Connections - Access existing queries & connections
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- Grouping - Group / ungroup rows / columns
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- Sort & Filter - Access sort & filter capabilities
- Scenario - Access scenario analysis & forecasting tools

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- Language - Enhance understanding & exploration of data
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- Views - Adjust magnification
- Views - Manage how the workbook is displayed
- Views - View, record, or use relative references with macros

### Developer Write macros, use ActiveX controls, or create applications

- Macros - Tools related to macros and VBA
- Add-ins - Add 3rd party extensions
- Form Controls - Insert and manage ActiveX controls and form controls
- XML - Manage XML mappings used for integrating excel with XML data

### Bottom menu bar

- Ready - Cell mode indicator
- Accessibility - Manage spreadsheet tabs
- Accessibility - access macros
- Accessibility - Accessibility status
- Normal view - Adjust zoom settings
- Page layout view -
- Page break view -

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# TOP 21 Excel formulas

By Nicolas Boucher

Must Know!

## Core Calculation Formulas

### 1. SUM

Adds all numbers in a range

A	14
	3
	67
	22
	34
	63
	89
	12
	7

**=SUM(A1:A9)**

Add values from cell A1 to A9

### 2. AVERAGE

Calculates the average of numbers in a range

B	14
	3
	67
	22
	34
	63
	89
	12
	7

**=AVERAGE(B1:B9)**

Average of B1 to B9

### 3. ROUND

Rounds a number to a specified number of digits

C	3.333333
	<b>=ROUND(C1,2)</b>
C	3.33

**=ROUND(C1,2)**

Round C1 to 2 decimal places

### 4. MIN

Identifies the lowest number in a range

D	14
	3
	67
	22
	34
	63
	89
	12
	7

**=MIN(D1:D9)**

Find the minimum in D1 to D9

### 5. MAX

Finds the highest number in a range

D	14
	3
	67
	22
	34
	63
	89
	12
	7

**=MAX(D1:D9)**

Get the maximum value in D1 to D9

### 6. COUNT

Counts the number of cells that contain numbers

F	14
	3
	67
	22
	34
	63
	89
	12
	7

**=COUNT(F1:F9)**

Count numeric cells in F1 to F9

\*It only counts the numerical inputs

**Countblank:** Count all the empty cells

### 10. HLOOKUP

Searches for a value in the top row of a table

J	K	L	M	N	O	P	Q	R	S
Student Name	John	Alex	Eddy	Paul	George	Sam	Logan	Selena	Emma
Marks	12	14	19	13	14	15	11	19	13
Alex	<b>=HLOOKUP(J3,J1:S2,2,0)</b>								

Number of rows that contains the data you want to retrieve

**=HLOOKUP(J3,J1:S2,2,0)**

To find J3 in the top row J1:S1

## Referencing

### 7. INDEX

Returns a value in table based on row & column number

K	L	M	N	O	P
Student Name	Marks				
John	12				
Alex	14				
Eddy	19				
Paul	13				
George	14				
Sam	15				
Logan	11				
Selena	19				
Emma	13				

**=INDEX(K1:L10,3,2)**

For the value in the 3rd row & 2nd column from the range K1:L10

### 8. MATCH

Searches for a value and returns its relative position

L	M	N	O
Alex	John		
	Alex		
	Eddy		
	Paul		
	George		
	Sam		
	Logan		
	Selena		
	Emma		

**=MATCH(L1,M1:M9,0)**

to find L1's position from the range M1:M9

### 9. VLOOKUP

Searches for a value in the first column of a range

G	H	I
Student Name	Marks	
Alex	14	
Eddy	19	
Paul	13	
George	14	
Sam	15	
Logan	11	
Selena	19	
Emma	13	

**=VLOOKUP(G1,H1:I10,2,FALSE)**

To find G1 in H1:I10

**Tip** • For an exact match => FALSE  
• Upwards matching => TRUE (useful when the look up value is a number)

## Conditional Calculations

### 11. COUNTIF / COUNTIFS

Counts cells that meet a condition

N	O
14	
3	
67	
22	
34	
63	
89	
12	
7	

**=COUNTIF(N1:N9,>5)**

To count cells greater than 5

### 12. COUNTA

Counts non-empty cells

O	
14	
3	
67	
22	
34	
63	
89	
12	
7	

**=COUNTA(O1:O9)**

To count all non-empty cells in a range

### 13. SUMIF / SUMIFS

Adds cells that meet a condition

P	
14	
3	
67	
22	
34	
63	
89	
12	
7	

**=SUMIF(P1:P9,>5)**

To sum values over 5

### 15. AVERAGEIF / AVERAGEIFS

Calculates the average for cells that meet criteria

Q	R
14	
3	
67	
22	
34	
63	
89	
12	
7	

**=AVERAGEIF(Q1:Q9,>5)**

Average of values over 5

### 16. Logical Operators (AND, OR)

Combines multiple conditions

**=AND(S1>5,S2<2)** Both conditions are true => Output is true

S	T	U
14	=AND(S1>5,S2<2)	T
3		FALSE

**=OR(S1>5,S2<2)** Just 1 condition is true => Output is true

S	T	U
14	=OR(S1>5,S2<2)	T
3		TRUE

### 17. CONCATENATE

Joins two or more text strings

**=CONCATENATE(K1," ",L1)**

Combine first name and last name in one cell

K	L	M	N
John	Paulson	=CONCATENATE(L1," ",M1)	
Alex	Hermos	Alex Hermos	
Eddy	Gerero	Eddy Gerero	

### 18. LEFT / RIGHT

Extracts characters from the start/end of a text string

**=LEFT(U1,5)**

The result: "Excel"

**=RIGHT(U1,5)**

The result: "Class"

U	
Excel Mastery Class	
=LEFT(U1,5)	

U	
Excel Mastery Class	
=RIGHT(U1,5)	

### 19. MID

Extracts characters from the middle of a text string

**=MID(U1,7,7)**

7 characters starting from the 7th => Mastery

U	
Excel Mastery Class	
=MID(U1,7,7)	

### 20. TEXT

Converts a value to text in a specific number format

**=TEXT(V1,"MMM-YY")**

17/02/2024 => Feb-24

V	W
2/17/2024 0:00	
=TEXT(V1,"MMM-YY")	

### 21. IFERROR

Returns a custom result if a formula errors out

**=IFERROR(W1,0)**

Give 0 as output, instead of #div error

W	X
=9/0	#DIV/0!
=IFERROR(W1,0)	



# 100 POWERPOINT TIPS

by Nicolas Boucher

## SHORTCUTS

1	Create a new slide	Ctrl + M
2	Duplicate the selected slide	Ctrl + D
3	Zoom in on the slide	Ctrl + Plus
4	Zoom out of the slide	Ctrl + Minus
5	Insert a hyperlink	Ctrl + K
6	Align objects to the left	Alt + T
7	Group objects	Ctrl + G
8	Ungroup objects	Ctrl + Shift + G
9	Start a slide show	F5
10	Start a slide show from the current slide	Shift + F5
11	Switch between open presentations	Ctrl + F6
12	Open the Font dialog box	Ctrl + T
13	Open the Slide Master view	Alt + W, M
14	Select all objects on a slide	Ctrl + A
15	Bold selected text	Ctrl + B
16	Italicize selected text	Ctrl + I
17	Underline selected text	Ctrl + U
18	Bring an object forward	Ctrl + Shift + Up Arrow
19	Send an object backward	Ctrl + Shift + Down Arrow
20	Toggle grid and guides	Alt + F9
21	Access the tell me tool	Alt + Q
22	Save the presentation	Ctrl + S
23	Print the presentation	Ctrl + P
24	Open a new presentation	Ctrl + N
25	Close the active presentation	Ctrl + W

## DESIGN TIPS

26	Consistency with master slides	Use View > Slide Master (Alt + W, M). Standardize fonts, colors.
27	Readable text size	Body text: 24pt, Titles: 32pt or larger for titles to ensure legibility.
28	Minimal font variety	Use 1-2 fonts for a unified look.
29	Ensure text and background contrast	Use high-contrast colors for readability.
30	Create a visual hierarchy	Organize text and images hierarchically to guide the audience.
31	Use gridlines and guides	Enable gridlines and guides to align objects precisely.
32	Utilize Designer for layouts	Use PowerPoint's Designer for professional layout ideas.
33	Consistent branding identity	Add branding colors in Slide Master.
34	Use color psychology	Pick colors that match your message.
35	Apply the rule of thirds	Arrange elements on a 3x3 grid for balance.
36	Adjust slide size	Design > Slide Size for standard, widescreen, custom.
37	Effective use of white space	Leave space around text/images for a clean look.
38	Limit bullet points	Use 4-5 bullet points per slide.
39	Custom diagrams for complex ideas	Use Insert > SmartArt for clear, impactful diagrams.
40	Effective data visualizations	Use Insert > Chart to create clear and informative charts & graphs.
41	Icons to highlight key points	Use Insert > Icons for visual summaries.
42	Standardize icon use	Use icons consistently in style and color.
43	High contrast text for keywords	Bold or color keywords for emphasis.
44	Short, descriptive slide titles	Keep titles short and clear.
45	Audience-specific design	Tailor design elements to your audience's age, culture, etc.
46	Automated slide numbering	Insert > Header & Footer, check 'Slide number', apply to all slides.
47	Consistent footers and headers	Insert > Header & Footer, add elements, and apply to all slides.
48	Use outline view	View > Outline View to focus on text structure.
49	Incorporate a final 'call to action' slide	End with a clear call to action or takeaway message.
50	Test on multiple screens	Slide Show > Set Up Slide Show to test the compatibility.

## ANIMATION & TRANSITIONS

51	Add subtle animations to key elements	Animations tab, apply subtle effects like Fade or Wipe.
52	Sequential bullet reveal	Animations > Add Animation > Appear.
53	Summary Zoom for Overviews	Insert > Zoom > Summary Zoom for interactive table of contents.
54	Section Zoom for Detailed Exploration	Insert > Zoom > Section Zoom to dive into specific sections.
55	Enhance Focus with Slide Zoom	Insert > Zoom > Slide Zoom to focus on details of a particular slide.
56	Customize animation timing	Adjust duration and delay in Animations > Timing.
57	Animate charts one series/category at a time	Chart > Animations > Add Animation > Effect Options.
58	Employ SmartArt animations	SmartArt > Animations > Add Animation > Effect Options.
59	Animate diagrams and graphs	Animate stages of diagrams and graphs for storytelling.
60	Highlight key objects with emphasis effects	Animations > Emphasis to highlight crucial elements.
61	Use motion paths for dynamic presentations	Animations > Add Animation > Motion Paths to move objects.
62	Reuse animations with Animation Painter	Animations > Animation Painter to quickly apply same settings.
63	Layer objects for complex animations	Right Click > Bring to Front or Send to Back to layer objects.
64	Set animation triggers based on actions	Animations > Trigger to start animations on specific actions.
65	Optimize animation order for clarity	Animations > Animation Pane to organize animation sequence.
66	Consistent animation styles across slides	Maintain professional look by keeping animation styles consistent.
67	Use transition effects wisely	Transitions tab, select transitions that match the tone and pace.
68	Use the Morph	Transitions > Morph for smooth transitions.
69	Apply transitions to all slides	Transitions > Apply to All for a cohesive flow.
70	Employ discrete transitions	Choose subtle transitions like Fade or Push.
71	Control the speed of transitions	Adjust transition speed via Transitions > Duration.
72	Add sound effects to animations	Animations > Animation Pane > Effect Options
73	Preview animations and transitions	Slide Show > From Current Slide to check animations.
74	Automate slide transitions with timers	Set automatic transitions in Transitions > Timing > After.
75	Embed videos to auto-play	Insert > Video > Video on My PC, adjust settings in Video Tools.

## ADVANCED TECHNIQUES

76	Cameo Feature	Integrate live video via Insert > Cameo.
77	Use macros to automate tasks	Write macros in VBA via Developer > Macros.
78	Link PowerPoint to Excel data	Update charts by linking to Excel via Insert > Object > From File.
79	Develop interactive elements	Add links, buttons via Insert > Action or Hyperlink.
80	Utilize presenter view	Use Slide Show > Presenter View for notes and timers.
81	Incorporate narration and voiceovers	Record audio narrations via Insert > Audio > Record Audio.
82	Embed videos directly into slides	Embed videos via Insert > Video from computer or online.
83	Collaborate in real-time	Share via OneDrive or SharePoint to collaborate in PowerPoint.
84	Protect sensitive information	Secure with passwords via File > Info > Protect Presentation.
85	Export presentations to video	Turn presentation into video via File > Export > Create a Video.
86	Optimize media compatibility	Ensure media plays correctly via File > Info > Media Compatibility.
87	Customize the quick access toolbar	Right-click on ribbon commands or File > Options > Quick Access Toolbar.
88	Organize slides into sections	Group slides via Home > Section for easy navigation.
89	Advanced chart options	Explore advanced charts via Insert > Chart.
90	Embed fonts in the presentation	Consistent fonts on all computers via File > Options > Save > Embed Fonts.
91	Optimize high-resolution images	Compress images via Picture Format > Compress Pictures.
92	Advanced slide navigation techniques	Use hidden links or buttons for non-linear navigation.
93	Ink to Text	Convert handwritten notes via Draw > Ink to Text.
94	Ink to Shape	Convert sketches to shapes via Draw > Ink to Shape.
95	Ink to Math	Convert equations via Draw > Ink to Math.
96	Spelling Check	Correct text via Review > Spelling.
97	Simple background Removal on Images	Remove backgrounds via Picture Tools > Format > Remove Background.
98	Live Polls During Presentations	Engage with live polls using third-party tools or add-ins.
99	Utilize Presenter Coach	Practice with feedback via Slide Show > Rehearse with Coach.
100	Translate Slides for Accessibility	Translate text via Review > Translate.



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