Office

- WORD - Support de cours Word
- Office 365 - Boîte partagée
- EXCEL - Support de cours Excel
- EXCEL - Feux tricolores
- EXCEL - Fonctions et Formules
- EXCEL - Les formats de nombre personnalisés
- EXCEL - Calendrier
- EXCEL - Top 21 formules
- EXCEL - Cheat Sheet

WORD - Support de cours Word

https://1drv.ms/b/s!Ap6IeqaWT8pkgZpK66NJaJi6wWuHng?e=GB1CF9

Office 365 - Boîte partagée

https://computerz.solutions/office-365-boite-partagee-smartphone/

EXCEL - Support de cours Excel

https://1drv.ms/b/s!Ap6IeqaWT8pkgZpJQUfqxm98oqqTPQ?e=aAhjin

EXCEL - Feux tricolores

https://1drv.ms/u/s!Ap6IeqaWT8pkgZpM4Ep9_sySxghJmA?e=OyRmVa

EXCEL - Fonctions et Formules

https://1drv.ms/b/s!Ap6IeqaWT8pkgZpGKW4SRs7t4Ym9qg?e=Ab5nDY

EXCEL - Les formats de nombre personnalisés

https://1drv.ms/b/s!Ap6IeqaWT8pkgZpHxm4yq0jk4E1vWQ?e=llABTR

EXCEL - Calendrier

https://1drv.ms/x/s!Ap6IeqaWT8pkgZsvs4i4L_8UaeA6Hg?e=gweDYb

EXCEL - Top 21 formules

TOP 21 Excel formulas

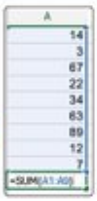
Must Know!

By Nicolas Boucher

Core Calculation Formulas

1. SUM

Adds all numbers in a range

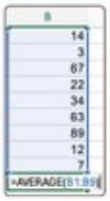


`=SUM(A1:A9)`

Add values from cell A1 to A9

2. AVERAGE

Calculates the average of numbers in a range

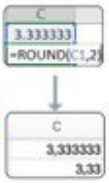


`=AVERAGE(B1:B9)`

Average of B1 to B9

3. ROUND

Rounds a number to a specified number of digits

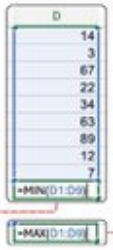


`=ROUND(C1,2)`

Round C1 to 2 decimal places

4. MIN

Identifies the lowest number in a range



`=MIN(D1:D9)`

Find the minimum in D1 to D9

5. MAX

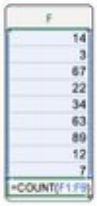
Finds the highest number in a range

`=MAX(D1:D9)`

Get the maximum value in D1 to D9

6. COUNT

Counts the number of cells that contain numbers



`=COUNT(F1:F9)`

Count numeric cells in F1 to F9

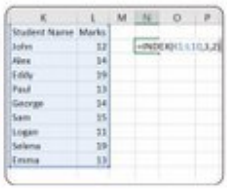
*It only counts the numerical inputs

Countblank: Count all the empty cells

Referencing

7. INDEX

Returns a value in table based on row & column number

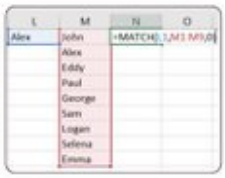


`=INDEX(K1:L10,3,2)`

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

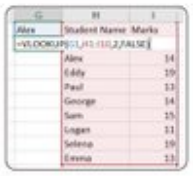


`=MATCH(L1,M1:M9,0)`

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

9. VLOOKUP

Searches for a value in the first column of a range



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

To find G1 in H1:H10

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

- Number of rows that contains the data you want to retrieve

`=HLOOKUP(J3,J1:S2,2,FALSE)`

To find J3 in the top row J1:S1

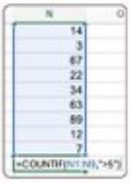
Tip

- 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



`=COUNTIF (N1:N9,">5")`

To count cells greater than 5

12. COUNTA

Counts non-empty cells

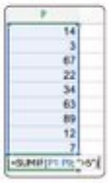


`=COUNTA(O1:O9)`

To count all non-empty cells in a range

13. SUMIF / SUMIFS

Adds cells that meet a condition



`=SUMIF (P1:P9,">5")`

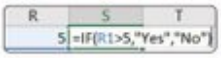
To sum values over 5

14. IF / NESTED IFS

Performs conditional tests

`=IF(R1>5,"Yes","No")`

For simple conditions



Note

- **IF:** 1 variable
- **IFS:** multiple variables

`=IF(test, true, false)`

`=IF(test1, true, IF(test2, true, false))` ⟶ Nested IF

`=IFS(test1, true, test2, true, test3, true)`

15. AVERAGEIF / AVERAGEIFS

Calculates the average for cells that meet criteria

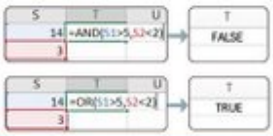


`=AVERAGEIF (Q1:Q9,">5")`

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

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

Output Format Management

17. CONCATENATE

Joins two or more text strings



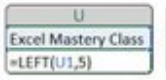
`=CONCATENATE(K1," ",L1)`

Combine first name and last name in one cell

18. LEFT / RIGHT

Extracts characters from the start/end of a text string

`=LEFT(U1,5)` The result:"Excel"



`=LEFT(U1,5)`

`=RIGHT(U1,5)` The result: "Class"



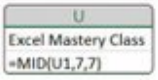
`=RIGHT(U1,5)`

19. MID

Extracts characters from the middle of a text string

`=MID(U1,7,7)`

7 characters starting from the 7th => Mastery



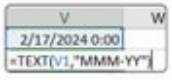
`=MID(U1,7,7)`

20. TEXT

Converts a value to text in a specific number format

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

17/02/2024 => Feb-24



`=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



`=IFERROR(W1,0)`

EXCEL - Cheat Sheet

Excel Cheat Sheet

WORKBOOK

New	Ctrl + N
Open	Ctrl + O
Close	Ctrl + W
Save	Ctrl + S
Save as	F12
Print	Ctrl + P
Insert sheet	Alt + Shift + F1
Insert chart	F11 or Alt + F1
Delete sheet	Alt + E, L

CLIPBOARD

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste special	Ctrl + Alt + V

NAVIGATION

Sheet left	Ctrl + Page Up
Sheet right	Ctrl + Page Down
Screen up	Page Up
Screen down	Page Down
End of data	Ctrl + Arrow Key

Tabs

Home	Alt + H
Insert	Alt + N
Page layout	Alt + P
Data	Alt + A
View	Alt + V
Formula	Alt + M

Go To Cell

Choose	Ctrl + G
Active	Ctrl + Backspace
First	Ctrl + Home
Last	Ctrl + End

CODE

Open VBA Editor	Alt + F11
Open Macro Box	Alt + F8

FORMAT

Underline	Ctrl + U
Bold	Ctrl + B
Italic	Ctrl + I
Strikethrough	Ctrl + 5
Delete Content	Delete

Cell Number Format

General	Ctrl + Shift + ~
Time	Ctrl + Shift + @
Date	Ctrl + Shift + #
Currency	Ctrl + Shift + $
Number	Ctrl + Shift + !
Percentage	Ctrl + Shift + %
Scientific	Ctrl + Shift + ^

Borders

Add	Alt + H, B
Add outside	Ctrl + Shift + 7
Remove	Ctrl + Shift + _

Selected Cells

Fill color	Alt + H, H

Text Align

Left	Alt + H, A, L
Right	Alt + H, A, R
Center	Alt + H, A, C

Open Dialog

Format	Ctrl + 1
Delete	Ctrl + -
Insert	Ctrl + Shift + +

Add

Comment	Shift + F2
Hyperlink	Ctrl + K
Table	Ctrl + T
Line break	Alt + Enter

Fill

Right	Ctrl + R
Down	Ctrl + D
Multiple with selected range	Ctrl + Enter

ACTIONS

Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Find & replace	Ctrl + H
Spell check	F7
Edit from content end	F2
Toggle formulas	Ctrl + `
Toggle cell refs	F4 (cell edit mode)
Repeat last action	F4 (cell ready mode)
Context menu	Shift + F10
Quick analysis	Ctrl + Q

Selected

Insert row / col	Ctrl + Shift + +
Delete row / col	Ctrl + -
Hide rows	Ctrl + 9
Hide columns	Ctrl + 0
Auto fit	Alt + H, O, I

Data

Current date	Ctrl + ;
Current time	Ctrl + Shift + :
Sum selected	Ctrl + =
Calculate all	Ctrl + Alt + F9

SELECT

All	Ctrl + A
Row	Shift + Space
Column	Ctrl + Space
Extend one cell	Shift + Arrow Key
Extend to last used cell	Ctrl + Shift + End
Next corner of selected	Ctrl + .



Tally Prime