

MS EXCEL TECHNIQUES AND FORMULAS

TEXT CONTROL

WRAP TEXT

SHRINK TO FIT

MERGE

SHORTCUT

Ctrl + Arrow

Ctrl + Page Up/ Page Down

Ctrl + Home

NUMERIC FORMAT

#.00

0.00

ENSURE DATA VALIDITY

Data Validation

Remove Duplicates

PROTECTION

Cell Protection

Workbook Protection

FIND

FIND/SEARCH F3/ Ctrl + F

GO TO F5

CELL INDICATOR

A5

A5:A8

A5:C8

Sheet1!C5

FORMULA

ABOUT FORMULA

“Text”

Parenthesis

REFERENCE

1. Relative Reference
2. Absolute Reference F4
3. Mixed Reference

Trace Precedents

Trace Dependents

Show Formula

BASIC FORMULA

+ or SUM(,)

-

* or PRODUCT(,)

/

^ or POWER(,)

& or CONCATENATE()

<

>

= or EXACT(,)

AVERAGE()

MAX()

LARGE()

MIN()

SMALL()

COUNT()

COUNTA()

COUNTBLANK()

COUNTIF()

AND()

OR()

NOT()

IF()

IFERROR()

MATHEMATICAL FORMULA

ABS()

ROMAN()

PI()

SUMIF()

SUMPRODUCT()

MOD()

SQRT()

EXP()

LN()

LOG()

LOG10()

RANK()

EVEN()

ODD()

INT() ROUND DOWN

ROUND()

ROUNDUP()

ROUNDDOWN()

FACT()

COMBIN()

PERMUT()

RANDOM

RAND()

RANDBETWEEN()

RANDOM ITEM

LOOKUP AND REFERENCE FORMULA

HLOOKUP()

VLOOKUP()

LOOKUP()

MATCH()

TRANSPOSE()

DATE AND TIME

NOW()

TODAY()

DAY()

WEEKDAY()

WEEKNUM()

MONTH()

YEAR()

MINUTE()

SECOND()

HOUR()

DATE()

TIME()

CHRIST ERA → BUDDHIST ERA

TEXT FORMULA

BATHTEXT()

FIND()

SUBSTITUTE()

LEFT()

RIGHT()

MID()

LEN()

TRIM()

SEPARATE FIRST/NAME/SURNAME

LOGICAL FORMULA

IF()

IFERROR()

AND()

OR()

NOT()

ENGLISH TEXT FORMULA

LOWER()

UPPER()

PROPER()

STATISTICAL FORMULA

NORMDIST()

NORMINV()

NORMSDIST()

NORMSINV()

TDIST()

TINV()

FDIST()

FINV()

CHIDIST()

CHIINV()

FISHER()

FISHERINV()

MEDIAN()

MODE()

STANDARDIZE()

STDEV()

VAR()

STATISTICS THAT CANNOT COMPUTE BY SPSS

FINANCIAL FORMULA

RATE() Calculate loan interest

NPER() Calculate time for pay debt back or total saving

FV() Calculate future value

DATA KEYING FOR SPSS

Type in data in succession

LEN()+Conditional Formatting or Data Validation

Data Tools: Text to Columns

Move Columns to New Sheet with Column Title

SPSS: Open Database (or Copy/Paste)

REPORTING RESULT

PivotTable

Subtotal