

Microsoft Excel {Year} Vs 365 Vs Office Web

Office {Year}

- One-time fee
- No automatic updates

Office 365

- Subscription service
- Updates (including interface changes)

Office Web

- Free with Microsoft account
- Extra features (XLookup in Excel, and extra animation in PowerPoint)

Important Shortcuts

Shortcut	Description
Ctrl + S	Save (Save As on 1 st save)
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut (to clipboard)
Ctrl + C	Copy (to clipboard)
Ctrl + V	Paste (from clipboard)
Ctrl + A	Select all
Win + Shift + S	Select part of screen to copy to clipboard
F4	(Excel only) Turn relative reference absolute
Win + V	Paste from clipboard history
Win + L	Lock workstation

Pasting from the clipboard history needs to be activated and this can be done when you use Win + v for the first time.

Data Type

Excel Cell formatting

- General
 - Default – displays as many decimal places as possible.
- Number
 - Allows user to specify number of decimal places and the use positive/negative designation or thousands separators
- Currency
 - Displays number with currency symbol (defaulted to the language of the OS installation). Currency symbol and decimal places can be changed
- Accounting
 - Same as currency but aligns currency symbol and decimal points to the left of the cell
- Short Date
 - Formats as date (defaulting to the standard of the OS installation location) with numbers
- Long Date
 - Formats as date (defaulting to the standard of the OS installation location) with month spelt out in full
- Time
 - Formats value as time, using 12hr or 24hr notation
- Percentage
 - Multiplies by 100 and adds percentage symbol
- Fraction
 - Displays decimal as a fraction
- Scientific
 - Displays numbers with scientific notation (eg. 1.23E+05)8601
- Text
 - Contents will be treated like text even if it is a number
- Custom
 - Create your own format

Dates

- US Standard (MM-DD-YYYY)
- EU Standard (DD-MM-YYYY)

- ISO 8601 Standard (YYYY-MM-DD)

Popular Functions

Function	Usage	Description
AVERAGE	=AVERAGE(<i>range</i>)	Returns the mean average of selected range
COUNT	=COUNT(<i>range</i>)	Returns a count of cells, within the selected range, which contain a number
COUNTA	=COUNTA(<i>range</i>)	Returns a count of cells within the selected range
IF	=IF(logical_test, value_if_true, value_if_false).	Depending upon whether the logical test is met, performs an action
SUM	=SUM(<i>range</i>)	Totals the number within the range
VLOOKUP	=VLOOKUP(lookup value, table_range, column index number, approximate_match)	Returns matching value from a column held within a table range. Note: compares against the first column in the selected range

Logical Tests

Logical Test	Description
=	Equal to
<>	Not equal to
<	Less than
<=	Less than or equal to
>	Greater than
>=	Greater than or equal to