

Some useful basic formulae in MS Excel

NB: all formulae being with a “=” sign

Generally, the process of using a formula involves selecting a cell, writing or selecting a formula, highlighting the cells of interest, clicking enter

formula	purpose	steps
=average	mean	=, AVERAGE, highlight cells, enter
=median	Location of median value	=, MEDIAN, highlight cells, enter
=mode	mode	=, MODE, highlight cells, enter
=count	Count of all <i>numerical</i> values	=, COUNT, highlight cells, enter
=counta	Count of all <i>non-numerical</i> values	=, COUNTA, highlight cells, enter
=countif	Count of a specified item, eg. all M for males	=, COUNTIF, highlight cells, open inverted commas, write item to be counted, close inverted commas, enter
=sum	Total of all values	=, SUM, highlight cells, enter

There are also useful functions built in to the toolbar, eg ‘sort’ (alphabetical or numerical), ‘%’

Online support

There are many sources of information, including YouTube videos, for basic Excel functions, as well as calculations, pivot tables etc. Some online sources include:

- Moodle: ICT training module (self-enrol):
<https://moodle.uwtsd.ac.uk/course/view.php?id=3292>
- MS Office: <https://support.office.com/en-us/article/basic-tasks-in-excel-dc775dd1-fa52-430f-9c3c-d998d1735fca>
- Excel-easy: <https://www.excel-easy.com/introduction/formulas-functions.html>