

Microsoft Excel {Year} Vs 365 Vs Office Web

Microsoft Excel: Version Comparison

Version	Key Features
Office {Year} (e.g., Office 2019, 2021)	<ul style="list-style-type: none">- One-time purchase (per device)- No feature updates after purchase- No cloud integration or AI tools- Traditional offline use
Microsoft 365 (formerly Office 365)	<ul style="list-style-type: none">- Subscription-based (monthly or yearly)- Always updated with latest features- Includes cloud tools, AI features, XLOOKUP, etc.- Install on multiple devices
Office for the Web (Excel Online)	<ul style="list-style-type: none">- Free with a Microsoft account- Accessible in a browser, no install needed- Limited functionality (no macros, limited Pivot features)- Great for light editing and collaboration

Important Shortcuts

Core File & Application Shortcuts

Shortcut	Description
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Ctrl + S	Save (Save As on 1st save)
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Ctrl + O 	Open an existing file
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Ctrl + N 	New workbook
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Ctrl + P 	Print
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Alt + F4 	Close workbook / Exit Excel
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Win + L	Lock workstation
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Clipboard & Editing

Shortcut	Description
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Ctrl + X	Cut (to clipboard)
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Ctrl + C	Copy (to clipboard)
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Ctrl + V	Paste (from clipboard)
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Ctrl + A	Select all
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Win + V	Paste from clipboard history
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Win + Shift + S	Select part of screen to copy to clipboard
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 **Undo / Redo / Repeat****Shortcut Description****Ctrl + Z** Undo**Ctrl + Y** Redo**F4** Repeat last action / make reference absolute (Excel only) **Navigation & Selection** ★ *(Recommended Additions)*

Shortcut	Description
Ctrl + Arrow Key	Jump to end of current data region
Ctrl + Shift + Arrow	Select range to edge of data region
Shift + Space ★	Select entire row
Ctrl + Space ★	Select entire column
Ctrl + Page Up/Page Down ★	Switch between worksheet tabs

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 Options

Format Type	Description
General	Default format. Displays numbers as typed, using as many decimal places as needed.
Number	Allows control over decimal places, use of thousands separators, and negative formatting.
Currency	Adds a currency symbol (based on system locale). Decimal places and symbol can be customised.
Accounting	Similar to Currency, but aligns currency symbols and decimal points neatly for readability.
Short Date	Displays numeric date format (e.g., 27/05/2025 or 5/27/2025, based on locale).
Long Date	Displays full date with month name (e.g., 27 May 2025). Locale-dependent.
Time	Formats data as time (12-hour or 24-hour, e.g., 14:30 or 2:30 PM).
Percentage	Multiplies by 100 and displays with a % sign (e.g., 0.2 becomes 20%).
Fraction	Displays decimal numbers as fractions (e.g., 0.75 → 3/4).
Scientific	Displays numbers in exponential notation (e.g., 123000 → 1.23E+05).
Text	Treats cell content as plain text. Numbers won't calculate or auto-format.
Custom	Lets you define your own format string (e.g., dd-mmm-yy, £#,##0.00, etc.).

 **Date Format Standards**

Format Name	Example	Description
US Standard	MM-DD-YYYY	e.g., 05-27-2025
EU Standard	DD-MM-YYYY	e.g., 27-05-2025
ISO 8601	YYYY-MM-DD	e.g., 2025-05-27 – ideal for sorting & databases

Popular Functions

Function	Example	Description
=SUM()	=SUM(A1:A10)	Adds values in a range.
=AVERAGE()	=AVERAGE(B1:B10)	Returns the mean of numbers in a range.
=MIN()	=MIN(C1:C10)	Returns the smallest value.
=MAX()	=MAX(D1:D10)	Returns the largest value.
=COUNT()	=COUNT(E1:E10)	Counts numeric entries only.
=COUNTA()	=COUNTA(F1:F10)	Counts all non-blank entries.
=IF()	=IF(G1>10, "Yes", "No")	Performs logic test, returns result based on outcome.
=ROUND()	=ROUND(H1, 2)	Rounds to specified number of decimal places.
=TODAY()	=TODAY()	Returns today's date (auto-updates).
=NOW()	=NOW()	Returns current date and time (auto-updates).

Logical Tests

Logical Operators in Excel

Operator	Meaning	Example Result
=	Equal to	=A1=10 TRUE if A1 is exactly 10
<>	Not equal to	=A1<>B1 TRUE if A1 and B1 are different
<	Less than	=A1<100 TRUE if A1 is less than 100
<=	Less than or equal to	=A1<=B1 TRUE if A1 is ≤ B1
>	Greater than	=A1>0 TRUE if A1 is greater than 0
>=	Greater than or equal to	=A1>=B1 TRUE if A1 is ≥ B1

Intermediate & Advanced Formulas

Function	Example	Description
XLOOKUP()	=XLOOKUP("Bob", A2:A10, B2:B10)	Modern alternative to VLOOKUP/HLOOKUP with more flexibility.
INDEX()	=INDEX(A2:C5, 2, 1)	Returns value from a cell at the specified row and column.
MATCH()	=MATCH(40, A1:A10, 0)	Returns the position of a value in a range. Often used with INDEX().
INDEX/MATCH	=INDEX(B2:B10, MATCH("Bob", A2:A10, 0))	More reliable alternative to VLOOKUP for left-side lookups.
IFERROR()	=IFERROR(A1/B1, "Error!")	Prevents errors from appearing (like #DIV/0).
IFS()	=IFS(A1<10,"Low", A1<20,"Medium", TRUE,"High")	Handles multiple conditions without nesting.
SWITCH()	=SWITCH(A1, "A", 1, "B", 2, "C", 3)	Simplifies replacing multiple nested IFs when matching values.
TEXT()	=TEXT(TODAY(),"dd-mmm-yyyy")	Converts dates/numbers into formatted text.
UNIQUE() 	=UNIQUE(A2:A100)	Returns a list of unique values from a range (Excel 365).
FILTER() 	=FILTER(A2:B100, B2:B100="Active")	Filters a range based on criteria (Excel 365).
SORT() 	=SORT(A2:A100)	Sorts a range or array (Excel 365).

 **PivotTable Tips & Tricks**

Feature	Description
Creating a PivotTable	Select data > Insert > PivotTable > Choose new or existing worksheet.
Drag Fields Smartly	Use Rows for categories, Values for numbers, Columns for cross-tab views.
Value Summarization	Right-click a value > Summarize Values By (e.g., Sum, Count, Average).
Group Dates or Numbers	Right-click a date or number field > Group by (e.g., month, year, range).
Using Slicers	Use Insert > Slicer to add clickable filters by field.
Refreshing Data	Right-click PivotTable > Refresh (after changing source data).
PivotChart	Select PivotTable > Insert > PivotChart (dynamic chart based on PivotTable).
Two-Level Grouping	Drag multiple fields into Rows or Columns for hierarchical breakdowns.