

Freezing Panes:

- Choose a cell that you want everything above and to the left to not scroll off the page.
- Select this cell
- Go to the **View** tab and choose '**Freeze Panes**'. Select the down arrow and choose '**Freeze Panes**'.
- To undo, go to the '**Freeze Panes**' button, select the down arrow and choose '**Unfreeze Panes**'.

Adding a Database:

- Select the Header row of the table that you want to become a database.
- Go to the **Data** tab
- Select the **Filter** button
 - To use database, choose down arrows to filter table
 - To return to a full table, go to the **Data** tab and choose **Clear**.
- To remove a database, go to the **Data** tab and select the **Filter** button

COUNTIF	=COUNTIF(F9:F22,"Condo") Range Criteria	Countif based on criteria: A10 ">42" "pears" * "<=42"
SUMIF	=SUMIF(B9:B16,"Approved",F9:F16) Range Criteria Sum Range	Sum based on criteria: C8 ">=42" "<42" "approved" TODAY()
IF	=IF(logical argument,TRUE,FALSE) Logical Argument, value if TRUE, value if FALSE	=IF(F6<24, F6*10%," Okay ") If F6 is less than 24, then multiply F6 by 10%. If false, then "Okay" appears.
Copy to another sheet	Example: Gen!H3 <i>Use quotes if there is a space in the sheet name</i>	'Sheet name' ! Cell address

> Greater than. . . 6>3 Six is greater than three. < Less than. . . 3<10 Three is less than ten.

Less than or equal to. 3<=5 or 3<=3 Three is less than or equal to . . .

COUNT	=COUNT(D9:D22)	Counts numbers in a range
COUNTA	=COUNTA(C9:C22)	Counts everything in a range including text spaces with no character in them.