

Unlocking the Mysteries of Google Sheets: Basic

- If
 - The “IF” formula is used to assign a value to responses.
 - `=if(C2="sandwich",5,if(C2="soup",4,if(C2="salad",4.5)))`
 - In the example above, we are telling the spreadsheet to look in cell C2 and assign a specific price to each option that could be in the cell.
- Countif
 - Countif is used to count how many times a single response occurs:
 - `=countif(C2:C82,cell)`
 - In the example above, we are telling the spreadsheet to count the number of times a specific cell's contents shows up in the range provided.
- Countifs
 - Countifs is used to count how many times a combination of responses occurs.
 - `=countifs(C2:C82,"sandwich",D2:D82,"chicken")`
 - In the example above we are telling the spreadsheet to count how many times the combination “sandwich” and “chicken” show up in the two ranges.
- Conditional Formatting
 - To highlight entire rows of data based on a value in the spreadsheet:
 - Highlight ONLY the data (not headers, not empty cells)
 - Format > Conditional Formatting
 - Format Rules > Custom Formula
 - Build formula using this pattern: `= $d2="red"` (\$d2 represents the column of the data you are looking for and “red” is the specific trigger for your color choice)
- Pivot Tables
 - Pivot Tables manipulate the data in the spreadsheet to help isolate variables and analyze the data
 - Select the data
 - Insert > Pivot Table > New Sheet
 - Select the parameters you'd like to analyze
- VLookup
 - Vlookup allows you to combine data from multiple spreadsheets or columns in the same spreadsheet
 - `=vlookup(B2:B81,Sheet2!A2:B82,2,false)`
 - In the example above, we are telling the spreadsheet to look for matching values in column B in the Sheet2 first two columns. . .then return the value in the second column (2).