

## EXCEL HINTS

- REMEMBER THE DIFFERENCE IN BEHAVIOUR BETWEEN  $=A1$  AND  $=\$A\$1$  WHEN YOU CUT AND PASTE

- SOME USEFUL FUNCTIONS ARE

IF

RAND

NORMINV

OFFSET

- WHEN WORKING WITH BIG TABLES THE KEYBOARD SHORTCUTS "CTRL + ARROW" ARE VERY HANDY FOR MOVING TO THE FIRST ROW / COLUMN AND LAST ROW / COLUMN.
- KEEP TESTING AS YOU WORK
- KEEP SAVING THINGS WHEN THEY WORK