


# Excel Cheat Sheet

## Shortcuts for Excel

Action Needed	Keys
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select cells left of current cell	Shift + 
Select entire Column	Ctrl + Spacebar
Select entire Row	Shift + Spacebar
Top of Worksheet {Cell A1}	Ctrl + Home
End of Worksheet {Last cell with data}	Ctrl + End
Referring to Cell Ranges	A1:B3 this selects A1, A2, A3, B1, B2, B3

## Headers & Footers:

Click on the Insert tab and then click on the Header & Footer command in the Text Group.

**NOTE:** You will only see the header & footer on the Page Layout view or Print Preview

## Basic Excel Functions


SUM	Calculates the sum of a group of values	=SUM(A1:B3)
AVERAGE	Calculates the mean of a group of values	=AVERAGE(A1:B3)
COUNT	Counts the number of cells in a range that contains numbers	=COUNT(A1:B3)
IF	Tests for a true or false condition and then returns one value or another	=IF(A1=OS, "Y", "N")
SUMIF	Calculates a sum from a group of values, but just values that are included because a condition is met	=SUMIF(A1:B3, "Y")
COUNTIF	Counts the number of cells in a range that match a criteria	=COUNTIF(A1:B3, "Y")
Excel Order of Operation to Keep in Mind: Parentheses, Exponents, multiplication and division, addition and subtraction		

**USING THE SORT BUTTONS:** To sort table information by using a Sort & Filter button's commands, click in the column you want to use for your sorting. For example, to sort a currently enrolled list by grade, click a cell in the Grade column.



Sort &  
Filter ▾

**CUSTOM SORT:** Use this function when you want to sort the data in different levels.  
Example: District and Grade



**USING FILTERS:** Autofilter is a method by which a list is limited to temporarily show only those records that meet specific criteria. Records that do not meet criteria are hidden, but are not deleted. Click on the *Filter* command and you will see that each cell has a drop down arrow. Click on one of the drop down arrows for the list of criteria. When done, Click the command *Clear*

## FREEZE PANES:

To freeze a row, select a cell below the row you want to remain stationary. To freeze a column, you must select a cell to the right of the column you want to remain stationary. After you have selected the appropriate cell, click on View/Freeze Panes command and then on Freeze Panes.

## ADVANCED EXCEL:

**Relative Cell References:** Adjust when formulas containing them are copied or auto-filled. For example, in the spreadsheet below the first formula that I wrote in cell D2 is =B2\*C2. When the formula is copied to D3 and D4, Excel adjusts the cell references to match the location for that row.

	A	B	C	D
1		# Students	Cost	Total Cost
2	Albion	10	200	=B2*C2
3	Barker	15	100	=B3*C3
4	Buffalo	8	300	=B4*C4

**Absolute Cell References:** does NOT change when the formula is copied or auto-filled to a new cell. When using absolute references, type dollar signs before the letter and before the number of the cell, i.e. \$B\$2

	O	P
1	Student Seq	Formula
2	78099	=VLOOKUP(O2,Sheet1!\$G\$2:\$H\$7,2,FALSE)
3	78369	=VLOOKUP(O3,Sheet1!\$G\$2:\$H\$7,2,FALSE)
4	73964	=VLOOKUP(O4,Sheet1!\$G\$2:\$H\$7,2,FALSE)
5	75974	=VLOOKUP(O5,Sheet1!\$G\$2:\$H\$7,2,FALSE)
6	76952	=VLOOKUP(O6,Sheet1!\$G\$2:\$H\$7,2,FALSE)

**Pivot Tables:** Pivot tables are a fast way to organize and summarize large amounts of data. They divide columns into four different types of data: filters, columns, rows, and values.

OrderDate	(All)	Filter: Selects data used in table	Column: Organizes vertical categories of data
Sum of Total	Column Labels		
Row Labels	Binder	Desk Pen	Pen Set Pencil Grand Total
Central	5762.63	875	539.73 2421.39 1540.32 11139.07
East	2535.66		1354.25 1748.48 363.7 6002.09
West	1279.36	825	151.24 231.12 2486.72
Grand Total	9577.65	1700	2045.22 4169.87 2135.14 19627.88
			Values: data that exists within the filter, column, and row categories
			Rows: Organizes horizontal categories of data

**VLOOKUP:** This function allows you to type the value of one cell to look up the value of a corresponding cell in the same row. The "V" stands for "vertical" so make sure your spreadsheet is organized in vertical lists.

This is the basic VLOOKUP formula:

**LOOKUP Value:** The value you are using to find another piece of data, i.e. STUDENTSEQ

**Table Array:** This is the range of data fields in which excel will look for

**Column Index:** This is the value that will be displayed if LOOKUP Value is found

**Range Lookup:** If you want exact match for LOOKUP Value select FALSE. Otherwise, select TRUE

=VLOOKUP(F3,A1:B20,2,FALSE)