

EXCEL Cheat Sheet

What is a EXCEL?

Whether you are a beginner or looking for a quick reference, this guide will help you master the basics of Excel. Excel is a powerful tool for data analysis, organization, and visualization. Excel is a spreadsheet program developed by Microsoft, used to organize, format, and calculate data. It's widely used in various industries for data analysis, financial modeling, and reporting.

Basic Excel Terminology

- Workbook : A file containing one or more spreadsheets.
- Worksheet : A single spreadsheet within a workbook.
- Cell : The intersection of a row and a column where data is entered.
- Range : A selection of two or more cells.
- Formula : An equation used to calculate values in a cell.

Basic Functions and Formulas

1. **SUM** : Adds all the numbers in a range of cells.

Formula : =SUM(A1:A10)

Example : =SUM(B2:B5)

2. **AVERAGE** : Calculates the average of a range of cells.

Formula : =AVERAGE(A1:A10)

Example : =AVERAGE(B2:B5)

3. **MIN & MAX** : Finds the minimum and maximum values in a range.

Formula : =MIN(A1:A10)

=MAX(A1:A10)

Example : =MIN(B2:B5)

=MAX(B2:B5)

4. **COUNT & COUNTA** : Counts the number of cells in a range that contain numbers and the number of non-empty cells, respectively.

Formula : =COUNT(A1:A10)

=COUNTA(A1:A10)

Example : =COUNT(B2:B5)

=COUNTA(B2:B5)

Data Analysis Tools

1. Pivot Tables

Used to summarize, analyze, explore, and present summary data.

Steps to create a Pivot Table:

1. Select your data range.
2. Go to the Insert tab.
3. Click on PivotTable.
4. Choose where to place the PivotTable report.
5. Drag fields to the Rows, Columns, Values, and Filters areas.

2. Charts & Graphs

Visual representations of data to make it easier to understand.

Steps to create a Chart:

1. Select your data range.
2. Go to the Insert tab.
3. Choose the type of chart you want to create (e.g., Column, Line, Pie).

3. Conditional Formatting

Highlights cells that meet certain conditions.

Steps to apply Conditional Formatting:

1. Select the range of cells.
2. Go to the Home tab.
3. Click on Conditional Formatting.
4. Choose the rule you want to apply.

Data Cleaning Techniques:



1. Remove Duplicates

Finds and removes duplicate values.

Steps:

1. Select the range of cells.
2. Go to the Data tab.
3. Click on Remove Duplicates

2. Text to Columns

Splits text into different columns.

Steps:

1. Select the range of cells.
2. Go to the Data tab.
3. Click on Text to Columns.

3. Find and Replace

Finds specific text and replaces it with something else.

Steps:

1. Press Ctrl + H.
2. Enter the text you want to find.
3. Enter the replacement text.
4. Click Replace All.

Tips for Efficient Excel Use

1. Keyboard Shortcuts

- Ctrl + C : Copy
- Ctrl + V : Paste
- Ctrl + Z : Undo
- Ctrl + Y : Redo
- Ctrl + S : Save
- Ctrl + F : Find
- Ctrl + H : Replace
- Ctrl + Arrow Keys : Navigate quickly through cells
- Alt + = : AutoSum

2. Freezing Panes

Keeps rows and columns visible while scrolling.

Steps:

1. Select the cell below and to the right of the rows and columns you want to freeze.
2. Go to the View tab.
3. Click on Freeze Panes.

3. Data Validation

Ensures data entered into a cell meets certain criteria.

Steps:

1. Select the range of cells.
2. Go to the Data tab.
3. Click on Data Validation.

Basic Formatting in Excel



1. Cell Formatting

- **Bold, Italic, Underline:** Use the toolbar buttons or shortcuts (Ctrl + B, Ctrl + I, Ctrl + U).
- **Font Color:** Change the color of the text in a cell.
- **Fill Color:** Change the background color of a cell.
- **Borders:** Add borders to cells for better visual separation.

2. Number Formatting

- **General:** Default format for numbers.
- **Number:** Formats numbers with or without decimals.
- **Currency:** Adds a currency symbol to numbers.
- **Percentage:** Converts numbers to percentages.
- **Date:** Formats cells as dates

3. Aligning Text

- **Horizontal Alignment:** Align text to the left, center, or right.
- **Vertical Alignment:** Align text to the top, middle, or bottom.
- **Text Wrap:** Wrap text to fit within the cell.
- **Merge Cells:** Combine multiple cells into one

4. Cell Styles : Apply predefined styles to cells for consistent formatting.

Steps to apply Cell Styles:

1. Select the cell or range of cells.
2. Go to the Home tab.
3. Click on Cell Styles and choose a style.

5. Conditional Formatting : Highlight cells that meet certain criteria with different colors or styles.

Steps to apply Conditional Formatting:

1. Select the range of cells.
2. Go to the Home tab.
3. Click on Conditional Formatting.
4. Choose the rule you want to apply.

Real-World Applications

- **Business Analysis** : Analyze sales data, track expenses, and create financial reports.
- **Project Management** : Create Gantt charts, track project progress, and manage resources.
- **Marketing** : Analyze campaign performance, track customer data, and create dashboards.
- **Human Resources** : Manage employee data, track attendance, and analyze HR metrics.

Learning Excel with AccioJob

At AccioJob, we teach Excel from beginner to advanced levels as part of our Data Science and AI course. You'll learn to organize, analyze, and present data effectively. Our curriculum emphasizes practical, real-world applications, ensuring you gain hands-on experience with industry-level projects.

Join us to master Excel and other data science tools, and embark on a successful career in the data industry!