

## Excel Cheat Sheet

Please find below some formulas you may need in your exam and not shown in the slides:

- **CountIf (count\_range, criteria):** Works only for numerical values and used to count the rows not the total sum. **N.B: It Can't be inserted in the same column as the count\_range.** *Example: =CountIf (I:I, "<25")*
- **SumIf(range, criteria, sum\_range):** sums the certain range based on criteria.
- **today():** displays the current date
- **char(number):** displays the character based on its corresponding number. The number 65 corresponds to the Capital Letter "A", etc. **Example:** char (65) will display "A".
- **sum():** the basic sum formula can be used to sum columns in different sheets. We always make sure that the columns are in the same place in all the sheets and we insert a starting and ending sheet so it becomes easier to use the formula. **Example:** sum(start:end!!:I). **We use the exclamation mark to separate the sheets from the columns.**
- N.B: if we want to use the fill handle and there is a fixed cell inside the formula, we always add the "\$" sign before and after the letter representing the cell. **Example:** = C2 \* \$D\$2