

# Microsoft Excel Cheatsheet

Excel is a spreadsheet program used for organizing, analyzing, and visualizing data. Here is an overview of its features, functions, and resources.

## Features

- Excel allows users to organize data into tables and perform calculations and analysis on that data.
- It provides a wide range of functions for working with data, including mathematical, statistical, and financial functions.
- Excel has built-in charting and graphing tools for visualizing data.
- It can be used for a variety of tasks, including budgeting, project management, and data analysis.

## Functions

Excel provides a wide range of functions for working with data. Here are some of the most commonly used functions:

### Mathematical Functions

- `SUM` : adds up a range of numbers
- `AVERAGE` : calculates the average of a range of numbers
- `MAX` : returns the largest value in a range of numbers
- `MIN` : returns the smallest value in a range of numbers

### Statistical Functions

- `COUNT` : counts the number of cells in a range that contain numbers
- `STDEV` : calculates the standard deviation of a range of numbers
- `CORREL` : calculates the correlation between two ranges of numbers
- `RANK` : returns the rank of a number within a range

### Financial Functions

- `PV` : calculates the present value of an investment
- `FV` : calculates the future value of an investment
- `NPV` : calculates the net present value of an investment
- `IRR` : calculates the internal rate of return of an investment

## Features

### Tables

Excel allows users to organize data into tables, which can be easily sorted, filtered, and formatted.

### Charts

Excel has built-in charting and graphing tools for visualizing data. Users can create a variety of chart types, including bar charts, line charts, and pie charts.

### PivotTables

PivotTables allow users to summarize and analyze large amounts of data. They can be used to quickly summarize data by category, calculate totals and subtotals, and create custom calculations.

## Conditional Formatting

Conditional formatting allows users to apply formatting to cells based on certain conditions. For example, users can highlight cells that meet a certain criteria, such as values above or below a certain threshold.

## Resources

Here are some resources for learning and using Excel:

- [Excel Documentation](#)
- [Excel subreddit](#)
- [Exceljet](#)
- [Excel on Stack Overflow](#)