Essential Excel Shortcuts	
SHIFT+F3	Displays the Insert Function dialog box.
ALT+F8	Displays the Macro dialog box to create, run, edit, or delete a macro.
CTRL+ALT+F9	Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
SHIFT+F10	Displays the shortcut menu for a selected item.
CTRL+SPACEBAR	Selects an entire column in a worksheet.
SHIFT+SPACEBAR	Selects an entire row in a worksheet.
CTRL+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for existing hyperlinks.
CTRL+ALT+V	Displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+1	Displays the Format Cells dialog box.

General Editing Shortcuts	
Basic Editing Within a Cell	
CTRL+C	Copy the selected Text or Cell.
CTRL+X	Cut the selected Text or Cell.
CTRL+V	Paste the selected Text or Cell
CTRL+Z	Undo the last action.
CTRL+Y	Redo the last action.
Shortcuts For Reviewing Tasks	
SHIFT+F2	Adds or edits a cell comment.
CTRL+F2	Displays the print preview window.
CTRL+SHIFT+O	Selects all cells that contain comments.
CTRL+F	Displays the Find and Replace dialog box, with the Find tab selected.
CTRL+SHIFT+Z	Reverses the last automatic correction

Working with Excel in Detail

Shortcuts for Working with Cells	
SHIFT+F8	Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
CTRL+SHIFT+P	Opens the Format Cells dialog box with the Font tab selected.
CTRL+SHFT+=	Displays Insert dialogue box for adding rows and cells
CTRL+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
Shortcuts For Working with Formulas	
CTRL+'	Copy formula from the cell above into the active cell or the Formula Bar.
CTRL+SHIFT+U	Switches between expanding and collapsing of the formula bar.
CTRL+ALT+SHIFT+F9	Rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
CTRL+SHIFT+A	Inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
CTRL+SHIFT+ENTER	Used to enter array forumulas
Shortcuts for Accessing Macro and VB Editor	
ALT+ F11	Displays VB Editor
ALT+F6	Switches to VB Editor
ALT+F8	Displays Macro List
CTRL+F11	Creates a new Macro Sheet

Worksheets and Workbooks

Navigating Around Worksheets	
CTRL+HOME	moves to the beginning of a worksheet.
CTRL+SHIFT+HOME	extends the selection of cells to the beginning of the worksheet.
SHIFT+TAB	moves to the previous cell in a worksheet or the previous option in a dialog box.
CTRL+END	moves to the last cell on a worksheet, in the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text.
CTRL+SHIFT+END	extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.
Working between Worksheets in a Workbook	
CTRL+SHIFT+PAGE DOWN	Selects the current and next sheet in a workbook.
CTRL+SHIFT+PAGE UP	Selects the current and previous sheet in a workbook.
ALT+SHIFT+F1	Inserts a new worksheet.
CTRL+SHIFT+SPACEBAR	Selects the entire worksheet.
CTRL+F6	Switches to the next workbook window when more than one workbook window is open.
Manipulating the Workbook Window	
CTRL+F4	Closes the selected workbook window.
CTRL+F5	Restores the window size of the selected workbook window.
CTRL+F9	Minimizes a workbook window to an icon.
CTRL+F10	Maximizes or restores the selected workbook window.

Working With Excel and The Function Key	
Working in Worksheets Using Function keys	
F2	Edits the active cell and positions the insertion point at the end of the cell contents
F4	Repeats the last command or action, if possible
F9	Calculates all worksheets in all open workbooks.
F11	Creates a chart of the data in the current range.
Displaying Dialogue Boxes with Function keys	
F1	Displays the Microsoft Office Excel Help task pane.
F3	Displays the Paste Name dialog box.
F5	Displays the Go To dialog box.
F7	Displays the Spelling dialog box to check spelling in the active worksheet or selection.
F12	Displays the Save As dialog box.
Accessing General Excel Elements With Functions Keys	
F6	Switches between the worksheet, Ribbon, task pane, and Zoom controls
F8	Turns extend mode on or off. In extend mode, Extended Selection appears in the status
	line, and the arrow keys extend the selection.
F10	Turns key tips on or off.

Other Useful Keyboard Shortcuts	
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns.
CTRL+/	Select an array
CTRL +	Select differences
SHIFT+F4	Repeats the last Find action.
ALT+SHIFT+F10	Displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.
CTRL+F8	Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized.

Excel Function Cheatsheets

The key to being efficient with Excel is knowing which functions to use. With the cheatsheets below you can find functions for working with finance, statistics and database content among others.

Add-in and Automation Functions	
Function	**Description**
CALL	Calls a procedure in a dynamic link library or code resource
EUROCONVERT	Converts a number to euros, converts a number from euros to a euro member currency, or converts a number from one euro member currency to another by using the euro as an intermediary (triangulation)
GETPIVOTDATA	Returns data stored in a PivotTable report
REGISTER.ID	Returns the register ID of the specified dynamic link library (DLL) or code resource that has been previously registered
SQL.REQUEST	Connects with an external data source and runs a query from a worksheet, then returns the result as an array without the need for macro programming

Cube Functions	
Function	**Description**
CUBEKPIMEMBER	Returns a key performance indicator (KPI) name, property, and measure, and displays the name and property in the cell. A KPI is a quantifiable measurement, such as monthly gross profit or quarterly employee turnover, used to monitor an organization's performance.
CUBEMEMBER	Returns a member or tuple in a cube hierarchy. Use to validate that the member or tuple exists in the cube.
CUBEMEMBERPROPERTY	Returns the value of a member property in the cube. Use to validate that a member name exists within the cube and to return the specified property for this member.
CUBERANKEDMEMBER	Returns the nth, or ranked, member in a set. Use to return one or more elements in a set, such as the top sales performer or top 10 students.
CUBESET	Defines a calculated set of members or tuples by sending a set expression to the cube on the server, which creates the set, and then returns that set to Microsoft Office Excel.
CUBESETCOUNT	Returns the number of items in a set.
CUBEVALUE	Returns an aggregated value from a cube.

Database Functions	
Function	**Description**
DAVERAGE	Returns the average of selected database entries
DCOUNT	Counts the cells that contain numbers in a database
DCOUNTA	Counts nonblank cells in a database
DGET	Extracts from a database a single record that matches the specified criteria
DMAX	Returns the maximum value from selected database entries
DMIN	Returns the minimum value from selected database entries
DPRODUCT	Multiplies the values in a particular field of records that match the criteria in a database
DSTDEV	Estimates the standard deviation based on a sample of selected database entries
DSTDEVP	Calculates the standard deviation based on the entire population of selected database entries
DSUM	Adds the numbers in the field column of records in the database that match the criteria
DVAR	Estimates variance based on a sample from selected database entries
DVARP	Calculates variance based on the entire population of selected database entries

Date and Time Functions	
Function	**Description**
DATE	Returns the serial number of a particular date
DATEVALUE	Converts a date in the form of text to a serial number
DAY	Converts a serial number to a day of the month
DAYS360	Calculates the number of days between two dates based on a 360-day year
EDATE	Returns the serial number of the date that is the indicated number of months before or after the start date
EOMONTH	Returns the serial number of the last day of the month before or after a specified number of months
HOUR	Converts a serial number to an hour
MINUTE	Converts a serial number to a minute
MONTH	Converts a serial number to a month
NETWORKDAYS	Returns the number of whole workdays between two dates
NOW	Returns the serial number of the current date and time
SECOND	Converts a serial number to a second
TIME	Returns the serial number of a particular time
TIMEVALUE	Converts a time in the form of text to a serial number
TODAY	Returns the serial number of today's date
WEEKDAY	Converts a serial number to a day of the week
WEEKNUM	Converts a serial number to a number representing where the week falls numerically with a year
WORKDAY	Returns the serial number of the date before or after a specified number of workdays

Engineering Functions	
Function	**Description**
BESSELI	Returns the modified Bessel function In(x)
BESSELJ	Returns the Bessel function Jn(x)
BESSELK	Returns the modified Bessel function Kn(x)
BESSELY	Returns the Bessel function Yn(x)
BIN2DEC	Converts a binary number to decimal
BIN2HEX	Converts a binary number to hexadecimal
BIN2OCT	Converts a binary number to octal
COMPLEX	Converts real and imaginary coefficients into a complex number
CONVERT	Converts a number from one measurement system to another
DEC2BIN	Converts a decimal number to binary
DEC2HEX	Converts a decimal number to hexadecimal
DEC2OCT	Converts a decimal number to octal
DELTA	Tests whether two values are equal
ERF	Returns the error function
ERFC	Returns the complementary error function
GESTEP	Tests whether a number is greater than a threshold value
HEX2BIN	Converts a hexadecimal number to binary
HEX2DEC	Converts a hexadecimal number to decimal
HEX2OCT	Converts a hexadecimal number to octal
IMABS	Returns the absolute value (modulus) of a complex number
IMAGINARY	Returns the imaginary coefficient of a complex number

Financial Functions	
Function	**Description**
ACCRINT	Returns the accrued interest for a security that pays periodic interest
ACCRINTM	Returns the accrued interest for a security that pays interest at maturity
AMORDEGRC	Returns the depreciation for each accounting period by using a depreciation coefficient
AMORLINC	Returns the depreciation for each accounting period
COUPDAYBS	Returns the number of days from the beginning of the coupon period to the settlement date
COUPDAYS	Returns the number of days in the coupon period that ontains the settlement date
COUPDAYSNC	Returns the number of days from the settlement date to the next coupon date
COUPNCD	Returns the next coupon date after the settlement date
COUPNUM	Returns the number of coupons payable between the settlement date and maturity date
COUPPCD	Returns the previous coupon date before the settlement date
CUMIPMT	Returns the cumulative interest paid between two periods
CUMPRINC	Returns the cumulative principal paid on a loan between two periods
DB	Returns the depreciation of an asset for a specified period by using the fixed-declining balance method
DDB	Returns the depreciation of an asset for a specified period by using the double-declining balance method or some other method that you specify
DISC	Returns the discount rate for a security
DOLLARDE	Converts a dollar price, expressed as a fraction, into a dollar price,

Information Functions	
Function	**Description**
CELL	Returns information about the formatting, location, or contents of a cell
ERROR.TYPE	Returns a number corresponding to an error type
INFO	Returns information about the current operating environment
ISBLANK	Returns TRUE if the value is blank
ISERR	Returns TRUE if the value is any error value except #N/A
ISERROR	Returns TRUE if the value is any error value
ISEVEN	Returns TRUE if the number is even
ISLOGICAL	Returns TRUE if the value is a logical value
ISNA	Returns TRUE if the value is the #N/A error value
ISNONTEXT	Returns TRUE if the value is not text
ISNUMBER	Returns TRUE if the value is a number
ISODD	Returns TRUE if the number is odd
ISREF	Returns TRUE if the value is a reference
ISTEXT	Returns TRUE if the value is text
N	Returns a value converted to a number
NA	Returns the error value #N/A
TYPE	Returns a number indicating the data type of a value

Logical Functions	
Function	**Description**
AND	Returns TRUE if all of its arguments are TRUE
FALSE	Returns the logical value FALSE
IF	Specifies a logical test to perform
IFERROR	Returns a value you specify if a formula evaluates to an error; otherwise, returns the result of the formula
NOT	Reverses the logic of its argument
OR	Returns TRUE if any argument is TRUE
TRUE	Returns the logical value TRUE

Math and Trigonometry Functions	
Function	**Description**
ABS	Returns the absolute value of a number
ACOS	Returns the arccosine of a number
ACOSH	Returns the inverse hyperbolic cosine of a number
ASIN	Returns the arcsine of a number
ASINH	Returns the inverse hyperbolic sine of a number
ATAN	Returns the arctangent of a number
ATAN2	Returns the arctangent from x- and y-coordinates
ATANH	Returns the inverse hyperbolic tangent of a number
CEILING	Rounds a number to the nearest integer or to the nearest multiple of significance
COMBIN	Returns the number of combinations for a given number of objects
COS	Returns the cosine of a number
COSH	Returns the hyperbolic cosine of a number
DEGREES	Converts radians to degrees
EVEN	Rounds a number up to the nearest even integer
EXP	Returns e raised to the power of a given number
FACT	Returns the factorial of a number
FACTDOUBLE	Returns the double factorial of a number
FLOOR	Rounds a number down, toward zero
GCD	Returns the greatest common divisor

Statistical Functions	
Function	**Description**
AVEDEV	Returns the average of the absolute deviations of data points from their mean
AVERAGE	Returns the average of its arguments
AVERAGEA	Returns the average of its arguments, including numbers, text, and logical values
AVERAGEIF	Returns the average (arithmetic mean) of all the cells in a range hat meet a given criteria
AVERAGEIFS	Returns the average (arithmetic mean) of all cells that meet multiple criteria.
BETADIST	Returns the beta cumulative distribution function
BETAINV	Returns the inverse of the cumulative distribution function for a specified beta distribution
BINOMDIST	Returns the individual term binomial distribution probability
CHIDIST	Returns the one-tailed probability of the chi-squared distribution
CHIINV	Returns the inverse of the one-tailed probability of the chi-squared distribution
CHITEST	Returns the test for independence
CONFIDENCE	Returns the confidence interval for a population mean
CORREL	Returns the correlation coefficient between two data sets
COUNT	Counts how many numbers are in the list of arguments
COUNTA	Counts how many values are in the list of arguments
COUNTBLANK	Counts the number of blank cells within a range
COUNTIF	Counts the number of cells within a range that meet the given criteria

Text Functions	
Function	**Description**
ASC	Changes full-width (double-byte) English letters or katakana within a character string to half-width (single-byte) characters
BAHTTEXT	Converts a number to text, using the ß (baht) currency format
CHAR	Returns the character specified by the code number
CLEAN	Removes all nonprintable characters from text
CODE	Returns a numeric code for the first character in a text string
CONCATENATE	Joins several text items into one text item
DOLLAR	Converts a number to text, using the $ (dollar) currency format
EXACT	Checks to see if two text values are identical
FIND, FINDB	Finds one text value within another (case-sensitive)
FIXED	Formats a number as text with a fixed number of decimals
JIS	Changes half-width (single-byte) English letters or katakana within a character string to full-width (double-byte) characters
LEFT, LEFTB	Returns the leftmost characters from a text value
LEN, LENB	Returns the number of characters in a text string
LOWER	Converts text to lowercase
MID, MIDB	Returns a specific number of characters from a text string starting at the position you specify
PHONETIC	Extracts the phonetic (furigana) characters from a text string
PROPER	Capitalizes the first letter in each word of a text value
REPLACE, REPLACEB	Replaces characters within text

Cell References	Refers to Values in
A10	the cell in column A and row 10
A10,A20	cell A10 and cell A20
A10:A20	the range of cells in column A and rows 10 through 20
B15:E15	the range of cells in row 15 and columns B through E
A10:E20	the range of cells in columns A through E and rows 10 through 20

Excel Formula Cheatsheets

If you need specific calculations, this is a good place to start. Below, you'll get a number of cheatsheets referencing the general formulas you need. Discover formulas on how to do basic math calculations, compose conditional formulas, perform complex counting and numerical conversions. Simply put in your own cell references and you're ready to go.

How To Read Cell References

Create A Conditional Formula That Results In A Logical Value (TRUE or FALSE)	
Formula	**Description (Result)**
=AND(A2>A3, A2<A4)	Determines if the value in cell A2 is greater than the value in A3 and also if the value in A2 is less than the value in A4. (FALSE)
=OR(A2>A3, A2<A4)	Determines if the value in cell A2 is greater than the value in A3 or if the value in A2 is less than the value in A4. (TRUE)
=NOT(A2+A3=24)	Determines if the sum of the values in cells A2 and A3 is not equal to 24. (FALSE)
=NOT(A5="(value1)")	Determines if the value in cell A5 is not equal to "value1." (FALSE)
=OR(A5<>"value1",A6 = "value2")	Determines if the value in cell A5 is not equal to "value1" or if the value in A6 is equal to "value2." (TRUE)

Simple Math Formulas From Microsoft.com

Adding Numbers

Calculate Percentages

Calculate percentages

Rounding Numbers

Other Basic Math Formulas	
Formula	**Description**
Subtracting Numbers	
=A2-A3	Subtracts values in A2 from A3
=SUM(A2:A4)	Adds all numbers in the list, including negative numbers
=A2*A3	Multiplies the numbers in the two cells
=PRODUCT(A2:A4)	Multiplies all the numbers in the range
=PRODUCT(A2:A4,2)	Multiplies all the numbers in the range, and mulitplies the result by 2
Dividing Numbers	
=A2/A3	Divides value in A2 by the value in A3
Calculating the smallest or the largest number in a range	
=MIN(A2:A7)	Calculates the smallest number in a specific range
=MAX(A2:A7)	Calculates the largest number in a specific range
=SMALL(A2:A7, 2)	Calculates the second smallest number in a specific range
=LARGE(A2:A7,3)	Calculates the third largest number in a specific range
Raise a Number to a Power	
=POWER(5,2)	Calculates five squared (25)
=5^3	Calculates five cubed (125)
Calculate The Factorial Or Permutation Of A Number	
=FACT(A2)	Factorial of value in A2, or (A2)*5*4*3*2*1
=FACT(3)	Factorial of 3, or 3*2*1 (6)
=FACT(A2+4)	Factorial of value in A2. Example, if A2=6, the formula returns: 10 (3628800).

Create A Conditional Formula That Results In Another Calculation Or In Values Other Than TRUE or FALSE	
Formula	**Description (Result)**
=IF(A2=valueX, "OK", "Not OK")	If the value in cell A2 equals valueX, return "OK." Otherwise, return "Not OK." (OK)
=IF(A2<> valueX, "OK", "Not OK")	If the value in cell A2 is not equal to valueX, return "OK." Otherwise, return "Not OK." (Not OK)
=IF(NOT(A2<= valueX), "OK", "Not OK")	If the value in cell A2 is not less than or equal to valueX, return "OK." Otherwise, return "Not OK." (Not OK)
=IF(A5<>"value1", "OK", "Not OK")	If the value in cell A5 is not equal to "value1", return "OK." Otherwise, return "Not OK." (Not OK)
=IF(AND(A2>A3, A2<A4), "OK", "Not OK")	If the value in cell A2 is greater than the value in A3 and the value in A2 is also less than the value in A4, return "OK." Otherwise, return "Not OK." (Not OK)
=IF(AND(A2<>A3, A2<>A4), "OK", "Not OK")	If the value in cell A2 is not equal to A3 and the value in A2 is also not equal to the value in A4, return "OK." Otherwise, return "Not OK." (OK)
=IF(OR(A2>A3, A2<A4), "OK", "Not OK")	If the value in cell A2 is greater than the value in A3 or the value in A2 is less than the value in A4, return "OK." Otherwise, return "Not OK." (OK)
=IF(OR(A5<>"value1", A6<>"value2"), "OK", "Not OK")	If the value in cell A5 is not equal to "value1" or the value in A6 is not equal to "value2", return "OK." Otherwise, return "Not OK." (Not OK)
=IF(OR(A2<>A3, A2<>A4), "OK", "Not OK")	If the value in cell A2 is not equal to the value in A3 or the value in A2 is not equal to the value in A4, return "OK." Otherwise, return "Not OK." (OK)

Create A Conditional Formula That Results In Another Calculation Or In Values Other Than TRUE or FALSE	
Formula	**Description (Result)**
=IF(A2=valueX, "OK", "Not OK")	If the value in cell A2 equals valueX, return "OK." Otherwise, return "Not OK." (OK)
=IF(A2<> valueX, "OK", "Not OK")	If the value in cell A2 is not equal to valueX, return "OK." Otherwise, return "Not OK." (Not OK)
=IF(NOT(A2<= valueX), "OK", "Not OK")	If the value in cell A2 is not less than or equal to valueX, return "OK." Otherwise, return "Not OK." (Not OK)
=IF(A5<>"value1", "OK", "Not OK")	If the value in cell A5 is not equal to "value1", return "OK." Otherwise, return "Not OK." (Not OK)
=IF(AND(A2>A3, A2<A4), "OK", "Not OK")	If the value in cell A2 is greater than the value in A3 and the value in A2 is also less than the value in A4, return "OK." Otherwise, return "Not OK." (Not OK)
=IF(AND(A2<>A3, A2<>A4), "OK", "Not OK")	If the value in cell A2 is not equal to A3 and the value in A2 is also not equal to the value in A4, return "OK." Otherwise, return "Not OK." (OK)
=IF(OR(A2>A3, A2<A4), "OK", "Not OK")	If the value in cell A2 is greater than the value in A3 or the value in A2 is less than the value in A4, return "OK." Otherwise, return "Not OK." (OK)
=IF(OR(A5<>"value1", A6<>"value2"), "OK", "Not OK")	If the value in cell A5 is not equal to "value1" or the value in A6 is not equal to "value2", return "OK." Otherwise, return "Not OK." (Not OK)
=IF(OR(A2<>A3, A2<>A4), "OK", "Not OK")	If the value in cell A2 is not equal to the value in A3 or the value in A2 is not equal to the value in A4, return "OK." Otherwise, return "Not OK." (OK)

Use a formula to display zeros as blanks or dashes	
Formula	**Description (Result)**
=A2-A3	Second number subtracted from the first (0)
=IF(A2-A3=0,"",A2-A3)	Returns a blank cell when the value is zero (blank cell)
=IF(A2-A3=0,"-",A2-A3	Returns a dash when the value is zero (-)

Display a dash, #N/A, or NA in place of an error value	
Formula	**Description (Result)**
=A2/A3	Results in an error (#DIV/0)
=IFERROR(A2/A3,"NA")	Returns NA when the value is an error
=IFERROR(A2/A3,"-")	Returns a dash when the value is an error
=IFERROR(A2/A3,NA())	Returns #N/A when the value is an error

Date and Time Formulas	
Formula	**Description (Result)**
=A2-A3	Calculates the number of days from a certain date (A2) until the end of another certain date (A3)
=A2-TODAY()	Calculate the number of days from the current date to end of another certain date (A2)
=TODAY()	Returns the current date.
=TODAY()+5	Returns the current date plus 5 days. For example, if the current date is 1/1/2008, this formula returns 1/6/2008.
=DATEVALUE("1/1/2030")-TODAY()	Returns the number of days between the current date and 1/1/2030. Note that cell A4 must be formatted as General or Number for the result to display correctly.
=DAY(TODAY())	Returns the current day of the month (1 - 31).
=MONTH(TODAY())	Returns the current month of the year (1 - 12). For example, if the current month is May, this formula returns 5.
=DATE(YEAR(A2)+3,MONTH(A2)+1,DAY(A2)+5)	Add 3 years, 1 month, and 5 days to the value in cell A2. Example, if A2= 6/9/2007, the formula returns 7/14/2010.
=DATE(YEAR(A2)+1,MONTH(A2)+7,DAY(A2)+5)	Add 1 year, 7 months, and 5 days to the value in cell A2. Example, if A2=6/9/2007, the formula returns

Statistical Formulas	
Formula	**Description**
=MEDIAN(A2:A7)	Calculates median of numbers in a range
=MODE(A2:A7)	Calculates the mode of numbers in a range
=AVERAGE(A2:A7)	Calculates the average of numbers in a range
=AVERAGE(A2:A4,A7)	Averages the top three and the last number in a specific range
=AVERAGEIF(A2:A7, "<>0")	Averages the numbers in the range except those that contain zero
=SUMPRODUCT(A2:A4,B2:B4)/SUM(B2:B4)	Calculates a weighted average. Divides the total cost of all 3 values by the total number of units

Counting Formulas	
Formula	**Description**
=COUNTA(A2:A6)	Counts the number of nonblank cells in a range
=COUNTA(A2:A3, A6)	Counts the number of nonblank cells in the top two, and bottom cells in a range
=COUNTIF(A2:A7,"valueX")	Counts number of entries for valueX amongst values in a range of cells
=COUNTIF(A2:A7,A4)	Counts the number of entries within a specific range for the value located in cell A4
=COUNTIF(B2:B7,">valueX")	Counts numbers in a certain range that are greater than valueX
=COUNTIF(B2:B7,">="&B5)	Counts the number of values greater than or equal to the value in cell B5
=COUNTIF(B2:B7,"< valueY")	Counts the number of values that are less than valueY in a certain range
=COUNTIF(B2:B7,"<=valueX")	Counts the numbers that are less than or equal to valueX in a certain range
=SUM(IF((A2:A7="value1")+(A2:A7="value2"),1,0))	Counts the number of occurances for value1 or value2
=SUM(IF((B2:B7<valueX)+(B2:B7>valueY),1,0))	Counts the number of occurances with values less than valueX or greater than valueY
=SUM(IF(A2:A7="value1",IF(B2:B7<valueX,1,0)))	Counts the number of occurances for value1 with a value less than valueX
=SUM(IF(FREQUENCY(A2:A10,A2:A10)>0,1))	Counts the number of unique number values in a range, but does not count blank cells or text values
=SUM(IF(FREQUENCY(MATCH(B2:B10,B2:B10,	Counts the number of unique text and number values in a range (which must not contain

Conversion Formulas	
Formula	**Description**
=LOWER(A1)	Converts upper case text to lower text
=CONVERT(A2,"day","hr")	Converts value of A2 from days to hours
=CONVERT(A2,"hr","mn")	Converts value of A2 from hours to minutes
=CONVERT(A2,"yr", "day")	Converts value of A2 from years to days
=(A2-INT(A2))*24	Converts number of hours since 12:00 AM to a decimal number
=TEXT(A2/24, "h:mm")	Converts hours since 12:00 AM to standard time format
=CONVERT(A2,"C","F")	Converts value of A2 from degrees Celsius to Fahrenheit
=CONVERT(A2,"tsp","tbs")	Converts value of A2 from teaspoons to tablespoons
=CONVERT(A2,"gal","l")	Converts value of A2 from gallons to liters
=CONVERT(A2,"mi","km")	Converts value of A2 from miles to kilometers
=CONVERT(A2,"km","mi")	Converts value of A2 from kilometers to miles
=CONVERT(A2,"in","ft")	Converts value of A2 from inches to feet
=CONVERT(A2,"cm","in")	Converts value of A2 from centimeters to inches
=BIN2DEC(1100100)	Converts binary 1100100 to decimal (100)
=BIN2DEC(1111111111)	Converts binary 1111111111 to decimal (-1)
=BIN2HEX(11111011, 4)	Con verts binary 11111011 to hexadecimal with 4 characters (00FB)
=BIN2HEX(1110)	Converts binary 1110 to hexadecimal (E)

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Excel Command Line Switches

When you need specific control over Excel you need to customize and launch Excel at the highest level. Find command line switches to customize your Excel application with these Excel Command Line Switch cheatsheets.

Customizing Excel Startup	
Switch	**Description**
/i	Forces Microsoft Excel to start with a maximized window. Previously saved window size settings are ignored.
/o	Forces Excel to re-register itself. Specifically, the following key is rewritten in the registry: Excel 97: HKEY_CURRENT_USER\Software\Microsoft\Office\8.0\Excel Excel 2000: HKEY_CURRENT_USER\Software\Microsoft\Office\9.0\Excel Excel 2002: HKEY_CURRENT_USER\Software\Microsoft\Office\10.0\Excel Excel 2003: HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Excel NOTE: If this key contains values that are not valid, they are not corrected by using this switch. This switch only replaces missing values. Example: /o
/p <folder>	Forces Excel to use the path that you specify as the active path instead of the default path. Example: /p "C:\Windows"
/regserver	Forces Excel to register itself and then quit. Use this switch when you want Excel to rewrite all of its registry keys and reassociate itself with Excel files, such as workbooks, charts, and so on. Example: /regserver
/unregserver	Forces Excel to unregister itself and then quit. Example: /unregserver

Command line switches for Excel 2007	
Switch	**Description**
workbook path | file name	This parameter does not require a switch. Starts Excel and opens the specified file. Example: excel.exe "c:\My Folder\book1.xlsx" or excel.exe http://MySite/Book1.xlsx
/r workbook path | file name	Opens a specific workbook as read-only. Example: excel.exe /r "c:\My Folder\book1.xlsx" or excel.exe /r http://MySite/Book1.xlsx
/t workbook path | file name	Starts Excel and opens the specified file as a template. Example: excel.exe /t "c:\My Folder\book_name.xlsx". or excel.exe /t http://MySite/book_name.xlsx
/n workbook path | file name	Like /t, starts Excel and opens the specified file as a template. Example: excel.exe /n "c:\My Folder\book_name.xlsx". or excel.exe /n http://MySite/book_name.xlsx
/e or /embed	Prevents the Excel startup screen from appearing and a new blank workbook from opening. Example: excel.exe /e
/p workbook path	Specifies a folder as the active working folder (for example, the folder that is pointed to in the Save As dialog box). Example: excel.exe /p "c:\My Folder"
/s or /safemode	Forces Excel to bypass all files that are stored in startup directories, such as

Set Up Command Line Switches for Office 2007	
Switch or parameter	**Description**
/admin	Runs the Office Customization Tool to create a Setup customization file (MSP file). Example: \\server\share\Office12\setup.exe /admin
/adminfile [path]	Applies the specified Setup customization file to the installation. You can specify a path to a particular customization file (MSP file) or to the folder where you store customization files. The recommended location for customization files is the Updates folder at the root of the network installation point. In this case, you do not need to specify the file on the command line; Setup automatically finds the customization file that matches the product being installed and applies it during the installation. If you store more than one customization file per product in the Updates folder, Setup applies all of them to the installation. If you want to create unique configurations for different groups of users, you must store the customization files in a separate folder and specify the customization file you want on the command line. Example: \\server\share\Office12\setup.exe /adminfile \\server\share\MyUpdates\Engineering.msp where Office12 is the root of the network installation point.
/config [path]	Specifies the Config.xml file that Setup uses during the installation. By default, the Config.xml file stored in the core product folder directs Setup to install that product. For example, the Config.xml file in the Pro.WW folder installs Microsoft Office Professional 2007. You can edit Config.xml to make additional customizations to the installation, including specifying one or more language versions to install. Use /config on the Setup command line to point to the location of the default Config.xml file for a particular product or to point to a custom Config.xml file.

kuttus, Nov 4, 2012 #1

Waqas Ahmad Awan likes this.

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