EXCEL FOR ANALYTICS

THE ULTIMATE GUIDE

ALL SHORTCUTS + FUNCTIONS
FEATURED IN THE PRACTICUM FOR

ANALYTICS CAREER ACCESS

FROM

TMB ANALYTICS

SHORTCUTS

GENERALLY HELPFUL

Ctrl + S
SAVE ACTIVE FILE

F2
ACTIVATE CELL EDITING MODE

F4
TOGGLE ABSOLUTE/ RELATIVE REFERENCES

Ctrl + C
COPY SELECTION

Ctrl + V
PASTE SELECTION

Alt + E S V
PASTE SPECIAL VALUES

Alt + E S T
PASTE SPECIAL FORMATS

Ctrl + -
DELETE SELECTION

Alt + A E F
ACTIVATE ALL CELLS IN RANGE

Alt + N T
CREATE DATA TABLE

Ctrl + T
CREATE DATA TABLE

Alt + A C
CLEAR ALL FILTERS FROM DATA SET

Alt + ↓
ACTIVATE FILTER DROP DOWN MENU

Alt + J T A
RENAME DATA TABLE

Alt + A M
REMOVE DUPLICATES

WIN + ←
SPLIT SCREEN LEFT

Alt + Enter
ADD NEW LINE TO FORMULA

Alt + H O R
RENAME ACTIVE TAB

Alt + I C
INSERT COLUMN

Alt + =
QUICK SUM FUNCTION

Alt + I R
INSERT ROW

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

SELECTION + NAVIGATION

Ctrl + A
SELECT ALL

Ctrl + Space
SELECT COLUMN

Shift + Space
SELECT ROW

Ctrl + Shift + End
SELECT TO END OF DATA SET

Ctrl + PgDn
MOVE TO TAB RIGHT

Ctrl + PgUp
MOVE TO TAB LEFT

Ctrl + ↓
JUMP TO BOTTOM OF CONTIGUOUS CELLS

Alt + H F D
TOGGLE GO TO SPECIAL MENU

Alt + H F D + S K
GO TO SPECIAL MENU SELECT BLANKS

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

FORMATTING

Alt+HFN
OPEN FORMAT CELLS MENU

Alt+HBP
ADD TOP BORDER TO ACTIVE CELLS

Alt+EST
PASTE SPECIAL FORMATS

Alt+HAN
CONVERT TO USD $

Alt+HNS
CONVERT TO SHORT DATE

Alt+HP
FORMAT CELL AS PERCENTAGE

Alt+HAL
LEFT ALIGN CELL CONTENTS

Alt+HAC
CENTER ALIGN CELL CONTENTS

Alt+HAR
RIGHT ALIGN CELL CONTENTS

Alt+HO
ADD ONE DECIMAL DIGIT

Alt+HAM
MIDDLE ALIGN CELL CONTENTS

Alt+H9
REMOVE ONE DECIMAL DIGIT

Alt+H6
INDENT CELL CONTENTS

Alt+HOI
AUTOFIT CELL WIDTHS

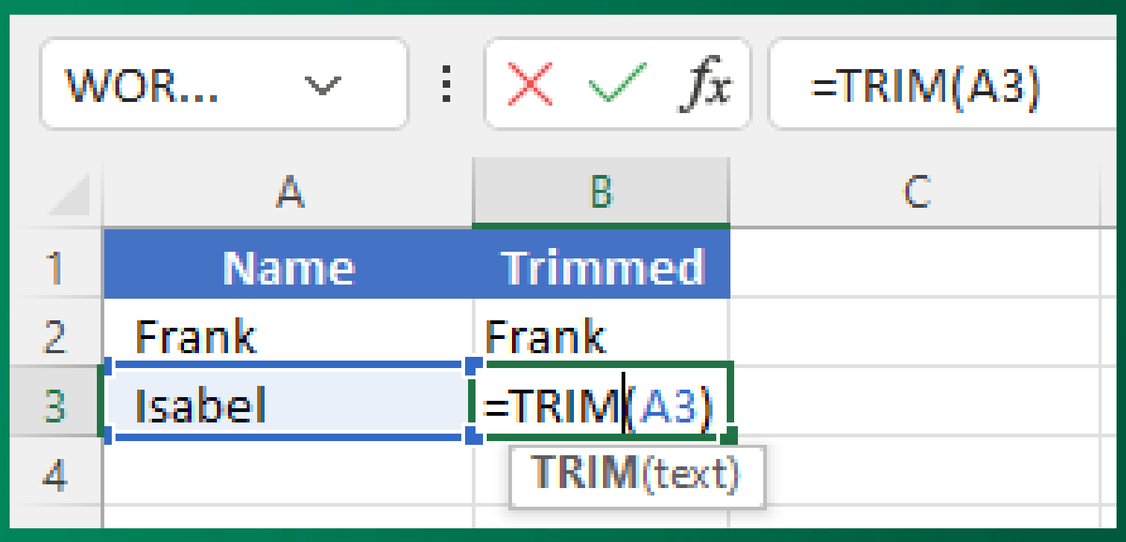
Alt+H5
UN-INDENT CELL CONTENTS

Alt+HOUR
HIDE SELECTED ROWS

REPETITION IS THE KEY TO RETENTION

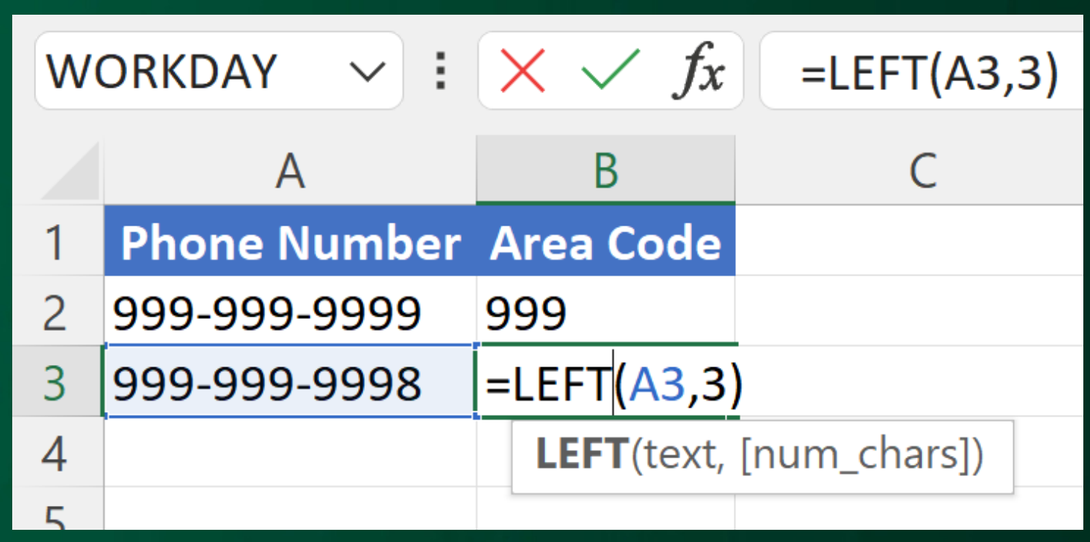
FUNCTIONS

CLEANING



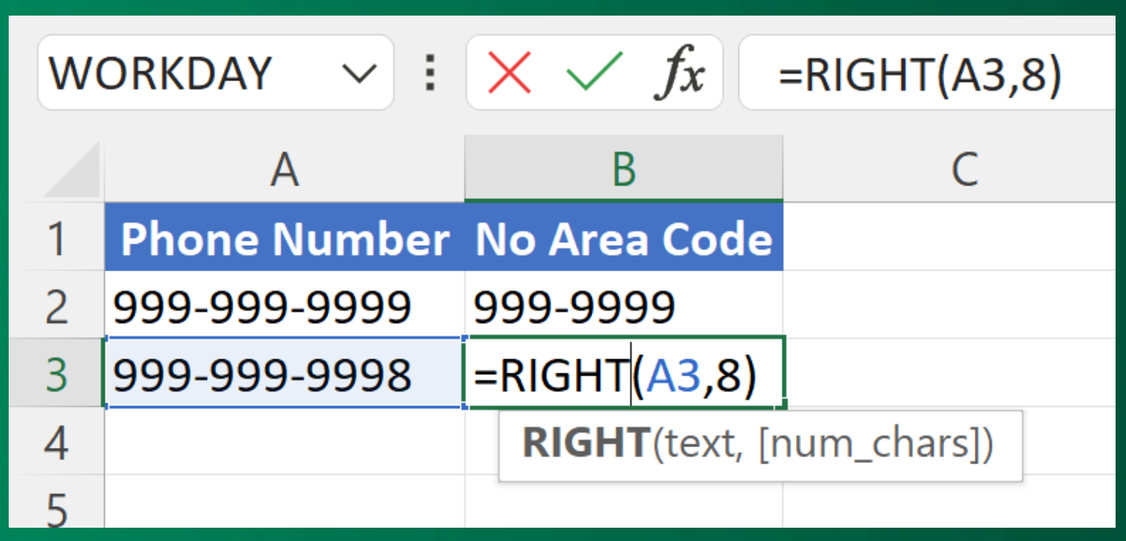
TRIM: Used in data cleaning to remove leading or trailing blanks that are often difficult to see in the source data

Syntax:
TRIM(Cell Reference)



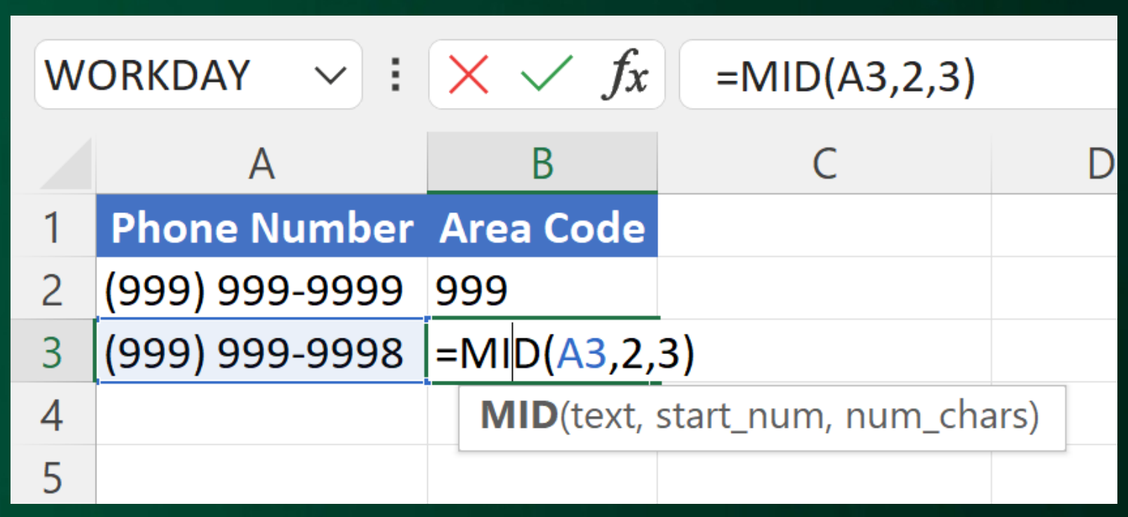
LEFT: Used to grab some number of characters starting from the left of the cell contents

Syntax:
LEFT(Cell Reference,char num)



RIGHT: Used to grab some number of characters starting from the right of the cell contents

Syntax:
RIGHT(Cell Ref,char num)



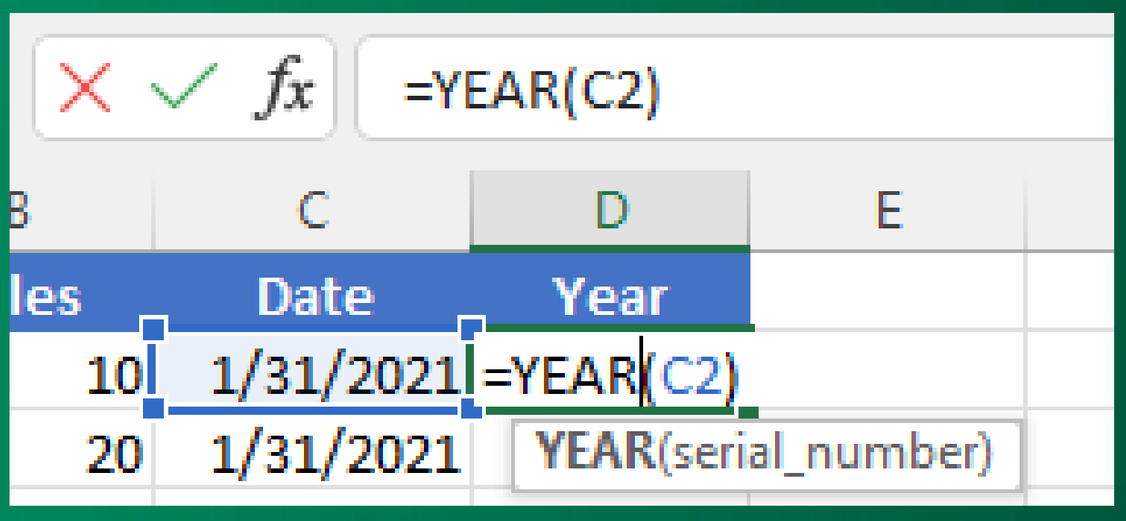
MID: Used to grab some number of characters starting from a designated count from the left of a cell's contents

Syntax:
MID(Cell Ref,Start Num, Char Num)

REPETITION IS THE KEY TO RETENTION

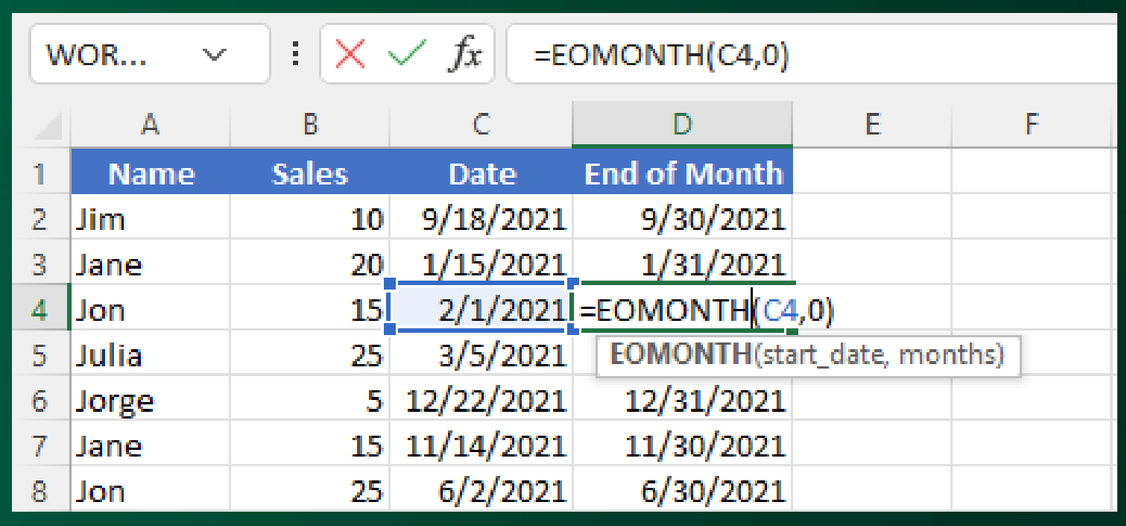
FUNCTIONS

MANIPULATING



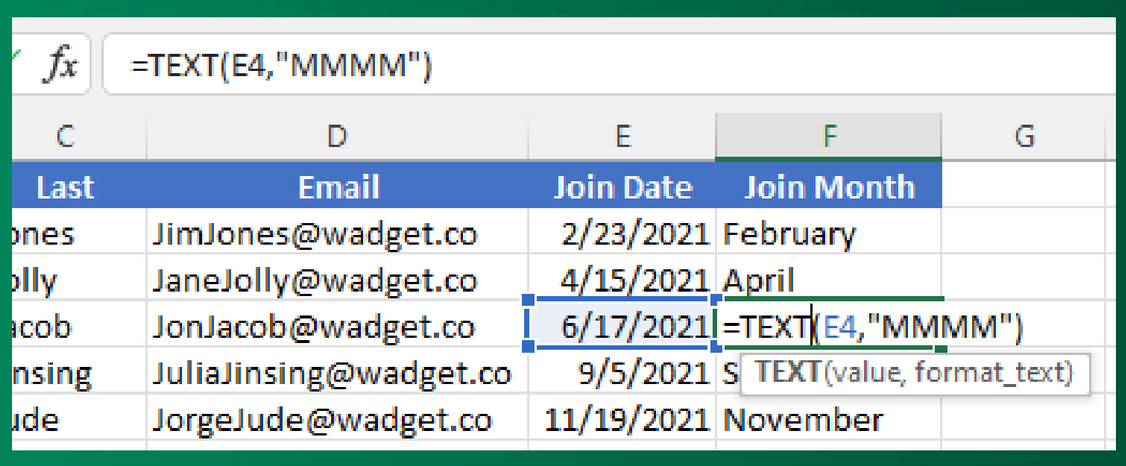
YEAR: Used to extract the year from a date. Similar to MONTH, DAY, and other related functions

Syntax:
YEAR(Date Reference)



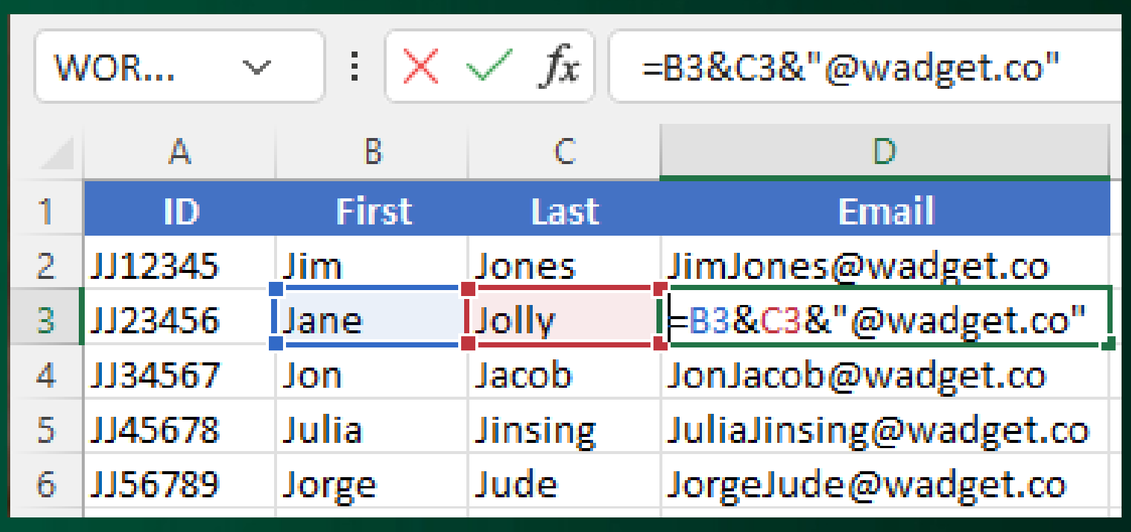
EOMONTH: Used to derive the last day in a month determined by a dated cell and a specific number of months to roll forward.

Syntax:
EOMONTH(Date Cell, Months)



TEXT: Incredibly useful function for a variety of things, namely in extracting specialized formats from cells.

Syntax:
TEXT(Cell Reference, Format)



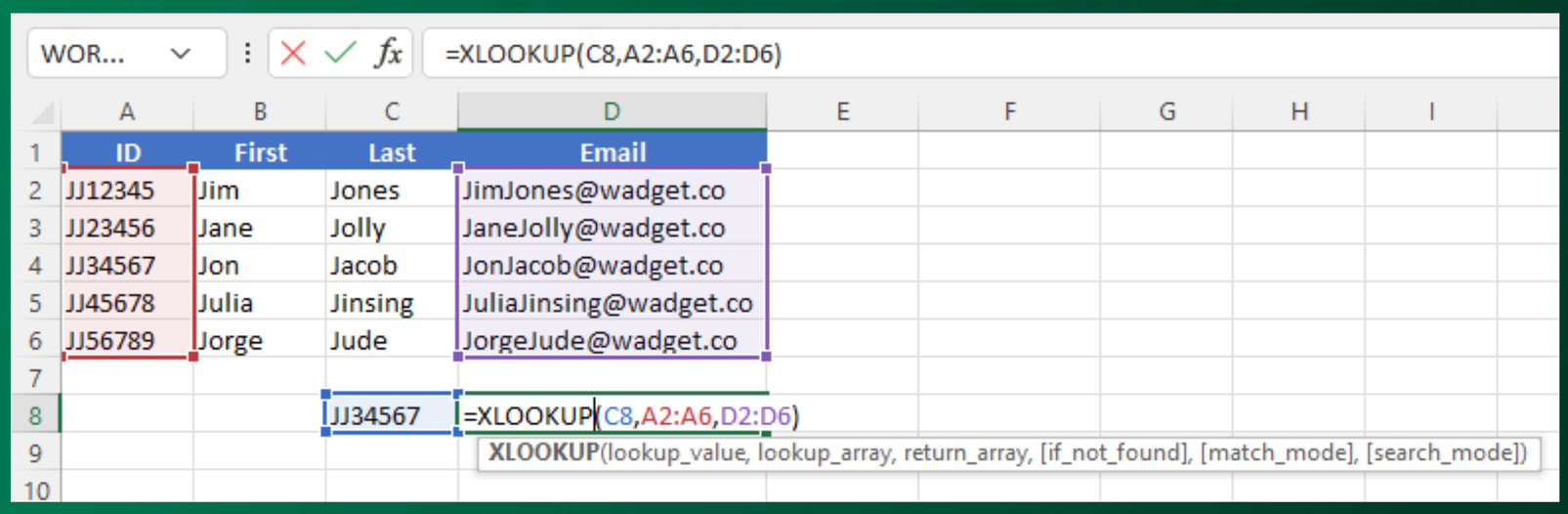
Not CONCATENATE: Instead of the concatenate function, use the ampersand (&) to join strings and cell contents to create something new.

Syntax:
Cell/"Text 1"&Cell/"Text2"

REPETITION IS THE KEY TO RETENTION

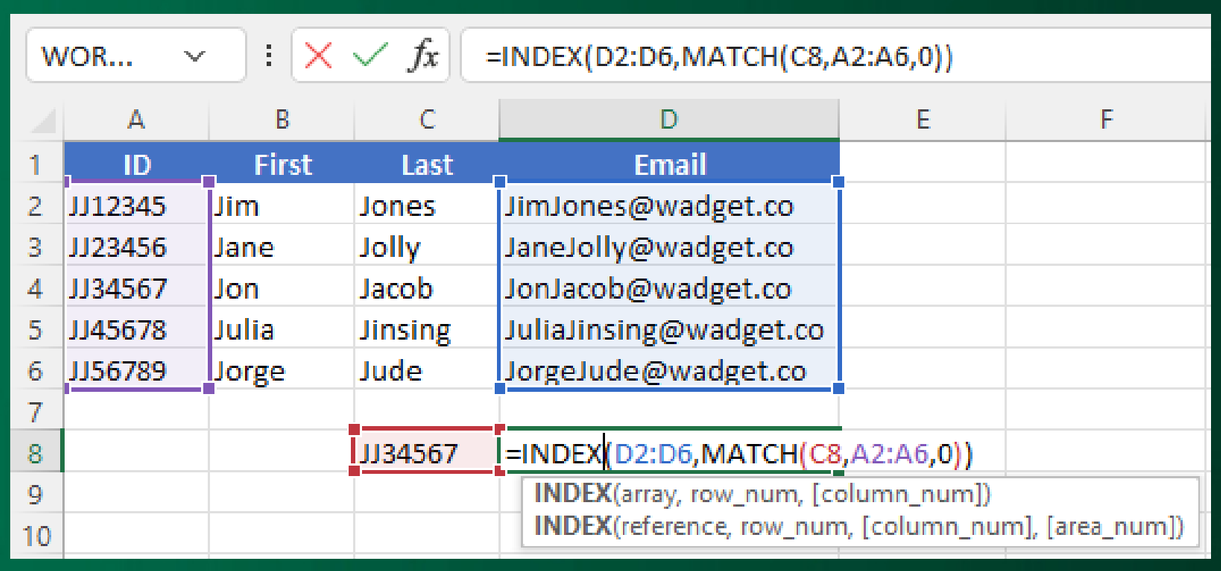
FUNCTIONS

LOOKUPS



XLOOKUP: Used to look up values using an index reference. Replaces VLOOKUP, HLOOKUP, and INDEX/MATCH if used carefully.

Syntax:
XLOOKUP(Lookup value, Lookup Array, Return Array)



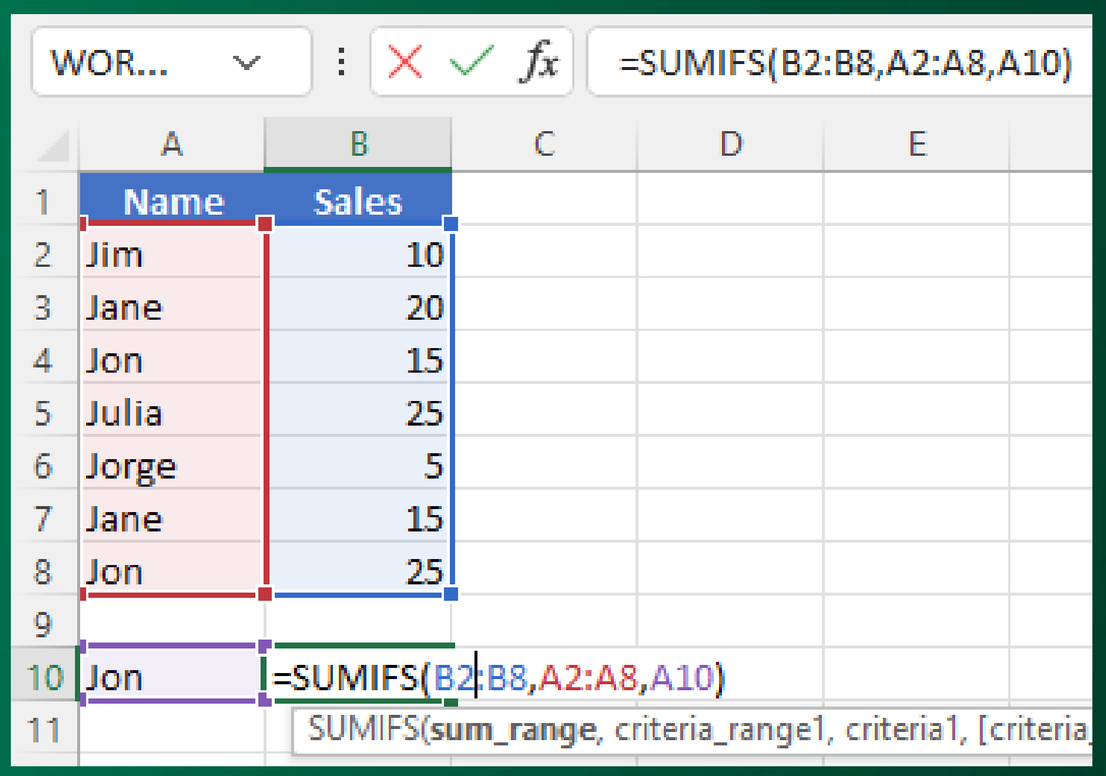
INDEX/MATCH: If you do not have XLOOKUP available on your version of Excel, INDEX/MATCH is the next best option. It uses the combination of functions to perform lookups in a much more flexible way than VLOOKUP and HLOOKUP.

Syntax:
INDEX(Return Array,MATCH(Lookup Value, Lookup Array,0))

REPETITION IS THE KEY TO RETENTION

FUNCTIONS

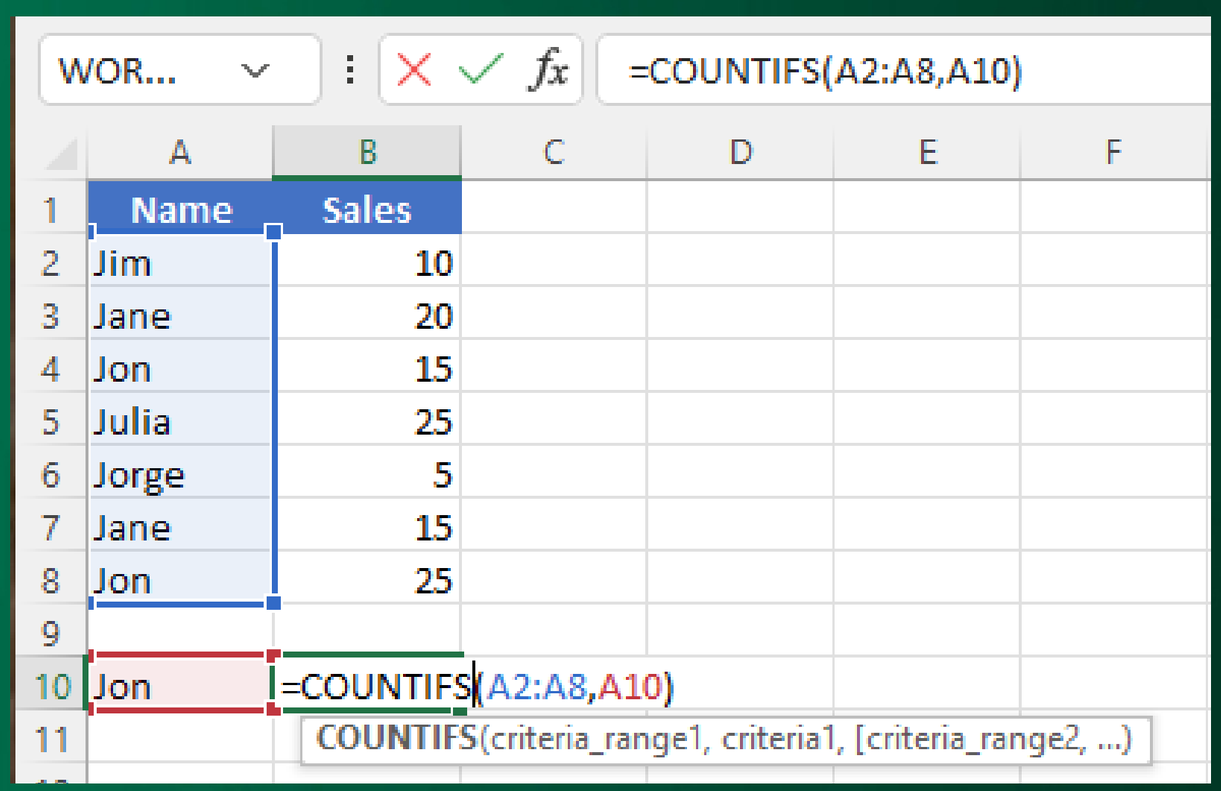
CALCULATIONS



SUMIFS: Used to sum values from a data set using specific criteria

Syntax:

SUMIFS(Sum Range,Criteria range 1, Criteria 1, Criteria Range N, Criteria N)



COUNTIFS: Used to count instances from a data set using specific criteria

Syntax:

COUNTIFS(Criteria range 1, Criteria 1, Criteria Range N, Criteria N)

REPETITION IS THE KEY TO RETENTION