EXCEL FUNCTIONS

	FUNCTION	MEANING	SYNTAX
STATISTICS	SUM	Adds the arguments	=**SUM**(range1, [range2, …])
	COUNT	Counts the cells with numbers in the arguments	=**COUNT**(range1, [range2, …])
	AVERAGE	Returns the average (mean) of the arguments	=**AVERAGE**(range1, [range2, …])
	MEDIAN	Returns the median (middle) of the arguments	=**MEDIAN**(range1, [range2, …])
	MODE.MULT	Returns the most frequently occurring value(s) in the list of arguments	=**MODE.MULT**(range1, [range2, …])
	MIN	Returns the minimum value in the list of arguments	=**MIN**(range1, [range2, …])
	MAX	Returns the maximum value in the list of arguments	=**MAX**(range1, [range2, …])
	STDEV.P	Returns the standard deviation of the arguments	=**STDEV.P**(range1, [range2, …])
	QUARTILE.INC	Returns the designated quartile of the arguments (quartile argument options: 0, 1, 2, 3, 4)	=**QUARTILE.INC**(range, quartile)
	PERCENTILE.INC	Returns the designated percentile of the arguments (enter percent argument as a decimal)	=**PERCENTILE.INC**(range, percent)
	ABS	Returns the absolute value of the argument(s)	=**ABS**(range)
	SQRT	Returns the square root of the argument(s)	=**SQRT**(range)
TEXT	UPPER	Converts text to uppercase	=**UPPER**(range)
	LOWER	Converts text to lowercase	=**LOWER**(range)
	PROPER	Capitalizes the first letter of every word in the text of the argument(s)	=**PROPER**(range)
	CONCAT	Concatenates (combines) the text of the arguments in order (no delimiter unless manually added)	=**CONCAT**(range1, [range2, …])
	TEXTJOIN	Combines the text of the arguments in order with designated delimiter (with option to ignore or include blank cells)	=**TEXTJOIN**(delimiter, ignore_empty, range1, [range2, …])
	LEN	Returns the number of characters in the argument(s)	=**LEN**(range)
	TRIM	Removes excess spaces from the text	=**TRIM**(range)
	SEARCH	Finds one text value within another	=**SEARCH**(find_text, within_text)
LOGICAL	AND	Tests for a TRUE value in *all* of its arguments	=**AND**(logical1, [logical2, …])
	OR	Tests for a TRUE value in *any* of its arguments	=**OR**(logical1, [logical2, …])
	IF	Tests for a specific condition and returns designated values	=**IF**(logical, value_if_true, value_if_false)
	NOT	Reverses the TRUE/FALSE value of an argument or result	=**NOT**(logical)
	ISBLANK	Tests for blank values in the argument(s)	=**ISBLANK**(range)
	ISERROR	Tests for any error in the argument(s)	=**ISERROR**(range)
LOOKUP	MATCH	Looks up a value in the designated range	=**MATCH**(lookup_value, range, [match_type])
	VLOOKUP	Looks up a value and returns the corresponding value in the designated column of the range (with exact or approximate match)	=**VLOOKUP**(lookup_value, range, column_number, [exact_match])

EXCEL KEYBOARD SHORTCUTS

	SHORTCUT	ACTION
DOCUMENT EDITING	**Ctrl + F**	Find (search for text in the worksheet)
	Ctrl + H	Find and replace
	Ctrl + N	New workbook
	Ctrl + O	Open a workbook
	Ctrl + S	Save workbook
	F12	Save As
	Ctrl + P	Print
	Ctrl + W	Close the current workbook
	Alt + F4	Close Excel (all workbooks)
	Ctrl + Y	Redo
	Ctrl + Z	Undo
	Ctrl + Shift + L	Activate/deactivate filters
	Shift + F11	Insert new worksheet

	SHORTCUT	ACTION
NAVIGATION	**Arrow Keys**	Move one cell in any direction
	Home	Jump to the first cell in the row
	Ctrl + Home	Jump to the beginning of the worksheet
	Ctrl + End	Jump to the end of the worksheet
	Ctrl + Up Arrow	Jump up
	Ctrl + Down Arrow	Jump down
	Ctrl + Left Arrow	Jump left
	Ctrl + Right Arrow	Jump right
	Ctrl + Page Down	Move to the next worksheet to the right
	Ctrl + Page Up	Move to the next worksheet to the left

Add **Shift** to any navigation shortcut to select all cells between the current cell and the destination cell. Example:

Ctrl + Shift + Home	Select all cells from current cell to the beginning of the worksheet

	SHORTCUT	ACTION
TEXT & FORMULA EDITING	**Ctrl + A**	Select all
	Ctrl + C	Copy
	Ctrl + X	Cut
	Ctrl + V	Paste
	Ctrl + B	Bold
	Ctrl + I	Italics
	Ctrl + U	Underline
	F2	Edit the active cell
	Enter	Finish editing the active cell and move to the cell below
	Tab	Finish editing the active cell and move to the cell to the right
	Shift + Enter	Finish editing the active cell and move to the cell above
	Shift + Tab	Finish editing the active cell and move to the cell to the left
	Esc	Cancel the entry in the active cell
	Ctrl + Shift + =	Insert cell(s)
	Ctrl + -	Delete cell(s)
	Ctrl + Spacebar	Select entire column
	Shift + Spacebar	Select entire row
	Ctrl + Shift + ,	Decrease font size
	Ctrl + Shift + .	Increase font size

Shortcuts are for Excel on Windows. On Mac, try using **Command** ⌘ instead of **Ctrl** in these shortcuts, or search Google for any shortcuts that do not translate directly.