

EXCEL CHEAT-SHEET

1 FUNCTIONS

1.1 DATE FUNCTION

FUNCTION	DESCRIPTION
DATE (year,month,day)	Returns a date based on inputs of year, month, and day.
DAY (serial_number)	Converts a date value to a day of the month.
NOW()	Returns the current date and time. The NOW function syntax has no arguments.

1.2 INFORMATION FUNCTION

FUNCTION	DESCRIPTION
ISBLANK(VALUE)	Checks whether a value is blank, and returns TRUE or FALSE.
ISERROR(VALUE)	Checks whether a value is an error, and returns TRUE or FALSE.

1.3 FINANCIAL FUNCTION

FUNCTION	DESCRIPTION
FV(rate,num_periods, payment,[present_value], [type])	Returns the future value of an investment based on periodic, constant payments and a constant interest rate.
PMT(rate, num_periods, present_value, [future_value], [type])	Calculates the payment on a loan based on constant payments and a constant interest rate.

1.4 LOGICAL FUNCTION

FUNCTION	DESCRIPTION
AND (logical1,logical2,...)	Tests whether all arguments are TRUE, and returns TRUE if so, FALSE if not.
IF(logical_test, value_if_true, value_if_false)	Returns one value if a specified logical condition is met, and an alternate value if it is not.
IFERROR (value, value_if_error)	Returns a value you specify if a formula evaluates to an error; otherwise, returns the result of the formula.
NOT (logical)	Changes FALSE to TRUE, and TRUE to FALSE.
OR (logical1,logical2,...)	Tests whether any arguments are TRUE, and returns TRUE if so, FALSE if not.

1.5 LOOKUP FUNCTION

FUNCTION	DESCRIPTION
HLOOKUP (lookup_value, table_array, row_index_num, [range_lookup])	Searches for a lookup value in the top row of a range; if a match is found, HLOOKUP returns the value of a cell in the same column, but offset a specified number of rows down.
INDEX (array, row_num, [column_num])	Uses an index to choose a value from a reference or array.
MATCH (lookup_value, lookup_array, [match_type])	Looks up values in a reference or array, and returns their position.
VLOOKUP (lookup_value, table_array, col_index_num, [range_lookup])	Searches for a lookup value in the first column of a range; if a match is found, VLOOKUP returns the value of a cell in the same row, but offset a specified number of columns to the right

1.6 MATHEMATICAL FUNCTION

FUNCTION	DESCRIPTION
SUM (number1[number2]...)	Adds all the numbers in a range of cells.
SUMIF (range, criteria,[sum_range])	Sums the values in a range that meet criteria that you specify.
SUMPRODUCT (array1, [array2],[array3], ...)	Returns the sum of the products of corresponding ranges or arrays.

1.7 STATISTICAL FUNCTION

FUNCTION	DESCRIPTION
AVERAGE (number1, [number2], ...)	Returns the average (arithmetic mean) of the arguments.
COUNT (value1, [value2], ...)	Counts how many numbers are in the list of arguments.
MEDIAN (number1, [number2], ...)	Returns the median of the given numbers.

1.8 TEXT FUNCTION

FUNCTION	DESCRIPTION
CONCATENATE (text1, [text2], ...)	Join two or more text strings into one string

LEN

(text)
Returns the number of characters in a text string.

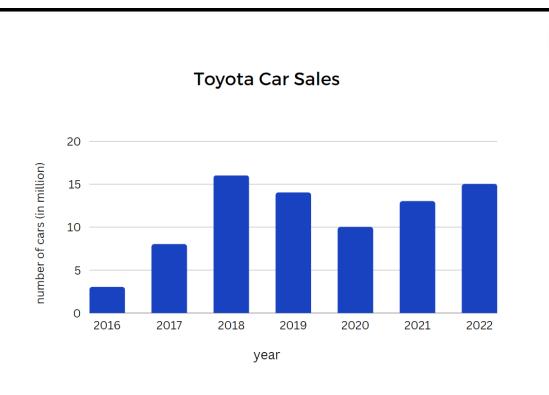
SUBSTITUTE

(text, old_text, new_text, [instance_num])
Substitutes new text for old text in a text string.

2 CHARTS

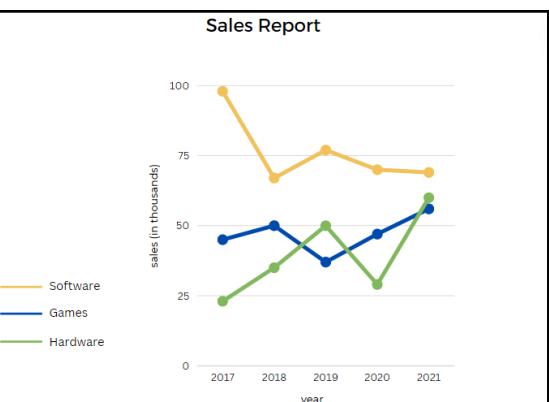
2.1 COLUMN CHART

Column charts are useful for showing data changes over a period of time or for illustrating comparisons among items. In column charts, categories are typically organized along the horizontal axis and values along the vertical axis.



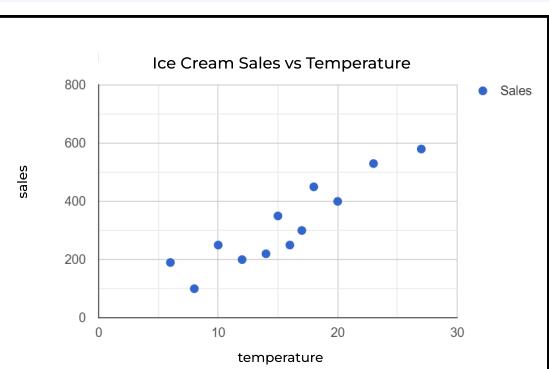
2.2 LINE CHART

Line charts are used to display trends over time. use a line chart if you have text labels, dates or a few numeric labels on the horizontal axis.



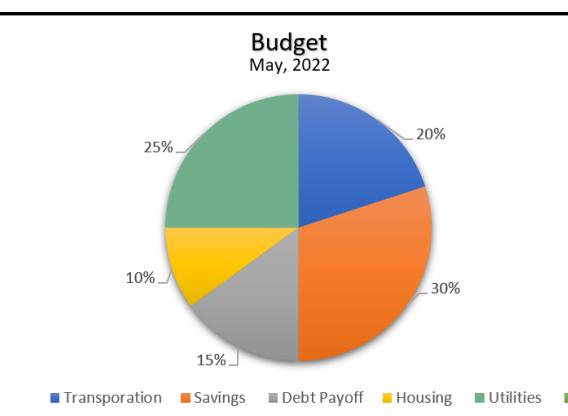
2.3 SCATTER PLOT

Use a scatter plot (XY chart) to show scientific XY data. scatter plots are often used to find out if there's a relationship between variable x and y.



2.4 PIE CHART

Pie charts are a popular way to show how much individual amounts—such as quarterly sales figures—contribute to a total amount—such as annual sales.

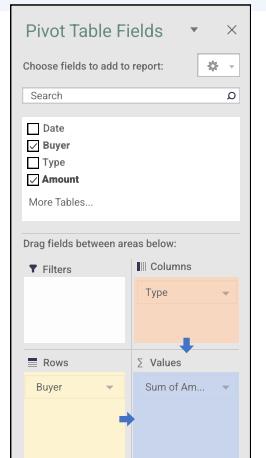
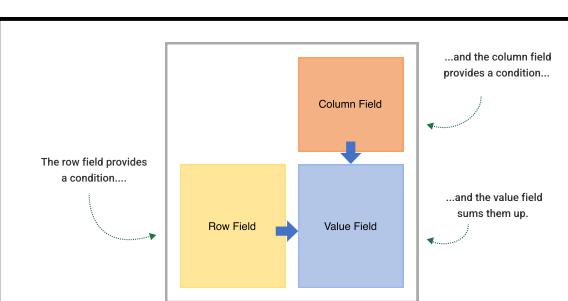


Items	Expenses (%)
Transportation	20%
Savings	30%
Debt Payoff	15%
Housing	10%
Utilities	25%

2.5 PIVOT TABLE

A PivotTable is a powerful tool to calculate, summarize, and analyze data that lets you see comparisons, patterns, and trends in your data.

- **Filters:** Allow you to manage data, filtering it using subheadings within your table.
- **Columns:** Displays the information by column/horizontally.
- **Rows:** Unique identifier that Pivot Tables will organize your data by.
- **Value:** The Value Field Settings allow you to display the Sum, Count, Average, Min, Max etc. of the total as well.



2.6 SLICER

Slicers provide buttons that you can click to filter tables, or PivotTables. In addition to quick filtering, slicers also indicate the current filtering state, which makes it easy to understand what exactly is currently displayed.

Steps to insert Slicer

1. Select your Pivot Table.
2. In the 'Analyze' tab, click 'Insert Slicer'
3. Choose which Pivot Table field the Slicer will filter on and click 'OK'

Subcategory	Total sales	State	Region
Accessories	27276.754	Alabama	Central
Appliances	19525.326	Arkansas	East
Art	4655.622	Florida	South
Binders	37030.341	Georgia	West
Bookcases	10899.362	Kentucky	
Chairs	45176.446	Louisiana	
Copiers	9299.756	Mississippi	
Envelopes	3345.556	North Carolina	
Fasteners	503.316		
Furnishings	17306.684		
Labels	2353.18		
Machines	53890.96		
Paper	14150.984		
Phones	58304.438		
Storage	35768.06		
Supplies	8318.928		
Tables	43916.192		
Grand Total	391721.905		