

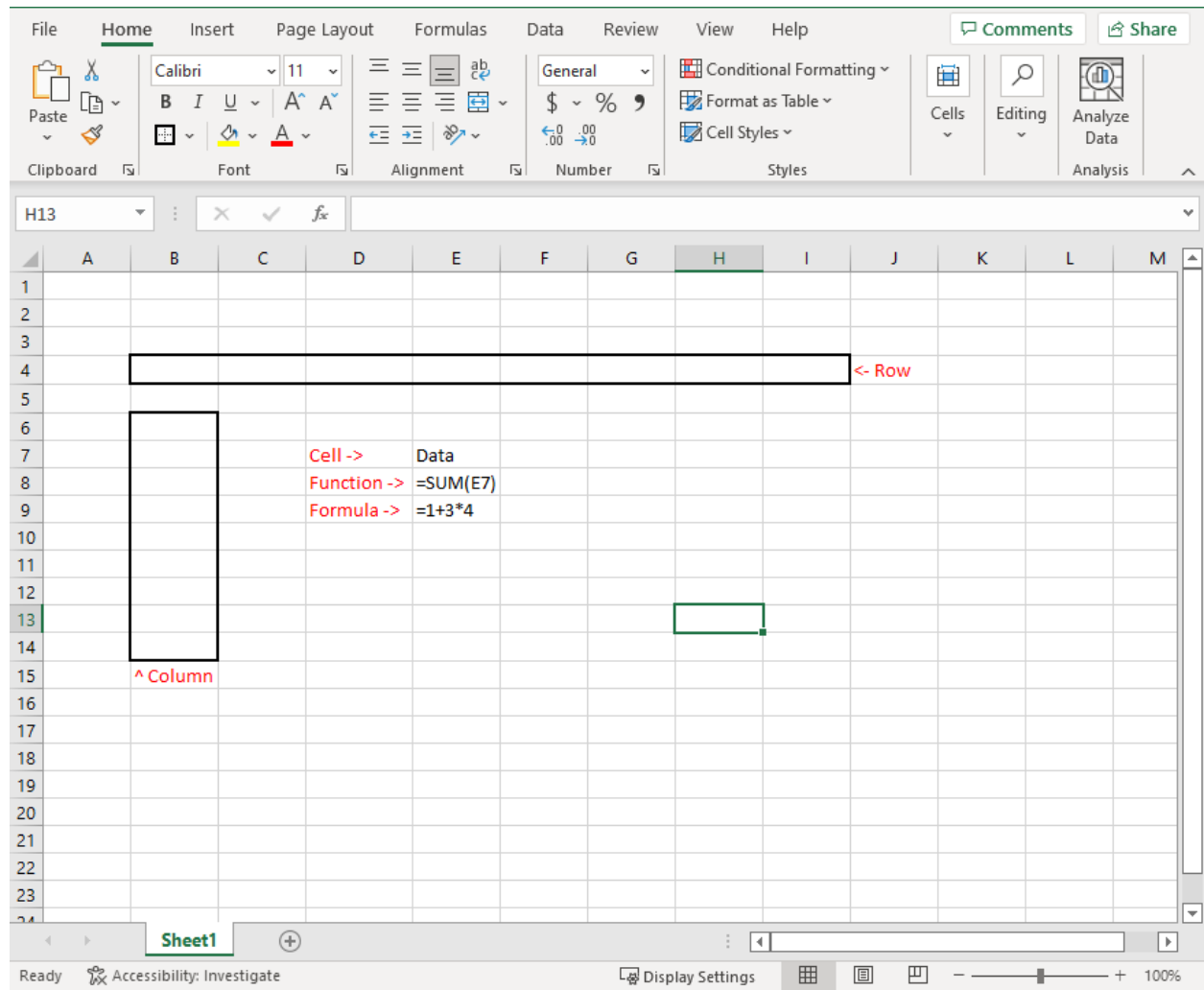
Hackr.io's Excel Cheat Sheet

Basic Terminology

Review your basic vocabulary *before* looking at functions and commands to fully understand how Excel formats its data.

| | |
|-------------|---|
| Active Cell | The currently active cell in the worksheet |
| Cell | An individual box in the worksheet that can contain data, text, or a formula |
| Column | A vertical group of cells in the worksheet. Columns are identified by letters (A, B, C, etc.) |
| Formula | A set of instructions that performs calculations on values in the worksheet |
| Function | A predefined formula used to perform standard calculations, such as summing a range of values |
| Row | A horizontal group of cells in the worksheet. Rows are identified by numbers (1, 2, 3, etc.) |
| Worksheet | Also known as a spreadsheet; the grid of columns and rows where you can enter in Excel |

The Anatomy of an Excel Sheet



Excel Data Types

As a spreadsheet program, Excel focuses on storing data. Here are the data types that Excel frequently stores.

| | |
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| Text | Also called labels, text values identify data in a worksheet or store things like names and descriptions. Example: <i>Hello, World!</i> |
| Numbers | Numbers are used for calculations and can be formatted as currency, percentages, decimals, etc. |

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| | Example: 1.12 |
| Dates/Times | Dates and times track and calculate data over time. Example: 2022-02-02 |
| Logical Values | Logical values are either true or false. Example: TRUE, FALSE |
| Arrays | Array formulas perform calculations on a range of cells simultaneously. Example: SUM(A1:A4) |

Common Excel Functions Cheat Sheet

In Excel, a function is simply a preset formula or algorithm. Here are some of the most common Excel formulas in our Excel functions list cheat sheet.

| | |
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| SUM | Adds the values of a range of cells Example: SUM(A1:A4) |
| SUMIFS | Sums values that meet a specific criteria. Example: SUMIFS(A1:A4,B1:B4,E1) |
| AVERAGE | Calculates the average values in a range of cells Example: AVERAGE(A1:A4) |
| COUNT | Counts the number of cells in a range that contains numbers Example: COUNT(A1:A4) |
| MIN | Finds the smallest value in a range of cells Example: MIN(A1:A4) |
| MAX | Finds the largest value in a range of cells Example: MAX(A1:A4) |
| TRIM | Removes all white space from the front and back of a cell. |

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| | Example: TRIM(A1) |
| IF | Checks whether a condition is met and returns one value if true and another if false Example: IF(A1='Yes',True,False) |
| CONCATENATE | Combines the values of multiple cells into a single cell. Example: CONCATENATE(A1,B1) |
| VALUE | Convert numbers that have been stored in text to integers. Example: VALUE(B1) |
| MIN | Finds the minimum value of a set. Example: MIN(A1:O1) |
| MAX | Finds the maximum value of a set. Example: MAX(A1:O1) |
| PROPER | Formats text with the correct capitalization; useful when importing data from other sources. Example: PROPER(A1) |
| CEILING | Round a number up to the first number of significance, e.g. 39.1 to either 39 or 40. Example: CEILING(A1,4) |
| FLOOR | Round a number down to the first number of significance, e.g. 39.12 to either 39.1 or 39. Example: FLOOR(A1,4) |
| LEN | Return the number of characters in a string, useful for data validation. Example: LEN(A1) |
| NOW | Get the current date and time. Note that it will return the time of the system you're on. Example: NOW() |

| | |
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| TODAY | <p>Similar to now, but this just gives the date, rather than the date and time. You can also use DAY(), MONTH(), and YEAR().</p> <p>Example: TODAY()</p> |
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Advanced Excel Functions Cheat Sheet

These advanced Excel functions can be a little more difficult to use—but they’re sophisticated methods of processing and analyzing data.

| | |
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| VLOOKUP | <p>Looks up a value in the leftmost column of a table and returns a corresponding value from another column</p> <p>Example: VLOOKUP(“Text”,A1:C4,2,FALSE)</p> |
| INDEX | <p>Performs a lookup based on a row and column number instead of a lookup value</p> <p>Example: INDEX(A1:A4,1,1)</p> |
| HLOOKUP | <p>Looks up a value in the top row of a table and returns a corresponding value from another row in the table</p> <p>Example: HLOOKUP(“Text”,A1:C4,2)</p> |

Excel Shortcuts Cheat Sheet

Shortcuts are a great way to increase productivity. Once shortcuts become a habit, you’ll find even simpler tasks faster. Here are some of the most common keyboard shortcuts to help you work faster in Excel.

| | |
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| F2 | Edit the active cell. |
| F5 | Go to a specific cell in the worksheet. |
| CTRL + Arrow | Move to the edge of the worksheet’s data. |
| Shift + F11 | Insert a new sheet. |
| Alt + = | Sum the cells. |
| Ctrl + Shift + “+” | Insert a new row/column. |

| | |
|-------------|-----------------------------------|
| Ctrl + “_” | Delete a row/column. |
| Ctrl + “*” | Select all cells with formulas. |
| Ctrl + ‘ | Copy the value from above a cell. |
| Alt + Enter | Insert a line break in a cell. |

Excel Commands Cheat Sheet

In addition to shortcuts, Excel has many built-in commands that can be accessed using shortcut keys or the ribbon. Here are some of the most common.

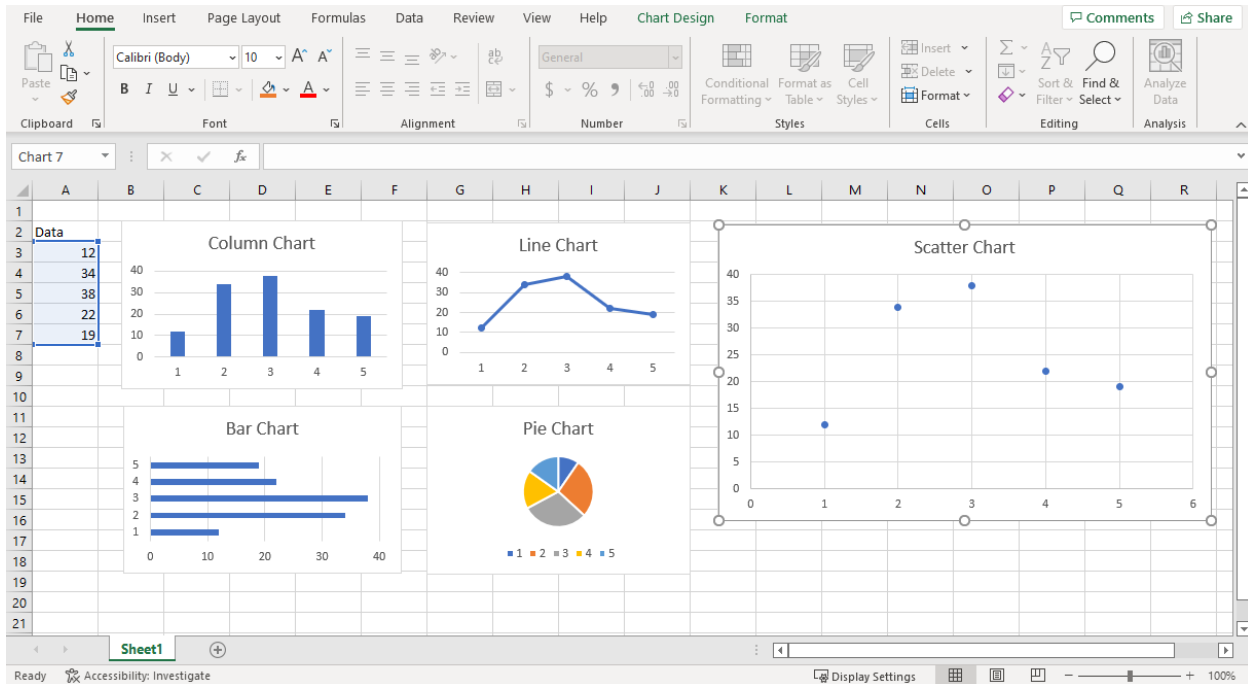
| | |
|----------------|---|
| Paste Special | Opens the Paste Special dialog box, which allows you to choose how to paste data from the clipboard |
| Format Painter | Copies formatting from one cell and applies it to another cell or range of cells |
| Fill Handle | Allows you to quickly fill a range of cells with data that follows a pattern |
| AutoSum | Automatically calculates the sum of a range of selected cells |
| Sparklines | Creates small, graphical representations of data in a single cell |

Excel Graphs Cheat Sheet

Not everything is readable in a series of columns and rows. When you need something human-readable, you need a graph.

Excel offers several ways to create graphs and charts. Here are some of the most common.

| | |
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| Column Charts | Used to compare data points side-by-side. |
| Bar Charts | Used to compare data points side-by-side. |
| Line Charts | Used to show trends over time. |
| Pie Charts | Used to show percentages or proportions. |
| Scatter Plots | Used to show relationships between data points. |



Excel Cheat Sheet: Tips and Tricks

Finally, here are a few tips and tricks to help you work faster in Excel.

1. **Learn how to use keyboard shortcuts.** Keyboard shortcuts can save you a lot of time working in Excel. Pressing CTRL+C will copy the selected cells, while CTRL+V will paste them.
2. **Use the AutoFill feature when filling in similar values.** The AutoFill feature in Excel is handy for filling in a data series. If you have a list of months, you can use AutoFill to fill in the days of the month automatically.
3. **Use conditional formatting to increase the readability of your sheet.** Conditional formatting allows you to highlight cells that meet specific criteria. You could use conditional formatting to highlight all cells that contain a value greater than 10.
4. **Use data validation to ensure your sheet includes the right data types.** You could use data validation to ensure cells only contain numbers—or only dates.
5. **Memorize the most common and useful formulas.** Formulas are one of the most powerful features in Excel, but they can take some time to learn.
6. **Consider using macros.** Macros are small programs that you can create to automate tasks in Excel. You could create a macro that automatically inserts the current date when you open a workbook or a macro that automatically saves and closes your files.
7. **Get comfortable with pivot tables.** Pivot tables are a great way to summarize large amounts of data and sort it.

8. **Don't be afraid of filters.** Filters let you view only the data that you want to see. For example, you could use a filter only to view the data for a specific month.