Data Smart Checklist

Moving Quickly Around Excel: Move to or select to first or last populated row or column by clicking ctrl/cmd button plus arrow or ctrl/cmd plus shift plus arrows.

Absolute Reference: Add “!” or click ctrl/cmd plus T.

Random Value from 0 to 1: Rand()

Find/Replace: Ctrl/cmd plus F (H for replace)

Match(): Gives back the position of keyword you are searching for.

Index(): Returns the value of a cell when given the row and column.

Offset(): Returns the offsetting row and column to a given reference.

Small/Large(): Provide the nth smallest or largest number.

Min/Max(): Provides the min or max value in an array.

Vlookup(): Looks up offsetting value from a keyword.

Pivot tables: Builds dynamic tables from a set of data.

Sumproduct(): Provides a single sum value when multiplying two or more arrays. May need to transpose value of arrays so they face the same way.

Array Formulas: Must end with ctrl/cmd plus shift plus enter.

Solver: Add solver by going to Options or Tools and Add-ins. Solver uses an objective cell that you want to minimize, maximize or equal value, allows you to select the array of values that can be changed to affect the optimized value, and allows you to input constraints to get the optimal solution.