Excel

Excel User Interface

► Important symbol in excel:

Symbol	Name	Description
=	Equal to	Every Excel Formula must begins with Equal to symbol (=).
		Example:=A1+A5
()	Parentheses	All Arguments of the Excel Functions specified between the Parentheses.
		Example:=COUNTIF(A1:A5,5)
()	Parentheses	Expressions specified in the Parentheses will be evaluated first. Parentheses changes the order of the evaluation in Excel Formula.
		Example: =25+(35*2)+5
*	Asterisk	Wild card operator to denote all values in a List. (Multify)
		Example: =COUNTIF(A1:A5,"*")
,	Comma	List of the Arguments of a Function Separated by Comma in Excel Formula.
		Example: =COUNTIF(A1:A5,">" &B1)
&	Ampersand	Concatenate Operator to connect two strings into one in Excel Formula.
		Example: ="Total: "&SUM(B2:B25)
$	Dollar	Makes Cell Reference as Absolute in Excel Formula. (Freeze the range)
		Example:=SUM($B$2:$B$25)
!	Exclamation	Sheet Names and Table Names Followed by ! Symbol in Excel Formula.
		Example: =SUM(Sheet2!B2:B25)
[]	Square Brackets	Uses to refer the Field Name of the Table (List Object) in Excel Formula.
		Example:=SUM(Table1[Column1])
{}	Curly Brackets	Denote the Array formula in Excel.
		Example: {=MAX(A1:A5-G1:G5)}
:	Colon	Creates references to all cells between two references (Create a range).
		Example: =SUM(B2:B25)
,	Comma	Union Operator will combine the multiple references into One.
		Example: =SUM(A2:A25, B2:B25)
(space)	Space	Intersection Operator will create common reference of two references.
		Example: =SUM(A2:A10 A5:A25)
""	Blank	Blank
" "	Space	When we use space.
?	Question marks	When we wnt to represent as a single character.
~	Tilde	When we represent single chracter in formula.
#	Hash	When we represent numeric.
*	Astrisk/Star	When we represent to text.
@	At/ At the rate	Represent text in custom format.
^	Carret	It's a symbol of cube.
>		Greater than
<		Less than
>=		Greater than or equal
<=		Less than or equal
<>		Not equal
+	Plus/Sum	Add all the values in a cell range.
-	Minus/Hyphen	Deduct the value from a cell range.
/	Divided/Slash	Divide the value of a cell or cell range.

Ctrl + A = Select all
Ctrl + B = Bold
Ctrl + C = Copy
Ctrl + D = Fill down
Ctrl + E = Flash
Ctrl + F = Find
Ctrl + G = Go to
Ctrl + H = Replace
Ctrl + I = Italic
Ctrl + J = (Nothing)
Ctrl + K = Hyperlink
Ctrl + L = Insert table
Ctrl + M = (Nothing)
Ctrl + N = Create New workbook
Ctrl + O = Open workbook
Ctrl + P = Print
Ctrl + Q = (Nothing)
Ctrl + R = Fill right
Ctrl + S = Save
Ctrl + T = Insert table
Ctrl + U = underline
Ctrl + V = paste
Ctrl + W = Closing Workbook
Ctrl + X = Cut
Ctrl + Y = Redo
Ctrl + Z = Undo

F1	Help
F2	Edit Mode
F3	Paste Name Formula
F4	Repeat Action
F5	Go To
F6	Next Pane
F7	Spell Check
F8	Extended Selection
F9	Calculate All
F10	Activate Menu
F11	New Chart
F12	Save As

Common Function

FUNCTION	DESCRIPTION	USAGE
SUM	Adds all the values in a range of cells	=SUM(E4:E8)
MIN	Finds the minimum value in a range of cells	=MIN(E4:E8)
MAX	Finds the maximum value in a range of cells	=MAX(E4:E8)
AVERAGE	Calculates the average value in a range of cells	=AVERAGE(E4:E8)
COUNT	Counts the number of cells in a range of cells	=COUNT(E4:E8)
COUNTA	The COUNTA function counts cells that contain values, including numbers, text, logical, errors, and empty text ("").	=COUNTA(A1:A10)
COUNTIF	To count the number of cells that meet a criterion;	=COUNTIF(B2:B5,">55")
LEN	Returns the number of characters in a string text	=LEN(B7)
SUMIF	Adds all the values in a range of cells that meet a specified criteria. =SUMIF(range,criteria, [sum_range])	=SUMIF(D4:D8,">=1000″,C4:C8)
AVERAGEIF	Calculates the average value in a range of cells that meet the specified criteria. =AVERAGEIF(range,criteria,[average_range])	=AVERAGEIF(F4:F8,"Yes",E4:E8)
DAYS	Returns the number of days between two dates	=DAYS(D4,C4)
NOW	Returns the current system date and time	=NOW()
MEDIAN	To calculate median	=MEDIAN(C2:C8)
MODE	To calculate mode	=MODE(C2:C8)
CONCAT	CONCAT function combines the text from multiple ranges and/or strings	=CONCAT(B2," ", C2)
SEPARTE		

Date Time Functions:

FUNCTION	DESCRIPTION	USAGE
DATE	Returns the number that represents the date in excel code	=DATE(2015,2,4)
DAYS	Find the number of days between two dates	=DAYS(D6,C6)
MONTH	Returns the month from a date value	=MONTH("4/2/2015")
MINUTE	Returns the minutes from a time value	=MINUTE("12:31")
YEAR	Returns the year from a date value	=YEAR("04/02/2015")

Numeric Functions:

FUNCTION	DESCRIPTION	USAGE
ISNUMBER	Returns True if the supplied value is numeric and False if it is not numeric	=ISNUMBER(A3)
RAND	Generates a random number between 0 and 1	=RAND()
ROUND	Rounds off a decimal value to the specified number of decimal points	=ROUND(3.14455,2)
MEDIAN	Returns the number in the middle of the set of given numbers	=MEDIAN(3,4,5,2,5)
PI	Returns the value of Math Function PI(π)	=PI()
POWER	Returns the result of a number raised to a power. **POWER(number, power)**	=POWER(2,4)
MOD	Returns the Remainder when you divide two numbers	=MOD(10,3)
ROMAN	Converts a number to roman numerals	=ROMAN(1984)

String functions:

FUNC.	DESCRIPTION	USAGE	COMMENT
LEFT	Returns a number of specified characters from the start (left-hand side) of a string	=LEFT("GURU99",4)	Left 4 Characters of "GURU99"
RIGHT	Returns a number of specified characters from the end (right-hand side) of a string	=RIGHT("GURU99", 2)	Right 2 Characters of "GURU99"
MID	Retrieves a number of characters from the middle of a string from a specified start position and length. **=MID (text, start_num, num_chars)**	=MID("GURU99",2,3)	Retrieving Characters 2 to 5
ISTEXT	Returns True if the supplied parameter is Text	=ISTEXT(value)	value – The value to check.
FIND	Returns the starting position of a text string within another text string. This function is case-sensitive. **=FIND(find_text, within_text, [start_num])**	=FIND("oo","Roofing",1)	Find oo in "Roofing", Result is 2
REPLACE	Replaces part of a string with another specified string. **=REPLACE (old_text, start_num, num_chars, new_text)**	=REPLACE("Roofing",2,2,"xx")	Replace "oo" with "xx"

Excel Shortcuts Cheat Sheet

- **F1** Displays the Office Assistant or (Help > Microsoft Excel Help)
- **F2** Edits the active cell, putting the cursor at the end
- **F3** Displays the (Insert > Name > Paste) dialog box
- **F4** Repeats the last worksheet action (Edit > Repeat)
- **F5** Displays the (Edit > GoTo) dialog box
- **F6** Moves to the next pane in a workbook (if the window is split)
- **F7** Displays the (Tools > Spelling) dialog box
- **F8** Toggles whether to extend a selection with the arrow keys
- **F9** Calculates All the worksheets in All the open workbooks
- **F10** Toggles the activation of the Menu Bar
- **F11** Displays the (Insert > Chart) dialog box that creates a chart (on a chart sheet) using the highlighted range
- **F12** Displays the (File > Save As) dialog box
- **Shift + F2** Inserts or edits a cell comment (Insert > Comment)
- **Shift + F3** Displays the (Insert > Function) dialog box
- **Shift + F4** Repeats the last Find, the same as (Edit > Find Next)
- **Shift + F5** Displays the (Edit > Find) dialog box
- **Shift + F6** Moves to the previous pane in a workbook (if the window is split)
- **Shift + F8** Toggles between switching Add Mode on or off*
- **Shift + F9** Calculates just the active worksheet

- **Shift + F10** Displays the (Shortcut) menu for the selected item
- **Shift + F11** Inserts a new worksheet (before the active sheet) into the active workbook (Insert > Worksheet)
- **Shift + F12** Saves, Displays the (File > Save As) dialog box if a new workbook
- **Ctrl + F1** Closes and reopens the current task pane (ribbon in 2007)
- **Ctrl + F2** Print Preview
- **Ctrl + F3** Displays the (Insert > Name > Define) dialog box
- **Ctrl + F4** Closes the selected workbook window
- **Ctrl + F5** Restores the size of the active workbook or window
- **Ctrl + F6** Moves to the next open workbook or window
- **Ctrl + F7** Activates the Move window command
- **Ctrl + F8** Activates the Resize window command
- **Ctrl + F9** Minimises the size of the active workbook or window
- **Ctrl + F10** Maximises the size of the active workbook or window
- **Ctrl + F12** Displays the (File > Open) dialog box
- **Alt + F1** Creates a chart (on a chart sheet) using the highlighted range
- **Alt + F2** Displays the (File > Save As) dialog box
- **Alt + F4** Closes all the workbooks (saving first) and exits Excel (File > Exit)
- **Alt + F8** Displays the (Tools > Macro > Macros) dialog box

- **Alt + F11** Toggles between the Visual Basic Editor window and and the Excel window
- **Alt + Ctrl + F9** Calculates All cells on All worksheets in All workbooks
- **Alt + Shift + F1** Inserts a new worksheet (before the active sheet) into the active workbook (Insert > Worksheet)
- **Alt + Shift + F2** Displays the (File > Save As) dialog box
- **Alt + Shift + F4** Closes all the workbooks (saving first) and exits Excel (File > Exit)
- **Alt + Shift + F10** Displays the drop-down menu for the corresponding smart tag
- **Alt + Shift + F11** Activates the Microsoft Script Editor window
- **Ctrl + Shift + F3** Displays the (Insert > Name > Create) dialog box
- **Ctrl + Shift + F6** Moves to the previous open workbook or window
- **Ctrl + Shift + F10** Activates the Menu Bar or Shortcut Characters in 2007
- **Ctrl + Shift + F12** Displays the (File > Print) dialog box
- **Ctrl + 0** Hides the columns in the current selection
- **Ctrl + 1** Displays the formatting dialog box
- **Ctrl + 2** Toggles bold on the current selection
- **Ctrl + 3** Toggles italics on the current selection
- **Ctrl + 4** Toggles underlining on the current selection
- **Ctrl + 5** Toggles the strikethrough of text on the current selection
- **Ctrl + 6** Toggles between hiding, displaying
- **Ctrl + 8** Toggles the display of Outline symbols on the active worksheet
- **Ctrl + 9** Hides the rows in the current selection (Format > Row > Hide)
- **Ctrl + Shift + 0** Unhides the columns in the current selection
- **Ctrl + Shift + 2** Enters the value from the cell directly above into the active cell
- **Ctrl + Shift + 8** Selects the current region (surrounded by blank rows and columns)
- **Ctrl + Shift + 9** Unhides the rows in the current selection
- **Ctrl + A** Displays formula palette given a function name or selects the whole worksheet or current date
- **Ctrl + B** Toggles bold on the current selection
- **Ctrl + C** Copies the current selection to the clipboard
- **Ctrl + D** Copies the first cell in the selection downwards
- **Ctrl + F** Displays the Find dialog box
- **Ctrl + G** Displays the GoTo dialog box
- **Ctrl + H** Displays the Replace dialog box
- **Ctrl + I** Toggles italics on the current selection
- **Ctrl + K** Displays the Insert Hyperlink dialog box
- **Ctrl + L** Displays the Create Table dialog box
- **Ctrl + N** Creates a new workbook
- **Ctrl + O** Displays the Open dialog box
- **Ctrl + P** Displays the Print dialog box
- **Ctrl + R** Copies the leftmost cell in the selection to the right
- **Ctrl + S** Saves, Displays the Save As dialog box if a new workbook
- **Ctrl + U** Toggles underlining on the current selection
- **Ctrl + V** Pastes the entry from the clipboard
- **Ctrl + W** Closes the active workbook or window
- **Ctrl + X** Cuts the current selection to the clipboard

- **Ctrl + Y** Repeats the last workbook action
  Ctrl + Z Undo the last workbook action
- Ctrl + Shift + F Activates the Font Tab of the format cells
- Ctrl + Shift + O Selects all the cells with comments
- Ctrl + Shift + P Activates the Font Size tab of the format cells
- **Enter** Enters the contents of the active cell and moves to the cell below (by default)
- **Shift + Enter** Enters the contents of the active cell and moves to the cell above (by default)
- **Tab Enters** the contents of the active cell and moves one cell to the right
- **Shift + Tab** Enters the contents of the active cell and moves one cell to the left
- **Alt + =** Enters the SUM() function (AutoSum) to sum the adjacent block of cells
- **Alt + 0128** Enters the euro symbol (€) (using Number keypad)
- **Alt + 0162** Enters the cent symbol (¢) (using Number keypad)
- **Alt + 0163** Enters the pound sign symbol (£) (using Number keypad)
- **Alt + Enter** Enters a new line (or carriage return) into a cell
- **Ctrl + '** Enters the contents from the cell directly above into the active cell
- **Ctrl + Shift + 2** Enters the value from the cell directly above into the active cell
- **Ctrl + ;** Enters the current date into the active cell
- **Ctrl + Shift + ;** Enters the current time into the active cell
- **Ctrl + Shift + Enter** Enters the formula as an Array Formula
- **Shift + Insert** Enters the data from the clipboard

- **Alt + Down** Arrow Displays the Pick From List drop-down list Esc Cancels the cell entry and restores the original contents
- **Delete** Deletes the selection or one character to the right
- **Backspace** Deletes the selection or one character to the left Shift + Delete Cuts the selection to the clipboard
- **Ctrl + Delete** Deletes text to the end of the line Ctrl + - Displays the Delete dialog box
- **Ctrl + Shift + =** Displays the Cells dialog box
- **Ctrl + ₩** Selects the cells in a selected row that do not match the value in the active cell
- **Ctrl + Shift + ₩** Selects the cells in a selected column that do not match the value in the active cell
- **Ctrl + /** Selects the array containing the active cell ??
- **Alt + ;** Selects the visible cells in the current selection
- **Ctrl + Shift + (8 or *)** Selects the current region (surrounded by blank rows and columns)
- **Ctrl + *** Selects the current region (using the * on the number keyboard)
- **Ctrl + [** Selects all the cells that are directly referred to by the formula in the active cell (precedents)
- **Ctrl + Shift + [** Selects all the cells that are directly (or indirectly) referred to by the formula in the active cell
- **Ctrl +]** Selects all the cells that directly refer to the active cell (dependents)
- **Ctrl + Shift +]** Selects all the cells that directly (or indirectly) refer to the active cell
- **Ctrl + Shift + Page Down** Selects the active worksheet and the one after it

- **Ctrl + Shift + Page Up** Selects the active worksheet and the one before it
- **Ctrl + Shift + Spacebar** Selects all the objects on the worksheet when an object is selected or selects the whole worksheet
- **Ctrl + Spacebar** Selects the current column
- **Shift + Arrow keys** Selects the active cell and the cell in the given direction
- **Shift + Backspace** Selects the active cell when multiple cells are selected
- **Shift + Spacebar** Selects the current row
- **Ctrl + Shift + Arrow Key** Extends the selection to the next cell adjacent to a blank cell in that direction
- **Ctrl + Shift + End** Extends the selection to the last used cell on the worksheet
- **Ctrl + Shift + Home** Extends the selection to the beginning of the worksheet
- **Shift + Arrow Keys** Extends the selection by one cell in that direction
- **Shift + Home** Extends the selection to the first column
- **Shift + Page Down** Extends the selection down one screen
- **Shift + Page Up** Extends the selection up one screen
- **End + Shift + Arrow Keys** Extends the selection to the next non-blank cell in that direction
- **End + Shift + End** Extends the selection to the last cell in the current row*
- **End + Shift + Home** Extends the selection to last used cell on the worksheet
- **Alt + '** Displays the Style dialog box
- **Ctrl + Shift + (' or)** Applies the Time format "hh:mm" to the selection
- **Ctrl + Shift + (1 or !)** Applies the Comma separated format "#,##0.00" to the selection

- **Ctrl + Shift + (4 or $)** Applies the Currency format "£#,##0.00" to the selection
- **Ctrl + Shift + (5 or %)** Applies the Percentage format "0%" to the selection
- **Ctrl + Shift + (6 or ^)** Applies the Exponential format "#,##E+02" to the selection
- **Ctrl + Shift + (# or ~)** Applies the General format to the selection
- **Ctrl + (# or ~)** Applies the Custom Date format "dd-mmm-yy" to the selection
- **Ctrl + Shift + (7 or &)** Applies the outline border to the selection
- **Ctrl + Shift + (- or _)** Removes all the borders from the selection
- **Arrow Keys** Moves to the next cell in that direction
- **Ctrl + Tab** Moves to the next open workbook or window
- **Alt + Tab** Moves to the next application open on your computer
- **Alt + Shift + Tab** Moves to the previous application open on your computer
- **Enter** Moves to the cell directly below
- **Tab** Moves to the next cell on the right (or unprotected cell)
- **Home** Moves to the first column in the current row
- **End + Arrow Keys** Moves to the next non empty cell in that direction
- **End + Enter** Moves to the last cell in the current row that is not blank
- **End + Home** Moves to the last used cell on the active worksheet*
- **End + Home** Moves to the last used cell on the active worksheet*
- **Page Down** Moves to the next screen of rows down

- **Page Up** Moves to the previous screen of rows up
- **Shift + Enter** Moves to the cell directly above (opposite direction to Enter)
- **Shift + Tab** Moves to the cell directly to the left (opposite direction to Tab)
- **Alt + Page Down** Moves you one screen of columns to the right
- **Alt + Page Up** Moves you one screen of columns to the left
- **Ctrl + Home** Moves to cell "A1" on the active sheet
- **Ctrl + End** Moves to the last used cell on the active worksheet*
- **Ctrl + Up Arrow** Moves to the first row in the current region
- **Ctrl + Down Arrow** Moves to the last row in the current region
- **Ctrl + Left Arrow** Moves to the first column in the current region
- **Ctrl + Right Arrow** Moves to the last column in the current region
- **Ctrl + Page Up** Moves to the previous worksheet in the workbook
- **Ctrl + Page Down** Moves to the next worksheet in the workbook
- **Ctrl + Shift + Tab** Moves to the previous open workbook or window
- **Scroll Lock + Arrow Keys** Moves the workbook or window one cell the corresponding direction

- **Scroll Lock + End** Moves to the last cell in the current window
- **Scroll Lock + Home** Moves to the first cell in the current window
- **Scroll Lock + Page Down** Moves you down one screen (current selection unchanged
- **Scroll Lock + Page Up** Moves you up one screen (current selection unchanged)
- **Enter** Moves from top to bottom within a selection
- **Tab** Moves from left to right within a selection
- **Ctrl + .** Moves clockwise to the next corner within a selection
- **Shift + Tab** Moves from right to left within a selection (opposite direction to Tab)
- **Alt + Ctrl + Left** Arrow Moves to the left between non adjacent cells in a selection
- **Alt + Ctrl + Right** Arrow Moves to the right between non adjacent cells in a selection
- **=** Starts a Formula
- **Ctrl + `** Toggles between the value layer and the formula layer
- **Ctrl + Insert** Copies the current selection to the clipboard
- **Ctrl + Shift + (** Unhides any hidden rows within the selection
- **Ctrl + Shift +)** Unhides any hidden columns within the selection
- **Ctrl + Shift + ₩** Select unequal cells