



EXCEL

◆ **BASIC EXCEL KEYBOARD SHORTCUTS**

Command	Description
Ctrl + N	New workbook
Ctrl + O	Open workbook
Ctrl + S	Save workbook
Ctrl + C / Ctrl + X / Ctrl + V	Copy / Cut / Paste
Ctrl + Z / Ctrl + Y	Undo / Redo
Ctrl + P	Print
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + Arrow Keys	Navigate to edge of data
Alt + =	AutoSum
F2	Edit active cell
Shift + Space	Select row
Ctrl + Space	Select column

◆ COMMON EXCEL FORMULAS / FUNCTIONS

Function	Description
=SUM(A1:A10)	Adds numbers
=AVERAGE(A1:A10)	Calculates average
=MIN(A1:A10) / =MAX(A1:A10)	Min / Max
=COUNT(A1:A10)	Counts numeric cells
=COUNTA(A1:A10)	Counts non-empty cells
=IF(A1>10, "Yes", "No")	Logical IF
=AND() / =OR() / =NOT()	Logical operations
=VLOOKUP(lookup, table, col, [exact])	Vertical lookup
=HLOOKUP()	Horizontal lookup
=XLOOKUP()	More flexible lookup
=INDEX() / =MATCH()	Advanced lookup
=LEN(text)	Length of string
=LEFT() / =RIGHT() / =MID()	Text extraction
=CONCATENATE() / =TEXTJOIN() / =&	Combine text
=TEXT(value, format)	Format number/text
=NOW() / =TODAY()	Current date/time
=ROUND() / =ROUNDUP() / =ROUNDDOWN()	Round numbers

◆ DATE & TIME FUNCTIONS

Function	Description
=DATE(year, month, day)	Create a date
=DAY(A1) / =MONTH() / =YEAR()	Extract parts of a date
=DATEDIF(start, end, "unit")	Difference between dates
=NETWORKDAYS()	Workdays between dates
=WEEKDAY()	Day of week (1–7)

◆ TEXT FUNCTIONS

Function	Description
=UPPER() / =LOWER() / =PROPER()	Change case
=TRIM()	Remove extra spaces
=SUBSTITUTE()	Replace text
=FIND() / =SEARCH()	Find position of text
=REPLACE()	Replace part of text

◇ ERROR HANDLING

Function	Description
=IFERROR(expression, value_if_error)	Catch errors
=ISERROR() / =ISNA()	Check error type

◆ **FINANCIAL FUNCTIONS**

Function	Description
=PMT()	Loan payment
=FV()	Future value
=PV()	Present value
=NPV() / =IRR()	Net Present Value / Internal Rate of Return

◆ **DATA & LOOKUP TOOLS**

Command	Description
Data > Filter	Filter rows
Data > Sort	Sort data
Data > Data Validation	Restrict input
Data > Text to Columns	Split text
Data > Remove Duplicates	Remove repeated data
PivotTable	Summary table
Conditional Formatting	Format based on value

◆ **CHARTS AND VISUALS**

Command	Description
Insert > Chart	Create charts (Bar, Pie, Line, etc.)
Insert > Sparklines	Mini charts
Conditional Formatting > Data Bars / Color Scales / Icons	Visual cues in cells

◆ ***USEFUL EXCEL SYMBOLS***

Symbol Code

✓	ALT + 251
°	ALT + 0176
±	ALT + 241

Lenio

END