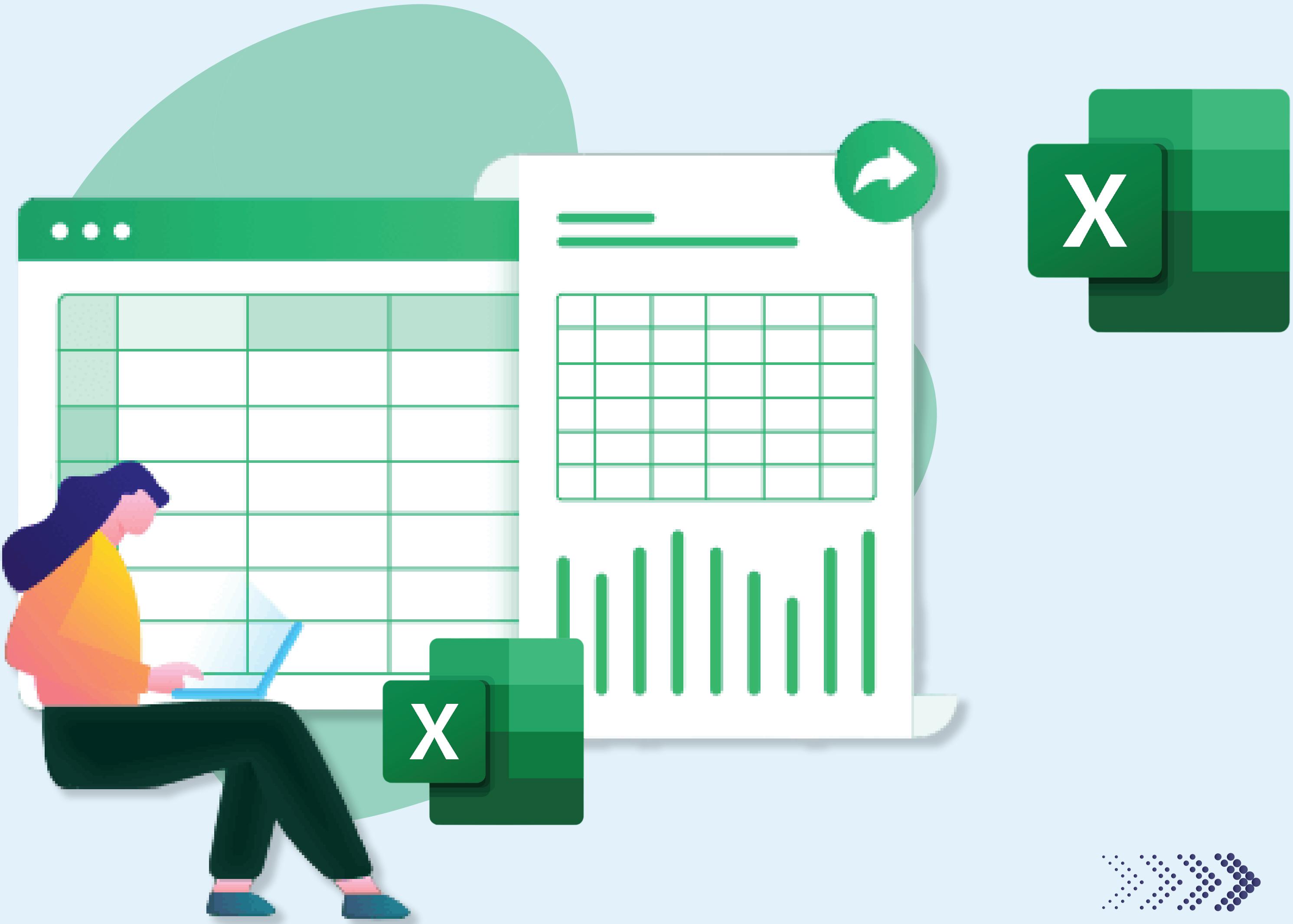


# EXCEL CHEAT SHEET FOR ACCOUNTANTS



# BASIC FUNCTIONS

Total stats			
Name	Type 1	Type 2	Total stats
Mankey	Fighting		305
Magneton	Electric	Steel	465
Onix	Rock	Ground	385
Dragonair	Dragon		420
Pidgeotto	Normal	Flying	349
Rattata	Normal		253
Charmeleon	Fire		405
Gastly	Ghost	Poison	310
Magikarp	Water		200
			3092

Score		Average
Name	Score	
Gerald	75	
Tommy	92	73
Susan	68	
Claire	59	
David	64	
Michelle	60	
Emily	91	

Result				
Name	Test 1	Test 2	D	E
Colin	57	62	Pass	
Den	38	63	Fail	
Dustin	43	72	Fail	
Frank	77	69	Pass	
James	76	49	Fail	
Karl	66	74	Pass	
Mike	93	58	Pass	
Scott	61	84	Pass	
Yvette	50	50	Fail	

Result:				
Office	Last name	First name	Employee ID	Email
Miami	Cochran	Jeremy	123456	jeremy@acme.com
Miami	Collins	Yul	654321	yul@acme.com
Orlando	Diaz	John	987654	john@acme.com
Orlando	Fields	Sarah	234567	sarah@acme.com
Tampa	Kwon	Sandra	765432	sandra@acme.com
Tampa	Lacina	Circle	345678	circle@acme.com
Tampa	Lusth	Ozzy	876543	ozzy@acme.com
Crystal River	Mariano	Parvati	456789	parvati@acme.com
Crystal River	Shallow	Rob	987123	rob@acme.com

## Function

## Description

## Example

**SUM**

Add values in a range

`SUM(A1:A10)`

**AVERAGE**

Calculate the average of values in a range

`(B1:B20)`

**IF**

Performs a logical test and returns one value if true and another if false

`IF(C2>100, "Over Budget", "Within Budget")`

**VLOOKUP**

Searches for a value in first column of a table and returns a value in the same row from another column.

`VLOOKUP(D2, A1:B10, 2, FALSE)`

**PMT**

Calculates the payment for a loan based on constant payments and a constant interest rate.

`PMT(0.05/12, 5*12, -10000)`



# FINANCIAL FUNCTIONS

SUM		
A	B	C
Description	In US \$	
Discount Rate	8%	
Initial Investment	-1200	
Return from 1st year	400	
Return from 2nd year	600	
Return from 3rd year	600	
Return from 4th year	400	
		=NPV(B2,B4:B7)+B3

A			B	C
Cashflows		Amount		
Initial Investment		\$ (1,000.00)		
Expected Cash-Inflows:				
Year 1		\$ 400.00		
Year 2		\$ 400.00		
Year 3		\$ 400.00		
Year 4		\$ 400.00		
Year 5		\$ 400.00		
Discount Rate (WACC)		11.50%		
IRR for the startup project		29%		

## Function

## Description

## Example

**NPV**

Calculates the net present value of an investment based on cashflows and discount rate.

'=NPV(0.1,C1:C5)'

**IRR**

Calculates the internal rate of return for cashflows at regular intervals.

'=IRR(D1:D10)'

**FV**

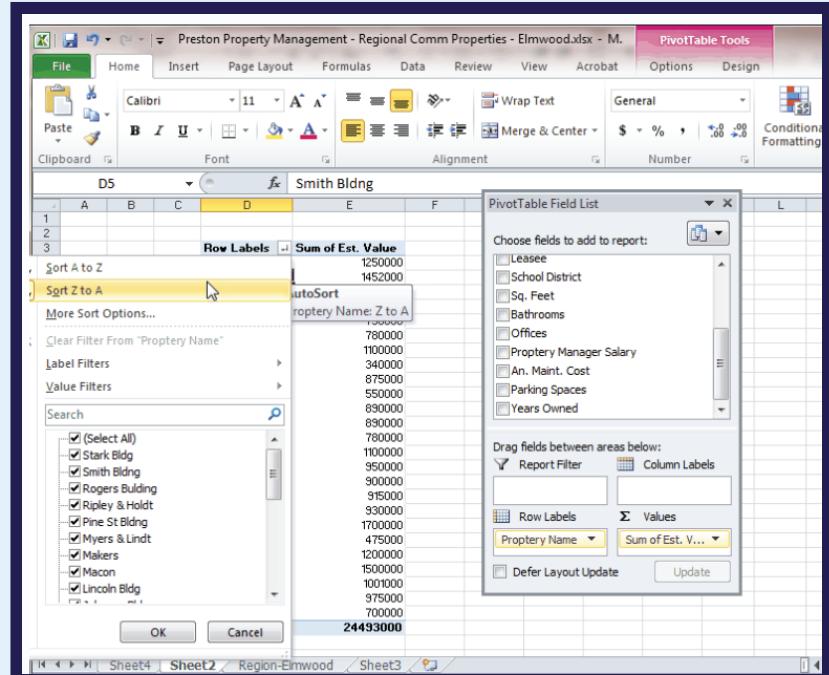
Calculate the future value of an investment based on an periodic payments and interests rate.

'=FV(0.05,10,-200,-1000)'

C6		
A B C		
Description	Argument	Value
Periodic interest rate	rate	6%
No. of periods	nper	10
Periodic payment	pmt	-\$1,000
Future value		\$13,180.79



# DATA ANALYSIS



Student name	ID#	Student email	Section	Exam 1	Exam 2	Quiz 1	Quiz 2	Project	Midterm Grade
Mickey Mouse	111222	MickeyM@disney.edu	1	95	100	95	98	100 A	
Donald Duck	111223	DonaldD@disney.edu	1	75	72	82	77	70 C	
Minnie Mouse	111234	MinnieM@disney.edu	2	92	98	90	95	90 A	
Daisy Duck	111235	DaisyD@disney.edu	3	92	85	80	82	88 B	
Goofy	112456	Goofy@disney.edu	4	65	62	68	72	70 D	
Cinderella	112356	Cinder@cinderella.edu	1	55	50	70	60	0 F	
Snow White	112678	SnowW@disney.edu	4	99	97	90	95	93 A	
Wicked Witch	112789	WickedW@disney.edu	3	75	72	80	77	70 C	
Dorothy	112542	DorothyD@disney.edu	3	80	83	90	88	88 B	
Doc	112765	Doc@disney.edu	4	80	88	92	86	88 B	
Sleepy	112998	Sleepy@disney.edu	2	32	55	70	60	0 F	
Sneezy	112009	Sneezy@sneezing.edu	1	96	98	92	91	93 A	
Piglet	112008	Piglet@piglet.edu	1	86	88	92	90	85 B	
Pooh	112005	Pooh@disney.edu	2	62	67	75	60	70 D	
Eeyore	112056	Eeyore@disney.edu	3	55	0	70	62	0 F	
Tigger	112879	Tigger@tigger.com	2	98	92	100	100	95 A	
Christopher Robin	112984	ChristopherR@disney.edu	1	78	86	90	90	88 B	
Sofia First	113789	Sofia@sofiafirst.com	4	75	78	82	85	75 C	
Prince Charming	115986	PrinceC@disney.edu	4	70	78	85	80	76 C	
Princess Tiana	116722	Tiana@disney.edu	1	92	94	90	95	100 A	
Raya	118975	Raya@disney.edu	2	92	82	90	86	85 B	

## Function

## Description

## Example

### Sort

Sorts data in a range or table.

Select range, go to Data tab> Sort

### Filter

Filters data in a range or table.

Select range, go to Data tab> Filter

### PivotTable

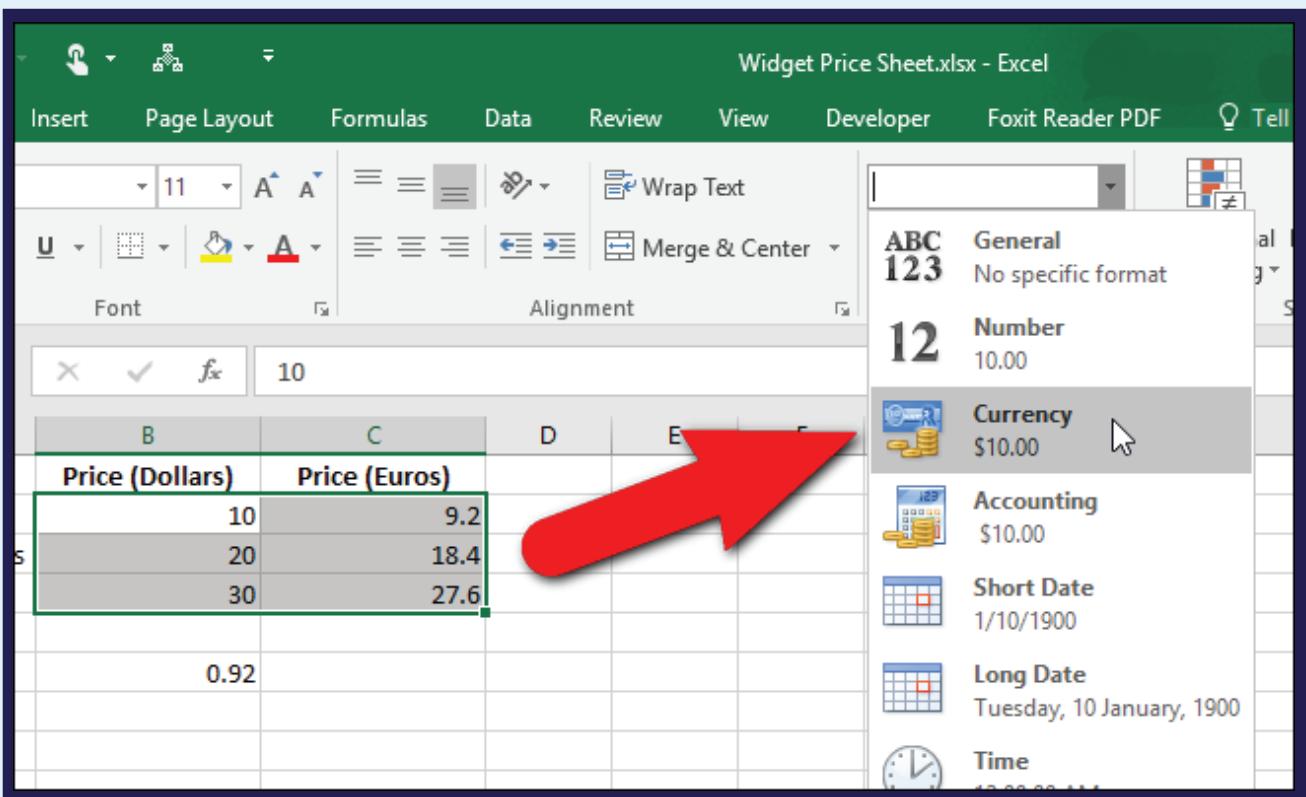
Creates summary reports from large data sets.

Select data, go to Insert tab> PivotTable

Property Name	Location	Purchase Price	Est. Value	Current Rent	Annual Rent	Leasees	School District	Sq. Feet	Bathrooms	Offices	Property Manager Salary	An. Maint. Cost	Parking Sp.
Brentwood	123 Elm St	750,000	1,200,000	2800	33600	Myers Law	Middleton	12,500	4	15	\$4,000	30,000	
Myers & Lindt	87 Kenwood Dr.	800,000	780,000	3200	38400	Steel Sales	Green Valley	14,500	10	25	60,000	22,000	
Smith Bldg	4159 Main St	1,300,000	1,452,000	4,500	54000	HGTY Corporate	Bristol	22,500	15	40	55,000	15,000	
John's Bldg	123 Cedar Way	340,000	340,000	1,200	14400	Elmer Daycare	Middleton	7,500	2	5	5,000	8,000	
Conors Bldg	781-B Astor St	600,000	600,000	1,800	32800	John's Pharmacy	Lakewood	12,000	5	2	35,000	7,500	
Gibson Bldg	781-B Astor St	1,000,000	1,100,000	1,250	15000	Dr. Baker	Green Valley	13,500	8	10	35,000	10,000	
Avers	14 Crestwood Dr	890,000	915,000	800	9600	Crestwood Mission	Bristol	9,500	6	8	42,000	7,400	
Stark Bldg	900,000	975,000	3,300	32400	Craig's Shipping LLC	Middleton	11,500	8	20	39,000	4,500		
Jefferson Bldg	245 Winterville Rd.	1,200,000	1,250,000	3,900	46800	Bolton Construction	Lakewood	13,000	12	30	51,000	5,700	
Lincoln Bldg	321 Independence Way	870,000	890,000	2,300	27600	Franklin Printing	Bristol	11,800	9	18	43,000	7,800	
Conors	456 Springfield St.	740,000	875,000	2,100	21200	Grant Leasing	Middleton	8,900	8	18	44,000	6,700	
Banner Bldg	978 Willow Way	840,000	930,000	1,800	23100	Parker Photography	Lakewood	11,800	10	25	39,000	5,000	
Alverson	123 Elm St	1,300,000	1,400,000	4,700	56000	Research Center	Middleton	20,500	20	75	51,000	8,500	
Banner Bldg	850 Skypridge Dr.	975,000	1,001,000	8,700	45300	Marvel Printing	Green Valley	18,000	15	50	42,000	3,400	
Rogers Building	890 Birch Ln	800,000	1,200,000	5,400	64800	Steve's Ice Cream	Middleton	15,000	4	5	0	0	
Ripley & Holdt	780 JF Blvd	1,300,000	1,290,000	3,100	37200	Kline Family Practice	Bristol	17,850	8	15	55,000	7,500	
Makers	45 Industrial Drive	450,000	1,100,000	2,700	32400	Cresh Bottling	Middleton	25,000	8	10	0	9,000	
Greggs	3413 Smothers St.	773,000	780,000	2,200	26400	Leesa Workers	Green Valley	14,500	6	25	40,000	2,300	
Alverson	333 Conifer Ln.	650,000	700,000	2,400	28800	Freddy's Place	Lakewood	12,000	8	3	0	6,700	



# FORMATTING



Function	Description	Example
Currency	Format cells to display numbers as currency.	Select cells, go to Home tab> Number Format>Currency.
Conditional Formatting	Create summary reports from large data sets.	Select cells, go to Home tab> Conditional Formatting.

A screenshot of Microsoft Excel showing the 'Conditional Formatting For Blank Cells' dialog box. The dialog box is open under the 'Home' tab. It shows a preview of a 5x4 grid where the last cell (K16) is highlighted in orange. The 'Conditional Formatting' button is highlighted with a red box. The 'New Rule...' button is also highlighted with a red box. The dialog box lists several rule types: 'Format all cells based on their values', 'Format only cells that contain', 'Format only top or bottom ranked values', 'Format only values that are above or below average', 'Format only unique or duplicate values', and 'Use a formula to determine which cells to format'. The 'Format only cells with' dropdown is set to 'Blanks'. The 'Preview' section shows 'No Format Set'.



# TIPS

Absolute reference		Relative reference	
B3	$=\$A\$1+5$	B3	$=A1+5$
1	10	1	10
2	9	2	9
3	8	3	8
4	7	4	7
5	6	5	6
6	5	6	5

Auditing Tools in Excel

## Function

## Description

### Absolute vs Relative Reference

Use \$1 to fix references (\$A\$1 for absolute, A1 for relative.)

### Formula Auditing

Use Trace Precedents and Trace Dependents under Formulas tab to understand formula relationship.

### Data Validation

Restricts data entry by creating drop down lists or setting specific criteria.

Select cells, go to Data tab > Data Validation

Data Validation on Excel