

Excel Cheat Sheet

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Excel Interface

Excel Interface Overview

Ribbon:

Key Tabs: *Home, Insert, Formulas, Data, View.*

Worksheet Tabs:

Manage multiple datasets; rename, add, navigate sheets.

Formula Bar:

Display/edit active cell's content; expand for long formulas.

Status Bar:

Displays stats (sum, average); customize by right-clicking.

Essential Functions

Essential Excel Functions

SUM: $=SUM(range)$

Adds up all numbers in a range.

AVERAGE: $=AVERAGE(range)$

Calculates the mean value of a range.

COUNT: $=COUNT(range)$

Counts numeric entries in a range.

IF: $=IF(test, value_if_true, value_if_false)$

Returns one value if true, another if false.

VLOOKUP: $=VLOOKUP(value, table, col_index, [range_lookup])$

Searches in the first column, returns from another column.

Cell Referencing

Cell Referencing

Absolute: $=A1$

Locks reference to a specific cell.

Relative: $=A1$

Adjusts reference when copied.

Mixed: $=\$A1$ or $=A\$1$

Locks either row or column.

Data Management

Data Management Tips

Sort:

Use *Data* tab → Sort for order.

Filter:

Use *Data* tab → Filter to display specific rows.

Data Validation:

Use *Data* tab → Data Validation to restrict input.

Shortcuts

Shortcuts

Copy: *Ctrl + C*

Paste: *Ctrl + V*

Cut: *Ctrl + X*

Undo: *Ctrl + Z*

Redo: *Ctrl + Y*

Save: *Ctrl + S*

Select Column: *Ctrl + Space*

Select Row: *Shift + Space*

Chart Creation

Basic Chart Creation

Step 1: Select data range.

Step 2: *Insert* tab → Choose chart type.

Step 3: Customize using chart tools (axes, labels).

Formatting Clarity

Formatting for Clarity

Number Formatting:

Ctrl + 1 for Format Cells dialog.

Ctrl + Shift + \$ (Currency), *Ctrl + Shift + %* (Percentage), *Ctrl + Shift + #* (Date).

Conditional Formatting:

Home tab → Conditional Formatting for visual cues.

Saving & Sharing

Saving and Sharing

Save As: *File* → Save As for different formats (e.g., .xlsx, .csv, .pdf).

Sharing:

Use *File* → Share to send workbook via email or cloud.

Common Errors and Troubleshooting

Common Excel Errors and Troubleshooting

#VALUE! Error:

Occurs when a formula has the wrong type of argument.

Solution: Check for text in cells used for numerical calculations.

#REF! Error:

Occurs when a cell reference is invalid.

Solution: Check for deleted cells or incorrect ranges in formulas.

#NAME? Error:

Happens when Excel doesn't recognize text in a formula.

Solution: Check for typos in function names or missing quotation marks.