

Keyboard Shortcuts

Selecting

One cell to the right	→
One cell to the left	←
One cell down	↓ or Enter
One cell up	↑ or Shift + Enter
One screen down	Page Down
One screen up	Page Up
Beginning of sheet (A1)	Ctrl + Home
End of sheet (last cell)	Ctrl + End
To the end of contiguous data	Ctrl + Arrow or End + Arrow
A cell or range of cells	Ctrl G or F5 then enter address
Next sheet	Ctrl + Page Down
Previous sheet	Ctrl + Page Up
Whole column	Ctrl + Space Bar
Whole row	Shift + Space Bar
One more cell to the right	Shift + →
One more cell to the left	Shift + ←
One more cell up	Shift + ↑
One more cell down	Shift + ↓
All the contiguous data to the right	Ctrl + Shift + →
All the contiguous data to the left	Ctrl + Shift + ←
All the contiguous data up	Ctrl + Shift + ↑
All the contiguous data down	Ctrl + Shift + ↓
All cells	Ctrl A

File Functions

Open file	Ctrl + O
Save file	Ctrl + S
Close window	Ctrl + W
New file	Ctrl + N
Print file	Ctrl + P

Formatting

Format cells	Ctrl + 1
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U

Function Keys

Help	F1
Edit cell formula	F2
Paste Name box	F3
Insert function	Shift + F3
Toggle absolute / relative references	F4
Go to specified cell	F5
Go to next pane	F6
Check spelling	F7
Toggle extended mode	F8
Recalculate	F9
Activate ribbon options with letters	F10
Auto Graph / Chart	F11
Save As	F12

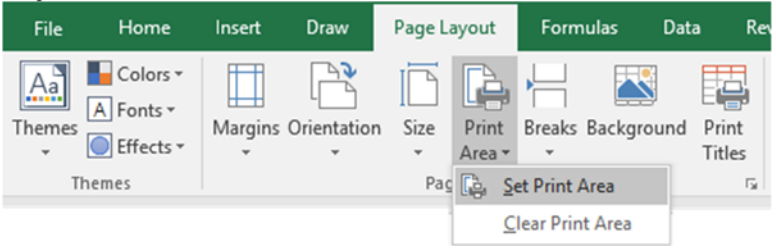
Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl Y
Insert cells, rows, or columns	Ctrl + +
Delete cells, rows, or columns	Ctrl + -
Find	Ctrl + F
Search and Replace	Ctrl + H
Erase cell contents	Delete
Finish cell formula and stay in cell	Ctrl + Enter
Cancel edit	Esc
Insert new line in cell	Alt + Enter
Insert current date	Ctrl + ;
Insert current time	Ctrl + :
Toggle display between formulas vs. values	Ctrl + `

Printing

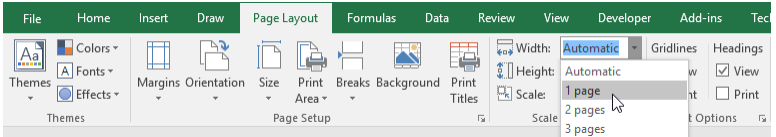
Select a print area

Select desired range of cells, then from the **Page Layout** tab choose **Set Print Area** as shown below.



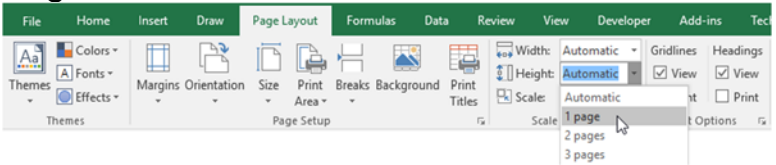
Fit print to one page wide

From the **Page Layout** tab choose **1 page** for the width as shown below.



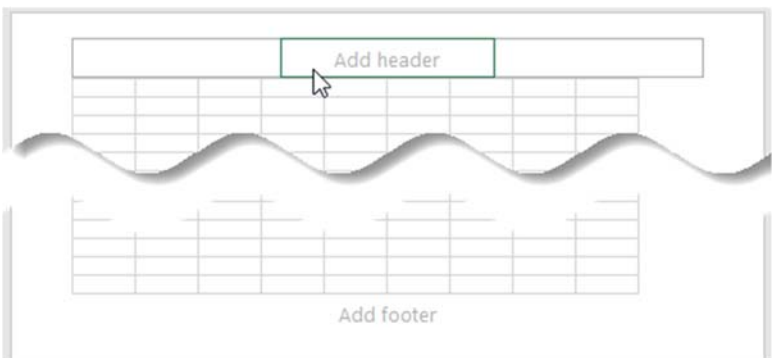
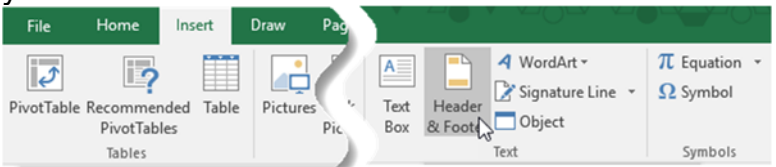
Fit print to one page tall

From the **Page Layout** tab choose **1 page** for the height as shown below.



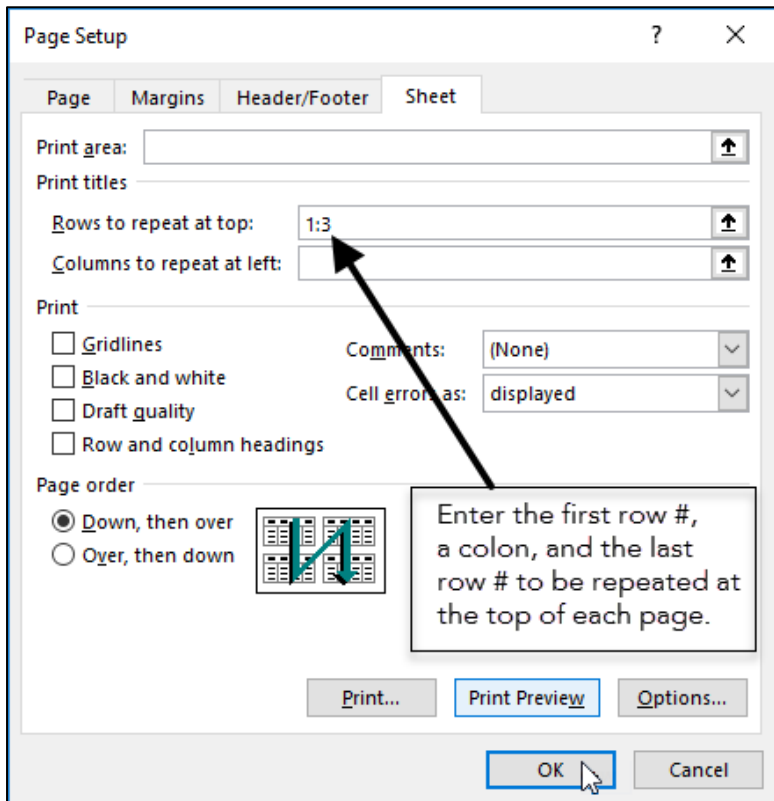
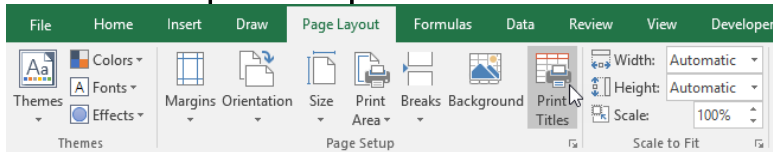
Add header / footer

From the **Insert** tab choose **Header & Footer** then type your text in the desired location.



Print rows at top of each page

From the Page Layout tab click Print Titles, then select the rows to repeat at top and click OK.



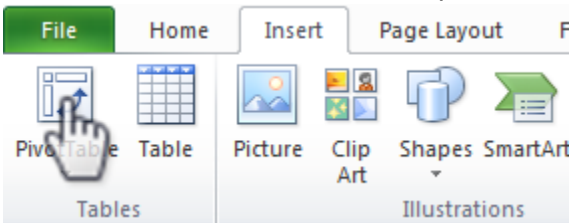
PivotTables

PivotTables allow you to arrange and summarize complex data in an easy-to-read report that is easy to manipulate. To create a simple PivotTable, follow these steps:

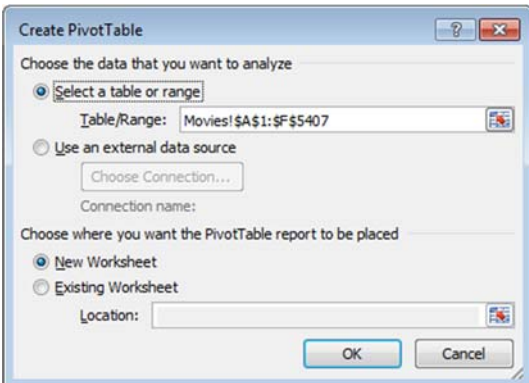
1. Start Excel and create or open your file.
2. Make sure your data can support a PivotTable by using the check list below:
 - Each column of data has a column heading
 - Each column heading is unique
 - Each column heading is in the same row
 - The column headings do not span multiple rows
 - No merged cells exist
 - All the data is contiguous
 - The data in each column follows a consistent format
3. Position the cursor in one cell, and only one cell of the data.

	A	B	C	D	E	F
1	MovieNumber	Title	Year	Category	Rating	Color
2	1	\$(Dollars)	1972	Crime	R	TRUE
3	2	\$1,000,000 Duck	1971	Comedy	G	TRUE
4	3	10	1979	Comedy	R	TRUE
5	4	10 Rillington Place	1970	Crime	PG	TRUE
6	5	100 Rifles	1969	Western	PG	TRUE
7	6	11 Harrowhouse	1974	Crime	PG	TRUE
8	7	1492: Conquest of Paradise	1992	Drama	PG-13	TRUE
9	8	16 Days of Glory	1986	Documentary	G	TRUE
10	9	1776	1972	Historical	G	TRUE
11	10	18 Again!	1988	Comedy	PG	TRUE
12	11	1900	1977	Drama	NC-17	TRUE

4. From the ribbon choose Insert, PivotTable.



5. In the resulting dialog box make sure the **table/range** is referring to the correct table or range and that the destination is a **New Worksheet**, then click **OK**.



6. Drag the fields from the PivotTable Field List to the desired location as shown below.

The screenshot shows an Excel spreadsheet with a PivotTable named 'PivotTable1' in cell A3. The PivotTable Field List on the right is configured as follows:

- Choose fields to add to report:**
 - MovieNumber
 - Title
 - Year
 - Category
 - Rating
 - Color
- Drag fields between areas below:**
 - Report Filter:** (Empty)
 - Column Labels:** Rating
 - Row Labels:** Category
 - Values:** Count of Title

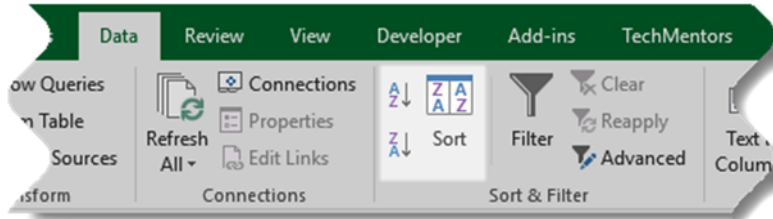
You now have a PivotTable.

The screenshot shows the completed PivotTable in cell A3. The PivotTable is structured as follows:

Count of Title	Column Labels						
Row Labels	G	NC-17	NR	PG	PG-13	R	Grand Total
Action		2		70	21	218	311
Adventure		30		100	11	36	177
Animated		43	1	13	1	6	64
Biography		6		49	17	49	121
Children's		37		15			52
Comedy		65	3	1	487	206	505
Crime		4	1	78	5	252	340
Dance		4		1		4	9
Disaster		3		14		3	20
Docudrama		1		1			2
Documentary		10	2	11		7	30
Drama		40	7	6	410	127	650
Fantasy		16		37	13	11	77
Historical		4		23	3	18	48
Horror		2	1	110	16	317	446
Musical		32		53	8	22	115
Mystery		4		40	4	45	93
Opera		1		1		1	3
Political				5		10	15
Prison				3		27	30
Religious		5		5	2	5	17
Romance		2		50	18	43	113
Science		22		88	22	69	201
Sports		7		51	9	28	95
Spy		4		39	3	15	61
Thriller				50	10	143	203
War		12		38	5	26	81
Western		25		105	3	42	175
Grand Total		381	12	10	1947	508	2548

Sort data

To sort your data, click on one cell, that has data, in the column you want sorted. Then from the ribbon's **Data** tab click one of the three sort buttons.



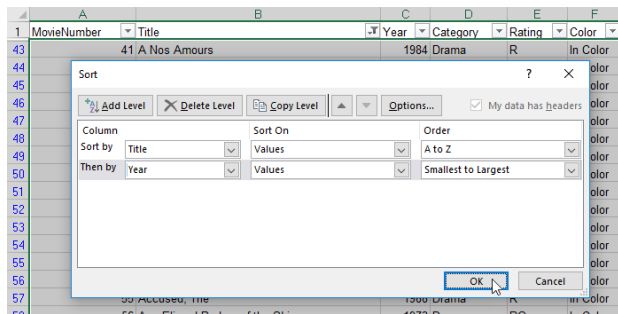
Sort lowest to highest



Sort highest to lowest

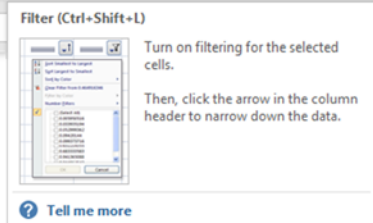
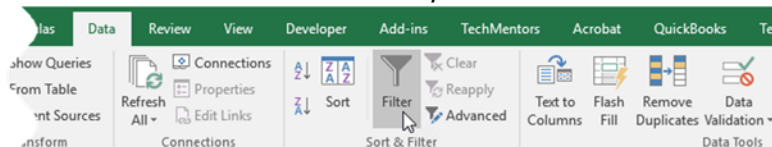


Custom sort – lets you do a multi-column sort.



Filter data

From the ribbon choose **Data, Filter**.





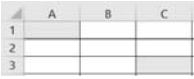

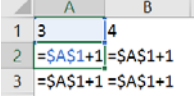
Then click the column heading's drop down to apply the desired filter.

The image shows an Excel spreadsheet with columns A through F. The 'Rating' column (E) has its dropdown menu open, showing options like 'Sort A to Z', 'Sort Z to A', 'Sort by Color', 'Clear Filter From "Rating"', 'Filter by Color', and 'Text Filters'. The 'Filter by Color' option is selected, and a search box is visible. Below the search box, a list of rating categories is shown with checkboxes: (Select All), G, NC-17, NR, PG, PG-13, and R. The 'PG' option is checked. The spreadsheet data includes columns for MovieNumber, Title, Year, Category, Rating, and Color.

	A	B	C	D	E	F
1	MovieNumber	Title	Year	Category	Rating	Color
3	2	\$1,000,000 Duck				In Color
5	4	10 Rillington Place				In Color
6	5	100 Rifles				In Color
7	6	11 Harrowhouse				In Color
9	8	16 Days of Glory				In Color
10	9	1776				In Color
11	10	18 Again!				In Color
13	12	1941				In Color
18	17	2001: A Space Odyssey				In Color
19	18	2010				In Color
21	20	3 Men and a Baby				In Color
22	21	3 Men and a Little Lady				In Color
23	22	3 Ninjas				In Color
24	23	3 Ninjas Kick Back				In Color
25	24	3 Women				In Color
27	26	300 Year Weekend, The				In Color
28	27	40 Carats				In Color
34	33	80 Steps to Jonah				In Color
35	34	84 Charing Cross Road				In Color
37	36	9 to 5				In Color
40	39	99 and 44/100% Dead	1974	Crime	PG	In Color
62	61	Across the Great Divide	1977	Western	G	In Color
64	63	Act of the Heart	1970	Drama	PG	In Color
65	65	Adam			PG	In Color

Formula basics

Range Operators

Cell address with no operator	Refers to cell address	B2	
:	Refers to all cells between first and last reference	A1:C3	
,	Refers to first and last reference	A1,C3	
!	Refers to address on the specified sheet	Sheet2!B2	
\$	Designates that a column or row reference is absolute and therefore cannot change when copied.	=\$A\$1 + 1	

Formula Operators

Every formula must begin with an equal, plus or minus sign.

+	Add	= 20 + 2	22
-	Subtract	= 20 - 2	18
*	Multiply	= 20 * 2	40
/	Divide	= 20 / 2	10
^	Exponent	= 20 ^ 2	400
&	Concatenate	= 20 & 2	202
=	Equals	= 20 = 10	FALSE
>	Greater than	= 20 > 10	TRUE
>=	Greater than or equal to	= 20 >= 10	TRUE
<	Less than	= 20 < 10	FALSE
<=	Less than or equal to	= 20 <= 10	FALSE
()	Expressions inside parentheses occur before other expressions	= (3 + 4) * 2 = 3 + (4 * 2)	14 11

Order of Operations

Excel follows the standard PEMDAS order of operations. This means expressions are performed in the following order:

1	P	Parenthesis	()
2	E	Exponents	^
3	MD	Multiplication and Division	* /
4	AS	Addition and Subtraction	+ -

Formulas vs. Functions

Formulas and functions are not the same thing.

A simple formula is an equation that involves use of operators like + - * / and &.

A function is a predefined programmed calculation that has a name, a set of parentheses, and usually has one or more parameters.

Complex formulas often combine one or more simple formulas and/or one or more functions.

Sample Formulas

Addition	= A1 + B1	= A1 + 3
Subtraction	= A1 – B1	= A1 – 3
Multiply	= A1 * B1	= A1 * 3
Divide	= A1 / B1	= A1 / 3
Concatenation	= A1 & B1	= "John " & "Adams"

Sample Functions

Sum	=Sum(A1:A10)	Totals values in A1 through A10.
Average	=Average(A1:A10)	Calculates the average of the values in A1 through A10.
Count	=Count(A1:A10)	Counts the cells with numeric data in A1 through A10.
CountA	=CountA(A1:A10)	Counts the cells with alpha or numeric data in A1 through A10.

Sample Complex Formula

= "Your half of the total is " & (SUM(A1:A10) / 2) & " ."

Expand the formula bar

When you have a long / complex formula you might want an expanded formula bar so you can see the whole thing. Just click the expand button shown below. After that you can drag the border with the mouse to make it even bigger.



Absolute, Mixed, and Relative References

When a formula is copied from one cell to another, you have four options for how the formula's cell addresses will be adjusted relative to the new vs. original location. You select the options you want by choosing whether or not to place a \$ in front of the row number and/or column letter.

Absolute Reference – nothing changes

Use a \$ in front of both the column letter and row number

	A	B	C
1	10		
2		= \$A\$1	= \$A\$1
3		= \$A\$1	= \$A\$1

No matter where the destination cell is, the row number and the column letter will not change.

In this example, when B2 is copied down to a cell in row 3, the "1" stays a "1" because the \$ in front of the row letter makes it absolute.

When B2 is copied across to a cell in column C, the column letter remains an "A" because the preceding \$ makes it absolute.

Relative Row, Absolute Column

Use a \$ in front of the column letter but not the row number

	A	B	C
1	10		
2		=\$A1	=\$A1
3		=\$A2	=\$A2

Based on the destination cell, the row number can change but the column letter will not change.

In this example, when B2 is copied down to a cell in row 3, the "1" becomes a "2".

When B2 is copied across to a cell in column C, the column letter remains an "A" because the preceding \$ makes it absolute.

Absolute Row, Relative Column

Use a \$ in front of the row number but not the column letter.

	A	B	C
1	10		
2		=A\$1	=B\$1
3		=A\$1	=B\$1

Based on the destination cell, the row number will not change but the column letter can change.

In this example, when B2 is copied down to a cell in row 3, the "1" remains a "1" because the \$ in front of the row letter makes it absolute.

When B2 is copied across to a cell in column C, the column letter changes to a "B".

Relative Reference

Do not place a \$ in front of the row number and do not place a \$ before the column letter.

	A	B	C
1	10		
2		=A1	=B1
3		=A2	=B2

Based on the destination cell, both the row number and the column letter can change.

In this example, when B2 is copied down to a cell in row 3, the "1" becomes a "2".

When B2 is copied across to a cell in column C, the column letter changes to a "B".

Advanced Functions

VLookup

Description	Looks for a value in the first column of a table and then returns the value from the specified column of that same row																																																																	
Syntax	VLOOKUP(Lookup_value, Table_array, Col_index_num, [Range_lookup])																																																																	
Arguments	Lookup_value	Req'd	The value to find																																																															
	Table_array	Req'd	The table or range of cells where the value can be found																																																															
	Col_index_num	Req'd	The column number in the table from which the value is to be returned																																																															
	Range_lookup	Opt	Leave blank or enter TRUE to find the closest match, enter FALSE to find only an exact match																																																															
Notes	If the Range_lookup is blank or TRUE then the data must be sorted in ascending order.																																																																	
Example	<table border="1"><thead><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th></tr></thead><tbody><tr><td>1</td><td>Student</td><td>Score</td><td>Grade</td><td></td><td>Score</td><td>Grade</td></tr><tr><td>2</td><td>Sally</td><td>75%</td><td>C</td><td></td><td>0%</td><td>F</td></tr><tr><td>3</td><td>Bob</td><td>90%</td><td></td><td></td><td>60%</td><td>D</td></tr><tr><td>4</td><td>June</td><td>84%</td><td></td><td></td><td>70%</td><td>C</td></tr><tr><td>5</td><td>Cary</td><td>79%</td><td></td><td></td><td>80%</td><td>B</td></tr><tr><td>6</td><td></td><td></td><td></td><td></td><td>90%</td><td>A</td></tr><tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>=VLOOKUP(B2,\$E\$2:\$F\$6,2,TRUE)</p>				A	B	C	D	E	F	1	Student	Score	Grade		Score	Grade	2	Sally	75%	C		0%	F	3	Bob	90%			60%	D	4	June	84%			70%	C	5	Cary	79%			80%	B	6					90%	A	7							8						
	A	B	C	D	E	F																																																												
1	Student	Score	Grade		Score	Grade																																																												
2	Sally	75%	C		0%	F																																																												
3	Bob	90%			60%	D																																																												
4	June	84%			70%	C																																																												
5	Cary	79%			80%	B																																																												
6					90%	A																																																												
7																																																																		
8																																																																		

XLookup

Description	Looks for a value in a column and then returns the value from the same row of a corresponding column		
Syntax	XLOOKUP(Lookup_value, Lookup_array, Return_array, [If_not_found], [Match_mode], [Search_mode])		
Arguments	Lookup_value	Req'd	The value to find
	Lookup_array	Req'd	The column or range of cells where the value can be found
	Return_array	Req'd	The column or range of cells where the desired value can be found
	If_not_found	Opt	Value to display if the Lookup_value is not found
	Match_mode	Opt	0 or blank for exact match -1 for exact match or next smaller item 1 for exact match or next larger item 2 for wildcard character match
	Search_mode	Opt	1 or blank for search of first-to-last -1 for search of last-to-first 2 for binary search (sorted in ascending order) -2 for binary search (sorted in descending order)
Example			

If

Description	Evaluates a logical expression. If the expression is true one value is returned, if not another value is returned.																																						
Syntax	IF(Logical_test, [Value_if_true], [Value_if_false])																																						
Arguments	Logical_test	Req'd	The expression that is either TRUE or FALSE																																				
	Value_if_true	Opt	The value you want returned if the logical expression is TRUE																																				
	Value_if_false	Opt	The value you want returned if the logical expression is FALSE																																				
Example	<table border="1"><thead><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th></tr></thead><tbody><tr><td>1</td><td>Area</td><td>Country</td><td>Sales</td><td>Over 200K</td><td></td></tr><tr><td>2</td><td>NA</td><td>United States</td><td>\$818,669</td><td>Yes</td><td>=IF(C2>200000,"Yes","No")</td></tr><tr><td>3</td><td>Asia</td><td>China</td><td>\$377,841</td><td>Yes</td><td></td></tr><tr><td>4</td><td>Asia</td><td>Japan</td><td>\$509,495</td><td>Yes</td><td></td></tr><tr><td>5</td><td>Europe</td><td>Germany</td><td>\$196,820</td><td>No</td><td></td></tr></tbody></table>				A	B	C	D	E	1	Area	Country	Sales	Over 200K		2	NA	United States	\$818,669	Yes	=IF(C2>200000,"Yes","No")	3	Asia	China	\$377,841	Yes		4	Asia	Japan	\$509,495	Yes		5	Europe	Germany	\$196,820	No	
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4	Asia	Japan	\$509,495	Yes																																			
5	Europe	Germany	\$196,820	No																																			

Sumif

Description	Sums the number of cells in a range that match a given criteria																																																																																																																
Syntax	SUMIF(Range, Criteria, [Sum_range])																																																																																																																
Arguments	Range	Req'd	The set of cells to test																																																																																																														
	Criteria	Req'd	The condition the cells must match in order to be added																																																																																																														
	Sum_range	Opt	The cells that are to be added. If left blank the cells in the range parameter are used.																																																																																																														
Example	<table border="1"><thead><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th></tr></thead><tbody><tr><td>1</td><td>Area</td><td>Country</td><td>Sales</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>NA</td><td>United States</td><td>\$818,669</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>Asia</td><td>China</td><td>\$377,841</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td>Asia</td><td>Japan</td><td>\$509,495</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>5</td><td>Europe</td><td>Germany</td><td>\$196,820</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>6</td><td>Europe</td><td>France</td><td>\$149,325</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>7</td><td>Europe</td><td>United Kingdom</td><td>\$174,650</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>8</td><td>SA</td><td>Brazil</td><td>\$174,650</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>9</td><td>Europe</td><td>Italy</td><td>\$174,360</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>10</td><td>Asia</td><td>India</td><td>\$123,434</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>11</td><td>NA</td><td>Canada</td><td>\$145,876</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <table border="1"><tr><td>\$964,545</td><td>=SUMIF(A2:A11,"NA",C2:C11)</td></tr></table>				A	B	C	D	E	F	G	H	1	Area	Country	Sales						2	NA	United States	\$818,669						3	Asia	China	\$377,841						4	Asia	Japan	\$509,495						5	Europe	Germany	\$196,820						6	Europe	France	\$149,325						7	Europe	United Kingdom	\$174,650						8	SA	Brazil	\$174,650						9	Europe	Italy	\$174,360						10	Asia	India	\$123,434						11	NA	Canada	\$145,876						\$964,545	=SUMIF(A2:A11,"NA",C2:C11)
	A	B	C	D	E	F	G	H																																																																																																									
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\$964,545	=SUMIF(A2:A11,"NA",C2:C11)																																																																																																																

CountIf

Description	Counts the number of cells in a range that match a given criteria																																			
Syntax	COUNTIF(Range, Criteria)																																			
Arguments	Range	Req'd	The set of cells to count																																	
	Criteria	Req'd	The condition the cells must match in order to be counted																																	
Example	<p>The example shows a spreadsheet with the following data:</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Country</th> <th>Sales</th> </tr> </thead> <tbody> <tr><td>NA</td><td>United States</td><td>\$818,669</td></tr> <tr><td>Asia</td><td>China</td><td>\$377,841</td></tr> <tr><td>Asia</td><td>Japan</td><td>\$509,495</td></tr> <tr><td>Europe</td><td>Germany</td><td>\$196,820</td></tr> <tr><td>Europe</td><td>France</td><td>\$149,325</td></tr> <tr><td>Europe</td><td>United Kingdom</td><td>\$174,650</td></tr> <tr><td>SA</td><td>Brazil</td><td>\$174,650</td></tr> <tr><td>Europe</td><td>Italy</td><td>\$174,360</td></tr> <tr><td>Asia</td><td>India</td><td>\$123,434</td></tr> <tr><td>NA</td><td>Canada</td><td>\$145,876</td></tr> </tbody> </table> <p>The formula bar shows: <code>=COUNTIF(A2:A11,"NA")</code> with the result <code>2</code>.</p>			Area	Country	Sales	NA	United States	\$818,669	Asia	China	\$377,841	Asia	Japan	\$509,495	Europe	Germany	\$196,820	Europe	France	\$149,325	Europe	United Kingdom	\$174,650	SA	Brazil	\$174,650	Europe	Italy	\$174,360	Asia	India	\$123,434	NA	Canada	\$145,876
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SumIfs

Description	Sums the number of cells in a range that match all the given criteria		
Syntax	SUMIFS(Criteria_range1, Criteria1, [Criteria_range2],[Criteria2]...)		
Arguments	Sum_range	Req'd	The cells that are to be added
	Criteria_range1	Req'd	The first set of cells to be evaluated
	Criteria	Req'd	The criteria the first set must match
	Criteria_range2	Opt	The second set of cells to be evaluated
	Criteria2	Opt	The criteria the first set must match
Notes	The criteria can be literal text or cell references. Literal criteria should be placed inside quotes. Operators like =, >, < can be used as part of the criteria. Use ? and * as wildcards to represent one or multiple characters.		
Example	<p>The example shows a spreadsheet with the same data as above. The formula bar shows: <code>=SUMIFS(C2:C11,A2:A11,"Asia", C2:C11,">200000")</code> with the result <code>\$887,336</code>.</p>		

Countifs

Description	Counts the number of records in a range that match all the given criteria																																																																																																														
Syntax	COUNTIFS(Criteria_range1, Criteria1, [Criteria_range2],[Criteria2]...)																																																																																																														
Arguments	Criteria_range1	Req'd	The first set of cells to be evaluated																																																																																																												
	Criteria	Req'd	The criteria the first set must match																																																																																																												
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