

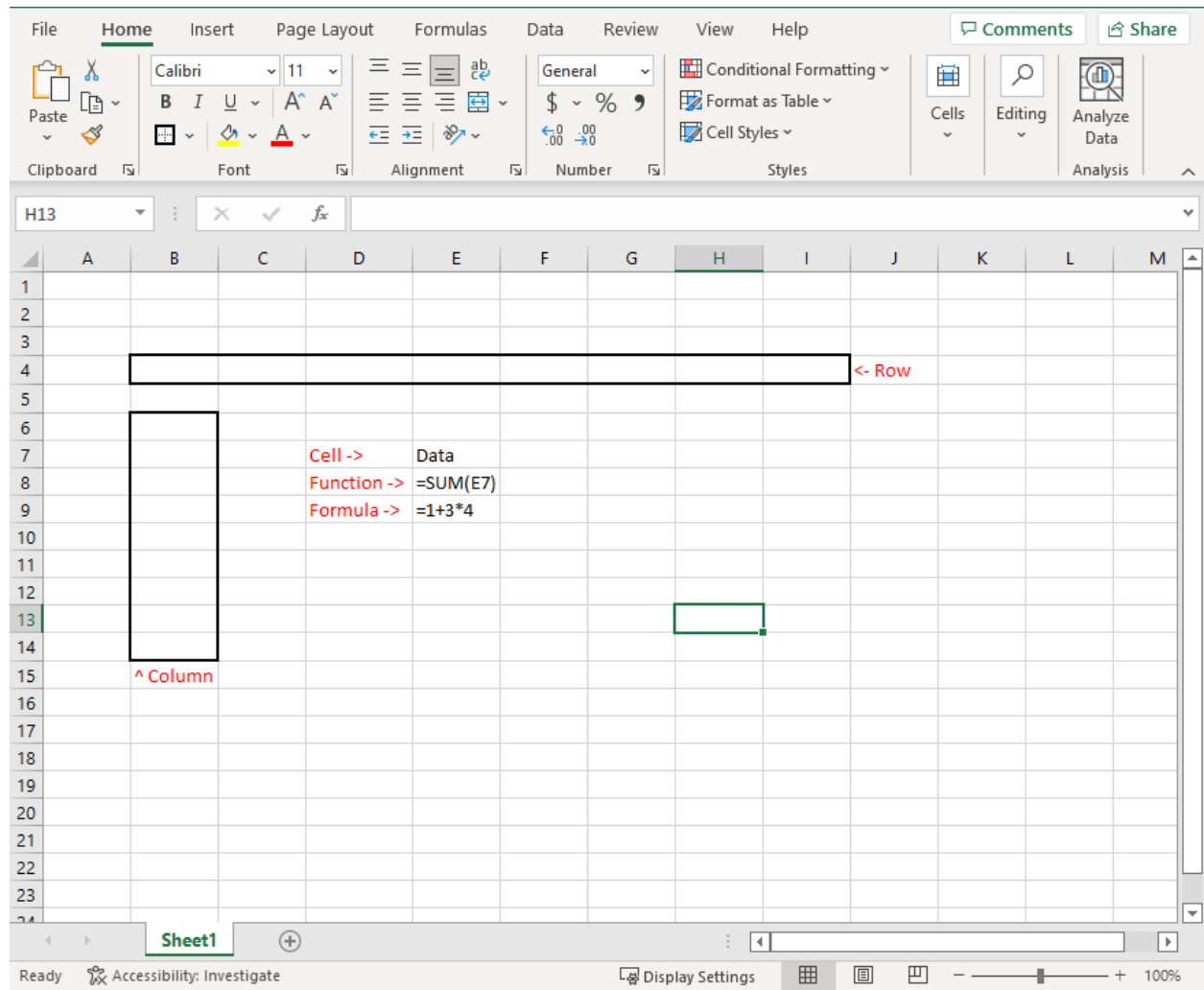
Hackr.io's Excel Cheat Sheet

Basic Terminology

Review your basic vocabulary *before* looking at functions and commands to fully understand how Excel formats its data.

Active Cell	The currently active cell in the worksheet
Cell	An individual box in the worksheet that can contain data, text, or a formula
Column	A vertical group of cells in the worksheet. Columns are identified by letters (A, B, C, etc.)
Formula	A set of instructions that performs calculations on values in the worksheet
Function	A predefined formula used to perform standard calculations, such as summing a range of values
Row	A horizontal group of cells in the worksheet. Rows are identified by numbers (1, 2, 3, etc.)
Worksheet	Also known as a spreadsheet; the grid of columns and rows where you can enter in Excel

The Anatomy of an Excel Sheet



Excel Data Types

As a spreadsheet program, Excel focuses on storing data. Here are the data types that Excel frequently stores.

Text	Also called labels, text values identify data in a worksheet or store things like names and descriptions. Example: <i>Hello, World!</i>
Numbers	Numbers are used for calculations and can be formatted as currency, percentages, decimals, etc.

	Example: 1.12
Dates/Times	Dates and times track and calculate data over time. Example: 2022-02-02
Logical Values	Logical values are either true or false. Example: TRUE, FALSE
Arrays	Array formulas perform calculations on a range of cells simultaneously. Example: SUM(A1:A4)

Common Excel Functions Cheat Sheet

In Excel, a function is simply a preset formula or algorithm. Here are some of the most common Excel formulas in our Excel functions list cheat sheet.

SUM	Adds the values of a range of cells Example: SUM(A1:A4)
SUMIFS	Sums values that meet a specific criteria. Example: SUMIFS(A1:A4,B1:B4,E1)
AVERAGE	Calculates the average values in a range of cells Example: AVERAGE(A1:A4)
COUNT	Counts the number of cells in a range that contains numbers Example: COUNT(A1:A4)
MIN	Finds the smallest value in a range of cells Example: MIN(A1:A4)
MAX	Finds the largest value in a range of cells Example: MAX(A1:A4)
TRIM	Removes all white space from the front and back of a cell.

	Example: TRIM(A1)
IF	Checks whether a condition is met and returns one value if true and another if false Example: IF(A1='Yes',True,False)
CONCATENATE	Combines the values of multiple cells into a single cell. Example: CONCATENATE(A1,B1)
VALUE	Convert numbers that have been stored in text to integers. Example: VALUE(B1)
MIN	Finds the minimum value of a set. Example: MIN(A1:O1)
MAX	Finds the maximum value of a set. Example: MAX(A1:O1)
PROPER	Formats text with the correct capitalization; useful when importing data from other sources. Example: PROPER(A1)
CEILING	Round a number up to the first number of significance, e.g. 39.1 to either 39 or 40. Example: CEILING(A1,4)
FLOOR	Round a number down to the first number of significance, e.g. 39.12 to either 39.1 or 39. Example: FLOOR(A1,4)
LEN	Return the number of characters in a string, useful for data validation. Example: LEN(A1)
NOW	Get the current date and time. Note that it will return the time of the system you're on. Example: NOW()

TODAY	<p>Similar to now, but this just gives the date, rather than the date and time. You can also use DAY(), MONTH(), and YEAR().</p> <p>Example: TODAY()</p>
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Advanced Excel Functions Cheat Sheet

These advanced Excel functions can be a little more difficult to use—but they’re sophisticated methods of processing and analyzing data.

VLOOKUP	<p>Looks up a value in the leftmost column of a table and returns a corresponding value from another column</p> <p>Example: VLOOKUP(“Text”,A1:C4,2,FALSE)</p>
INDEX	<p>Performs a lookup based on a row and column number instead of a lookup value</p> <p>Example: INDEX(A1:A4,1,1)</p>
HLOOKUP	<p>Looks up a value in the top row of a table and returns a corresponding value from another row in the table</p> <p>Example: HLOOKUP(“Text”,A1:C4,2)</p>

Excel Shortcuts Cheat Sheet

Shortcuts are a great way to increase productivity. Once shortcuts become a habit, you’ll find even simpler tasks faster. Here are some of the most common keyboard shortcuts to help you work faster in Excel.

F2	Edit the active cell.
F5	Go to a specific cell in the worksheet.
CTRL + Arrow	Move to the edge of the worksheet’s data.
Shift + F11	Insert a new sheet.
Alt + =	Sum the cells.
Ctrl + Shift + “+”	Insert a new row/column.

Ctrl + “-”	Delete a row/column.
Ctrl + “*”	Select all cells with formulas.
Ctrl + ‘	Copy the value from above a cell.
Alt + Enter	Insert a line break in a cell.

Excel Commands Cheat Sheet

In addition to shortcuts, Excel has many built-in commands that can be accessed using shortcut keys or the ribbon. Here are some of the most common.

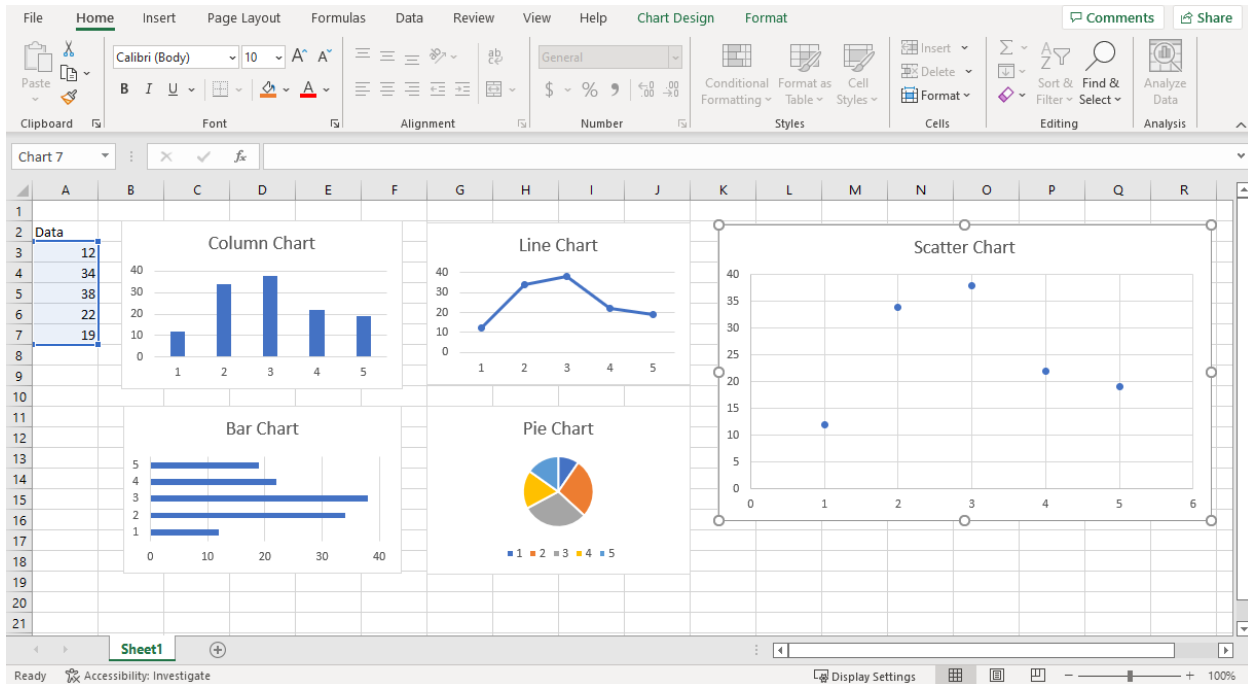
Paste Special	Opens the Paste Special dialog box, which allows you to choose how to paste data from the clipboard
Format Painter	Copies formatting from one cell and applies it to another cell or range of cells
Fill Handle	Allows you to quickly fill a range of cells with data that follows a pattern
AutoSum	Automatically calculates the sum of a range of selected cells
Sparklines	Creates small, graphical representations of data in a single cell

Excel Graphs Cheat Sheet

Not everything is readable in a series of columns and rows. When you need something human-readable, you need a graph.

Excel offers several ways to create graphs and charts. Here are some of the most common.

Column Charts	Used to compare data points side-by-side.
Bar Charts	Used to compare data points side-by-side.
Line Charts	Used to show trends over time.
Pie Charts	Used to show percentages or proportions.
Scatter Plots	Used to show relationships between data points.



Excel Cheat Sheet: Tips and Tricks

Finally, here are a few tips and tricks to help you work faster in Excel.

1. **Learn how to use keyboard shortcuts.** Keyboard shortcuts can save you a lot of time working in Excel. Pressing CTRL+C will copy the selected cells, while CTRL+V will paste them.
2. **Use the AutoFill feature when filling in similar values.** The AutoFill feature in Excel is handy for filling in a data series. If you have a list of months, you can use AutoFill to fill in the days of the month automatically.
3. **Use conditional formatting to increase the readability of your sheet.** Conditional formatting allows you to highlight cells that meet specific criteria. You could use conditional formatting to highlight all cells that contain a value greater than 10.
4. **Use data validation to ensure your sheet includes the right data types.** You could use data validation to ensure cells only contain numbers—or only dates.
5. **Memorize the most common and useful formulas.** Formulas are one of the most powerful features in Excel, but they can take some time to learn.
6. **Consider using macros.** Macros are small programs that you can create to automate tasks in Excel. You could create a macro that automatically inserts the current date when you open a workbook or a macro that automatically saves and closes your files.
7. **Get comfortable with pivot tables.** Pivot tables are a great way to summarize large amounts of data and sort it.

8. **Don't be afraid of filters.** Filters let you view only the data that you want to see. For example, you could use a filter only to view the data for a specific month.