

Definitions

The **active cell** is the cell selected in the spreadsheet. All actions in Excel are performed on the active cell.

Definitions

Clipboard is a temporary storage area that allows you to store and paste information. It is a buffer between the application and the operating system.

Clipboard also includes a clipboard icon in the ribbon.

Clipboard is a temporary storage area that allows you to store and paste information.

Cell is a rectangular area in a spreadsheet that contains data or a formula. It is the intersection of a column and a row.

Column is a vertical area of cells in a spreadsheet. It is identified by a letter (A, B, C, etc.) and contains data or formulas.

Formula is a calculation or instruction that is entered into a cell. It can include numbers, text, and other cells. It is identified by a dollar sign (\$) and a cell reference.

Row is a horizontal area of cells in a spreadsheet. It is identified by a number (1, 2, 3, etc.) and contains data or formulas.

Spreadsheet is a software application that allows you to store and analyze data. It is a collection of worksheets.

Worksheet is a single sheet of data in a spreadsheet. It is identified by a number (1, 2, 3, etc.) and contains data or formulas.

	A	B	C	D
1	10	20	30	40
2	50	60	70	80
3	90	100	110	120
4	130	140	150	160

Getting help

You can get help by accessing the help menu.

- 1. Click on the Help icon in the ribbon.
- 2. Click on the Help icon in the ribbon.
- 3. Click on the Help icon in the ribbon.
- 4. Click on the Help icon in the ribbon.

How to add a comment to a cell

- 1. Click on the cell you want to add a comment to.
- 2. Click on the Comment icon in the ribbon.
- 3. Click on the Comment icon in the ribbon.
- 4. Click on the Comment icon in the ribbon.

Cells and ranges

Identifying cell locations with column letters and row numbers format

How to use cell references in formulas

Identifying absolute cell references with \$ prefixes

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Spreadsheet is a software application that allows you to store and analyze data.

Worksheet is a single sheet of data in a spreadsheet. It is identified by a number (1, 2, 3, etc.) and contains data or formulas.

Example dataset

Example of a dataset with 5 columns and 10 rows using column letters and row numbers

	A	B	C	D	E
1	10	20	30	40	50
2	50	60	70	80	90
3	90	100	110	120	130
4	130	140	150	160	170
5	170	180	190	200	210
6	210	220	230	240	250
7	250	260	270	280	290
8	290	300	310	320	330
9	330	340	350	360	370
10	370	380	390	400	410

Operators

Arithmetic operators

- + Addition
- Subtraction
- * Multiplication
- / Division
- % Percentage
- ^ Exponentiation

Number comparison operators

- > Greater than
- < Less than
- = Equal to
- >= Greater than or equal to
- <= Less than or equal to
- >> Greater than or equal to (not)
- << Less than or equal to (not)

Logical Functions

- AND: Returns TRUE if all conditions are TRUE.
- OR: Returns TRUE if any condition is TRUE.
- NOT: Returns the opposite of the condition.
- IF: Returns one value if a condition is TRUE and another if it is FALSE.
- IFERROR: Returns one value if a formula returns an error and another if it does not.

Data types

- Text: Any characters, including spaces.
- Number: Any numeric value, including integers, decimals, and fractions.
- Date: Any date and time value.
- Boolean: TRUE or FALSE.
- Error: Any error value, such as #DIV/0! or #REF!.

Counting data

- COUNT: Counts the number of cells that contain numbers.
- COUNTA: Counts the number of cells that contain any type of data.
- COUNTIF: Counts the number of cells that meet a criteria.

Math functions

- AVERAGE: Returns the average of a range of cells.
- MAX: Returns the maximum value in a range.
- MIN: Returns the minimum value in a range.
- SUM: Returns the sum of a range of cells.
- STDEV: Returns the standard deviation of a range of cells.
- VARIANCE: Returns the variance of a range of cells.

Flow control

Use a logical condition to determine the return value with IF()

Example: IF(A1 > 10, "High", "Low")

Example: IF(A1 > 10, "High", IF(A1 > 5, "Medium", "Low"))

Example: IF(A1 > 10, "High", IF(A1 > 5, "Medium", IF(A1 > 2, "Low", "Very Low")))

Use multiple logical conditions to determine the return value with IFS()

Example: IFS(A1 > 10, "High", A1 > 5, "Medium", A1 > 2, "Low", "Very Low")

Example: IFS(A1 > 10, "High", A1 > 5, "Medium", A1 > 2, "Low", "Very Low", TRUE, "Error")

Provide a default value in case of error with IFERROR()

Example: IFERROR(A1/A2, "Error")

Example: IFERROR(A1/A2, "Error", "Default")

Choose a return value based on a table of inputs with XLOOKUP()

Example: XLOOKUP("Apple", {"Apple", "Banana", "Orange"}, {"10", "20", "30"}, "Not Found")

Example: XLOOKUP("Apple", {"Apple", "Banana", "Orange"}, {"10", "20", "30"}, "Not Found", "Default")

Conditional computation

Get the number of cells that meet a condition with COUNTIF()

Example: COUNTIF(A1:A10, ">10")

Example: COUNTIF(A1:A10, ">10", "High")

Example: COUNTIF(A1:A10, ">10", "High", "High")

Example: COUNTIF(A1:A10, ">10", "High", "High", "High")

Calculate the total of cells meeting conditions with SUMIF() and SUMIFS()

Example: SUMIF(A1:A10, ">10")

Example: SUMIF(A1:A10, ">10", "High")

Text functions and operators

Concatenation

Example: A1 & B1

Text formatting

Example: TEXT(A1, "0000000000")

Example: TEXT(A1, "0000000000", "High")

Example: TEXT(A1, "0000000000", "High", "High")

Example: TEXT(A1, "0000000000", "High", "High", "High")

Example: TEXT(A1, "0000000000", "High", "High", "High", "High")

Data manipulation

Example: INDEX(A1:A10, 5)

Example: INDEX(A1:A10, 5, "High")

Example: INDEX(A1:A10, 5, "High", "High")

Example: INDEX(A1:A10, 5, "High", "High", "High")

Example: INDEX(A1:A10, 5, "High", "High", "High", "High")

Example: INDEX(A1:A10, 5, "High", "High", "High", "High", "High")

Excel Cheat Sheet 20quick Guide Chart

Kit Chambers



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