

Excel cheat sheet

Percentage change -- The new number minus the old number, divided by the old number
example: $=\frac{b2-a2}{a2}$

Percent of total – This is when you want to calculate the percentage that each piece makes up of the greater whole. Requires that you have a grand total calculated somewhere on your worksheet. Formula is the cell that contains the “piece” divided by the grand total. Be sure to “anchor” your grand total with dollar signs.

example: $= b2/\$b\50

Adding together – If you have a big column or row of numbers you want to add together (like to get a grand total), it’s best to use the SUM function. If you’re just adding a couple cells – for example two or three cells in each of your rows – then you can put a plus sign between each cell address.

examples: $=\text{SUM}(b2:b50)$ or $=b2+d2+e2$

Subtracting cells – Similar to adding two or more cells together

example: $=b2-c2$

Average and median – Excel has built-in functions for calculating the average or the median of a row or column of numbers. Rule of thumb: calculate both and if they are vastly different from each other, it’s better to use the median.

examples: $=\text{AVERAGE}(b2:b50)$ $=\text{MEDIAN}(b2:b50)$

Sorting – Make sure your cursor is somewhere inside your data (but don’t highlight anything). Go to the Data ribbon/menu and choose the big “Sort” button (for a custom sort). In the dialog box that pops up, choose which column you want to sort by and whether you want largest to smallest, smallest to largest, etc. If you get an error message asking you “do you want to expand your selection?”, say yes.

Summarizing – The SUM function noted above is best for adding together a row or column of numbers. But if you want to “group” your data into buckets and then find out how many items or how much money or some other number are within EACH of your groups, then you need to summarize your data using a **PivotTable**.

Copy-Paste Special-Values – Use this to remove formulas from a column or row of data so that only the “answer” remains. First highlight and copy the data that has the formulas. Right-mouse click where you want to paste the data (can be over the top of existing data) and choose “Paste Special”. In the dialog box that comes up choose “Values” and hit ok.

Shortcuts and other useful tricks

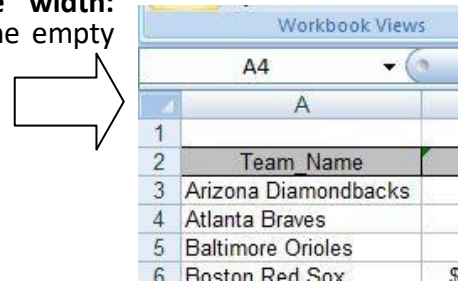
To highlight your block of data (to sort or copy): Push Control-Shift-Asterisk (*) at the same time. The cursor must be somewhere inside the chunk of data. (only works in Windows)

To check the four corners of your highlighted data chunk: While the data is highlighted, push Control-Period (.) at the same time, and repeat four times. Each time you push the keys it will go to a different corner of the data. This is useful for making sure you have highlighted the full chunk (and nothing extraneous) before sorting or copying.

Freeze Panes: To lock your field names in place so that you can always see them when you scroll down the page. Place your cursor in the cell just below the row that you want to lock into place, and all the way to the left of the page. Then go to View menu and select "Freeze Panes." It gives you several options, such as freezing the top row or freezing the far left column.

To return to the top of your data: Push Control and Home keys at the same time.

To set all of your columns to the appropriate width: Highlight all of your data by putting your cursor in the empty grey box in the left corner between the A & 1.



Then put your cursor in the grey, directly on the line between the A & B (or any two columns) and your cursor will change to more of a line. Then, double-click with your mouse and all of the columns on the page will widen or shrink to the maximum necessary width.

The same trick works for widening the rows (1, 2, 3, etc). When the data is highlighted, just put your cursor between the 1 & 2 (or any two rows) and double-click.

Hide columns: You can hide columns to get them out of your way or to avoid printing them by highlighting the columns you want (click on the letter at the top of the column) and right-mouse clicking to choose "Hide columns". The columns will disappear. To get them back, highlight the two columns on either side of the ones that are missing, and right-mouse click and choose "Unhide columns."

Worksheets: You can toggle between different worksheets in an Excel workbook using the tabs in the lower left corner that have default names of "Sheet 1", "Sheet 2", etc. To change the name, double-click on the "Sheet 1" and it will turn black. Then you can start typing to give it a new name. To add a new worksheet, you'll see a little button to the right of the tabs that gives you the option to add a new worksheet. You can move worksheets around, so they appear in a different order, by clicking on the named tab with your mouse, holding down and dragging it in whatever direction you would like.