

AutoFill:

1. Select a cell with data in it.
2. Move the mouse cursor over the lower-right corner of the cell, and drag it in the direction of the cells you want to fill.
3. This will only work with certain data, such as numbers, dates, names of months, etc.

Absolute vs. Relative cell entries:

When copying and pasting cells, or using AutoFill, it may behave differently depending on how you type the info in:

Relative	=A1	Both the column letter A and the row number 1 can change.
Absolute	=\$A\$1	The column letter A and the row number 1 do not change.
Mixed	=\$A1	The column letter A does not change. The row number 1 can change.
Mixed	=A\$1	The column letter A can change. The row number 1 does not change.

Referencing Cells in other Worksheets:

SheetName!CellAddress (Precede cell address with worksheet name followed by an exclamation point).

Note: For worksheet names that include one or more spaces, you will need to enclose it in single quotation marks.

The following is a formula that refers to a cell on a sheet by the name of Monthly Sales:

= 'Monthly Sales'!A12

To reference a cell in a different Excel document, you use: [WorkbookName]SheetName!CellAddress

Example: =[Budget.xlsx]'Monthly Sales'!A10:C25

Highlighting every other row (Conditional Formatting):

1. Highlight area to format OR click on the column/row header (to select the entire column/row).
2. In the "Home" tab, click the button called "Conditional Formatting".
3. In the drop down menu, click on "New Rule".
4. Click on the last arrow that says "Use a formula to determine which cells to format".
5. In the "Format values where this formula is true" section, type "=MOD(ROW(),2)", without quotes.
6. Click the Format button, then the Patterns tab.
7. Select a color, and then click OK (twice).

Highlight rows/columns with specific data in them:

1. Highlight the cells to be affected.
2. "Conditional Formatting"
3. "Highlight Cells Rules".
4. "Equal To"
5. enter "=34", where 34 is the data to check for.
6. Choose the formatting to apply to these cells, or click Custom...
7. click OK.

Formulas vs. Functions:

Formulas are simple entries with math using relative cells

Functions are similar, but use Excel proprietary functions, such as =SUM

Text Based Functions:

=CELL("filename") [displays the filename in a cell]

=CONCATENATE(A1,A2,...) [combine data from multiple cells (no math)]

=LEFT(A2,4) -OR- =RIGHT(A2,3) [display only the first few or last few characters of a cell]

=UPPER(A2) [Retypes text from cell in all UPPERCASE]

=LOWER(A2) [Retypes text from cell in all lowercase]

=PROPER(A2) [Retypes text from cell in Title Case]

=FIND("find_text",within_cell,start_num) [find the starting position of a string of text within other text in a cell]

=REPLACE(old_text,start_num,num_chars,"new_text") [replace old text with new text in current cell]

=SEARCH("find_text",within_cell,start_num)[Search a cell for data and returns the position of the first instance (not case sensitive)]

=LEN(cell) [returns character count of data typed in a cell]

=CONCATENATE("****.**-", RIGHT(B2,4)) [Display only the last 4 digits of an ID]

=A2&" sold "&B2&" units." [combines data from cells into a sentence]

=A2&" "&B2 [allows for combining first and last names]

Counting:

=COUNT(range,cell1,cell2,...) [sums cells with numbers in them]
=COUNTA(range,cell1,cell2,...) [sums nonblank cells and ones with values in them]
=COUNTBLANK(range) [sums blank cells in a range]
=COUNTIF(range,criteria) [counts the cells with given criteria in them]

Conditional Functions (Booleans):

=IF(logical_test,value_if_true,value_if_false) [checks for a scenario, and marks true or false]
=AND(A2>A3, A2<A4)
=OR(A2>A3, A2<A4)
=OR(A5<>"Sprockets",A6 = "Widgets")
=NOT(B2+B3=24)
=NOT(A5="Sprockets")

Math with Dates:

=TODAY() [current date]
=NOW() [current date and time]
=A2+B2 [adds days to a date]
=A2-B2 [find sum of days between two dates. be sure to format cell to Number.]
=A4-TODAY() [calculate days left from now to the date in A4]
=NETWORKDAYS(A1,A2) [calculates the amount of workdays between the dates in A1 and A2]

Text:

=ISTEXT(A2) [check if a cell has text in it]
=ISNUMBER(A2) [check if a cell has a number in it]
=EXACT(A2,A3) [checks if a cell has the same data as another]
=OR(EXACT(B2, A2:A4)) [checks if any of a range of cells has specific data in them]
NOTE The formula in the example must be entered as an [array formula](#). After copying the example to a blank worksheet, select each formula cell individually. Press F2, and then press CTRL+SHIFT+ENTER. If the formula is not entered as an array formula, the error #VALUE! is returned.

Order of Operations:

Brackets > Exponents > Division > Multiplication > Addition > Subtraction

=IFERROR(TRIM(IF(LEN(VLOOKUP(F7, Sheet2!\$A\$1:\$B\$10000, 2, FALSE))>0,SUBSTITUTE(VLOOKUP(F7, Sheet2!\$A\$1:\$B\$10000, 2, FALSE), " ", ""),""), ""))

=IFERROR(TRIM(IF(LEN(VLOOKUP(F7, Sheet2!\$A\$1:\$B\$10000, 2, FALSE))>0,SUBSTITUTE(VLOOKUP(F7, Sheet2!\$A\$1:\$B\$10000, 2, FALSE), " ", ""),""), ""))

To display text before or after existing data in a cell using Custom Formatting:

- 1.Select the cells that you want to format.
- 2.On the Format menu, click Cells, and then click the Number tab.
- 3.In the Category list, click a category, and then click a built-in format that resembles the one that you want.
- 4.In the Category list, click Custom.
- 5.In the Type box, edit the format codes to create the format that you want: "your text here "0

Trendlines and how to use them:

<http://office.microsoft.com/en-us/excel-help/add-change-or-remove-a-trendline-in-a-chart-HP010007461.aspx>

The Custom Format:

<http://www.excelfunctions.net/Excel-Custom-Number-Format.html>

Other Useful Links:

<http://office.microsoft.com/en-us/excel-help/text-and-data-functions-HP005203209.aspx?CTT=3>

<http://office.microsoft.com/en-us/excel-help/examples-of-commonly-used-formulas-HP005200127.aspx>