

Excel Cheat Sheet

Cell Address

Single cell	A1	Reference to the value in A1
	B3	Reference to the value in B3
	Sheet3!D2	Reference to the value in D2 on Sheet3
Range of cells	C4:C77	Reference to cells C4 through C77
	A2:A22	Reference to cells A2 through A22

Maths

Addition	=28+712	740
	=A3+37	The value of A3 plus 37
	=B7+B42	The value of B7 plus the value of B42
	=sum(C3:C15)	Total of all values in cells C3 through C15

Subtraction	=13-27	-14
	=B2-24	The value of B2 minus 24
	=120-A7	120 minus the value of A7

Multiplication	=A3*B3	The value of A3 times the value of B3
	=B14*12	The value of B14 times 12

Division	=6019/13	463
	=B7/50	The value of B7 divided by 50
	=C4/A4	The value of C4 divided by the value of A4

Formulas

Rounding	=round(12.43732, 2)	12.44
	=round(C7, 0)	The value of C7 rounded to zero decimal places
	=round(A3/B3, 4)	The value of A3 divided by the value of B3, rounded to 4 decimal places

Conditionals

If, then, else	=if(condition, value if true, value if false)	
	=if(b2>4,b2*1.03,"")	Returns the value in b2 multiplied by 1.03 If b2 is greater than 4, otherwise it leaves the cell blank (empty string)

Appendages

Combine data	=b1&c1	Concatenates the data elements like text; this is not
Elements	="00"&a1	addition! =27&3 yields 273, not 30

The Black Magic Dot

Select 1 or 2 cells Double click the black square in the lower right corner or drag it downwards. The formula or progression will be spread iteratively! It works with dates, too.

Formatting Cells

\$2.00 Highlight a column or range of cells. Right click it and select Format Cells. Common choices are Currency (two decimal places), Percentage, and Date, but there are many useful options. Note that a cell displayed to two decimal places still holds its longer value and is not rounded to decimal places.