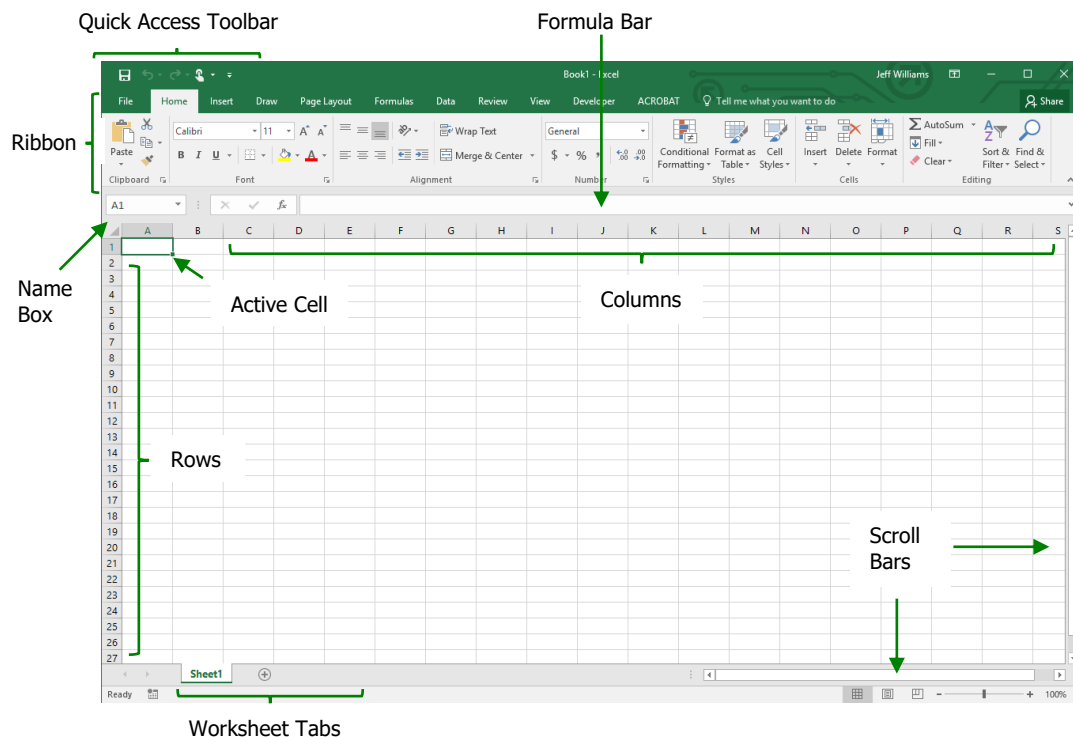


Excel Basics Cheat Sheet

Excel 2016 Environment



Backstage View

The File tab opens the Backstage view for document management tasks such as saving and printing.

Cut, Copy and Paste

- | | |
|--------------|--|
| Cut | Select the cell or cells and click the Cut command (or use Ctrl + X). This removes data from the original location. |
| Copy | Select the cell or cells and click the Copy command (or use Ctrl + C). This duplicates the selected data. |
| Paste | Select the cell or cells and click the Paste command (or use Ctrl+V). This takes the cut or copied data and places it in the desired location. |

Cell Navigation

- | | |
|---------------------|--------------|
| Move between cells | Arrow keys |
| Move one cell right | Tab key |
| Move one cell left | Shift + Tab |
| Down one cell | Enter key |
| Selecting cells | Mouse button |

Cell Selection

Keyboard Selection Techniques

- | | |
|---------------------------|--------------------|
| Select a contiguous range | Arrow keys + Shift |
|---------------------------|--------------------|

Mouse Selection Techniques

- | | |
|-------------------------------|--------------------------------|
| Select a contiguous range | Mouse button (click-hold-drag) |
| Select a non-contiguous range | Mouse button + Ctrl key |

Data Entry Shortcuts

Repeat Previous Entries

- | | |
|----------------|--|
| AutoComplete | Type the first few characters of a previous entry, and when the text appears, hit the Enter key. |
| Drop-down List | Right-click in a cell, choose "Pick from Drop-down list," then click the appropriate entry. |

Predictive Data Analysis

- | | |
|-----------|---|
| AutoFill | Select the cell or cells that establish the pattern, move the mouse cursor to the bottom-right corner of the active cell until it turns to a thin black cross, then click-hold-and-drag over the empty cells to continue the pattern. |
| FlashFill | Type data in an empty column that uses existing data from previous columns. After making the first entry, hit the Enter key. Next, type the first character of the second entry, view the suggested pattern, then hit the Enter key. |

Working with Rows and Columns

Manually Altering Column Width

1. Place the mouse cursor in between column headers.
2. When the mouse pointer changes to a double-arrow icon, click-hold-and-drag the mouse until the column reaches the desired width.

Manually Altering Row Height

1. Place the mouse cursor in between row headers.
2. When the mouse pointer changes to a double-arrow icon, click-hold-and-drag the mouse until the row reaches the desired height.

Automatically Altering Column Width or Row Height

The feature to automatically alter the width of your columns is called AutoFit. The AutoFit feature increases or decreases the column width to the widest character length in the column.

1. Place the mouse cursor in between column headers.
2. When the mouse pointer changes to a double-arrow icon, double-click the mouse.

Perform the same steps to use the AutoFit feature to automatically increase or decrease row height.

Inserting Rows and Columns

1. Place the mouse cursor on a row or column header.
2. Right-click on the mouse, then choose Insert.

Deleting Rows and Columns

1. Place the mouse cursor on the row or column header you wish to delete.
2. Right-click on the mouse, then choose Delete.

Excel Basics Cheat Sheet

Performing Calculations

Four Rules for Creating Formulas

1. Select the cell where you wish to place the formula.
2. Start with the equal (=) key.
3. Use cell addresses where possible (and the appropriate math operators).
4. Hit the Enter key.

Five Rules for Creating a Function

1. Select the cell where you wish to place the function.
2. Start with the equal (=) key.
3. Type the name of the function.
4. Type an open parenthesis, provide an argument, close the parentheses.
5. Hit the Enter key.

=FUNCTION NAME (cell address : or , cell address)

SAMPLES:

=SUM(H9:H22)

=AVERAGE(H5,H7,H9)

AutoSum Feature

The AutoSum feature allows you to quickly total rows and/or columns with two clicks of the mouse.

1. Select the cells that contain your data along with a blank cell. **This is click #1.**
2. On the Home tab, find the Editing group and click the AutoSum (sigma) command. **This is click #2.**

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.