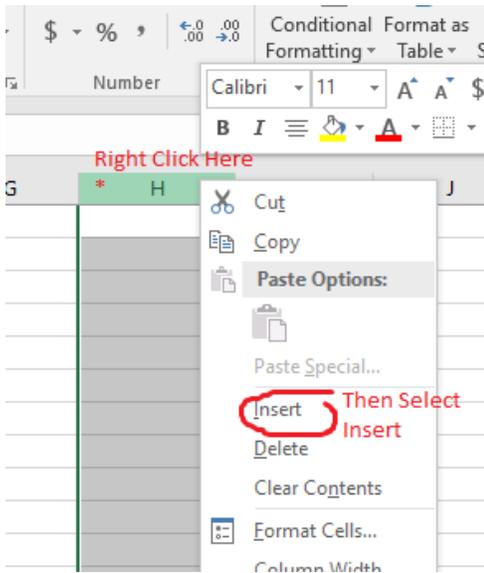
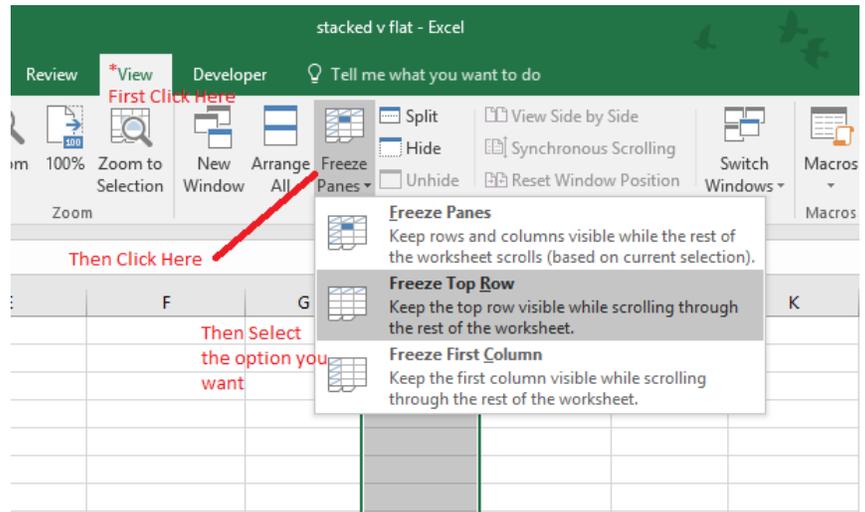


Excel Manipulations Cheatsheet

Inserting Columns or rows:

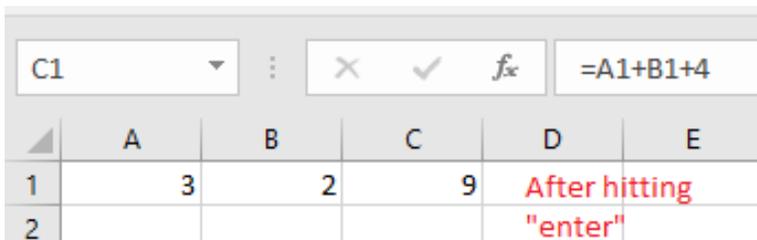
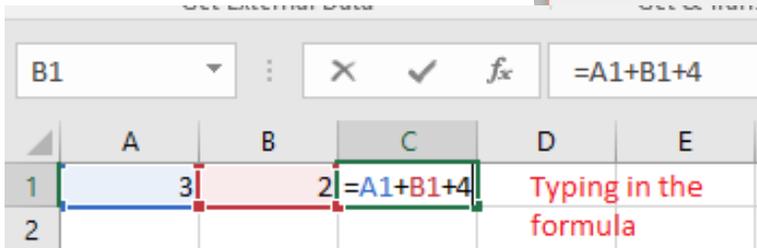
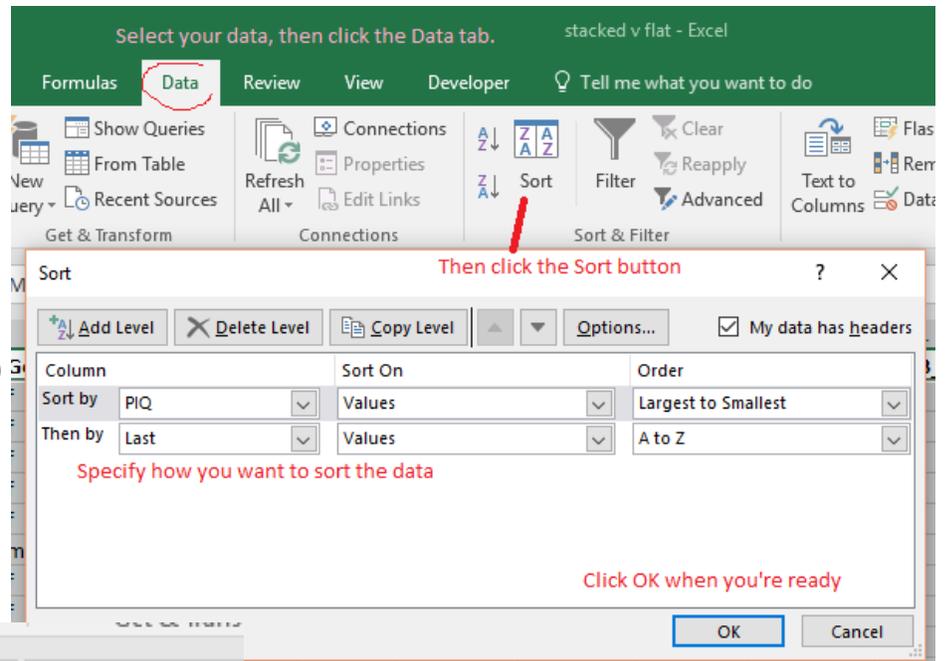


Freezing Columns or Rows



Sorting

- 1: If you haven't, freeze your header row.
- 2: Click on the Data Tab and the Sort buttons
- 3: Specify how you wish to Sort (sideways is under the Options button)
- 4: Click "Okay" when you're ready



Basic Calculations

You can type in basic math operators and cell addresses, but start with "=".

The cell will remember the formula is there, but will "read" or "return" the answer.

Filtering

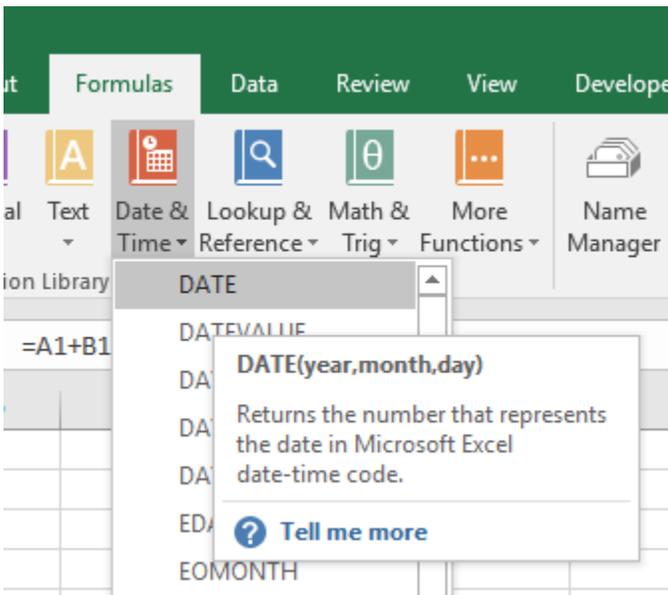
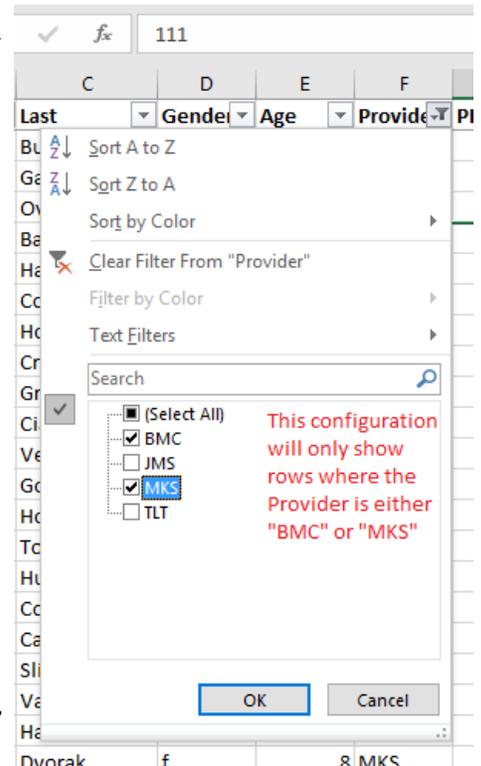
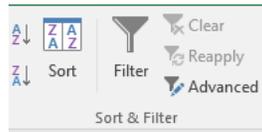
0: Make sure you have your headers frozen

1: Find the “Filter” button right next to the “Sort” button in the data tab. It has a picture of a funnel on it. Clicking that button will create drop-down menus in your header row.

2: You can use those drop-downs (shown at right) to choose which rows are or aren’t shown, by the value in that column.

3: Click the “Okay” button when you’ve got what you want.

4: You can turn off the filters by clicking the “Filter” button again.



Functions

Functions work a lot like Basic Calculations, but they can do a lot more. You can use them to do basic statistics, manipulate text, or even to look things up using a table. For example, “=AVERAGE(B2:G5)” will give you the average of all the numbers in rectangle of cells from B2 to G5. There are a lot of functions that can do a lot of different things.

You can also use functions *inside* other functions to do some really wonderful stuff. That can get complicated with a lot of parentheses, but it can be worth your time, so play with it.

	A
1	3
2	8
3	7
4	2
5	=SUM(A1:A4)
6	=AVERAGE(A1:A4)
7	

	A	
1		3
2		8
3		7
4		2
5		20
6		5
7		

Most of the functions have names that are obvious like “SUM()” and “AVERAGE()”, but some aren’t. You can use the Formulas tab to help find the one you need.

	A	B	C	D	E
1					
2	Carter, John	=RIGHT(A2,LEN(A2)-FIND(", ",A2,1)-1)			
3					

After you hit return, becomes...

	A	B
1		
2	Carter, John	John
3		
4		

Notice how the help text pops up as you’re typing in the functions.



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