Excel Basics Cheat Sheet

Resizing Columns and Rows

To resize a column or a row, just click on the line to the right of the column letter or beneath the row number and drag the row to the desired width or height.

Also, you can click **Format** then **Column Width** or **Row Height** and type in the desired width or height.
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Flash Fill

Type the last name of the names in Column A, when you get to the second row, Excel will automatically fill in the rest for you when you press **Enter**.

Also, you can click **Fill** then **Flash Fill** after typing in the first row.
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Making a Table

Press **Ctrl + T** or **Insert** then **Table** to create a table out of information. If the information already has headers, then check the box that says **My table has headers.**

Changing the Format

To change the format of the table, click on **Design** under **Table Tools**. On the right above **Table Styles**, click on any style you want.
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Common Formulas

To insert formulas, either type the formulas in manually or click on the Formulas tab.

All formulas must start with “=”

=SUM() – sums up the numbers in chosen cell array.

=AVERAGE() – averages the numbers in chosen cell array.

=COUNT() – counts all the numbers in a chosen cell array.

=COUNTA() – counts all nonblank cells in a chosen cell array.

=TODAY() – inserts today’s date

=MAX() – returns the highest value in a chosen cell array

=MIN() – returns the lowest value in a chosen cell array.

Mathematical formulas can be used in Excel, as well.

+ plus - minus * multiply / divide