## **Excel Manipulations Cheatsheet**

#### Inserting Columns or rows:



# Freezing Columns or Rows

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	Select your data, then click the Data tab. stacked v flat - Excel											
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#### **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.

### 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

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#### Filtering

0: Make sure you have your headers frozen



Functions work a lot

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 dropdown 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.



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1	3		1			3		
2	8	2			8	Most of the f		
3	7		3			7	like	"SUM()" ar
4	2		4			2	can	use the For
5	=SUM(A1:A4)		5	20 ne				d.
6	=AVERAGE(A1:A4	•)	6			5		
7			7					
0								
	А	В		С	D		Е	
1								After you hit
2	Carter, John	=RIGHT(A2,LEN(A2)-FIND(", ",A2,1)-1)						return,
3			LE	N(text	)			becomes

А В 1 2 Carter, John John 3 4

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



fx 111 С D Е F 🔻 Gender 👻 Age Last ▼ Provide ▼ PI BL A Sort A to Z Ga ∡↓ Sort Z to A O١ Sort by Color Ba 📡 <u>C</u>lear Filter From "Provider" Ha Cc Filter by Color Hc Text Filters Cr Search Q Gr  $\checkmark$ (Select All) This configuration Ci BMC will only show Ve - JMS rows where the Gc MKS Provider is either TLT Hc "BMC" or "MKS" Тс Hι Cc Ca Sli Va ОК Cancel Dvorak f 8 MKS

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 so play with it.

of the functions have names that are obvious UM()" and "AVERAGE(), but some aren't. You se the Formulas tab to help find the one you