Common Excel Keyboard Shortcuts

Key	Where cell cursor moves
	To the immediate right
	To the immediate left
	Up one row
	Down one row
 then 	First Cell (A1) of the worksheet
 then 	Last cell in worksheet that contains data

For a more comprehensive list of keyboard shortcuts, please visit the following webpage:

shorturl.at/rtHIJ

Common Excel Functions and Formulas

When manually typing formulas:

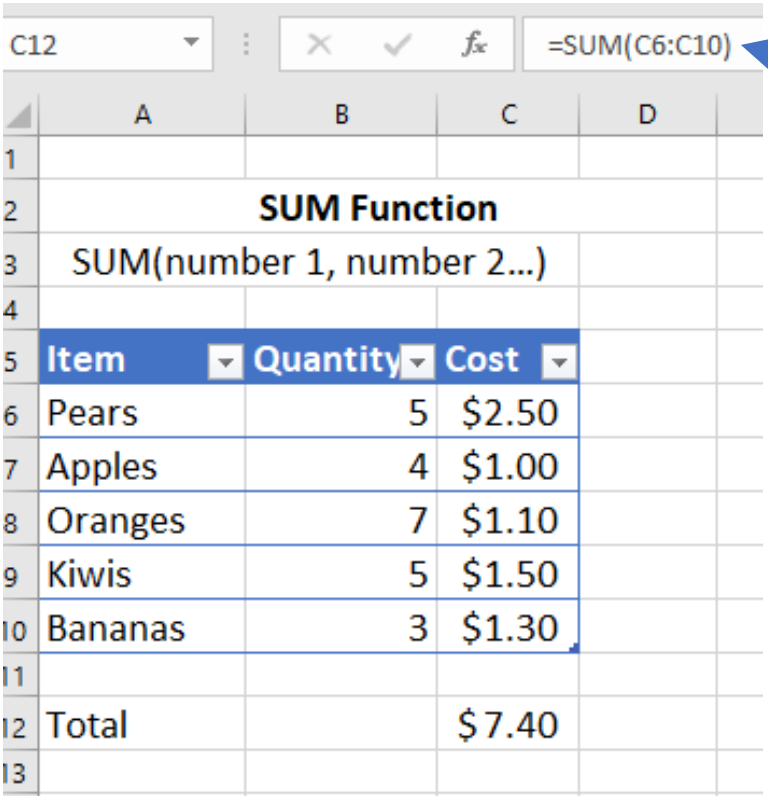
Keyboard Symbols to Use	Task the Symbol Performs
 (plus sign)	Addition For example: =A5+A6
 (minus sign or hyphen)	Subtraction For example: =B7-B2
 (asterisk)	Multiplication For example: =C3*C4
 (slash)	Division For example: =D1/D8
 then  (colon)	References a range of cells For example: =E9:E26

Some Common Preset Functions

Function Name: SUM

Function Purpose: Adds the numbers in the cells to create a total

Example:

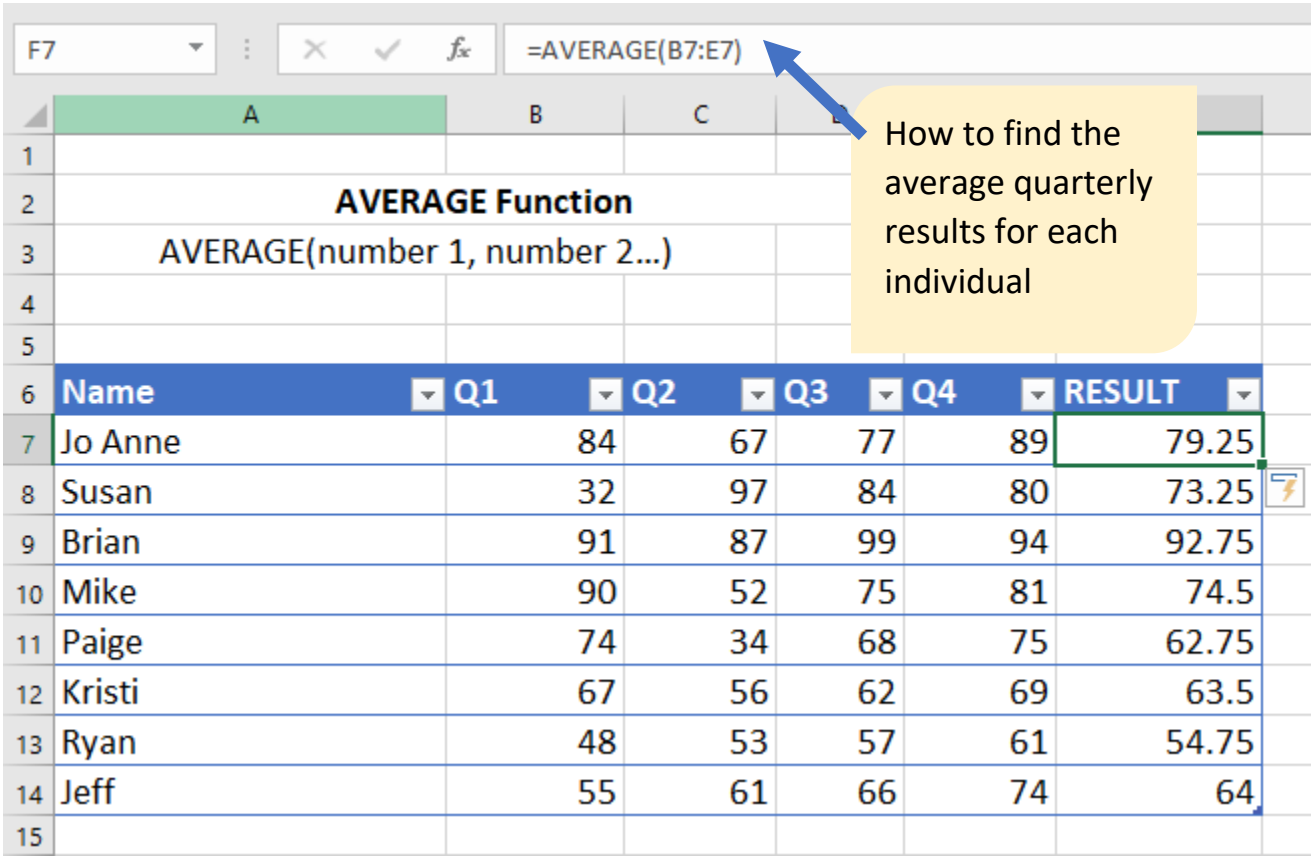


How to find the total cost of the items in the table

Function Name: AVERAGE

Function Purpose: Finds the average (arthithmetic mean) of a range of numbers in the cells

Example:

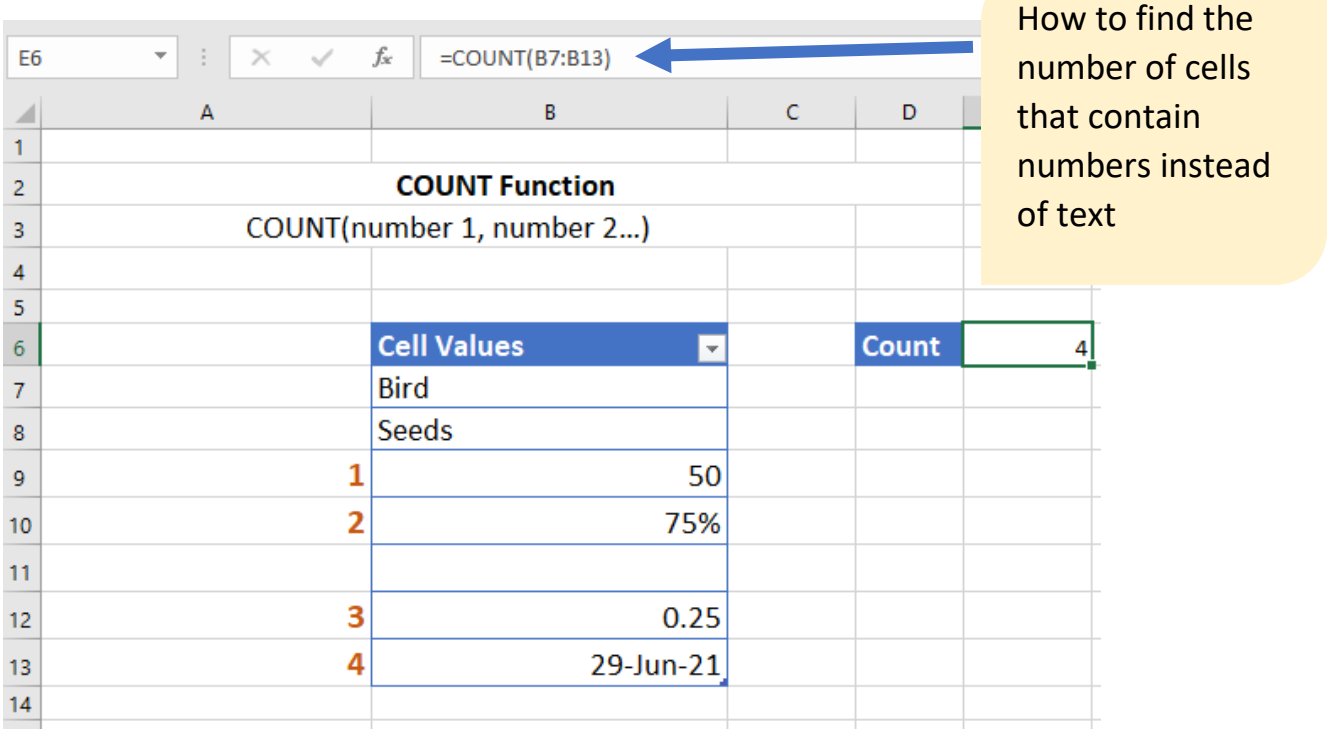


	A	B	C	D	E	F
1						
2	**AVERAGE Function**					
3	AVERAGE(number 1, number 2…)					
4						
5						
6	**Name**	**Q1**	**Q2**	**Q3**	**Q4**	**RESULT**
7	Jo Anne	84	67	77	89	79.25
8	Susan	32	97	84	80	73.25
9	Brian	91	87	99	94	92.75
10	Mike	90	52	75	81	74.5
11	Paige	74	34	68	75	62.75
12	Kristi	67	56	62	69	63.5
13	Ryan	48	53	57	61	54.75
14	Jeff	55	61	66	74	64
15						

Function Name: COUNT

Function Purpose: Counts the number of cells that contain numbers

Example:



How to find the number of cells that contain numbers instead of text

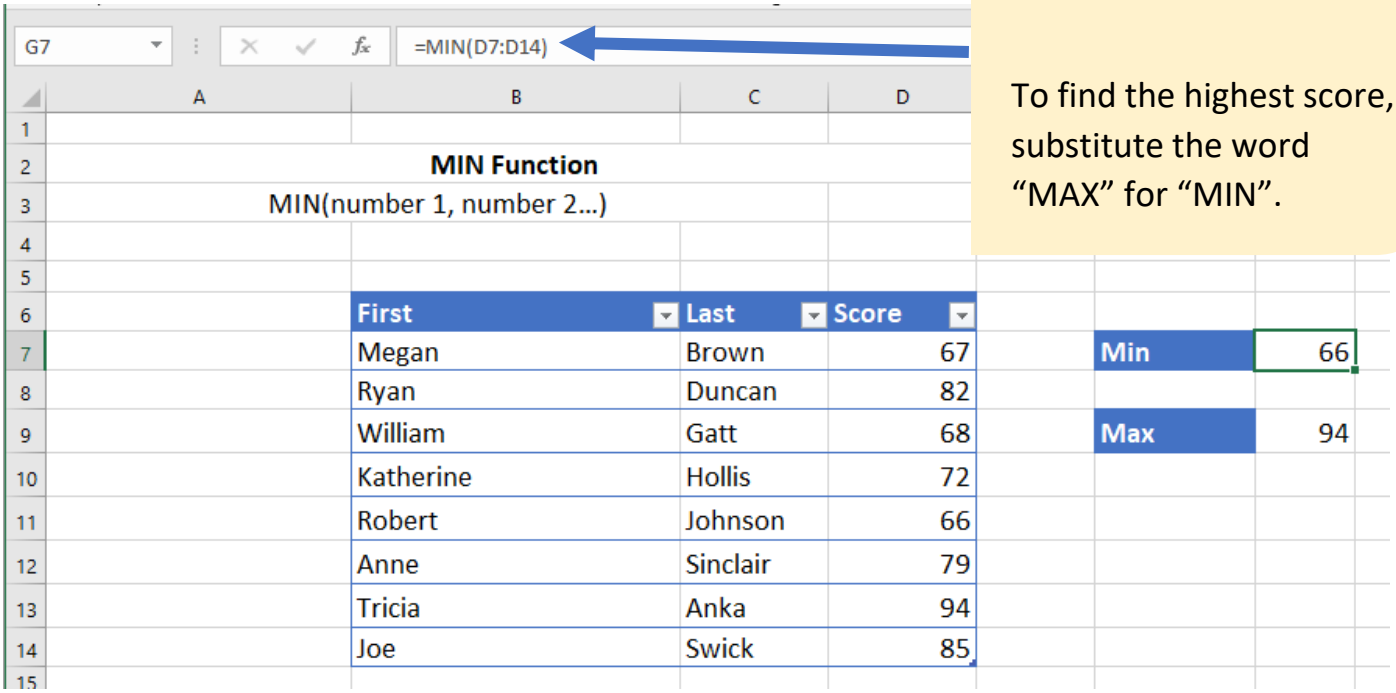
Function Name: MIN and MAX

Function Purpose: Find the cell that contains the lowest number (MIN) or the highest number (MAX)

Example:

How to find the lowest score of the group.

To find the highest score, substitute the word "MAX" for "MIN".



First	Last	Score
Megan	Brown	67
Ryan	Duncan	82
William	Gatt	68
Katherine	Hollis	72
Robert	Johnson	66
Anne	Sinclair	79
Tricia	Anka	94
Joe	Swick	85

Min	66
Max	94

For a list of other useful functions, please visit the following webpage:

shorturl.at/mtJL7