

Excel(ling) at Data – Cheat sheet

Formulas

=TRIM(cell range)

Removes leading and trailing spaces, removes any double spaces within the text

=UPPER(cell range)

=LOWER(cell range)

=PROPER(cell range)

Changes the case of text

=TRANSPOSE(cell range)

Changes horizontal data to vertical and vice versa. Select a number of blank cells, enter the formula and choose the cell range to transpose. You must use Control+Shift+Enter to run the formula.

\$ of F4 to lock formulas to cells/rows

Use \$ or F4 to lock a cell range either to column, row, or both. After writing the formula, click into it, select what needs to be locked and enter a \$ in front, or hit F4.

- A1 - Column and row are relative.
- \$A1 – Absolute column, relative row.
- A\$1 – Absolute row, relative column.
- \$A\$1 - Column and row are absolute.

=DAYS(starting date cell,ending date cell) and =NETWORKDAYS(starting date cell,ending date cell)

Counts the days between two cells. Network days omits weekends and any days you add in as a holiday.

=AVERAGEIF and =AVERAGEIFS

Allow you to add a condition or multiple conditions to an average.

=COUNTIF and =COUNTIFS

Allow you to add a condition or multiple conditions to a count.

Conditional Formatting

Color scales

Select the cells, then go to Conditional Formatting>Color Scales

Highlighting top or bottom values

Select the cells then go to Conditional Formatting>New Rule>Format only top or bottom ranked values.

Click the Format button in the bottom right to change font, color, fill, etc.

Highlight cells based on any other value

Select the cells and then go to Conditional Formatting>New rule, and choose the most appropriate one.

Tip! Cell value can be a relative date =TODAY(), yesterday =TODAY()-1, or a week ago =TODAY()-7

Duplicate detection

To locate text string duplicates, select the range or ranges, then use Conditional Formatting>Highlight Cells Rules>Duplicate Values.

Remove duplicates

To automatically remove duplicates, go to Data>Remove Duplicates, and then select the desired criteria.

Preserving and Presenting Data

Protect your work!

- Make a copy of a tab (right click on tab, Move or Copy, click box for Create a copy)
- Copying data and pasting only values
- Copying visible cells only (Find and Select > Go To Special > Visible Cells Only)
- Sharing with others? Lock the cells then protect the spreadsheet.

Fancy sorting

You can sort by cell color, or add multiple levels to your sort. Select the cells or entire worksheet, then go to Data>Sort, or right-click, then Sort>Custom Sort.

Tip! You can use Ctrl+Shift+Down or Ctrl+Shift+Right to select all of your data in a column or row.

=IFERROR

If you want to avoid seeing formula errors in your tables, use IFERROR in a nested statement to show a different value. =IFERROR(other formula), “[desired value]”). Go away, #DIV/0!.

Combine text from different cells

To combine text from multiple cells use &. If you want to add a space, symbol, or any content between the cells, use multiple &. For example, =[cell]&” “&[cell]

Split text into multiple cells

To split text from a single cell into multiple, go to Data>Text to Columns. You will need to choose which delimiter to use. The Data Preview section at the bottom is a great tool to ensure you’ve got it right before you click Finish.