



# Excel Cheat Sheet

## Using Basic Functions

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### Excel Formula Breakdown

**SUM:** Adds up a range of selected cells.

**Average:** Finds the average of a range of selected cells  
(divides the total amount by the number of values)

**Count:** Counts how many cells in a selected range have numerical data in them  
(includes dates)

**Max:** Finds the largest value in a range of selected cells.

**Min:** Finds the lowest value in a range of selected cells.

Using Basic Functions						
	A	B	C	D	E	F
1	<b>Formula</b>	<b>Sum</b>	<b>Average</b>	<b>Count</b>	<b>Max</b>	<b>Min</b>
2		324	383	167	234	244
3		107	437	385	321	240
4		187	310	366	430	380
5		<b>=SUM(B2:B4)</b>	<b>=AVERAGE(C2:C4)</b>	<b>=COUNT(D2:D4)</b>	<b>=MAX(E2:E4)</b>	<b>=MIN(F2:F4)</b>
6						
7	<b>Answer</b>	<b>618</b>	<b>376.67</b>	<b>3</b>	<b>430</b>	<b>240</b>

Performing Basic Calculations						
	A	B	C	D	E	F
1	<b>Operators</b>	<b>Formula</b>	<b>Add</b>	<b>Subtract</b>	<b>Multiply</b>	<b>Divide</b>
2	<b>+ Add</b>		200	300	25	100
3	<b>- Subtract</b>		50	150	4	2
4	<b>* Multiply</b>		<b>=C2+C3</b>	<b>=D2-D3</b>	<b>=E2*E3</b>	<b>=F2/F3</b>
5	<b>/ Divide</b>					
6	<b>Answer</b>	<b>250</b>	<b>150</b>	<b>100</b>	<b>50</b>	