

# Excel Cheat Sheet

This cheat sheet is specifically designed to assist you with the Excel Option for the Annual Salary Review (SRS). There are many ways to access Excel's features and tools depending on your operating system, the customization of your menu bar(s) and the version of Excel that you are using. Please check <http://web.mit.edu/ist/topics/software> to ensure that you are using an MIT supported version of Excel.


## Standard Toolbar in Excel



## Columns, Rows and Cells

You can insert, delete and format columns, rows, and cells in Excel.

Insert Rows or Columns—Highlight the Row (or Column), Go to the **Main Menu>Insert>Row (or Column)**

**Note:** When you select a *row* to insert, Excel insert a row above the row highlighted. When you select a *column* to insert, Excel inserts a column to the left of the column highlighted. You can also use the insert icons  on your standard toolbar.

Delete Rows or Columns—Highlight the Row (or Column) then go to the **Main Menu>Edit>Delete**

## Format Rows, Columns and Cells

Format Rows and Columns	Format Cell(s)
Height—adjust the height of a row	Number—allows you to format the cell based on type of data in that cell:
Width—adjust the width of a column	general, number, currency, percent, text
Autofit—adjust row or column to fit the data	Alignment—adjusts the position the data within the cell

## Copy from one cell to another cell or group

Highlight the cell that you wish to copy, then go to the **Main Menu>Edit>Copy**. Next, highlight a cell or group of cells that you wish to paste into. Then, go to the **Main Menu>Edit>Paste**.

**Note:** If you are copying a cell with a formula (explained below), Excel will replicate that formula into the new cell(s) and recalculate. Confirm that the new formula is accurate for its new location.

## Formulas

A formula in Excel always begins with an equal sign (=). The equal sign tells Excel that the succeeding characters constitute a formula. Following the equal sign are the elements to be calculated which are separated by calculation operators. Excel calculates the formula from left to right, according to a specific order for each operator in the formula.

### Building a Formula: Calculation Operators

#### Arithmetic Operators

To perform basic mathematical operations such as addition, subtraction, or multiplication; combine numbers; and produce numeric results

Arithmetic Operator	Meaning (Example)
+ (plus sign)	Addition (3+3)
- (minus sign)	Subtraction (3-1) Negation (-1)
* (asterisk)	Multiplication (3*3)
/ (forward slash)	Division (3/3)
% (percent sign)	Percent (20%)
^ (caret)	Exponentiation (3^2)

#### Comparison Operators

Compare two values with the following operators. When two values are compared by using these operators, the result is a logical value either TRUE or FALSE.

Comparison Operator	Meaning (Example)
= (equal sign)	Equal to (A1=B1)
> (greater than sign)	Greater than (A1>B1)
< (less than sign)	Less than (A1<B1)
>= (greater than or equal to sign)	Greater than or equal to (A1>=B1)
<= (less than or equal to sign)	Less than or equal to (A1<=B1)
<> (not equal to sign)	Not equal to (A1<>B1)

#### Reference Operators

Combine ranges of cells for calculations with the following operators.

Reference Operator	Meaning (Example)
: (colon)	Range operator, which produces one reference to all the cells between two references, including the two references (B5:B15)
, (comma)	Union operator, which combines multiple references into one reference (SUM(B5:B15,D5:D15))
(space)	Intersection operator, which produces one reference to cells common to the two references (B7:D7 C6:C8)

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## Common Formulas

	Formula	Description (Result)
Calculate a Total		
Use SUM to add all the numbers in a range of cells	=SUM(A2:A4)	Adds numbers in row 2, 3, and 4 in column A

	Formula	Description (Result)
Increase or decrease a number by a percentage	=A2*(1+7%)	Increases number in A2 by 7%
	=A2*(1+B2)	Increase number in A2 by the percent value in B2 (e.g. 3%)
Note: Excel interprets 7% as a hundredth of its value or .07	=A2*(1-B2)	Decrease number in A2 by the percent value in B2 (e.g. 3%)

## Customize your Toolbars

To add to the toolbar, go to the **Main Menu>View>Toolbars**. There are more than a dozen toolbars to select as well as the option to customize the entire toolbar area.

## Advanced Options

Some versions of Excel offer an *autocalculate*, goal seeker and solver. These tools can assist you with complex problem solving within Excel. Excel also allows you to customize your main menu bar to include tools that you use most often.