

Excel Tips and Tricks Training

Custom Smart Suite Workpapers Shortcuts

ctrl + shift + z: return to index;

right-click 'Insert Workpaper Item': inserts a new workpaper item and links it to that cell

right-click 'Paste SmartLink': inserts a SmartLink into the workpaper while applying correct protections (useful for non Office 365 versions of Excel).

Useful Excel Shortcuts

f2: edit a cell

ctrl + h: find replace

ctrl + k: hyperlink

ctrl + r: copy contents from the cell to the right

ctrl + 9: to hide a row

ctrl + 0: to hide a column

drag: extends formula across or down

corner drag: moves items

ctrl + shift + corner drag: moves and creates a copy of the items

alt + =: inserts the sum formula into the cell

alt + = + =: sums the total of numbers above

f4: absolute reference changes

Useful Excel Formulas

SUM: The SUM function adds values. You can add individual values, cell references or ranges or a mix of all three.

COUNT: The COUNT function counts the number of cells that contain numbers and counts numbers within the list of arguments.

AVERAGE: The AVERAGE function in Excel calculates the average (arithmetic mean) of a group of numbers.

IF: The IF function runs a logical test and returns one value for a TRUE result and another for a FALSE result.

=IF(logical_test, [value_if_true], [value_if_false])

SUMIF, COUNTIF, AVERAGEIF: three special IF functions that perform a calculation only if a specified condition is met.

AND: The Excel AND function is a logical function used to require more than one condition at the same time. AND returns either TRUE or FALSE.

=AND(logical1, [logical2], ...)

VLOOKUP: Lookup a value in a table by matching it with the first column

=VLOOKUP(value, table, col_index, [range_lookup])