Excel for accounting Cheat Sheet

by yotka via cheatography.com/39104/cs/12198/

Note 1

If a number is used more than once, e.g. TAX RATE, it's better when it is input to one cell only. Any other calculations making use of that value shoud refer to that cell. If the TAX RATE changes, there is only one place to change it of the s/s.

Basics

=C4*5	C4 multiplied by 5
=C4*B10	C4 multiplied by B10
=C4/E5	C4 divided by E5
=C4*B10-D1	C4 times B10, less D1
=C4*120%	adds 20% to the value in C4
=(C4+C5)/2	brackets first
=2^2	2 squared (to the power of)
=2^3	2 cubed
=4^(1/2)	square root of 4
=27^(1/3)	cube root of 27

Absolute Reference F4

$ A 1	to fix column A
A $ 1	to fix row 1
$ A $ 1	to fix cel A 1

Note: Produce Print Screen

Press **Print Screen** then **Ctrl+V** to paste elsewhere.

Convert Time to decimal

2 hours 15 minutes	2.25
1 hour 30 minutes	1.50
3 hours 45 minutes	3:75

Popular keyboard shortcuts

inserts DATE	**Ctrl ;**
inserts TIME	**Ctrl Shift ;**
insers Today's DATE	**=today ( )**
toggle RIBBON from view	**Ctrl F1**
insert the total	**Alt +**
highlight column	**Ctrl SPACE**
highlight row	**Alt SPACE**
move b'een sheets	**Ctrl PgDN/PgUP**
lock cells	**F4**

IF formula

=IF(logical_test, value_if_true, value_if_false)

e.g: =if(D4>1000, "Bonus", " ")

Concatenate formula

=CONCATENATE (text1, " " , text2)

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Not published yet.
Last updated 2nd April, 2018.
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