

### 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 should 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 cell 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 ;
inserts Today's DATE	=today ( )
toggle RIBBON from view	Ctrl F1
insert the total	Alt +
highlight column	Ctrl SPACE
highlight row	Alt SPACE
move between 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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 Page 1 of 1.

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