



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	Formula	Sum	Average	Count	Max	Min
2		324	383	167	234	244
3		107	437	385	321	240
4		187	310	366	430	380
5		=SUM(B2:B4)	=AVERAGE(C2:C4)	=COUNT(D2:D4)	=MAX(E2:E4)	=MIN(F2:F4)
6						
7		Answer	618	376.67	3	430

Performing Basic Calculations

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

Fold along the dotted lines and glue here.

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