



EXCEL CHEATSHEET

The 20 Formulas That Handle 90% of Everything

Excel proficiency increases hiring rate by 34% and salary by \$8,000-12,000.

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ESSENTIAL LOOKUP FORMULAS

- ◆ VLOOKUP: =VLOOKUP(A2,Sheet2!A:B,2,0) — find value in table
- ◆ XLOOKUP: =XLOOKUP(A2,A:A,B:B) — modern VLOOKUP (Excel 365)
- ◆ INDEX/MATCH: =INDEX(B:B,MATCH(A2,A:A,0)) — flexible lookup
- ◆ INDIRECT: =INDIRECT(A1) — reference a cell with text address
- ◆ OFFSET: =OFFSET(A1,2,3) — navigate relative to anchor cell

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POWER ANALYSIS FORMULAS

- ◆ SUMIFS: =SUMIFS(C:C,A:A,'Sales',B:B,'>100') — conditional sum
- ◆ COUNTIFS: Count rows meeting multiple conditions
- ◆ AVERAGEIFS: Average with multiple criteria applied
- ◆ IFERROR: =IFERROR(formula,'N/A') — hide error messages
- ◆ TEXTJOIN: =TEXTJOIN(',',1,A1:A10) — combine text with separator

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KEYBOARD SHORTCUTS (Save Hours)

- ◆ Ctrl+Shift+L: Add/remove filters instantly
- ◆ Ctrl+T: Convert range to smart Table
- ◆ Ctrl+`: Toggle formula view (see all formulas at once)
- ◆ Alt+F1: Create chart from selected data
- ◆ Ctrl+Shift+Enter: Array formula (old Excel)

PRO TIP: Learn Pivot Tables — one skill that impresses every employer. Insert → PivotTable → drag fields. 20 minutes to master, forever valuable.

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