Excel Quick Reference

FILTERS:

Using Filters

1) Click on any cell in the Data List.
2) In the Ribbon, select DATA[Sort and Filter[Filter.
3) Click an arrow to the right of a column heading, then select the data to filter for.

Removing Filter Criteria for a Single Column

1) Click an arrow to the right of a column heading for which to remove criteria.
2) Choose (select ALL) and click OK.

Filtering for Blanks

1) Click an arrow to the right of a column heading for which to find blanks.
2) Select (blanks) and click OK.

Removing Multiple Criteria

1) Click any cell in the list.
2) In the Ribbon, select Data[sort and Filter[Clear.

Setting Multiple Criteria for a Single Column

1) Click and arrow to the right of the Column Headings
2) From the list, choose text filters, then select an option describing your search.
3) In the Customer Auto filter box, fill the criteria to search for.
4) Click OK.

Turning off Filters

1) In the Ribbon, select Data[sort and filter[filter.

SORTING:

Sorting by One Column in Ascending Order

1) Click any cell in the column to sort by.
2) In the Ribbon, select Data[Sort and Filter[Sort A to Z or select Data [Sort and Filter[sort smallest to largest.

Sorting in Descending Order

1) Click any cell in the column to sort by.

2) In the Ribbon, select Data[sort and filter[Sort Z to A or select Dtat[sort and filter[Sort largest to smallest.

Sorting by Multiple Columns

1) Click on any cell in the List.
2) In the Ribbon, choose Data[sort and filter[Sort.
3) In the Sort Box, for Sort by, select the primary column to sort by.
4) Click ADD A LEVEL
5) For Then by, select the secondary column to sort by.
6) Verify that the May Data has Headers check box is on if your list has a header row at the top.
7) Click OK.

SUBTOTALS:

Creating Subtotals:

1) Sort the lisdt by the column to create subtotals for.
2) Click on any cell in the list.
3) In the Ribbon, select Data[Outline[Subtotal.
4) In the Subtotal Box, for At each change in, select the column that you sorted by.
5) For Use function, select the calculation to perform.
6) For Add subtotal to, select the column to calculate on.
7) Click OK.

Collapsing and Expanding and Outline

SYMBOL	DESCRIPTION
123	Specifies the number of Outline levels to display
+	Displays detail rows for that group
-	Hides detail rows for that group.

Removing Subtotals

1) Click on any cell in the list
2) In the Ribbon, select Data[Outline[Subtotal.
3) In the Subtotals Box, click REMOVE ALL.

VLOOKUP:

Using VLookup function

The syntax of the Vlookup function is shown below

VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)

Lookup Value: the value to find in the first column of a list.

Table Array: The table (list) in which the data is looked up.

Col_index_num: The column number in table_array from which the matching value must be returned. A col_index _num of 1 returns the value in the first column in table_array, a col_index_num of 2 returns the value in the second column in table_array, and so on.

Range_lookup: Optional. Specifies whether you want Vlookup to find and exact match or an approximate match. If TRUE or omitted an approximate match is returned. In other words, if an exact match is not found, the next largest value that is less than lookup_value is returned. If FALSE, Vlookup will find an exact match. If one is not found the error value # NA is returned.