

# INTERMEDIATE EXCEL: FORMULAS

## A “cheat sheet” for using Excel.

### Favorite Formulas

**SUM(A1:G1)** - Use this formula to total cells selected within a specified range.

**MEDIAN(A1:G1)** - Use this formula to calculate the median (middle) number within a specified range.

**AVERAGE(A1:G1)** - Use this formula to calculate the average within a specified range.

**MIN(A1:G1)** - Use this formula to calculate the lowest number within a specified range.

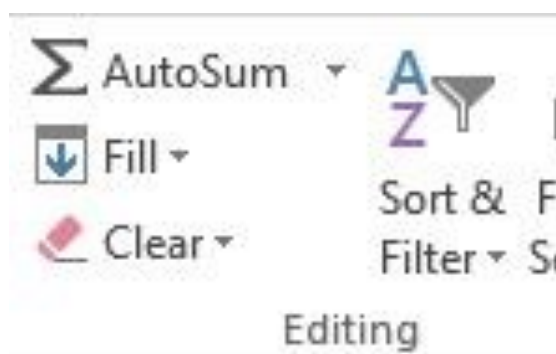
**MAX(A1:G1)** - Use this formula to calculate the highest number within a specified range.

**COUNT(A1:G1)** - Use this formula to count the cells with numerical information entered within a specified range.

**COUNTA(A1:G1)** - Use this formula to count the cells with any information (letters or numbers) entered within a specified range.

**IF(CELL=#,"Yes","No")** - Use this formula to check a cell and if it is deemed True or False, it will then output certain information i.e. Yes or No.

### AutoSum



Select a range of information and hit the AutoSum button on the Excel Ribbon to quickly produce the Sum in the next adjacent cell. Click on the arrow to the right of the button to change its function.

### Format as a Table



Highlight information entered in a table format and hit the “Format as Table” button on the Excel Ribbon to allow for easy sorting and access to more advanced functions such as Pivot Tables.