

Comprehensive Excel Cheat Sheet for Data Analysts

Download high resolution PDF at:

<https://unleashedexcel.com/infographic/excel-cheat-sheet-for-data-analysts>

1. Keyboard Shortcuts

Navigation & Selection

- **Ctrl + Arrow Keys:** Jump to edge of data region
- **Ctrl + Shift + Arrow Keys:** Select to edge of data region
- **Shift + Space:** Select entire row
- **Ctrl + Space:** Select entire column
- **Ctrl + Home:** Go to cell A1
- **Ctrl + End:** Go to last used cell

Editing

- **F2:** Edit selected cell
- **Ctrl + Z / Y:** Undo / Redo
- **Ctrl + C / X / V:** Copy / Cut / Paste
- **Ctrl + D:** Fill down
- **Ctrl + R:** Fill right
- **Alt + Enter:** New line in cell

Formatting

- **Ctrl + 1:** Format cells dialog
- **Ctrl + B / I / U:** Bold / Italic / Underline
- **Ctrl + Shift + \$:** Currency format
- **Ctrl + Shift + %:** Percentage format
- **Ctrl + Shift + #:** Date format

2. Essential Functions

Text Functions

- LEFT(text, num_chars)
- RIGHT(text, num_chars)
- MID(text, start_num, num_chars)
- LEN(text): Length of text
- TRIM(text): Remove extra spaces
- UPPER/LOWER/PROPER(text)
- TEXT(value, format_text)
- CONCATENATE(text1, text2,...) or TEXTJOIN(delimiter, ignore_empty, text1,...)

Logical Functions

- IF(logical_test, value_if_true, value_if_false)
- IFERROR(value, value_if_error)
- AND(condition1, condition2,...)
- OR(condition1, condition2,...)
- NOT(logical)

Lookup & Reference

- VLOOKUP(lookup_value, table_array, col_index, [range_lookup])
- HLOOKUP(lookup_value, table_array, row_index, [range_lookup])
- INDEX(array, row_num, [col_num])
- MATCH(lookup_value, lookup_array, [match_type])
- XLOOKUP(lookup_value, lookup_array, return_array, [if_not_found])

Statistical & Math

- SUM(range)
- AVERAGE(range)
- MEDIAN(range)
- MAX(range) / MIN(range)
- COUNT(range) / COUNTA(range)
- ROUND(number, num_digits)
- SUMIF(range, criteria, [sum_range])
- COUNTIF(range, criteria)

3. Data Manipulation Tools

- Sort & Filter: Data Tab > Sort / Filter
- Remove Duplicates: Data Tab > Remove Duplicates
- Text to Columns: Data Tab > Split text using delimiters
- Flash Fill: Home Tab or Ctrl + E
- Data Validation: Data Tab > Set rules for data entry
- Named Ranges: Formulas Tab > Define Name
- Pivot Tables: Insert Tab > PivotTable
- Slicers: Use to filter PivotTables
- Tables: Ctrl + T to create structured tables

4. Error Handling

ERROR	MEANING
#DIV/0!	Division by zero
#N/A	Value not available
#VALUE!	Wrong type of argument
#REF!	Invalid cell reference
#NAME?	Unrecognized text in formula
#NUM!	Invalid numeric value

- Use IFERROR() or ISERROR() to catch and handle errors.
- Use ERROR.TYPE() to identify type of error numerically.

5. Advanced Tools & Features

- Conditional Formatting: Highlight cells based on rules
- Goal Seek: Data > What-If Analysis
- Data Tables: Sensitivity analysis
- Power Query: Transform and clean data
- Power Pivot: Advanced data modeling
- Macros (VBA): Automate repetitive tasks
- Sparklines: Insert > Tiny in-cell charts

6. Charts for Analysis

- Column / Bar / Line / Pie Charts: Visualize trends & distributions
- Combo Charts: Overlay different chart types
- Scatter Plots: Show correlation
- Histograms: Show frequency distribution
- Box & Whisker: Show data spread and outliers

7. Useful Tips

- Use F4 to repeat the last action
- Use Ctrl + ; for today's date
- Use Ctrl + Shift + L to toggle filters
- Use Ctrl + [/] to trace precedents/dependents
- Use Alt + F11 to open the VBA Editor