Basic Excel Crib Sheet
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(Note: Instructions are for Excel for Mac – 2016 version)

1. Freeze Panes to maintain headings (top row) while scrolling down
   Click on Cell A2
   Select Window from top menu
   >Freeze Panes

2. Move around a spreadsheet using Command + Arrow Keys
   Hold the Command key and tap the up or down arrow or left or right to move around without scrolling

3. Format cells
   Click on the column, row, or cell you want to format
   Select Format from top menu
   >Cells
   Select the Category
   For Numbers, select Decimal places and/or Use 1000 Separator box

4. Sort data
   Put the cursor somewhere in your data
   Select Data from top menu
   >Sort
   Sort by Column
   Select Order (ie Ascending/Descending or Smallest/Largest)

5. Sort data by multiple variables
   Put the cursor somewhere in your data
   Select Data from top menu
   >Sort
   Sort by Column
   Select Order (ie Ascending/Descending or Smallest/Largest)
   Click on the plus (+) sign
   Change the Column in the newly Then by row to the variable you want to sort now
   Adjust the Order you want the data in and click OK

6. Filter data
   Put the cursor somewhere in your data
   Select Data from top menu
   >Filter
   Triangle buttons will appear at top of column next to variable names
   >Click on the button related to the variable you want to filter
   >Unselect all by un-ticking (Select All)
   >Tick the variable you want

7. Clear Filters
   Select Data from top menu
   >Clear Filter
8. Filter data by multiple variables
   Put the cursor somewhere in your data
   Select Data from top menu
   >Filter
   Triangle buttons will appear at top of column next to variable names
   >Click on the button related to the variable you want to filter
   >Unselect all by un-ticking (Select All)
   >Tick the variable you want

   Select additional filters by clicking on Triangle buttons

9. Create subtotals
   Put the cursor somewhere in your data
   Select Data from top menu
   >Subtotal
   Tick the variable you want to subtotal
   Make sure ‘At each change in’ is correct
   Set ‘Use function’ to the kind of subtotals you want and click ‘OK’

10. Total rows and columns
    In the cell for the new variable, type =cell name+cell name

    To add a range of variables (columns or rows) =SUM(first cell name:last cell name)

11. Copy formula to entire row or cell
    Place the cursor on the bottom right of the cell with the new formula and double click or
drag it down or across.

    For big data set, place cursor (the big white cross) on corner of cell with formula until it
turns into a skinny black cross.
    >Double click

12. Creating a percentage of variables
    The formula is = ‘part’ cell name/’total’ cell name

13. Calculate rates
    The formula is EVENTS divided by POPULATION multiplied by PER UNIT
    Common per units are 1 million, 100,000, 1,000, 100 or 1 (per capita)
    In Excel the formula is =event cell/pop cell*(per)

14. Calculate mean or average
    The formula is =AVERAGE(first cell name:last cell name)

15. Calculate median
    The formula is =MEDIAN(first cell name:last cell name)

16. Calculate mode
    The formula is =MODE(first cell name:last cell name)