

Excel Power Skills Cheat Sheet

Lookup Functions

- **XLOOKUP:** =XLOOKUP(lookup, lookup_array, return_array, [if_not_found])
- **INDEX + MATCH:** =INDEX(return_range, MATCH(lookup_value, lookup_range, 0))
- **VLOOKUP:** =VLOOKUP(lookup_value, table_array, col_index_num, FALSE)

Table & Data Tools

- **Convert to Table:** Ctrl + T
- **Structured References:** Automatically use column headers in formulas (e.g., [@Revenue])
- **Dynamic Table Range:** Tables auto-expand with new data

Conditional Formatting

- **Use formulas:** =A2>TODAY() to highlight overdue tasks
- **Presets:** Top 10%, Color scales, Icon sets

Data Validation

- **Drop-down list:** Data > Data Validation > Allow: List > Source: A1:A10
- **Prevent duplicates:** Use custom formula: =COUNTIF(\$A\$2:\$A\$100,A2)=1

Must-Know Functions

- **IF:** =IF(A1>100, "High", "Low")
- **SUMIF/COUNTIF:** =SUMIF(range, ">100")
- **TEXT:** =TEXT(A1, "mm/dd/yyyy")
- **TEXTJOIN:** =TEXTJOIN(", ", TRUE, A1:A5)
- **FILTER:** =FILTER(A2:B100, B2:B100="East")
- **UNIQUE:** =UNIQUE(A2:A100)

Power Query

- **Access:** Data > Get & Transform Data
- **Use for:** Cleaning, merging, reshaping data
- **Refresh:** Right-click table > Refresh

Chart Types Quick Guide

- **Column:** Compare categories

- **Line:** Show trends over time
- **Pie:** Show parts of a whole
- **Combo:** Compare trends with different scales
- **Sparklines:** Insert > Sparklines > Cell-level mini-charts

Named Ranges & Dynamic Arrays

- **Define Names:** Formulas > Name Manager
- **SEQUENCE:** =SEQUENCE(10) → 1 to 10
- **SORT:** =SORT(A2:A100)
- **LET:** =LET(x, A1*2, x+10)
- **LAMBDA:** Create custom reusable formulas

Keyboard Shortcuts

- **Ctrl + Arrow Keys:** Jump to edge of data
- **Ctrl + Shift + L:** Toggle filters
- **Ctrl + ;** Insert today's date
- **Alt + =:** AutoSum
- **Ctrl + Shift + "+":** Insert row/column

Tip: Combine skills for maximum power — use a Table with Data Validation and Conditional Formatting, summarized in a PivotTable with a dynamic chart!

Reference: Microsoft Learn – <https://learn.microsoft.com/en-us/training/>