



# Excel Cheat Sheet Using Basic Functions

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## Excel Formula Breakdown

**SUM:** Adds up a range of selected cells.

**Average:** Finds the average of a range of selected cells  
(divides the total amount by the number of values)

**Count:** Counts how many cells in a selected range have numerical data in them  
(includes dates)

**Max:** Finds the largest value in a range of selected cells.

**Min:** Finds the lowest value in a range of selected cells.

Using Basic Functions						
	A	B	C	D	E	F
1	<b>Formula</b>	<b>Sum</b>	<b>Average</b>	<b>Count</b>	<b>Max</b>	<b>Min</b>
2		324	383	167	234	244
3		107	437	385	321	240
4		187	310	366	430	380
5		=SUM(B2:B4)	=AVERAGE(C2:C4)	=COUNT(D2:D4)	=MAX(E2:E4)	=MIN(F2:F4)
6						
7	<b>Answer</b>	<b>618</b>	<b>376.67</b>	<b>3</b>	<b>430</b>	<b>240</b>

Performing Basic Calculations						
	A	B	C	D	E	F
1	<b>Operators</b>	<b>Formula</b>	<b>Add</b>	<b>Subtract</b>	<b>Multiply</b>	<b>Divide</b>
2	+ Add		200	300	25	100
3	- Subtract		50	150	4	2
4	* Multiply		=C2+C3	=D2-D3	=E2*E3	=F2/F3
5	/ Divide					
6	<b>Answer</b>	<b>250</b>	<b>150</b>	<b>100</b>	<b>50</b>	

Fold along the dotted lines and glue here.