

Garratt's Excel Cheatsheet

A practical Microsoft Excel reference for fast analysis and clean spreadsheets. Focused on formulas, lookups, tables, and workflow shortcuts.

Core Shortcuts and Navigation

Shortcut	Use	Notes
Ctrl + Arrow	Jump to edge of data	Great for large tables
Ctrl + Shift + Arrow	Select to edge	Combine with copy/paste
Ctrl + 1	Format Cells dialog	Number, alignment, borders
Ctrl + T	Create Table	Auto filters + structured refs
F4	Repeat last action	Also toggles \$ in formulas

Formulas: Everyday Winners

Function	Use	Example
SUM / AVERAGE	Totals + averages	=SUM(C2:C100) =AVERAGE(C2:C100)
IF	Conditional logic	=IF(B2="Paid","☑","☐")
IFS	Multiple conditions	=IFS(A2>90,"A",A2>80,"B",TRUE,"C")
AND / OR	Combine tests	=IF(AND(B2>0,C2>0),"OK","Fix")
ROUND	Clean numbers	=ROUND(D2,2)

Lookup and Matching

Function	Use	Example
XLOOKUP	Modern lookup (preferred)	=XLOOKUP(E2,Customers[ID],Customers[Name],"Not found")
VLOOKUP	Legacy lookup	=VLOOKUP(E2,A:B,2,FALSE)
INDEX + MATCH	Flexible lookup	=INDEX(B:B, MATCH(E2, A:A, 0))
MATCH	Find position	=MATCH("Garratt",A:A,0)
FILTER	Return matching rows	=FILTER(A:D, D:D="Paid")

Text and Cleaning

Function	Use	Example
TRIM	Remove extra spaces	=TRIM(A2)
CLEAN	Remove non-printing	=CLEAN(A2)
TEXTSPLIT	Split by delimiter	=TEXTSPLIT(A2,",")
TEXTJOIN	Join with delimiter	=TEXTJOIN(", ",TRUE,B2:D2)
LEFT/RIGHT/MID	Substrings	=LEFT(A2,5) =MID(A2,2,3)

Tables, PivotTables, Charts

Tool	Use	Tips
Excel Table	Structured data range	Name it: Table Design → Table Name
Structured refs	Readable formulas	=SUM(Sales[Amount])
PivotTable	Fast summaries	Insert → PivotTable → drag fields
Slicers	Clickable filters	Great for dashboards
Charts	Visualise trends	Use line charts for time series

Absolute vs Relative References

Pattern	Use	Example
A1	Relative (moves when filled)	Copy down changes
\$A\$1	Absolute (locked)	Perfect for constants
A\$1	Lock row only	Useful for headers
\$A1	Lock column only	Useful for lookup tables
F4	Toggle locks	Cycles A1 → \$A\$1 → A\$1 → \$A1