

The Kornish Excel Checklist

Getting things the way you want them in Excel. Life will be simpler if you can do these things fluently.

- 1-1 Selecting cells
- 1-2 Move a range of cells; copy and paste a whole column
- 1-3 Insert a column or row
- 1-4 Delete a column or row
- 1-5 Reorder tabs
- 1-6 Add a new tab
- 1-7 Rename a tab
- 1-8 Hide and show (“unhide”) rows or columns
- 1-9 Make columns wider or narrower, rows thicker or thinner
- 1-10 “Freeze panes”
- 1-11 Dragging a cell to autofill (e.g., type in 1 and 2 and drag to extend the sequence to 3, 4, 5, etc.)
- 1-12 Sorting and filtering
- 1-13 Auditing arrows
- 1-14 Format painter
- 1-15 Select a range of cells with keyboard shortcuts (PC: Shift-Arrow or Ctrl-Shift Arrow)
- 1-16 Select noncontiguous ranges of cells

Using Excel as the powerful tool that it is:

- 2-1 Writing formulas with cell references. Knowing how to do it and why it is important. An example of a formula shows in cell B4 below.

	A	B	C
1		Day 1	Day 2
2	Price	\$15.00	\$13.00
3	Quantity	40	50
4	Revenue	=B2*B3	

- 2-2 Writing formulas with cell references to cells on other sheets.
- 2-3 Writing formulas **that can be dragged** so you only have to write the formula one time. Can we drag the formula in cell B4 to cell C4 above and have it calculate revenue for Day 2 correctly?
Using absolute references when necessary (and knowing when it is necessary).

Common and useful functions:

- 3-1 SUM, AVERAGE, MIN, MAX, COUNT
- 3-2 IF
- 3-3 VLOOKUP or INDEX(MATCH)
- 3-4 + - * / ^

See Rock Star Skills on the Flip Side

Things that will make you a rock star:

- 4-1 Pivot Tables
- 4-2 Calculated Fields in Pivot Tables (knowing what they are and when they are appropriate)
- 4-3 COUNTIFS, SUMIFS, AVERAGEIFS
- 4-4 Goal Seek
- 4-5 Data Table (for sensitivity analysis)
- 4-6 String concatenation (&), especially in creating logical conditions like ">="&A1
- 4-7 Other string manipulation like LEFT, RIGHT, MID, FIND, SEARCH, LEN
- 4-8 Graphing: creating different kinds of graphs in Excel (line, scatter, bar, etc.)
- 4-9 Graphing: adjusting elements like axes scales, labels, data markers
- 4-10 Graphing: "Select Data" to add data series to graphs
- 4-11 Other keyboard shortcuts like adding \$ to formulas (F4 on PC, Cmd-t on Mac)
- 4-12 Being a pro at finding new, useful keyboard shortcuts and incorporating them into your use.