

SPREADSHEET QUICK REFERENCE

Excel + Google Sheets | Cape Manufacturing

Use this card when the interface gets in the way of the business problem. The formulas and course-critical cell addresses are the same in both platforms.

Need to...	Excel	Google Sheets
Start a formula	Type =	Type =
Reference another sheet	= 'Case Data'!B15	= 'Case Data'!B15
Fix a cell	\$B\$4	\$B\$4
Fix only the column	\$A8	\$A8
Copy formula	Drag fill handle; Ctrl+D down	Drag fill handle; Ctrl+D down
Currency format	Home -> Number	Format -> Number -> Currency
Wrap text	Home -> Wrap Text	Format -> Wrapping -> Wrap
Column chart	Insert -> Column/Bar -> Clustered Column	Insert -> Chart -> Column chart
Inspect formula	Formula Bar	Formula bar
Undo	Ctrl+Z / Cmd+Z	Ctrl+Z / Cmd+Z

Reference logic

B15 changes when copied. \$B\$4 stays fixed. \$A8 fixes column A but lets the row change.

Course formulas

= 'Case Data'!B15* 'Case Data'!B16

=B4* 'Case Data'!\$B\$4

=B5- 'Case Data'!B17

= 'Case Data'!B13/B6

=RANK.EQ(B7, \$B\$7:\$D\$7, 1)

If your answer differs from the reference value

Do not type the reference answer over your formula. Check the cell references, percentage formatting, maintenance subtraction, numerator/denominator and whether a reference that should be fixed contains \$ signs.