Excel is awesome; learn to let it work for you! Excel doesn't read formulas from left to right, formulas are read by order of operation. Three rules and keyboard shortcuts can help when using Excel.

**Three Rules for Successful Formulas:**

1. Formulas **always** start with an “=” sign
2. **Never** use numbers in a formula; use cell references
3. Remember **PEMIDAS** (Order of Operations)-My Dear Aunt Sally

**Keyboard shortcuts:**

1. Press **Alt** and (=)to launch **Auto Sum**
2. Press **Ctrl** and (‘)to display formulas to troubleshoot or debug
3. Press **Shift** and F3 to launch **Function Wizard**
4. Press **Ctrl**, **Shift** and (‘) to copy value from above cell
5. Press **Shift** and F11 to insert a worksheet
6. Press **Ctrl**, **Shift** and A to insert argument names and parentheses for a function after you type a function name (i.e.SUM) in a formula
7. Press **Ctrl** and (: )to insert date
8. Press **Ctrl**, **Shift** and (; )to insert time