

# Excel Cheat Sheet

## WORKBOOK

|              |                  |
|--------------|------------------|
| New          | Ctrl + N         |
| Open         | Ctrl + O         |
| Close        | Ctrl + W         |
| Save         | Ctrl + S         |
| Save as      | F12              |
| Print        | Ctrl + P         |
| Insert sheet | Alt + Shift + F1 |
| Insert chart | F11 or Alt + F1  |
| Delete sheet | Alt + E, L       |

## CLIPBOARD

|               |                |
|---------------|----------------|
| Cut           | Ctrl + X       |
| Copy          | Ctrl + C       |
| Paste         | Ctrl + V       |
| Paste special | Ctrl + Alt + V |

## NAVIGATION

|             |                  |
|-------------|------------------|
| Sheet left  | Ctrl + Page Up   |
| Sheet right | Ctrl + Page Down |
| Screen up   | Page Up          |
| Screen down | Page Down        |
| End of data | Ctrl + Arrow Key |

## Tags

|             |         |
|-------------|---------|
| Home        | Alt + H |
| Insert      | Alt + N |
| Page layout | Alt + P |
| Data        | Alt + A |
| View        | Alt + V |
| Formula     | Alt + M |

## Go To Cell

|        |                  |
|--------|------------------|
| Choose | Ctrl + G         |
| Active | Ctrl + Backspace |
| First  | Ctrl + Home      |
| Last   | Ctrl + End       |

## CODE

|                 |           |
|-----------------|-----------|
| Open VBA Editor | Alt + F11 |
| Open Macro Box  | Alt + F8  |

## FORMAT

|                |          |
|----------------|----------|
| Underline      | Ctrl + U |
| Bold           | Ctrl + B |
| Italic         | Ctrl + I |
| Strikethrough  | Ctrl + 5 |
| Delete Content | Delete   |

## Cell Number Format

|            |                   |
|------------|-------------------|
| General    | Ctrl + Shift + ~  |
| Time       | Ctrl + Shift + @  |
| Date       | Ctrl + Shift + #  |
| Currency   | Ctrl + Shift + \$ |
| Number     | Ctrl + Shift + !  |
| Percentage | Ctrl + Shift + %  |
| Scientific | Ctrl + Shift + ^  |

## Borders

|             |                  |
|-------------|------------------|
| Add         | Alt + H, B       |
| Add outside | Ctrl + Shift + 7 |
| Remove      | Ctrl + Shift + _ |

## Selected Cells

|            |            |
|------------|------------|
| Fill color | Alt + H, H |
|------------|------------|

## Text Align

|        |               |
|--------|---------------|
| Left   | Alt + H, A, L |
| Right  | Alt + H, A, R |
| Center | Alt + H, A, C |

## Open Dialog

|        |                  |
|--------|------------------|
| Format | Ctrl + 1         |
| Delete | Ctrl + -         |
| Insert | Ctrl + Shift + + |

## Add

|            |             |
|------------|-------------|
| Comment    | Shift + F2  |
| Hyperlink  | Ctrl + K    |
| Table      | Ctrl + T    |
| Line break | Alt + Enter |

## Fill

|                              |              |
|------------------------------|--------------|
| Right                        | Ctrl + R     |
| Down                         | Ctrl + D     |
| Multiple with selected range | Ctrl + Enter |

## ACTIONS

|                       |                      |
|-----------------------|----------------------|
| Undo                  | Ctrl + Z             |
| Redo                  | Ctrl + Y             |
| Find                  | Ctrl + F             |
| Find & replace        | Ctrl + H             |
| Spell check           | F7                   |
| Edit from content end | F2                   |
| Toggle formulas       | Ctrl + `             |
| Toggle cell refs      | F4 (cell edit mode)  |
| Repeat last action    | F4 (cell ready mode) |
| Context menu          | Shift + F10          |
| Quick analysis        | Ctrl + Q             |

## Selected

|                  |                  |
|------------------|------------------|
| Insert row / col | Ctrl + Shift + + |
| Delete row / col | Ctrl + -         |
| Hide rows        | Ctrl + 9         |
| Hide columns     | Ctrl + 0         |
| Auto fit         | Alt + H, O, I    |

## Data

|               |                  |
|---------------|------------------|
| Current date  | Ctrl + ;         |
| Current time  | Ctrl + Shift + : |
| Sum selected  | Ctrl + =         |
| Calculate all | Ctrl + Alt + F9  |

## SELECT

|                          |                    |
|--------------------------|--------------------|
| All                      | Ctrl + A           |
| Row                      | Shift + Space      |
| Column                   | Ctrl + Space       |
| Extend one cell          | Shift + Arrow Key  |
| Extend to last used cell | Ctrl + Shift + End |
| Next corner of selected  | Ctrl + .           |



MS Excel



Tally Prime

# Edoptions Cheat Sheet

**Rachel S Tattersall**



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