Excel Cheat Sheet

WORKBOOK

New	Ctrl + N
Open	Ctr1 + 0
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
Сору	Ctrl + C
Paste	Ctrl + V
Paste special	Ctrl + Alt + V

NAVIGATION

```
Sheet left Ctr1 + Page Up
Sheet right Ctr1 + Page Down
Screen up Page Up
Screen down Page Down
End of data Ctr1 + Arrow Key
```

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

Go To Cell

Choose	Ctrl +	6
Active	Ctrl +	Backspace
First	Ctrl +	Home
Last	Ctrl +	End

CODE

Open	VBA Ed	itor	ALT	+	F11
Open	Macro	B-ox	Alt	+	FB

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	+	e	
Date	Ctrl	+	Sh1ft	+		
Currency	Ctrl	+	Shift	+	\$	
Number	Ctrl	+	Shift	+		
Percentage	Ctrl	+	Shift	+	96	
Scientific	Cticl		Shirte	+	A	

Borders

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

Selected Cells

Fill color Alt + H, I	н
-----------------------	---

Text Align

Left	Alt	+	н,	A,	L
Right	Alt	+	н,	\mathbf{A}_{ij}	R
Center	Alt		н.	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 + Feter

FIRE.

Right	CELT + M	
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

Charles.

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
Ext	end one cell	Shift + Arrow Key
E	xtend to last used cell	Ctrl + Shift + End
INK	ext corner of selected	Ctrl + .



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