


Basic Excel Cheat Sheet - Shortcuts

Action	Keystroke	Notes
Navigating Excel		
1 Within sheet	Ctrl + Up/Down/Left/Right arrow key	Moves to end of contiguous block of cells
2 Between sheets	Ctrl + Page up/Page down	Move to right/left sheet
3 Navigate to first column	Home	
4 Navigate to first cell	Ctrl + Home	
5 Navigate to particular cell	Ctrl + G OR F5	
6 Selection	Shift + Up/Down/Left/Right arrow key	
7 Select entire row	Shift + spacebar	
8 Select entire column	Ctrl + spacebar	
9 Deselection	Release Shift + Up/Down/Left/Right arrow key OR Esc	
10 Deselect from non-selection direction	Shift + Tab	
11 Enter/Exit edit mode	F2	
Presentation		
12 Freeze panes	Alt W F	
13 Hiding ribbons to maximise space	Ctrl + F1	Ribbon will still reappear when using shortcuts with alt
Model basics		
14 Fill Right	Ctrl + R	
15 Fill Down	Ctrl + D	
16 Paste Special	Ctrl + Alt + V	Paste formulas/values/formatting only, multiply/divide/add/subtract by copied value, etc.
17 Format Window	Ctrl + 1	
18 Inbuilt cell styles	Alt H J	
19 Insert rows/columns	Ctrl + Shift + += key	
20 Delete rows/columns	Ctrl + Shift + -= key	
21 Anchoring cells	F4	The \$ in front of row or cell signifies an absolute reference
22 Evaluate highlighted formula (edit mode)	F9	Esc exits the cell without saving the evaluated formula
Charting		
23 Sparklines	Alt N S (L,O,W)	
24 Insert Chart	Alt N *	
25 Quick access toolbar	Alt F T, Quick access toolbar	
Quick tips		
26 Calculation settings	Alt F T F	Change from automatic to manual calculations if working with large excel file that does not require intermediate calculations
27 Remove duplicates	Alt A M	Data check tool
28 Change misaligned date formats	Alt A E, ok, ok, Date - select apt format	Useful when using a lot of time series data, esp in CSV formats
29 Paste as tabular format	Alt A E, Delimited/Fixed width	Useful when copy-pasting data from external reports

Basic Excel Cheat Sheet - Functions

Function	Formula	Notes
Basic Calculations		
30 Sum	=SUM(range of numbers)	
31 Average	=AVERAGE(range of numbers)	
32 Count	=COUNT(range of numbers)	Counts only cells with number values. Use counta() for text
Logic Formulas		
33 If	=IF(Condition,value if true,value if not true)	
34 Isnumber, isblank, iserror	=ISERROR(A1); ISNUMBER(A1), ISBLANK(A1)	Checks variable to be number/blank/error
35 And	=AND(Condition1, Condition2, etc.)	True if all conditions are true
36 Or	=OR(Condition1, Condition2, etc.)	True if at least one condition
37 Abs	=ABS(range of numbers)	Returns absolute value
38 Sumif	=SUMIF([criteria range], criteria in string form, [sum range])	sum range becomes first argument for SUMIFS
39 Countif	=COUNTIF([range], criteria in string form)	
40 Sumproduct	=SUMPRODUCT(number array1, number array2)	Equivalent to A1*B1 + A2*B2
Referencing Formulas		
41 Vlookup	=VLOOKUP(value to match,query range,column to return,approximate/exact match)	Searches for value in same specified vertical level as lookup value. Lookup value must be in first row
42 Hlookup	=HLOOKUP(value to match,query range,row to return,approximate/exact match)	Searches for value in same specified horizontal level as lookup value. Lookup value must be in first column
43 Index	=INDEX(data range,row number,column number)	Returns value of cell at specified row and column of selected array
44 Match	=MATCH(value to match,data range,approximate/exact match)	Returns relative number position of value being searched for in an array
45 Using index and match together	=INDEX(query range,MATCH(row value to match,row range,exact match),MATCH(column value to match,column range,exact match))	Returns value at specified row and column number, the location is specified using match
46 Indirect	=INDIRECT(string to translate to cell reference)	Reference cell ranges using a string identifier
47 Offset	=OFFSET(reference cell, rows to offset, columns to offset, height of returned range, width of returned range)	Reference cells based on their location relative to another reference cell
String Formulas		
48 Length	=LEN(string)	
49 Trim	=TRIM(string)	Removes all spaces from text except single spaces between words
50 Date formatting	=TEXT(MONTH(date value),format)	MMM' and 'DDD' displays month/day as "Jan" or "Mon" respectively