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Everything You Can Do in Excel

YOUR CFO GUY

File — Access & manage key areas of your workbook

- Home — Access new & recent files, and templates
- New — Create a new workbook
- Open — Open an existing workbook
- Get Add-ins
- Info — Access information on your file
- Save — save a new copy of your file
- Save As
- Print — Print your workbook to paper or PDF
- Share — Share your file with others
- Export — Export to PDF, change file type
- Publish — Publish to Power BI
- Close — Close workbook
- Account — access account information
- Feedback — Leave feedback for microsoft
- Options — Access key settings for your workbooks

Home — Access your clipboard, font, alignment, number format, cell styles, and filters

- Control how you cut, copy and paste
- Change font settings, colors, and borders
- Align cells, change directions, wrap contents, or merge cells
- Change cell format type
- Change the styles of your cells
- Insert, delete, and format cells
- Sort & filter, find & select
- Access various data analysis tools
- Get excel add ins

Insert — Insert different elements into your excel file

- Convert a range to a table
- Create a pivottable
- Add visuals to your spreadsheet
- Add charts
- Add 3D maps
- Add line, column, and win/loss sparklines
- Add filters, slicers, and timelines
- Include links & references in your file
- Add equations or symbols
- Make a comment, tag someone else
- Insert text box, word art, headers & footers

Page Layout — Format your document for how it will look printed

- Apply a predefined theme utilizing fonts, colors, and styles
- Set margins, orientation, paper size, print areas, page breaks, backgrounds, and print titles
- control the dimensions of your width or height when printed
- Show / hide gridlines or headings in your spreadsheet or when printed
- Control the display of objects in your spreadsheet

Formulas — Manage your formulas

- access predefined functions & relevant formula resources
- Define a named range and access your list of named ranges
- Trace, inspect, and troubleshoot formulas
- Control the calculation methods used in your excel file

Data — Manage, analyze, and transform your data

- Access power query
- Access existing queries & connections
- Convert text into specific types of information
- Access sort & filter capabilities
- Add data validation, drop downs, remove duplicates and more
- Access scenario analysis & forecasting tools
- Group / ungroup rows / columns

Review — Ensure accuracy, collaboration, and security

- Enhance the language and accuracy
- Identify potential accessibility issues
- Enhance understanding & exploration of data
- Access tools relates to language settings & translation
- Highlight changes
- Insert comments & tag coworkers
- Add notes, show/hide
- Lock cells / tabs from editing
- Annotate, highlight, and draw on your spreadsheet

View — Control how the workbook is displayed on the screen

- Create custom views without affecting how others see the workbook
- Control the way your workbook is displayed
- Show / hide various elements of your spreadsheet
- Adjust magnification
- Manage how the workbook is displayed
- View, record, or use relative references with macros

Developer — Write macros, use ActiveX controls, or create applications

- Tools related to macros and VBA
- Add 3rd party extensions
- Insert and manage ActiveX controls and form controls
- Manage XML mappings used for integrating excel with XML data

Bottom menu bar

- Cell mode indicator
- access macros
- Manage spreadsheet tabs
- Accessibility status
- Normal view
- Page layout view
- Page break view
- Adjust zoom settings

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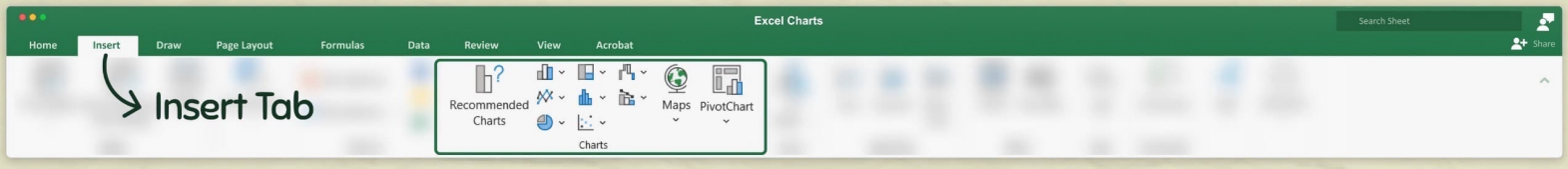
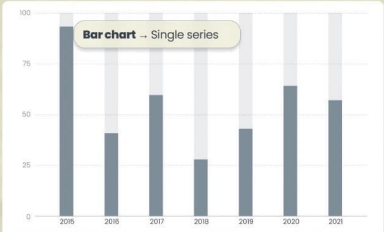
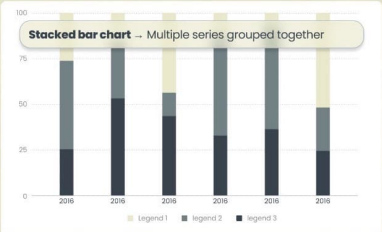
Excel Charts

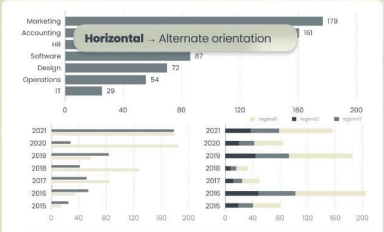
YOUR CFO GUY

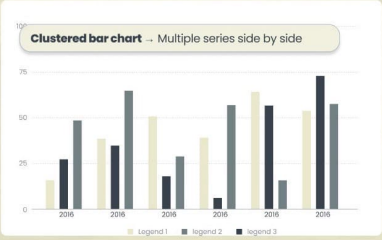


1 Bar charts: helps you understand trends over time

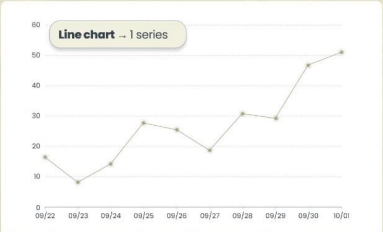


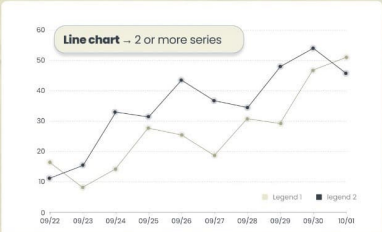


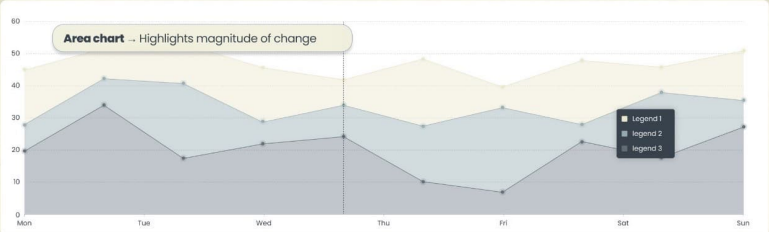




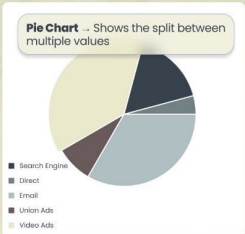
2 Line chart: helps you understand trends over time, requires 2 or more data points

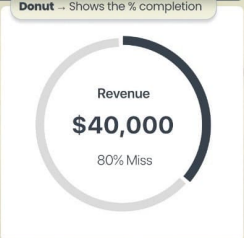


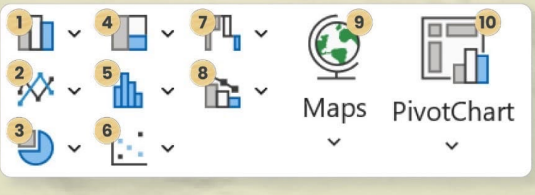




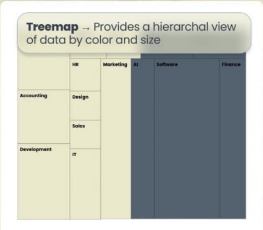
3 Pie chart: helps you understand the distribution between multiple categories



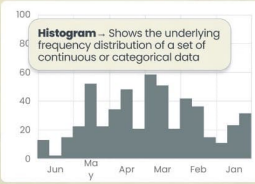


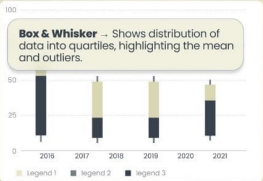


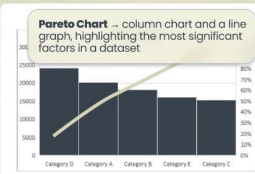
4 Hierarchy charts: helps you understand the hierarchy of data

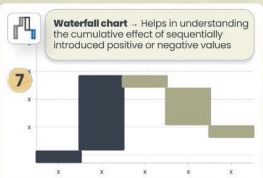


5 Statistical charts: provide a visual representation of data distributions, trends, and patterns

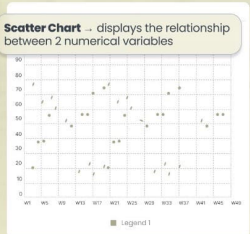


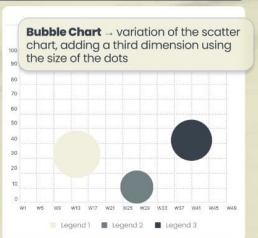




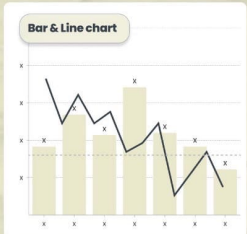


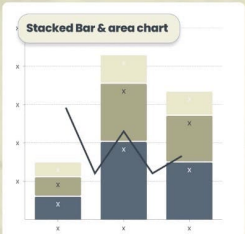
6 Scatter charts: help visualize data in two or three dimensions, and are often used to find correlations and patterns in the data





7 Combo charts: Allows you to combine data from multiple series





8 Map Charts: provide a geographical representation of data

10 PivotCharts: allows you to control chart data from a PivotTable

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Excel Alt Shortcuts Cheatsheet

Hold down **Alt** and tap the following keys

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YOUR CFO GUY

Hold down Alt + F — File

Home	H
New	N
Open	O
Get Add-ins	B
Info	I
Save	S
Save As	A
Print	P
Share	Z
Export	E
Publish	U
Close	C
Account	D
Feedback	K
Options	T

Hold down Alt + W — View

VC Switch sheet view

Sheet View: VK Keep, VE Exit, VN New, VO Options

L Normal, I Page Break Preview, P Page Layout, C Custom Views

Show: K Navigation, R Ruler, VG Gridlines, VF Formula Bar, VH Headings

Q Zoom, J 100%, G Zoom to Selection, N New Window, A Arrange all

Window: F Freeze Panes, S Split, H Hide, U Unhide, B View Side by Side, VS Synchronous Scrolling, T Reset Window Position

Macros: W Switch Windows, V View Macros, R Record Macro, U Use Relative References

Hold down Alt + H — Home

V Paste; X Cut; C Copy; FP Format Painter; FO Clipboard; FF Font; FS Font Size; FG Increase font size; FK Decrease font size; W Wrap text; B Border; H Change background color; FC Change font color; FN Font settings; AT Align top; AM Align middle; AB Align bottom; AL Align left; AC Align center; AR Align right; M Merge & Center; FA Alignment settings; FM Number format; L Conditional Formatting; T Format as table; J Cell styles; I Insert; D Delete; O Format; AS Add-ins; FE Analyze data; U Autosum; FI Fill; E Clear; S Sort & Filter; FD

Hold down Alt + N — Insert

V PivotTable; SP Recommended PivotTables; T Table; P Pictures; R Recommended Charts; SH Shapes; MI SmartArt; NS Icons; SC Screenshot; S3 3D Models; C1 Bar; N1 Line; Q Pie; HI Hierarchy; SA Statistics; D Scatter; SD Combo; M2 Maps; SZ PivotChart; K Recommended Charts; SM 3D Maps; SL Line; SO Column; SW Win/Loss; SF Slicer; ST Timeline; I2 Link; C2 Comments; ZT Text; E Equation; U Symbol

Hold down Alt + P — Page layout

TH Themes; TC Colors; TF Fonts; TE Effects; M Margins; O Orientation; SZ Size; R Print Area; B Breaks; G Background; I Print Titles; SP Page Setup; W Width: Automatic; H Height: Automatic; X Scale: 100%; SL Sheet right-to-left; VG View; PG Print; VH View; PH Print; AF Bring Forward; AE Send Backward; AP Selection Pane; AA Align; AG Group; AY Rotate

Hold down Alt + M — Formula

F Insert; R Recently Used; I Financial; L Logical; T Text; E Date & Time; O Lookup & Reference; G Math & Trig; Q More; N Name Manager; M Define Name; S Use in Formula; C Create from Selection; P Trace Precedents; D Trace Dependents; A Remove Arrows; H Show Formulas; K Error Checking; V Evaluate Formula; W Watch Window; X Calculation Options; B Calculate Now; J Calculate Sheet

Hold down Alt + A — Data

PN Get Data; FT From Text/CSV; FW From Web; PT From Table/Range; F1 From Picture; PR Recent Sources; X Existing Connections; R Refresh; O Queries & Connections; P1 Properties; K Edit Links; D1 Data types; SA Sort Ascending; SD Sort Descending; SS Sort; T Filter; C Clear; Y Reapply; Q Advanced; E Text to Columns; M Remove Duplicates; V Data validation; A Relationship; DM Go to the Power Pivot window; FF Flash Fill; N Consolidate; W What-If Analysis; FC Forecast Sheet; G Group; U Ungroup; B Subtotal; J Show Details; H Hide Details; L Outline

Hold down Alt + R — Review

S Spelling; E Thesaurus; B Workbook Statistics; B Check Accessibility; RS Smart Lookup; L Language; G Show Changes; C New Comment; D Delete; V Previous Comment; N Next Comment; H1 Show Comments; T Notes; PS Protect Sheet; PW Protect Workbook; U1 Allow edit ranges; U2 Unshare workbook; H2 Hide Ink

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The Ones You Need to Know

- Alt H V V Paste values
- Alt H V R Paste formatting
- Alt H V T Paste transposed
- Alt H V U Paste as picture
- Alt H B A Apply border to all cells
- Alt H B S Apply border to all edges
- Alt H B P Apply top border
- Alt H B L Apply left border
- Alt H B O Apply bottom border
- Alt H B R Apply right border
- Alt H B N Remove borders
- Alt H A L Align left
- Alt H A C Align center
- Alt H A R Align right
- Alt H A T Align top
- Alt H A M Align middle
- Alt H A B Align bottom
- Alt H H Change cell color background
- Alt H F C Change font color
- Alt H F G Decrease font size
- Alt H F K Increase font size
- Alt H 9 Decrease decimal
- Alt H 0 Increase decimal
- Alt H 6 Indent
- Alt H 5 Decrease indent
- Alt H M C Merge and center
- Alt H M U Unmerge cells
- Alt H S F Apply filter
- Alt H K Format for number
- Alt H A N Format for accounting
- Alt H P Format for percentage
- Alt H N Change font format
- Alt H I E insert cut cells
- Alt H I C Insert column
- Alt H I R Insert Row
- Alt H D R Delete row
- Alt H D C Delete column
- Alt A G Group cells
- Alt A U Ungroup cells
- Alt A J Show details
- Alt A H Hide details
- Alt A V Apply data validation
- Alt A M Remove duplicates
- Alt A S A Sort az
- Alt N V Apply PivotTable
- Alt W F F Freeze panes
- Alt W V G Remove gridlines
- Alt W W Switch windows
- Alt W N New window