EXCEL CHEAT SHEET

How to read this list:
  If shortcut contains a plus sign (+) then hold down the keys on either side
    Example: Ctrl + B Hold down the Ctrl key and B key at same time to **Bold** a selection
  If no plus sign then push the keys in sequence
    Example: Alt I R   Press Alt key and release, I key and release, R key and release to insert row

FORMAT SHORTCUTS

Ctrl + B	Apply or remove **Bold format**
Ctrl + I	Apply or remove *italic format*
Ctrl + U	Apply or remove <u>Underline format</u>
Ctrl + 5 (five)	Apply or remove ~~Strikethrough format~~
Ctrl + X	Cut (will remove selection from original location after pasting)
Ctrl + C	Copy selection to clipboard
Ctrl + V	Paste clipboard content to highlighted section
Ctrl + Z	Undo last action
Ctrl + Y	Redo last "undone" action
Alt H W	Wrap Text
Ctrl + Shift + 7	Places border around selected cells
Ctrl + Shift + - (minus)	Removes border from selected cells
Ctrl + 1	Format Cells dialog
Ctrl + Shift + ~	Apply "General" format
Ctrl + Shift + !	Apply "Number" format (comma & 2 decimals, negative as -1,234.56, zero as 0.00)
Alt H K	Apply "Comma Style" (comma & 2 decimals, negative as (1,234.56), zero as a dash "-")
Ctrl + Shift + %	Apply "Percentage" format
Ctrl + Shift + $	Apply "Currency" format
Alt H N S	Apply "Short Date" format m/d/yyyy
Ctrl + ; (semi-colon)	Enters the current date (use =TODAY() if writing a formula)
Ctrl + Shift + ;	Enters the current time (use =NOW()) if writing a formula)

NAVIGATION SHORTCUTS

Ctrl + Enter	Fill multiple cells with current cell entry How? Select cells, type value/formula in first cell, Ctrl+Enter to instantly fill others
Ctrl + arrow (◄ ► ▲ ▼)	Move to last contiguous cell in row or column that has data • Tap again to skip to next non-blank cell or end of worksheet
Shift + arrow (◄ ► ▲ ▼)	Selects highlighted cells and adjacent 1 cell
Ctrl + Shift + arrow	Selects highlighted cells and all contiguous cells in arrow direction Quickly select any range without a mouse: select top left cell, then while pressing Ctrl and Shift, press down arrow ▼ once, then right arrow ► once. Combine arrows as needed.
Ctrl + A	Select all contents of a worksheet (selects table if contains active cell)
Ctrl + Home (Ctrl + End)	Move to top left cell of region, (move to bottom right cell of region)
Ctrl + PgUp or PgDn	Move between tabs on a worksheet
Ctrl + spacebar	Select entire column
Shift + spacebar	Select entire row
Ctrl + Shift + =	Insert cells or rows (opens dialog box)
Ctrl + - (minus)	Delete cells or rows (opens dialog box)
Alt I R	Insert Row (quickly, without dialog)
Alt I C	Insert column (quickly, without dialog)
Ctrl + 9 (Ctrl+Shift+9)	Hides rows, (Unhide rows)
Ctrl + 0 (zero) (Ctrl+Shift+0)	Hides columns, (Unhide columns)
Ctrl + F	Find & Replace
F5 (also Ctrl + G)	Go-to somewhere in the worksheet
Shift + F2	Add or edit a cell comment
F11	Create Chart dialog
Ctrl + F3	Name Manager dialog
Ctrl + T	Create Table dialog
Ctrl + K	Insert Link dialog (hyperlink, bookmark, etc.)
Alt + Shift + F1	Creates new worksheet tab (will be placed to left of active sheet)
Ctrl + Tab	Move between 2 or more open Excel files
Alt + Tab	Move between 2 or more open windows (works outside of Excel too!)

FILE MENU	
Ctrl + N	Creates New workbook
Alt + F	opens File menu
Ctrl + O (letter O)	Opens existing workbook (via Backstage/File menu)
Ctrl + P	Prints the current sheet
Ctrl + S (letter S)	Saves workbook (prompts for name if saving for first time)
F12	Save As dialog
F1	Help menu

EDIT CELLS & WRITE FORMULAS	
F2	Edits selected cell
Shift + F3	opens Insert Function dialog, either to start new function, or to help "decode" existing function arguments.
Tab	Accept AutoComplete suggestion when starting to type a function name
Ctrl + Shift + ' (quote)	Copy value from cell directly above (won't copy a formula, just the result)
Alt + =	AutoSum; adds contiguous cells above or to left of a selected cell
F9	Evaluates formulas. Use with selected range, or when editing within cell
Alt + Enter	Insert line break within a cell, (like this one ☺)... (hint: use this in formula bar to make long formulas easier to read!)
Ctrl + Shift + arrow	Select characters within a cell
Ctrl + Delete + =	Delete all characters to the right of cursor (when editing cell)
F4	Absolute reference toggle to add '$' to selected cell ranges: to column only ($A1), row only (A$1), both (A1), or none (A1)
Char(10)	Use within formula to return a "linebreak" when formula runs
&	Use within formula to "join" values, text and formulas
""	Empty string; use within formula to identify or output a blank cell
<>	"Not Equal To" operator
*	Wildcard used to find location of multiple characters within a range
?	Wildcard used to find location of single characters within a range
~	wildcard used to find an actual * or ? within a cell
Alt + F5	Refresh Pivot Table (first select a cell within table, then use shortcut)
Alt + F8	View Macros dialog
Alt + F11	Opens VBA Editor (for creating/editing Macros)
Ctrl + Shift + Enter	Enters array formula when editing a cell/formula

OTHER USEFUL THINGS	
Alt 1, 2, etc.	Shortcut to QuickAccess toolbar commands (numbered 1,2,etc. from left)
Alt + ▼ (down arrow)	Choose from list of values gathered from other cells in same column
Double-click Title Bar	Maximize or minimize any window by double-clicking the Title Bar
VLOOKUP function	VLOOKUP(**lookup_value**, table_array, col_index_num, [range_lookup]) • lookup_value: cell you want to match • table_array: range you want to match from, starting with column containing lookup_value • index_num: the column number in the table_array where the desired result can be found • [range_lookup]: 1 if table_array is sorted or do not need exact match; 0 if table_array is unsorted or an exact match is needed • Use "absolute" reference by tapping F4 after selecting range
IFERROR function	IFERROR(**value**, value_if_error) • Replace ugly error messages with your own message or formula • Use the "" empty string to return a blank space • Especially helpful to "mute" VLOOKUP #N/A error
Symbols	These work outside of Excel also! (visit alt-codes.net for hundreds more) Alt + 155 Cents Symbol ¢ Alt + 7 Round bullet point •
Checkmark & Checkbox	Select cell or text and Change Font to "Wingdings 2", font color as desired Shift + P ✓ Shift + R ☑ Shift + S ☒ Shift + O ✗ Shift + Q ☒ Shift + T ⊗

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