Excel Cheat Sheet

File Management

New File	Ctrl + N
Save	Ctrl + S
Save As	F12
Open	Ctrl + O
Print	Ctrl + P
Close Workbook	Ctrl + W
Undo	Ctrl + Z
Redo	Ctrl + Y

Manipulating Data

Edit Cell	F2
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Select Row	Shift + Space
Select Column	Ctrl + Space
Add Row/Column	Ctrl + +
Delete Row/Column	Ctrl + -
Add New Sheet	Shift + F11

Moving Around

Zoom in/out	Ctrl + Mouse Wheel
Jump to A1	Ctrl + Home
Move one cell	←→↑↓
Move to range end	Ctrl + ←→↑↓
Select All	Ctrl + A
Select one cell	Shift + ←→↑↓
Select to end of range	Ctrl + Shift + ←→↑↓
Swap Sheet	Ctrl + Pg Up/Dn
Switch Windows	Ctrl Tab
Find	Ctrl + F

Formatting

Format Cells Box	Ctrl + 1
Date Format	Ctrl + Shift + #
Time Format	Ctrl + Shift + @
Currency Format	Ctrl + Shift + $
Percentage Format	Ctrl + Shift + %

Other

Absolute/Relative Cell References	F4
Create Chart (New Sheet)	F11
Create Chart (On Current Sheet)	Alt F1
Show Formulas	Ctrl `
Insert Current Date	Ctrl ;
Autosum	Alt =

Notes