

# 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 |

## 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            |

## 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   |

## Formatting

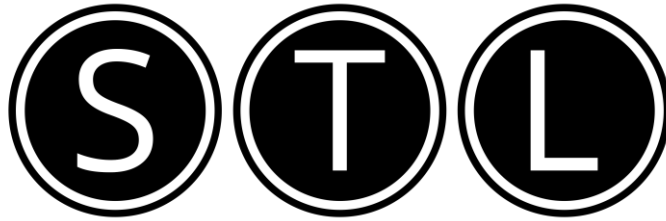
|                   |                   |
|-------------------|-------------------|
| Format Cells Box  | Ctrl + 1          |
| Date Format       | Ctrl + Shift + #  |
| Time Format       | Ctrl + Shift + @  |
| Currency Format   | Ctrl + Shift + \$ |
| Percentage Format | Ctrl + Shift + %  |

## 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





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