Excel Cheat Sheet
Mac Version

File Management

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

Manipulating Data

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

Moving Around

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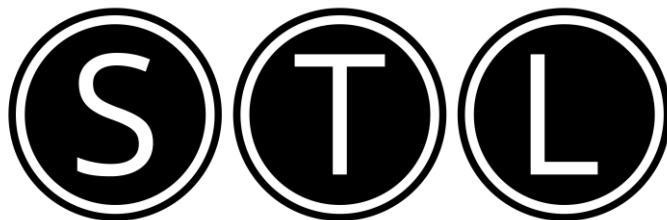
Formatting

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

Other

Absolute/Relative Cell References	Cmd T
Create Chart (New Sheet)	Fn + F11
Show Formulas	Ctrl ~
Insert Current Date	Ctrl ;
Autosum	Cmd Shift T

Notes

STL

www.stl-training.co.uk

STL

Proven Learning and Development Solutions

0207 987 3777

www.stl-training.co.uk

linkedin.com/company/stl-uk

twitter.com/beststl

facebook.com/microsoft.office.training