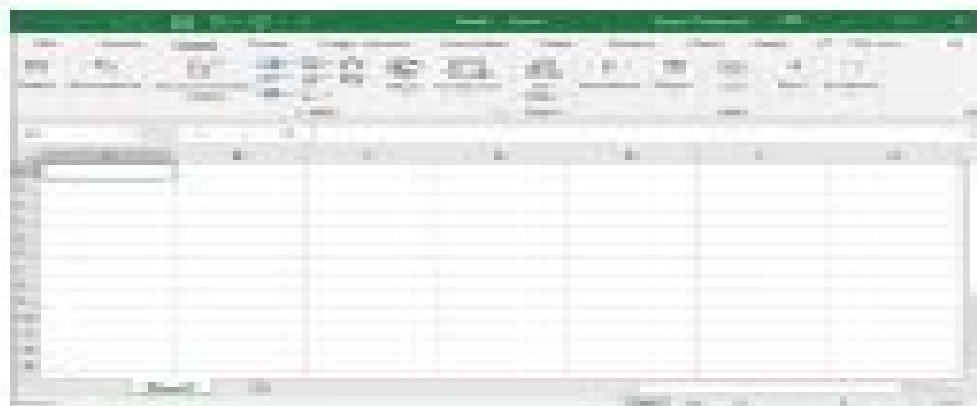


Excel Cheat Sheet

Program Screen



Getting Started



The file tab shows Document view, which contains commands for working with your files: New, Open, Print, Save, and Close.

Create a Workbook: Click the **File** tab and select **New** or press **Ctrl + N**. (Clicks) click a workbook.

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. (Clicks) click a workbook in the workbook view.

Preview and Print a Workbook: Click the **File** tab and select **Print**.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat. (Clicks) everything that's done is done.

Close a Workbook: Click the **Close** button in the upper-right corner.

Get Help/Press F1: To open the Help pane, type your question and press **F1**.

Cell Address: Cells are referenced by an address made from their column letter and row number. Such as cell A1, A2, B4, B5, etc. You can find the address of a cell by clicking the Name Box to the left of the formula bar.

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range. Use the **Ctrl** key to select non-adjacent cell ranges.

Keyboard Shortcuts

Save	Ctrl + S
Save As	Ctrl + Shift + S
Undo	Ctrl + Z
Open a new file	Ctrl + Shift + N
Open a new workbook	Ctrl + N
Select All	Ctrl + A
Select a cell	Shift + Space
Select a range	Ctrl + Space

Navigation

Move between cells	Tab, Shift + Tab, Arrow keys
Right arrow	Tab
Left arrow	Shift + Tab
Down arrow	Enter
Up arrow	Shift + Enter
Down arrow	Page Down
To first cell of selection	F5
Go to End mode	End

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Cell address	F5
Clear cell contents	Delete

Formatting

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Activate Full Screen	Alt + F1
Reset screen	F5

Excel Conditional Formulas Cheat Sheet

**MrExcel's Holy Macro! Books, Tyler
Nash, Bill Jelen, Kevin Jones, Tom Urtis**



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Beginning Excel, First Edition Barbara Lave, Diane Shingledecker, Julie Romey, Noreen Brown, Mary Schatz, 2020 This is the first edition of a textbook written for a community college introductory course in spreadsheets utilizing Microsoft Excel second edition available <https://openoregon.pressbooks.pub/beginningexcel19> While the figures shown utilize Excel 2016 the textbook was written to be applicable to other versions of Excel as well The book introduces new users to the basics of spreadsheets and is appropriate for students in any major who have not used Excel before

Excel Formulas and Functions For Dummies Ken Bluttman, Peter G. Aitken, 2010-04-15 Put the power of Excel formulas and functions to work for you Excel is a complex program Mastering the use of formulas and functions lets you use Excel to compute useful day to day information such as calculating the true cost of credit card purchases or comparing 15 year and 30 year mortgage costs This fun and friendly book demystifies Excel's built in functions so you can put them to work You'll find step by step instructions on 150 of Excel's most useful functions how they work within formulas and how to use them to make your life easier See how to use 150 of Excel's most useful functions with real world examples showing how each function is used within a formula Learn to calculate the costs of leasing versus buying a car compute classroom grades create an amortization table or evaluate investment performance Fully updated for Excel 2010 but the principles will work with earlier versions of Excel as well Includes essential coverage of an additional 85 functions In the ever popular non threatening For Dummies style Excel Formulas and Functions For Dummies 2nd Edition makes Excel's power accessible to you

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transforming confusion into confidence By the end readers will feel equipped to use Excel effectively for personal and professional tasks overcoming barriers to productivity What you will learn Master Excel navigation for seamless spreadsheet management Format cells and data to create visually appealing spreadsheets Apply formulas to solve complex problems with greater accuracy Create charts to present data insights effectively and professionally Perform data analysis using sorting filtering and pivot tables Use shortcuts and tools to save time and boost productivity Who this book is for This book is ideal for absolute beginners Excel novices and anyone looking to overcome their fears of spreadsheets It s perfect for students professionals and small business owners No advanced knowledge is needed making it accessible to all users [Excel 2016 from Scratch](#) Peter Kalmström,2015-08-17 Excel 2016 from Scratch builds on the kalmstrom com tutorial series with the same name so the book refers to Excel 2016 Tips articles with video demonstrations and downloadable exercises It covers several areas where Excel is useful but the focus is on calculation and data visualization The screenshots in the book show Excel 2016 but Excel 2016 from Scratch is also suitable for earlier versions of Microsoft Excel **101 Best Excel Tips & Tricks** Bryan Hong,John Michaloudis,2021-03-19 Learn the Best Excel Tips Tricks Ever FORMULAS MACROS PIVOT TABLES FORMATTING DATA MICROSOFT OFFICE 365 plus Many More With this book you ll learn to apply the must know Excel features and tricks to make your data analysis reporting easier and will save time in the process With this book you get the following 101 Best Excel Tips Tricks To Advance Your Excel Skills Save You Hours New Excel Tips Tricks for Microsoft Office 365 Easy to Read Step by Step Guide with Screenshots Downloadable Practice Excel Workbooks for each Tip Trick You also get a FREE BONUS downloadable PDF version of this book This book is a MUST HAVE for Beginner to Intermediate Excel users who want to learn Microsoft Excel FAST stand out from the crowd **Excel Hacks** David Hawley,Raina Hawley,2007-06-20 Millions of users create and share Excel spreadsheets every day but few go deeply enough to learn the techniques that will make their work much easier There are many ways to take advantage of Excel s advanced capabilities without spending hours on advanced study Excel Hacks provides more than 130 hacks clever tools tips and techniques that will leapfrog your work beyond the ordinary Now expanded to include Excel 2007 this resourceful roll up your sleeves guide gives you little known backdoor tricks for several Excel versions using different platforms and external applications Think of this book as a toolbox When a need arises or a problem occurs you can simply use the right tool for the job Hacks are grouped into chapters so you can find what you need quickly including ways to Reduce workbook and worksheet frustration manage how users interact with worksheets find and highlight information and deal with debris and corruption Analyze and manage data extend and automate these features moving beyond the limited tasks they were designed to perform Hack names learn not only how to name cells and ranges but also how to create names that adapt to the data in your spreadsheet Get the most out of PivotTables avoid the problems that make them frustrating and learn how to extend them Create customized charts tweak and combine Excel s built in charting capabilities Hack formulas and functions subjects range from

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