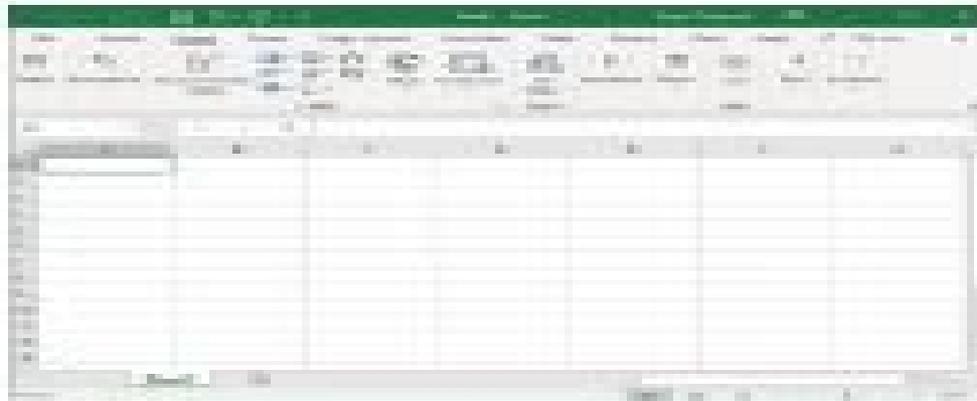


Excel Cheat Sheet

Program Screen



Keyboard Shortcuts

Save	Ctrl + S
Save As	Ctrl + Shift + S
Undo	Ctrl + Z
Open/Save/Close Workbook	Ctrl + Shift + F
Select All	Ctrl + A
Select workbook	Ctrl + Space
Select workbooks	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 screen	Page Down
To first cell of selection	Home
Go to End mode	End

Getting Started



The file tab shows Document views which contain documents you're working with, your New Book, Open, Save, Print, Close, and Close All.

Create a Workbook: Click the File tab and select **New** or press **Ctrl + N**. Click to open a workbook.

Open a Workbook: Click the File tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is stored.

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

Links: Click the **Links** button on the **Data** ribbon tab.

Links or Reports: Click the **Links** button on the **Data** ribbon tab or the **Links** button on the **Formulas** ribbon tab. The **Links** button is hidden if you're viewing everything in **Read-Only** mode.

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.

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Link	Ctrl + L
Paste	Ctrl + Y
Print	Ctrl + P
Refresh	Ctrl + F5
Cell contents	F2
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 + F11
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

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