EXCEL - Cheat Sheet

Excel Cheat Sheet

WORKBOOK

New	Ctrl + N
Open	Ctrl + O
Close	Ctrl + W
Save	Ctrl + S
Save as	F12
Print	Ctrl + P
Insert sheet	Alt + Shift + F1
Insert chart	F11 or Alt + F1
Delete sheet	Alt + E, L

CLIPBOARD

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste special	Ctrl + Alt + V

NAVIGATION

Sheet left	Ctrl + Page Up
Sheet right	Ctrl + Page Down
Screen up	Page Up
Screen down	Page Down
End of data	Ctrl + Arrow Key

Tabs

Home	Alt + H
Insert	Alt + N
Page layout	Alt + P
Data	Alt + A
View	Alt + V
Formula	Alt + M

Go To Cell

Choose	Ctrl + G
Active	Ctrl + Backspace
First	Ctrl + Home
Last	Ctrl + End

CODE

Open VBA Editor	Alt + F11
Open Macro Box	Alt + F8

FORMAT

Underline	Ctrl + U
Bold	Ctrl + B
Italic	Ctrl + I
Strikethrough	Ctrl + 5
Delete Content	Delete

Cell Number Format

General	Ctrl + Shift + ~
Time	Ctrl + Shift + @
Date	Ctrl + Shift + #
Currency	Ctrl + Shift + $
Number	Ctrl + Shift + !
Percentage	Ctrl + Shift + %
Scientific	Ctrl + Shift + ^

Borders

Add	Alt + H, B
Add outside	Ctrl + Shift + 7
Remove	Ctrl + Shift + _

Selected Cells

Fill color	Alt + H, H

Text Align

Left	Alt + H, A, L
Right	Alt + H, A, R
Center	Alt + H, A, C

Open Dialog

Format	Ctrl + 1
Delete	Ctrl + -
Insert	Ctrl + Shift + +

Add

Comment	Shift + F2
Hyperlink	Ctrl + K
Table	Ctrl + T
Line break	Alt + Enter

Fill

Right	Ctrl + R
Down	Ctrl + D
Multiple with selected range	Ctrl + Enter

ACTIONS

Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Find & replace	Ctrl + H
Spell check	F7
Edit from content end	F2
Toggle formulas	Ctrl + `
Toggle cell refs	F4 (cell edit mode)
Repeat last action	F4 (cell ready mode)
Context menu	Shift + F10
Quick analysis	Ctrl + Q

Selected

Insert row / col	Ctrl + Shift + +
Delete row / col	Ctrl + -
Hide rows	Ctrl + 9
Hide columns	Ctrl + 0
Auto fit	Alt + H, O, I

Data

Current date	Ctrl + ;
Current time	Ctrl + Shift + :
Sum selected	Ctrl + =
Calculate all	Ctrl + Alt + F9

SELECT

All	Ctrl + A
Row	Shift + Space
Column	Ctrl + Space
Extend one cell	Shift + Arrow Key
Extend to last used cell	Ctrl + Shift + End
Next corner of selected	Ctrl + .

MS Excel

Tally Prime

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