

## Cell editing mode...

Edit cell	F2
Cancel entry	Esc
Select word	Double click the word
Move one word right/left	Ctrl & → / ←
New line in the same cell	Alt & Enter
Enter data stay in same cell	Ctrl & Enter
Insert comment	Shift & F2
Insert Today's Date	Ctrl & ;
Insert Time	Ctrl & Shift & :
Fill from cell above	Highlight cells then Ctrl & D
Fill to right	Highlights cells then Ctrl & R
Show auto complete list	Alt & ↓
Flash fill	Ctrl & E
Add Hyperlink	Ctrl & K

## Formulas...

Autosum	Alt & =
Toggle Absolute References	F4
Insert function	Shift & F3
Enter array formula	Ctrl & Shift & Enter
Enter function arguments	Ctrl & Shift & A
Calculate all worksheets	Ctrl & Alt & F9
Select cells formula is based on	Ctrl & [
Display formulas	Ctrl & ` (Top left key)
Evaluate in Formula Bar	Highlight portion & then press F9

# Excel Cheatsheet



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## Copy, cut & paste

Copy	Ctrl & C
Paste	Ctrl & V
Paste special	Ctrl & Alt & V
Undo	Ctrl & Z
Redo	Ctrl & Y
Freeze panes	Alt - W - F - F
Repeat last action	F4
Duplicate	Ctrl & Drag
Move to other sheet	Alt & Drag
Paste Values	Ctrl & Shift & V

## Moving around...

Move one cell	← ↑ → ↓
Move to range end	Ctrl & ← ↑ → ↓
Swap to next sheet	Ctrl & Page Up/Down
Go to first cell	Ctrl & Home
Go to last cell	Ctrl & End
Zoom in/out	Ctrl & Mouse Wheel
Find	Ctrl & F
Scroll Left/Right	Ctrl & Shift & Mouse Wheel

## Other..

Spell Check	F7
Thesaurus	Shift & F7
Open VBA Editor	Alt & F11
Open Macro Box	Alt & F8
Clear Cell Contents	Delete (Mac fn key & Backspace)

## The worksheet...

Insert sheet	Alt & Shift & F1
Delete sheet	Alt & E then L
Italic	Ctrl & Shift & I
Rename sheet	Dbl Click Sheet Name
Duplicate sheet	Ctrl & Drag Sheet Tab
Swap sheet	Ctrl & Page Up/Down
Next workbook	Ctrl & Tab
Insert rows/ columns	Ctrl & shift & +
Delete rows/ columns	Ctrl & -
Hide columns	Ctrl & 0
Hide rows	Ctrl & 9

## Selections...

Select All/Region	Ctrl & A
Select Row	Shift & Space
Select Column	Ctrl & Space
Select word	Dbl click on word
Add cells to selection	Ctrl & mouse click
Toggle add to selection mode	Shift & F8
Goto Box	Ctrl & G
Show selected cell	Ctrl & Backspace
Select range	Ctrl & A
Selection	Shift & ← ↑ → ↓
Toggle Filters	Ctrl & Shift & L
Select to End of Range	Ctrl & Shift & ← ↑ → ↓

## File management...

New file	Ctrl & N
Save	Ctrl & S
Save As...	F12
Open	Ctrl & O
Cut	Ctrl & X
Print	Ctrl & P
Close Workbook	Ctrl & W
Close Excel	Alt & F4

## Formatting...

General Format	Ctrl & Shift & ~
Time Format	Ctrl & Shift & @
Date Format	Ctrl & #
Currency Format	Ctrl & Shift & 4
Comma Format	Ctrl & Shift & !
Percentage	Ctrl & Shift & %
Add Border	Ctrl & Shift & 7
Remove Border	Ctrl & Shift & _
Bold	Ctrl & B
Italic	Ctrl & I
Underline	Ctrl & U
Strike Through	Ctrl & 5
Clear All	Alt & H - E - A



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