

# MICROSOFT EXCEL 365

## SHORTCUT CHEAT SHEET



### General Excel Shortcuts

|                           |           |
|---------------------------|-----------|
| Open a Workbook           | CTRL + O  |
| Create a new workbook     | CTRL + N  |
| Save a workbook           | CTRL + S  |
| Save As                   | F12       |
| Print a workbook          | CTRL + P  |
| Open Print Preview        | CTRL + F2 |
| Help                      | F1        |
| Activate Tell Me field    | CTRL + Q  |
| Spell check               | F7        |
| Calculate worksheets      | F9        |
| Create absolute reference | F4        |
| Close a workbook          | CTRL + W  |
| Close Excel               | Alt + F4  |

### Tables and Filters Shortcuts

|                        |                  |
|------------------------|------------------|
| Insert Table           | CTRL + T         |
| Toggle Auto Filter     | CTRL + Shift + L |
| Activate Filter        | ATL + ↓          |
| Select Table Row       | Shift + Spacebar |
| Select Table Column    | CTRL + Spacebar  |
| Select Entire Table    | CTRL + A         |
| Clear Slicer Filter    | Alt + C          |
| Toggle Table Total Row | CTRL + Shift + T |

### Number Formatting Shortcuts

|                         |                   |
|-------------------------|-------------------|
| Apply general format    | CTRL + Shift + -  |
| Apply currency format   | CTRL + Shift + \$ |
| Apply percentage format | CTRL + Shift + %  |
| Apply scientific format | CTRL + Shift + ^  |
| Apply date format       | CTRL + Shift + #  |
| Apply time format       | CTRL + Shift + @  |
| Apply number format     | CTRL + Shift + !  |

### Editing Shortcuts

|                         |          |
|-------------------------|----------|
| Cut                     | CTRL + X |
| Copy                    | CTRL + C |
| Paste                   | CTRL + V |
| Undo                    | CTRL + Z |
| Redo                    | CTRL + Y |
| Find                    | CTRL + F |
| Replace                 | CTRL + H |
| Edit Active Cell        | F2       |
| Clear All Cell Contents | Delete   |

### Pivot Table Shortcuts

|                                          |                 |
|------------------------------------------|-----------------|
| Select entire pivot table                | CTRL + A        |
| Toggle pivot table field checkbox        | SPACE           |
| Group pivot table items                  | ATL + Shift + → |
| Ungroup pivot table items                | ATL + Shift + ← |
| Hide pivot table item                    | CTRL + -v       |
| Create pivot chart on existing worksheet | ALT + F1        |
| Create pivot chart on new worksheet      | F11             |
| Open pivot table wizard                  | Alt + D + P     |

### Excel Navigation Shortcuts

|                                |               |
|--------------------------------|---------------|
| Move Between cells             | ↑, ↓, ←, →    |
| Move One Cell Right            | Tab           |
| Move One Cell Left             | Shift + Tab   |
| Move One Cell Up               | Shift + Enter |
| Move One Cell Down             | CTRL + W      |
| Move Down One Screen           | Page Down     |
| Go to First Cell of Active Row | Home          |
| Enable End mode                | End           |
| Move to Cell A1                | CTRL + Home   |
| Move to Last Cell              | CTRL + End    |

# Advanced Excel Formulas Cheat Sheet

**TeachUcomp Inc**



## **Advanced Excel Formulas Cheat Sheet:**

**The Analyst Trifecta®** Corporate Finance Institute,2017-11-01 Welcome to the official Analyst Trifecta eBook from the Corporate Finance Institute In this 141 page guide you will learn industry leading best practices to stand out from the crowd and become a world class financial analyst From analytics presentation to soft skills this eBook covers what an analyst can do to rise to the top We hope this book will help you advance your career and achieve your future goals This guide is broken down into three main sections Analytics Presentation and Soft skills All three of these are necessary to rise to the top and become the best financial analyst you can be *Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)* TeachUcomp Inc,2017-07-18 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Excel 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Excel 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

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Excel Advanced Report Development Timothy Zapawa,2005-07-08 If you re a SQL programmer or an experienced Excel user here at last is the ultimate resource on developing reporting solutions with Excel Focused on report development using OLTP databases this book is packed with comprehensive information on both technical and strategic aspects You ll thoroughly examine the main features of Excel s reporting technology PivotTable reports Spreadsheet reports parameter queries and web components With notes tips warnings and real world examples in each chapter you ll be able to put your knowledge to work immediately This book includes Single source coverage of Excel s report development features Extensive and in depth information on PivotTable and Spreadsheet report features functions and capabilities Thorough documentation of the Microsoft Query program included with Excel Comprehensive information on Excel s client based OLAP cube tools for processing very large datasets from OLTP data sources Detailed information on creating and working with web enabled Excel reports Microsoft Excel 2013 Functions and Formulas Quick Reference Card (4-Page Cheat Sheet Focusing on Examples and Context for Intermed Beezix,2013-03-26 Geared toward the intermediate to advanced Excel 2013 user this example rich

4 page laminated quick reference card guide provides explanations and context for many powerful Excel 2013 spreadsheet formulas and functions Step by step instructions for many formula function related features such as using range names and Excel s troubleshooting features Topics include Controlling Order of Precedence Conditionally Summing Counting Data SUMIF COUNTIF Being Precise Rounding functions Improving Clarity with Range Names Creating Names Limiting Scope Defining a Constant or Formula for a Name Managing Names Indirectly Referring to a Named Range INDIRECT Merging Text and Numbers CONCATENATE TEXT LEFT RIGHT MID LEN FIND VALUE TRIM SUBSTITUTE Changing Results IF AND OR NOT Table Lookups VLOOKUP HLOOKUP INDEX MATCH Error Recovery ISNA ISERROR Array Formulas Single Cell Multi Cell Arrays Dates and Times DATE YEAR MONTH DAY TODAY WEEKDAY NETWORKDAYS Using a Formula for Data Validation Troubleshooting Types of Errors Automatic Error Checking Using the Error Checker Showing Hiding Formulas Watching Cells Evaluating Nested Formulas Selecting Related Cells Displaying Cell Relationships Removing Relationship Arrows

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