

# 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    |

# Basic Excel Formula Cheat Sheet

**i30 Media**



## **Basic Excel Formula Cheat Sheet:**

*Excel Formulas and Functions For Dummies* Ken Bluttman, 2015-12-14 Don't be intimidated by Excel Bluttman helps you unlock the mysteries of arrays discover what goes into a function understand predictions and probability and much more P 4 of cover [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 [Excel for Microsoft 365 Reference and Cheat Sheet](#) i30 Media, 2021-03-22 Do you need a quick reference for Excel for Microsoft 365 The four panel Excel for Microsoft 365 Reference Cheat Sheet contains tips examples and screenshots of basic Excel functions and features A list of keyboard shortcuts for Windows and macOS is also included Fully recyclable and designed for readability

**Excel 2016 Reference and Cheat Sheet** i30 Media Staff, 2015-08-15 Do you need a quick reference for Excel 2016 The four panel Excel 2016 Reference Cheat Sheet contains tips examples and screenshots of the most common Excel functions and features In addition to covering Excel 2016 for Windows and Macs the reference also covers Excel Online Microsoft's free Web based spreadsheet program Almost all of the instructions and examples also apply to Excel 2013 Topics include Excel 2016 basics An overview of Microsoft's Ribbon interface Creating saving and closing workbooks How to use templates and themes How to add edit and hide data How to import and export txt csv tsv and xlsx files How to share workbooks Printing basics Examples of basic formulas functions and AutoFill How to perform simple math and calculate averages How to sort and filter data How to create a chart or graph Universal keyboard shortcuts for Excel 2016 The four panel reference is printed on 8.5 by 11 inch high quality card stock perfect for desks walls and shelves It has holes for three ring binders Note that the Excel 2016 Reference and Cheat Sheet does not cover advanced features of Excel 2016 the Excel mobile apps for tablets and phones or other Microsoft Office Office 365 applications The Excel 2016 Reference and Cheat Sheet was created by the publisher of the top selling guides Excel Basics In 30 Minutes Google Drive Docs In 30 Minutes and Dropbox In 30 Minutes **Microsoft Office 2000 Cheat Sheet** Jennifer Fulton, 1999 You don't have to put your waders on to sift through mounds of text with this simple straightforward approach to Office 2000 Perfect for users who don't have much time but want to update skills [Microsoft 365 Excel All-in-One For Dummies](#) David H. Ringstrom, Michael Alexander, Dick Kusleika, Paul McFedries, Ken Bluttman, 2025-09-09 Get into the nitty gritty of Excel the all important spreadsheet tool Microsoft 365 Excel All in One For Dummies offers an all new way to tackle data in Excel Start with the basics of inputting formatting and organizing data and work your way to pro techniques that help with any career field or reason for using the app Gain the skills to apply advanced formulas and functions create stunning data visualizations build dashboards and

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**Formula Guide: Quick Tips for Effortless Spreadsheet Mastery** Sally Robles, 2025-04-02 The Ultimate Excel Formula Guide Quick Tips for Effortless Spreadsheet Mastery This comprehensive guide unlocks the secrets of Excel formulas empowering you to navigate spreadsheets with unparalleled efficiency and precision Whether you're a seasoned pro or a beginner seeking to enhance your skills this book will become your indispensable companion Inside you'll discover A concise breakdown of essential formula syntax and functions Step by step demonstrations of commonly used formulas Practical tips and shortcuts to accelerate your workflow Troubleshooting techniques to resolve common formula errors With this guide by your side you'll effortlessly create dynamic spreadsheets perform complex calculations and automate repetitive tasks Excel will no longer be an obstacle but a tool that empowers you to manage data and gain valuable insights with unprecedented ease This book is tailored to anyone who works with spreadsheets regardless of their skill level Whether you're a data analyst accountant student or simply someone who wants to elevate their productivity this guide will provide the knowledge and techniques you need to master Excel formulas and conquer the challenges of modern spreadsheets Mastering Excel formulas is a skill that will serve you well for years to come **Excel Workbook For Dummies** Paul McFedries, Greg

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**Microsoft Excel 2016 Introduction Quick Reference Training Guide (Cheat Sheet of Instructions, Tutorial, Tips & Shortcuts)** TeachUcomp Inc,2016-04-28 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Excel 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft Excel 2016 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

## **Basic Excel Formula Cheat Sheet** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Basic Excel Formula Cheat Sheet**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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