# 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 + 0
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 + I
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 + S
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 + I

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	

Select entire pivot table	CTRL + A
Toggle pivot table field checkbox	SPACE
Group pivot table items	ATIL + Shift +
Ungroup pivot table items	ATL + Shift + 4-
Hide pivot table item	CTRL + +v
Create pivot chart on existing worksheet	ALT + F1
Create pivot chart on new worksheet	FIL
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**

**S Marginson** 

**Basic Excel Formula Cheat Sheet:** 

Adopting the Song of Phrase: An Emotional Symphony within Basic Excel Formula Cheat Sheet

In a world taken by screens and the ceaseless chatter of immediate communication, the melodic splendor and emotional symphony developed by the prepared word often diminish into the background, eclipsed by the constant noise and distractions that permeate our lives. However, situated within the pages of **Basic Excel Formula Cheat Sheet** an enchanting fictional value brimming with organic emotions, lies an immersive symphony waiting to be embraced. Constructed by a masterful musician of language, that captivating masterpiece conducts visitors on a psychological trip, skillfully unraveling the hidden melodies and profound impact resonating within each cautiously crafted phrase. Within the depths of this emotional analysis, we will investigate the book is key harmonies, analyze its enthralling writing type, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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