

# Microsoft Excel Cheat Sheet



CTRL+ Z	Undo last action
CTRL+ X	Cuts the selected cells to the Clipboard
CTRL + C	Copies the selected cells to the Clipboard
CTRL + V	Pastes the information on the Clipboard to the document
CTRL+ B	Applies or removes bold formatting
CTRL+ N	Creates a new, blank workbook
CTRL+A	Selects the entire worksheet.
CTRL+ S	Saves the active file with its current file name, location, and file format
CTRL+ F	Displays the Find and Replace dialog box, with the Find tab selected.
CTRL+ P	Show Print dialog box
CTRL+ I	Applies or removes italic formatting
CTRL + Scroll Wheel	Zoom In/Out
CTRL + U	Applies or removes underlining. CTRL+SHIFT+U switches between expanding and collapsing of the formula bar.
CTRL + O	Displays the Open dialog box to open or find a file
\$	Absolute reference. Placing a dollar sign in front of a row or column reference makes that reference absolute.
= FUNCTION (Args)	All functions have the same syntax. They must begin with an equal sign, followed by the Function name and the Arguments in parentheses. To learn the Function arguments, you can use the Fx symbol and search for the desired function.
F1	Help
F4	Toggles between Relative and Absolute reference for selected reference in a formula
F11	Create a Quick Chart from selected cells. Uses Chart default settings.
Arrow Keys	Move one cell up, down, left, or right in a worksheet.
End	Moves to the cell in the lower-right corner of the window when Scroll Lock is turned on
Enter	Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default)
Esc	Cancels an entry in the cell or Formula Bar in Microsoft Excel
Home	Moves to the beginning of a row in a worksheet
Page Down	Moves one screen down in a worksheet
Page Up	Moves one screen up in a worksheet