





# MICROSOFT EXCEL

## cheat sheet for pc

### FUNDAMENTALS

shortcuts and locations

Create a New	File tab + Select New or <b>Ctrl -N</b>
Open	File tab + Select Open or <b>Ctrl-O</b>
Save	File tab + Select Save or <b>Ctrl -S</b>
Close a Workbook	Select Close Button  or <b>Ctrl -W</b>
Preview / Print	File tab + Select Print or <b>Ctrl -P</b>
Change Program Settings	Click File tab and Select Options
Select a Cell	Click a cell or use arrows to select
Select Entire Worksheet	Click the select all button  where column and row headings meet or press <b>Ctrl - A</b>
Select a Cell Range	Click and drag or hold <b>Shft</b> button and use arrows or mouse to select the last cell in the range
Use Zoom	Click - <b>Zoom Out</b> and + <b>Zoom In Buttons</b> or hold <b>Ctrl</b> and use Scroll Wheel or click and drag the zoom slider
Change Views	Click the <b>View Tab</b> and select a view
Help	Press <b>F1</b> type your question in the window and press enter
Calculate Worksheets	Press <b>F9</b>
Create a Absolute, Normal, or Mixed Reference	Press <b>F4</b>

### EDITING

shortcuts

Cut	<b>Ctrl - X</b>
Copy	<b>Ctrl - C</b>
Paste	<b>Ctrl - V</b>
Undo	<b>Ctrl - Z</b>
Redo	<b>Ctrl - Y</b>
Find	<b>Ctrl - F</b>
Replace	<b>Ctrl - H</b>
Select All	<b>Ctrl - A</b>
Edit Active Cell	<b>F2</b>
Clear Cell Contents	<b>Delete</b>



### FORMATTING

shortcuts

Bold	<b>Ctrl - B</b>
Italic	<b>Ctrl - I</b>
Underline	<b>Ctrl - U</b>
Select All	<b>Ctrl - A</b>
Select Entire Row	<b>Shft-Space</b>
Select Entire Column	<b>Ctrl-Space</b>
Hide Selected Rows	<b>Ctrl- 9</b>
Hide Selected Columns	<b>Ctrl - 0</b>
Open Format Cells	<b>Ctrl-Shft-F</b>
Run Spell Check	<b>F7</b>

### HOW TO'S

formatting

Format Text	Use the commands in the Font group on the Home tab, or click the  <b>Dialog Box Launcher</b> to open dialog box
Copy Format with the Format Paint	Select the cells with desired formatting and click the  <b>Format Painter button</b> on the Home tab. Then select the cells you want to copy the formatting to.
Adjust Column Width or Row Height with AutoFit	Double-click the right border of column header or the bottom border of the row header to adjust accordingly


### HOW TO'S

editing

Edit a Cell	Select the cell and click the <b>Formula Bar</b> or double-click the cell. Edit and press <b>Enter</b>
Clear a Cell	Select the cells and press the <b>Delete Key</b>
Copy Data	Select the cells and click the <b>Cut</b> or <b>Copy button</b> or select and press <b>Ctrl-X</b> or <b>Ctrl-C</b>
Paste Data	Click where you want to paste and press <b>Ctrl-V</b> or click the <b>Paste Button</b>
Copy w/ AutoFill	Point to the fill handle at the bottom-right corner of the selected cells, then drag to the destination cells
Complete Series w/ AutoFill	Select the cells that define the series. Click & drag the fill handle to complete the series.
Move or Copy Cells Using Drag and Drop	Select the cells you want to move or copy, position the pointer over any border of the selected cells, then drag to the destination cells. Hold down <b>Ctrl</b> while dragging to copy.
Insert a Column or Row	To right of the column or below the row you want to insert , right-click and select <b>Insert</b> from the contextual menu or select the <b>Insert Button</b> from the Cells group on the Home tab.
Delete a Column or Row	Select the row or column headings. Right-click and select <b>Delete</b> from the contextual menu, or click the <b>Delete button</b> from the Cells group on the Home tab.

### NAVIGATION

shortcuts

Move Between Cells	
Right One Cell	Tab
Left One Cell	Shft - Tab
Down One Cell	Enter
Up One Cell	Shft - Enter
Down One Screen	Page Down
Up One Screen	Page Up
To Cell A1	Ctrl - Home
To Last Cell	Ctrl - End
Go To Dialog Box	F5



# MICROSOFT EXCEL

## how to's continued

### HOW TO'S formulas and functions

Totaling a Cell Range	Click the cell where you want to insert the total and click the <b>Sum button</b> in the Editing group on the Home tab. Verify the selected cell range and click the <b>Sum button</b> again.
Enter a Formula	Select the cell where you want to insert the formula. Type <b>=</b> and enter the formula using values, cell references, operators, and functions. Press <b>Enter</b> when you're finished.
Insert a Function	Select the cell where you want to enter the function and click the <b><i>fx</i> Insert Function button</b> on the Formula Bar.
Reference a Cell in a Formula	Type the cell reference (example: B5) in the formula or click on the cell you want to reference.
Create and Absolute Cell Reference	Precede the cell references with a <b>\$</b> sign or press <b>F4</b> after selecting the cells to make it absolute.

### HOW TO'S workbook management

Insert a New Worksheet	Click the <b>+</b> <b>Insert Worksheet</b> button next to the sheet tabs at the bottom of the program screen. Or press <b>Shift - F11</b>
Delete a Worksheet	Select the sheet you want to delete, click the <b>Delete button</b> in the Cells group on the Home tab, select <b>Delete Sheet</b> . Or, right-click the sheet tab and select <b>Delete</b> from the contextual menu.
Rename a Worksheet	Double-click the sheet tab, enter a new name for the worksheet and press <b>Enter</b> .
Move or Copy a Worksheet	Click and drag a tab to move a worksheet. Hold down the <b>Ctrl</b> key while clicking and dragging to copy the worksheet.
Adjust Page Margins, Orientation, Size, and Breaks	Click the <b>Page Layout tab</b> on the Ribbon and use the commands in the Page Setup group. Or, click the <b>Dialog Box Launcher</b> in the Page Setup group to open the Page Setup dialog box.

### EXCEL 2016 screen breakdown

