

# MICROSOFT EXCEL

## BASIC CHEAT SHEET

### GENERAL KEYBOARD 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

Keyboard Shortcuts can speed up your workflow. These will become second nature to you after a while. Just know that all of these commands can be executed using a button in the ribbon, a menu item, or the keyboard shortcut. Whichever method you choose is up to you and what helps your workflow. There is no wrong way! As you progress and get more familiar with Excel you may find it faster to access these commands using the keyboard instead of reaching for your mouse or trackpad each time.

### 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

### SYMBOLS & OPERATORS

	A	B	C
1	3	4	1
2	5	2	4

A1
C2
A1:C2

Symbol	Usage	Description	Return Value
()	(A1+C2)	Parenthesis	7
^n	A1^3	Exponent	27
*	A1*C2	Multiply	12
/	A1/C2	Divide	0.75
+	A1+C2	Add	7
-	A1-C2	Subtract	-1
SQRT()	SQRT(C2)	Square Root	2
>	A1>C2	Greater Than	FALSE
>=	A1>=C2	Greater Than or Equal	FALSE
<	A1<C2	Less Than	TRUE
<=	A1<=C2	Less Than or Equal	TRUE
=	A1=C2	equal	FALSE
<>	A1<>C2	Not Equal	TRUE
""	""	Null	FALSE
:	A1:C2	Range	{3,4,1,5,2,4}

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### 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

### THESE ARE SHORTCUTS WORTH COMMITTING TO MEMORY.

Aside from F2 they are nearly universal to all applications that allow you to enter data. I would recommend getting used to these 4 shortcuts they are by far the ones I use the most because they work just about everywhere

**Ctrl - X CUT**

**Ctrl - C COPY**

**Ctrl - V PASTE**

**Ctrl - Z UNDO**

### WORKBOOK / WORKSHEET SHORTCUTS

Insert new worksheet	Shift + F11
Move to next worksheet	CTRL + PgDn
Move to previous worksheet	CTRL + PgUp
Move to next pane	F6
Move to previous pane	Shift + F6
Move to next workbook	CTRL + Tab
Move to previous workbook	CTRL + Shift + Tab
Minimize current workbook window	CTRL + F9
Maximize current workbook window	CTRL + F10
Select adjacent worksheets	Shift + Click
Select non-adjacent worksheets	CTRL + Click
Toggle scroll lock	ScrLK
Toggle full screen	CTRL + Shift + F1

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Some of these look like your hitting every key on the keyboard and I personally find I don't use them as a result. There are a few on this list that I use quite often

**SHIFT + SPACEBAR**

**CTRL + SPACEBAR**

**CTRL + 1**

**CTRL + 9**

**CTRL + 0**

### GENERAL FORMATING SHORTCUTS

Open Format Dialog Box	CTRL + 1
Bold Format - Add or Remove	CTRL + B
Italic Format - Add or Remove	CTRL + I
Underline - Add or Remove	CTRL + U
Strikethrough - Add or Remove	CTRL + 5
Align Center	ALT + H + A + C
Align Left	ALT + H + A + L
Align Right	ALT + H + A + R
Add Indent	ALT + H + 6
Remove Indent	ALT + H + 5
Select All	CTRL + A
Select Entire Row	Shift + Spacebar
Select Entire Column	CTRL + Spacebar
Hide Selected Rows	CTRL + 9
Hide Selected Columns	CTRL + 0

### NUMBER FORMATING 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 + !

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### FORMULA SHORTCUTS

Toggle absolute and relative references	F4
Open the Insert Function Dialog Box	Shift + F3
Auto SUM selected cells	ATL + =
Toggle formulas on and off	CTRL + `
Insert function arguments	CTRL + Shift + A
Enter array formula	CTRL + Shift + Enter
Calculate worksheets	Alt + C
Calculate active worksheet	CTRL + Shift + T
Force calculate all worksheets	CTRL + Alt + F9
Evaluate part of a formula	F9
Expand or collapse the formula bar	CTRL + Shift + U
Display function arguments dialog box	CTRL + A
Open the Name Manager	CTRL + F3
Define name using row and column labels	CTRL + Shift + F3
Paste name into formula	F3
Accept function with autocomplete	Tab

### 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

These likely won't come into play for you until you start becoming a formula expert. However, there are a few on here worthy of trying even as a beginner.

**ALT + =** This one is a game changer if you're summing tables of data frequently!

**F4** This one is particularly useful because typing \$ over and over again into your formulas can be tedious.

Tables in Excel is one of my favorite features of Excel. If your project can use Tables they can save you a lot of aggravation! I don't personally use a lot of keyboard shortcuts for Tables but these two do get used frequently.

**CTRL + A**

**ALT + C**

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### OH NO!! - WHAT DID I DO WRONG?

Error	Meaning	Solution
#DIV/0!	You tried dividing a number by 0 or by an empty cell.	Replace 0 with another value, or use <code>=IFERROR(formula,0)</code> to avoid error.
#VALUE!	Invalid input type — text used in place of a number.	Check and clean text values, and convert text to numbers.
#REF!	Cell reference is broken due to a deleted row/column.	Reconnect or replace missing references, and avoid deleting dependent cells.
#NAME?	Excel doesn't recognize the formula name or text.	Check spelling, add missing quotes, and ensure add-ins/functions are enabled.
#NUM!	Invalid numeric value or impossible calculation.	Use a valid number range, fix negative square roots or very large values.
#N/A	The lookup function can't find the matching value.	Ensure lookup value exists, or use <code>IFNA</code> to handle missing values.
#NULL!	Incorrect range separator or invalid cell intersection.	Use a comma (,) or colon (:) correctly in range references.
#SPILL!	The formula result can't fit because the cells are not empty.	Clear surrounding cells or change the reference range.
#CALC!	A dynamic array or calculation problem occurred.	Check formula logic, and remove circular dependencies or invalid references.
#####	The column is too narrow to show the result.	Expand column width or change number formatting.

### DEBUGGING

Errors happen, it's inevitable. To start troubleshooting what's going on you first must understand what the error message is trying to tell you.

Use the chart to the left to start your troubleshooting process. The most common errors are:

**#####** - not really an error— but, the value is too wide for the cell to display, simply widen the column to see the full value

**#REF!** - You created a formula then deleted a cell or row/column used in the formula.

**#NAME!** - You typed something wrong in the formula like misspelled the SUM or something similar.

**#N/A!** - You told a formula to lookup a value and it didn't find what you asked it to find