

Codswallop

technology+productivity

Microsoft Excel Cheat Sheet

Keyboard Shortcuts and Function Quick Reference

Working in Documents

FEATURE	SHORTCUT
Help	F1
File Open	Ctrl+O
New File	Ctrl+N
Save	Ctrl+S
Print	Ctrl+P
Search	Ctrl+F
Replace	Ctrl+H
First Cell	Ctrl+Home
Last Cell	Ctrl+End
Start of Row	Home
Next Sheet	Ctrl+Page Down
Next Workbook	Ctrl+F6
Prev Workbook	Ctrl+Shift+F6
Prev Sheet	Ctrl+Page Up
Goto	F5
Close	Ctrl+W
Spellcheck	F7

Selections

FEATURE	SHORTCUT
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select Cell Group	Shift+Cursors
Multiselect Cells	Alt+Left Click
Del Row/Col	Ctrl+K
Select Column	Ctrl+Space
Select Row	Shift+Space
Select All	Ctrl+A
Select Range	Ctrl+*
Go to Corner	Ctrl+.
Edit Selected	Ctrl+Enter
Fill Down	Ctrl+D
Fill Right	Ctrl+R
Copy Prev Formula	Ctrl+'
Copy Above Val	Ctrl+"
Sum	Alt+=

Editing and Formatting

FEATURE	SHORTCUT
Edit Cell	F2
Set Currency	Shift+Ctrl+\$
Set Percent	Shift+Ctrl+%
Set Number	Ctrl+Shift+~
Set Date	Ctrl+Shift+#
Insert Line Br	Alt+Enter
Bold	Ctrl+B
Underline	Ctrl+U
Italic	Ctrl+I
Repeat Action	F4
Format Cell	Ctrl+1
Insert Date	Ctrl+;
Insert Time	Ctrl+:
Font	Ctrl+Shift+F
Remove Border	Ctrl+Shift+_
Border Cells	Ctrl+Shift+&

Useful Functions

FUNCTION	RESULT
today()	Today's date
now()	Date and Time
sum()	Total of values
average()	Average of values
min()	Lowest value
max()	Highest value
count()	Number of values
counta()	Count non-blank
countif()	Count matches
if(this,then,else)	Return value if condition met
and() / or()	condition met
rand()	Random number
round()	Round the value
ceiling()	Round up
floor()	Round down
sqrt()	Square root