

Introduction to Excel



CHEAT SHEET

1	Quick Access Toolbar	Customize with frequently used commands
2	Ribbon Tabs	Home, Insert, Formulas, Data, Review, View
3	Formula Bar	View, edit, and enter formulas and data
4	Status Bar	Displays information and quick access to settings
5	Undo	Ctrl + Z
6	Redo	Ctrl + Y

Entering and Formatting Data

X	CHEAT SHEET	
1	Bold	Ctrl + B
2	<u>Underline</u>	Ctrl + U
3	<i>Italics</i>	Ctrl + I

Basic Formulas and Functions

X

CHEAT SHEET

1

Absolute references

Use a \$ before the row and column reference, e.g. \$A\$1

2

Mixed references

Use a \$ before either the row or column, e.g. \$A1 or A\$1

3

Relative references

The default way to refer to cells in formulas.


Advanced Formulas and Functions



CHEAT SHEET

1	Display formulas	CTRL + `
2	Go to Special	Ctrl + G or F5
4	Equal to	=
5	Not equal to	<>
6	Greater than	>
7	Less than	<
8	Greater than or equal to	>=
9	Less than or equal to	<=

Data Management and Analysis

 CHEAT SHEET		
1	Open Sort Dialog	Alt + D + S
2	Toggle Filters	Ctrl + Shift + L
3	Find & Select	Ctrl + F
4	Go to Function	Ctrl + G
5	Select Range	Ctrl + A
6	Insert Table	Ctrl + T
7	Add Bottom Row	Click last cell and press Tab

Visualizing Data with Charts and Graphs




CHEAT SHEET

1

Select Multiple Data

Hold CTRL

Working with Worksheets and Workbooks

 CHEAT SHEET		
1	Add Worksheet	Click plus icon or Shift + F11
2	Rename Worksheet	Double-click tab or right-click > Rename
3	Rearrange Worksheets	Click and drag the worksheet tab
4	Delete Worksheet	Right-click tab > Delete
5	Hide Column	Ctrl + 0
6	Hide Row	Ctrl + 9
7	Unhide Columns	Ctrl + Shift + 0
8	Unhide Rows	Ctrl + Shift + 9
9	Save Workbook	Save icon or Ctrl + S
10	Open Workbook	Ctrl + O
11	Close Workbook	Ctrl + W