
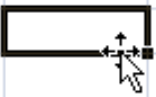
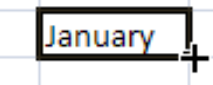
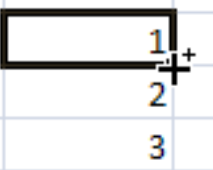




Excel Level 1 Cheatsheet

Shortcuts

Windows	Mac	What It Does
ESC	ESC	Cancel
ENTER	ENTER	Accept what has been typed in a cell (moves down)
TAB	TAB	Accept what has been typed in a cell (moves right)
CTRL+ →	⌘ + →	Move to the far right (Column: XFD)
CTRL+ ↓	⌘ + ↓	Move to the bottom (Row: 1,048,576)
CTRL + A	⌘ + A	Select all cells in the worksheet (or select a group of cells until a blank row/column)
CTRL + Home	⌘ + Home	Go to Cell A1 (Top)
CTRL+ End	⌘ + End	Go to the last cell that has been typed in (near the bottom)
CTRL + ` (grave accent)	CTRL + ` (grave accent)	Reveals formulas and functions
ALT + ENTER	⌘ + Option + Return	Manual Line Break
F1	F1	Help feature
F4	⌘ + T	Create an Absolute Reference (L3 becomes \$L\$3)
F7	fn + F7	Spellcheck
F11	F11	Create a Chart
CTRL + O	⌘ + O	Open
CTRL + S	⌘ + S	Save
CTRL + W	⌘ + W	Close Worksheet
CTRL + Z	⌘ + Z	Undo
CTRL + N	⌘ + N	New
CTRL + G	⌘ + G	Go to a cell address
CTRL + F	⌘ + F	Find
CTRL + H	⌘ + H	Replace
CTRL + Mouse Roller	CTRL+Option+MouseRoller	Zoom In and Zoom Out
CTRL + PageUp and CTRL + PageDown	Option + → and Option + ←	Move between Worksheet Tabs
Double-click on a TAB	Double-click on a TAB	Shows and Hides the Ribbon
CTRL + TAB	⌘ + Fn + F6	Cycles through the documents open in Excel
ALT + TAB	⌘ + TAB	Cycles through open programs

Pointers

Icon	What It is Used For
	Select
	Drag and Drop = Moving SHIFT + Drag & Drop = Inserting
	Autofill handle: Fills in a word sequence like (January, February & Quarter 1, Quarter 2) Only Copies Numbers or words it does not recognize
	Autofill handle + CTRL: Fills in numerical sequences (1, 2, 3 or 5, 10, 15) Word sequences it used to fill in (i.e. January are now copied instead of filled in)
	Column and Row Resize Double-click to auto-resize
	

Formulas

=A2+B3

=C5-D5

=E3*F3

=D4/F2

Functions

=SUM(B6:B115)

=AVERAGE(C5:M5)

=MIN(D4:D25)

=MAX(J7:N7)

Order of Operations

Left to Right

1. Parentheses
2. Exponents
3. Multiply and Divide
4. Addition and Subtraction

Please Excuse My Dear Aunt Sally

Absolute References

=G5*H3

=G5*\$H\$3