
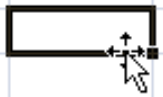
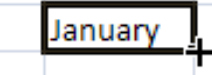
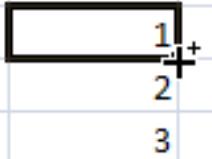

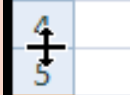


Excel Level 2 Cheatsheet

Shortcuts

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

Pointers

Icon	What It is Used For
	Select
	Drag and Drop
	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
	

IF Function (Three Parts)

IF Logical Statement You help me with the dishes

THEN True I will make dinner

ELSE False You will starve tonight!

IF B6>5000

THEN "Over Budget"

ELSE "Under Budget"

=IF(B6>5000, "Over Budget", "Under Budget")

IF B6>5000

THEN B6 * .08

ELSE 0

=IF(B6>5000, B6*.08, 0)