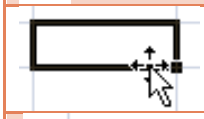
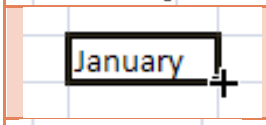
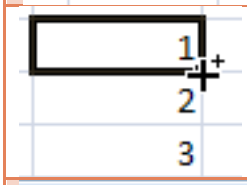
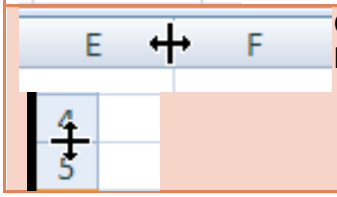
Excel 2010 Level 3 Cheatsheet

Shortcuts

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
	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)

Array's

CTRL+SHIFT+ENTER

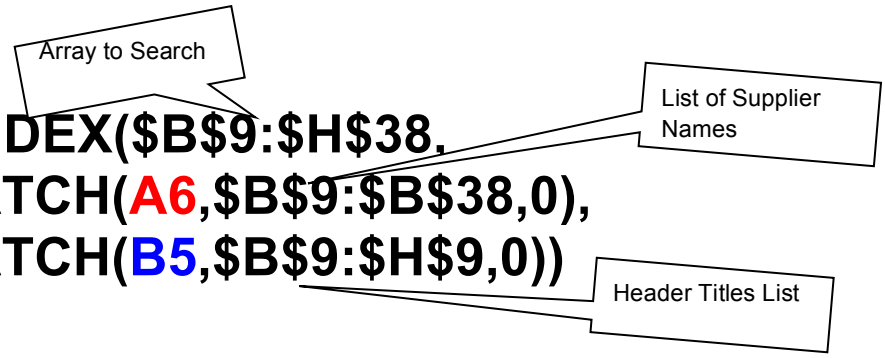
{=SUM(A2:A6*B2:B6)}

=SUMPRODUCT(B6:B28,G6:G28)

=SUMIF($B$5:$B$24,"Qtr1",$C$5:$C$24)

=INDEX(Where are we searching? (Array),
How many rows down?,
How many columns across?)

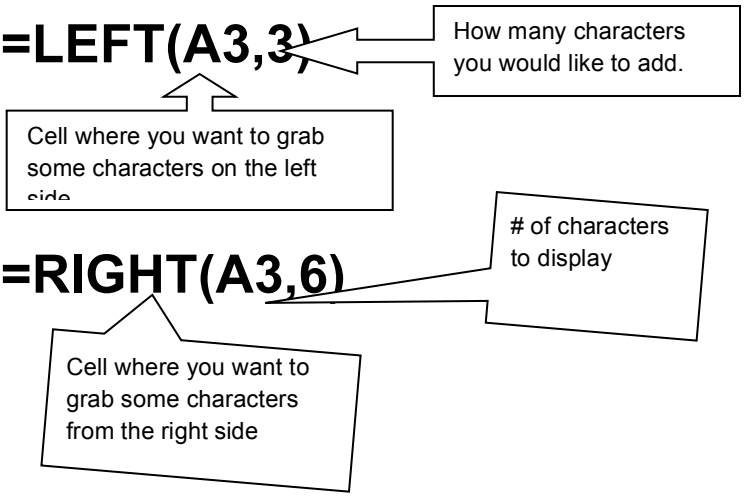
=MATCH(What is being looked up?,
Where are we searching? (Array),
[How?])



=INDEX($B$9:$H$38,
MATCH(A6,$B$9:$B$38,0),
MATCH(B5,$B$9:$H$9,0))

A6=Supplier Name, i.e. "Cartos Diaz"
B5=Header Titles (i.e. Phone, Address, City, Region, Postal Code, Country)

Text Functions



=CONCATENATE(C3," ",B3," ",D3)

The concatenate function simply joins cells or data together.

=TEXT(F3,"00000")

Makes a zip code into a text field and gets the leading "0" back.