
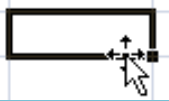
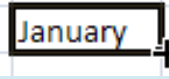
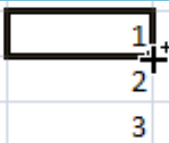




## Excel 2010, Level 4: Cheatsheet: Shortcuts

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 + 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
CTRL + PageUp and CTRL + PageDown or Option + → and Option + ←	Move between Worksheet Tabs

## Pointers

Icon	What It is Used For
	Select
	Drag and Drop Drag and Copy (Hold down the SHIFT Key)
	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
	

## Array's

**CTRL+SHIFT+ENTER**

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

**=SUMPRODUCT(B6:B28,G6:G28)**

**=SUM((Days\_past\_due<31)\*Amount\_due)**

**=SUM((Days\_past\_due>30)\* (Days\_past\_due<61)\*Amount\_due)**

**=SUM((Days\_past\_due>60)\* (Days\_past\_due<91)\*Amount\_due)**

**=SUM((Days\_past\_due>90)\*Amount\_due)**

**=SUM(((Region="East")+(Region="North"))\*Sales)**

**=SUM(((Product="Basil Leaf")+(Product="Carob Pods"))\*Sales)**

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

Change to a cell address (i.e. F10), which has a drop down menu of the all of the choices (i.e. Qtr1, Qtr2, Qtr3, Qtr4)

**=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))**

Array to Search

List of Supplier Names

Header Titles List

**A6**=Supplier Name, i.e. "Cartos Diaz"

**B5**=Header Titles (i.e. Phone, Address, City, Region, Postal Code, Country)

### Text Functions

**=LEFT(A3,3)**

How many characters you would like to add.

Cell where you want to grab some characters on the left side.

**=RIGHT(A3,6)**

# of characters to display

Cell where you want to grab some characters from the right side

**=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.

**IF Function (Three Parts)**

<b>IF</b>	Logical Statement	You help me with the dishes
<b>THEN</b>	True	I will make dinner
<b>ELSE</b>	False	You will starve tonight!

---

<b>IF</b>	B6>5000
<b>THEN</b>	"Over Budget"
<b>ELSE</b>	"Under Budget"

---

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

<b>IF</b>	B6>5000
<b>THEN</b>	B6 * .08
<b>ELSE</b>	0

---

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