



Microsoft Excel Cheat Sheet

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Open Workbook ctrl + O	Create New ctrl + N	Save ctrl + S	Close Workbook ctrl + W	Preview & Print ctrl + P	Instant Chart! F11
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Right One Cell tab	Left One Cell ↑ Shift + tab	Down One Cell enter	Down One Screen page down	Up One Screen page up	To Cell A1 ctrl + Home	To Last Cell ctrl + End	Insert Date ctrl + ;
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Cut ctrl + X	Copy ctrl + C	Paste ctrl + V	Undo ctrl + Z	Redo ctrl + Y	Find ctrl + F	Replace ctrl + H
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Edit Active Cell F2	Clear Cell Contents Delete	Select Entire Row ↑ Shift + Space	Select Entire Column ctrl + Space	Hide Selected Rows ctrl + 9	Hide Selected Columns ctrl + 0	Format Cell ctrl + 1	Help! F1
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Bold ctrl + B	Italics ctrl + I	Underline ctrl + U	Select All ctrl + A	Spell Check F7	Calculate Worksheets F9
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Fold along the lines and glue here.

*Please note that some shortcuts may be specific to certain versions.