

# EXCEL CHEAT SHEET

## EXCEL SHORTCUTS

### File

Create new workbook  
Open workbook  
Save workbook  
Save as  
Print

Activate sheet

Insert tables

Select table row

Select table column

Select table

### Selection

Select entire row

Select entire column

Select entire worksheet

Add adjacent cells

Add non-adjacent cells

Toggle selected to next column

Turn selection to continuous column

Move right one adjacent

Activate or open selected window

Confirm current change

Get help on selected content

### Ribbon

Expand or collapse ribbon

Activate ribbon tab

Show the next ribbon context

Activate or open selected context

Confirm current change

Get help on selected content

### Drag and Drop

Drag and drop

Drag and copy

Drag and insert

Drag and insert copy

Drag to worksheet

Drag to duplicate worksheet

### Navigation

One cell right

One cell left

One cell up

One cell down

One screen right

One screen left

One screen up

One screen down

To right edge of data region

To left edge of data region

To top edge of data region

To bottom edge of data region

To beginning of row

To last cell in column

To first cell in column

To last cell in row

To first cell in row

### Active Cell

Select active cell only

Move active cell

Move clipboard to selection

Move down in selection

Move up in selection

Move right in a selection

Move left in a selection

### General

Open help

Open task pane

Hide task pane

Copy selected cells

Paste selected cells

Copy selected cells

Paste selected cells

Copy selected cells

Paste selected cells

Copy selected cells

Paste selected cells

Copy selected cells

Paste selected cells

Copy selected cells

Paste selected cells

### Extend Selection

By one cell right

By one cell left

By one cell up

By one cell down

To last cell right

To last cell left

To last cell up

To last cell down

By one screen

By one screen

By one screen

By one screen

By one screen

By one screen

### Select Special

Display 'Go To' dialog box

Only cell containing

Specify current region

Select current region

Select current array

Select cell differences

Select column differences

Select row differences

Select all precedents

Select direct dependencies

Select all dependencies

Select entire cell only

### Cell Edit Mode

Exit the active cell

Insert or edit comment

Cancel entry

Select cell character right

Select cell character left

Move one word right

Move one word left

Select one word right

Select one word left

Select to beginning of cell

Select to end of cell

Select to end of row

Select character left of cursor

Select character right of cursor

Insert new row

Insert new column

Insert new row and column

Insert new row and column

Insert new row and column

Insert new row and column

Insert new row and column

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### Operations

Copy

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Copy and paste

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### Other

Spelling, checking

Thesaurus, checking

Spelling, checking

Spelling, checking

Spelling, checking

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### Visual Basics Editor

Open VBA editor

Run macro/record

Stop through code

Run to cursor

Add break point

Clear all break points

Reset VBA editor

Reset VBA editor

Reset VBA editor

Reset VBA editor

Reset VBA editor

Reset VBA editor

Reset VBA editor

Reset VBA editor

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**Beezix Inc**



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