

MICROSOFT EXCEL 365

SHORTCUT CHEAT SHEET



General Excel Shortcuts

Open a Workbook	CTRL + O
Create a new workbook	CTRL + N
Save a workbook	CTRL + S
Save As	F12
Print a workbook	CTRL + P
Open Print Preview	CTRL + F2
Help	F1
Activate Tell Me field	CTRL + Q
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4
Close a workbook	CTRL + W
Close Excel	Alt + F4

Tables and Filters Shortcuts

Insert Table	CTRL + T
Toggle Auto Filter	CTRL + Shift + L
Activate Filter	ATL + ↓
Select Table Row	Shift + Spacebar
Select Table Column	CTRL + Spacebar
Select Entire Table	CTRL + A
Clear Slicer Filter	Alt + C
Toggle Table Total Row	CTRL + Shift + T

Number Formatting Shortcuts

Apply general format	CTRL + Shift + -
Apply currency format	CTRL + Shift + \$
Apply percentage format	CTRL + Shift + %
Apply scientific format	CTRL + Shift + ^
Apply date format	CTRL + Shift + #
Apply time format	CTRL + Shift + @
Apply number format	CTRL + Shift + !

Editing Shortcuts

Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Redo	CTRL + Y
Find	CTRL + F
Replace	CTRL + H
Edit Active Cell	F2
Clear All Cell Contents	Delete

Pivot Table Shortcuts

Select entire pivot table	CTRL + A
Toggle pivot table field checkbox	SPACE
Group pivot table items	ATL + Shift + →
Ungroup pivot table items	ATL + Shift + ←
Hide pivot table item	CTRL + -v
Create pivot chart on existing worksheet	ALT + F1
Create pivot chart on new worksheet	F11
Open pivot table wizard	Alt + D + P

Excel Navigation Shortcuts

Move Between cells	↑, ↓, ←, →
Move One Cell Right	Tab
Move One Cell Left	Shift + Tab
Move One Cell Up	Shift + Enter
Move One Cell Down	CTRL + W
Move Down One Screen	Page Down
Go to First Cell of Active Row	Home
Enable End mode	End
Move to Cell A1	CTRL + Home
Move to Last Cell	CTRL + End

Cheat Sheet For Excel 201

Faithe Wempen

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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Structural Optimization William R. Spillers,Keith M. MacBain,2009-06-10 Structural Optimization is intended to supplement the engineer s box of analysis and design tools making optimization as commonplace as the finite element method in the engineering workplace It begins with an introduction to structural optimization and the methods of nonlinear programming such as Lagrange multipliers Kuhn Tucker conditions and calculus of variations It then discusses solution methods for optimization problems such as the classic method of linear programming which leads to the method of sequential linear programming It then proposes using sequential linear programming together with the incremental equations of structures as a general method for structural optimization It is furthermore intended to give the engineer an overview of the field of structural optimization

Microsoft Excel 2000 Rick Winter,1999 This cheat sheet provides a knowledge base needed to ready for the Excel 2000 MOUS exam Each chapter is designed to introduce explain and teach necessary skills to pass certification including hands on practice labs requiring usage of learned skills Highlighted text and margin notes denote special interest topics from the author Web sites features more practice exercises

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