

EXCEL CHEAT SHEET

EXCEL SHORTCUTS

File

Create new workbook
Open workbook
Save workbook
Save as
Print file

Open print preview window
Close current workbook
Close Excel

Ribbon

Expand or collapse ribbon
Activate active tab
Show the next ribbon context
Activate or open selected context
Customized change
Get help on selected context

Drag and Drop

Drag and drop
Drag and copy
Drag and move
Drag and move copy
Drag to worksheet
Drag to duplicate worksheet

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
Close help window
Reset help window
Copy selected cells
Repeat last action
Cancel selected cells
Paste selected from clipboard
Display paste options
Display find and replace
Find with replace selected
Stop previous search
Find next match
Cancel embedded sheet
Create sheet in new workbook
Toggle active sheet

Activate sheet

Insert tables

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KJ Lindholm-Leary



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