

























# Excel Cheat sheet








Download more cheat sheets at: [nhlondon.com](http://nhlondon.com)

10% off with discount code [cheatsheet](http://cheatsheet.nhlondon.com) at [nhlondon.com](http://nhlondon.com)

<b>Open workbook</b> 	<b>New workbook</b> 	<b>Save</b> 	<b>Close a workbook</b> 	<b>Preview and print</b> 	<b>Switch between open windows</b> 	<b>Find</b> 	<b>Find and replace</b> 
---	--	--	---	---	---	--	--

<b>Select entire column</b> 	<b>Select entire row</b> 	<b>Select to end of current data set</b> 	<b>Jump to first cell</b> 	<b>Jump to last cell</b> 	<b>Jump to end of current data set</b> 	<b>Help</b> 
--	---	--	--	---	---	--

<b>Auto SUM()</b> 	<b>Show hide formulas</b> 	<b>Create absolute cell reference (e.g. \$A\$1)</b> 	<b>Line break in cell</b> 	<b>Edit current cell</b> 	<b>Close Excel</b> 	<b>Navigate between worksheets</b> 
--	--	--	--	---	---	---

<b>Instant chart</b> 	<b>Convert selected cells to table</b> 	<b>Insert date</b> 	<b>Format cells</b> 	<b>Insert blank cells, rows or columns</b> 	<b>Fully delete a cell</b> 	<b>Hold Alt to access ribbon shortcuts</b> 
---	---	---	---	---	---	---

	<b>Select All</b> 	<b>Undo</b> 	<b>Redo</b> 
---	--	---	--

**New Horizons London**  
 268 Bath Road, Slough, SL1 4DX  
 ☎ +44 (0) 20 8142 8961  
 ✉ [uk-info@nhireland.ie](mailto:uk-info@nhireland.ie)

