



Microsoft

# Excel Cheat Sheet

Download more cheat sheets at: [nhireland.ie](http://nhireland.ie)

New Horizons

10% off with discount code **cheatsheet** at [nhireland.ie](http://nhireland.ie)

Open Workbook



Create New



Save



Close Workbook



Preview & Print



Instant Chart!



10% off your next Excel course with discount code: **cheatsheet**  
[www.nhlondon.com](http://www.nhlondon.com)

Right One Cell



Left One Cell



Down One Cell



Down One Screen



Up One Screen



To Cell A1



To Last Cell



Insert Date



Cut



Copy



Paste



Undo



Redo



Find



Replace



Edit Active Cell



Clear Cell Contents



Select Entire Row



Select Entire Column



Hide Selected Rows



Hide Selected Columns



Format Cell



Help!



Bold



Italics



Underline



Select All



Spell Check



Calculate Worksheets



10% off your next Excel course with discount code: **cheatsheet**  
[www.nhireland.ie](http://www.nhireland.ie)

Fold along the lines and glue here.

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