



# Excel Cheat sheet

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**Open workbook**



**New workbook**



**Save**



**Close a workbook**



**Preview and print**



**Switch between open windows**



**Find**



**Find and replace**



**Select entire column**



**Select entire row**



**Select to end of current data set**



**Jump to first cell**



**Jump to last cell**



**Jump to end of current data set**



**Help**



**Auto SUM()**



**Show hide formulas**



**Create absolute cell reference (e.g. \$A\$1)**



**Line break in cell**



**Edit current cell**



**Close Excel**



**Navigate between worksheets**



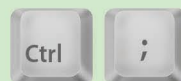
**Instant chart**



**Convert selected cells to table**



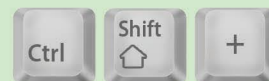
**Insert date**



**Format cells**



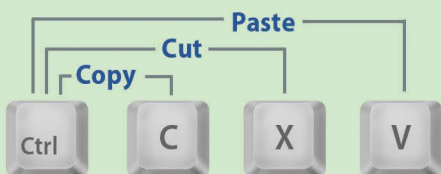
**Insert blank cells, rows or columns**



**Fully delete a cell**



**Hold Alt to access ribbon shortcuts**



**Select All**



**Undo**



**Redo**

