

## ESSENTIAL SHORTCUTS 1 / 2

Save the workbook

Win: **Ctrl+S**    Mac: **Command+S**

Open a workbook

Win: **Ctrl+O**    Mac: **Command+O**

Create a new workbook

Win: **Ctrl+N**    Mac: **Command+N**

Print the workbook

Win: **Ctrl+P**    Mac: **Command+P**

Copy selected cells

Win: **Ctrl+C**    Mac: **Command+C**

Cut selected cells

Win: **Ctrl+X**    Mac: **Command+X**

Paste copied cells

Win: **Ctrl+V**    Mac: **Command+V**

Open Paste Special

Win: **Ctrl+Alt+V**    Mac: **Command+Ctrl+V**

Undo the last action

Win: **Ctrl+Z**    Mac: **Command+Z**

Redo the last action

Win: **Ctrl+Y**    Mac: **Command+Y**

Find text or values

Win: **Ctrl+F**    Mac: **Command+F**

Find and replace

Win: **Ctrl+H**    Mac: **Ctrl+H**

Clear selected cell contents

Win: **Delete**    Mac: **Delete**

Fill the top cell down

Win: **Ctrl+D**    Mac: **Command+D**

Insert cells, rows, or columns

Win: **Ctrl+Shift+=**    Mac: **Ctrl+Shift+=**

Delete cells, rows, or columns

Win: **Ctrl+-**    Mac: **Command+-**

Open the Go To dialog

Win: **Ctrl+G**    Mac: **Ctrl+G**

Move to the start of the sheet

Win: **Ctrl+Home**    Mac: **Ctrl+Home**

Move to the last used cell

Win: **Ctrl+End**    Mac: **Ctrl+End**

Jump to the edge of a data region

Win: **Ctrl+Arrow**    Mac: **Command+Arrow**

Move to the next worksheet

Win: **Ctrl+Page Down**    Mac: **Option+Right Arrow**

## ESSENTIAL SHORTCUTS 2 / 2

Move to the previous worksheet

Win: **Ctrl+Page Up**    Mac: **Option+Left Arrow**

Edit the active cell

Win: **F2**    Mac: **F2**

Complete an entry and move down

Win: **Enter**    Mac: **Return**

Start a new line inside a cell

Win: **Alt+Enter**    Mac: **Option+Return**

Insert the current date

Win: **Ctrl+;**    Mac: **Ctrl+;**

Open Format Cells

Win: **Ctrl+1**    Mac: **Command+1**

Apply or remove bold

Win: **Ctrl+B**    Mac: **Command+B**

Apply Currency number format

Win: **Ctrl+Shift+\$**    Mac: **Ctrl+Shift+\$**

Apply Percentage number format

Win: **Ctrl+Shift+%**    Mac: **Ctrl+Shift+%**

Create a table

Win: **Ctrl+T**    Mac: **Command+T**

Select the entire column

Win: **Ctrl+Space**    Mac: **Ctrl+Space**

Select the entire row

Win: **Shift+Space**    Mac: **Shift+Space**

Select the current data region

Win: **Ctrl+A**    Mac: **Command+A**

Extend selection to the edge of data

Win: **Ctrl+Shift+Arrow**    Mac: **Command+Shift+Arrow**

Turn filters on or off

Win: **Ctrl+Shift+L**    Mac: **Ctrl+Shift+L**

Open the active filter list

Win: **Alt+Down Arrow**    Mac: **Option+Down Arrow**

Run Flash Fill

Win: **Ctrl+E**    Mac: **Ctrl+E**

Show or hide formulas

Win: **Ctrl+`**    Mac: **Ctrl+`**

Cycle absolute and relative references

Win: **F4**    Mac: **Command+T**

Insert an AutoSum formula

Win: **Alt+=**    Mac: **Command+Shift+T**

Insert a new worksheet

Win: **Shift+F11**    Mac: **Shift+F11**

## FORMULA QUICK REFERENCE

**SUM**

Add values

**=SUM(B2:B10)****AVERAGE**

Calculate the arithmetic mean

**=AVERAGE(B2:B10)****SUMIF**

Add values that meet one condition

**=SUMIF(A2:A20, "West", B2:B20)****SUMIFS**

Add values that meet several conditions

**=SUMIFS(C2:C20, A2:A20, "West", B2:B20, ">100")****COUNTIF**

Count cells that meet one condition

**=COUNTIF(C2:C100, "Complete")****COUNTIFS**

Count rows that meet several conditions

**=COUNTIFS(A2:A50, "West", B2:B50, ">100")****IF**

Return one result when true and another when false

**=IF(B2>=70, "Pass", "Review")****IFERROR**

Replace formula errors with a fallback

**=IFERROR(A2/B2, 0)****XLOOKUP**

Find a match and return a related value

**=XLOOKUP(E2, A2:A100, C2:C100, "Not found")****VLOOKUP**

Find a value in the first column of a table

**=VLOOKUP(E2, A2:C100, 3, FALSE)****INDEX**

Return a value by its row and column position

**=INDEX(C2:C100, MATCH(E2, A2:A100, 0))****MATCH**

Return the position of a matching value

**=MATCH(E2, A2:A100, 0)****TEXTJOIN**

Join text with a chosen delimiter

**=TEXTJOIN(" ", TRUE, A2:C2)****CONCAT**

Combine text from several cells or ranges

**=CONCAT(A2, " ", B2)****LEFT / RIGHT / MID**

Extract characters from text

**=LEFT(A2, 3)****TRIM**

Remove extra spaces from text

**=TRIM(A2)****TODAY**

Return the current date

**=TODAY()-A2****DATEDIF**

Calculate elapsed years, months, or days

**=DATEDIF(A2, TODAY(), "y")****AVERAGEIF**

Average values that meet a condition

**=AVERAGEIF(A2:A20, "West", B2:B20)**