

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	

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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+`</b> Mac: <b>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)