Microsoft®

Excel 2013

Cheat Sheet

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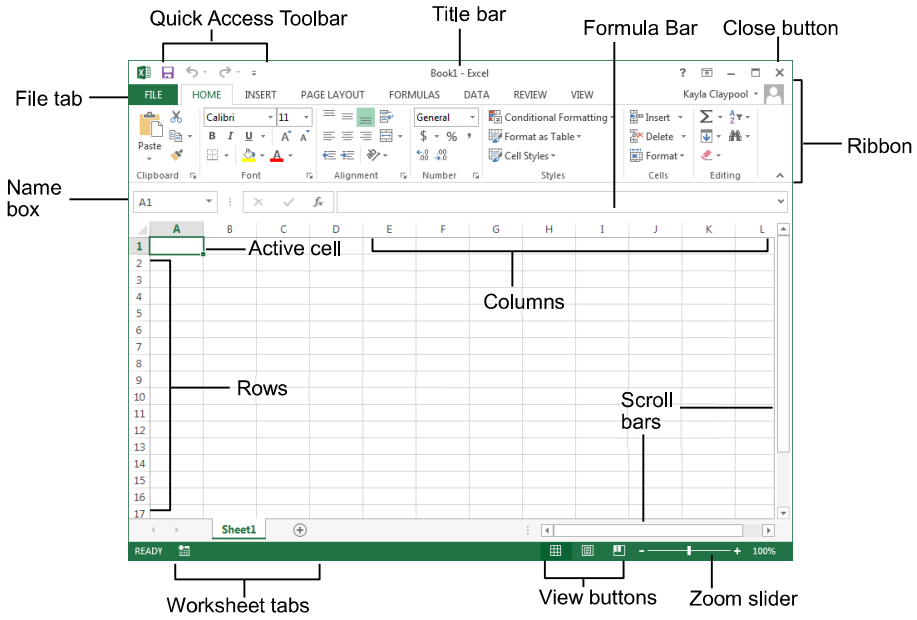
The Excel 2013 Screen



The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

- **To Create a New Workbook:** Click the **File tab**, select **New**, and double-click workbook, or press **Ctrl** + **N**.
- **To Open a Workbook:** Click the **File tab** and select **Open**, or press **Ctrl** + **O**.
- **To Save a Workbook:** Click the **Save button** on the Quick Access Toolbar, or press **Ctrl** + **S**.
- **To Preview and Print a Workbook:** Click the **File tab** and select **Print**, or press **Ctrl** + **P**.
- **To Undo:** Click the **Undo button** on the Quick Access Toolbar, or press **Ctrl** + **Z**.
- **To Redo or Repeat:** Click the **Redo button** on the Quick Access Toolbar, or press **Ctrl** + **Y**.
- **To Close a Workbook:** Click the **Close button**, or press **Ctrl** + **W**.
- **To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.
- **Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard
- **To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- **To Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the **arrow keys** to move the mouse pointer to the last cell of the range.
- **To Select an Entire Worksheet:** Click the **Select All button** where column and row headings meet. Or press **Ctrl** + **A**.
- **To Minimize the Ribbon:** Click the **Minimize Ribbon button** on the Ribbon. Or, press **Ctrl** + **F1**. Or, right-click a **tab** and select **Unpin the Ribbon** from the contextual menu.
- **To Change Program Settings:** Click the **File tab** and select **Options**.
- **To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the **Zoom Out** and **Zoom In buttons** on the slider.
- **To Change Views:** Click a **View button** in the status bar. Or, click the **View tab** and select a view.

Keyboard Shortcuts

General

Open a Workbook	**Ctrl + O**
Create New	**Ctrl + N**
Save	**Ctrl + S**
Preview and Print	**Ctrl + P**
Close a Workbook	**Ctrl + W**
Help	**F1**
Run Spelling Check	**F7**
Calculate worksheets	**F9**
Create an absolute, normal, or mixed reference	**F4**

Navigation:

Move Between Cells	**↑, ↓, ←, →**
Right One Cell	**Tab**
Left One Cell	**Shift + Tab**
Down One Cell	**Enter**
Up One Cell	**Shift+Enter**
Down One Screen	**Page Down**
Up One Screen	**Page Up**
To Cell A1	**Ctrl + Home**
To Last Cell	**Ctrl + End**
Go To Dialog Box	**F5**

Editing

Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Undo	**Ctrl + Z**
Redo	**Ctrl + Y**
Find	**Ctrl + F**
Replace	**Ctrl + H**
Select All	**Ctrl + A**
Edit active cell	**F2**
Clear cell contents	**Delete**

Formatting

Bold	**Ctrl + B**
Italics	**Ctrl + I**
Underline	**Ctrl + U**
Open Format Cells Dialog Box	**Ctrl + Shift + F**
Select All	**Ctrl + A**
Select entire row	**Shift+Space**
Select entire column	**Ctrl + Space**
Hide selected rows	**Ctrl + 9**
Hide selected columns	**Ctrl + 0**

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Editing

- **To Edit a Cell's Contents:** Select the cell and click the **Formula Bar**, or double-click the cell. Edit the cell contents and press **Enter**.
- **To Clear a Cell's Contents:** Select the cell(s) and press the **Delete** key.
- **To Cut or Copy Data:** Select cell(s) and click the **Cut** or **Copy button** in the Clipboard group on the Home tab.
- **To Paste Data:** Place the insertion point where you want to paste and click the **Paste button** in the Clipboard group on the Home tab.
- **To Preview an Item Before Pasting**: Place the insertion point where you want to paste, click the **Paste button list arrow** in the Clipboard group on the Home tab, and hold the mouse over the paste option to preview.
- **To Paste Special:** Select the destination cell(s), click the **Paste button list arrow** in the Clipboard group on the Home tab, and select **Paste Special**. Select an option and click **OK**.
- **To Copy Using Auto Fill:** Point to the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).
- **To Complete a Series Using AutoFill:** Select the cells that define the series. Click and drag the fill handle to complete the series.
- **To Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down **Ctrl** key while dragging.
- **To Insert a Column or Row:** Right-click to the right of the column, or below the row you want to insert. Select **Insert** from the contextual menu, or click the **Insert button** in the Cells group on the Home tab.
- **To Delete a Column or Row:** Select the row or column heading(s). Right-click and select **Delete** from the contextual menu, or click the **Delete button** in the Cells group on the Home tab.
- **To Insert a Comment:** Select the cell where you want to insert a comment and click the **Review tab** on the Ribbon. Click the **New Comment button** in the Comments group. Type a comment and click outside the comment box.

Formulas and Functions

- **To Total a Cell Range:** Click the cell where you want to insert the total and click the **Sum button** in the Editing group on the Home tab. Verify the selected cell range and click the **Sum button** again.
- **To Enter a Formula:** Select the cell where you want to insert the formula. Type = and enter the formula using values, cell references, operators, and functions. Press **Enter** when you're finished.
- **To Insert a Function:** Select the cell where you want to enter the function and click the **Insert Function button** on the Formula Bar.
- **To Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.
- **To Create an Absolute Cell Reference:** Precede the cell references with a $ sign or press **F4** after selecting cell(s) to make it absolute.
- **To Use Several Operators or Cell Ranges:** Enclose the part of a formula you want to calculate first in parentheses.

Charts

- **To Create a Chart:** Select the cell range that contains the data you want to chart and click the **Insert tab** on the Ribbon. Click a chart type button in the Charts group and select the chart you want to use from the list.
- **To Insert a Sparkline:** Select the cell range that contains the data you want to chart and click the **Insert tab** on the Ribbon. Select the sparkline you want to insert from the Sparkline group. Select the cell or cell range where you want to add the sparkline and click **OK**.

Formatting

- **To Format Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the dialog box.
- **To Format Values:** Use the commands in the Number group on the Home tab, or click the **Dialog Box Launcher** in the Number group to open the Format Cells dialog box.
- **To Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy and click the **Format Painter button** in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.
- **To Apply a Cell Style:** Select the cell(s) you want to apply a cell style to. Click the **Cell Styles button** in the Styles group of the Home tab on the Ribbon and select a style from the gallery.
- **To Format a Cell Range as a Table:** Select the cells you want to apply table formatting to. Click the **Format as Table button** in the Styles group of the Home tab on the Ribbon and select a table format from the gallery.
- **To Apply a Document Theme:** Click the **Page Layout tab** on the Ribbon, click the **Themes button** in the Themes group, and select a theme from the gallery.
- **To Apply Conditional Formatting:** Select the cells to which you want to apply conditional formatting. Click the **Conditional Formatting button** in the Styles group of the Home tab. Select the formatting scheme you wish to use, then set the conditions in the dialog box.
- **To Adjust Column Width or Row Height:** Drag the right border of the column header, or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

Workbook Management

- **To Insert a New Worksheet:** Click the **Insert Worksheet button** next to the sheet tabs at the bottom of the program screen. Or, press **Shift** + **F11**.
- **To Delete a Worksheet:** Select the sheet want to delete, click the **Delete button** in the Cells group on the Home tab, and select **Delete Sheet**. Or, right-click the sheet tab and select **Delete** from the contextual menu.
- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.
- **To Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.
- **To Move or Copy a Worksheet:** Click and drag a tab to move a worksheet. Hold down the **Ctrl** key while clicking and dragging to copy the worksheet.
- **To Split a Window:** Click the **View tab** and click the **Split button** in the Window group. Or, press **Alt** + **WS** (one at a time).
- **To Freeze Panes:** Place the cell pointer where you want to freeze the window, click the **View tab** on the Ribbon, click the **Freeze Panes button** in the Window group, and select an option from the list.
- **To Select a Print Area:** Select the cell range you want to print, click the **Page Layout tab** on the Ribbon, click the **Print Area button** in the Page Setup group, and select **Set Print Area**.
- **To Adjust Page Margins, Orientation, Size, and Breaks:** Click the **Page Layout tab** on the Ribbon and use the commands in the Page Setup group, or click the **Dialog Box Launcher** in the Page Setup group to open the Page Setup dialog box.
- **To Protect or Share a Workbook:** Click the **Review tab** on the Ribbon and use the commands in the Changes group.
- **To Recover Autosaved Versions:** Click the **File tab** on the Ribbon and select **Info**. Select an autosaved version from the Versions list. Or, click the **Manage Versions button** and select **Recover Unsaved Workbooks**.

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