

Excel Tips and Tricks Cheat Sheet

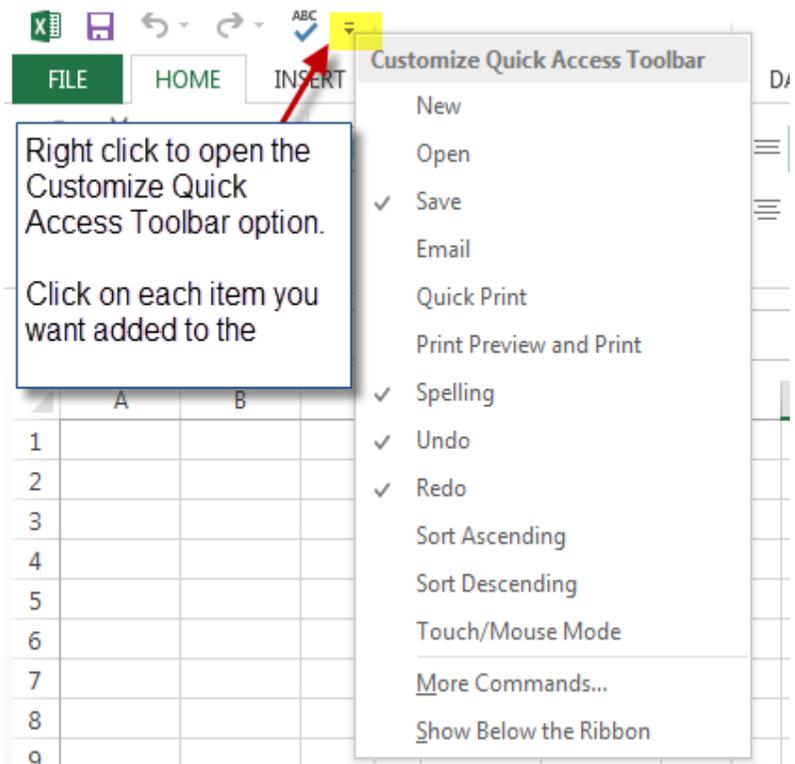
Keystroke Shortcuts

Ctrl + s	Saves your workbook
Ctrl + c	Copies highlighted cells
Ctrl + v	Pastes copied contents into new cells
Ctrl + n	Creates a new workbook
Ctrl + p	Opens the print option
Ctrl + b	Turns text bold
Ctrl + i	Makes text <i>italic</i>
Ctrl + u	<u>Underlines</u> text
Ctrl + z	Undo
Ctrl + y	Redo
Ctrl + x	Cut
Ctrl + mouse scroll	Zooms in and out
Ctrl + arrow	Jumps from the currently active cell to the last entry in the column or row
Shift + arrow	Highlights one cell at a time in the direction of the arrow
Ctrl + shift + arrow	Selects an entire row or column (stopping at blank cells)
F11	Creates a chart out of highlighted data
F12	Opens the Save As option

Customize the Quick Access Toolbar

To customize the tools on the status bar:

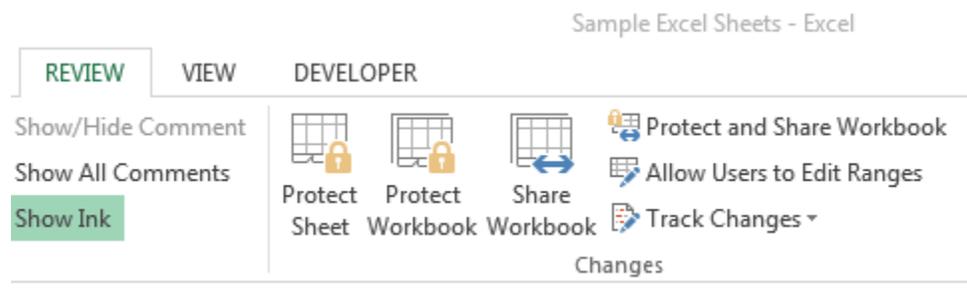
1. Right click on it
2. Take one of two actions:
 - a. Select a **checked** item to remove it
 - b. Select an **unchecked** item to add it



Tips for Shared Workbooks

Under the Review Tab there are several useful options:

- Protect Sheet prevents other users from making changes to the sheet
- Protect Workbook prevents other users from making changes to the workbook
- Share Workbook allows changes to be made by multiple users in one workbook at the same time
- Track changes will highlight the changes made to the workbook



Printing Tips

Preview your print page by selecting:

1. File (the home button)
2. Print

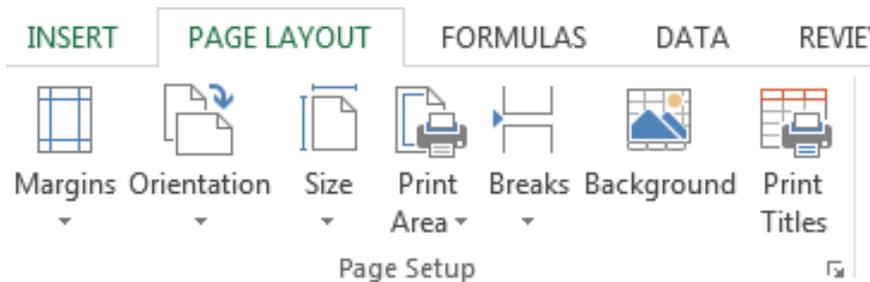
Here you can change the margins and page orientation. You can also use the scaling option to (see image, right):

1. Fit sheet to one page
2. Fit all columns to one page
3. Fit all rows to one page.

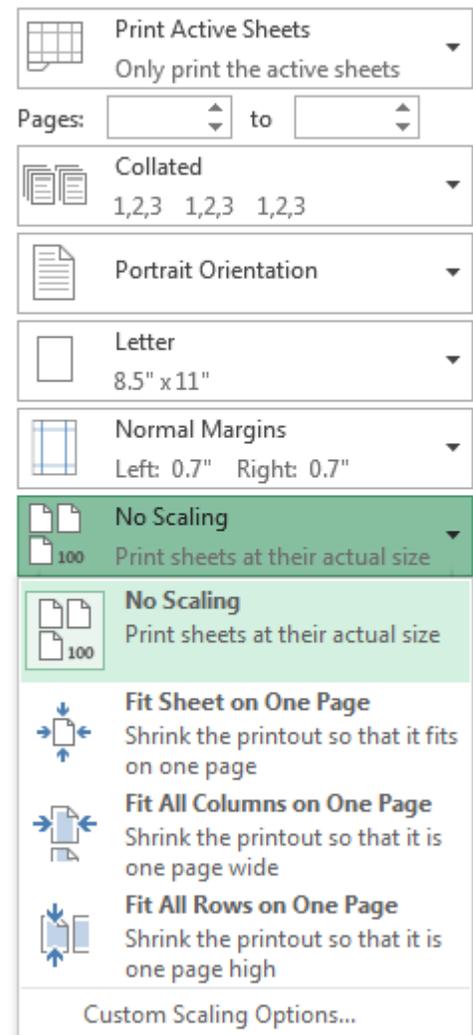
Printing Titles

Go to Page Layout (see image, below)

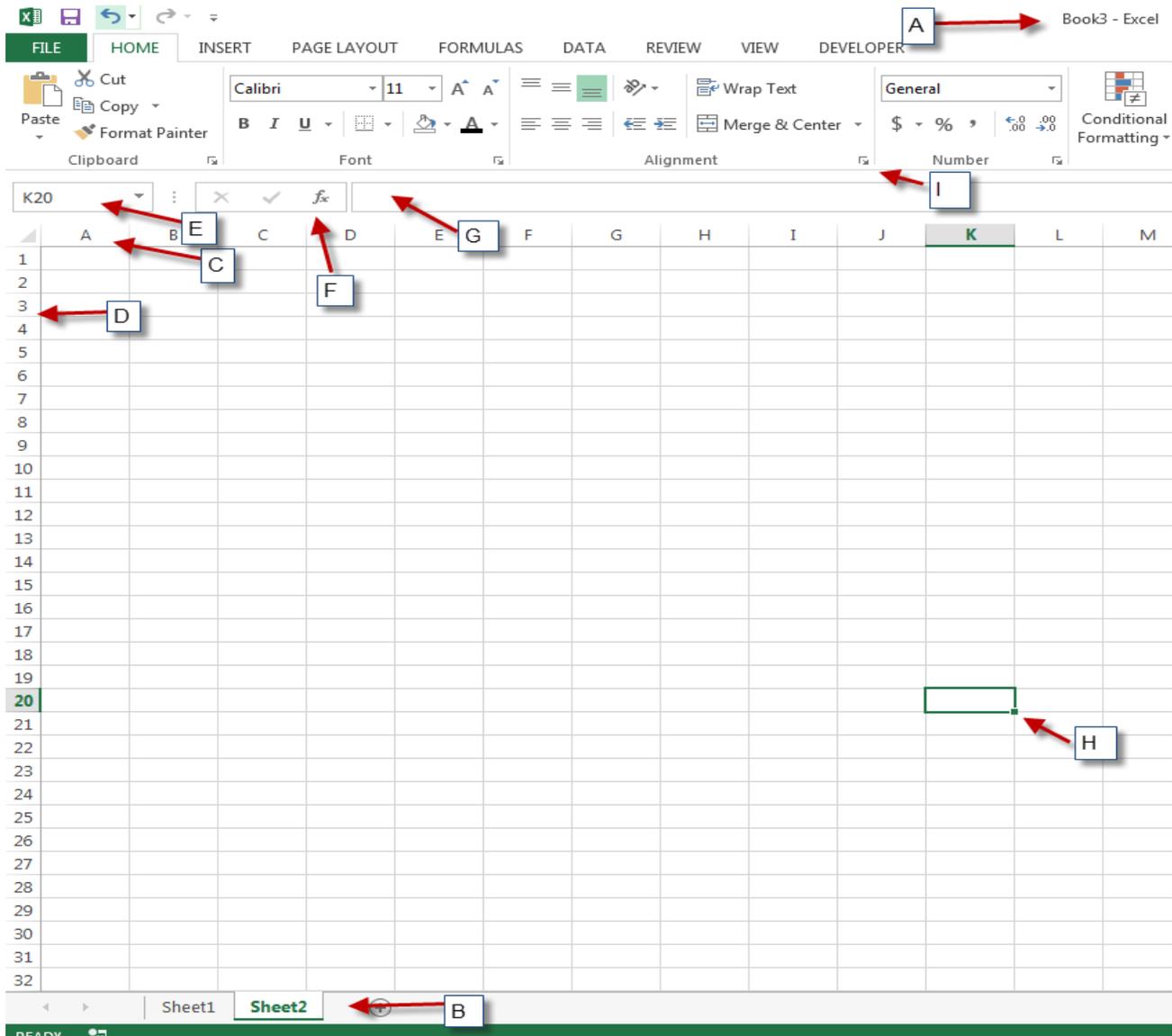
1. Select Print Titles
 - a. Choose how many rows at the top to include in titles
 - b. Choose how many columns on the left to include in titles



Settings



Excel Element Names



Letter	Name	Description
A	Workbook	A file containing multiple worksheets
B	Worksheet or Sheet	An individual spreadsheet with rows, columns, and/or charts
C	Column	A vertical space where data can be entered
D	Row	A horizontal space where data can be entered
E	Name Box	Displays the name of the currently active cell
F	Function Box	Displays available functions
G	Formula Bar	Displays the contents of the currently active cell
H	Marquee	Marks the currently active cell
I	Dialogue Box Launchers	Launches the associated dialogue box