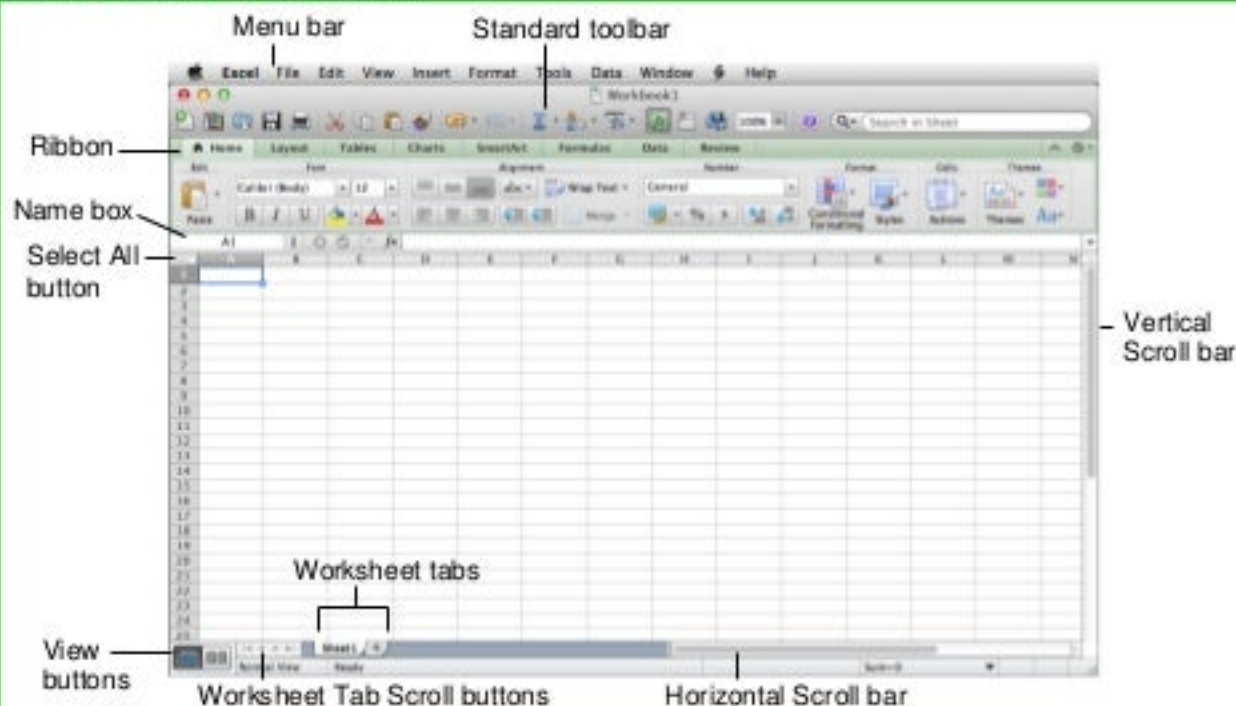


Excel 2011

Cheat Sheet

Excel 2011 Screen



Keystroke Shortcuts

General

Open a Workbook	⌘ + O
Save a Workbook	⌘ + S
Print a Workbook	⌘ + P
Close a Workbook	⌘ + W
Undo	⌘ + Z
Redo or Repeat	⌘ + Y
Minimize Window	⌘ + M

Navigation

Move Between Unlocked Cells	Tab
Up One Screen	Page Up
Down One Screen	Page Down
To cell A1	Ctrl + Home
To the Last Cell with Data	Ctrl + End
Open the Go To Dialog Box	Ctrl + G
Move One Screen to the Right	Option + Page Down
Move One Screen to the Left	Option + Page Up
Move to the Beginning of the Row	Home

Editing

Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Clear Cell Content	Delete
Edit Active Cell	Ctrl + U

Formatting

Bold	⌘ + B
Italic	⌘ + I
Underline	⌘ + U
Format Cells Dialog	⌘ + 1

Formatting Palette Panels

Font: Change font name, size or style.

Number: Change format or move the decimal.

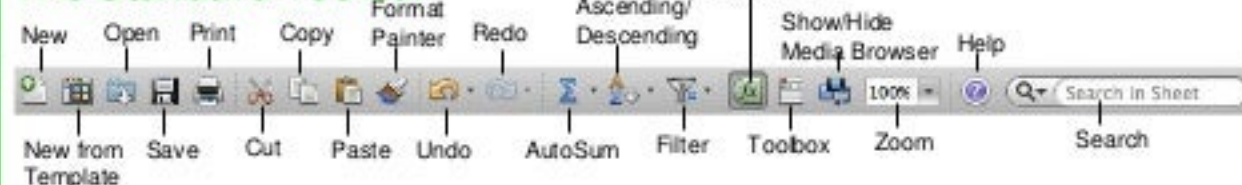
Alignment and Spacing: Change text alignment or orientation, and wrap text, indent, shrink to fit or merge cells.

Borders and Shading: Apply borders and change border properties, apply shading.

Page Setup: Specify worksheet margins and how the worksheet will print.

The Fundamentals

The Standard Toolbar



- To Create a New Workbook:** Click the **New** button on the Standard toolbar or select **File → New Workbook** from the menu, or press **⌘ + N**.
- To Open a Workbook:** Click the **Open** button on the Standard toolbar, select **File → Open** from the menu, or press **⌘ + O**.
- To Save a Workbook:** Click the **Save** button on the Standard toolbar, or select **File → Save** from the menu, or press **⌘ + S**.
- To Save a Workbook with a Different Name:** Select **File → Save As** from the menu and enter a different name for the workbook.
- Cell References:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find an address of a cell by looking at the **Name Box**.
- To Select a Cell:** Select the cell by clicking it or by using the keyboard arrow keys.
- To Select a Cell Range:** Click the first cell of the range and drag the mouse pointer to the last cell of the range.
- To Show or Hide the Media Browser:** Click the **Media Browser** button on the Standard toolbar.
- To Show or Hide the Toolbox:** Click the **Toolbox** button on the Standard toolbar.
- To Change the Toolbox:** Select **View** from the menu bar and select the tool you want to view in the Toolbox from the menu. Or, click a button near the top of the Toolbox to change the tool displayed.
- To Preview a Worksheet:** Select **File → Print Preview** from the menu.
- To Select an Entire Worksheet:** Click the **Select All** button.
- To Print a Worksheet:** Click the **Print** button on the Standard toolbar, or select **File → Print** from the menu, or press **⌘ + P**.
- To See What a Toolbar Button Does:** Point to the button for a few seconds. A brief description of the button will appear.
- To View or Hide a Toolbar:** Select **View → Toolbars** from the menu and select the toolbar you want to view or hide.
- To Open the Template Gallery:** Select **File → Template Gallery** from the menu, or press **Shift + ⌘ + P**.
- To Hide Excel:** Select **Excel → Hide Excel** from the menu, or press **⌘ + H**.
- To Get Help:** Select **Help** from the menu bar.