

# Excel Cheat sheet

**New Horizons Ireland**  
 Phone: 01 8898 700  
 info@nhireland.ie  
 www.nhireland.ie

**New Horizons UK**  
 Phone: +44 (0) 20 8142 8961  
 ukinfo@nhlondon.com  
 www.nhlondon.com



<b>Open workbook</b> 	<b>New workbook</b> 	<b>Save</b> 	<b>Close a workbook</b> 	<b>Preview and print</b> 	<b>Switch between open windows</b> 	<b>Find</b> 	<b>Find and replace</b> 
--------------------------	-------------------------	-----------------	-----------------------------	------------------------------	--	-----------------	-----------------------------

<b>Select entire column</b> 	<b>Select entire row</b> 	<b>Select to end of current data set</b> 	<b>Jump to first cell</b> 	<b>Jump to last cell</b> 	<b>Jump to end of current data set</b> 	<b>Help</b> 
---------------------------------	------------------------------	--	-------------------------------	------------------------------	--	-----------------

<b>Auto SUM()</b> 	<b>Show hide formulas</b> 	<b>Create absolute cell reference (e.g. \$A\$1)</b> 	<b>Line break in cell</b> 	<b>Edit current cell</b> 	<b>Close Excel</b> 	<b>Navigate between worksheets</b> 
-----------------------	-------------------------------	---	-------------------------------	------------------------------	------------------------	--

<b>Instant chart</b> 	<b>Convert selected cells to table</b> 	<b>Insert date</b> 	<b>Format cells</b> 	<b>Insert blank cells, rows or columns</b> 	<b>Fully delete a cell</b> 	<b>Hold Alt to access ribbon shortcuts</b> 
--------------------------	--	------------------------	-------------------------	--	--------------------------------	--

	<b>Select All</b> 	<b>Undo</b> 	<b>Redo</b> 
--	-----------------------	-----------------	-----------------

10% off courses with discount code  
**cheatsheet** at [nhireland.ie](http://nhireland.ie) or [nhlondon.com](http://nhlondon.com)