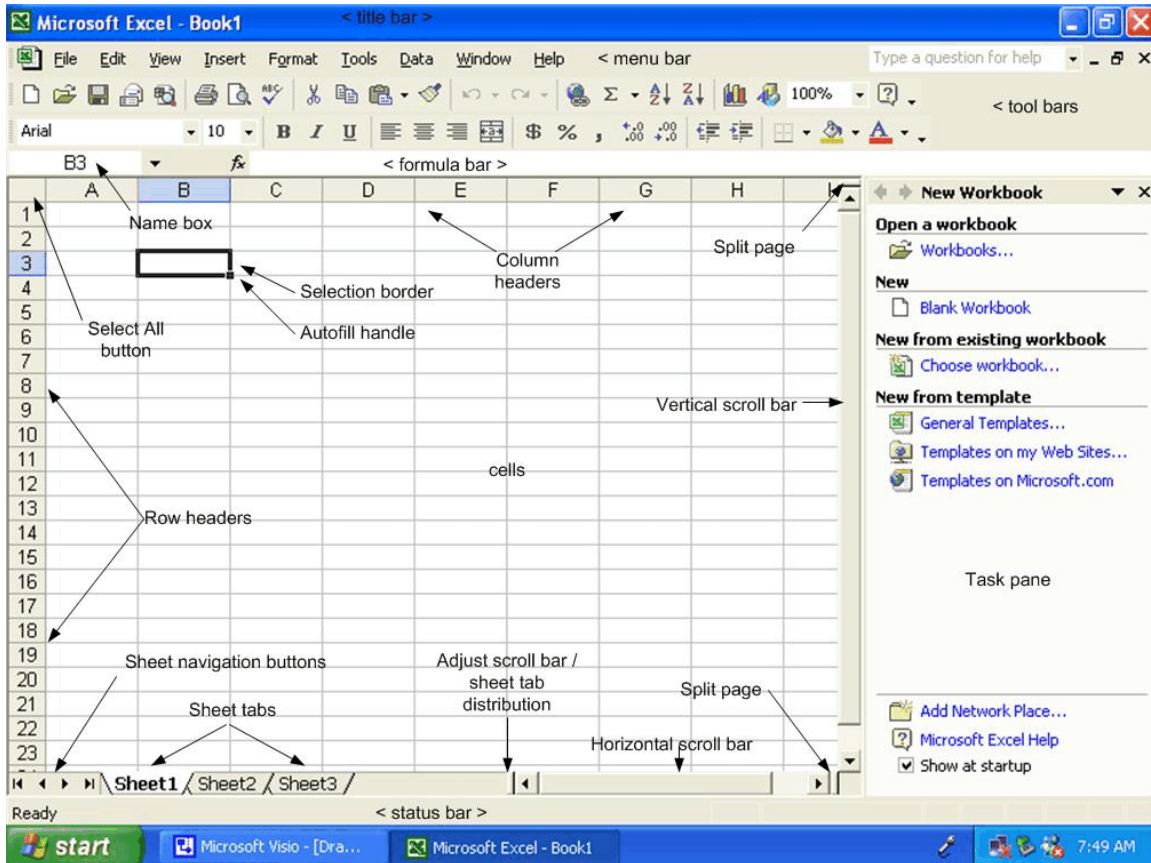


Windows Excel 2002 Cheat Sheet

James Crowley
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Pieces/parts



Navigation - std	Cell	Next block of data	Scroll screen	Current sheet	Sheet
Left	← / Shift+Tab	Ctrl+←	Alt+PgUp	Home (col A)	
Right	→ / Tab	Ctrl+→	Alt+PgDn		
Up	↑ / Shift+Enter	Ctrl+↑	PgUp	Ctrl+Home (A1)	Ctrl+PgUp
Down	↓ / Enter	Ctrl+↓	PgDn	Ctrl+End (bott rt)	Ctrl+PgDn

Formulas	
Formula Edit	F2
Delete char left	Backspace
Delete char right	Del
Delete text to right	Ctrl+Del

Edit commands	Keyboard	Mouse
Undo	Ctrl+Z	
Cut	Ctrl+X	Drag border
Copy	Ctrl+C	Ctrl+Drag border
Paste	Ctrl+V	
Auto-Series		Drag fill handle
Fill	Ctrl+D (down) Ctrl+R (right)	Ctrl+drag fill handle

Other commands		Sheet commands			
Confirm	Enter	Print	Ctrl+P	Select	Click on tab
Cancel	Esc	Find	Ctrl+F	Rename	Double click
Open	Ctrl+O	Replace	Ctrl+H	Move sheet	Drag tab
Open new	Ctrl+N	Go to	F5	Copy sheet	Ctrl+drag tab
Save	Ctrl+S			Other commands	Right click
Save As	F12			Group contiguous	Shift+click
				Group random	Ctrl+click

Excel Cheat Sheet cont.

Selecting Text	Keyboard	Mouse
Contiguous	Shift and keyboard movement	Drag or Shift+Click
Non-contiguous		Drag, then Ctrl+Click / Drag next area
Extend mode	F8	
Row	Shift+spacebar	Click on row number
Column	Ctrl+spacebar	Click on column header
Worksheet	Shift+Ctrl+spacebar	Click on select all button, top left corner
Block	Ctrl+*	
Dependent formulas	Ctrl]	
All dep formulas	Ctrl+Shift+}	
Preceding formulas	Ctrl+[
All pre formulas	Ctrl+Shift+{	
Select all	Ctrl+A	

Formatting	Adjust	Operators (in order of evaluation)
Apply style	Alt+'	Reference
Format cells	Ctrl+1	Range
Font	Ctrl+Shift+F	Intersection
Point size	Ctrl+Shift+P	Union
Bold	Ctrl+B	Arithmetic
<i>Italics</i>	Ctrl+I	Negation
Strikethrough	Ctrl+5	Percentage
<u>Underline</u>	Ctrl+U	Exponentiation
		Multiplication
General	Ctrl+Shift+~	Division
Comma	Ctrl+Shift+!	Addition
(Currency)	Ctrl+Shift+\$	Subtraction
Percentage	Ctrl+Shift+%	Text
Scientific	Ctrl+Shift+^	Join
Date	Ctrl+;	Comparison (equal precedence)
Time	Ctrl+Shift+:	Equal
		Greater than
Create border	Ctrl+Shift+&	Less than
Remove border	Ctrl+Shift+_	Greater or equal
Absolute ref	\$	Less than or equal
		Not equal

Order of evaluation or operations: formula =2+4*5 results in 22, formula =(2+4)*5 = 30

Absolute vs. relative addresses: copying the upper left formula results in the three shown formulas. \$ locks the following reference.

=B4*7	=C4*7	=B\$4*7	=\$B4*7	=\$B4*7	=\$B4*7	=B\$4*7	=C\$4*7
=B5*7	=C5*7	=\$B\$4*7	=\$B\$4*7	=\$B5*7	=\$B5*7	=B\$4*7	=C\$4*7

Function Keys	Plain	Shift	Alt	Ctrl	Ctrl+Shift
F1	help	context help	New chart sheet		
F2	formula bar	formula note		show info	
F3	paste name			function wizard	create name
F4	abs ref / repeat	close Excel	close document		
F5	go to			restore doc wind	
F6	next pane	previous pane		next window	previous window
F7	spell check			move doc wind	
F8	extend mode	add mode	Macro dialog box	size doc window	
F9	calculate all	calculate doc			
F10	menu bar	shortcut menu		maximize doc	
F11	new chart sheet	new worksheet	VB editor	ins 4.0 macro shee	
F12	save as	save		open	print