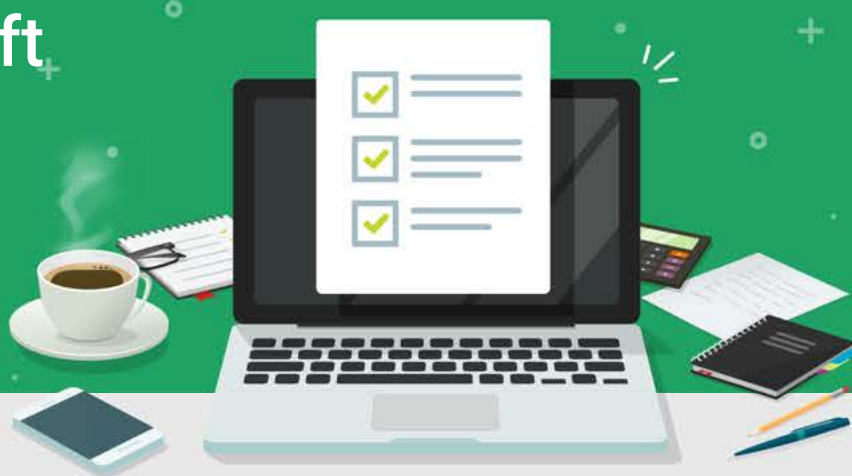


# The ultimate Microsoft Excel cheatsheet.

20 excel shortcuts that you can't do without.



## Excel shortcuts

Create a new workbook:

**Ctrl+N**

Open an existing workbook:

**Ctrl+O**

Save a workbook:

**Ctrl+S**

Open the Save As dialog box:

**F12**

Close a workbook:

**Ctrl+W**

Close Excel:

**Ctrl+F4**

Repeat the last command or action:

**F4**

Insert a new worksheet:

**Shift+F11**

Redo an action:

**Ctrl+Y**

Switch to Print Preview:

**Ctrl+F2**

Open the Help pane:

**F1**

Go to the "Tell me what you want to do" box:

**Alt+Q**

Check spelling:

**F7**

Calculate all worksheets in all open workbooks:

**F9**

Calculate active worksheets:

**Shift+F9**

Turn key tips on or off:

**Alt or F10**

Show or hide the ribbon:

**Ctrl+F1**

Expand or collapse the formula bar:

**Ctrl+Shift+U**

Auto total sum:

**highlight the numbers to add plus an empty cell and press alt +**

current time:

**ctrl+shift+;**  
**(in an empty cell)**

current date:

**ctrl+;**  
**(in an empty cell)**

Minimize the workbook window:

**Ctrl+F9**

Create a bar chart based on selected data (on a separate sheet)

**F11**