MICROSOFT EXCEL 365 SHORTCUT CHEAT SHEET





General Excel Shortcuts	
Open a Workbook	CTRL + O
Create a new workbook	CTRL + N
Save a workbook	CTRL+S
Save As	F12
Print a workbook	CTRL+P
Open Print Preview	CTRL + F2
Help	F1
Activate Tell Me field	CTRL + 0
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4
Close a workbook	CTRL + W
Close Excel	Alt +F4

Tables and Filters Shortcuts	
Insert Table	CTRL + T
Toggle Auto Filter	CTRL + Shift + L
Activate Filter	ATL + I
Select Table Row	Shift + Spacebar
Select Table Column	CTRL + Spacebar
Select Entire Table	CTRL + A
Clear Slicer Filter	Alt + C
Toggle Table Total Row	CTRL + Shift + T

Number Formatting Shortcuts	
Apply general format	CTRL + Shift + -
Apply currency format	CTRL + Shift + S
Apply percentage format	CTRL + Shift + %
Apply scientific format	CTRL + Shift + ^
Apply date format	CTRL + Shift + #
Apply time format	CTRL + Shift + @
Apply number format	CTRL + Shift + I

Editing Shortcuts		
Cut	CTRL + X	
Copy	CTRL + C	
Paste	CTRL + V	
Undo	CTRL + Z	
Redo	CTRL+Y	
Find	CTRL + F	
Replace	CTRL + H	
Edit Active Cell	F2	
Clear All Cell Contents	Delete	

Select entire pivot table	CTRL + A
Toggle pivot table field checkbox	SPACE
Group pivot table items	ATIL + Shift +
Ungroup pivot table items	ATL + Shift + 4-
Hide pivot table item	CTRL + +v
Create pivot chart on existing worksheet	ALT + F1
Create pivot chart on new worksheet	FIL
Open pivot table wizard	Alt + D + P

Excel Navigation Shortcuts	
Move Between cells	↑, ↓,, →
Move One Cell Right	Tab
Move One Cell Left	Shift + Tab
Move One Cell Up	Shift + Enter
Move One Cell Down	CTRL + W
Move Down One Screen	Page Down
Go to First Cell of Active Row	Home
Enable End mode	End
Move to Cell A1	CTRL + Home
Move to Last Cell	CTRL + End

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Susan C. Daffron

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Table of Contents Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold

- 1. Understanding the eBook Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - The Rise of Digital Reading Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - Personalized Recommendations
 - Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold User Reviews and Ratings
 - Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold and Bestseller Lists
- 5. Accessing Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold Free and Paid eBooks
 - Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold Public Domain eBooks
 - Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold eBook Subscription Services
 - Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold Budget-Friendly Options
- 6. Navigating Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold eBook Formats
 - o ePub, PDF, MOBI, and More
 - Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold Compatibility with Devices
 - Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - Highlighting and Note-Taking Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - o Interactive Elements Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
- 8. Staying Engaged with Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
- 9. Balancing eBooks and Physical Books Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - Setting Reading Goals Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - Fact-Checking eBook Content of Microsoft Office 365 Training Quick Tips Tricks Shortcuts 6 Page Tri Fold
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - \circ Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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