

Microsoft office excel 2010 cheat sheet

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Working with Excel in Detail

Shortcuts for Working with Cells	
SHIFT+F8	Enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
CTRL+SHIFT+P	Opens the Format Cells dialog box with the Font tab selected.
CTRL+SHFT+=	Displays Insert dialogue box for adding rows and cells
CTRL+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
Shortcuts For Working with Formulas	
CTRL+'	Copy formula from the cell above into the active cell or the Formula Bar.
CTRL+SHIFT+U	Switches between expanding and collapsing of the formula bar.
CTRL+ALT+SHIFT+F9	Rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
CTRL+SHIFT+A	Inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
CTRL+SHIFT+ENTER	Used to enter array formulas
Shortcuts for Accessing Macro and VB Editor	
ALT+ F11	Displays VB Editor
ALT+F6	Switches to VB Editor
ALT+F8	Displays Macro List

Enterprise Applications Have you come to Microsoft Excel 2010 by way of Excel 2007, or did you skip directly from Excel 2003 or an earlier version? Those in the former group are likely to have a very different upgrade experience from those in the latter group. Share this story: IT folks, we hope you'll pass this guide on to your users to help them learn the Excel 2010 ropes. If you're in the former group, you'll find a few small interface tweaks and a handful of useful new features in Excel 2010. If you're in the latter group, you'll find an overhauled interface that radically changes how you interact with common features and functions. Either way, we've got you covered. This cheat sheet shows newcomers to the interface how to get around; it also explores features that are brand-new in Excel 2010. We've noted which sections of the story former Excel 2007 users can skip over. Get acclimated to the new Excel To help you find your way around Excel 2010, here's a quick guided tour of the revamped interface; follow along using the screenshot below.

7 inconvenient truths about the hybrid work trend

The most important Excel formulas for financial analysis

If you want to become a master of Excel financial analysis and an expert on building financial models then you've come to the right place. We've built an Excel formulas cheat sheet of the most important formulas and functions required to become a spreadsheet power user. Below is a written overview of the main formulas for your own self-study. However, if you want a video explanation of the formulas, check out our Free Excel Crash Course. If you're already a power user, check out our Advanced Excel Course and learn the most powerful combinations of formulas and functions.

Shortcuts List of Excel shortcuts – a list of the most important Excel shortcuts to speed up financial modeling.

Dates and time

- =Excel formulas cheat sheet =EDATE – add a specified number of months to a date in Excel
- =EOMONTH – convert a date to the last day of the month (e.g., 7/18/2018 to 7/31/2018)
- =DATE – Returns a number that represents the date (yyyy/mm/dd) in Excel. This formula is useful when working with Excel functions that have a date as an argument.
- =TODAY – insert and display today's date in a cell
- =NETWORKDAYS – Returns the number of whole workdays between two specified dates.
- =YEAR – extracts and displays the year from a date (e.g., 2018/2018 to 2018) in Excel
- =YEARFRAC – expresses the fraction of a year between two dates (e.g., 1/1/2018 – 3/31/2018 = 0.25)
- Convert time to seconds – converts an amount of time to seconds (e.g., 5 minutes to 300 seconds)

Navigation

- =Excel Formulas Cheat Sheet Go To Special – press F5 and find all cells that are hard-codes, formulas, and more.
- Find and Replace – press Ctrl + F and you can change parts of many formulas at once.
- Lookup formulas

 - =INDEX MATCH – a combination of lookup functions that are more powerful than VLOOKUP
 - =VLOOKUP – a lookup function that searches vertically in a table
 - =HLOOKUP – a lookup function that searches horizontally in a table

=INDEX – a lookup function that searches vertically and horizontally in a table

=MATCH – returns the position of a value in a series

=OFFSET – moves the reference of a cell by the number of rows and/or columns specified

Math functions

- =SUM – add the total of a series of numbers
- =AVERAGE – calculates the average of a series of numbers
- =MEDIAN – returns the median average number of a series
- =SUMPRODUCT – calculates the weighted average, very useful for financial analysis
- =PRODUCT – multiplies all of a series of numbers
- =ROUNDDOWN – rounds a number to the specific number of digits
- =ROUNDUP – the formula rounds a number to the specific number of digits

AutoSum

- =AutoSum – a shortcut to quickly sum a series of numbers
- =ABS – returns the absolute value of a number
- =PI – Returns the value of pi, accurate to 15 digits
- =SUMIF – sum values in a range that are specified by a condition
- =SUMSQ – Returns the sum of the squares of the arguments

Financial formulas

- =NPV – calculates the net present value of cash flows based on a discount rate
- =XNPV – calculates the NPV of cash flows based on a discount rate and specific dates
- =IRR – this formula calculates the internal rate of return (discount rate that sets the NPV to zero)
- =XIRR – calculates the internal rate of return (discount rate that sets the NPV to zero) with specified dates
- =YIELD – returns the yield of a security based on maturity, face value, and interest rate
- =FV – calculates the future value of an investment with constant periodic payments and a constant interest rate
- =PV – calculates the present value of an investment
- =INTRATE – the interest rate on a fully invested security
- =IPMT – this formula returns the interest payments on a debt security
- =PMT – this function returns the total payment (debt and interest) on a debt security
- =PRICE – calculates the price per \$100 face value of a periodic coupon bond
- =DB – calculates depreciation based on the fixed-declining balance method
- =DDB – calculates depreciation based on the double-declining balance method
- =SLN – calculates depreciation based on the straight-line method

Conditional functions

- =IF – checks if a condition is met and returns a value if yes and if no
- =OR – checks if any conditions are met and returns only "TRUE" or "FALSE"
- =XOR – the "exclusive or" statement returns true if the number of TRUE statements is odd
- =AND – checks if all conditions are met and returns only "TRUE" or "FALSE"
- =NOT – changes "TRUE" to "FALSE", and "FALSE" to "TRUE"
- =IF AND – combine IF with AND to have multiple conditions
- =IFERROR – if a cell contains an error, you can tell Excel to display an alternative result

Other functions and formulas

- =Sheet Name Code – a formula using MID, CELL and FIND functions to display the worksheet name
- =Consolidate – how to consolidate information between multiple Excel workbooks
- =Additional Resources

Thank you for reading CFI's Excel Formulas Cheat Sheet. To keep practicing, check out these CFI resources below:

- Home → Excel Keyboard Shortcuts Written by Puneet for Excel 2007, Excel 2010, Excel 2013, Excel 2016, Excel 2019
- Knowing and using Keyboard Shortcuts while using Excel is one of those Basic Excel Skills that can help you save a ton of time every day. There are more than 500 keyboard shortcuts that you can use in Excel but the problem is not all of those can be helpful for you. That's why I have listed only the 82 most important keyboard shortcuts that you can learn and use easily. If somehow you are not able to find a keyboard shortcut for the option that you use frequently in your work, you can use the following method to find it. Here's the tip: When you press the ALT key Excel shows you the keys that you can use to open the tab from the ribbon. And when you press a key for a particular tab to open it further shows you the keys to open the options that you have on that tab, so one for further drop-downs.
- Super Tips Replace your 10 most used options with shortcuts. Make your fingers learn the shortcut keys. Download the Cheat Sheet (PDF)
- Basic Keys KeyDescriptionControl + Up Arrowmove to the top
- endControl + Down Arrowmove to the down
- endControl + Right Arrowmove to the right
- endControl + Left Arrowmove to the left
- endControl + CcopyControl + VpasteControl + XcutControl + SsaveControl + PprintControl + F4save asControl + Zundo the last action
- Control + Yredo the last action
- Control + Aselect all
- Control + Spacebarselect entire columnShift + Spacebarselect entire rowDelete deleteF2edit cellEscclose edit modeF1helpMenu Buttonright-click menu
- Formatting Keys KeysDescriptionCtrl + BboldCtrl + IitalicCtrl + UunderlineCtrl + !open format menuCtrl + Shift + @format as time valueCtrl + Shift + #format as a dateCtrl + Shift + \$format as currencyCtrl + Shift + %format as percentageAlt → H → O → I / Aadjust cell width to contentAlt → H → B → Aapply borderAlt H F Cchange font colorAlt H Hchange cell colorAlt H A Calign text to the centerAlt H M Cmerge cellAlt H Wwrap textAlt H F Fchange font styleAlt H L Nadd conditional formattingAlt H Tformat as tableAlt H Jstyle cell Insert & Layout KeysDescriptionAlt N Vinsert pivot tableAlt N Tinsert tableAlt N Pinsert pictureAlt N S Hinsert shapeAlt N Cinsert chartsAlt N Iinsert text boxAlt N Jinsert objectAlt N Uinsert symbolAlt N Hinsert header & footerAlt N Z Kopen sparklinesAlt W V Fhide/unhide formula barAlt W V Hhide/unhide headingAlt W V gridlinesAlt W Q Cchange zoomAlt W F Ffreeze paneAlt W F Ipage break viewAlt W F Ccustom viewAlt W F Ppage layout viewAlt W Aarrange windows Functions and Data Shortcuts KeysShift + F3insert functionAlt M Rrecently used functionsAlt M Ifinancial functionsAlt M Ttext functionsAlt M Edate and time functionsAlt M Olookup functionsAlt M Gmath and trig functionsAlt M Qmore functionsAlt + =auto sumAlt M Nname managerAlt D F Fadd filtersAlt A V Vinsert data validationAlt A Mremove duplicatesAlt A R Arefresh allAlt A Eopen text to columnAlt A Ggroup rows and columnsAlt A Badd subtotalAlt A S Sopen sort Favorite Keyboard Shortcuts KeyAlt H O Rrename a worksheetAlt + F1insert the default chart
- More Tutorials for YOU This resource is designed to be printed as a one page PDF file. An HTML version is also available below. Users who are blind rely on software called a screen reader to interact with spreadsheets. Screen readers will read the cell number as users navigate from cell to cell (e.g., "Grand Total A 23"). Spanned cells will be identified by a screen reader (e.g., "Budget A1 through G1"). If content spans multiple cells visually, these cells should be merged. To merge cells, select Home and the Merge menu. Merged cells should not be used in tables. They can be confusing for screen reader users who expect one row and/or column header for each cell. A screen reader user will usually start with the first cell (A1), so this is a good place to put important information about the sheet. Be careful with empty rows and columns. While they may sometimes be necessary to visually separate data, they can cause a screen reader user to think the sheet has ended, even when it has not. Images and Charts While images can be given alternative text in the same way as other Office tools (see other cheatsheets), they can sometimes introduce reading order issues and should typically not be added to spreadsheets. Charts cannot be given alternative text. Ensure the data used to create the chart is available and clearly structured, and preferably precedes the chart. Other principles Spell check is not automatic as it is in Word/PowerPoint. Make sure to spell check each sheet. Do not use color alone to convey information. Inaccessible Table 'Headers' If your spreadsheet includes tables, there is a special way to add table header' information that will be read in some screen readers. Tables can be identified with formula names of Title, TitleRegion, and others. These formulas do not update when the table changes, so be sure your table is complete first. This only works for a single level of headers. Complex tables will need to be simplified or restructured. One table per sheet: For sheets with one table only, select the cell in the upper-left corner of the table (not the table title). In Windows, select Formulas> Define Name and the New Name dialog opens. In Mac, select Insert> Name> Define and the Define Name dialog opens. In the Name field, replace the existing text with one of the following 3 values, depending on your table layout: If the table has column and row headers, enter Title If the table has row headers only, enter RowTitle If the table has column headers only, enter ColumnTitle Don't Confuse "Column" and "Row" headers. Remember that ColumnTitle is for vertical headers and RowTitle is for horizontal headers. Also be sure to type RowTitle or ColumnTitle as one word, without a space. After entering the correct value in the Name field, select Ok. Although the initial text is still visible, accessibility information has been added for a screen reader user. Only add a Name to the first cell in the table. Do not repeat this step for other header cells within the same table. Multiple tables per sheet: If a single sheet has multiple tables, if the table has sortable columns, or if you want to specify an explicit beginning and end of a table, you need to use TitleRegion. Select the cell in the upper-left corner of the table (not the table title). In Windows, select Formulas> Define Name and the New Name dialog opens. In Mac, select Insert> Name> Define and the Define Name dialog opens. In the Name field, enter TitleRegion followed by the following 4 values (no spaces, separated by periods): Unique number within the sheet (e.g., 1 for the first table) First (upper-left) cell in the table (e.g., A2) Last (lower-right) cell in the table (e.g., C5) Sheet number (e.g., 2 for the second tab in the workbook) The above table Name would be TitleRegion1.A2.C5.2 Note: RowTitleRegion or ColumnTitleRegion can be used for tables that only have row or column headers. After entering the correct value in the Name field, select Ok. This table is now accessible. Repeat this process for every table on the sheet, remembering to select the upper-left corner cell of each table. Deleting formula names You may occasionally create a formula name for the wrong field or give a single cell more than one name. These unnecessary formula names should be removed. To remove formula names in Windows, select Formulas> Name Manager. In Mac select Insert> Name> Define. Then choose the desired name and select Delete.

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