

Excel Cheat Sheet

Practical keyboard shortcuts and formula examples

Navigation — Excel for Windows

Move to edge of data	Ctrl + Arrow
Next worksheet	Ctrl + Page Down
Previous worksheet	Ctrl + Page Up
Go to a cell	Ctrl + G
Move one screen down	Page Down
Select entire column	Ctrl + Spacebar
Select entire row	Shift + Spacebar

Editing and formatting

Edit active cell	F2
Open Format Cells	Ctrl + 1
AutoSum	Alt + =
Insert function	Shift + F3
Toggle reference type while editing	F4
Show formulas	Ctrl + `
Save workbook	Ctrl + S

Formula examples

Enter these formulas in Excel; commas are shown for an English locale.

Sum

`=SUM(A2:A10)`

Adds the numbers in a range.

Average

`=AVERAGE(A2:A10)`

Arithmetic mean of numeric cells.

Count nonblank

`=COUNTA(A2:A10)`

Counts cells that are not empty.

Conditional result

`=IF(A2>=10, "Yes", "No")`

Returns text based on a test.

Look up a value

`=XLOOKUP(E2, A2:A10, B2:B10, "Not found")`

Searches A and returns matching B.

Join text

`=TEXTJOIN(" ", TRUE, A2:C2)`

Combines nonempty cells with spaces.

Round

`=ROUND(A2, 2)`

Rounds to two decimal places.

Functions and charts

Selected reference for common worksheet tasks

Functions

SUM: add values in a range

=SUM(A2:A10)

AVERAGE: arithmetic mean

=AVERAGE(A2:A10)

COUNTIF: count matching cells

=COUNTIF(A2:A10,">0")

IF: choose a result

=IF(A2>=10,"Yes","No")

XLOOKUP: find a matching value

=XLOOKUP(E2,A2:A10,B2:B10)

TEXTJOIN: combine text

=TEXTJOIN(" ",TRUE,A2:C2)

Choose a chart for the question

Column: compare values across a small set of categories.

Line: show a trend across ordered time periods.

Scatter: inspect the relationship between two numeric variables.

Bar: compare categories when labels are long.

Use a clear title, labeled axes and source units.

Avoid 3-D effects that distort comparisons.