MICROSOFT EXCEL
CHEAT SHEET
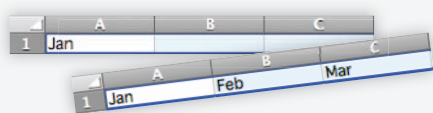
Visit bringyourownlaptop.com/excel-cheatsheet for video tutorials!

Inserting a column

`ctrl` `shift` `+` This shortcut allows you to add additional rows or columns to your worksheet.

Insert `?` `X`

Insert
- ○ Shift cells right
- ● Shift cells down
- ○ Entire row
- ○ Entire column

`OK` `Cancel`

Automatic dates

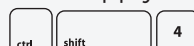|	A	B	C
1	Jan		

	A	B	C
1	Jan	Feb	Mar
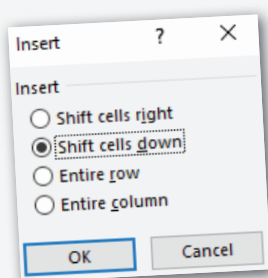
Type in Jan or January and select the bottom right of the cell dragging across the row. Magically Feb, March, April etc will load into the rest of your columns. Thank you Excel! (this goes for days of the week as well, bonus!)

Adding a currency sign to existing data

Select the cells you need to add a currency sign to and simply click and drag across the cells. Apply the shortcut `ctrl` `shift` `4` your data will now have the $, £ or whatever your currency is set to.

Selecting your data and applying colour

Use the shortcut `ctrl` `A` then under 'Home' on your nav bar head to 'Format in Table' and choose a predefined setting to turn your table into something pretty.

Entering today date

Have your cursor in a cell, apply the shortcut `ctrl` `;` which will automatically add in todays date.

Toggling between Excel documents

`ctrl` `tab` will toggle you between any open Excel document. Great if you're working on many documents at once!

Quick navigation in a column

Double click the bottom line of any cell and it will automatically send you to the end of the column. Great for long endless data!

Freezing header rows

For long column of data a handy tip to still be able to see your header titles is head to View: Freeze planes: Freeze top row (or whichever result you prefer). So useful!