Microsoft Excel 2013 All-in-One Cheat Sheet

Excel gives you access to hot keys that can help you select program commands more quickly. As soon as you press the Alt key, Excel displays the mnemonic letter choices on the various tabs and command buttons on the Ribbon. Then, simply press the mnemonic (or not-so-mnemonic) letters to perform a particular task.

To activate the Excel 2013 hot keys, you press the Alt key before typing the mnemonic letters for a particular task. The mnemonic letter is F *(for File) for the commands on the File menu in the new Backstage View. All you have to remember, then, is the second letter in the sequence; unfortunately, not all of the second letters are intuitive, as you can see in the following table.*

Hot Key	Excel Ribbon Command	Function
Alt+FS	File Menu→Save	Saves changes to a workbook. When you first select this command for a new workbook, Excel displays the Save As dialog box
Alt+FA	File Menu→Save As	Display the Save As dialog box in the regular worksheet view where you can modify the filename, location where the file is saved, and format that the file is saved in
Alt+FO	File Menu→Open	Displays the Open dialog box in the regular worksheet view where you can select a new Excel workbook to open for editing or printing
Alt+FC	File Menu→Close	Closes the current workbook without exiting Excel
Alt+FI	File Menu→Info	Displays the Information panel in the Backstage View where you can see a preview of the current worksheet along with statistics about the workbook as well as protect the workbook, check the file for compatibility issues, and manage different versions created by the AutoRecover feature
Alt+FR	File Menu→Recent	Displays a list of the last 20 workbook files most recently opened for editing in Excel

Alt+**FN**	File Menu→New	Displays the Available Templates panel in the Backstage View box where you can open a blank workbook or one from a template
Alt+**FP**	File Menu→Print	Displays the Print panel in the Backstage View where you can change the print settings before sending the current worksheet, workbook, or cell selection to the printer
Alt+**FD**	File Menu→Save & Send	Displays the Save & Send panel in the Backstage View where you can send the current workbook as an e-mail attachment, save it in a new file format, or save it online to your company's SharePoint site or your own Windows Live SkyDrive
Alt+**FH**	File Menu→Help	Displays the Support panel in the Backstage View where you get help using Excel, check for updates to the program, and get statistics about the version of Excel 2010 you're running
Alt+**FT**	File Menu→Options	Displays the Excel Options dialog box in the regular worksheet view where you can change default program settings, modify the buttons on the Quick Access toolbar, and customize the Excel Ribbon
Alt+**FX**	File Menu→Exit Excel	Quits the Excel program and closes all open workbooks after prompting you to save them

Hot Keys for Excel 2010 Editing Commands

To activate Excel 2013 hot keys, you press the Alt key before you type the mnemonic letters for a particular task. The mnemonic letter is *H* (Home) for the editing commands because these commands are located on the Home tab. The remaining letters in the hot key sequences are not so intuitive.

Fortunately, the most common editing commands (Cut, Copy, and Paste) still respond to the old Ctrl+key sequences (Ctrl+X, Ctrl+C, and Ctrl+V), and you may find them quicker to use.

Hot Key	Excel Ribbon Command	Function
Alt+HVP	Home→Paste→Paste	Pastes the currently cut or copied cell selection or graphic objects in the worksheet
Alt+HX	Home→Cut	Cuts the cell selection or selected graphic objects out of the workbook and places them on the Windows Clipboard
Alt+HC	Home→Copy	Copies the cell selection or selected graphic objects to the Windows Clipboard
Alt+HFP	Home→Format Painter	Activates the Format Painter
Alt+HFO	Home→Clipboard Dialog Box Launcher	Displays and hides the Clipboard task pane
Alt+HII	Home→Insert→Insert Cells	Opens Insert dialog box so you can indicate the direction in which to shift existing cells to make room for the ones being inserted
Alt+HIR	Home→Insert→Insert Sheet Rows	Inserts blank rows equal to the number of rows in the cell selection
Alt+HIC	Home→Insert→Insert Sheet Columns	Inserts blank columns equal to the number of columns in the cell selection
Alt+HIS	Home→Insert→Insert Sheet	Inserts a new worksheet in the workbook

Alt+HDD	Home→Delete→Delete Cells	Opens Delete dialog box so you can indicate the direction in which to shift existing cells to replace the ones being deleted
Alt+HDR	Home→Delete→Delete Sheet Rows	Deletes rows equal to the number of rows in the cell selection
Alt+HDC	Home→Delete→Delete Sheet Columns	Deletes columns equal to the number of columns in the cell selection
Alt+HDS	Home→Delete→Sheet	Deletes the current worksheet after warning you of data loss if the sheet contains cell entries
Alt+HEA	Home→Clear→Clear All	Clears the contents, formatting, and comments from the cell selection
Alt+HEF	Home→Clear→Clear Formats	Clears the formatting of the cell selection without removing the contents and comments
Alt+HEC	Home→Clear→Clear Contents	Clears the contents of the cell selection without removing the formatting and comments
Alt+HEM	Home→Clear→Clear Comments	Clears all comments in the cell selection without removing the formatting and contents
Alt+HEL	Home→Clear→Clear Hyperlinks	Clears all hyperlinks in the cell selection without removing the formatting and contents

Excel 2013 View Commands Hot Keys

You can activate the Excel 2013 hot keys by pressing the Alt key before you type the mnemonic letters for a particular task. The mnemonic letter for all view-related commands in Excel 2013 is *W* (the last letter you see in *vieW*). Therefore, all the hot keys for switching the Excel worksheet into a new view begin with Alt+W. Remember that, and you'll find most of the subsequent letters fairly easy to deal with.

Hot Key	Excel Ribbon Command	Function
Alt+WL	View→Normal View	Returns the worksheet to normal view from Page Layout or Page Break Preview
Alt+WP	View→Page Layout View	Puts the worksheet into Page Layout View showing the page breaks, margins, and rulers
Alt+WI	View→Page Break Preview	Puts the worksheet into Page Break Preview showing pages breaks that you can adjust
Alt+WE	View→Full Screen	Puts the worksheet in full-screen mode which hides the File Menu, Quick Access toolbar, and Ribbon — press the Esc key to restore previous viewing mode
Alt+WVG	View→Gridlines	Hides and redisplays the row and column gridlines that form the cells in the Worksheet area
Alt+WG	View→Zoom to Selection	Zooms the Worksheet area in or out to the magnification percentage needed to display just the cell selection
Alt+WJ	View→100%	Returns the Worksheet area to the default 100% magnification percentage
Alt+WN	View→New Window	Inserts a new window in the current workbook
Alt+WA	View→Arrange All	Opens the Arrange dialog box where you can select how workbook windows are displayed on the screen

Alt+**WF**	View→Freeze Panes	Opens the Freeze Panes drop-down menu where you select how to freeze rows and columns in the Worksheet area: Freeze Panes (to freeze all the rows above and columns to the left of the cell cursor); Freeze Top Row; or Freeze First Column
Alt+**WS**	View→Split	Splits the worksheet into four panes using the top and left edge of the cell cursor as the vertical and horizontal dividing lines — press hot keys again to remove all panes
Alt+**WH**	View→Hide	Hides the current worksheet window or workbook
Alt+**WU**	View→Unhide	Opens the Unhide dialog box where you can select the window or workbook to redisplay
Alt+**WB**	View→View Side by Side	Tiles two open windows or workbooks one above the other for comparison — press hot keys again to restore the original full windows
Alt+**WW**	View→Switch Windows	Opens the Switch Windows drop-down menu where you can select the open window or workbook to make active

Hot Keys for Common Excel 2013 Formula Commands

You activate Excel 2013 hot keys by pressing the Alt key before you type the mnemonic letter for a particular task. Hot key sequences for the most common formula-related commands in Excel 2013 begin with the sequence Alt+M because the *M* in *forMulas* was the only mnemonic key still available (*F* is assigned to the File menu commands). After you know to press Alt+M to access Formula tab commands, it's pretty easy sailing.

Hot Key	Excel Ribbon Command	Function
Alt+MF	Formulas→Insert Function	Opens the Insert Function dialog box (same as clicking the Insert Function button on the Formula bar
Alt+MUS	Formulas→AutoSum→Sum	Selects the occupied range above the cell cursor and inserts SUM formula to total the range
Alt+MUA	Formulas→AutoSum→Average	Selects the occupied range above the cell cursor and inserts AVERAGE formula to calculate the average of total in the range
Alt+MUC	Formulas→AutoSum→Count Numbers	Selects the occupied range above the cell cursor and inserts COUNT formula to count the number of values in the range
Alt+MI	Formulas→Financial	Opens a drop-down menu listing all Financial functions — click name to insert function into current cell
Alt+ME	Formulas→Date & Time	Opens a drop-down menu listing all Date and Time functions — click name to insert function into current cell

Alt+MN	Formulas→Name Manager	Opens Name Manager dialog box showing all range names in workbook where you can add, edit, and delete names
Alt+MMD	Formulas→Define Name	Opens New Name dialog box where you can assign a name to the cell selection or define a new constant
Alt+MS	Formulas→Use in Formula	Displays drop-down menu with range names in workbook that you can insert into current formula by clicking
Alt+MC	Formulas→Create from Selection	Opens Create Names from Selection dialog box where you indicate which rows and columns to use in naming cell selection
Alt+MH	Formulas→Show Formulas (Ctrl+`)	Displays and then hides all formulas in cells of the worksheet
Alt+MXA	Formulas→Options→Automatic	Turns automatic recalculation back on
Alt+MXE	Formulas→Options→Automatic Except for Data Tables	Turns automatic recalculation back on for all parts of the worksheet except for ranges with Data Tables
Alt+MXM	Formulas→Options→Manual	Turns on manual recalculation
Alt+MB	Formulas→Calculate Now (F9)	Recalculates formulas throughout the entire workbook when manual recalculation is turned on
Alt+MJ	Formulas→Calculate Sheet (Shift+F9)	Recalculates formulas in the current worksheet when manual recalculation is turned on