



Excel Cheat Sheet

	step 1	step 2	step 3	step 4	step 5	step 6
1. Cells too small or too big - adjust cell size	Select the entire sheet by clicking on the triangle between "A" and "1" in the upper left corner.	Then double-click between the columns (e.g. between A and B) and the rows (e.g. between 1 and 2).				
2. Pulling Date from other cells, e.g. Names from email addresses	In the first empty cell in the column you want to populate, enter the first name from the email address cell in that row.	Then select the cell you just filled and use the CTRL + E shortcut. The entire column will automatically be filled with the specified cell elements.	Do the same thing for the last name column.			
3. Delete empty rows	Make sure your columns have column names in the top row. This tip works best that way.	Select all columns that contain data.	Click on the Data tab in the ribbon and then the Filter button. Each column header row will show a down triangle.	Click on the down triangle in any column's header row to open the sort and filter selector. Only click the "(Blanks)" checkbox to select only rows with no data then click OK.	You will see only empty rows. Select all the empty rows, right-click on any selected row, and choose "Delete Row".	Remove the filter by opening the filter selector.
4. Change horizontal to vertical cells	Select the vertical range that you want to fill with the horizontal cells.	Type "=TRANSPOSE (" then highlight the horizontal range and press CTRL + shift + ENTER simultaneously.				
5. Create an easy payroll overview	These instructions assume you use the 24 hour time format, e.g. 8:00 for 8:00am, 17:00 for 5:00pm.	Click in the field for the hours worked (e.g. "Total Hours").	Create a formula: "=(Finish Work-Start Work)" and Press ENTER. Now the calculated working time appears.	In the cell that shows the wage payable, enter a formula that multiplies the hourly rate by the total hours worked. Type "=(total hours*hourly pay)*24" and Press	To copy a formula down to the rest of the rows, select the cell with the formula you want to copy and double-click on the bottom right corner of the highlight around that cell.	
6. Create a mini-chart for each row in your data	In your first row of data, select the cell where you want your sparkline mini-chart to appear.	Click the Insert tab on the ribbon and in the Sparklines group select the desired chart type, such as "Line" or "Column". The Create Sparklines dialog will appear.	Specify the "Data Range" or range of cells in that row that contain the values needed for your mini-chart.	Click OK. Your sparkline mini-chart will display in the cell you selected. You can change the format of the mini-chart on the Sparkline tab in the ribbon.	To copy your mini-chart's formula to the rest of the rows, select the cell with the formula you want to copy and double-click on the bottom right corner of the highlight around that cell.	
7. Visualize data with red highlights	Select the entire area you want to visualize.	On the Home tab in the ribbon, click the drop-down menu in the Number group	Then select the last item in that menu, "More Number Formats" – that will open the Format Cells dialog.	Select Custom in the Category list.	In the Type drop-down list select a number format in which [Red] appears, and click OK	All negative values of your data are displayed in red.
8. Daten mit roteinsert a large range of numbers consecutively n Highlights visualisieren	Select the cell that has the first number of the sequence you want to create.	Next, press ALT + h + f + i + s to open the Series dialog.	You can also open it from the Home tab on the ribbon using the Fill drop-down in the Editing group.	In the Series dialog enter the desired start and end numbers	select Rows to fill cells in that row or Columns to fill cells in that column and then click OK.	
9. Insert line break in cell	Double-click the cell in which you want to insert a line break.	Click the location where you want to break the line.	Press ALT+ENTER to insert the line break.			
10. Create table from selected range	CTRL + L					
11. Insert date	CTRL + ;					
12. Insert time	CTRL + shift + ;					
13. Insert formula of cell above	Select the cell with the formula and the adjacent cells you want to fill	You can also press CTRL + D to fill the formula down in a column	or CTRL + R to fill the formula to the right in a row.			
14. Hide column	Click on a cell in the column you want to hide to make it the active cell.	CTRL + 0				
15. Calculate the active worksheet	shift + F9					
16. Calculate all worksheets in all open workbooks	Ctrl + Alt + F9					