

Cheat sheet for common keyboard shortcuts in Excel

To do this	Windows	Macbook
Edit a cell	F2	Ctl-U
Toggle between absolute and relative references	F4	Ctl-T
Insert cut cells	Ctl-+	Ctl-I
Move to top left of spreadsheet	Ctl-Home	Ctl-Fn-Left arrow
Move to bottom right of spreadsheet	Ctl-End	Ctl-Fn-Right arrow
Select active region (the area bounded by a completely blank row and a completely blank column)	Ctl-*	Ctl-Shft-spacebar
Toggle through worksheets in a workbook	Ctl-Pg up or down	Fn-Ctl- up or down arrow

Other tricks for opening spreadsheets made by others:

- Save a copy before you change anything. Consider changing the original to “read only.”
- Get rid of any merged cells by selecting all rows and columns choose the arrow on the Merge button, choose unmerge cells.
- Do the opposite with Wrap – this will wrap all cells so that you can see the contents when the columns are too narrow.
- If your sheet shows ##### instead of numbers, widen the column.
- If your numbers show 7E-14 or something like that, format them as numbers, not general. (This is so close to 0 that it doesn’t know what to do, effectively saying there are 14 decimal places, then a 7.)
- If your spreadsheet has totals mixed in with data, move them to another sheet. Find a way to filter so only they are showing, then cut those rows. Paste them as values on another sheet.
- Remove blank rows within your data.
- Look for fake values that are really missing data. Replace them them with something like “NA” or leave them blank.