

## Keyboard Shortcuts

### General

	Save	Ctrl + S
	Save As	F12
	Print	Ctrl + P
	Spell Check	F7
	Find	Ctrl + F

### Editing

	Copy	Ctrl + C
	Cut	Ctrl + X
	Paste	Ctrl + V
	Undo	Ctrl + Z
	Redo	Ctrl + Y
	Select All	Ctrl + A

### Formatting

	Bold	Ctrl + B
	Italic	Ctrl + I
	Underline	Ctrl + U
	Center Align Selected Text	Ctrl + E
	Select Entire Row	Shift + Space
	Select Entire Column	Ctrl + Space

### Navigation

Right One Cell	Tab
Left One Cell	Shift + Tab
Down One Cell	Enter
Up One Cell	Shift + Enter
Go to Cell A1	Ctrl + Home
Go to Last Cell	Ctrl + End
Task Switcher	Alt + Tab

## Formulas

<b>Auto Sum</b>	<b>Alt + =</b>
<b>Copy Formula from Cell Above</b>	<b>Ctrl + '</b>
<b>Detect Cells Linked to Formula</b>	<b>Ctrl + Shift + {</b>
<b>Open Cell/Show Formula</b>	<b>F2</b>
<b>Lock Cell Reference</b>	<b>F4</b>
<b>Copy Value from Cell Above</b>	<b>Ctrl + Shift + "</b>

### =ROUND(number, number of digits)

- number can be a cell, group of cell or formula
- additional ( ) required if formula used
- number of digits=decimal placement

### =COUNTIF(range, criteria)

- range is the group of cells you want to count
- use " " for criteria if expression or text

### =SUMIF(range, criteria, [sum\_range])

- range is the cells to evaluate by criteria
- use " " for criteria if expression or text
- sum\_range=add cells other than range (optional)

### =AVERAGE(number1, [number2], ...)

- number1 can be number, cell reference or range
- number2 if needed (optional)

## Helpful Tools

## Cell Reference

**Absolute cell reference** (\$A\$1) - the \$ sign before the row and column coordinates makes a reference static, and lets you copy a formula **without changing references**.

**Relative cell reference** (A1) - a cell reference with no \$ sign changes based on relative position of rows and columns in a spreadsheet.

**Mixed cell reference** - can be of 2 types:

- **Absolute column and relative row** (\$A1) - the \$ sign in front of the column letter locks the reference to the specified column, so the column never changes. The relative row reference, without the dollar sign, changes depending on the row to which the formula is copied.
- **Relative column and absolute row** (A\$1) - the row's reference locked by \$ doesn't change, and the column's reference does.

The following image shows how different reference types work in practice.

