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Excel for Beginners Cheat Sheet

This printable reference sheet covers the absolute core fundamentals of Microsoft Excel. Keep it on your desk or save it on your computer to fast-track your spreadsheet workflow.

1. Excel Basic Terms

Term	What it Means	Example
Workbook	The entire Excel file you open. Can hold multiple sheets.	<i>Budget_2026.xlsx</i>
Worksheet	A single page (tab) inside your workbook.	"January Sales"
Cell	A single box where rows and columns meet.	B4 (Column B, Row 4)
Formula Bar	The long white bar at the top that shows raw cell data.	Displays =SUM(A1:A5)
Range	A collection of two or more selected cells.	A1:A10

2. Day One Keyboard Shortcuts

Action	Windows	Mac	Benefit
Undo Last Action	Ctrl + Z	Cmd + Z	Fix mistakes instantly.
Redo / Repeat	Ctrl + Y	Cmd + Y	Repeat last format/type.
Instant AutoSum	Alt + =	Cmd + Shift + T	Sum columns instantly.
Edit Active Cell	F2	Ctrl + U	Change cell text safely.

Action	Windows	Mac	Benefit
Copy & Paste	Ctrl + C / V	Cmd + C / V	Move data fast.

3. The 5 Essential Formulas

Note: Every formula below must start with an equals sign (=).

- **SUM:** Adds a range of cells together. Syntax: `=SUM(B2:B10)`
- **AVERAGE:** Finds the mathematical mean. Syntax: `=AVERAGE(C2:C20)`
- **COUNT:** Counts cells containing numbers only. Syntax: `=COUNT(A2:A100)`
- **MAX / MIN:** Finds the highest or lowest value. Syntax: `=MAX(D2:D50)`

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