

MICROSOFT EXCEL 365

ACCOUNTING CHEAT SHEET



Accounting Formatting

Currency Format	Ctrl + Shift + \$
Percentage Format	Ctrl + Shift + %
Percentage Format	Ctrl + Shift + %
Percentage Format	Ctrl + Shift + %

Financial Functions

Insert Function	Shift + F3
Absolute Reference	F4
Calculate Sheet	F9
next argument in a formula	Ctrl + Shift + >
Sum Function	Alt + =
Insert Current Date	Ctrl +
Insert Current Time	Ctrl + Shift +

Data Analysis

Sort Data	Alt + D + S
Filter Data	Ctrl + Shift + L
Subtotal	Alt + A + B
Remove Duplicates	Alt + A + M

Data Import and Export

Import Data from External	Alt + A + D
Export Range as a Table	Alt + A + E
Date Autofill	Ctrl + Shift + #

PivotTables and Analysis

Create PivotTable	Alt + N + V
Refresh PivotTable	Alt + A + R
Show/Hide Field List	Ctrl + Shift + L
Expand/Collapse Field	Alt + + or ↑
Drill Down/Up in PivotTable	Double-click

Error Handling

Go to Next Error	F2, Enter
Trace Precedents	Ctrl + [
Trace Dependents	Ctrl +]
Show Formulas	Ctrl + `

Charting and Graphs

Create Chart	Alt + F1
Switch Row/Column in Chart	Alt + J + D
Change Chart Type	Alt + J + C

Worksheet Management

Insert New Worksheet	Shift + F11
Delete Worksheet	Alt + E + L

Viewing and Printing

Print Preview	Ctrl + F2
Page Break Preview	Alt + P + B
Insert Page Break	Ctrl + Enter

Microsoft Excel For Accountants

Yicheng Fang



Microsoft Excel For Accountants:

Microsoft Excel For Accountants Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Excel For Accountants**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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