

## EXCEL TIPS & SHORTCUTS

### NAVIGATE CELLS

Up, down, left, right	Arrow keys
Right	Tab
Left	Shift + Tab
Start of worksheet	Ctrl + Home
End of worksheet	Ctrl + End
Start of row	Home
Up/down one screen	Page Up/ Down

### SELECT

Range of cells	Shift + move <sup>1</sup> e.g. Shift + End
Column	Ctrl + space
Row	Shift + space
Worksheet	Ctrl + A (repeat if necessary)

### WORK IN A RANGE

Select current range	Ctrl + *
Move to range border	Ctrl + Arrow keys
Move up	Enter
Move down	Shift + Enter
Move right	Tab
Move left	Shift + Tab
Jump to corner	Ctrl + . (period)
Enter data/formula in all selected cells	Ctrl + Enter

### STANDARD ACTIONS

Save	Ctrl + S
Print	Ctrl + P
New workbook	Ctrl + N
Open	Ctrl + O
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Enter, or Ctrl + V

### WORK WITH DIALOG BOXES

OK (or highlighted button)	Enter
Cancel	Esc
Move to next option	Tab

### COMPLETE ACTIONS QUICKLY

Repeat last action	F4
Today's date	Ctrl + ; (semi-colon)
Line break in cell	Alt + Enter
Chart selected data	F11
Insert	Ctrl + +
Delete	Ctrl + -
Remove borders	Ctrl + _ (Ctrl + Shift + -)

### COPY DATA FROM ADJOINING CELLS

Fill down	Ctrl + D
Fill right	Ctrl + R
Copy formula from above	Ctrl + '
Copy value from above	Ctrl + "

### NAVIGATE WORKBOOKS

Go to next workbook	Ctrl + F6
Previous Worksheet	Ctrl + Page Up

### FORMAT CHARACTERS

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Format Cells	Ctrl + 1

### FORMAT NUMBERS

General	Ctrl + ~	(Ctrl + Shift + `)
Currency	Ctrl + \$	(Ctrl + Shift + 4)
Percentage	Ctrl + %	(Ctrl + Shift + 5)
Date (d, m, y)	Ctrl + #	(Ctrl + Shift + 3)

### CUSTOM NUMBER FORMATS

1. Select cells to format, right-click selection
2. Click Format Cells
3. Number tab, click Custom category
4. In the Type box, type a format, e.g.:

Type	Number	Result
#,	54223	54
00000	123	00123

<sup>1</sup> See Navigate Cells section