

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 ¹ 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 |

¹ See Navigate Cells section