

Excel Shortcuts

Reference Sheet & Tips

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📁 Get up and Running

New Workbook	CTRL + N
Open Workbook	CTRL + O
Close Workbook	CTRL + W
Save Workbook	CTRL + S
Print	CTRL + P
Help	F1

✂ Quick Editing

Copy	CTRL + C
Cut	CTRL + X
Paste	CTRL + V
Select All	CTRL + A
Undo	CTRL + Z
Repeat & Redo	CTRL + Y

☰ Format Faster

Bold	CTRL + B
Italic	CTRL + I
Strike-through	CTRL + 5
Underline	CTRL + U
Insert Hyperlink	CTRL + K

⚡ Most used Functions

Help	F1	Repeat or anchor cells	F4	Spell check	F7	Activate menu bar	F10
Edit Active Cells	F2	Go to	F5	Anchor to highlight	F8	New chart	F11
Paste Name	F3	Zoom, task, sheet, split	F6	Recalculate workbooks	F9	Save as	F12
Insert a comment	SHIFT + F2	Add to selection	SHIFT + F8	New worksheet	SHIFT+F11	Close window	CTRL + F4
Insert Function - Box	SHIFT + F3	Calculate active sheet	SHIFT + F9	Min / Restore Ribbon	CTRL + F1	Minimize workbook	CTRL + F9
Zoom, task, sheet	SHIFT + F6	Display shortcut menu	SHIFT + F10	Name a cell	CTRL + F3	Maximize window	CTRL + F10

👁 Selecting

Highlight range	SHIFT + CTRL + Arrows
Highlight row	SHIFT + Spacebar
Highlight column	CTRL + Spacebar
Select more Cells	SHIFT + Arrows
Select Column	CTRL + Space
Select Region	SHIFT + CTRL + *

🖥 View

Change view sizing	ALT + W + Q
Fit column width	ALT + H + O + I
View gridlines	ALT + P + V + G
View headings	ALT + P + V + H
Zoom to selection	ALT + W + G

📍 Navigation

Move to new cells	Arrow keys
Move to beginning	Home
Move to A1	CTRL + Home
Go to	CTRL + G
Go to cell below	ENTER
Go to cell above	SHIFT + ENTER
Go to end of range	CTRL + Arrow keys
Move Right	TAB
Move Left	SHIFT + TAB
Go to original cell	F5 + Enter
Switch worksheets	CTRL + Pg Up / Down
Switch workbooks	CTRL + Tab
Freeze Pane	ALT + W + F

✎ Editing Data

Enter Current Date	CTRL + ;
Enter Current Time	SHIFT + CTRL + :
Fill Down	CTRL + D
Fill Right	CTRL + R
Fill selection w/ entry	CTRL + Enter
Increase decimal	ALT + H + 0
Decrease decimal	ALT + H + 9
Move / Copy a sheet	ALT + H + O + M
Paste Special	CTRL + ALT + V
Replace	CTRL + H
Insert blank cells	SHIFT + CTRL + (+)
Delete selected cells	CTRL + (-)
Select All	CTRL + A
Replace	CTRL + H

☰ Formatting Data

Paste format only	CTRL + ALT + V + T
Format Box	CTRL + 1
General Format	SHIFT + CTRL + ~
Number format	SHIFT + CTRL + !
Time format	SHIFT + CTRL + @
Date format	SHIFT + CTRL + #
Currency format	SHIFT + CTRL + \$
Percentage format	SHIFT + CTRL + %
Exponential format	SHIFT + CTRL + ^

☰ Format Columns & Rows

Display style	ALT + ' (apostrophe)
Hide column	CTRL + 0
Unhide column	SHIFT + CTRL + 0
Hide row	CTRL + 9
Unhide row	SHIFT + CTRL + 9
Outline border	SHIFT + CTRL + &
Remove border	SHIFT + CTRL + _
Group rows & columns	SHIFT + ALT + Left arrow
Ungroup rows & columns	SHIFT + ALT + Right arrow

☰ Format Sheets

Change tab name	ALT + H + O + R
Clear cell	ALT + H + E + A
Conditional format	ALT + H + L
Align	ALT + H + A
Format painter	ALT + H + F + P
Formatting	ALT + H + F

📄 Formulas

Start Formula	=
Insert Function	SHIFT + F3
Insert AutoSum formula	ALT + (=)
Copy above Formula	CTRL + (')
Copy above Value	SHIFT + CTRL + ("
Show Values	CTRL + ~
Re-Calculate	F9
Enter array Formula	SHIFT + CTRL + Enter
Show formulas / values	CTRL + ~
Macro box	ALT + F8
Visual basic editor	ALT + F11

🔍 Auditing

Trace Precedents	ALT + M + P
Trace Dependents	ALT + M + D
Remove tracing arrows	ALT + M + A + A
Evaluate Formula	ALT + M + V
Track changes	ALT + R + G
Go to Precedents	CTRL + [
Go to Dependents	CTRL +]
Trace all (indirect) Precedents	SHIFT + CTRL + {
Trace all (indirect) Dependents	SHIFT + CTRL + }

🥚 Just for fun - Easter Eggs

1. Open a new file in Excel 2010 or 2013
2. NOTE: You must close any files you have open and only have this new file in open state.
3. Save file as "ARooFPill.xlsx"
4. Go to Cell C23.
5. Make it exactly 300 px wide
6. Change the font size to 20 pts
7. Type the below formula verbatim;

```
=SUBSTITUTE(ADDRESS(BIN2DEC(1&REPT("0",5)),6*7,4)
& CHAR(82)&MID("SMILE",3,2)
& ADDRESS(2^5,57*3,4)
& MID("COOL",3,456789),"32","")
```

8. Press Enter to see what you get

⚡ Frequently Financial Functions

COUPDAYS	Returns the number of days in the coupon period that contains the settlement date.	NOMINAL	Returns the annual nominal interest rate.
DB	Returns the depreciation of an asset for a specified period by using the fixed-declining balance method.	NPER	Returns the number of periods for an investment.
DISC	Returns the discount rate for a security.	NPV	Returns the net present value of an investment based on a series of periodic cash flows and a discount rate.
DURATION	Returns the annual duration of a security with periodic interest payments.	PMT	Returns the periodic payment for an annuity.
EFFECT	Returns the effective annual interest rate.	PPMT	Returns the payment on the principal for an investment for a given period.
FV	Returns the future value of an investment.	PV	Returns the present value of an investment.
FVSCHEDULE	Returns the future value of an initial principal after applying a series of compound interest rates.	RATE	Returns the interest rate per period of an annuity.
INTRATE	Returns the interest rate for a fully invested security.	SLN	Returns the straight-line depreciation of an asset for one period.
IPMT	Returns the interest payment for an investment for a given period.	XIRR	Returns the internal rate of return for a schedule of cash flows that is not necessarily periodic.
IRR	Returns the internal rate of return for a series of cash flows.	XNPV	Returns the net present value for a schedule of cash flows that is not necessarily periodic.
MIRR	Returns the internal rate of return where positive and negative cash flows are financed at different rates.	YIELD	Returns the yield on a security that pays periodic interest.

Excel can be complicated. Your data room shouldn't be.

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