

Using shortcuts is the step in become faster and more accurate. The following is a curated list common and some less common shortcuts. Explore or reference when looking to update your repertoire of skills.



### SHORTCUTS BY CATEGORY

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GENERAL

**Cut** Use the keyboard shortcut for CUT to help speed up the four-step operation of Cut and Paste **CTRL + X**

**Copy** Don't want to remove that picture, object or text but want to make a quick duplicate. Use this shortcut in your first step in the process **CTRL + C**





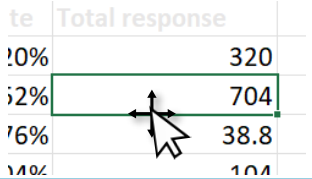

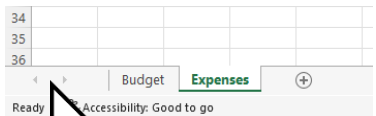
**Paste** The fourth step in cut or copy. Select a destination and use the speeding and universal Paste shortcut. **CTRL + V**

**Undo** I wish I had this in my regular life as it is great to try something out and realize that you want to go back in time. **CTRL + Z**

**Redo** Whatever the last button or action you completed the Redo shortcut is like hitting the button again. Handy for repetitive work. F4 also works when not editing a formula. **CTRL + Y**

**F4 (writing formula)** Absolute reference – Used to lock in a reference for AutoFill. Pressing F4 while editing cell references will cycle Absolute, Relative and Mixed references. i.e., \$A\$1 **F4**

NAVIGATION

Name	Description	Keyboard Shortcut
<b>Go to the END</b>	From the selected cell down to the bottom of the data/blank cell. Continue to use the shortcut to jump to the next cell with data.	<b>CTRL</b> + 
<b>Go to the Far right, Left or Above</b>	Same as above but going a different direction. If you end up in the last column or row, you have gone too far.	<b>CTRL</b> +  or  or 
<b>Navigate with a double click</b>	Double click on the edge of one selected cell using the four headed arrow. A quick way to get to the end of the data.	
<b>Back to Active Cell</b>	After making a large selection it is often handy to go to the first cell selected. When selecting a large column, this is handy to get back to the top cell.	<b>CTRL</b> + <b>BkSpc</b>
<b>Next/Previous Workbook</b>	A standard shortcut since Windows 95. Hold down the ALT key and press the Tab key as many times as needed to switch to the desired application. Use ALT + Tab + SHIFT to go through the application in reverse	<b>ALT</b> + <b>TAB</b>
<b>Zoom In/Out</b>	A common shortcut throughout Windows, holding the Control key down while using the Scroll wheel is the quickest way to Zoom	<b>CTRL</b> + 
<b>Navigate Sheets</b>	Workbooks can contain an unruly amount of worksheets. Use the keyboard shortcut to quickly flip through the visible worksheets	 Right click

SELECTION

Select a Column

Selecting cells is a common task in Excel. Selecting using the keyboard will instantly select the cells that contain data in a column

CTRL + SHIFT + ↓

Select a Row

Click at the beginning where you want to select from. Use CTRL + SHIFT + arrow to select all the concurrent cells

CTRL + SHIFT + →

Select All

Click inside the data set and press CTRL + A once to select just the current body of data. Pressing CTRL + A two time in a row will select every cell on a worksheet.

CTRL + A

Go To

By typing the destination address into the go to dialog the active cell will navigate without scrolling to the cell

CTRL + G

Find

Most programs use this shortcut, but Excel has some very specific search features including searching through all of the sheets, cells, and formulas

CTRL + F

Insert a Named Range

When using cell/s that have been named, the names can be inserted when writing formulas or using tools that ask for a source of data.

F3

TOOLS & TECHNIQUES

**Format Cells**

Some users right click on the cells they want to change, some use the menu options and others may choose the shortcuts. I choose all three methods to open the Format Cells dialog

**CTRL** + **1**

**Create a Table**

Click inside the data that needs to be converted to a Table, press the shortcut CTRL + T to create an instant Table using the default options. Use the Table tools that show up to toggle options.

**CTRL** + **T**

**Toggle Filters**

Filtering and sorting data using the Filter shortcut can turn on and off the filters normally found under the Data Tab

**CTRL** + **SHIFT** + **L**

**Double Click AutoFill**

There are several ways to Autofill formulas and sequences in Excel. This method only works in a column. After completing a formula, double click on the AutoFill handle

Price	Tax
9	0.45
5	
2	

**Insert a Default Chart**

Selecting the data for a chart and pressing this shortcut will make a quick chart using the default setting. Don't forget to select the data and labels before creating a chart.

**ALT** + **F1**

**Enter Today's Date**

This is the equivalent to typing the current date in a cell, it will not update like the TODAY function. Some computers are set to month/day/year and other are year/month/day.

**CTRL** + **;**

**Current Time**

Insert the time based on the computers current time. Makes logging time accurate and fast.

**CTRL** + **SHIFT** + **;**