MICROSOFT EXCEL
SHORTCUT KEYS

WORKSHEET NAVIGATION

PG↑ | **PG↓**	Move one screen up / down
ALT PG↑ | **ALT PG↓**	Move one screen to the left / right
CTRL PG↑ | **CTRL PG↓**	Move one worksheet tab to the left / right
↑ | **↓**	Move one worksheet tab to the left / right
TAB	Move to the next cell to the right
SHIFT TAB	Move to the cell to the left
HOME	Move to the beginning of a row

CTRL HOME	Move to the beginning of a worksheet
CTRL END	Move to the last cell that has content in it
CTRL ←	Move to the word to the left while in a cell
CTRL →	Move to the word to the right while in a cell
CTRL G | **F5**	Move to the word to the right while in a cell
F6	Switch between the worksheet, the Ribbon, the task pane and Zoom controls
CTRL F6	If more than one worksheet is open, switch to the next one

RIBBON NAVIGATION

ALT	Display Ribbon shortcuts
ALT F	Go to the File tab
ALT H	Go to the Home tab
ALT N	Go to the Insert tab

ALT P	Go to the Page Layout tab
ALT M	Go to the Formulas tab
ALT A	Go to the Data tab
ALT R	Go to the Review tab

RIBBON NAVIGATION (CONT.)
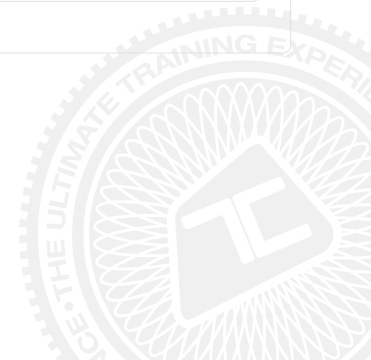
ALT **W**	Go to the View tab	
ALT **Q**	Put cursor in the Tell Me box	
ALT **JC**	Go to the Chart Tools / Design tab when cursor is on a chart	
ALT **JA**	Go to the Chart Tools / Format tab when cursor is on a chart	
ALT **JT**	Go to the Table Tools / Design tab when cursor is on a table	
ALT **JP**	Go to the Picture Tools / Format tab when cursor is on an image	
ALT **JI**	Go to the Draw tab (if available)	
ALT **B**	Go to the Power Pivot tab (if available)	

WORKING WITH DATA

SHIFT **SPACEBAR** — Select a row	**CTRL** **C** — Copy cell's contents to the clipboard
CTRL **SPACEBAR** — Select a column	**CTRL** **X** — Copy and delete cell's contents
CTRL **A** | **CTRL** **SHIFT** **SPACEBAR** — Select an entire worksheet	**CTRL** **V** — Paste from the clipboard into a cell
SHIFT ⬆⬅⬇➡ — Extend selection by a single cell	**CTRL** **ALT** **V** — Move to the word to the right while in a cell
SHIFT **PG⬇** | **SHIFT** **PG⬆** — Extend selection down one screen / up one screen	**ENTER** — Display the Paste Special dialog box
SHIFT **HOME** — Extend selection to the beginning of a row	**SHIFT** **ENTER** — Finish entering data in a cell and move to the next cell down
CTRL **SHIFT** **HOME** — Extend selection to the beginning of the worksheet	**ESC** — Finish entering data in a cell and move to the next cell up
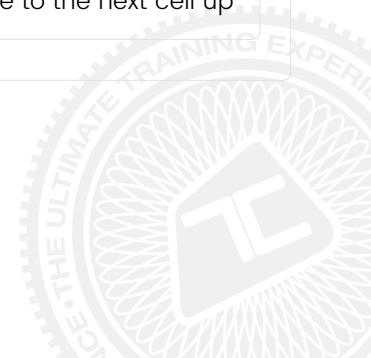
WORKING WITH DATA (CONT.)

CTRL **;**	Insert the current date	**CTRL** **END** — When in the formula bar, move the cursor to the end of the text
CTRL **SHIFT** **;**	Insert the current time	**CTRL** **SHIFT** **END** — In the formula bar, select all text from the cursor to the end.
CTRL **T** | **CTRL** **L**	Display the Create Table dialog box	**ALT** **F8** — Create, run, edit or delete a macro

FORMATTING CELLS AND DATA

CTRL **1**	Display the Format Cells dialog box	**CTRL** **SHIFT** **%** — Apply the Percentage format with no decimal places
ALT **'**	Display the Style dialog box	**CTRL** **SHIFT** **#** — Apply the Date format using day, month and year
CTRL **SHIFT** **&**	Apply a border to a cell or selection	**CTRL** **SHIFT** **@** — Apply the Time format using the 12-hour clock
CTRL **SHIFT** **_**	Remove a border from a cell or selection	**CTRL** **K** — Insert a hyperlink
CTRL **SHIFT** **S**	Apply the Currency format with two decimal places	**CTRL** **Q** — Display Quick Analysis options for selected cells that contain data
CTRL **SHIFT** **~**	Apply the Number format	

WORKING WITH FORMULAS

CTRL **I**	Begin a formula	**CTRL** **SHIFT** **%** — Apply the Percentage format with no decimal places
ALT **'**	Insert an AutoSum function	**CTRL** **SHIFT** **#** — Apply the Date format using day, month and year
CTRL **SHIFT** **&**	Apply a border to a cell or selection	**CTRL** **SHIFT** **@** — Apply the Time format using the 12-hour clock
CTRL **SHIFT** **_**	Remove a border from a cell or selection	**CTRL** **K** — Insert a hyperlink

THE MICROSOFT EXCEL FORMULAS CHEAT SHEET

DATE AND TIME FORMULAS

=NOW	Show the date and time	=MONTH(TODAY()) — Show current month in a cell
=TODAY()	Show the current date without the time	=TODAY()+10 — Add 10 days to current date
=DAY(TODAY())	Show today's date in a cell	

COUNTING AND ROUNDING FORMULAS

=SUM	Calculates the sum of a group of values	=COUNT — Counts the number of cells in a range that contains numbers
=AVERAGE	Calculates the mean of a group of values	=INT — Removes the decimal portion of a number
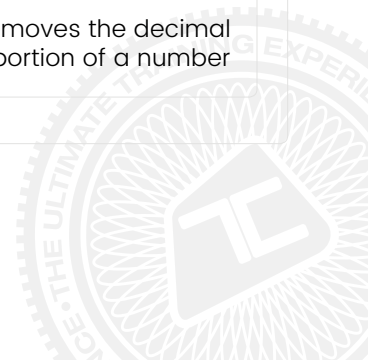
COUNTING AND ROUNDING FORMULAS (CONT.)

=ROUND	Rounds a number to a specified number of decimal places	=COUNTA(A1:A5)	Count the number of non-blank cells in a range
=IF	Tests for a true or false condition	=ROUND(1.45, 1)	Rounds 1.45 to one decimal place
=NOW	Returns the date, without the time	=ROUND(-1.457, 2)	Rounds -1.457 to two decimal places
=AVERAGE	Calculates the mean of a group of values	=TRUE	Returns the logical value TRUE
=TODAY	Returns the date, without the time	=FALSE	Returns the logical value FALSE
=SUMIF	Calculates a sum from a group of values in which a condition has been met`	=AND	Returns TRUE if all of its arguments are TRUE
=COUNTIF	Calculates the sum of a group of values	=OR	Returns TRUE if any argument is TRUE

UNIT CONVERSION FORMULAS

=CONVERT(A1,"DAY","HR")	=CONVERT(A1,"C","F")
Converts value of A1 from days to hours	Converts value of A1 from Celsius to Fahrenheit
=CONVERT(A1,"HR","MN")	=CONVERT(A1,"TSP","TBS")
Converts value of A1 from hours to minutes	Converts value of A1 from teaspoons to tablespoons
=CONVERT(A1,"YR", "DAY")	!ERROR! A1 does not contain a number or expression
Converts value of A1 from years to days	Converts value of A1 from gallons to liters
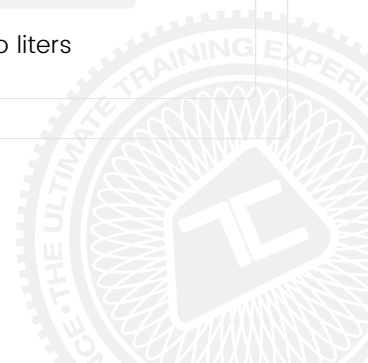
UNIT CONVERSION FORMULAS (CONT.)

=CONVERT(A1,"MI","KM")

Converts value of A1 from miles to kilometers

=CONVERT(A1,"CM","IN")

Converts value of A1 from centimeters to inches

=CONVERT(A1,"KM","MI")

Converts value of A1 from kilometers to miles

=BIN2DEC(1100100)

Converts binary 1100100 to decimal (100)

=CONVERT(A1,"IN","FT")

Converts value of A1 from inches to feet

=ROMAN

Converts a number into a Roman numeral

MATHEMATICS FORMULAS

| Formula	Description	Formula	Description
=B2-C9	Subtracts values in the two cells	=MAX(C27:C34)	Calculates the largest number in a range
=D8*A3	Multiplies the numbers in the two cells	=SMALL(B1:B7, 2)	Calculates the second smallest number in a range
=PRODUCT(A1:A19)	Multiplies the cells in the range	=LARGE(G13:D7,3)	Calculates the third largest number in a range
=PRODUCT(F6:A1,2)	Multiplies the cells in the range, and mulitplies the result by 2	=POWER(9,2)	Calculates nine squared
=A1/A3	Divides value in A1 by the value in A3	=9^3	Calculates nine cubed
=MOD	Returns the remainder from division	=FACT(A1)	Factorial of value in A1
=MIN(A1:A8)	Calculates the smallest number in a range	=EVEN	Rounds a number up to the nearest even integer
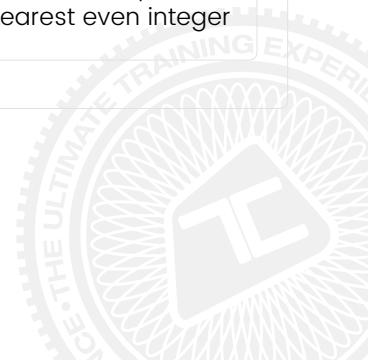
MATHEMATICS FORMULAS (CONT.)

=ODD	Subtracts values in the two cells	=RANDBETWEEN	Calculates the largest number in a range
=AVERAGE	Multiplies the numbers in the two cells	=COS	Calculates the second smallest number in a range
=MEDIAN	Multiplies the cells in the range	=SIN Returns the sine of the given angle	Calculates the sine of the given angle
=SQRT	Multiplies the cells in the range, and mulitplies the result by 2	=TAN	Calculates the tangent of a number
=PI	Divides value in A1 by the value in A3	=CORREL	Calculates the correlation coefficient between two data sets
=POWER	Returns the remainder from division	=STDEVA	Estimates standard deviation based on a sample
=RAND	Calculates the smallest number in a range	=PROB	Returns the probability that values in a range are between two limits

TEXT FORMULAS

|			
=LEFT	Extracts one or more characters from the left side of a text string	=LOWER	Converts a text string to all lowercase
=RIGHT	Extracts one or more characters from the right side of a text string	=UPPER	Converts a text string to all uppercase
=MID	Extracts characters from the middle of a text string	=PROPER	Converts a text string to proper case
=CONCATENATE	Merges two or more text strings	=LEN	Returns a text string's length in characters
=REPLACE	Replaces part of a text string	=REPT	Repeats text a given number of times
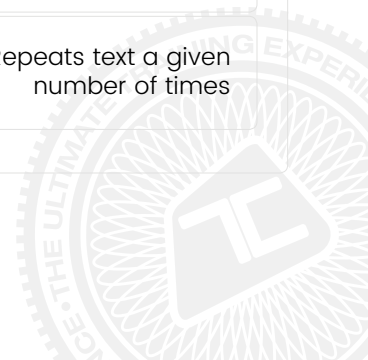
TEXT FORMULAS (CONT.)

=TEXT	Formats a number and converts it to text
=VALUE	Converts a text cell to a number
=EXACT	Checks to see if two text values are identical

=DOLLAR	Converts a number to text, using the USD currency format
=CLEAN	Removes all non-printable characters from text

FINANCE FORMULAS

=INTRATE	Calculates the interest rate for a fully invested security
=EFFECT	Calculates the effective annual interest rate
=FV	Calculates the future value of an investment
=FVSCHEDULE	Calculates the future value of an initial principal after applying a series of compound interest rates
=PMT	Calculates the total payment (debt and interest) on a debt security
=IPMT	Calculates the interest payment for an investment for a given period

=ACCRINT	Calculates the accrued interest for a security that pays periodic interest
=ACCRINTM	Calculates the accrued interest for a security that pays interest at maturity
=AMORLINC	Calculates the depreciation for each accounting period
=NPV	Calculates the net present value of cash flows based on a discount rate
=YIELD	Calculates the yield of a security based on maturity, face value, and interest rate
=PRICE	Calculates the price per $100 face value of a periodic coupon bond

Training CONNECTION