



The Fundamentals

| | |
|-------------|-------------------------|
| Ctrl + O | Open File |
| Ctrl + N | New File |
| Ctrl + P | Print |
| Ctrl + S | Save File |
| F12 | Save File As |
| Ctrl + F4 | Close File |
| Alt + F4 | Close Excel |
| Esc | Exit Dialog |
| Ctrl + C | Copy |
| Ctrl + X | Cut |
| Ctrl + V | Paste |
| Ctrl + Z | Undo |
| Ctrl + Y | Redo |
| Ctrl + A | Select All |
| Ctrl + F | Find |
| Ctrl + H | Replace |
| Alt + Tab | Switch Windows |
| Alt + T + O | Options Menu |
| F4 | Repeat Last Action |
| Ctrl + F1 | Show / Hide Ribbon Menu |

Navigation & Data Selection

| | |
|-----------------------|-----------------------|
| Arrow Keys | Move Around |
| Ctrl + Arrows | Jump to Boundary |
| Shift + Arrows | Select Cells |
| Shift + Ctrl + Arrows | Select to Boundary |
| Shift + F8 | Select Multiple Areas |

Editing Cells

| | |
|----------------------------------|--|
| F2 | Edit Cell |
| Del | Delete Cell Contents |
| Ctrl + Arrows | Skip Word(s) |
| Ctrl + Shift + Arrows | Highlight Word(s) |
| Alt + Enter | New Line in Cell |
| Ctrl + Enter / Tab / Shift + Tab | Edit and... Stay in Place / Go Left / Go Right |

Rows & Columns

| | |
|------------------------|---------------------------------|
| Ctrl + Spacebar | Select Column |
| Shift + Spacebar | Select Row |
| Ctrl + Shift ++ | Insert Cells / Rows / Columns |
| Ctrl + - | Delete Cells / Rows / Columns |
| Right Mouse Button + E | Insert Cut Cells and Shift Over |
| Alt + A + G + G | Group Rows / Columns |
| Shift + Alt + Right | Group Rows / Columns |
| Alt + A + U + U | Ungroup Rows / Columns |
| Shift + Alt + Left | Ungroup Rows / Columns |
| Alt + A + J | Show Grouped Rows / Columns |
| Alt + A + H | Hide Grouped Rows / Columns |

Workbooks & Worksheets

| | |
|----------------------------|----------------------------|
| Ctrl + N | New Workbook |
| Ctrl + Tab | Switch Workbook |
| Shift + F11 | New Worksheet |
| Alt + H + D + S | Del Worksheet |
| Ctrl + PgUp | Move to Left Worksheet |
| Ctrl + PgDn | Move to Right Worksheet |
| Alt + H + O + M | Move / Copy Worksheet |
| Shift + Ctrl + PgUp / PgDn | Select Multiple Worksheets |
| Alt + H + O + U + S | Hide Worksheet |
| Alt + H + O + U + H | Show Worksheet |
| Alt + H + O + R | Rename Worksheet |
| Alt + H + O + T | Color Tab |

Basic Formatting

| | |
|-------------------------|-----------------------------------|
| Alt + H | Format Menu |
| Ctrl + 1 | Format Dialog |
| Ctrl + Alt + V | Paste Special |
| Ctrl + Alt + V + T | Paste Formats |
| Ctrl + Alt + V + V | Paste Values |
| Ctrl + Alt + V + F | Paste Formulas |
| Alt + H + FC | Font Color |
| Alt + H + H | Fill Color |
| Alt + H + B | Border Options |
| Alt + H + A + L / C / R | Align Left / Center/ Right |
| Alt + H + 6 | Increase Indent |
| Alt + H + 5 | Decrease Indent |
| Alt + H + 0 | Increase Decimal Places |
| Alt + H + 9 | Decrease Decimal Places |
| Ctrl + B | Bold |
| Ctrl + I | Italics |
| Ctrl + U | Underline |
| Ctrl + 5 | Strikethrough |
| Ctrl + Shift + & | Add Borders |
| Ctrl + Shift + - | Delete Borders |
| Shift + Ctrl + ~ | General |
| Shift + Ctrl + ! | Number |
| Shift + Ctrl + @ | Time |
| Shift + Ctrl + # | Date |
| Shift + Ctrl + \$ | Currency |
| Shift + Ctrl + % | Percentage |
| Shift + Ctrl + ^ | Scientific |
| =TEXT(Cell, Format) | Displays cell using custom format |
| Alt + H + O + I | Auto-Fit Col. |
| Alt + H + O + A | Auto-Fit Row |
| Alt + H + O + W | Column Width |
| Alt + H + O + H | Row Height |
| Alt + H + L + R | Conditional Formatting |
| Alt + H + T | Format as Table |



Dates & Times

| | |
|---------------------------------|----------------------------------|
| =DATE (Year, Month, Day) | Creates new Date |
| =NETWORKDAYS (Start, End Date) | Business days in between 2 dates |
| =EOMONTH (Start Date, # Months) | Last day of month after # months |
| Ctrl + Shift + ; | Current Time |
| Ctrl + ; | Current Date |

Text Tools & Functions

| | |
|--------------|----------------------------------|
| Alt + A + FT | Text File Import |
| =LEFT | Chars from left |
| =RIGHT | Chars from right |
| =MID | Chars from... |
| =FIND | Search for text within text |
| =SEARCH | Same, but not case sensitive |
| =LEN | Length of text |
| =SUBSTITUTE | Replace text in text with search |
| =REPLACE | Same, but use position instead |
| Alt + A + E | Text to Columns |
| =TRIM | Deletes Extra Spaces |
| =PROPER | Capitalize All First Letters |
| =UPPER | Make All Caps |
| =LOWER | Make All Lower |

Display & Printing

| | |
|---------------------------|----------------------------------|
| Alt + W + F + F | Freeze Panes |
| Alt + W + Q | Zoom |
| Ctrl + Mouse Scroll Wheel | Zoom |
| Alt + P + S + P | Page Setup |
| Alt + P + R + S | Set Print Range to Selected Area |
| Ctrl + F2 | Print Preview |
| Alt + W + I | Page Break View |
| Alt + W + L | Normal View |
| Alt + W + VG | Toggle Gridlines |

Formulas and Calculations

| | |
|---------------------------------|-----------------------------|
| = | Enter Formula |
| F9 | Refresh All |
| F4 | Anchor Cell |
| Ctrl + F3 | Name Cell |
| F5 | Jump to Cell |
| Tab | Use Suggested Name |
| Shift + F3 | Enter Built-In Function |
| Ctrl + Alt + V + F | Paste Formulas |
| Ctrl + Alt + V + R | Paste Formats & Formulas |
| Ctrl + D | Copy Down |
| Ctrl + R | Copy Right |
| Ctrl + ' (apostrophe) | Copy from Above |
| F5, Alt + S + F + X | Go to Formulas |
| F5, Alt + S + O + X | Go to Constants |
| Ctrl + ~ | Show Formulas |
| =IFERROR(Value, Value If Error) | Calculates only if no error |

Lookups & Related Functions

| | |
|-------------------------------------|---|
| =VLOOKUP (Value, Table, Column #) | Match Value in Left Column and Return from Column # |
| =HLOOKUP (Value, Table, Row #) | Match Value in Top Row and Return from Row # |
| =MATCH (Value, Row or Column Range) | Find Item's Position in Row/Column |
| =INDEX (Table, Row #, Col #) | Return Item at Row # and Column # |
| =INDIRECT (Ref) | Returns cell at reference given by text |
| =ADDRESS (Row #, Col #) | Creates cell reference |

Common Built-In Functions

| | |
|----------------------------------|---------------------------------------|
| =SUM | Sum Numbers |
| Alt + = | Sum Adjacent Cells |
| =COUNT | Count # Entries |
| =AVERAGE | Average |
| =MAX | Maximum |
| =MIN | Minimum |
| =SUMIF / =SUMIFS | Conditional Sum |
| =COUNTIF / =COUNTIFS | Conditional Count |
| =SUMPRODUCT | Multiply and Sum Range |
| =ABS | Absolute Value |
| =IF | Conditional |
| =OR | One Must Be True |
| =AND | All Must Be True |
| =NPV (Discount Rate, Cash Flows) | Net Present Value of Cash Flows |
| =XNPV (Rate, Values, Dates) | NPV with irregular dates |
| =IRR (Values) | Internal Rate of Return of Investment |
| =XIRR (Values, Dates) | IRR with irregular dates |

Database and Array Functions

| | |
|-------------------------------|---|
| =DSUM (DB, Field, Criteria) | Sums records that match criteria |
| =DCOUNT (DB, Field, Criteria) | Counts records that match criteria |
| Ctrl + Shift + Enter | Enter Array Function |
| =TRANSPOSE (Rows or Columns) | Converts rows to columns and vice versa |

Auditing Formulas

| | |
|------------------|-----------------|
| Ctrl + [| Immediate |
| | Precedents |
| Ctrl +] | Immediate |
| | Dependents |
| Alt + M + P | Trace |
| | Precedents |
| Alt + M + D | Trace |
| | Dependents |
| Alt + M + A + A | Erase Traces |
| Shift + Ctrl + { | All Precedents |
| Shift + Ctrl + } | All Dependents |
| F5 + Enter | Jump to |
| | Original Cell |
| Shift + F2 | Add/Edit |
| | Comment |
| Alt + R + D | Del Comment |
| Alt + R + A | Show All |
| | Comments |
| F5, Alt + S + C | Highlight Cells |
| | w/ Comments |

Pivot Tables

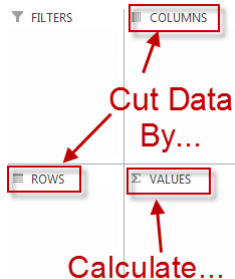
| | |
|-------------|-------------|
| Alt + N + V | Pivot Table |
|-------------|-------------|

PivotTable Fields

Choose fields to add to report:

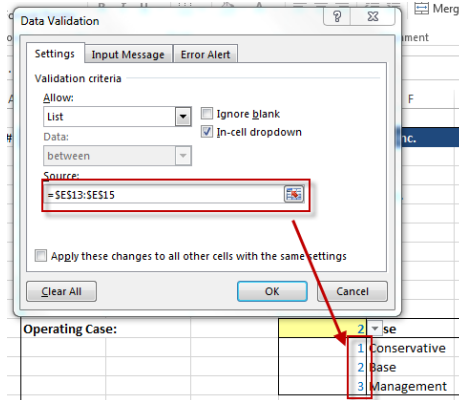
- Name
- Company Name
- Telephone
- Address
- City
- State
- ZIP
- Region
- Order Dollar Amount
- Order Date
- Order Time
- Sales Rep ID

MORE TABLES...
 Drag fields between areas below:



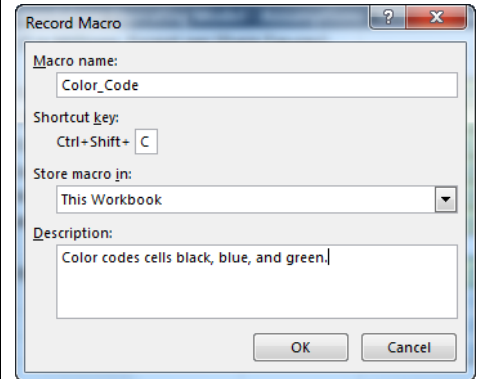
Filtering, Sorting & Validating

| | |
|------------------|------------------|
| Alt + A + SS | Sort Data |
| Alt + A + SA | Sort Ascending |
| Alt + A + SD | Sort |
| | Descending |
| Ctrl + Shift + L | Filter Data |
| Alt + A + Q | Advanced Data |
| | Filter |
| Right Mouse | Filter by Cell's |
| Button + E + V | Properties |
| Alt + A + M | Remove |
| | Duplicates |
| Alt + A + V + V | Validate Data |



Macros, VBA, and Forms

| | |
|-------------------|----------------|
| Alt + F11 | VBA Editor |
| F5 (in VBA) | Run Macro |
| F2 (in VBA) | Object Browser |
| Ctrl + G (in VBA) | Immediate |
| | Window |
| Alt + L + I | Form Control |
| Alt + W + M + U | Use Relative |
| | References |
| Alt + W + M + R | Record Macro |
| Alt + W + M + V | View Macros |

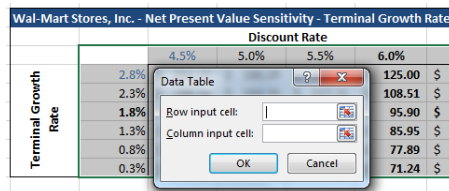


Graphs & Charts

| | |
|--------------|-----------------|
| Alt + N + C | Column Chart |
| Alt + N + N | Line Chart |
| Alt + N + Q | Pie Chart |
| Alt + N + B | Bar Chart |
| Alt + N + X | Text Box |
| Alt + N + SD | Combo Chart |
| | (2013+) |
| Alt + N + R | Recommended |
| | Chart (2013+) |
| Alt + JC + A | Add Chart |
| | Element (2013+) |
| Alt + JC | Design Tab |
| Alt + JA | Layout Tab |
| | (2007, 2010) |
| Alt + JO | Format Tab |
| | (2007, 2010) |
| Alt + JA | Format Tab |
| | (2013) |

Scenarios & Sensitivities

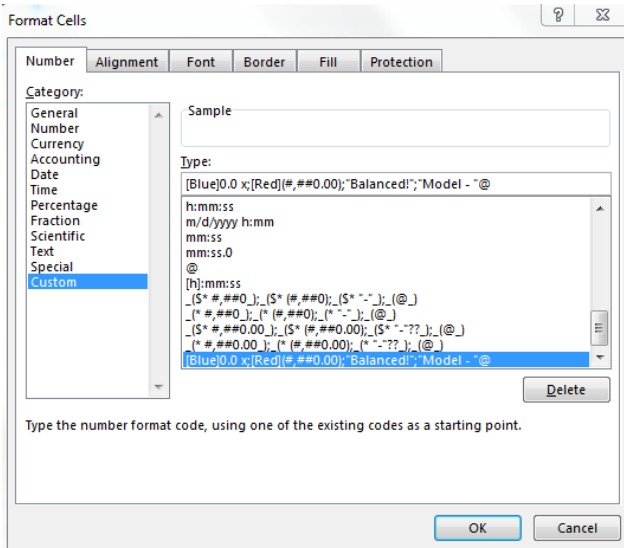
| | |
|-----------------|------------------|
| =CHOOSE | Select from List |
| (Number, Item1, | based on |
| Item2...) | Number |
| =OFFSET(Cell, # | Move # of Rows |
| Rows, # Cols) | and Columns |
| | from Cell |
| Alt + A + W + S | Scenario |
| | Manager |
| Alt + A + W + G | Goal Seek |
| Alt + A + W + T | Data Table |



- **Row Input Cell** = Discount Rate
- **Column Input Cell** = Terminal Growth Rate



Custom Number Formats



| Example Data: | Displayed As: | Used For: |
|---------------|------------------|----------------------|
| 5 | 5.0x | Valuation Multiples |
| -1200 | (1,200.00) | Negative Expenses |
| 0 | Balanced! | Balance Sheet Checks |
| Wal-Mart | Model – Wal-Mart | Titles & Headers |

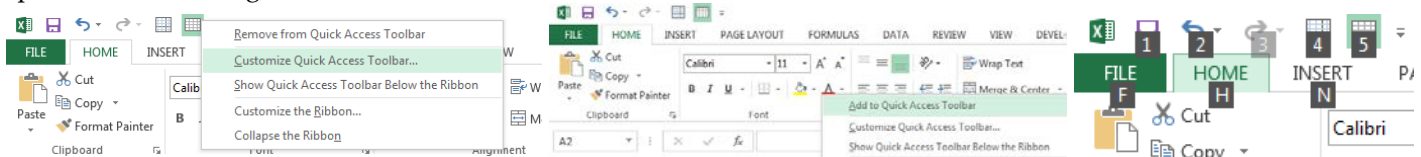
Text on Left: [Blue]0.0 x;[Red](#,##0.00);"Balanced!";"Model - "@

1. The order for Custom Number Formats is: **[Positive Style]; [Negative Style]; [Zero Style]; [Text Style]**
2. If you include the "@" symbol and text, the text will appear and the "@" will be replaced by what's in the cell.
3. **[Red]** and **[Blue]** can be used for color coding.
4. For more on custom number formats, please see our separate guide – this is just a brief summary.

Custom Keyboard Shortcuts – Excel 2007 / 2010 / 2013+

In Excel 2007 / 2010 / 2013+, you can add custom shortcuts by right clicking the Quick Access Toolbar and going to "Customize Quick Access Toolbar" – or you can right-click the button itself and go to "Add to Quick Access Toolbar."

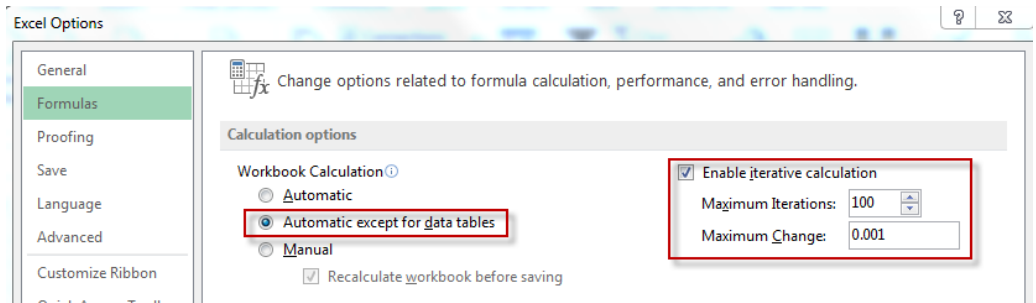
Then, you activate the shortcut by pressing the Alt key and the number it's assigned to. Here, Alt + 4 would change the spreadsheet to a "Page Break" view.



Always make sure you go to the Options menu (Alt + T + O), select Formulas, and use the settings shown on the right:

Ideally, you will also disable the language bar and any plug-ins, add-ins, or macros that interfere with shortcuts, and any programs that override built-in Excel shortcuts.

The Optimal Excel Settings – IMPORTANT!



You can disable automatic error-checking if you want, but we recommend leaving it on unless you're a pro; if you go the "Advanced" tab you can change in the direction the cursor moves in after editing a cell, but we usually leave that one alone.