

EXCEL SHORTCUTS CHEATSHEET

WORKBOOK

CTRL+O	Opens a workbook
CTRL+N	Create a new workbook
CTRL+P	Displays the print dialog box
CTRL+S	Save the workbook
CTRL+W	Closes the selected workbook
CTRL+F2	Displays print view
F9	Calculates all open workbooks
SHIFT+F9	Calculates the active worksheet
CTRL+F10	Maximize / restore workbook
SHIFT+F11	Inserts a new worksheet
F12	Displays the Save As dialog box

FORMATTING

CTRL+SHIFT++	Applies general format
CTRL+SHIFT+\$	Applies currency format with two decimal places
CTRL+SHIFT+%	Applies percentage format with no decimal places.
CTRL+SHIFT+#	Applies date format
CTRL+SHIFT+@	Applies time format
CTRL+SHIFT+!	Applies the Number format with two decimal places thousands separator
CTRL+1	Displays the Format Cells box

GENERAL

CTRL++	Toggles values and formulas
SHIFT+F3	Insert Function dialog box
CTRL+F3	Name manager box
ALT+M+V	Evaluate formula box
CTRL+SHIFT+U	Expand/collapse of the formula bar
CTRL+F1	Displays or hides the Ribbon
CTRL+SHIFT+L	Applies/removes filter
ALT+A+Q	Advanced filter
ALT+T+O	Excel options

SELECTION

CTRL+A	Selects the entire worksheet (Press 3 times)
F8	Toggles extend mode
CTRL+SPACEBAR	BAR Selects an entire column

EDITING

CTRL+SHIFT+:	Enters the current time
CTRL+;	Enters the current date
CTRL+C	Copies the selected cells
CTRL+D	Copies topmost cell of a range into the cells below
CTRL+R	Copies leftmost cell of a range into cells to right
CTRL+F	Find dialog box
CTRL+H+	Replace dialog box
CTRL+K	Edit hyperlink
CTRL+T	Create Table dialog box
CTRL+V	Paste
CTRL+ALT+V	Paste Special Dialog box
CTRL+X	Cuts the selected cells
CTRL+Z	Undoes last action
SHIFT+F2	Adds/edits comment
F4	Generates absolute and relative references
F7	Spell check
ALT+=	Autosum
ALT+F8	Opens Macro Dialog box
ALT+F11	Opens VB Editor
ALT+D+P	Opens pivot table wizard
ALT+A+M	Removes duplicates
ALT+A+E	Text to columns Wizard
ALT+ENTER	Enters a new line
ALT+D+L	Data validation

NAVIGATION

TAB	Left cell to right cell
SHIFT+TAB	Right cell to left cell
CTRL+G OR F5	Go To dialog box
CTRL+END	Moves to last used cell
CTRL+HOME	Moves to the first used cell
ALT+PAGE DOWN	Moves one screen to the right in a worksheet.
CTRL+PAGE DOWN	Moves to the next sheet in a workbook
ALT+PAGE UP	Moves one screen to the left in a worksheet
CTRL+PAGE UP	Moves to the previous sheet in a workbook
CTRL+ARROW	Moves to the edge of the current data region

Factset Shortcuts On Excel

Matthew Hollinder

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

Factset Shortcuts On Excel:

Discussion Materials Bill Keenan,2020-03-31 Why aren t you using LTM EBITDA for credit metrics asked the managing director who sat across from me his widow s peak clearly visible as he inspected the sheet in front of him His spacious office looked out onto New York Harbor Bust said the vice president who was a slightly younger douchier version of Widow s Peak He slashed his red ballpoint pen across the sheet and flipped to the next page Walk me through the debt paydown and your interest rate assumptions continued the VP Pretty dovish view Maybe the Fed knows what they re doing after all said Widow s Peak He shot a glance at the VP They shared a chuckle at what I couldn t tell you This question about interest rates I knew Dovish I thought Doves fly south for the winter so dovish is downwards low interest rates We re running short on time said Widow s Peak He flipped to the cover page of my presentation One final point all pitch decks should have the same title Since this presentation was geared towards an LBO analysis I was thinking No thinking All decks same title Discussion Materials Noted Discussion Materials gives the reader an honest look at Wall Street from someone in the trenches After graduating from Columbia Business School Bill Keenan joined Deutsche Bank s investment banking division as an associate where despotic superiors and the blinking red light of his BlackBerry instilled low level terror on an hourly basis You ll join him in his cubicle on the 44th floor of 60 Wall Street as he scrambles to ensure floating bar charts are the correct shade of orange and all numbers are left aligned but whatever you do don t ask him what any of it means Leaning heavily on his fellow junior bankers and the countless outsourcing resources the bank employs he slowly develops proficiency at the job eventually gaining traction and respect one deal at a time over a two year span ultimately cementing his legacy in the group by attaining the unattainable placing a dinner order on Seamless one Sunday night at work from Hwa Yuan Szechuan amounting to 25 00 tax and tip included the bank s maximum allowance for meals the perfect order **Excel Shortcuts 101**

Shortcuts: Excel Formulas, Shortcuts & Spreadsheets Matthew Hollinder,2015-07-29 Excel is part of the Microsoft Office tools It is used to enter data that can be financial employee data and any other form of data Excel is preferred for this function as it is already arranged in cells rows and columns You can also manipulate the size of tables use formulas to make work easier as you enter the data including percentiles and currencies You can also easily total the data at the end of the table using a formula The excel functions can be accessed easily using the excel keyboard shortcuts that will make you work more efficiently This guide will show you how the excel keyboard shortcuts and how to use them to complete the various tasks you want to perform These include how to open workbooks and worksheets saving data entering a formula making parts of the data bold and other functions including printing changing the font and underlining [Excel Shortcuts](#) Sam Key,2015-08-08 Excel Shortcuts The 100 Top Best Powerful Excel Keyboard Shortcuts in 1 Day Do you know the power of Microsoft s Excel Are you able to use Excel to its fullest potential Do you want to learn Excel fast quick and easy Want to skip all the formal training Can t afford a college class or university class on Excel Don t have the time Just want to get started

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Excel Shortcuts and Formulas Simplified: A QuickStudy Laminated Guide for Busy Professionals Chung Rodgers, 2025-04-02 Excel Shortcuts and Formulas Simplified provides a comprehensive and easy to navigate reference for anyone looking to enhance their Excel proficiency This laminated guide is meticulously designed to simplify complex concepts ensuring that even beginners can

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