

# EXCEL SHORTCUTS CHEATSHEET

## WORKBOOK

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

## FORMATTING

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

## GENERAL

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

## SELECTION

<b>CTRL+A</b>	Selects the entire worksheet (Press 3 times)
<b>F8</b>	Toggles extend mode
<b>CTRL+SPACEBAR</b>	Selects an entire column

## EDITING

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

## NAVIGATION

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

# Factset Shortcuts On Excel

**Vijay Kumar**

A red circular graphic with a gradient, appearing as a stylized arrow or a decorative element, 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

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