

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

Rachel S Tattersall



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

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Table of Contents Factset Shortcuts On Excel

1. Understanding the eBook Factset Shortcuts On Excel
 - The Rise of Digital Reading Factset Shortcuts On Excel
 - Advantages of eBooks Over Traditional Books
2. Identifying Factset Shortcuts On Excel
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Factset Shortcuts On Excel
 - User-Friendly Interface
4. Exploring eBook Recommendations from Factset Shortcuts On Excel
 - Personalized Recommendations
 - Factset Shortcuts On Excel User Reviews and Ratings
 - Factset Shortcuts On Excel and Bestseller Lists
5. Accessing Factset Shortcuts On Excel Free and Paid eBooks
 - Factset Shortcuts On Excel Public Domain eBooks
 - Factset Shortcuts On Excel eBook Subscription Services
 - Factset Shortcuts On Excel Budget-Friendly Options

6. Navigating Factset Shortcuts On Excel eBook Formats
 - ePub, PDF, MOBI, and More
 - Factset Shortcuts On Excel Compatibility with Devices
 - Factset Shortcuts On Excel Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Factset Shortcuts On Excel
 - Highlighting and Note-Taking Factset Shortcuts On Excel
 - Interactive Elements Factset Shortcuts On Excel
8. Staying Engaged with Factset Shortcuts On Excel
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Factset Shortcuts On Excel
9. Balancing eBooks and Physical Books Factset Shortcuts On Excel
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Factset Shortcuts On Excel
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Factset Shortcuts On Excel
 - Setting Reading Goals Factset Shortcuts On Excel
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Factset Shortcuts On Excel
 - Fact-Checking eBook Content of Factset Shortcuts On Excel
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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