

BEST EXCEL SHORTCUTS FOR BEGINNERS

Designed to help you save time, work smarter and improve your understanding of Microsoft® Excel

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THE ABSOLUTE ESSENTIALS

You're going to use these a lot!!

CTRL + S	To Save your file
CTRL + Z	To Undo
CTRL + C	To Copy the selected data
CTRL + X	To Cut the selected data
CTRL + V	To Paste the data you recently Cut or Copied
CTRL + P	To go to the File, Print screen
CTRL + O	To go to the File, Open screen
CTRL + N	To create a New workbook (file)
CTRL + Spacebar	To select the entire column
SHIFT + Spacebar	To select the entire row
ALT + I, C	To insert a new column
ALT + I, R	To insert a new row
CTRL + - (minus symbol)	To delete a row or column. Use after you have selected the row or column to be deleted

SELECT QUICKLY

Select like a pro!

SHIFT + click	Select from the current cell to the cell you click
SHIFT + (arrow keys)	Select one cell at a time in the direction of the arrow key pressed
SHIFT + CTRL (arrow keys)	Select to the edge of the current table of data, in the direction of the arrow pressed
CTRL + A	Select a cell inside a data table and press to select the entire table. Outside of a table use to select the entire worksheet
SHIFT + CTRL + End	Select to the last cell in the worksheet
SHIFT + CTRL + Home	Select to the first cell in the worksheet

MOVE QUICKLY

Navigate with speed

CTRL + Page Up or Page Down	Move to the previous worksheet or next worksheet. Include SHIFT to select at the same time
CTRL + (arrow keys)	Move to the edge of the current table of data, in the direction of the arrow pressed
CTRL + Home	Move to the beginning of the worksheet
CTRL + End	Move to the last cell of the worksheet (most bottom right cell)
Page Up	Move one screen up
Page Down	Move one screen down
ALT + Page Down	Move one screen right
ALT + Page Up	Move one screen left
F5	To open the Go To dialog box. Enter the cell address you want to move to. Press ENTER.

UPDATE QUICKLY

Save precious time

CTRL + F	Locate data within your workbook quickly using Find
CTRL + H	Find and Replace data
CTRL + D CTRL + R	Fill data down or to the right through selected cells. Select the cell and the range you want to copy to first
F4	Repeat the last thing you did. For example if you have just inserted a row press F4 to continue inserting more rows
CTRL + 9	Hide entire row
CTRL + 0	Hide entire column
SHIFT + CTRL + 9	Unhide rows. Select rows on either side of hidden row(s) first
ALT, H, O, U, L	Unhide columns. Select columns on either side of hidden column(s) first

EXCELATWORK

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FORMAT QUICKLY

For a 'super quick' make-over

CTRL + B	Bold
CTRL + I	Italics
CTRL + U	Underline
CTRL + ~	Apply the General number format
CTRL + !	Apply the Number format with 2 decimal places & thousands separator
CTRL + #	Apply a dd-mmm-yy date format
CTRL + \$	Apply the Currency format with 2 decimal places & thousands separator
CTRL + %	Apply a Percentage format, no decimal places
CTRL + 1	Open the Format Cells dialog box
ALT + H, B, A	Apply 'All Borders' to the selected area
ALT + H, B, N	Remove Borders from selected area
ALT + SHIFT + F1	Inserts a new worksheet
ALT + ENTER	Add another line inside a cell, i.e. wrap to another line

EDIT QUICKLY

Make speedy changes

F2	Press to edit directly inside the cell
ESC	Press to cancel a selected area when using Copy or press to cancel an entry in the cell or Formula bar
F4 (to lock a cell reference and make it absolute)	In the Formula bar highlight the cell address and then press F4. Keep pressing until you have the absolute setting you require, e.g. \$A\$3

FUN TO KNOW

Off topic...but fun 😊

Windows button + period (full-stop) To insert an emoji, press the Windows button + . (full-stop or period). Use your arrow keys to select the emoji you want and press ENTER. To search for an emoji, start typing what you are searching for and Windows will try to find a match.

SUPER HANDY

Super handy when you need them

CTRL + ;	(semi colon) Insert today's date
CTRL + '	(apostrophe) Copy the cell above
ALT + V, F, F	Turn on/off Freeze Panes. Freezes from the selected cell.
CTRL + ALT + V, V, ENTER	Paste Values. Use CTRL + C to copy prior using this shortcut
ALT + ;	Highlights visible cells. Use this to quickly locate hidden rows/columns
CTRL + Click	Press CTRL while clicking on additional ranges to include them in the one selection
SHIFT + CTRL + L	Turn Filtering on/off
ALT + Page Up or Page Down	Move one screen left or right
F5	To open the Go To dialog box. Enter the cell address you want to move to. Click OK.
ALT + =	SUM a range. Be sure that you have selected ALL of the cells to be included in the total

TEACH YOURSELF

Excel Search and shortcuts to improve your speed

ALT + Q	Press to access the Search box. Type what you want to do. Let Excel take over. Available in newer versions of Excel only
Screen tip key combinations	Move your mouse over any button on the Ribbon to see the keyboard shortcut combination that will activate it. Not all buttons have this
ALT	press ALT to display onscreen shortcuts to access Ribbon tabs and buttons, e.g. ALT, H, B will access the Border gallery
Add buttons to the QAT to create your own shortcuts	Right-click any button on the Ribbon. Select 'Add to Quick Access Toolbar'. Now press ALT and the QAT number to use it