

## The “Must Have” 40 Excel Short Cuts

### Navigation

Bounce forward (field)	Tab
Bounce backward (field)	Shift & Tab
Trace precedent	Control Open square bracket
Trace dependent	Control Close square bracket
Return to the previous cell	F5 then Enter
Return to home cell	Control Home
Move down sheet tabs	Control Page down
Move up sheet tabs	Control Page up
Activate ribbon	Alt
Open drop-down menu	Alt Down arrow
Collapse ribbon	Control F1
Find	Control F
Find and replace	Control H

### Highlighting

Highlight a column	Control & Spacebar
Highlight a row	Shift Spacebar
Extend cell selection	Shift Cursor (direction)
Extend cell selection to the end of data series	Control Shift & Cursor (direction)

### Editing

Open a cell to edit	F2
Copy	Control C
Cut	Control X
Paste	Control V
Paste Special	Control Alt V
Fill formula right	Control R
Fill formula down	Control D
Flash Fill	Control E
Copy in any direction	Highlight > F2 > Control & Enter

Zoom in	Control Alt + (plus)
Zoom out	Control Alt – (minus)
Undo	Control Z
Redo / Repeat last action	F4
Spell check	F7
Right-click	Shift F10
Insert new note	Shift F2

### Working with formula

Set up an automatic sum function	Alt & Equal
Dollarization toggle	F4 (inside an active formula)
Quick Paste formula	Highlight > F2 > Control & Enter
Opening up formula wizard	Select formula and Control A
Create new name	Control Shift F3
Paste name	F3
Enter name manager	Control F3
Insert new formula	Shift F3
Create new worksheet tab	Shift F11
Save with a new filename	F12