

Pandora's Favorite Excel Shortcuts



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1.0 hour

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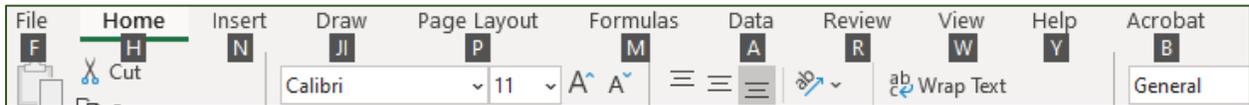
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Ribbon/Alt Key Shortcuts

A shortcut is a "faster" route to where you are going. There are common ones like copy (**Ctrl-C**) and paste (**Ctrl-V**), and then there are ones that are only important to you. Sometimes when I want to paste only the values and transpose the text I would push **Alt-E S V E, Enter**. That might not be one you want to learn.

Let's break that one down. When you press the Alt button on the keyboard in a program like Microsoft Excel, letters pop up in the ribbon at the top of the window. Depending on your version, you may have different tab names, but you'll see something like this:



Unlike the control keys, you don't need to keep the Alt key down, once you press it the letters appear.

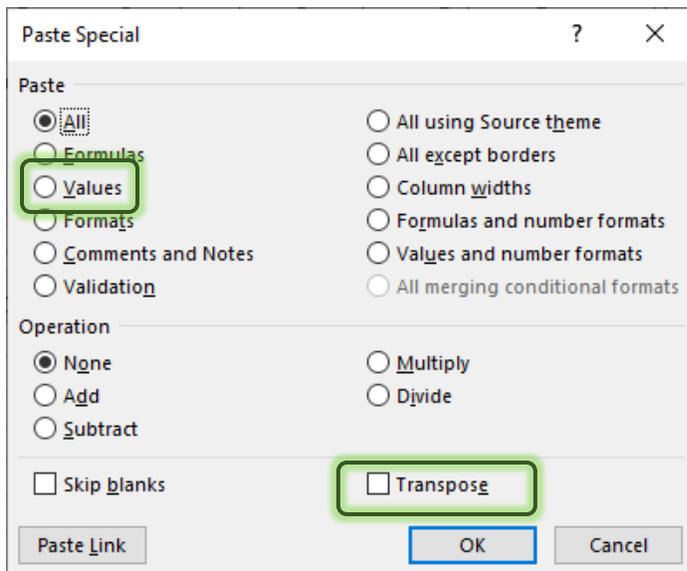
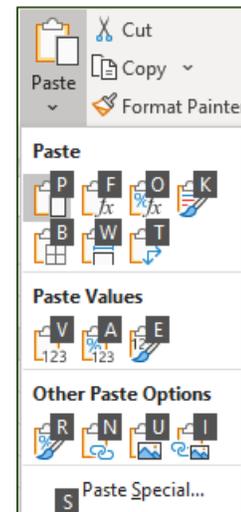
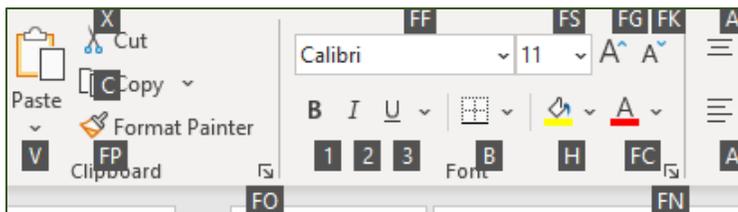
Notice there's no E, so where does my shortcut come from? Well, from a much older version. In fact, if you push Alt and then E, you'll get a message like this one.

Office access key: ALT, E,

Continue typing the menu key sequence from an earlier version of Office or press ESC to cancel.

Alt-E used to open the edit menu, S opened the Paste Special, V was for values, E was for transpose, and Enter pushed the OK button.

So if I wanted to update my keyboard shortcut to the current versions, I'd need to find the new "path". Paste Special is on the Home Tab, so if I press Alt-H, it will activate the Home tab's shortcuts. V will open the Paste menu.



From the paste menu, S will open the paste special menu.

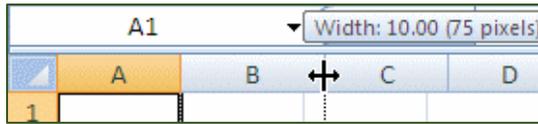
In this window you can see little underlines, Hot Keys, marking the action letter of each option. So again, if I want Values, Transpose, and Okay - I would still type V E Enter.

So, my updated shortcut would be **Alt-H V S V E ENTER**.

Or you can click - Home Tab, Paste menu, Paste Special, Values, Transpose, OK.

For you, the mouse may be faster, or even using the right-click menu to get the Paste Special options. Would it surprise you to know I had to actually do the shortcut a few times before I was able to put it in this handout? I "know" it, but my fingers know it better. I don't think about it anymore, so while it seems like a complicated shortcut, it's one I have so often it's a habit.

Are there actions you do all the time that you think the keyboard may make faster? Well, check to see if there's a file path. For example, to AutoFit a column, we double-click between the column headings.



But I can also find this option under the Format menu on the right side of the Home tab. Follow the path and you'll see the keyboard shortcut would be **Alt-H O I**.

Is **Ctrl-A, Alt-H O I** faster than clicking on the **select all** button in the top left corner of the window and double clicking between any two headings? Depends on your preference. Are you good with remembering sequences? The keyboard might slow you down at first, but once you get the hang of it, you probably won't even give it another thought.

Quick Access Toolbar

The toolbar above the ribbon has the Save, Undo, and Redo options. If you right-click on any button in the ribbon you can add it to the Quick Access toolbar. When you press the Alt-key you will see numbers pop to make these quick shortcut keys if you want them.



Ctrl and Function Key Shortcuts

Hold the Ctrl key down, press the letter for the shortcut you desire.

Editing

F2	- Toggle between Edit and Enter mode	Shift-F7	- Thesaurus
F4	- Repeat last action	Ctrl-A	- Select All (Once current range, twice entire worksheet)
Ctrl-Y	- Redo/Repeat the last action	Ctrl-F	- Find
Ctrl-Z	- Undo	Ctrl-H	- Replace
F7	- Spell Check	Ctrl-G	- Goto (name or cell)

Clipboard

Ctrl-X	- Cut	Ctrl-D	- Fill down
Ctrl-V	- Paste	Ctrl-R	- Fill to the right
Ctrl-C	- Copy Selected Cells	Ctrl-'	- Copies the cell above you (single quote) EXACTLY into the current cell
Ctrl-Shift-C	- Format Painter		

Formatting

Ctrl-1	- Open Format Cells Window	Ctrl-Shift- 1	- Format Comma Style
Ctrl-B / Ctrl-2	- Toggle Bold	Ctrl-Shift- 2	- Format Date dd-mmm-yyyy
Ctrl-I / Ctrl-3	- Toggle Italics	Ctrl-Shift- 3	- Format Time h:mm AM/PM
Ctrl-U / Ctrl-4	- Toggle Underline	Ctrl-Shift- 4	- Currency
Ctrl-5	- Toggle Strike through	Ctrl-Shift- 5	- Percent
Ctrl-9	- Hides column	Ctrl-Shift- 6	- Scientific
Ctrl-0	- Hides Row	Ctrl-Shift- 7	- Outline Border
		Ctrl-Shift- 8	- Select Dataset

File Options

Ctrl-N	- New Workbook	Ctrl-S	- Save
Ctrl-O	- Open Workbook	F12	- Save As
Ctrl-P	- Print Preview	Ctrl-W / Ctrl-F4	- Close Workbook

Data Entry

F2	- Toggle to Edit mode	Ctrl-;	- Enters current Date
Ctrl-D	- Fill down	Ctrl-Shift-;	- Enters Current Time
Ctrl-R	- Fill to the right	Alt-Down Arrow	- Opens a list of values from the column above

Worksheet

Ctrl- +	- Insert	Shift-F11	- Insert a worksheet before the current one
Ctrl- -	- Delete		
Ctrl- Space	- Select Column	F11	- Insert a chart on a new sheet
Shift-Space	- Select Row		

Miscellaneous

F1	- Help!	Ctrl-K	- Hyperlink
Ctrl-F1	- Show/Hide Ribbon	Ctrl-L	- Create a Table
Ctrl-E	- Flash Fill	Ctrl-Q	- Quick Analysis options

Navigating using the keyboard

Arrow Keys

	Ready / Enter Mode	Edit Mode	Point Mode
Up↑ Down↓ Left← Right→	Move one cell	Move between characters in the cell	Select a cell for a formula
Shift-Arrow	Select from current position down one cell	Select the characters in the cell	Select several cells for a formula
Ctrl-Arrow	Moves to the range border (next blank)		
Ctrl-Shift-Arrow	Selects to the range border (next blank)		
Alt – Down ↓	Opens a drop down menu of the entries listed above		

Enter Key

	Ready / Enter Mode	Edit / Point Mode
Enter	Move Down	Accept and move down
Shift-Enter	Move Up	Accept and move up
Ctrl-Enter		Accepts and fills current value or formula into all selected cells
Alt-Enter		Puts a hard return, "enter" inside the cell

Tab Key

	Ready / Enter Mode	Edit Mode / Point Mode
Tab	Move Right	Accept and move right
Shift-Tab	Move Left	Accept and move left
Ctrl-Tab	Cycles through open workbooks	
Alt-Tab	Cycles through open programs	

PageUp Key

	Ready / Enter Mode	Edit Mode	Point Mode
PageUp / PageDown	Move up/down several rows	Choose a cell several rows above/below	Choose a cell several rows above/below
Shift-PageUp / Shift- PageDown	Select from current position up/down several cells	Select from current position up/down several cells	Choose multiple cells above/below
Ctrl-PageUp / Ctrl-PageDown	Moves to the previous/next worksheet		Choose cell in previous/next worksheet
Ctrl-Shift-PageUp / Ctrl-Shift-PageDown	Selects the previous/next worksheet		
Alt-PageUp / Alt-PageDown	Moves several columns to the left/right	Select from current position left/right several cells	Choose multiple cells to the left/right

Home Key

	Ready / Enter Mode	Edit Mode	Point Mode
Home	Move to the beginning of the row	Move to the beginning of the line	Choose a cell at the beginning of the row
Shift-Home	Select to the beginning of the row	Select to the beginning of the line	Choose multiple cells to the beginning of the row
Ctrl-Home	Moves to the beginning of the worksheet	Moves to the beginning of the cell	Chooses the first cell
Ctrl-Shift-Home	Selects from the current cell to the beginning of the worksheet	Selects from the current cursor point to the beginning of the cell	Chooses from the current cell to the beginning of the worksheet
Alt-Home	Moves several columns to the right	Select from current position right several cells	Choose multiple cells to the right

Mouse Tricks

Click on a cell

	Ready / Enter Mode	Edit Mode	Point Mode
Single-Click	Move to a cell	Move to a place in the cell	Choose a cell
Double-Click	Edit Mode	Select a word	
Shift-Click	Select from current cell to clicked cell	Select from current cell to clicked cell	Choose from current cell to clicked cell
Ctrl-Click	Add to selection		Add to formula separating by commas
Alt-Click	Research		

Around the cell

Drag the edge to move a cell or selection

Ctrl-Drag the edge to copy a cell or selection

Double-click on the edge of a cell to moves to the range border (next blank)

Double-click on the fill handle to fill the pattern/equation down to the end of the range border

Ctrl-Drag the Fill handle to Copy the cell instead of Fill Pattern

Drag the cell border or fill handle with the right-click and it will open a list of options.

Moving and Duplicating Cells

If you put your mouse over the border of the selected cell(s), you will get the Select Arrow.



Hover over the border and *drag* (don't let go of the mouse) and a shadow will follow your mouse. Let go and the select text will be *Moved* to the new location.

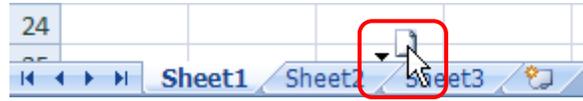
Drag means to click the left button on the mouse down, but not let go, and then move the mouse where you want to go, then you can let go of the mouse.



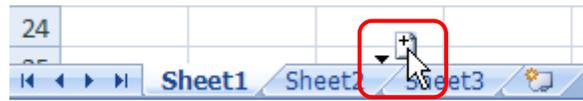
Use the **Ctrl** button while dragging the mouse and you will see a small plus sign added to the shadow. When you let go, Word will *Duplicate* the selection instead of moving it.

Moving and Copying Worksheets

A worksheet can be moved by dragging it to a new location. Click on the worksheet name, don't let go, and drag the new worksheet left or right to the new location. When you are holding onto a worksheet, your mouse cursor will show a sheet of paper and a little black arrow will appear above the sheets, this black arrow will show you where the new worksheet will be when you let go of the mouse.



If you hold down the control (**Ctrl**) key while moving the worksheet, you can create a duplicate worksheet. This will copy the entire sheet, contents, formatting and all. (Remember to let go of the mouse before letting go of the keyboard.)

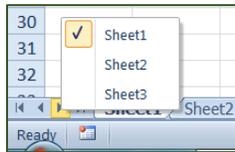


Select Multiple worksheets with the Shift or Ctrl key to move, or duplicate multiple sheets.

Worksheet Shortcuts

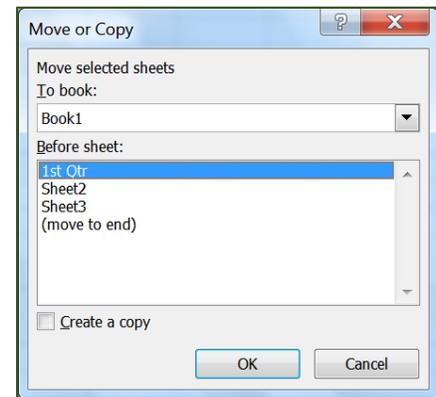
Ctrl-Page up Previous Worksheet
Ctrl-Page down Next Worksheet

Shift-F11 Creates a new worksheet



Right-click on sheet navigation arrows to see a list of all the worksheets. Click on the name to move to that sheet.

If you right-click on the worksheet name you can open the Move/Copy window.



From here you can move it to a different location in the book, or even to a different open (or a new) workbook.

Moving Between Windows

We can use the Task Bar to move between our files, or we can use the keyboard shortcuts.

Alt - Tab Moves between Applications
Ctrl - Tab Moves between Open Files in Excel
This works for Internet Browser Tabs as well

These can be tedious if there are a lot of files open. To see a list of all the open Excel files, turn to the **View** tab. In the **Windows** group you will find a list of the open files under **Switch Windows**.



View Different Sheets of the Same Book

The **New Window** option on the View tab will open another window of the same Excel file. This allows you to look at two different worksheets of the same Excel file!

Use the **Arrange All** tool to fit the open windows on the screen.

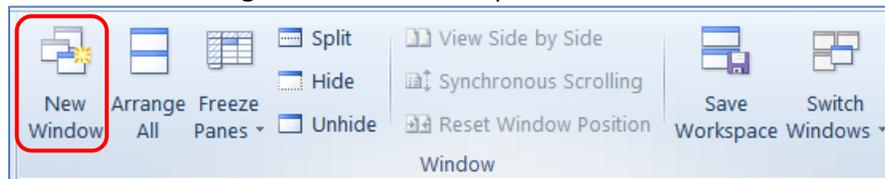


Chart Tricks

F11 - While your active cell is in a dataset this key will Create a new chart on a new sheet

Alt-F1 - While your active cell is in a dataset this key will Create a new chart on a new sheet

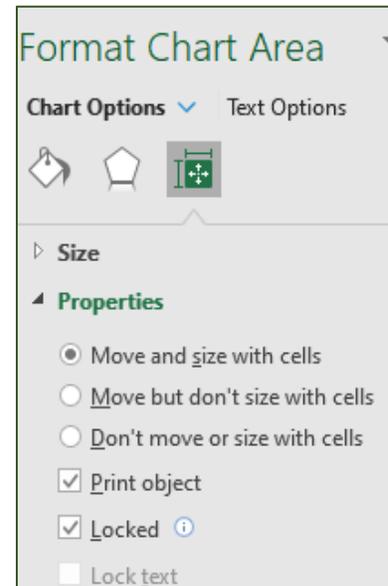
Ctrl-1 - Opens format options

Use Shift key while you click on multiple charts and use the Format tools to set the size and alignments.

Ctrl-Drag the edge of the chart to make a duplicate (a copy) of the chart

Format the Font of the Chart Area to change the font to adjust the font of the chart.

Change the properties for the Chart Area to prevent it resizing and moving with the cells



Math Tricks

If there is only one open parenthesis (, you don't have to close the formula)

Building Equations

F2 - Toggle between Edit and Enter mode

F3 - Opens a list of named cells/ranges (F3-"Find Me")

F4 - "Force" an address to the Absolute reference = $\$A\1

Ctrl-` - Toggles the formula view
(accent with the ~, top left of keyboard)

Ctrl-F3 - Open Name Manager

Shift-F3 - Opens Insert Function window

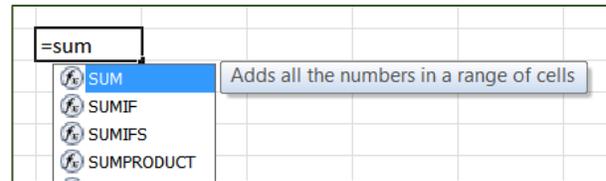
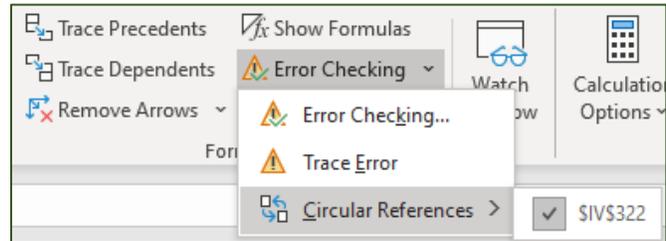
F9 - Update Formulas

Ctrl-[- Follow the link to its source

Use the **Error Checking** on the **Formula** tab to find the circular Reference errors

Formula AutoComplete

You may have noticed when you are typing in a formula, Excel will offer a list of suggestions for the formulas. You can double-click on your choice to fill in the function name, or you can select it with the mouse or keyboard (arrows, or continue to type until it's selected) and press **TAB** to "grab" that selected item. Use the arrow keys to move up/down this list.



Some Favorite Functions

Randbetween(Low value, High Value)

Len() - Number of characters

Trim() - Removes extra spaces

Clean() - Removes unprintable characters

vLookup() - Search for a value in a different dataset and return a value from another column

IF - If this, then that, else the other thing

IfError()- Allows for a different value if the result is an error

IfNA() - Allows for a different outcome if the result (like a vLookup) is an #N/A

Use the **&** instead of Concatenate. =A1&" "&B1&" " – "&D1, or use Flash Fill (Data Tab) to copy a pattern

Uh-Oh

Ctrl-Z - Undo

Esc - Cancel

Toss it all – Close without saving, it's the ultimate undo

F12 - Save as a different file

Ctrl-F4 - Close this window

Alt-F4 - Exit Excel

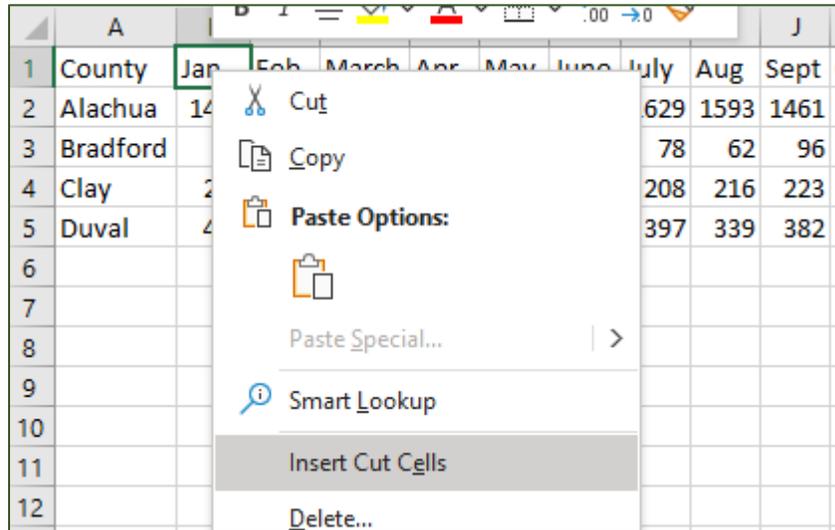
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Exercise

Select Cells H1:M5

Cut

Right-click on B1 and choose **Insert Cut Cells**



Fix B2 to be JUL

Use Fill handle to drag across for JUL-JUN

Copy Cells A1:A5 to cell A8

In cell B8 Type 1st Qtr

Use the fill handle to create 2nd-4th Qtr

Move them to E8, H8, K8

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	County	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2	Alachua	1629	1593	1461	1625	1545	1589	1497	1507	1491	1583	1548	1642
3	Bradford	78	62	96	100	101	51	59	79	90	63	97	105
4	Clay	208	216	223	173	171	212	227	228	192	223	219	192
5	Duval	397	339	382	362	468	425	484	321	352	475	329	424
6													
7													
8	County	1st Qtr			2nd Qtr			3rd Qtr			4th Qtr		
9	Alachua												
10	Bradford												
11	Clay												
12	Duval												

in B9 =Sum(B2:D2)

Fill down

Copy F9:F12, paste under the Quarter headings for E, H, K

Cut, or Move the new data so they are all in one group.

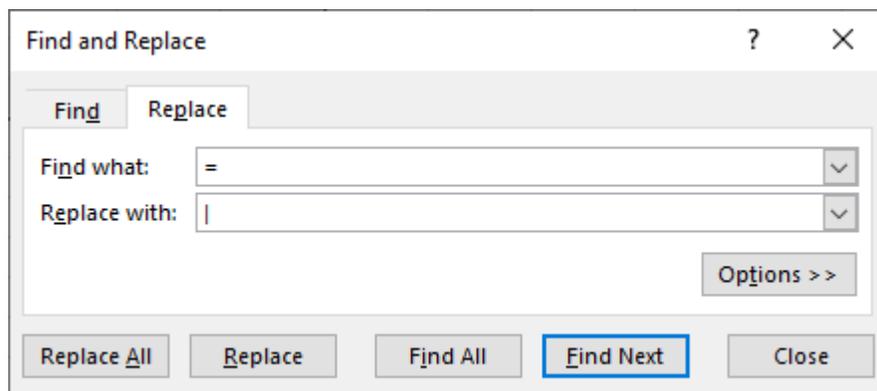
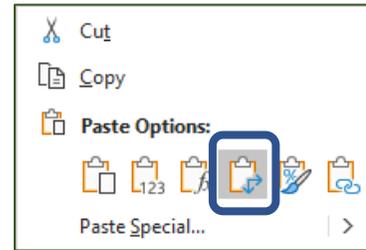
Copy A8:E12 of it and paste transposed into cell A15

Undo

Select B9:E12

Open the Find/Replace window (Ctrl-H)

Find = Replace with | ("bar", above the backslash, under the backspace)



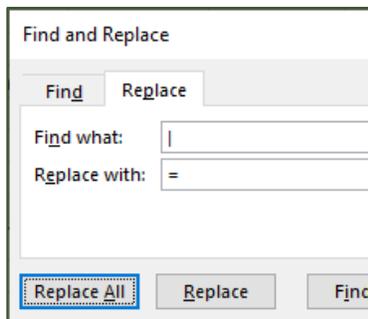
Copy A8:E12 of it and paste transposed into cell A15

Select Cells B9:E19

Open the Replace tool again

Find | Replace with =

	A	B	C	D	E
1	County	JUL	AUG	SEP	OCT
2	Alachua	407	398	365	406
3	Bradford	78	62	96	100
4	Clay	208	216	223	173
5	Duval	397	339	382	362
6					
7					
8	County	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
9	Alachua	SUM(B2:D2)	SUM(C2:E2)	SUM(D2:F2)	SUM(E2:G2)
10	Bradford	SUM(B3:D3)	SUM(C3:E3)	SUM(D3:F3)	SUM(E3:G3)
11	Clay	SUM(B4:D4)	SUM(C4:E4)	SUM(D4:F4)	SUM(E4:G4)
12	Duval	SUM(B5:D5)	SUM(C5:E5)	SUM(D5:F5)	SUM(E5:G5)
13					
14	County	Alachua	Bradford	Clay	Duval
15	1st Qtr	SUM(B2:D2)	SUM(B3:D3)	SUM(B4:D4)	SUM(B5:D5)
16	2nd Qtr	SUM(C2:E2)	SUM(C3:E3)	SUM(C4:E4)	SUM(C5:E5)
17	3rd Qtr	SUM(D2:F2)	SUM(D3:F3)	SUM(D4:F4)	SUM(D5:F5)
18	4th Qtr	SUM(E2:G2)	SUM(E3:G3)	SUM(E4:G4)	SUM(E5:G5)



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	County	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2	Alachua	1629	1593	1461	1625	1545	1589	1497	1507	1491	1583	1548	1642
3	Bradford	78	62	96	100	101	51	59	79	90	63	97	105
4	Clay	208	216	223	173	171	212	227	228	192	223	219	192
5	Duval	397	339	382	362	468	425	484	321	352	475	329	424
6													
7													
8	County	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr								
9	Alachua	6684	6822	6527	6900								
10	Bradford	2001	2063	2032	2127								
11	Clay	1765	1811	1804	1862								
12	Duval	1118	1255	1157	1228								
13													
14													
15	County	Alachua	Bradford	Clay	Duval								
16	1st Qtr	6684	2001	1765	1118								
17	2nd Qtr	6822	2063	1811	1255								
18	3rd Qtr	6527	2032	1804	1157								
19	4th Qtr	6900	2127	1862	1228								

Select A15:E19, Copy

Make a new worksheet (Shift-F11)

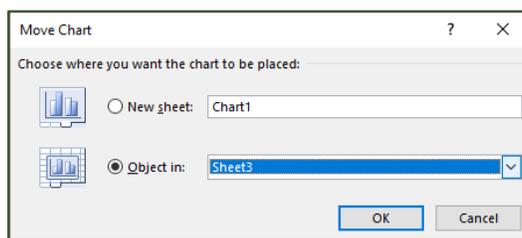
Paste in Cell A1

Move to cell B2 and press Ctrl-[so Excel will show the data source

Return to the data on our new sheet

Press F11 to make a new chart on a new sheet

From the Chart Design, move the chart back to our new sheet



Ctrl-Drag the chart to make a duplicate

Change to a line chart and switch row/columns

Select both charts, Align to bottom

Under the "more" size option, change the properties so the charts will not move and resize with the cells.

