



FINANCIAL MODELLING TRAINING EXCEL SHORT CUTS

Shortcuts for Writing & Checking Formulas

Edit cell formula	F2	Sum range	Alt =
Calculate solution to selected parts of a formula	F2 (While cell is being edited) Select Section of Formula F9	Calculate overall solution to formula showing full decimals	F2 F9
Define name	Ctrl F3	Paste existing name into a formula	F3
Exact copy of formula from above cell and edit	Ctrl '	Alternate between displaying cell values and cell formulas	Ctrl `
Trace all precedent cells (same sheet)	Ctrl [Enter Repeat ENTER to move to next cell	Trace all dependent cells (same sheet)	Ctrl] Enter Repeat ENTER to move to next cell
Go to first cross-sheet reference (cross-sheet formula)	Ctrl [Enter	Cycle type of cell reference (relative/absolute/semi-abs.)	F2 F4 Repeat F4 as required
Clear all content from a cell	Alt H E A or Alt E E A	Add a comment or Edit comment	Shift F2
Evaluate formulas	Alt T U F	Display Name Manager dialogue box	Ctrl F3

Shortcuts for Navigating

Previous sheet	Ctrl PgUp	Move one screen right	Alt PgDn
Next sheet	Ctrl PgDn	Move one screen left	Alt PgUp
Move one screen up	PgUp	Move to first cell in worksheet	Ctrl Home
Move one screen down	PgDn	Move to last non-blank cell in worksheet	Ctrl End
Move to end of range in direction of arrow	Ctrl	Move to start of row	Home
Go to	F5	Toggle between workbooks	Ctrl Tab
To switch back to previous window	Alt Tab	Activate another window	Alt Tab

Shortcuts for Copying and Pasting

Copy	Ctrl C	Copy right	Ctrl R
Cut	Ctrl X	Copy down cell above	Ctrl D
Paste (& kill copy command)	Enter	Paste (copy command remains active)	Ctrl V
Paste special	Ctrl Alt V or Alt E S	Paste values only	Alt E S V

Other Useful Modelling shortcuts

Save	Ctrl S	Save as	F12
Hide/show the ribbon	Ctrl F1	Help	F1
Repeat last action	Ctrl Y or F4	Undo	Ctrl Z
Print	Ctrl P	Print Preview	Ctrl F2
Show the Windows start menu	Ctrl Esc	Exit a dialogue box	Esc

Shortcuts for Formatting

Format Selection (cells, objects, charts)	Ctrl 1	Format as number (2dp), thousand separator and minus sign for neg. values	Ctrl Shift !
Paste only formats from selection actively copied	Alt E S T	Format as local currency	Ctrl Shift \$
To wrap text within a cell	Alt H W	Format as percentage with 0 dp	Ctrl Shift %
Add border around selected cells	Ctrl Shift 7	Remove border around selected cells	Ctrl Shift _
Apply/remove strikethrough format	Ctrl 5	Apply/remove bold format	Ctrl B
Apply/remove italic format	Ctrl I	Apply/remove underline format	Ctrl U
Clear formats	Alt H E F or Alt E A F	Format font	Ctrl Shift F

Shortcuts for Selecting

Select the whole column	Ctrl Space	Select the whole row	Shift Space
Select region around cell	Ctrl Shift * or Ctrl A	Select worksheet	Ctrl A Repeat as needed
Select range from start cell to far left	Shift Home	Select range from start cell to end in direction of arrow	Ctrl Shift
Select all the way to A1 from cursor position	Ctrl Shift Home	Select all cells with comments	Ctrl Shift O
Group worksheets together	Alt Shift →	Ungroup worksheets	Alt Shift ←

Shortcuts for Editing Worksheets

Rename a sheet	Alt H O R	Zoom your view	Alt V Z
Fit width to cell (column autofit)	Alt H O I	Fit height to cell (row autofit)	Alt H O A
Insert row/column	Ctrl Shift + First select row or column	Delete row/column	Ctrl -
Insert chart	F11	Minimize or Maximize workbook	Ctrl F9 or Ctrl F10
Insert cell, row or column	Alt I E	Delete cell, row or column	Alt E D
Insert worksheet	Shift F11	Show/hide grid lines	Alt W V G
Hide row	Ctrl 9	Hide column	Ctrl 0
Unhide row	Ctrl Shift 9	Unhide column	Ctrl Shift 0
Sort data alpha/numeric	Alt D S	Freeze/unfreeze panes	Alt W F F
Open new worksheet	Ctrl N	Open existing worksheet	Ctrl O
Close Excel worksheet	Ctrl W	Close Excel workbook	Ctrl F4
Split screen	Alt W S	Insert data table	Alt D T