

Navigation

+

Move up through a selection

+

Jump to the top of a column

+

Jump to the bottom of a column

+ >

Jump to the corner of a selection

+

Close the active workbook window

+ +

Switch to previous workbook window

Start a new chart sheet

+

Insert a new sheet

+

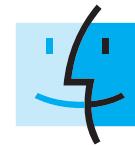
Repeat the last action

+

Fill selected cell with the content in the cell above selected cell

+

Fill selected cell with the content in the cell to the left of selected cell



Essential Excel Shortcuts for Savvy Digital Marketers



Formulas

Start a formula (e.g. "=A4+A5")

+ +

Insert AutoSum formula

+

Edit active cell

+

Display the Formula Builder after you type a valid function name in a formula

+

Go to the next open worksheet

+ +

Go to the previous open worksheet

Selection

+ or

Expand the selection by one cell either up or down

+ +

Expand the selection to the last non-empty cell

+

Select entire column

+

Select entire row

+

Select entire sheet

+ +

Select only the visible cells in the current selection

Misc

F7

Open spelling & grammar check

+

Insert a comment

+ +

Save your work as

+

Insert current date

+

Insert current time

+

Insert a hyperlink

Formatting

command + F

Find and replace values

command + shift + % 5

Show all values as percentages

command + shift + £ 3

Show all values as currency

command + shift + ~

Show all values in general number format

command + alt option +) 0

Apply an outline border to selected cells

command + B

Apply or remove bold formatting to selected cells

command + I

Apply or remove italic formatting to selected cells

control + (9)

Hide selected rows

control + shift + (9)

Unhide selected rows

control +) 0

Hide selected columns

control + shift +) 0

Unhide selected columns