# Navigation



Move up through a selection



lump to the top of a column



lump to the bottom of a column



lump 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

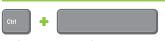
## Selection



Expand the selection by one cell either up or down



Expand the selection to the last non-empty cell



Select entire column





Select entire sheet



Select only the visible cells in the current selection

### Misc



Open spelling & grammar check



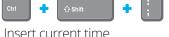
Insert a comment



Save your work as



Insert current date





Insert a hyperlink

## Formatting



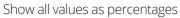


Find and replace values















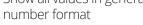
























Apply or remove bold formatting to selected cells





Apply or remove italic formatting to selected cells





Hide selected rows







Unhide selected rows





Hide selected columns







Unhide selected columns