

Basic Excel Get Keys, Functions, and Formatting

Quick Keys	
Find	control, f
Find & Replace	control, h
Paste Special	alt, e, s
Auto Filter	alt, d, f, f
AutoSum	alt, =
Copy from Cell Above	control, "
Hide Columns	control, 0
Unhide Cols	control, shift,)
Hide Rows	control, 9
Unhide Rows	control, shift, (
New Workbook	control, n
New Worksheet	shift, F11
Freeze Panes	alt, w, f, f
Move down in a cell	alt, enter
F2	Formula Check
F4	Repeat Action
F7	Spell Check
F12	Save As
paste values	alt, e,s,v
transpose	alt,e,s,v,e
Toggle between active windows	alt, tab
Changing tabs in browsers	control, tab
Move to the cell to the right	tab
Move to the cell to the left	shift, tab
Highlight multiple cells	control, shift, arrow keys
Highlighting full sheet	control, a
Move to top/bottom/far left/far right	control, arrow keys
Move to top left (A1)	control, Home
Move to bottom of work	control, End
Change worksheets/tabs	control, Page Up/Down

Functions	
UPPER CASE	=upper(cell)
lower case	=lower(cell)
Proper Case	=proper(cell)
Number of Characters in a cell	=len(cell)
Remove space at the beginning or end of a cell	=trim(cell)
Lookup values from another set of data	=vlookup(Looking For, Reference Data Set, Column #, 0)
Concatenate	=concatenate(
Tells where the file is located on the network	=cell("filename")
Weeks #1-52 (Sun-Sat weeks)	=WeekNum(cell)
Day of the week: 1-7 = Sun - Sat	=WeekDay(cell)
10 workdays before (cell)	=Workday(cell,-10)

Formatting	
Currency	control, shift, \$
Percentage	control, shift, %

Useful Maneuvers	
Percent Difference	=(new-old)/(old)
Creating a Pivot Table	highlight data, Insert>Pivot Table
Reverse Concatenate (i.e. breaking apart cells at the " _ ")	Highlight Column, Data> Text to Columns> Delimited
Adding a Calculated Field to Pivot Table (i.e. CTR)	Curser on pivot table, Options>Field Items, & Sets> Calculated Field
Filling in a pivot table to create new data table (2 ways)	=if(isblank(A2),F1,A2) Design>Report Layout>Repeat All Items
Change Impressions to Imp(000)	Copy value (i.e. 1,000), Highlight cells to be replaced, Paste special>Divide
Delete anything in the cell after "KFG_Jan_2013"	[ctrl+h]>find: KFG_Jan_2013*> replace: KFG_Jan_2013

\$LOCKED\$ & Frozen	
A3	Nothing locked
\$A3	Column A is locked
A\$3	Row 3 is locked
\$A\$3	Cell A3 is locked
Curser in B2, View>Freeze Panes>Freeze Panes	Row 1 is frozen & Column A is frozen