

Top Financial Modeling Shortcuts - Unplug your Mouse!

Navigation Shortcuts

CTRL + Arrow Keys	Move to the edge of the current data region in a worksheet.
CTRL + Home	Move to the beginning of the worksheet.
CTRL + Page Up/Page Down	Switch between worksheets.
Page Up	Move one screen up.
Page Down	Move one screen down.
ALT + Page Up	Move one screen left.
ALT + Page Down	Move one screen right.
TAB	Move to the next cell (Move between items within a menu window) .
ESC	Cancel cell entry and get out of cell.

Selection Shortcuts

SHIFT + Arrow Keys	Extend the selection of cells.
CTRL + SHIFT + Arrow Keys	Select a range of cells.
CTRL + SHIFT + * (asterisk)	Select the current region around the active cell.
CTRL + Spacebar	Select the entire column.
SHIFT + Spacebar	Select the entire row.
CTRL + A	Select the entire worksheet.

Formatting Shortcuts

ALT + H + J	Access customized cell styles.
CTRL + 1	Open the "Format Cells" dialog box to access various formatting options.
CTRL + B	Apply or remove bold formatting.
CTRL + I	Apply or remove italic formatting.
CTRL + U	Apply or remove underline formatting.
ALT + H + E + A	Clear all content from a selected cell or range.
CTRL + 0	Hide selected columns.

Editing Shortcuts

F2	Edit the active cell.
CTRL + C	Copy selected cells.
CTRL + X	Cut selected cells.
CTRL + V	Paste copied or cut cells.
CTRL + Z	Undo the last action.
CTRL + D	Fill down.
CTRL + R	Fill right.
CTRL + +	Insert cells.
CTRL + -	Delete cells.
SHIFT + ALT + Right arrow	Group a selected range of rows together.
SHIFT + ALT + Left arrow	Ungroup a selected range of grouped rows.
ALT + F3	Name selected cell or range.
ALT + H + 0	Increase decimal.
ALT + H + 9	Decrease decimal.

Paste Special Shortcuts

Copy any cell or range of cells (CTRL + C) and apply below shortcuts for pasting special.

ALT + H + V + S + T	Paste only the formatting (including font, color, borders, etc.) from the copied cells.
ALT + H + V + S + V	Paste only the values from the copied cells.
ALT + H + V + S + F	Paste only the formulas from the copied cells.
ALT + H + V + S + W	Paste only the column widths from the copied cells.
ALT + H + V + S + E	Paste the copied cells while transposing their orientation (rows become columns and vice versa).

Formula Shortcuts

CTRL + ENTER	Fill the selected cell range with the current entry.
F4	Toggle references.
F4	Repeat the last action.
SHIFT + ALT + =	AutoSum the numbers above.
ALT + M + D	Trace dependents.
ALT + M + P	Trace precedents.

Secret Sauce Shortcuts

ALT + A + V + V	Access Data Validation.
ALT + A + W + G	Access GoalSeek.
ALT + F11	Access VBA coding interface.
CTRL + F3	Access Name Manager.
CTRL + ` (grave accent)	Display formulas instead of cell values.

Other Shortcuts

CTRL + S	Save the current workbook.
CTRL + F	Open the "Find" dialog box.
CTRL + H	Open the "Find and Replace" dialog box.
CTRL + P	Print the current workbook.
F9	Calculate all worksheets in all open workbooks.
SHIFT + F9	Calculate the active worksheet.