

Commonly Used Shortcut Keys

Windows Excel
2010 & Newer

<u>Action</u>	<u>Keystroke</u>	<u>Action</u>	<u>Keystroke</u>
1 Anchoring cells	F4 (in edit cell mode (F2))	25 Go to end (contiguous range)	Ctrl+Arrow Keys
2 Auditing toolbar	Alt M... (See "Formula Auditing")	26 Go to precedent cell(s) / Return	Ctrl+[/ F5, Enter
3 ...Trace precedents	Alt M P	27 Group rows or columns	Alt A G G or Shift+Alt+→
4 ...Trace dependents	Alt M D	28 ...Hide grouped range	Alt A H
5 ...Remove arrows	Alt M A A	29 ...Show grouped range	Alt A J
6 Auto sum	Alt+=	30 ...Ungroup rows or columns	Alt A U U or Shift+Alt+←
7 Borders – outside area	Ctrl+Shift+7	31 Highlight a contiguous range	Ctrl+Shift+Arrow Keys
8 Borders – remove all	Ctrl+Underscore (Ctrl+Shift+~)	32 Highlight entire column / row	Ctrl+Spacebar / Shift+Spacebar
9 Clear All	Alt H E A	33 Move a sheet / Copy a sheet	Alt H O M, Alt+C
10 Comment / note – inserting	Shift+F2 or (Alt R T N)	34 Name a cell	Alt M M D or Ctrl+F3, Alt+N
11 Comment / note – deleting	Alt R D	35 Page Break Preview / Normal	Alt W I / Alt W L
12 Copy / Cut	Ctrl+C / Ctrl+X	36 Page setup...	Alt P S P
13 ... Paste (after copy or cut)	Ctrl+V or (Enter)	37 Print	Ctrl+P or (Alt F P)
14 Copy, Paste special formats	Ctrl+C, Alt H V S T or (Ctrl+Alt+V T)	38 Print preview	Alt F P V or (Ctrl + F2)
15 Copy, Paste special formulas	Ctrl+C, Alt H V F or (Ctrl+Alt+V F)	39 Redo	Ctrl+Y
16 Delete / Insert	Ctrl+– / Ctrl++	40 Rename sheet	Alt H O R
17 Deselect to original cell	Shift+Backspace	41 Repeat	F4
18 Edit cell / Highlight precedents	F2	42 Replace	Ctrl+H
19 Fill right / Fill down	Ctrl+R / Ctrl+D	43 Set print area	Alt P R S
20 Font – change size	Alt H F S or (Ctrl+Shift+P, Alt S)	44 Tools (Excel) options	Alt F T...
21 Format cells...	Ctrl+1 or (Alt H O E)	45 Undo	Ctrl+Z
22 Function – inserting	Alt M F or (Shift+F3)	46 Workbooks – toggle	Ctrl+Tab
23 Go to	F5 or (Ctrl+G)	47 Worksheets – move between	Ctrl+Page Up / Ctrl+Page Down
24 Go to constants (highlight inputs)	F5, Alt+S O X	48 Zoom – sizing / return to 100%	Alt W Q / Alt W J

Commonly Used Functions

To insert a function in a cell, use Shift+F3 (“Function Wizard”)

Note: When typing the syntax of a formula, Ctrl+A shows the function arguments.

Type of Function	Common Use	Formula
Absolute function	Parity check	=ABS(number)
And function	If statement logic	=AND(logical argument1, logical argument2.....)
Choose function	Scenarios	=CHOOSE(index number, value1, value2.....)
Columns function	To count N periods (e.g., rate function)	=COLUMNS(reference range)
Comp. annual growth rate	IRR and growth over a period (1)	=RATE(periods, payment, -PV, FV, type)
Count function	Data mining	=COUNT(value1, value2, value3.....)
Hlookup function	Used to reference inputs on an output page	=HLOOKUP(lookup, array, row index, range lookup)
If statement	Error handling and switches	=IF(logical test, value if true, value if false)
Indirect function	Used to change references within a formula	=INDIRECT(ref_text, [a1])
Match function	Used to search for specific items in a cell range	=MATCH(lookup_value,lookup_array, [match_type])
Net present value	Discounted cash flow analysis (2)	=NPV(rate, value1, value2, value3.....)
Offset function	Scenarios	=OFFSET(reference, rows, columns, height, width)
Or function	If statement logic	=OR(logical argument1, logical argument2.....)
Sum-of-years digits deprec.	Modeling depreciation	=SYD(cost, salvage, life, period)
Text function	Footnotes, titles, and subtitles	=TEXT(value, “format of text”)
Vlookup function	Used to reference inputs on an output page	=VLOOKUP(lookup, array, col. index, range lookup)

(1) Compound annual growth rate formula:

$$\left[\left(\frac{FV}{PV} \right)^{\frac{1}{N}} \right] - 1$$

(2) Net present value formula:

$$\frac{CF_1}{(1+r)^1} + \frac{CF_2}{(1+r)^2} + \dots + \frac{CF_N}{(1+r)^N}$$

Commonly Used Shortcut Keys

Mac Excel
2016 & Newer

<u>Action</u>	<u>Keystroke</u>	<u>Action</u>	<u>Keystroke</u>
1 Anchoring cells	F4 (in edit cell mode (F2))	25 Go to end (contiguous range)	Ctrl+Arrow Keys
2 Auditing toolbar	Cmd+Shift+? "Auditing"	26 Go to precedent cell(s) / Return	Ctrl+[/ F5, Enter
3 ...Trace precedents	Cmd+Shift+? "Auditing>Trace Precedents"	27 Group rows or columns	Shift+Alt+→
4 ...Trace dependents	Cmd+Shift+? "Auditing>Trace Dependents"	28 ...Hide grouped range	Cmd+Shift+? "Row>Hide"
5 ...Remove arrows	Cmd+Shift+? "Auditing>Remove All Arrows"	29 ...Show grouped range	Cmd+Shift+? "Row>Unhide"
6 Auto sum	Cmd+Shift+T	30 ...Ungroup rows or columns	Shift+Alt+←
7 Borders – outside area	Ctrl+Shift+7	31 Highlight a contiguous range	Ctrl+Shift+Arrow Keys
8 Borders – remove all	Ctrl+Underscore (Ctrl+Shift+~)	32 Highlight entire column / row	Ctrl+Spacebar / Shift+Spacebar
9 Clear All	Cmd+Shift+? "Clear>All"	33 Move a sheet / Copy a sheet	Cmd+Shift+? "Move or Copy Sheet," Cmd+R
10 Comment / note – inserting	Shift+F2	34 Name a cell	Ctrl+L
11 Comment / note – deleting	Shift+F2, Delete	35 Page Layout / Normal	Cmd+Shift+? "Page Layout" / "Normal"
12 Copy / Cut	Ctrl or Cmd+C / Ctrl or Cmd+X	36 Page setup...	Cmd+Shift+? "Page Setup"
13 ... Paste (after copy or cut)	Ctrl or Cmd+V or Enter	37 Print	Ctrl or Cmd+P
14 Copy, Paste special formats	Ctrl+C, Ctrl+Alt+V T	38 Print preview	Cmd+Shift+? "Page Layout"
15 Copy, Paste special formulas	Ctrl+C, Ctrl+Alt+V F	39 Redo	Ctrl or Cmd+Y
16 Delete / Insert	Ctrl+ - (minus) / Ctrl++	40 Rename sheet	Cmd+Shift+? "Sheet>Rename"
17 Deselect to original cell	Shift+Delete	41 Repeat	F4
18 Edit cell / Highlight precedents	F2 or Ctrl+U	42 Replace	Ctrl+H
19 Fill right / Fill down	Ctrl+R / Ctrl+D	43 Set print area	Cmd+Shift+? "Print Area>Set"
20 Font – change size	Cmd+Shift+. (period) / , (comma)	44 Tools (Excel) options	Cmd+, (comma)
21 Format cells...	Ctrl+1	45 Undo	Ctrl or Cmd+Z
22 Function – inserting	Shift+F3	46 Workbooks – toggle	Cmd+~
23 Go to	F5 or Ctrl+G	47 Worksheets – move between	Alt+Left Arrow / Right Arrow
24 Go to constants (highlight inputs)	F5, special, constants, text	48 Zoom – sizing / return to 100%	Cmd+Shift+? "Zoom"

- The Excel Help Search function (Cmd+Shift+?) allows you to access various commands without using the mouse. Only necessary to enter underlined portion of word to access functions (autocomplete will recognize function).
- To access the menu bar without using the mouse you can hold Ctrl and press F2. You may then jump to a menu with the keyboard letters and use the down arrow to access it. This takes the place of the "Alt" key that is used in Windows.
- These keystrokes assume Mac has been optimized for financial modeling by following the steps in the TTS Mac Setup Videos.