BY CHRISTIAN MARTINEZ

Excel Shortcuts for FP&A

Action	Shortcut
Close a workbook	Ctrl+W
Open a workbook	Ctrl+O
Go to the Home tab	Alt+H
Save a workbook	Ctrl+S
Copy selection	Ctrl+C
Paste selection	Ctrl+V
Undo recent action	Ctrl+Z
Remove cell contents	Delete
Choose a fill color	Alt+H, H
Cut selection	Ctrl+X
Go to the Insert tab	Alt+N
Apply bold formatting	Ctrl+B
Center align cell contents	Alt+H, A, C
Go to the Page Layout tab	Alt+P
Go to the Data tab	Alt+A
Go to the View tab	Alt+W
Open the context menu	Shift+F10 or Windows Menu key
Add borders	Alt+H, B
Delete column	Alt+H, D, C
Go to the Formula tab	Alt+M
Hide the selected rows	Ctrl+9
Hide the selected columns	Ctrl+0

Save this to your desktop!

Excel Shortcuts for FP&A

Action	Shortcut
Move to the Tell me/Search field and type a search term	Alt+Q, then enter the search term
Open the File menu	Alt+F
Open the Home tab (for formatting text, numbers, and using Find)	Alt+H
Open the Insert tab	Alt+N
Open the Page Layout tab	Alt+P
Open the Formulas tab	Alt+M
Open the Data tab	Alt+A
Open the Review tab	Alt+R
Open the View tab	Alt+W
Select the active tab and activate its access keys	Alt or F10
Move focus to commands on the ribbon (or add-in pane)	Tab key or Shift+Tab
Navigate among items on the ribbon	Arrow keys
Show the tooltip for the focused ribbon element	Ctrl+Shift+F10
Activate a selected button	Spacebar or Enter
Open the list for a selected command	Down arrow key
Open the menu for a selected button	Alt+Down arrow key
Move to the next command in an open menu	Down arrow key
Expand or collapse the ribbon	Ctrl+F1
Open a context menu	Shift+F10 or Windows Menu key
Move to a submenu when a main menu is open/selected	Left arrow key
Move between groups of controls on the ribbon	Ctrl+Left or Right arrow key

BY CHRISTIAN MARTINEZ

Excel Shortcuts for FP&A

Action	Shortcut
Move to the previous cell (or previous option in a dialog)	Shift+Tab
Move one cell up	Up arrow key
Move one cell down	Down arrow key
Move one cell left	Left arrow key
Move one cell right	Right arrow key
Move to the edge of the current data region	Ctrl+Arrow key
Enter End mode then move to the next nonblank cell (or last cell in row/column if blanks)	End, then Arrow key
Move to the last cell on a worksheet (lowest used row/rightmost used column)	Ctrl+End
Extend the selection to the last used cell (lower-right corner)	Ctrl+Shift+End
Move to the upper-left cell (when Scroll Lock is on)	Home+Scroll Lock
Move to the beginning of a worksheet	Ctrl+Home
Move one screen down	Page Down
Move to the next sheet in a workbook	Ctrl+Page Down
Move one screen to the right	Alt+Page Down
Move one screen up	Page Up
Move one screen to the left	Alt+Page Up
Move to the previous sheet in a workbook	Ctrl+Page Up

Save this to your desktop!

Excel Shortcuts for FP&A

Action	Shortcut
Toggle tooltips for checking formulas (in the formula bar or cell)	Ctrl+Alt+P
Edit the active cell (or move insertion point to the formula bar)	F2
Expand or collapse the formula bar	Ctrl+Shift+U
Cancel an entry in the cell or formula bar	Esc
Complete an entry in the formula bar and select the cell below	Enter
Move the cursor to the end of the text in the formula bar	Ctrl+End
Select all text in the formula bar from the cursor to the end	Ctrl+Shift+End
Calculate all worksheets in all open workbooks	F9
Calculate the active worksheet	Shift+F9
Recalculate all worksheets (even if unchanged)	Ctrl+Alt+F9
Check dependent formulas and recalculate all cells in all workbooks	Ctrl+Alt+Shift+F9
Display the menu/message for the Error Checking button	Alt+Shift+F10
(When editing a formula): Display the Function Arguments dialog box (cursor right of a function name)	Ctrl+A
(When editing a formula): Insert argument names and parentheses (cursor right of a function name)	Ctrl+Shift+A
Insert the AutoSum formula	Alt+Equal sign (=)
Invoke Flash Fill (to automatically recognize patterns and fill the current column)	Ctrl+E
Cycle through absolute and relative references in a formula	F4
Insert a function	Shift+F3
Copy the value from the cell above into the active cell or formula bar	Ctrl+Shift+Quotation mark (")
Create an embedded chart of the current range	Alt+F1
Create a chart in a separate Chart sheet	F11
Define a name to use in references	Alt+M, M, D

BY CHRISTIAN MARTINEZ

Excel Shortcuts for FP&A

Action	Shortcut
Select the entire worksheet	Ctrl+A or Ctrl+Shift+Spacebar
Select the current and next sheet in a workbook	Ctrl+Shift+Page Down
Select the current and previous sheet in a workbook	Ctrl+Shift+Page Up
Extend the selection by one cell	Shift+Arrow key
Extend the selection to the last nonblank cell (or next nonblank cell)	Ctrl+Shift+Arrow key
Toggle extend mode (use arrow keys to extend selection)	F8
Add a nonadjacent cell or range to a selection	Shift+F8
Start a new line within the same cell	Alt+Enter
Fill the selected cell range with the current entry	Ctrl+Enter
Complete a cell entry and select the cell above	Shift+Enter
Select an entire column	Ctrl+Spacebar
Select an entire row	Shift+Spacebar
Select all objects on a worksheet (when an object is selected)	Ctrl+Shift+Spacebar
Extend the selection to the beginning of the worksheet	Ctrl+Shift+Home
Select the current region (cycle through region selection modes by repeating the command)	Ctrl+A or Ctrl+Shift+Spacebar (press repeatedly)
Select the current region around the active cell	Ctrl+Shift+Asterisk (*)
Select the first command on a menu (when a menu/submenu is visible)	Home
Repeat the last command or action	Ctrl+Y
Undo the last action	Ctrl+Z
(When using the mouse): Expand grouped rows/columns (hover, hold Shift, then scroll down)	Hold Shift and scroll down
(When using the mouse): Collapse grouped rows/columns (hover, hold Shift, then scroll up)	Hold Shift and scroll up

BY CHRISTIAN MARTINEZ

Excel Shortcuts for FP&A

Action	Shortcut
Open the Format Cells dialog box	Ctrl+1
Format fonts (in the Format Cells dialog box)	Ctrl+Shift+F or Ctrl+Shift+P
Edit the active cell (or move the insertion point to the formula bar)	F2
Insert a note	Shift+F2
Insert a threaded comment	Ctrl+Shift+F2
Open the Insert dialog box to insert blank cells	Ctrl+Shift+Plus sign (+)
Open the Delete dialog box to delete selected cells	Ctrl+Minus sign (-)
Enter the current time	Ctrl+Shift+Colon (:)
Enter the current date	Ctrl+Semicolon (;)
Toggle between displaying cell values and formulas	Ctrl+Grave accent (`)
Copy the formula from the cell above into the active cell (or formula bar)	Ctrl+Apostrophe (')
Cut selected cells	Ctrl+X
Copy selected cells	Ctrl+C
Paste content at the insertion point	Ctrl+V
Open the Paste Special dialog box	Ctrl+Alt+V
Italicize text (or toggle italic formatting)	Ctrl+I or Ctrl+3
Bold text (or toggle bold formatting)	Ctrl+B or Ctrl+2
Underline text (or toggle underline)	Ctrl+U or Ctrl+4
Apply or remove strikethrough formatting	Ctrl+5
Toggle between hiding objects, showing objects, or displaying placeholders	Ctrl+6
Apply an outline border to selected cells	Ctrl+Shift+Ampersand (&)