Week 3: Toolbox

Keyboard Shortcuts

Ctrl+Enter -- Finish Editing and stay in the cell.

When you are typing in a cell, if you press Enter you will move to the next cell down or Tab to move to the next cell to the right. To finish editing but stay in the same cell you can use Ctrl+Enter instead.

F3 -- Paste Name

When you are writing a formula, if you cannot remember the Named Range that you are trying to use, the Paste Name dialog can help by displaying a list of all the names defined in the workbook.

Ctrl+F3 -- Name Manager (Windows only)

You can use the Name Manager to create, modify and delete Named Ranges.

Cmd+fn+F3 -- Define Name (Mac only):

The shortcut key is Mac-specific but the Define Name tool is available in both Windows and Mac. It allows you to create new Named Ranges.

Ctrl+Shift+F3. Mac: Cmd+Shift+fn+F3 -- Create Names from Selection

If you want to create several named ranges at once you can use the Create Names from Selection tool. First, select the range, including headers, then activate the tool. You can choose where the names come from, usually the Top row or Left column, but you can also use the Bottom row or Right column.

Ctrl+Shift+Arrows -- Select to the edges of the data

To easily select large data ranges you can use Ctrl+Shift and the arrow key in the direction you want to select. Continue to hold down Ctrl+Shift and use another arrow to select in another direction.

Terminology

Named Ranges

Named Ranges are a way to give a memorable name to a single cell or range of cells. You can then use this Named Range in formulas where it functions like an absolute cell reference. It can also make your formulas more readable because the name has more meaning than a cell reference. For example, **=N4*Pension_Rate** is more meaningful than **=N4*P2**.

Ninja Tip of the Week

Want to see all the named ranges you have created in your table? Simply zoom out to less than 40%.