

Notes

Shift + up/down for rows

Shift + left/right for columns

Ctrl + A for selecting everything

Hold Ctrl while selecting columns for non-contiguous data

To custom freeze panes, click on the cell directly right and directly below the rows and 'Freeze Pane'

Switch windows or Ctrl + F6 to switch between opened workbooks (Ctrl + O to open new wb)

100% zoom to quickly get back to the optimal zoom. Add to quick access toolbar for ease of access.

Flash fill for pattern matching

Shortcuts

Possibly some of the most frequently used keyboard shortcuts ever are **CTRL+Z** and **CTRL+Y | CMD+Z or CMD+Y**. Z stands for undo and Y for redo. Both operate on multiple levels, meaning that you can go back in time a long way. As always there are of course exceptions to the rule and some actions cannot be undone. In some of these cases, Excel will give you a warning (e.g., deleting a worksheet that has content in it, cannot be undone and Excel will warn you about this) and then there are other events that you cannot undo and no warning message is displayed (e.g. using the 'Move Chart' tool - more on this in Week 6).

CTRL-Y will redo your most recent action which comes in really handy if/when you want to apply a certain step more than once.

New File/ New Workbook

To create a new workbook or new file, you do not need to go into any menu's. You can simply press: **CTRL+N | CMD+N**

Open file / Open Workbook

To open the dialogue box and select an existing file (workbook) you can use the shortcut: **CTRL+O | CMD+O**

Close file / Close Workbook

To close your current Workbook, you *can* click on the 'x' located at the top right (Windows) or top left (Mac), But as shortcut keys are sometimes quicker, you can press: **CTRL+W | CMD+W**

Save file / Save Workbook

Saving your work regularly should become second nature. This shortcut will help. If you haven't saved your file beforehand, Excel will ask you to assign a name and storage location to your file. If you have, this shortcut will quickly save your file. **CTRL+S | CMD+S**

Select all

The select all shortcut actually behaves differently based on context. If you are in an empty cell and select all, you will select the entire worksheet. If the active cell contains data that is part of a group

(cells containing contiguous data) select all will just select the group of cells instead. You can press it again to select the entire worksheet. The shortcut for select all is: **CTRL+A | CMD+A**)

Enter a new line of Text

Sometimes when entering data into a cell, you may want to go to a new line below your current one, within the same cell. Rather than let Excel choose when this happens you can use this key press combination to force this behaviour. When editing a cell, press: **ALT + Enter**

Moving around the worksheet

You can use the **arrow keys** to move a single cell in any direction. **Page Up** and **Page Down** will move one "page" (the number of rows shown on the screen) up or down. **CTRL+arrow keys** will move to the next blank cell in that direction. If you have a large dataset with no gaps this will move to the edges of the dataset. **CTRL+Home** takes you to the first cell that contains data in the top-left corner of the sheet. **CTRL+End** goes to the last cell in the bottom-right. On certain keyboards without a **Home** key, you might need to use **CTRL+Fn+Home** to use this shortcut.

Using the keyboard can make your work faster and smoother.