

THE REAL ESTATE FINANCIAL MODELING BOOTCAMP



BREAK INTO CRE

EXCEL HOTKEYS & SHORTCUTS

Controlling Columns + Rows

- Auto-fit column width
 - Alt + H + O + I
- Auto-fit row height
 - Alt + H + O + A
- Add row/column
 - Ctrl + Shift + =
- Delete row/column
 - Ctrl + -



Function Shortcuts

- Edit cell formula
 - F2
- Autofill formula function
 - Tab
- Auto sum nearby values
 - Alt + =



Navigating Throughout The Sheet / Workbook

- Move to cell A1
 - Ctrl + Home
- Move to next/previous sheet
 - Ctrl + Page Down/Up
- Move to next cell that contains a value
 - Ctrl + Arrow Key
- Select cells in a contiguous row or column
 - Shift + Arrow Key



Text Formatting

- Currency
 - Alt + H + N + C
- Percentage
 - Alt + H + N + P
- Number
 - Alt + H + N + N
- Short Date
 - Alt + H + N + S



Text + Fonts

- Font Style
 - Alt + H + F + F
- Font Size
 - Alt + H + F + S
- Cell Highlight Color
 - Alt + H + H
- Text Color
 - Alt + H + F + C



Borders

- Top Border
 - Alt + H + B + P
- Bottom Border
 - Alt + H + B + O
- Outside Borders
 - Alt + H + B + S
- All Borders
 - Alt + H + B + A



Alignment

- Right Align
 - Alt + H + A + R
- Left Align
 - Alt + H + A + L
- Center Align
 - Alt + H + A + C
- Merge + Center
 - Alt + H + M + C
- Wrap Text
 - Alt + H + W



Quick Copying + Pasting

- Paste Values
 - Alt + E + S + V
- Paste Formulas
 - Alt + E + S + F
- Paste Formats
 - Alt + E + S + T
- Copy cells across
 - Ctrl + R
- Copy cells down
 - Ctrl + D

