Excel 2013 Reference Sheet

Formatting shortcuts

Bold	CTRL + B
Italic	CTRL + I
Underline	CTRL + U
Format Box	CTRL + 1
Copy	CTRL + C
Paste	CTRL + V
Paste Only Formats	ALT + E + S + T
Paste Only Formulas	ALT + E + S + F
Paste Only Values	ALT + E + S + V
Cut	CTRL + X
Repeat	CTRL + Y
Undo	CTRL + Z
Delete cell contents	Delete
Delete all cell attributes	ALT + H + E + A
Delete cell comment	ALT + H + E + M
Outline border	SHIFT + CTRL + &
Remove border	SHIFT + CTRL + _
Insert a comment	SHIFT + F2

Workbook navigation shortcuts

Toggle Excel workbooks	CTRL + TAB
Split Screen	ALT + W + S (F6 to jump from pane to pane)
Freeze pane	ALT + W + F + F
New workbook	CTRL + N
Print	CTRL + P
Open workbook	CTRL + O (CTRL + F12)
Save workbook	CTRL + S
Activate menu bar	ALT or F10
Min / Restore Ribbon	CTRL + F1
Print preview	CTRL F2
Close window	CTRL + F4
Close program	ALT + F4

Cell navigation shortcuts

Go to end of contiguous range	CTRL + Arrow keys
Select a cell range	SHIFT + Arrow keys
Highlight contiguous range	SHIFT + CTRL + Arrow keys
Move to beginning of line	Home
Move to cell "A1"	CTRL + Home
Move to cell above	SHIFT + ENTER
Move to cell to the right	TAB
Move to cell to the left	SHIFT + TAB
Delete cell and get inside	BACKSPACE
Delete cell/selection	DELETE
Show formulas/values	CTRL + ~
Fill selection w/ entry	CTRL + Enter

Other useful shortcuts

Excel Options	ALT + F + T
Recalculate all workbooks	F9
Get inside a drop-down list	ALT + up/down arrow keys
Display "Insert Function" box	ALT + I + F (SHIFT F3)
Display "Name" box	CTRL F3
Enter array formula	SHIFT + CTRL + Enter

Auditing shortcuts

Trace immediate precedents	ALT + M + P
Trace immediate dependents	ALT + M + D
Remove tracing arrows	ALT + M + A + A
Evaluate formula	ALT + M + V
Track changes	ALT + R + G
Zoom to selection	ALT + W + G
Go to precedent cells	CTRL + [
Go to dependent cells	CTRL +]
Go back to original cell	F5 + Enter
"Go to"	F5

Tab navigation

Move/ Copy a tab	ALT + H + O + M
Change tab name	ALT + H + O + R
Moving to left/right tabs	CTRL + Pg Up/Down
New tab	SHIFT + F11
Insert worksheet	ALT + I + W

Row/column shortcuts

Select column	CTRL + Space
Select row	Shift + Space
Delete row(s) / column(s)	CTRL + 'minus sign'
Add row(s) / column(s)	CTRL + SHIFT + 'plus sign'
Group / ungroup rows and columns	SHIFT + ALT + left / right arrow key
Fit column width	ALT + H + O + I

Data editing shortcuts

Select All	CTRL + A
Fill Down	CTRL + D
Fill right	CTRL + R
Find	CTRL + F
Replace	CTRL + H
Flash Fill	CTRL + E
Edit cells	F2
Start a formula	= (equal sign)
Insert AutoSum formula	ALT + "+" (hold down ALT)

Data editing shortcuts when inside cell

Start new line in same cell	ALT + ENTER
Highlight within cells	SHIFT + Arrow keys
Highlight contiguous items	SHIFT + CTRL + Arrow keys
Delete preceding character	BACKSPACE
Delete character to the right	DELETE
Anchor "Fix" Cells	F4
Cancel a cell entry	ESC
Inspect cell values in cell edit mode	F9

Excel Utilities

Insert a pivot table	ALT + N + V
Insert a data table	ALT + D + T
Sort a table	ALT + D + S
Autofilter selection	ALT + A + T
Record a Macro	ALT + L + RS

Note: Some third-party utilities, macros and add-ins can overwrite native shortcut keys

🔳 Boost® Excel Add-In

Download Boost at
wspanalytics.com

The **Boost Excel Add-In** is an all-in-one suite of time-saving keyboard shortcuts, formatting tools, and auditing tools designed specifically for people who build financial models in Excel. Download a free trial at wspanalytics.com.

Essential Shortcuts

Number Cycle	Ctrl Shift 1	Toggle through commonly used number formats
Color Cycle	Ctrl '	Toggle through commonly used colors
Border Shortcuts	Ctrl Alt Shift + Arrows	Easily apply left, right, top, and bottom border
Power Trace Precedents	Ctrl Shift [	Easily navigate through precedent cells of long formulas
Power Trace Dependents	Ctrl Shift]	Easily navigate through dependent cells of long formulas
Power Fill Right	Ctrl Shift R	Automatically fill data to the right until the desired point
Autocolor cells	Ctrl Alt A	Autocolor input and formula cells based on color preferences
Capture Paintbrush Style	Ctrl Alt C	Captures up to 5 cell formats
Apply Paintbrush Style	Ctrl Alt V	Applies previously captured cell formats
Boost Browser	SEC Filings Wizard Button	Open the latest 10K or 10Q for a company directly into Excel
=BOOST() Codes	Type =Boost() in a cell	Integrate market data like share price & EBITDA directly into Excel
WSP Models Library	WSP Models Library Button	Access Wall Street Prep's Comprehensive Model Templates

Other Helpful Shortcuts

Sizing

Zoom In `	Ctrl Alt =
Zoom Out	Ctrl Alt -
Increase Font Size	Ctrl Shift F
Decrease Font Size	Ctrl Shift G
Increase Decimal	Ctrl ,
Decrease Decimal	Ctrl .
Shift Decimal Righta	Alt Shift .
Shift Decimal Left	Alt Shift ,

Numbers

Currency Cycle	Ctrl Shift 4
Percent Cycle	Ctrl Shift 5
Multiple Cycle	Ctrl Shift 8

Colors

Blue-Black Cycle	Ctrl ;
Fill Color Cycle	Ctrl Shift K
Autocolor Cycle	Ctrl Alt .
No Autocolor Cycle	Ctrl Alt Z
Autocolor Sheet	Ctrl Alt S
Autocolor Workbook	Ctrl Alt Q

Dashboard Shortcuts

General Settings	Ctrl Shift S
Shortcut Manager	Ctrl Alt Shift S
Print Shortcuts	Ctrl Alt Shift P
Quick Save	Alt Shift S
Gridlines Toggle	Alt Shift G
Disable F1 key	Ctrl Alt Shift N

Alignment & Borders

Center Cycle	Ctrl Shift C
Horizontal Cycle	Ctrl Shift H
Vertical Cycle	Ctrl Shift V
Indent Cycle	Ctrl Shift I
Border Cycle	Ctrl Shift B
Border Outline	Ctrl Shift 7
Border None	Ctrl Shift -

Dates & Formulas

Date Cycle	Ctrl Shift 2
Year Cycle	Ctrl Shift A
Last Audited Cell	Ctrl Shift \
Error Wrap	Ctrl Shift E
Paste Exact Formulas	Ctrl Alt E
Paste Exact Transpose	Ctrl Alt T

Navigation

Worksheet Loop	Ctrl Alt PgUp /PgDn
First Worksheet	Ctrl Alt Home
Last Worksheet	Ctrl Alt End
Goto Max	Ctrl Alt Shift .
Goto Min	Ctrl Alt Shift ,

Text

Underline Cycle	Ctrl Shift U
Case Cycle	Alt Shift C
List Cycle	Ctrl Alt Shift L
Wrap Text	Ctrl Shift W
Switches Cycle	Ctrl Shift Y

Rows

Insert	Alt Shift Insert
Delete	Alt Shift Delete
Group Details	Alt Shift Down Arrow
Show Details	Alt Shift End
Hide Details	Alt Shift Home
Expand All	Alt Shift =
Hide All	Alt Shift -
Height Cycle	Alt Shift Page Up
Auto Height	Alt Shift Page Down
Ungroup	Alt Shift Up Arrow

Columns

Insert	Ctrl Alt Shift Insert
Delete	Ctrl Alt Shift Delete
Group Details	Alt Shift Right Arrow
Show Details	Ctrl Alt Shift End
Hide Details	Ctrl Alt Shift Home
Expand All	Ctrl Alt Shift =
Hide All	Ctrl Alt Shift -
Width Cycle	Ctrl Alt Shift Page Up
Auto Width Down	Ctrl Alt Shift Page
Ungroup	Alt Shift Left Arrow
Power Hide	Ctrl Alt H