Windows Microsoft Excel Shortcuts

**Formatting:** Ctrl + 1

**Redo Formatting:** F4

**Switching Tabs:** Ctrl + Page Up/Down

**Switching Files:** Alt + Tab

**Table:** AltD + T

**Navigation:** Ctrl + Home/Arrows

**Undo:** Ctrl + Z

**Grouping:** AltD + GG/GU

**Search Links:** Ctrl + Shift + [

**Fill with Data:** Ctrl + D/R

**Spell Check:** F7

**Paste Special:** Alt + E + S

**Edit Cell:** F2

**Lock:** F4

Windows Microsoft Excel Formulas

Comparison operators: <= , >= , =

= **VLOOKUP** (what you want to look up, table, column, # rows)

= **IF** (condition to test, output for true, output for false)

= **SMALL/LARGE** (range of values, n)

* To find nth value from a list
* also; **MAX** & **MIN**
* **RANK** (value, in this list, order)