Excel 2007 / 2010 / 2013+
Quick Reference – The Most Important Keyboard Shortcuts for
Finance (IB, PE, HF/AM, ER, CF, etc.)

http://breakingintowallstreet.com

The Fundamentals

Ctrl + O	Open File
Ctrl + N	New File
Ctrl + P	Print
Ctrl + S	Save File
F12	Save File As
Ctrl + F4	Close File
Alt + F4	Close Excel
Esc	Exit Dialog
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select All
Ctrl + F	Find
Ctrl + H	Replace
Alt + Tab	Switch Windows
Alt + T + O	Options Menu
F4	Repeat Last Action
Ctrl + F1	Show / Hide Ribbon Menu

Navigation & Data Selection

Arrow Keys	Move Around
Ctrl + Arrows	Jump to Boundary
Shift + Arrows	Select Cells
Shift + Ctrl + Arrows	Select to Boundary
Shift + F8	Select Multiple Areas

Editing Cells

F2	Edit Cell
Del	Delete Cell Contents
Ctrl + Arrows	Skip Word(s)
Ctrl + Shift + Arrows	Highlight Word(s)
Alt + Enter	New Line in Cell
Ctrl + Enter / Tab / Shift + Tab	Edit and… Stay in Place / Go Left / Go Right

Rows & Columns

Ctrl + Spacebar	Select Column
Shift + Spacebar	Select Row
Ctrl + Shift + +	Insert Cells / Rows / Columns
Ctrl + –	Delete Cells / Rows / Columns
Right Mouse Button + E	Insert Cut Cells and Shift Over
Alt + A + G + G	Group Rows / Columns
Shift + Alt + Right	Group Rows / Columns
Alt + A + U + U	Ungroup Rows / Columns
Shift + Alt + Left	Ungroup Rows / Columns
Alt + A + J	Show Grouped Rows / Columns
Alt + A + H	Hide Grouped Rows / Columns

Workbooks & Worksheets

Ctrl + N	New Workbook
Ctrl + Tab	Switch Workbook
Shift + F11	New Worksheet
Alt + H + D + S	Del Worksheet
Ctrl + PgUp	Move to Left Worksheet
Ctrl + PgDn	Move to Right Worksheet
Alt + H + O + M	Move / Copy Worksheet
Shift + Ctrl + PgUp / PgDn	Select Multiple Worksheets
Alt + H + O + U + S	Hide Worksheet
Alt + H + O + U + H	Show Worksheet
Alt + H + O + R	Rename Worksheet
Alt + H + O + T	Color Tab

Basic Formatting

Alt + H	Format Menu
Ctrl + 1	Format Dialog
Ctrl + Alt + V	Paste Special
Ctrl + Alt + V + T	Paste Formats
Ctrl + Alt + V + V	Paste Values
Ctrl + Alt + V + F	Paste Formulas
Alt + H + FC	Font Color
Alt + H + H	Fill Color
Alt + H + B	Border Options
Alt + H + A + L / C / R	Align Left / Center/ Right
Alt + H + 6	Increase Indent
Alt + H + 5	Decrease Indent
Alt + H + 0	Increase Decimal Places
Alt + H + 9	Decrease Decimal Places
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + 5	Strikethrough
Ctrl + Shift + &	Add Borders
Ctrl + Shift + –	Delete Borders
Shift + Ctrl + ~	General
Shift + Ctrl + !	Number
Shift + Ctrl + @	Time
Shift + Ctrl + #	Date
Shift + Ctrl + $	Currency
Shift + Ctrl + %	Percentage
Shift + Ctrl + ^	Scientific
=TEXT(Cell, Format)	Displays cell using custom format
Alt + H + O + I	Auto-Fit Col.
Alt + H + O + A	Auto-Fit Row
Alt + H + O + W	Column Width
Alt + H + O + H	Row Height
Alt + H + L + R	Conditional Formatting
Alt + H + T	Format as Table

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Dates & Times

=DATE (Year, Month, Day)	Creates new Date
=NETWORKDAYS (Start, End Date)	Business days in between 2 dates
=EOMONTH (Start Date, # Months)	Last day of month after # months
Ctrl + Shift + ;	Current Time
Ctrl + ;	Current Date

Text Tools & Functions

Alt + A + FT	Text File Import
=LEFT	Chars from left
=RIGHT	Chars from right
=MID	Chars from…
=FIND	Search for text within text
=SEARCH	Same, but not case sensitive
=LEN	Length of text
=SUBSTITUTE	Replace text in text with search
=REPLACE	Same, but use position instead
Alt + A + E	Text to Columns
=TRIM	Deletes Extra Spaces
=PROPER	Capitalize All First Letters
=UPPER	Make All Caps
=LOWER	Make All Lower

Display & Printing

Alt + W + F + F	Freeze Panes
Alt + W + Q	Zoom
Ctrl + Mouse Scroll Wheel	Zoom
Alt + P + S + P	Page Setup
Alt + P + R + S	Set Print Range to Selected Area
Ctrl + F2	Print Preview
Alt + W + I	Page Break View
Alt + W + L	Normal View
Alt + W + VG	Toggle Gridlines

Formulas and Calculations

=	Enter Formula
F9	Refresh All
F4	Anchor Cell
Ctrl + F3	Name Cell
F5	Jump to Cell
Tab	Use Suggested Name
Shift + F3	Enter Built-In Function
Ctrl + Alt + V + F	Paste Formulas
Ctrl + Alt + V + R	Paste Formats & Formulas
Ctrl + D	Copy Down
Ctrl + R	Copy Right
Ctrl + '	Copy from Above
F5, Alt + S + F + X	Go to Formulas
F5, Alt + S + O + X	Go to Constants
Ctrl + ~	Show Formulas
=IFERROR(Value, Value If Error)	Calculates only if no error

Lookups & Related Functions

=VLOOKUP (Value, Table, Column #)	Match Value in Left Column and Return from Column #
=HLOOKUP (Value, Table, Row #)	Match Value in Top Row and Return from Row #
=MATCH (Value, Row or Column Range)	Find Item's Position in Row/Column
=INDEX (Table, Row #, Col #)	Return Item at Row # and Column #
=INDIRECT (Ref)	Returns cell at reference given by text
=ADDRESS (Row #, Col #)	Creates cell reference

Common Built-In Functions

=SUM	Sum Numbers
Alt + =	Sum Adjacent Cells
=COUNT	Count # Entries
=AVERAGE	Average
=MAX	Maximum
=MIN	Minimum
=SUMIF / =SUMIFS	Conditional Sum
=COUNTIF / =COUNTIFS	Conditional Count
=SUMPRODUCT	Multiply and Sum Range
=ABS	Absolute Value
=IF	Conditional
=OR	One Must Be True
=AND	All Must Be True
=NPV (Discount Rate, Cash Flows)	Net Present Value of Cash Flows
=XNPV (Rate, Values, Dates)	NPV with irregular dates
=IRR (Values)	Internal Rate of Return of Investment
=XIRR (Values, Dates)	IRR with irregular dates

Database and Array Functions

=DSUM (DB, Field, Criteria)	Sums records that match criteria
=DCOUNT (DB, Field, Criteria)	Counts records that match criteria
Ctrl + Shift + Enter	Enter Array Function
=TRANSPOSE (Rows or Columns)	Converts rows to columns and vice versa

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Auditing Formulas

Ctrl + [	Immediate Precedents
Ctrl +]	Immediate Dependents
Alt + M + P	Trace Precedents
Alt + M + D	Trace Dependents
Alt + M + A + A	Erase Traces
Shift + Ctrl + {	All Precedents
Shift + Ctrl + }	All Dependents
F5 + Enter	Jump to Original Cell
Shift + F2	Add/Edit Comment
Alt + R + D	Del Comment
Alt + R + A	Show All Comments
F5, Alt + S + C	Highlight Cells w/ Comments

Pivot Tables

Alt + N + V	Pivot Table
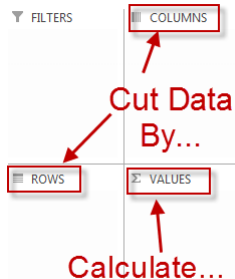
Filtering, Sorting & Validating

Alt + A + SS	Sort Data
Alt + A + SA	Sort Ascending
Alt + A + SD	Sort Descending
Ctrl + Shift + L	Filter Data
Alt + A + Q	Advanced Data Filter
Right Mouse Button + E + V	Filter by Cell's Properties
Alt + A + M	Remove Duplicates
Alt + A + V + V	Validate Data

Scenarios & Sensitivities

=CHOOSE (Number, Item1, Item2…)	Select from List based on Number
=OFFSET(Cell, # Rows, # Cols)	Move # of Rows and Columns from Cell
Alt + A + W + S	Scenario Manager
Alt + A + W + G	Goal Seek
Alt + A + W + T	Data Table

- **Row Input Cell** = Discount Rate
- **Column Input Cell** = Terminal Growth Rate
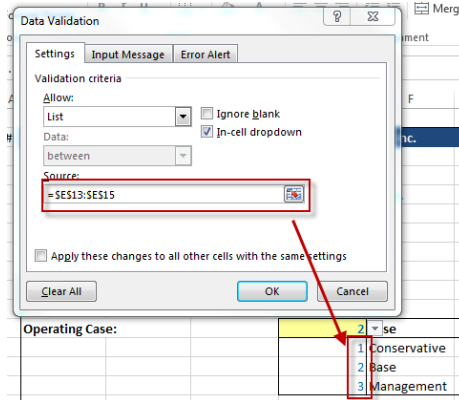
Macros, VBA, and Forms

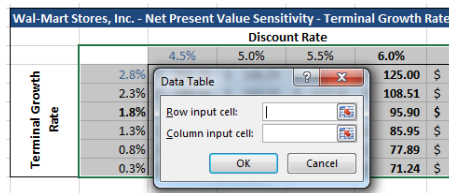|	
Alt + F11	VBA Editor
F5 (in VBA)	Run Macro
F2 (in VBA)	Object Browser
Ctrl + G (in VBA)	Immediate Window
Alt + L + I	Form Control
Alt + W + M + U	Use Relative References
Alt + W + M + R	Record Macro
Alt + W + M + V	View Macros
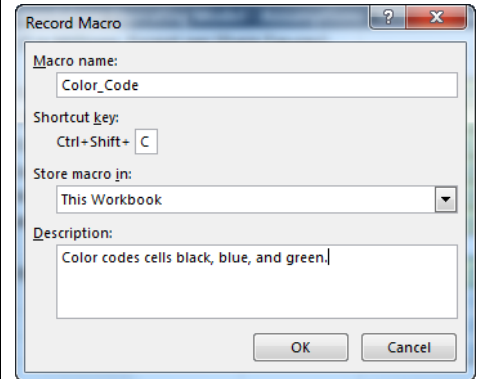
Graphs & Charts

Alt + N + C	Column Chart
Alt + N + N	Line Chart
Alt + N + Q	Pie Chart
Alt + N + B	Bar Chart
Alt + N + X	Text Box
Alt + N + SD	Combo Chart (2013+)
Alt + N + R	Recommended Chart (2013+)
Alt + JC + A	Add Chart Element (2013+)
Alt + JC	Design Tab
Alt + JA	Layout Tab (2007, 2010)
Alt + JO	Format Tab (2007, 2010)
Alt + JA	Format Tab (2013)

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Custom Number Formats

Example Data:	Displayed As:	Used For:
5	5.0x	Valuation Multiples
-1200	(1,200.00)	Negative Expenses
0	Balanced!	Balance Sheet Checks
Wal-Mart	Model – Wal-Mart	Titles & Headers

Text on Left: [Blue]0.0 x;[Red](#,##0.00);"Balanced!";"Model - "@

1. The order for Custom Number Formats is: **[Positive Style];
   [Negative Style]; [Zero Style]; [Text Style]**
2. If you include the **"@" symbol** and text, the text will appear
   and the "@" will be replaced by what's in the cell.
3. **[Red]** and **[Blue]** can be used for color coding.
4. For more on custom number formats, please see our separate
   guide – this is just a brief summary.

Custom Keyboard Shortcuts – Excel 2007 / 2010 / 2013+

In Excel 2007 / 2010 / 2013+, you can add custom shortcuts by right clicking the Quick Access Toolbar and going to "Customize
Quick Access Toolbar" – or you can right-click the button itself and go to "Add to Quick Access Toolbar."

Then, you activate the shortcut by pressing the Alt key and the number it's assigned to. Here, Alt + 4 would change the
spreadsheet to a "Page Break" view.

The Optimal Excel Settings – IMPORTANT!
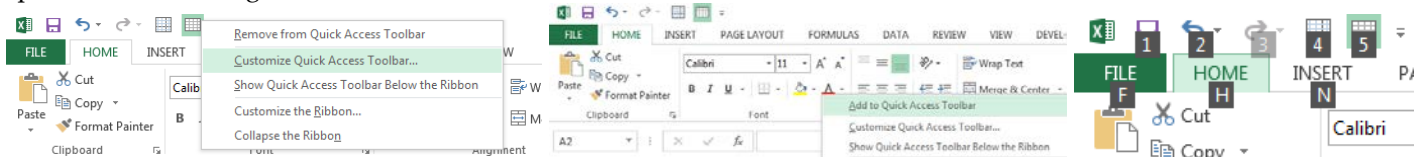
Always make sure you go to the
Options menu (Alt + T + O), select
Formulas, and use the settings
shown on the right:

Ideally, you will also disable the
language bar and any plug-ins,
add-ins, or macros that interfere
with shortcuts, and any programs
that override built-in Excel shortcuts.
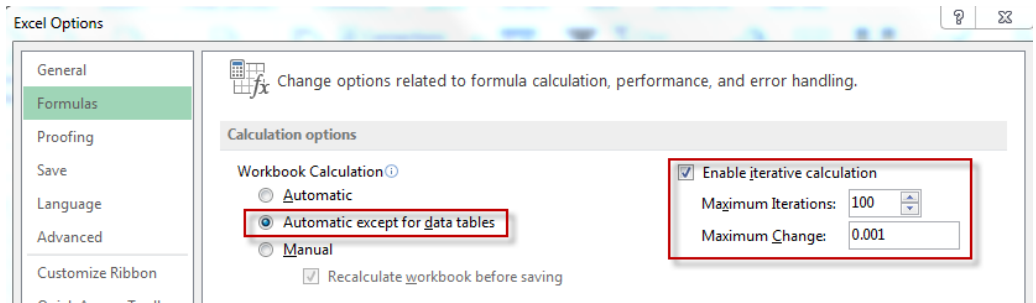
You can disable automatic error-checking if you want, but we recommend leaving it on unless you're a pro; if you go the
"Advanced" tab you can change in the direction the cursor moves in after editing a cell, but we usually leave that one alone.