

EXCEL FOR PROFESSIONALS

THE ULTIMATE GUIDE
 **MORE**

ALL THE SHORTCUTS
YOU NEED TO JOIN THE
#NOMOUSECLUB 

PLUS HELPFUL FUNCTIONS AND MORE

BY
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FROM

 **TMB** ANALYTICS

SHORTCUTS

GENERALLY HELPFUL (1 OF 2)

Ctrl + **S**

SAVE ACTIVE FILE

F2

ACTIVATE CELL
EDITING MODE

F4

TOGGLE ABSOLUTE/
RELATIVE REFERENCES

Ctrl + **C**

COPY
SELECTION

Ctrl + **V**

PASTE
SELECTION

Alt + **E** **S** **V**

PASTE SPECIAL
VALUES

Ctrl + **X**

CUT SELECTION

Ctrl + **-**

DELETE
SELECTION

Alt + **H** **O** **R**

RENAME ACTIVE TAB

Alt + **=**

QUICK SUM
FUNCTION

Ctrl + **T**

CREATE
DATA TABLE

Alt + **A** **C**

CLEAR ALL FILTERS
FROM DATA SET

Alt + **↓**

ACTIVATE FILTER
DROP DOWN MENU

Alt + **J** **T** **A**

RENAME
DATA TABLE

Alt + **A** **M**

REMOVE
DUPLICATES

Alt + **N** **V**

CREATE PIVOT TABLE

Alt + **Enter**

ADD NEW LINE
TO FORMULA

Alt + **J** **T** **N**

RENAME
PIVOT TABLE

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

GENERALLY HELPFUL (2 OF 2)

Ctrl + **Z**

UNDO LAST ACTION

Ctrl + **Y**

REDO LAST UNDO ACTION

Ctrl + **N**

OPEN/CREATE A NEW WORKBOOK

Ctrl + **[**

JUMP TO FORMULA REFERENCE

F5 + **ENTER**

JUMP BACK FROM FORMULA REFERENCE

Alt + **H** **S** **S**

SORT DATA A-Z ON FIRST COLUMN

Alt + **H** **D** **C**

DELETE COLUMN

Alt + **H** **D** **R**

DELETE ROW

Ctrl + **E**

FLASH FILL

Alt + **H** **I** **S**

INSERT NEW SHEET

Alt + **H** **D** **S**

DELETE SELECTED TAB

Alt + **H** **O** **M**

MAKE A COPY OF EXISTING TAB

Alt + **I** **C**

INSERT COLUMN

Alt + **A** **E** **F**

TEXT TO VALUES VIA TEXT TO COLUMNS

Alt + **I** **R**

INSERT ROW

Alt + **H** **I** **C**

INSERT COLUMN

Alt + **E** **S** **F**

PASTE SPECIAL FORMULAS

Alt + **H** **I** **R**

INSERT ROW

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

FORMATTING (1 OF 2)

Ctrl + **1**

OPEN FORMAT
CELLS MENU

Alt + **H** **A** **M**

MIDDLE ALIGN
CELL CONTENTS

Alt + **H** **F** **N**

OPEN FORMAT
CELLS MENU

Alt + **H** **A** **L**

LEFT ALIGN
CELL CONTENTS

Alt + **H** **A** **C**

CENTER ALIGN
CELL CONTENTS

Alt + **H** **A** **R**

RIGHT ALIGN
CELL CONTENTS

Ctrl + **U**

UNDERLINE
SELECTION

Alt + **H** **M** **C**

MERGE AND CENTER
OR UN-MERGE CELLS

Ctrl + **I**

ITALICIZE
SELECTION

Ctrl + **B**

BOLD
SELECTION

Alt + **H** **F** **C**

TOGGLE FONT
COLOR CONTROL

Alt + **H** **A** **N**

CONVERT
TO USD \$

Alt + **H** **N** **S**

CONVERT TO
SHORT DATE

Alt + **H** **K**

FORMAT CELL WITH
COMMA SEPARATOR

Alt + **H** **P**

FORMAT CELL
AS PERCENTAGE

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

FORMATTING (2 OF 2)

Alt+E S T

PASTE SPECIAL
FORMATS

Alt+E S W

PASTE SPECIAL
COLUMN WIDTHS

Alt+H 9

REMOVE ONE
DECIMAL DIGIT

Alt+H H

TOGGLE CELL
COLOR CONTROL

Alt+H W

WRAP/UNWRAP
TEXT

Alt+H 0

ADD ONE
DECIMAL DIGIT

Alt+H O A

AUTOFIT
CELL HEIGHT

Alt+H 5

UN-INDENT
CELL CONTENTS

Alt+H O I

AUTOFIT
CELL WIDTHS

Alt+H O T

CHANGE COLOR OF
SELECTED TAB

Alt+H 6

INDENT
CELL CONTENTS

Alt+H B O

APPLY BORDER TO
CELL BOTTOM

Alt+H B P

ADD TOP BORDER
TO ACTIVE CELLS

Alt+H E F

CLEAR FORMATS
FROM SELECTION

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

SELECTION + NAVIGATION

Ctrl + **A**

SELECT ALL

Ctrl + **Space**

SELECT COLUMN

Shift + **Space**

SELECT ROW

Ctrl + **Shift** + **End**

SELECT TO END
OF DATA SET

Ctrl + **PgDn**

MOVE TO TAB RIGHT

Ctrl + **PgUp**

MOVE TO TAB LEFT

Ctrl + 

JUMP TO BOTTOM OF
CONTIGUOUS CELLS

Alt + **H** **F** **D**

TOGGLE GO TO
SPECIAL MENU

Alt + **H** **F** **D** + **S** **K**

GO TO SPECIAL MENU
SELECT BLANKS

Alt + **Tab**

TOGGLE ACTIVE
WORKSHEET

REPETITION IS THE KEY TO RETENTION

SHORTCUTS

VIEWS

Alt+H O U C

HIDE SELECTED
COLUMNS

Alt+A G G C

GROUP COLUMN WITH
ACTIVE SELECTION

Alt+H O U R

HIDE SELECTED ROWS

Alt+H O U L

UN-HIDE SELECTED
COLUMNS

Alt+A U U C

UNGROUP COLUMN WITH
ACTIVE SELECTION

Alt+H O U O

UN-HIDE ROWS IN
SELECTED AREA

Alt+W F F

FREEZE / UNFREEZE
PANES IN VIEW

Alt+A G G R

GROUP ROW WITH
ACTIVE SELECTION

Alt+W V G

REMOVE GRIDLINES
FROM VIEW

Alt+W N

OPEN NEW
EXCEL WINDOW

Alt+A U U R

UNGROUP ROW WITH
ACTIVE SELECTION

Ctrl+W

CLOSE ACTIVE
WINDOW

Alt+A G G

GROUP SELECTED
ROW/COLUMN

WIN+←

SPLIT SCREEN LEFT

Alt+A U U

UNGROUP SELECTED
ROW/COLUMN

REPETITION IS THE KEY TO RETENTION

FUNCTIONS

CLEANING

WOR... ▾ : ✖ ✔ <i>fx</i> =TRIM(A3)			
	A	B	C
1	Name	Trimmed	
2	Frank	Frank	
3	Isabel	=TRIM(A3)	
4		TRIM(text)	

TRIM: Used in data cleaning to remove leading or trailing blanks that are often difficult to see in the source data

Syntax:
TRIM(Cell Reference)

WORKDAY ▾ : ✖ ✔ <i>fx</i> =LEFT(A3,3)			
	A	B	C
1	Phone Number	Area Code	
2	999-999-9999	999	
3	999-999-9998	=LEFT(A3,3)	
4		LEFT(text, [num_chars])	
5			

LEFT: Used to grab some number of characters starting from the left of the cell contents

Syntax:
LEFT(Cell Reference,char num)

WORKDAY ▾ : ✖ ✔ <i>fx</i> =RIGHT(A3,8)			
	A	B	C
1	Phone Number	No Area Code	
2	999-999-9999	999-9999	
3	999-999-9998	=RIGHT(A3,8)	
4		RIGHT(text, [num_chars])	
5			

RIGHT: Used to grab some number of characters starting from the right of the cell contents

Syntax:
RIGHT(Cell Ref,char num)

WORKDAY ▾ : ✖ ✔ <i>fx</i> =MID(A3,2,3)				
	A	B	C	D
1	Phone Number	Area Code		
2	(999) 999-9999	999		
3	(999) 999-9998	=MID(A3,2,3)		
4		MID(text, start_num, num_chars)		
5				

MID: Used to grab some number of characters starting from a designated count from the left of a cell's contents

Syntax:
MID(Cell Ref,Start Num, Char Num)

REPETITION IS THE KEY TO RETENTION

FUNCTIONS

MANIPULATING (1 OF 2)

=YEAR(C2)				
	B	C	D	E
		les	Date	Year
	10		1/31/2021	=YEAR(C2)
	20		1/31/2021	YEAR(serial_number)

YEAR: Used to extract the year from a date. Similar to MONTH, DAY, and other related functions

Syntax:
YEAR(Date Reference)

=EOMONTH(C4,0)					
	A	B	C	D	E
	Name	Sales	Date	End of Month	
1	Jim	10	9/18/2021	9/30/2021	
2	Jane	20	1/15/2021	1/31/2021	
3	Jon	15	2/1/2021	=EOMONTH(C4,0)	
4	Julia	25	3/5/2021	EOMONTH(start_date, months)	
5	Jorge	5	12/22/2021	12/31/2021	
6	Jane	15	11/14/2021	11/30/2021	
7	Jon	25	6/2/2021	6/30/2021	

EOMONTH: Used to derive the last day in a month determined by a dated cell and a specific number of months to roll forward.

Syntax:
EOMONTH(Date Cell, Months)

=TEXT(E4,"MMMM")				
	C	D	E	F
	Last	Email	Join Date	Join Month
	Jones	JimJones@wadget.co	2/23/2021	February
	Jolly	JaneJolly@wadget.co	4/15/2021	April
	Jacob	JonJacob@wadget.co	6/17/2021	=TEXT(E4,"MMMM")
	Jinsing	JuliaJinsing@wadget.co	9/5/2021	TEXT(value, format_text)
	Jude	JorgeJude@wadget.co	11/19/2021	November

TEXT: Incredibly useful function for a variety of things, namely in extracting specialized formats from cells.

Syntax:
TEXT(Cell Reference, Format)

WOR... ▾ ⋮ ✗ ✓ <i>fx</i> =B3&C3&"@wadget.co"				
	A	B	C	D
1	ID	First	Last	Email
2	JJ12345	Jim	Jones	JimJones@wadget.co
3	JJ23456	Jane	Jolly	=B3&C3&"@wadget.co"
4	JJ34567	Jon	Jacob	JonJacob@wadget.co
5	JJ45678	Julia	Jinsing	JuliaJinsing@wadget.co
6	JJ56789	Jorge	Jude	JorgeJude@wadget.co

Not CONCATENATE: Instead of the CONCATENATE or CONCAT functions, use the ampersand (&) to join strings and cell contents to create something new.

Syntax:
Cell&"Text 1"&Cell&"Text 2"

REPETITION IS THE KEY TO RETENTION

	A	B	C	D
1	Name	Sales		
2	Jim	10	10	
3	Jane	20	20	
4	Jon	15	15	
5	Julia	25	25	
6	Jorge	5	5	
7	Jane	15	15	
8	Jon	25	=VALUE(B8)	

VALUE: Used to extract the value from a value stored as text. Helpful if you want to maintain original data.

Syntax:

	A	B	C	D	E	F
1	Name					
2	Jim		Jim@email.com,Jane@email.com,Jon			
3	Jane		=TEXTJOIN("@email.com",TRUE,A2:A4)			
4	Jon					
5						

TEXTJOIN: Used to combine an array of values into one string with custom delimiter and empty cell rule options.

Syntax:

TEXT JOIN(delimiter, empty cell rule, array)

	A	B	C	D	E
1	Name	Sales			
2	Jim	10			
3	Jane	20			
4	Jon	15			
5	Julia	25			
6	Jorge	5			
7	Jane	15			
8	Jon	25			
9	Total	115			
10		=SUM(B2:B8)			

FORMULATEXT: Quick way to show the formula in another cell without having to copy and paste using apostrophes or other workarounds.

Syntax:

SUM =SUBSTITUTE(A2,"%"," ")

	A	B	C	D	E
1	Hello%this%is%how%to%use%SUBSTITUTE				
2	Hello this is how to use SUBSTITUTE				
3	=SUBSTITUTE(A2,"%"," ")				
4	SUBSTITUTE (text, old_text, new_text, [instance_num])				

SUBSTITUTE: Useful function to replace specific values within a string and maintain original data.

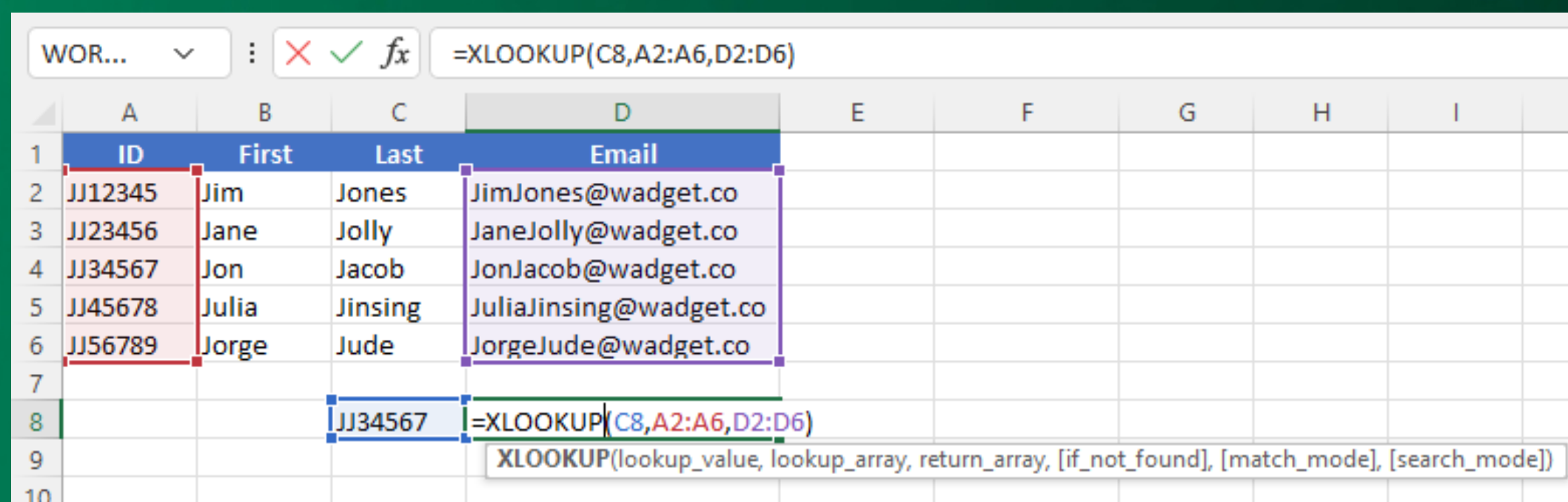
Syntax:

SUBSTITUTE(Cell Reference, what to substitute, with what)

REPETITION IS THE KEY TO RETENTION

FUNCTIONS

LOOKUPS



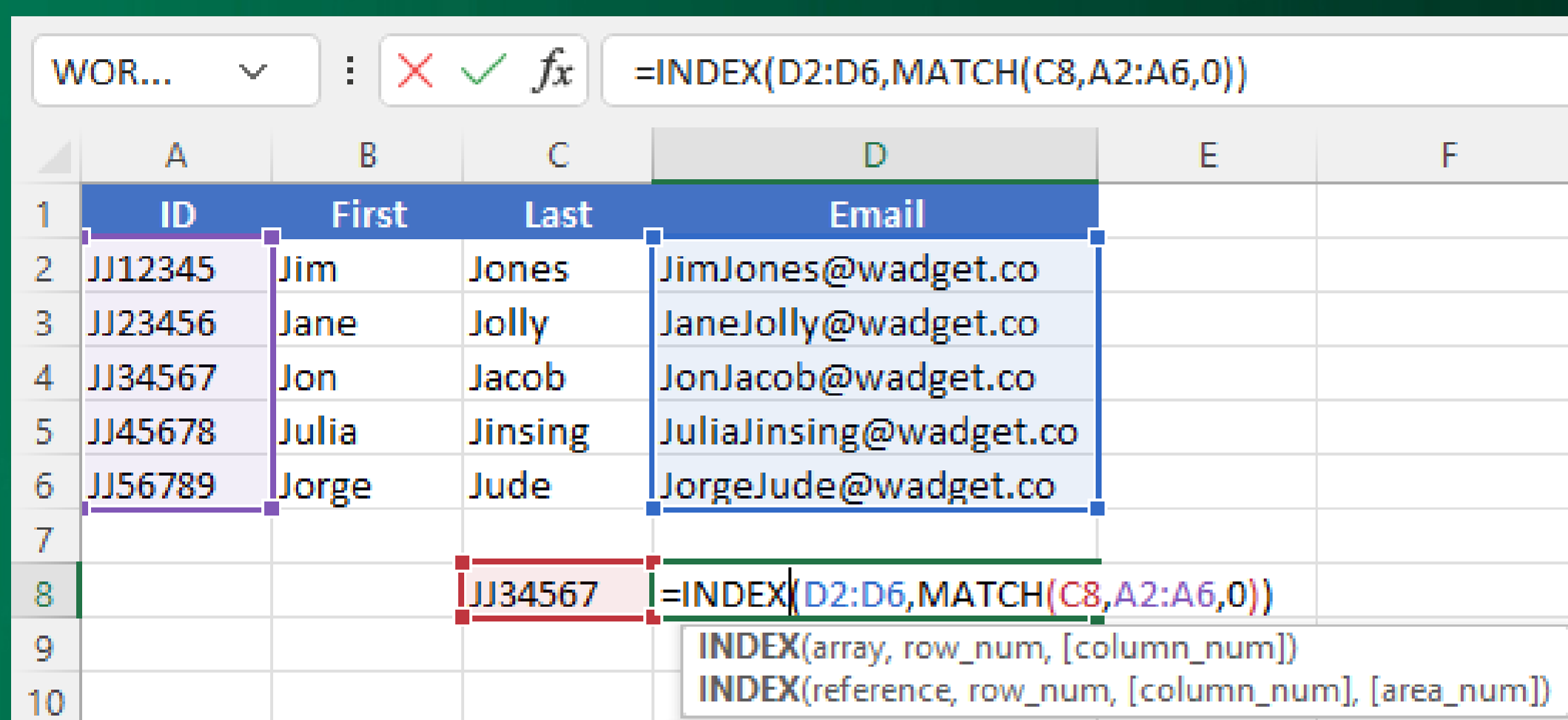
A screenshot of an Excel spreadsheet. The formula bar at the top shows `=XLOOKUP(C8,A2:A6,D2:D6)`. The spreadsheet has columns A through I and rows 1 through 10. Column A is labeled 'ID', B is 'First', C is 'Last', and D is 'Email'. The data rows are: 2: JJ12345, Jim, Jones, JimJones@wadget.co; 3: JJ23456, Jane, Jolly, JaneJolly@wadget.co; 4: JJ34567, Jon, Jacob, JonJacob@wadget.co; 5: JJ45678, Julia, Jinsing, JuliaJinsing@wadget.co; 6: JJ56789, Jorge, Jude, JorgeJude@wadget.co. Cell C8 contains 'JJ34567'. The formula bar also shows the syntax: `XLOOKUP(lookup_value, lookup_array, return_array, [if_not_found], [match_mode], [search_mode])`.

	A	B	C	D	E	F	G	H	I
1	ID	First	Last	Email					
2	JJ12345	Jim	Jones	JimJones@wadget.co					
3	JJ23456	Jane	Jolly	JaneJolly@wadget.co					
4	JJ34567	Jon	Jacob	JonJacob@wadget.co					
5	JJ45678	Julia	Jinsing	JuliaJinsing@wadget.co					
6	JJ56789	Jorge	Jude	JorgeJude@wadget.co					
7									
8			JJ34567	=XLOOKUP(C8,A2:A6,D2:D6)					
9									
10									

XLOOKUP: Used to look up values using an index reference. Replaces VLOOKUP, HLOOKUP, and INDEX/MATCH if used carefully.

Syntax:

XLOOKUP(Lookup value, Lookup Array, Return Array)



A screenshot of an Excel spreadsheet. The formula bar at the top shows `=INDEX(D2:D6,MATCH(C8,A2:A6,0))`. The spreadsheet has columns A through F and rows 1 through 10. Column A is labeled 'ID', B is 'First', C is 'Last', and D is 'Email'. The data rows are: 2: JJ12345, Jim, Jones, JimJones@wadget.co; 3: JJ23456, Jane, Jolly, JaneJolly@wadget.co; 4: JJ34567, Jon, Jacob, JonJacob@wadget.co; 5: JJ45678, Julia, Jinsing, JuliaJinsing@wadget.co; 6: JJ56789, Jorge, Jude, JorgeJude@wadget.co. Cell C8 contains 'JJ34567'. The formula bar also shows the syntax: `INDEX(array, row_num, [column_num])` and `INDEX(reference, row_num, [column_num], [area_num])`.

	A	B	C	D	E	F
1	ID	First	Last	Email		
2	JJ12345	Jim	Jones	JimJones@wadget.co		
3	JJ23456	Jane	Jolly	JaneJolly@wadget.co		
4	JJ34567	Jon	Jacob	JonJacob@wadget.co		
5	JJ45678	Julia	Jinsing	JuliaJinsing@wadget.co		
6	JJ56789	Jorge	Jude	JorgeJude@wadget.co		
7						
8			JJ34567	=INDEX(D2:D6,MATCH(C8,A2:A6,0))		
9						
10						

INDEX/MATCH: If you do not have XLOOKUP available on your version of Excel, INDEX/MATCH is the next best option. It uses the combination of functions to perform lookups in a much more flexible way than VLOOKUP and HLOOKUP.

Syntax:

INDEX(Return Array,MATCH(Lookup Value, Lookup Array,0))

REPETITION IS THE KEY TO RETENTION

FUNCTIONS

CALCULATIONS (1 OF 2)

	A	B	C	D	E
1	Name	Sales			
2	Jim	10			
3	Jane	20			
4	Jon	15			
5	Julia	25			
6	Jorge	5			
7	Jane	15			
8	Jon	25			
9					
10	Jon	=SUMIFS(B2:B8,A2:A8,A10)			
11					

SUMIFS(sum_range, criteria_range1, criteria1, [criteria

SUMIFS: Used to sum values from a data set using specific criteria

Syntax:

SUMIFS(Sum Range, Criteria range 1, Criteria 1, Criteria Range N, Criteria N)

	A	B	C	D	E	F
1	Name	Sales				
2	Jim	10				
3	Jane	20				
4	Jon	15				
5	Julia	25				
6	Jorge	5				
7	Jane	15				
8	Jon	25				
9						
10	Jon	=COUNTIFS(A2:A8,A10)				
11						

COUNTIFS(criteria_range1, criteria1, [criteria_range2, ...])

COUNTIFS: Used to count instances from a data set using specific criteria

Syntax:

COUNTIFS(Criteria range 1, Criteria 1, Criteria Range N, Criteria N)

REPETITION IS THE KEY TO RETENTION

FUNCTIONS

CALCULATIONS (2 OF 2)

SUM ✖ ✔ <i>fx</i> =AVERAGEIFS(B2:B8,A2:A8,A10)						
	A	B	C	D	E	F
1	Name	Sales				
2	Jim	10				
3	Jane	20				
4	Jon	15				
5	Julia	25				
6	Jorge	5				
7	Jane	15				
8	Jon	25				
9						
10	Jon	=AVERAGEIFS(B2:B8,A2:A8,A10)				
11		AVERAGEIFS(average_range, criteria_range1, criteria1,				

AVERAGEIFS: Used to average values from a data set using specific criteria

Syntax:

AVERAGEIFS(Average Range, Criteria range 1, Criteria 1, Criteria Range N, Criteria N)

SUM ✖ ✔ <i>fx</i> =MINIFS(B2:B8,A2:A8,A10)						
	A	B	C	D	E	F
1	Name	Sales				
2	Jim	10				
3	Jane	20				
4	Jon	15				
5	Julia	25				
6	Jorge	5				
7	Jane	15				
8	Jon	25				
9						
10	Jon	=MINIFS(B2:B8,A2:A8,A10)				
11		MINIFS(min_range, criteria_range1, criteria1, [criteria				

SUM ✖ ✔ <i>fx</i> =MAXIFS(B2:B8,A2:A8,A10)						
	A	B	C	D	E	F
1	Name	Sales				
2	Jim	10				
3	Jane	20				
4	Jon	15				
5	Julia	25				
6	Jorge	5				
7	Jane	15				
8	Jon	25				
9						
10	Jon	=MAXIFS(B2:B8,A2:A8,A10)				
11		MAXIFS(max_range, criteria_range1, criteria1, [criteri				

MINIFS/MAXIFS: Used to extract the minimum/maximum value from an array meeting specific criteria

Syntax:

MINIFS/MAXIFS(Value Array, Criteria range 1, Criteria 1, Criteria Range N, Criteria N)

REPETITION IS THE KEY TO RETENTION

FUNCTIONS

GENERALLY HELPFUL

	A	B	C	D	E
1	Name	Sales			
2	Jim	10		A2:A8)	
3	Jane	20		Jane	
4	Jon	15		Jon	
5	Julia	25		Julia	
6	Jorge	5		Jorge	
7	Jane	15			
8	Jon	25			

UNIQUE: Easily extract the unique values from an Array without having to de-duplicate. It is a dynamic spill function.

Syntax:

UNIQUE(Array you want unique values from)

	A	B	C	D	E
1	Jim's Performance				
2		Jan	Feb	Mar	
3	Deals	4	0	3	
4	Closes	2	0	1	
5	Close Rate	50%	#DIV/0!	33%	
6	With IFERROR	50%	=IFERROR(C4/C3,0)		
7			IFERROR(value, value_if_error)		

IFERROR: Used to create rules for how to present calculations with errors as outputs. Used to flag errors or clean presentation layer data.

Syntax:

IFERROR(Original calculation, Value to display if an error results)

REPETITION IS THE KEY TO RETENTION

WANT TO USE SHORTCUTS
LIKE A PRO?

TAKE THE 7 DAYS TO EXCEL
CHALLENGE TODAY!

THE **7** DAYS
TO EXCEL

CHALLENGE

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REPETITION IS THE KEY TO RETENTION