# Excel 2010 Cheat Sheet

### Formatting shortcuts

Bold CTRL + B

Italic CTRL + I

Underline CTRL + U

Format Box CTRL + 1

Clear cell ALT + H + E + A

Outline border SHIFT + CTRL + &

Remove border SHIFT + CTRL + \_

Insert a comment SHIFT + F2

Copy CTRL + C

Paste CTRL + V

Paste Special ALT H + V + S (ALT + E + S still works)

Cut CTRL + X

Repeat CTRL + Y

Undo CTRL + Z

Delete selected cells CTRL + Minus sign

### 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

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 ALT + F + W + V (CTRL F2)

Close window CTRL + W (CTRL + F4)

Close program ALT + F4

### Other useful shortcuts

Excel Options ALT + F + T

Recalculate all workbooks F9

Display 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

### 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 & 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

Edit cells F2

Start a formula = (equal sign)

Insert AutoSum formula ALT + “+“

### 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

### 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

# Excel 2010 Cheat Sheet

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| --- | --- | --- |
| **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 Ctrl Alt Shift Page Down

Ungroup Alt Shift Left Arrow

Power Hide Ctrl Alt H