EXCEL FOR
PROFESSIONALS

THE ULTIMATE GUIDE
MORE

ALL THE SHORTCUTS
YOU NEED TO JOIN THE
#NOMOUSECLUB 🚫🖱️

PLUS HELPFUL FUNCTIONS AND MORE

BY
MATT BRATTIN
FROM
TMB ANALYTICS

SHORTCUTS

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

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

Ctrl + 1
OPEN FORMAT CELLS MENU

Alt+HAM
MIDDLE ALIGN CELL CONTENTS

Alt+HFN
OPEN FORMAT CELLS MENU

Alt+HAL
LEFT ALIGN CELL CONTENTS

Alt+HAC
CENTER ALIGN CELL CONTENTS

Alt+HAR
RIGHT ALIGN CELL CONTENTS

Ctrl + U
UNDERLINE SELECTION

Alt+HMC
MERGE AND CENTER OR UN-MERGE CELLS

Ctrl + I
ITALICIZE SELECTION

Ctrl + B
BOLD SELECTION

Alt+HFC
TOGGLE FONT COLOR CONTROL

Alt+HAN
CONVERT TO USD $

Alt+HNS
CONVERT TO SHORT DATE

Alt+HK
FORMAT CELL WITH COMMA SEPERATOR

Alt+HP
FORMAT CELL AS PERCENTAGE

REPETITION IS THE KEY TO RETENTION

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 O
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

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+HOUC
HIDE SELECTED COLUMNS

Alt+AGGC
GROUP COLUMN WITH ACTIVE SELECTION

Alt+HOUR
HIDE SELECTED ROWS

Alt+HOUL
UN-HIDE SELECTED COLUMNS

Alt+AUUC
UNGROUP COLUMN WITH ACTIVE SELECTION

Alt+HOUO
UN-HIDE ROWS IN SELECTED AREA

Alt+WFF
FREEZE / UNFREEZE PANES IN VIEW

Alt+AGGR
GROUP ROW WITH ACTIVE SELECTION

Alt+WVG
REMOVE GRIDLINES FROM VIEW

Alt+WN
OPEN NEW EXCEL WINDOW

Alt+AUUR
UNGROUP ROW WITH ACTIVE SELECTION

Ctrl+W
CLOSE ACTIVE WINDOW

Alt+AGG
GROUP SELECTED ROW/COLUMN

WIN+←
SPLIT SCREEN LEFT

Alt+AUU
UNGROUP SELECTED ROW/COLUMN

REPETITION IS THE KEY TO RETENTION

FUNCTIONS
CLEANING

| | WOR... ∨ | : | ✕ ✓ fx | =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 ∨ | : | ✕ ✓ fx | =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 ∨ | : | ✕ ✓ fx | =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 ∨ | : | ✕ ✓ fx | =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: Used to extract the year from a date. Similar to MONTH, DAY, and other related functions

Syntax:
YEAR(Date Reference)

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

Syntax:
TEXT(Cell Reference, Format)

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&"Text2"

REPETITION IS THE KEY TO RETENTION

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

Syntax:
VALUE(Text Reference)

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

Syntax:
TEXTJOIN(delimiter,empty cell rule, array)

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

Syntax:
FORMULATEXT(Cell reference)

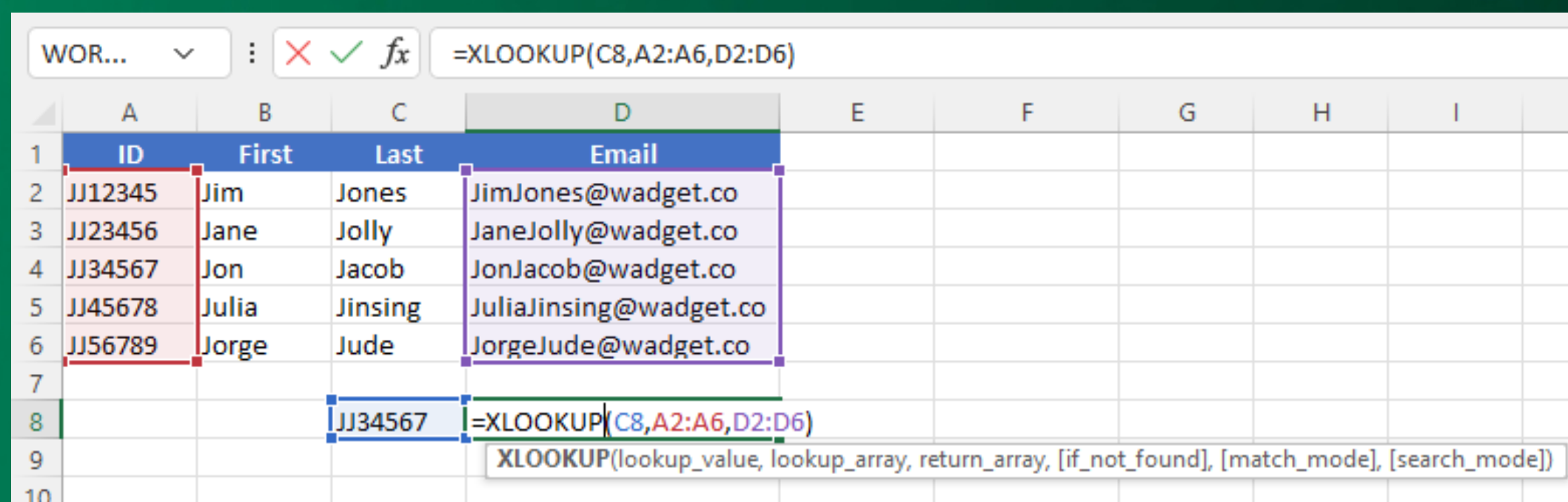**SUBSTITUTE:** Useful function to replace specific values within a string and maintain original data.

Syntax:
SUBSTITUTE(Cell Reference, what to substitute, with what)
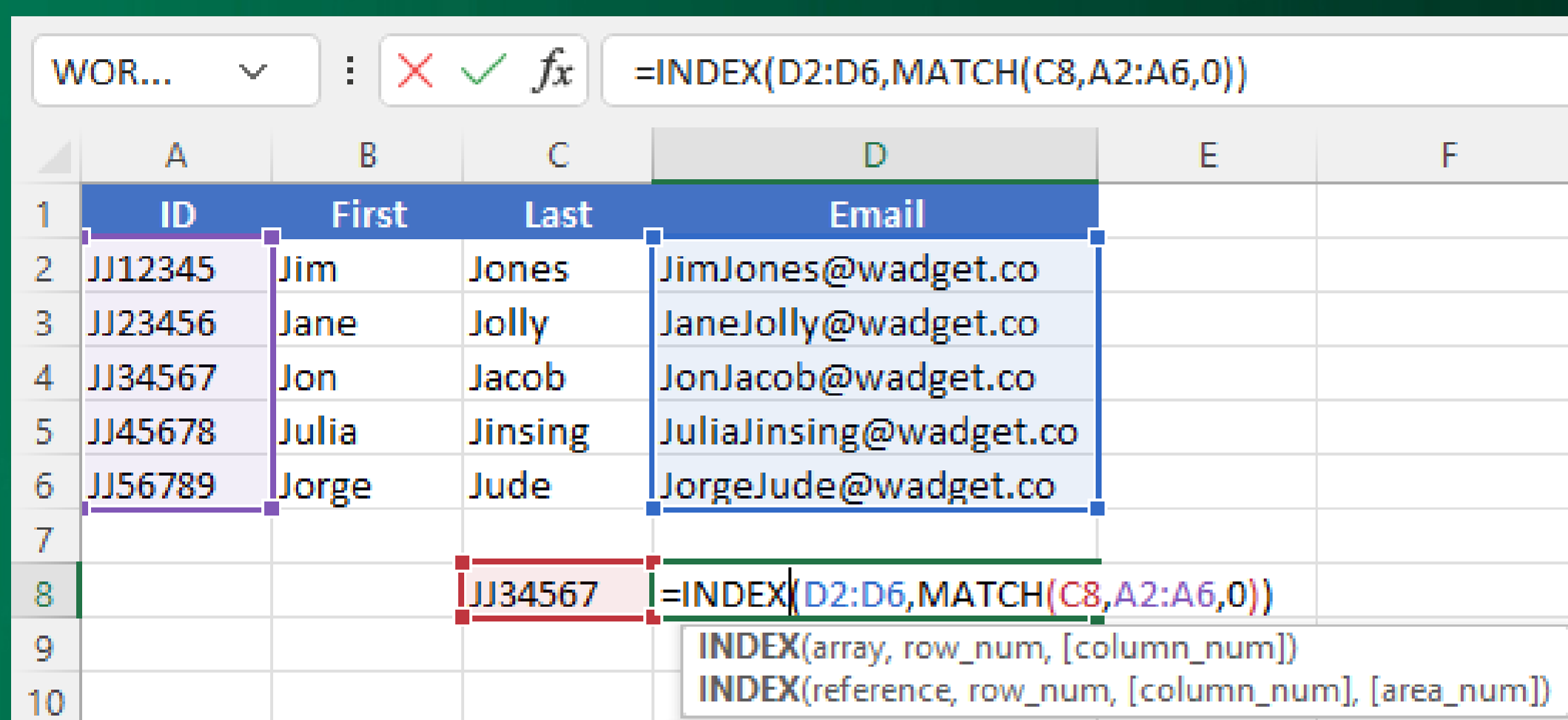
REPETITION IS THE KEY TO RETENTION

FUNCTIONS
LOOKUPS

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)

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

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)

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	⌄	⋮	✕ ✓ *fx*	=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	⌄	⋮	✕ ✓ *fx*	=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	⌄	⋮	✕ ✓ *fx*	=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
	SUM		⋮ ✗ ✓ fx	=UNIQUE(A2:A8)	
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
	SUM		⋮ ✗ ✓ fx	=IFERROR(C4/C3,0)	
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!