

SPEED UP YOUR EXCEL Keyboard Tricks



Do you get frustrated toggling between the keyboard and mouse when using Excel? Here are a few handy keyboard shortcuts to cut the clicks and get you flying through your worksheets!

TRY THESE!



F2

Begin to edit the selected cell as if you've double-clicked it



F2 THEN F9 THEN ENTER

If the currently selected cell is a formula, it will be converted into a number. Can be used to avoid circular references.



F12

"Save As" (Works in MS Word too).



CTRL D

Copies the cell immediately above into the currently selected cell (I think of the D standing for Down, i.e. "copy down".)



CTRL AND ANY ARROW

Sends the cursor to the very last cell with data in, in the direction of the arrow pressed



and there's more



CTRL END

Sends the cursor to the furthestmost bottom right corner of any entered data



CTRL N

New blank workbook (or new document in Word)



CTRL AND ;

Inserts today's date in the current cell



ALT THEN E THEN E

AGAIN

Opens up the "Find and replace" box (also works in Word)



CTRL A

If the cursor is in a table: Selects the whole table

If the cursor is not in a table: Selects the entire workbook

A Few you may know already

Ctrl S - Save
Ctrl P - Print
Ctrl F - Opens the "Find" box (Works in Word too)