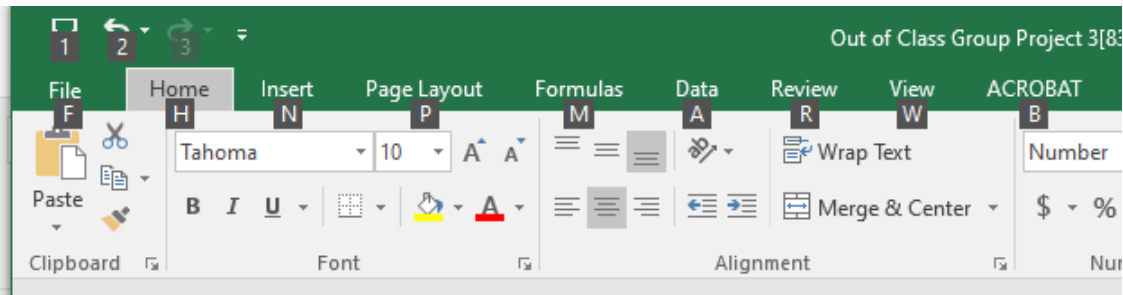


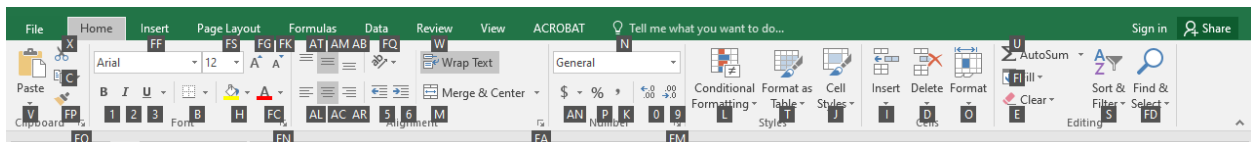
Useful Excel Shortcuts (PC)

Keystrokes	Action
Ctrl + Z	Undo last action
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + A	Select All
Ctrl + Page Up	Move to next tab on the left
Ctrl + Page Down	Move to next tab on the right
Shift + End + Down Arrow	Highlight entire column
Shift + End + Right Arrow	Highlight entire row
Ctrl + Arrow	Jump to end/beginning of row/column
F4 when cell referenced	Toggle locking row, column, or both

Master Shortcut: If you press the “Alt” key, it highlights the ribbon menu and prompts you for the shortcut to go into each topic (see below).



For example, if you press “Alt” + “H” it takes you to the Home menu below and then shows you shortcuts for the items within the home menu.



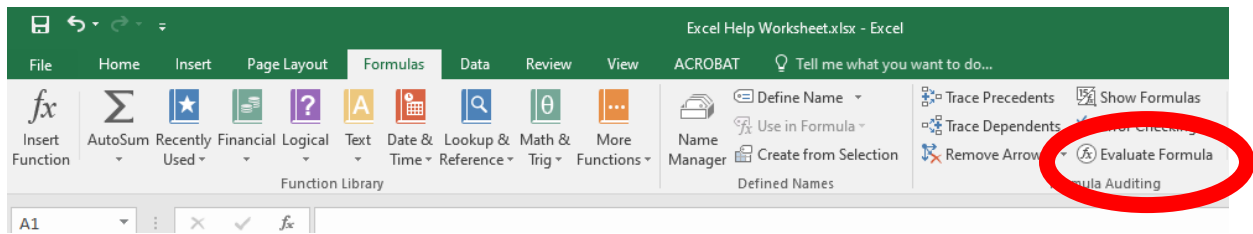
This pattern continues as you drill down into each item following the shortcut. If you follow this method, you can navigate excel without really needing your mouse at all and you can manipulate data quickly. If you ever drill a level too deep, you can navigate a level backward using “Esc”.

Practice this method below by testing out some of the more commonly used shortcuts:

Keystrokes	Action
Alt + H + I + C	Insert column to the left
Alt + H + I + R	Insert row above
Alt + H + D + C/R	Insert column/row
Alt + W + F + F	Freeze panes
Alt + H + V + V	Paste values
Alt + H + FP	Paint Format

Evaluating Formulas

You can step through your calculation using the “Evaluate Formula” button in the “Formulas” menu.



It will pop up with the following dialog box. Then press the space (or the evaluate button) to step through your formula one step at a time from start to finish. This is helpful for troubleshooting.

