



Excel Tactics

Excel Keyboard Shortcuts Quick Reference Guide

Program Operations

CTRL + N	Creates a new, blank workbook.
SHIFT + F5 or ALT + SHIFT + F5	Reverts to new worksheet.
CTRL + O	Displays the Open dialog box.
CTRL + P	Displays the Print and Print Preview.
CTRL + S	Saves the active file.
F5	Displays the Save As dialog box.
CTRL + F4 or W	Closes the selected workbook window.
ALT + F4	Closes Excel.

Formulas

CTRL + A	Displays the function arguments dialog.
CTRL + ALT + F9	Calculates all cells in open workbooks.
CTRL + ALT + SHIFT + F9	Rechecks dependent formulas and recalculates all cells in open workbooks.
CTRL + END	Moves the cursor to the end of the text in the formula bar.
CTRL + SHIFT + A	Inserts the argument names and parentheses after a function name.
CTRL + SHIFT + END	Extends selection to the end of the formula bar.
CTRL + SHIFT + U	Expands or collapses the formula bar.
F4	Cycles through absolute and relative cell reference types for selected reference.
F9	Calculates all worksheets.
SHIFT + F9	Calculates the active worksheet.

Worksheet Navigation

ALT + PAGE DOWN or PAGE UP	Moves one screen to the right or left in a worksheet.
ARROW KEYS	Moves one cell up, down, left, or right in a worksheet.
CTRL + ARROW KEY	Moves to the edge of the current data region in a worksheet.
CTRL + END	Moves to the bottom-right cell in a worksheet.
SHIFT + F5 or CTRL + F	Displays the Find and Replace dialog box, with the Find tab selected.
CTRL + H	Displays the Find and Replace dialog box, with the Replace tab selected.
SHIFT + F5	Repeats the last Find action.
CTRL + HOME	Moves to the beginning of a worksheet.
CTRL + PAGE DOWN or PAGE UP	Moves to the next or previous sheet in a workbook.
END, ARROW KEYS	Moves to the next or previous nonblank cell in the same column or row.
HOME	Moves to the beginning of a row in a worksheet or upper-left corner when multiple sheets are open.
PAGE DOWN & PAGE UP	Moves one screen down or up in a worksheet.
TAB & SHIFT + TAB	Moves to the next or previous cell in a worksheet.

Selections

CTRL + A or CTRL + SHIFT + SPACEBAR	Selects the current region. Pressing again selects the entire worksheet.
CTRL + SHIFT + *	Selects the current region.
SHIFT + SPACEBAR	Selects an entire row in a worksheet.
CTRL + SPACEBAR	Selects an entire column in a worksheet.
SHIFT + ARROW KEY	Extends the selection of cells by one cell.
SHIFT + F8	Enables you to add nonadjacent cells to a selection with the arrow keys.
CTRL + SHIFT + ARROW KEY	Extends the selection of cells to the next nonblank cell.
CTRL + SHIFT + END	Extends the selection of cells to bottom-right-most used cell in the worksheet.
CTRL + SHIFT + HOME	Extends the selection of cells to the beginning of the worksheet.
CTRL + SHIFT + D	Selects all cells that contain comments.
CTRL + SHIFT + PAGE DOWN or PAGE UP	Selects the current and next (or previous) sheet in a workbook.
CTRL + SHIFT + SPACEBAR	Selects all objects on a worksheet when an object is selected.
F5 or CTRL + G	Displays the Go To dialog box.
F8	Enables you to extend a selection with the arrow keys.

Cell Formatting

CTRL + *	Cycles between displaying cell values and cell formulas in the worksheet.
CTRL + L	Displays the Format Cells dialog box.
CTRL + SHIFT + B or P	Opens the Format Cells dialog box with the Font tab selected.
CTRL + B or B	Applies or removes bold formatting.
CTRL + I or I	Applies or removes italic formatting.
CTRL + U or U	Applies or removes underlining.
CTRL + D	Applies or removes text background.
CTRL + SHIFT + _	Removes the cell outline border.
CTRL + SHIFT + #	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL + SHIFT + E	Applies the Date format with the day, month, and year.
CTRL + SHIFT + C	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL + SHIFT + %	Applies the Percentage format with no decimal places.
CTRL + SHIFT + R	Applies the outline border to the selected cells.
CTRL + SHIFT + @	Applies the Time format with the hour and minute, and am or pm.
CTRL + SHIFT + A	Applies the Scientific number format with two decimal places.
CTRL + SHIFT + ~	Applies the General number format.

Microsoft Excel 2010 Quick Reference Guide

Beezix, Inc Staff



Microsoft Excel 2010 Quick Reference Guide:

Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas *Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Intermediate)* Beezix Software Services, Beezix, Inc Staff, 2011-04-15 Geared toward the intermediate to advanced user this example rich 4 page laminated quick reference guide provides explanations and context for many powerful functions and formulas Step by step instructions for many function formula related features This guide is suitable as a training handout or simply an easy to use reference guide The following topics include Conditionally Summing Data SUMIF COUNTIF Being Precise Rounding functions Improving Clarity with Range Names Merging Text and Numbers CONCATENATE TEXT LEFT RIGHT MID LEN FIND VALUE TRIM SUBSTITUTE Changing Results IF AND OR Table Lookups VLOOKUP HLOOKUP INDEX MATCH Error Recovery ISNA ISERROR Array Formulas Single Cell Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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Allington,2021-04-01 Data analysis expressions DAX is the formula language of Power BI Learning the DAX language is key to empower Power BI users so they can take advantage of these new Business Intelligence BI capabilities This volume clearly explains the concepts of DAX while at the same time offering hands on practice to engage the reader and help new knowledge stick This third edition has been updated for the new Power BI Ribbon interface while still providing a bridge for readers wanting to learn DAX in the Power BI Power Pivot or Excel

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The book includes everything you need to know to perform basic Excel 2010 tasks Covers creating and editing worksheets and charts formatting cells entering formulas inserting graphs designing database forms and adding database records Also covers printing adding hyperlinks to worksheets saving worksheets as Web pages adding existing worksheet data to an existing Web page and much more Whether you re new to Excel or just need to understand the 2010 version Excel 2010 For Dummies provides what you need to know *Microsoft Excel 2007 Introduction Quick Reference Guide* Beezix Software Services,Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2007 The following topics are covered Creating Workbooks Entering and Editing Data Clearing Cells Undo and Redo Inserting and Deleting Rows Columns and Cells Column Width and Row Height Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Editing Multiple Worksheets Simultaneously and Copying Data and Formatting to Multiple Worksheets Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Excel 2010 All-in-One For Dummies* Greg Harvey,2010-05-10 A comprehensive up to date user friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide but it s not always user friendly That makes it a perfect For Dummies topic and this handy all in one guide covers all the essentials the new features how to analyze data with Excel and much more Eight minibooks address Excel basics worksheet design formulas and functions worksheet collaboration and review charts and graphics data management data analysis and Excel and VBA Excel is the leading spreadsheet data analysis software and is used throughout the world the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel with more than three million copies sold Excel 2010 All in One For Dummies covers the changes in the newest version as well as familiar tasks such as creating and editing worksheets setting up formulas and performing statistical functions Eight self contained minibooks cover the basics worksheet design formulas and functions worksheet collaboration presenting data in charts and graphics data management data analysis and creating macros with VBA Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All in One For Dummies has everything they need to know **Six Sigma Simplified** Jay Arthur,2001-01-15 The perfect primer for anyone who wants to familiarize themselves with Six Sigma what it is and how to implement it without spending a fortune Developed for busy problem solvers who are dissatisfied with the current all or nothing approach to solving mission critical business problems It describes a proven crawl walk run methodology that delivers laser focused problem solving and results **Mastering Financial Modeling: A Professional's Guide to Building Financial Models in Excel** Eric Soubeiga,2013-07-26 All the precision of financial modeling and none of the complexity Evidence based decision making is only as good as the external evidence on which it is based Financial models uncover potential risks on a company s balance sheet but the complexity of these instruments has limited their

effectiveness Now Mastering Financial Modeling offers a simplified method for building the fast and accurate financial models serious evidencebased decision makers need What sets this practical guide apart is its learning on the job approach Unlike other books that teach modeling in a vacuum this superior method uses a diverse collection of case studies to convey each step of the building process Learning on the job connects the dots between the proper Excel formulas and functions and the real world situations where you want to use them By learning through association you can absorb the information quickly and have it ready to use when you need it The book starts right off on building models from creating a standalone cash flow model through integrating it with an income statement and balance sheet Along the way you will master the skill set you need to build advanced financial models With only a basic knowledge of accounting and finance individual investors and financial professionals alike can Create a core model and customize it for companies in most industries Understand every working component of a financial model and what each one tells you about a company Format cells and sheets in Excel for easily repeatable modeling Written with the practitioner in mind Mastering Financial Modeling shows you how to ensure your model is ready for real world application by safeguarding it against modeling errors It covers a full array of Excel s builtin auditing and testing tools and illustrates how to build customized error checking tools of your own to catch the inaccuracies that typically fall through the cracks Get the most out of your data with Mastering Financial Modeling Mastering Financial Modeling brings the power of financial models down to earth and puts it in the hands of investors bankers and private equity professionals who don t have a passion for crunching numbers Nowhere else can you get step by step instruction on building these valuable tools from an elite World Bank investment officer Starting from the ground up Eric Soubeiga shows you how to interpret and build financial models in Microsoft Excel that will accurately assess any company s valuation and profit potential Even if you have unsuccessfully tried financial modeling in the past this book will reach you because it associates every lesson to the business world you work in daily Chapter by chapter you will master financial modeling and in the end you will Command authority over building every aspect of a financial model Be capable of explaining the accounting and finance concepts behind the mechanics of modeling Confidently determine a company s ability to generate cash flows for its capital investors with discounted cash flow DCF modeling Execute powerful spreadsheet calculations in Excel Most importantly as a decision maker the insight you bring to the table through your sophisticated understanding and application of financial modeling will benefit every stakeholder See what leading professionals around the world already know Mastering Financial Modeling is the most comprehensive guide on the market for designing building and implementing valuation projection models What it does from there is up to you

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