Rev Up Your Data Skills
Excel Keyboard Shortcuts

Ctrl + **C** — Copy

Ctrl + **V** — Paste

Esc — **Escape/Exit:** Undo any potential changes while editing a cell, or to escape copy/paste mode "marching ants"

Ctrl + **T** — **Add table formatting**

Ctrl + **F** — **Find** and/or **Replace All:** replace all using * plus delimiter

Shift + **F11** — **Insert new tab**

Ctrl + **N** — **Open new Excel Workbook**

Ctrl + **E** — **Flash Fill:** Highlight cells with pattern and the empty cells you would like filled

Ctrl + **-** — **Delete:** row, column, or other area selected

Ctrl + **Page Up**
Ctrl + **Page Down** — **Navigate between worksheets**

Ctrl + **↓** **←** **→** **↑**

Worksheet Navigation: Hold control & hit the arrow keys to navigate around worksheets; it will take you in the first direction or last value before a blank if it is a continuous set of data

Ctrl + **Shift** + **↓** **←** **→** **↑**

Cell Selection: To select cells in the arrow key direction

Alt **A** **C** — **Clear all filters in table or filtered range**

Alt **A** **T** — **Remove or add filtered range**

Ctrl + **Shift** + **+ =**

Insert: row, column, or other area selected

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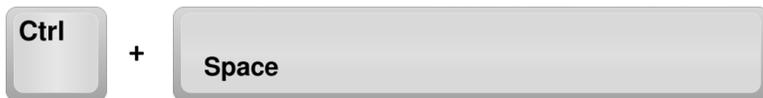*Main 972-369-0015*
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| **Ctrl** + **Space** | **Select entire column, or if used within table:** Hit spacebar 1x = data excluding header; 2x = data including header; 3x = entire column |

| **Shift** + **Space** | **Select entire row, or if used within table:** Hit spacebar 1x = row within table; 2x = entire row |

| **Ctrl** + **Shift** + *** 8** | **Select entire active region:** usually tries to select the "table-like" area |

| **Alt** + **↓** **F** **E** | **Starting from a table or filter header cell:** Use to filter for rows that equal a certain value you will type in |

| **Alt** + **↓** **F** **A** | **Starting from a table or filter header cell:** Use to filter for rows that contain a certain value you will type in |

| **Alt** + **Tab** | **Switch to most recent program open:** Hold ALT down to view all; Hit tab multiple times to go more than one program back |

| **Alt** + **↓** | **Show drop-down list** (in a normal cell) or **Filter dialog box** (in table or filter header) |

| **Alt** + **! 1** | **Custom Shortcut:** Assign Quick Access Ribbon shortcuts to numbers 0-9. *Our favorites: paste values, format painter, center align text, auto fit column width, highlight duplicates* |

| **Ctrl** + **D** | **Fill down values/formulas from the top cell down through the selected cell** |

| **F2** | **Enter a Cell:** same as double-clicking |

| **E** **V** | **Filter column for value in your current cell** |

| **F4** | **Repeat action** |

| **E** **C** | **Filter column for color in your current cell** |

PRO TIP: *Do you regularly use the same formulas (or wording)?*
Create shortcuts by adding them to **AutoCorrect**. Ask us how and we will walk you through it!