

Commonly Used Shortcut Keys

Action	Keystroke
Anchoring cells	F4 (in edit cell mode (F2))
Auditing toolbar	Alt T U
Auto sum	Alt+=
Borders – outside area	Ctrl+Shift+7
Borders – remove all	Ctrl+Underscore (Ctrl+Shift+~)
Comment – inserting	Shift+F2 (or Alt I M)
Comment – deleting	Alt E A M
Copy / Cut	Ctrl+C / Ctrl+X
Paste (after copy or cut)	Ctrl+V (or Enter)
Copy, Paste special formats	Ctrl+C, Alt E S T
Copy, Paste special formulas	Ctrl+C, Alt E S F
Delete / Insert	Ctrl+- / Ctrl++
Edit cell	F2
Fill right / Fill down	Ctrl+R / Ctrl+D
Font – change size	Ctrl+Shift+P
Format cells...	Ctrl+1... (or Alt O E)
Function – inserting	Alt I F (or Shift+F3)
Go to	F5 (or Ctrl+G)
Go to end (contiguous range)	Ctrl+Arrow Keys
Go to precedent cell(s) / Return	Ctrl+[/ F5, Enter

Action	Keystroke
Group rows or columns	Alt D G... (or Shift+Alt+→)
Ungroup rows or columns	Alt D G... (or Shift+Alt+←)
Highlight a contiguous range	Ctrl+Shift+Arrow Keys
Highlight dependent cell(s)	F2 or Alt T U D
Highlight entire column / row	Ctrl+Spacebar / Shift+Spacebar
Move a sheet / Copy a sheet	Alt E M / Alt E M, Alt+C
Move between toolbars	Alt, Ctrl+Tab
Name a cell	Alt I N D (or Ctrl+F3)
Page setup...	Alt F U...
Print	Ctrl+P (or Alt F P)
Print preview	Alt F V
Redo	Ctrl+Y
Repeat	F4
Replace	Ctrl+H
Set print area	Alt F T S
Tools, Options...	Alt T O...
Undo	Ctrl+Z
Workbooks – toggle	Ctrl+Tab
Worksheets – move between	Ctrl+Pg. Up / Ctrl+Pg. Dn.
Zoom – sizing	Alt V Z

Commonly Used Functions

To insert a function in a cell, use either Alt I F or Shift+F3 (Function Wizard).

Type of Function	Common Use	Formula
Absolute function	Parity check	=ABS(number)
And function	If statement logic	=AND(logical argument1, logical argument2.....)
Choose function	Scenarios	=CHOOSE(index number, value1, value2.....)
Columns function	To count N periods (e.g., rate function)	=COLUMNS(reference range)
Comp. annual growth rate	IRR and growth over a period (1)	=RATE(periods, payment, -PV, FV, type)
Count function	Data mining	=COUNT(value1, value2, value3.....)
Hlookup function	Used to reference inputs on an output page	=HLOOKUP(lookup, array, row index, range lookup)
If statement	Error handling and switches	=IF(logical test, value if true, value if false)
Net present value	Discounted cash flow analysis (2)	=NPV(rate, value1, value2, value3.....)
Offset function	Scenarios	=OFFSET(reference, rows, columns, height, width)
Or function	If statement logic	=OR(logical argument1, logical argument2.....)
Sum-of-years digits deprec.	Modeling depreciation	=SYD(cost, salvage, life, period)
Text function	Footnotes, titles, and subtitles	=TEXT(value, "format of text")
Vlookup function	Used to reference inputs on an output page	=VLOOKUP(lookup, array, col. index, range lookup)

(1) Compound annual growth rate formula: $\left[\left(\frac{FV}{PV} \right)^{\frac{1}{N}} \right] - 1$

(2) Net present value formula: $\frac{CF_1}{(1+r)^1} + \frac{CF_2}{(1+r)^2} + \dots + \frac{CF_N}{(1+r)^N}$



Financial modeling and valuation training for finance professionals