WALL ST TRAINING

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ADVANCED EXCEL KEYBOARD SHORTCUTS

DATA SELECTION / NAVIGATION

EXCEL KEYSTROKES	ACTION
Ctrl + Pg Up / Pg Down	Move to Prior / Next Worksheet
Shift / Ctrl + Spacebar	Select Entire Row / Column
Ctrl + * (Ctrl + Shift + 8)	Select All Adjacent Cells
Ctrl + A	Similar to Ctrl + *, Twice for All Cells
Shift + F8	Add to Selection
Shift + Alt + => / <=	Group / Ungroup Selection
Ctrl + 0 / 9	Collapse (Hide Columns / Rows)
Ctrl + Shift + 0 / 9	Expand (Unhide Columns / Rows)
Ctrl + Arrow Keys	Move by Blocks of Cells
Shift + Arrow Keys	Select Cells
Ctrl + Home / End	Move to Upper Left / Lower Right
Ctrl + . (within selection)	Move Clockwise to next Corner
Ctrl + – / Ctrl + +	Delete / Insert Selected Cells
Alt + ↓	Show Dropdown List Options
Alt + (Ctrl + Tab)	Navigate Menu Items / Toolbar

DATA MANIPULATION

Ctrl + C / Ctrl + Insert	Copy
Ctrl + X / Shift + Delete	Cut
Ctrl + V / Shift + Insert	Paste
Ctrl + R / D	Autofill (Copy Paste Right / Down)
Ctrl + Z / Y	Undo / Redo Last Action
Ctrl + F / H	Find / Replace
Alt + =	Summation (AutoSum)
Ctrl + ' / "	Copy Formula / Value Above
Ctrl + Shift + Enter	Enter Formula as an Array

AUDITING

Ctrl + [/]	Trace Direct Precedents / Dependents
Ctrl + { / }	Trace All Precedents / Dependents
Alt + T + U + A	Remove All Auditing Arrows
F5 / Ctrl + G	Go To Previous Cell (Go To)
Ctrl + Shift + O	Select All Commented Cells

FILE / APPLICATION RELATED

Ctrl + S / O / W	Save / Open / Close File
F12 or Alt + F, A	Save File As
Shfit + F12 / Ctrl + F12	Save File / Open File
Alt + E + L	Delete Worksheet
Ctrl + Tab / Ctrl + F6	Toggle Files Within Excel
Alt + Tab	Toggle Applications
⊞ + M or ⊞ + D	Minimize All, Show Desktop
⊞ + Shift + M / ⊞ + D	Restore All (same order)

FORMATTING

EXCEL KEYSTROKES	ACTION
Alt + E + S, then:	Paste Special (copy first)
F, T, V	Formulas, Format, Value
E	Transpose (Values only)
S, D, M, I	Add, Divide, Multiple, Divide
Ctrl + B / U / I	Toggle Bold / Underline / Italic
Ctrl + 1	Format Cells
Ctrl + Shift + 7	Box Selection
Ctrl + Shift + Underline	No Border
Ctrl + Shift + F / P	Format Font Face / Size
Ctrl + (Shift) + Alt + Tab	Increase / Decrease Indent
Alt + O, C, A	AutoFit Column Width
Alt + O, H, R	Change Worksheet Name

EDITING

F2	Toggle Edit / Navigation Mode
F4 (edit mode)	Toggle Anchoring ($ in cell ref)
F4 (non-edit mode)	Repeat Last Action (like Ctrl + Y)
Ctrl + Enter	Fill Selection with Formula / Text
Shift + F10	Show Context Menu (right click)
Shift + F2	Insert Comment (Esc twice to exit)
Shift + F3	Display Formula Dialog Box
F9 / Shift + F9	Calc Entire File / Active Sheet Only
Alt + Enter	Start New Line in Cell
Alt + 0150 / 0151	Insert "N" Dash "–" / "—"
Ctrl + ; / :	Insert Date / Time as Value
Ctrl + ` (tilda)	Toggle Cell Values / Formulas

INPUTS VS. FORMULAS

Change all Inputs to Blue:
– Go To ("F5", Ctrl + G, Edit => Go To)
– Select "Special" then "Constants", "OK" (selects all inputs)
– Manually change selection to blue font color

Change all Formulas to Black:
– Select "Formulas" instead of "Constants"
– Manually change selection to black font color

INCREASE / DECREASE DECIMAL

Alt + O + I / Alt + O + L Increase / Decrease Decimal

Tools => Customize => Commands => Format, in list of Commands, find "Increase Decimal" & "Decrease Decimal"; click & drag both into Format menu bar on top. Right click on Decrease Decimal option and change default Name from &Decrease Decimal to Decrease Decima&l

Note: These are all built-in default Excel shortcuts. If macros or add-ins have overwritten these keystrokes, they will not work.

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