EXCEL REFERENCE

AVANCER LEARNING INC

A quick-reference guide to commonly used shortcuts and formulas in Microsoft Excel. Windows versions 2010,2013,2016 and later

Keyboard Shortcuts

SELECTION & NAVIGATION	KEYBOARD SEQUENCE
Select a contiguous column of data	Select Top Cell and press CTRL DOWN(Arrow Key)
Select a contiguous row of data	Select Leftmost cell and press CTRL RIGHT(Arrow Key)
Select an entire contiguous block of data	Select any cell in the data and press CTRL *(CTRL SHIFT * if Asterisk is on '8' key))
Move to Next or Previous Sheet	CTRL PgDn or CTRL PgUp
Move to Extent of Worksheet	CTRL End (Goes to a cell beyond which there is no more data)
Move to cell A1	CTRL Home
Select only Visible Cells from a block of data	Select entire block of data first and then press ALT ; (ALT SEMICOLON)
Select an entire column (including blanks)	Keep cursor in required column and press CTRL SPACE
Select an entire row (including blanks)	Keep cursor in required column and press SHIFT SPACE
ENTERING AND EDITING DATA	**KEYBOARD SEQUENCE**
Fill Down	Select Cell to be copied (source) plus blank cells below and press CTRL D
Fill Right	Select Cell to be copied (source) plus blank cells to the right and press CTRL R
Enter Date Stamp (STATIC DATE)	CTRL ; (CTRL SEMICOLON)
Enter Time Stamp (STATIC)	CTRL : (CTRL COLON)
NUMBER FORMATTING	**KEYBOARD SEQUENCE**
General Number Format	Select data and press CTRL SHIFT ~
Two decimal comma grouped number format	Select data and press CTRL SHIFT !
Percentage Format	Select data and press CTRL SHIFT %
$ Currency Format	Select data and press CTRL SHIFT $
Date Format	Select data and press CTRL SHIFT #
Time format	Select data and press CTRL SHIFT @

Commonly used functions

Function	What it does	Function Syntax
The IF Function	Allows you to selectively use a value, text or formula based on a condition (called a logical test)	=IF(logical_test,[value_if_true],[value_if_false])
The DATE function	Complies the serial number that Excel uses to store dates	=DATE(year,month,day)
The YEAR function	Extracts the year from a serial number date	=YEAR(serial_number)
The MONTH function	Extracts the month from a serial number date	=MONTH(serial_number)
The DAY function	Extracts the numeric day from a serial number date	=DAY(serial_number)
The VLOOKUP function	Looks up an item in the first column of a table array and returns an associated value from a designated column to the right	=VLOOKUP(lookup_value,table_array,col_index_num,[range_lookup])
The TODAY function	Returns the system date (dynamic)	=TODAY()
The NOW function	Returns the system date and time (dynamic)	=NOW()

Important:
Keyboard shortcuts mentioned in this publication are for use with Windows version only. Not all keyboard shortcuts will work on all computers depending on your keyboard set up and other software installed on your system.