



### The Fundamentals

Ctrl + O	Open File
Ctrl + N	New File
Ctrl + P	Print
Ctrl + S	Save File
F12	Save File As
Ctrl + F4	Close File
Alt + F4	Close Excel
Esc	Exit Dialog
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select All
Ctrl + F	Find
Ctrl + H	Replace
Alt + Tab	Switch Windows
Alt + T + O	Options Menu
F4	Repeat Last Action

### Navigation & Data Selection

Arrow Keys	Move Around
Ctrl + Arrows	Jump to Boundary
Shift + Arrows	Select Cells
Shift + Ctrl + Arrows	Select to Boundary
Shift + F8	Select Multiple Areas

### Editing Cells

F2	Edit Cell
Del	Delete Cell Contents
Ctrl + Arrows	Skip Word(s)
Ctrl + Shift + Arrows	Highlight Word(s)
Alt + Enter	New Line in Cell
Ctrl + Enter / Tab / Shift + Tab	Edit and... Stay in Place / Go Left / Go Right

### Rows & Columns

Ctrl + Spacebar	Select Column
Shift + Spacebar	Select Row
Alt + I + R	Insert Row
Alt + I + C	Insert Column
Alt + E + D	Delete Rows/Columns
Right Mouse Button + E	Insert Cut Cells and Shift Over
Alt + D + G + G	Group Rows / Columns
Alt + D + G + U	Ungroup Rows / Columns
Alt + D + G + S	Show Rows / Columns
Alt + D + G + H	Hide Rows / Columns

### Workbooks & Worksheets

Ctrl + N	New Workbook
Ctrl + Tab	Switch Workbook
Shift + F11	New Worksheet
Alt + E + L	Del Worksheet
Ctrl + PgUp	Move to Left Worksheet
Ctrl + PgDn	Move to Right Worksheet
Alt + E + M	Move / Copy Worksheet
Shift + Ctrl + PgUp / PgDn	Select Multiple Worksheets
Alt + O + H + H	Hide Worksheet
Alt + O + H + U	Show Worksheets
Alt + O + H + R	Rename Worksheet
Alt + O + H + T	Color Tab

### Basic Formatting

Ctrl + 1	Format Dialog
Alt + E + S	Paste Special
Alt + E + S + T	Paste Formats
Alt + E + S + V	Paste Values
Alt + E + S + F	Paste Formulas
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + 5	Strikethrough
Ctrl + Shift + &	Add Borders
Ctrl + Shift + -	Delete Borders
Shift + Ctrl + ~	General
Shift + Ctrl + !	Number
Shift + Ctrl + @	Time
Shift + Ctrl + #	Date
Shift + Ctrl + \$	Currency
Shift + Ctrl + %	Percentage
Shift + Ctrl + ^	Scientific
=TEXT(Cell, Format)	Displays cell using custom format
Alt + O + C + A	Auto-Fit Col.
Alt + O + R + A	Auto-Fit Row
Alt + O + C + W	Column Width
Alt + O + R + E	Row Height
Alt + O + D	Conditional Formatting

### Dates & Times

=DATE (Year, Month, Day)	Creates new Date
=NETWORKDAYS (Start, End Date)	Business days in between 2 dates
=EOMONTH (Start Date, # Months)	Last day of month after # months
Ctrl + Shift + ;	Current Time
Ctrl + ;	Current Date



### Text Tools & Functions

Alt + D + D + D	Import External Data
=LEFT	Chars from left
=RIGHT	Chars from right
=MID	Chars from...
=FIND	Search for text within text
=SEARCH	Same, but not case sensitive
=LEN	Length of text
=SUBSTITUTE	Replace text in text with search
=REPLACE	Same, but use position instead
Alt + D + E	Text to Columns
=TRIM	Deletes Extra Spaces
=PROPER	Capitalize All First Letters
=UPPER	Make All Caps
=LOWER	Make All Lower

### Display & Printing

Alt + W + F	Freeze Panes
Alt + V + Z	Zoom
Ctrl + Mouse Scroll Wheel	Zoom
Alt + F + U	Page Setup
Alt + F + T + S	Set Print Range to Selected Area
Alt + F + V	Print Preview
Alt + V + P	Page Break View
Alt + V + N	Normal View

### Formulas and Calculations

=	Enter Formula
F9	Refresh All
F4	Anchor Cell
Ctrl + F3	Name Cell
F5	Jump to Cell
Tab	Use Suggested Name
Shift + F3	Enter Built-In Function
Alt + E + S + F	Paste Formulas
Alt + E + S + R	Paste Formats & Formulas
Ctrl + D	Copy Down
Ctrl + R	Copy Right
Ctrl + ' (apostrophe)	Copy from Above
F5, Alt + S + F + X	Go to Formulas
F5, Alt + S + O + X	Go to Constants
Ctrl + ~	Show Formulas
=IF (ISERROR (Formula), ...)	Checks formula for errors

### Lookups & Related Functions

=VLOOKUP (Value, Table, Column #)	Match Value in Left Column and Return from Column #
=HLOOKUP (Value, Table, Row #)	Match Value in Top Row and Return from Row #
=MATCH (Value, Row or Column Range)	Find Item's Position in Row/Column
=INDEX (Table, Row #, Col #)	Return Item at Row # and Column #
=INDIRECT (Ref)	Returns cell at reference given by text
=ADDRESS (Row #, Col #)	Creates cell reference

### Common Built-In Functions

=SUM	Sum Numbers
Alt + =	Sum Adjacent Cells
=COUNT	Count # Entries
=AVERAGE	Average
=MAX	Maximum
=MIN	Minimum
=SUMIF	Conditional Sum
=COUNTIF	Conditional Count
=SUMPRODUCT	Multiply and Sum Range
=ABS	Absolute Value
=IF	Conditional
=OR	One Must Be True
=AND	All Must Be True
=NPV (Discount Rate, Cash Flows)	Net Present Value of Cash Flows
=XNPV (Rate, Values, Dates)	NPV with irregular dates
=IRR (Values)	Internal Rate of Return of Investment
=XIRR (Values, Dates)	IRR with irregular dates

### Database and Array Functions

=DSUM (DB, Field, Criteria)	Sums records that match criteria
=DCOUNT (DB, Field, Criteria)	Counts records that match criteria
Ctrl + Shift + Enter	Enter Array Function
=TRANSPOSE (Rows or Columns)	Converts rows to columns and vice versa



Excel 2003  
 Quick Reference – The Most Important Keyboard Shortcuts for  
 Finance (IB, PE, HF/AM, ER, CF, etc.)

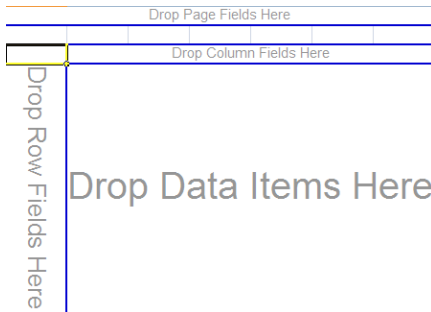
<http://breakingintowallstreet.com>

### Auditing Formulas

Ctrl + [	Immediate
	Precedents
Ctrl + ]	Immediate
	Dependents
Alt + T + U + T	Trace
	Precedents
Alt + T + U + D	Trace
	Dependents
Alt + T + U + A	Erase Traces
Shift + Ctrl + {	All Precedents
Shift + Ctrl + }	All Dependents
F5 + Enter	Jump to
	Original Cell
Shift + F2	Add/Edit
	Comment
Alt + E + A + M	Del Comment
F5, Alt + S + C	Highlight Cells
	w/ Comments

### Pivot Tables

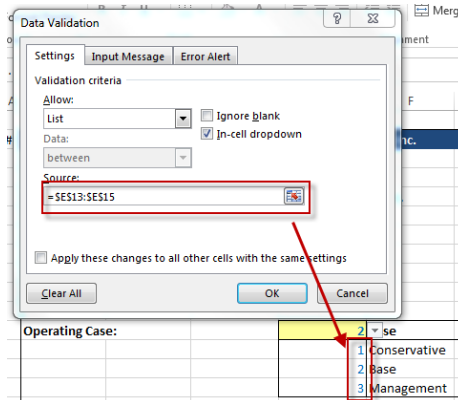
Alt + D + P Pivot Table



Drop Data Items = Calculation Area  
 Row/Column Fields = Categories

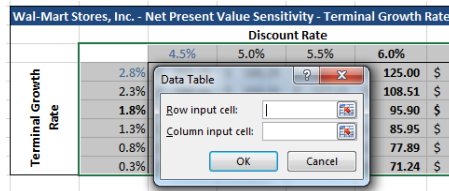
### Filtering, Sorting & Validating

Alt + D + S	Sort Data
Alt + D + F	Filter Data
Alt + D + F + A	Advanced Data
	Filter
Right Mouse	Filter by Cell's
Button + E + V	Properties
Alt + D + L	Validate Data



### Scenarios & Sensitivities

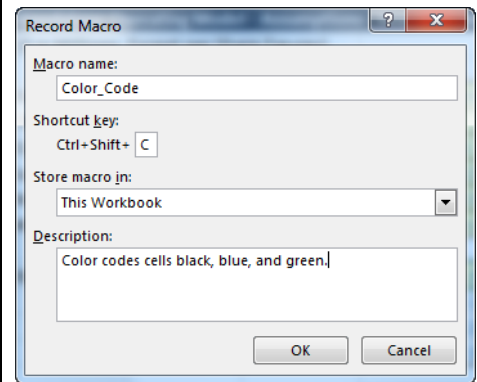
=CHOOSE	Select from List
(Number, Item1,	based on
Item2...)	Number
=OFFSET(Cell, #	Move # of Rows
Rows, # Cols)	and Columns
	from Cell
Alt + T + E	Scenario
	Manager
Alt + T + G	Goal Seek
Alt + D + T	Data Table



- **Row Input Cell** = Discount Rate
- **Column Input Cell** = Terminal Growth Rate

### Macros, VBA, and Forms

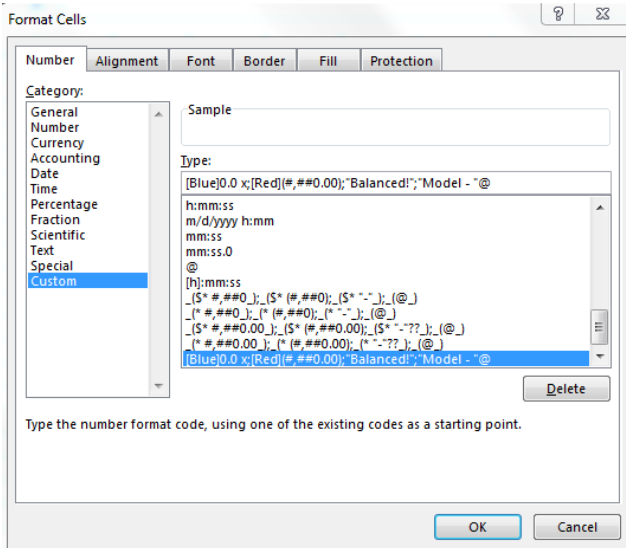
Alt + F11	VBA Editor
F5 (in VBA)	Run Macro
F2 (in VBA)	Object Browser
Ctrl + G (in VBA)	Immediate
	Window
Alt + V + T, Select	Forms Toolbar
Forms	
Alt + T + M + R	Record Macro
Alt + T + M + M	View Macros



### Graphs & Charts

Alt + I + H	Chart Wizard
	(Follow
	instructions in
	dialog box
	there)

### Custom Number Formats



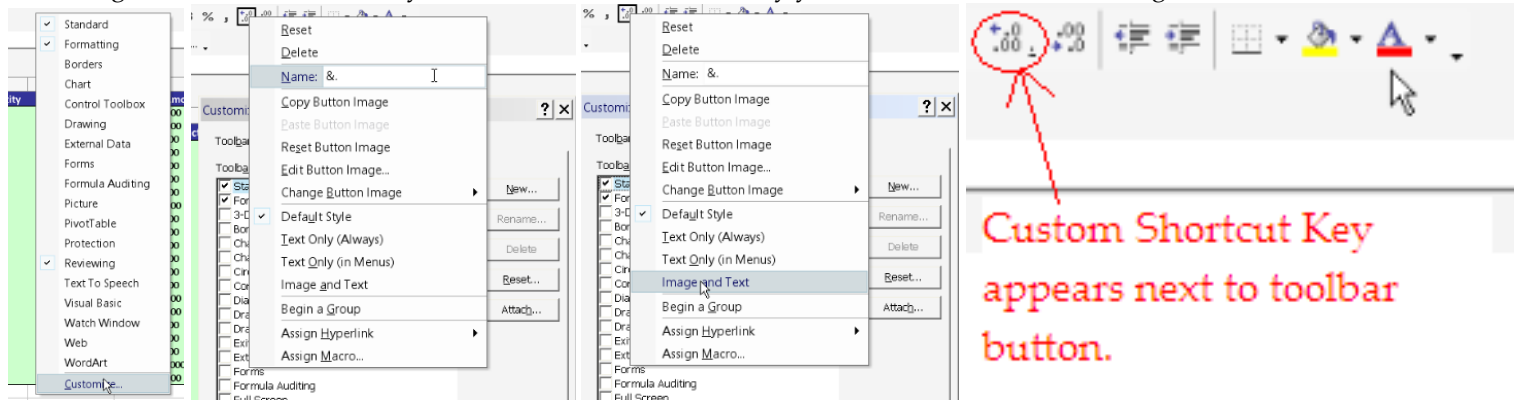
Example Data:	Displayed As:	Used For:
5	5.0x	Valuation Multiples
-1200	(1,200.00)	Negative Expenses
0	Balanced!	Balance Sheet Checks
Wal-Mart	Model – Wal-Mart	Titles & Headers

**Text on Left:** [Blue]0.0 x;[Red](#,##0.00);"Balanced!";"Model - "@

1. The order for Custom Number Formats is: **[Positive Style]; [Negative Style]; [Zero Style]; [Text Style]**
2. If you include the “@” symbol and text, the text will appear and the “@” will be replaced by what’s in the cell.
3. **[Red]** and **[Blue]** can be used for color coding.
4. For more on custom number formats, please see our separate guide – this is just a brief summary.

### Custom Keyboard Shortcuts – Excel 2003

In Excel 2003, you have to right click the toolbar first, go to “Customize,” then right click the button you want to add a shortcut for, change the Name to the “&” symbol and then the shortcut key you want, and then click “Image and Text.”



### The Optimal Excel Settings – IMPORTANT!

**Always** make sure you go to the Options menu (Alt + T + O), select the Calculation tab, and use the settings shown on the right:

Ideally, you will also disable the language bar and any plug-ins, add-ins, or macros that interfere with shortcuts, and any programs that override built-in Excel shortcuts.

You can disable automatic error-checking if you want, but we recommend leaving it on unless you’re a pro; if you go the “Edit” tab you can change in the direction the cursor moves in after editing a cell.

