



The Fundamentals

⌘ + O	Open File
⌘ + N	New File
⌘ + P	Print
⌘ + S	Save File
F12	Save File As
⌘ + W	Close File
⌘ + Q	Close Excel
Esc	Exit Dialog
⌘ + C	Copy
⌘ + X	Cut
⌘ + V	Paste
⌘ + Z	Undo
⌘ + Y	Redo
⌘ + A	Select All
⌘ + F	Find
Ctrl + H	Replace
⌘ + Tab	Switch Windows
⌘ + ,	Options Menu
⌘ + Y	Repeat Last Action
⌘ + Option + R	Show/Hide Ribbon Menu

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

Ctrl + U	Edit Cell
Del	Delete Cell Contents
Ctrl + Arrows	Skip Word(s)
Ctrl + Shift + Arrows	Highlight Word(s)
Ctrl + Option + 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
Ctrl + I	Insert Cells / Rows / Columns
Ctrl + -	Delete Cells / Rows / Columns
Right Mouse Button + E	Insert Cut Cells and Shift Over
⌘ + Shift + K	Group Rows / Columns
Shift + Alt + Right	Group Rows / Columns
⌘ + Shift + J	Ungroup Rows / Columns
Shift + Alt + Left	Ungroup Rows / Columns
Ctrl + 0	Hide Columns
Ctrl + Shift + 0	Show Columns
Ctrl + 9	Hide Rows
Ctrl + Shift + 9	Show Rows

Workbooks & Worksheets

⌘ + N	New Workbook
Ctrl + Tab	Switch Workbook
Shift + F11	New Worksheet
<i>No shortcut</i>	<i>Del Worksheet</i>
Ctrl + Fn + Up	Move to Left Worksheet
Ctrl + Fn + Down	Move to Right Worksheet
<i>No shortcut</i>	<i>Move / Copy Worksheet</i>
Shift + Ctrl + Fn + Up / Down	Select Multiple Worksheets
	<i>Hide Worksheet</i>
	<i>Show Worksheet</i>
<i>No shortcuts</i>	<i>Rename Worksheet</i>
	<i>Color Tab</i>

Basic Formatting

⌘ + 1	Format Dialog
⌘ + Ctrl + V	Paste Special
⌘ + Ctrl + V, ⌘ + T	Paste Formats
⌘ + Ctrl + V, ⌘ + V	Paste Values
⌘ + Ctrl + V, ⌘ + F	Paste Formulas
⌘ + L / E / R	Align Left / Center/ Right
⌘ + 1, Alignment	Change Indent
⌘ + B	Bold
⌘ + I	Italics
⌘ + U	Underline
⌘ + Shift + _	Strikethrough
⌘ + Alt + 0	Add Borders
⌘ + Alt + -	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
<i>No shortcuts</i>	<i>Auto-Fit Col. Auto-Fit Row</i>
<i>No shortcut</i>	<i>Column Width</i>
	<i>Row Height</i>
	<i>Conditional Formatting</i>



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
⌘ + ;	Current Time
Ctrl + ;	Current Date

Text Tools & Functions

<i>No shortcut</i>	<i>Text File Import</i>
=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
<i>No shortcut</i>	<i>Text to Columns</i>
=TRIM	Deletes Extra Spaces
=PROPER	Capitalize All First Letters
=UPPER	Make All Caps
=LOWER	Make All Lower

Display & Printing

<i>No shortcut</i>	<i>Freeze Panes</i>
Ctrl + ⌘ + Mouse Scroll Wheel	Zoom
	<i>Page Setup</i>
	<i>Set Print Range to Selected Area</i>
<i>No shortcuts</i>	<i>Print Preview</i>
	<i>Page Break View</i>
	<i>Normal View</i>
	<i>Toggle Gridlines</i>

Formulas and Calculations

=	Enter Formula
F9	Refresh All
⌘ + T	Anchor Cell
Ctrl + L	Name Cell
F5	Jump to Cell
Tab	Use Suggested Name
Shift + F3	Enter Built-In Function
⌘ + Ctrl + V, ⌘ + F	Paste Formulas
⌘ + Ctrl + V, ⌘ + R	Paste Formats & Formulas
Ctrl + D	Copy Down
Ctrl + R	Copy Right
Ctrl + ' Above	Copy from Above
F5, ⌘ + S, ⌘ + F	Go to Formulas
F5, ⌘ + S, ⌘ + O	Go to Constants
Ctrl + ~	Show Formulas
=IFERROR(Value, Value If Error)	Calculates only if no error

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
⌘ + Shift + T	Sum Adjacent Cells
=COUNT	Count # Entries
=AVERAGE	Average
=MAX	Maximum
=MIN	Minimum
=SUMIF / =SUMIFS	Conditional Sum
=COUNTIF / =COUNTIFS	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

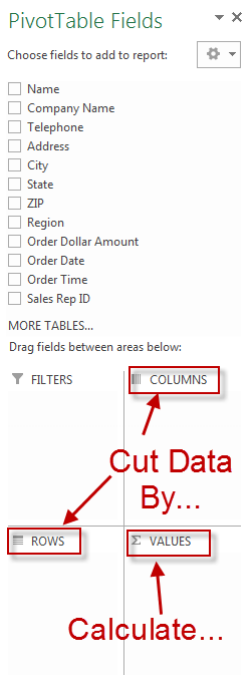
=DSUM (DB, Field, Criteria)	Sums records that match criteria
=DCOUNT (DB, Field, Criteria)	Counts records that match criteria
Ctrl + Shift + Enter	Enter Array Function
=TRANSPOSE (Rows or Columns)	Converts rows to columns and vice versa

Auditing Formulas

Ctrl + [Immediate
	Precedents
Ctrl +]	Immediate
	Dependents
	Trace Precedents
	Trace
No shortcuts	Dependents
	Erase Traces
Shift + Ctrl + {	All Precedents
Shift + Ctrl + }	All Dependents
F5 + Enter	Jump to
	Original Cell
Shift + F2	Add/Edit
	Comment
Shift + F2 + Del	Del Comment
No shortcut	Show All
	Comments
F5, ⌘ + S, ⌘ + C	Highlight Cells
	w/ Comments

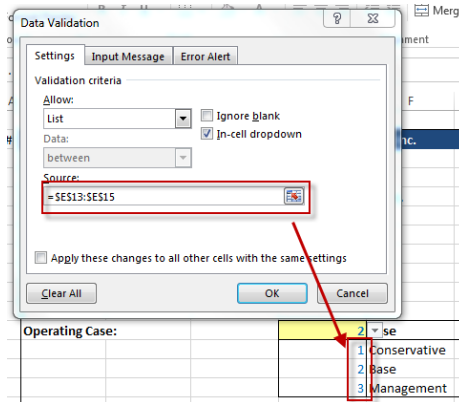
Pivot Tables

No shortcut Pivot Table



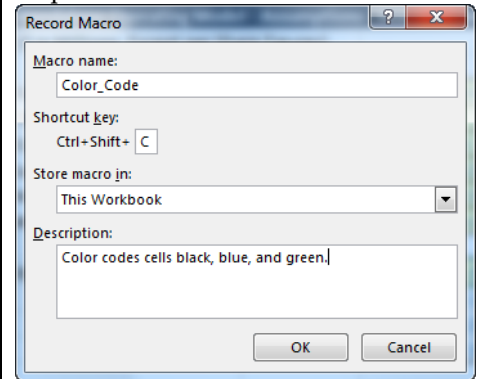
Filtering, Sorting & Validating

⌘ + Shift + R	Sort Data
	Sort Ascending
No shortcuts	Sort Descending
⌘ + Shift + F	Filter Data
No shortcut	Advanced Data
	Filter
Right Mouse	Filter by Cell's
Button + E + V	Properties
No shortcut	Remove
	Duplicates
No shortcut	Validate Data



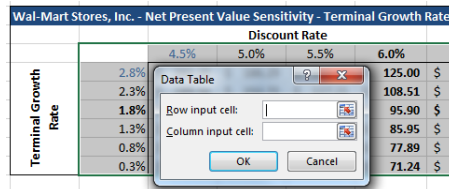
Macros, VBA, and Forms

	VBA Editor
	Run Macro
	Object Browser
	Immediate
No shortcuts	Window
	Form Control
	Use Relative
	References
	Record Macro
Option + F8	View Macros



Scenarios & Sensitivities

=CHOOSE	Select from List
(Number, Item1,	based on
Item2...)	Number
=OFFSET(Cell, #	Move # of Rows
Rows, # Cols)	and Columns
	from Cell
	Scenario
	Manager
No shortcuts	Goal Seek
	Data Table



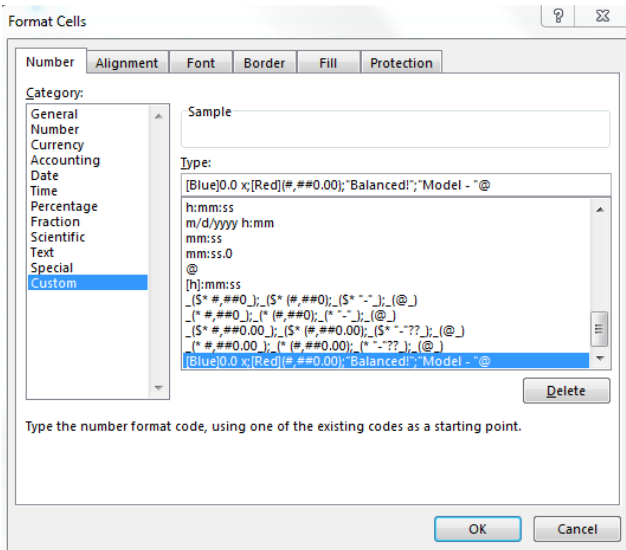
- Row Input Cell = Discount Rate
- Column Input Cell = Terminal Growth Rate

Graphs & Charts

	Column Chart
	Line Chart
	Pie Chart
	Bar Chart
	Text Box
	Combo Chart
No shortcuts	Recommended
	Chart
	Add Chart
	Element
	Design Tab
	Layout Tab
	Format Tab



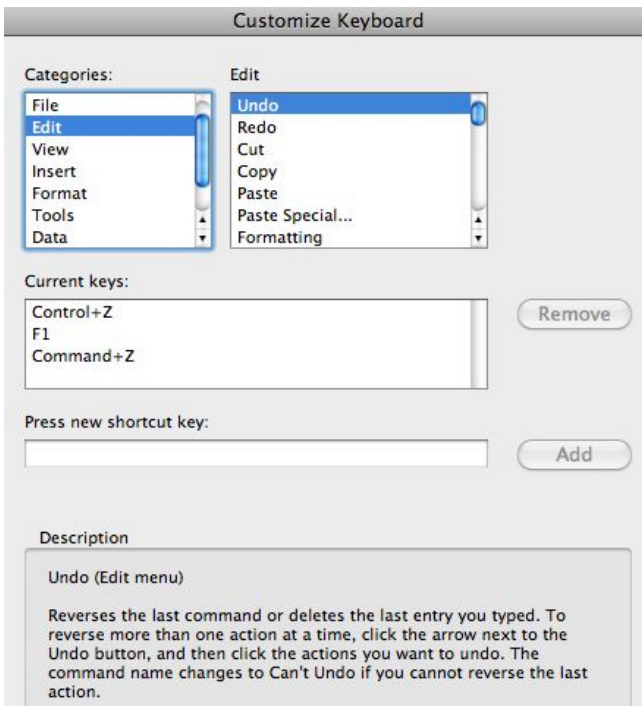
Custom Number Formats



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 – Mac Excel 2008 / 2011+

In the Mac versions of Excel, you have to go to the "Tools" menu (it may be under "File" and then "Options" depending on the Excel version) and then select "Customize Keyboard" there to create these shortcuts.

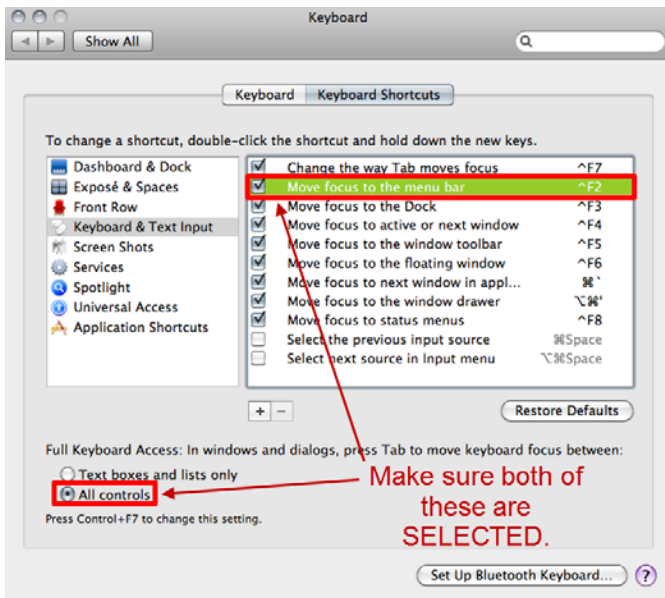
See the screenshot to the left – these shortcuts work the same way mechanically as on Windows, but the dialog box to create them looks different and you have to access that dialog box differently.

The Optimal Excel Settings – IMPORTANT!

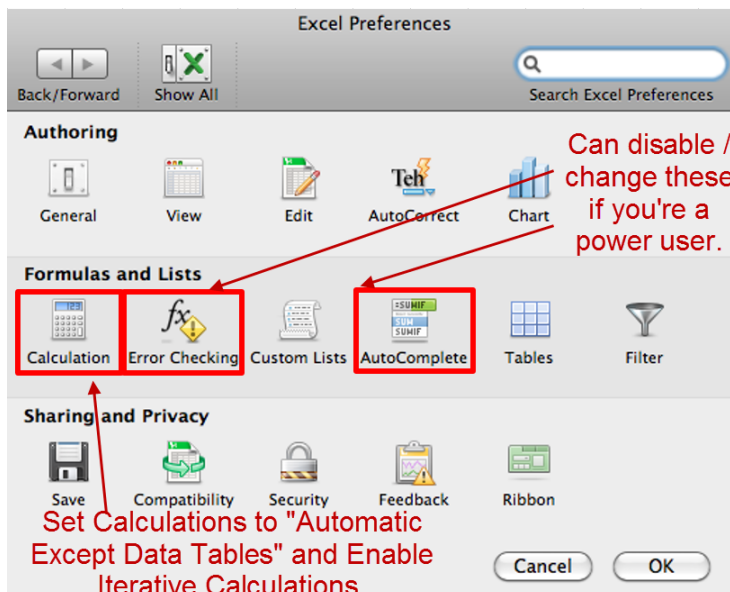
You have to go through a bunch of different steps to get Mac Excel to work properly. Let's review those steps:

STEP 1: Go to System Preferences ($\Command + \text{Space}$), *outside* of Excel and select the "Keyboard" (see screenshot on the right):

STEP 2: Then, go to the "Keyboard Shortcuts" tab and then "Keyboard & Text Input" and change the following options (see screenshot below):



STEP 3: Then, go into the Excel Preferences or Options menu *within* Excel by pressing $\Command + \text{H}$, inside the program and make the following changes:

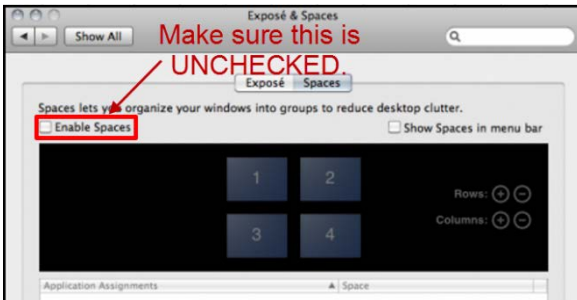
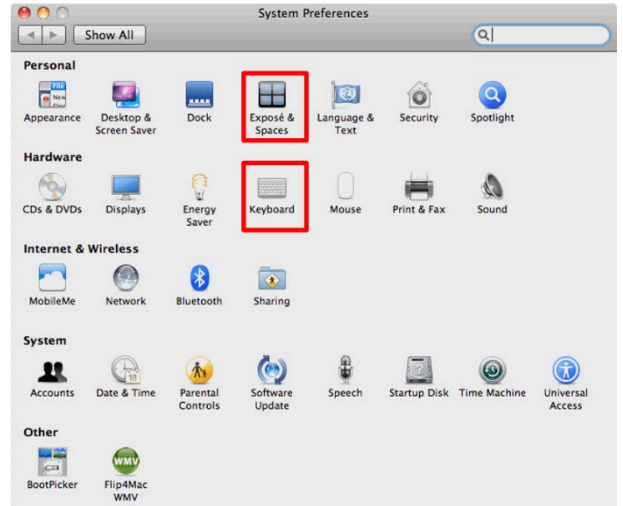




STEP 4: Now, go back to the System Preferences menu *outside of* Excel and select Exposé & Spaces and/or “Keyboard” (depending on what’s visible on your screen).

If you leave the Mac on its default settings, built-in shortcuts in the system software may interfere with essential Excel shortcuts such as Ctrl + Spacebar, so we’re going to disable some of that functionality in this part of the process.

STEP 5: Uncheck “Enable Spaces” if you actually have the Exposé & Spaces option and it looks something like the menu below:



STEP 6: Now, within the “Keyboard” option (if that’s available), go to “Keyboard Shortcuts” and then “Mission Control” and DISABLE the shortcuts shown on the right. They should be the OPPOSITE of what’s in this screenshot.

Yes, we should really find a screenshot that has both of these unchecked and disabled – it’s on the list (I don’t have a Mac setup myself, which makes this difficult).

STEP 7: Go to “Spotlight” on the left-hand side and make sure “Show Spotlight Search Field” is DISABLED. See the screenshot below:

