



Excel Shortcuts and Functions

Note: Shortcuts provided in this handout will work with most versions of Excel, but all testing was done in Excel 2007 and therefore compatibility with other versions cannot be guaranteed.

Data shortcuts

To do this...	Use this shortcut
Insert the current date	CTRL - ; (semi-colon)
Insert the current time	CTRL - : (SHIFT - semi-colon)
Copy value from above cell	CTRL - ' (apostrophe)
Display pick-list (all above values, sorted, to choose from)	ALT - Down arrow
Insert a line break	ALT - Enter
Fill selected range with value in cell currently being edited	CTRL - Enter
Show precedents for the selected cell	CTRL - [
Show ALL precedents for the selected cell	CTRL - { (CTRL - SHIFT - [)
Show dependents for the selected cell	CTRL -]
Show ALL dependents for the selected cell	CTRL - } (CTRL - SHIFT -])
Toggle between cell values and cell contents (formulas)	CTRL - (Control and Pipe, ie CTRL - SHIFT - Backslash)
Convert selected data into a standard chart	F11

Formatting shortcuts

To do this...	Use this shortcut
Format cell as date	CTRL - #
Format cell as currency	CTRL - \$ (CTRL - SHIFT - 4)
Format cell as general number	CTRL - ~ (CTRL - SHIFT - #)
Open Format Cells dialogue box	CTRL - 1
Apply border to selected range	CTRL - & (CTRL - SHIFT - 7)
Remove border from selected range	CTRL - _ (CTRL - SHIFT - dash)

Selection and navigation shortcuts

To do this...	Use this shortcut
Select a row	SHIFT - SPACEBAR
Select a column	CTRL - SPACEBAR
Select the current region ie. outwards from the current cell to the first empty column/row	CTRL - * (CTRL - SHIFT - 8) or CTRL - * on the numberpad
Insert a cell/row/column	CTRL - + (CTRL - plus)
Remove a cell/row/column	CTRL - - (CTRL - minus)

Selected Excel Functions

Function	What it does	Example usage
SUM	Adds up values in a range of cells	=SUM(A1:B10) =SUM(A1,B3,C1:C5)
AVERAGE	Calculates the average (arithmetic mean) of a range of cells	=AVERAGE(A1:B10) =AVERAGE(A1,B3,C1:C5)
MIN	Returns the lowest value in a range of cells	=MIN(A1:B10) =MIN(A1,B3,C1:C5)
MAX	Returns the highest value in a range of cells	=MAX(A1:B10) =MAX(A1,B3,C1:C5)
COUNT	Calculates the number of cells in the given range which contain a value (any value)	=COUNT(A1:B10) =COUNT(A1,B3,C1:C5)
COUNTIF	Calculates the number of cells in a given range which meet a given criteria First argument is the range, second argument is the criteria (in quotes)	=COUNTIF(range, criteria) =COUNTIF(A1:B10, ">100") =COUNTIF(A1:B20, "Holiday")
SUMIF	Adds up cells in a given range, if they meet a given criteria. Argument 1: The range to be examined for the criteria Argument 2: The criteria to be met Argument 3: The corresponding cells to be added if the criteria in argument 2 is met (optional)	=SUMIF(B2:B37, ">70") This will add any cells in the range B2 to B37 with a value greater than 70. =SUMIF(A2:A37, "January", B2:B37) This will examine cells A2 to A37, and if the word "January" is found, will add the corresponding cells in B2 to B37.