

Twitter Thread by Excel Dictionary ■■



Excel Dictionary ■■

@exceldictionary



10 must-know Excel shortcuts:

1. CTRL E

CTRL E makes complicated tasks easier than ever, thanks to Flash Fill. Flash Fill automatically fills data down a column based on detected patterns. Just enter how you want the data to appear, hit CTRL E, and Excel will fill the pattern down the column in a flash.

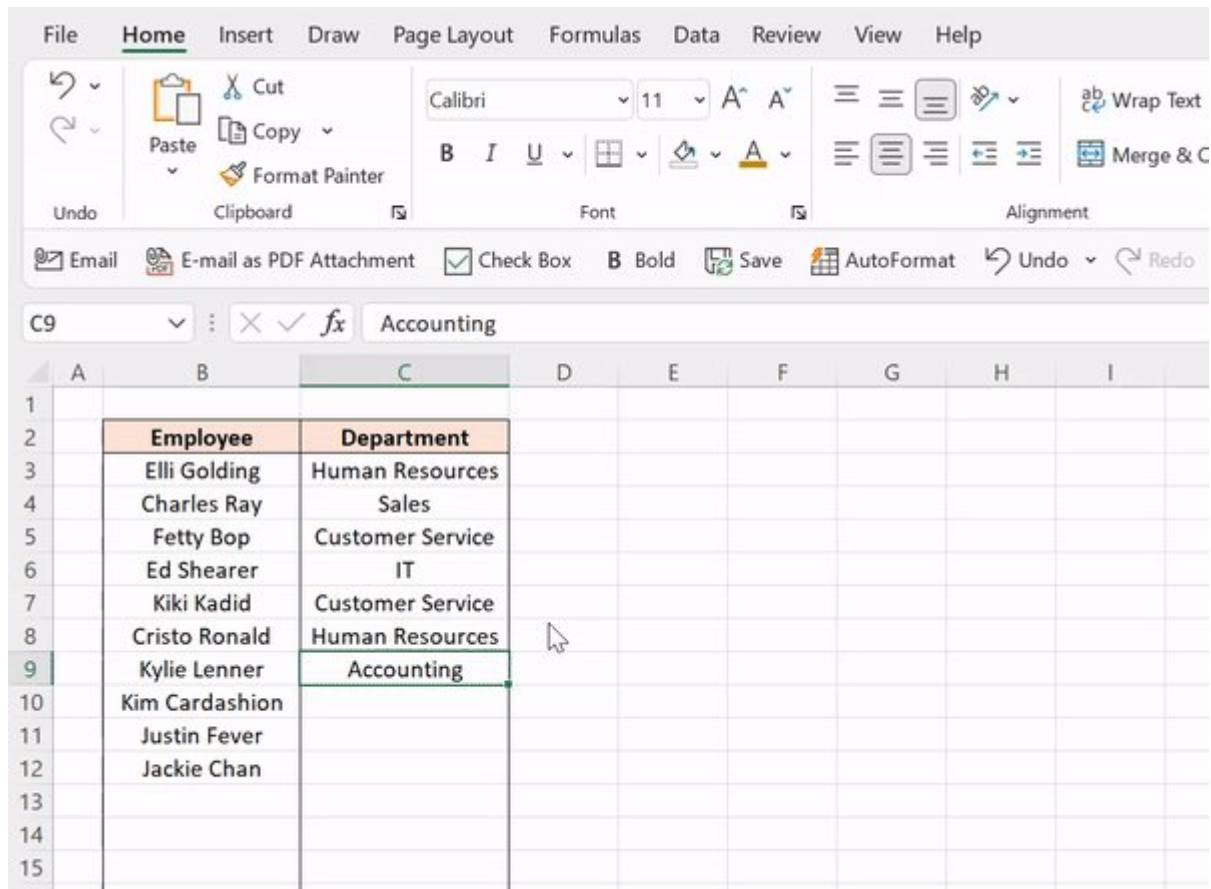
Full Name	First	Middle	Last	Initials
Elli Sam Golding				
Charles Tim Ray				
Fetty Fay Bop				
Ed Eddy Shearer				
Kiki Keys Kadid				
Cristo Don Ronald				
Kylie Kim Lenner				
Kim Ky Cardashion				

2. ALT =

Let Excel do the math for you with this shortcut! ALT = detects data in adjacent cells and automatically sums it using the SUM function. Just select an empty cell adjacent to the data that needs to be added and press ALT =.

4. ALT ↓

If you are entering repetitive data in Excel, ALT ↓ is a must-know shortcut. The Alt ↓ shortcut displays a dropdown list of all values previously entered in the column. Now, you can simply select any value, which will automatically be entered into the active cell!



5. CTRL `

When cranking out formulas in Excel, checking each one individually in the formula bar can be tedious. Instead, try the CTRL ` shortcut! CTRL ` toggles between displaying the cells' formulas and values in the active worksheet.

Month	2021	2022	2022 YTD
January	\$75,708	\$26,150	\$26,150
February	\$33,710	\$15,588	\$41,738
March	\$65,600	\$87,231	\$128,969
April	\$26,627	\$48,256	\$177,225
May	\$79,180	\$30,824	\$208,050
June	\$73,766	\$91,234	\$299,284
July	\$45,889	\$44,515	\$343,799
August	\$104,450	\$10,768	\$354,566
Total	\$506,951	\$356,588	\$354,566

6. CTRL ENTER

Dragging formulas down columns and then again across rows can be a drag. Say goodbye to the fill handle and hello to CTRL ENTER! CTRL ENTER fills the active cell's contents into selected cells. Note: The active cell has to be in editing mode for this to work.

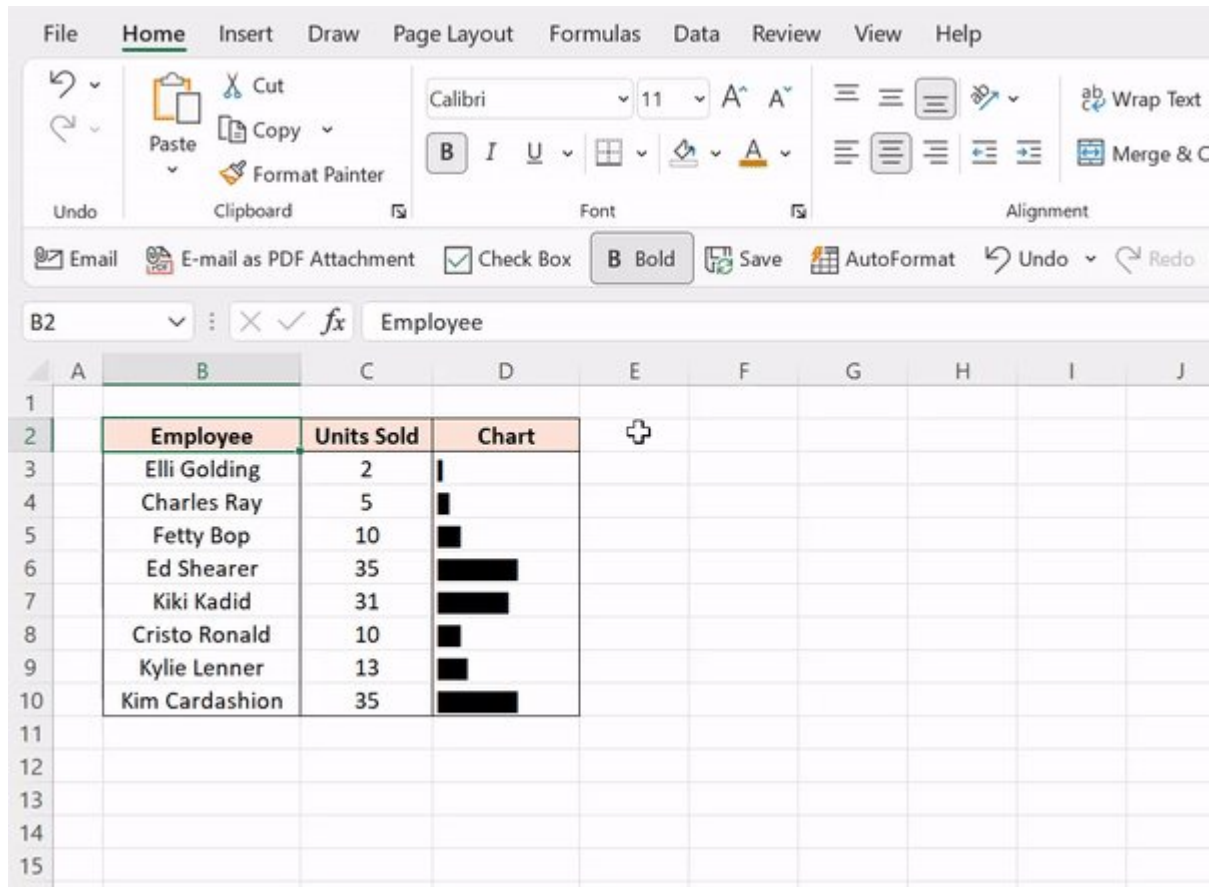
	A	B	C	D	E	F	G	H	I
1									
2		Claims	2018	2019	2020	2021	2022		
3		Plan A	\$820,879						
4		Plan B							
5		Plan C							
6		Plan D							
7		Plan E							
8									
9									
10									
11									
12									
13									
14									

7. CTRL T

Start getting into the routine of using Tables with CTRL T. CTRL T converts data to an Excel Table. Tables are a powerful tool that clean up formatting, auto-fill formulas down columns, automatically expand and update linked charts when new rows are added, and more!

9. ALT W VG

Are you team gridlines or no gridlines? If you're team no gridlines, this ones for you. The ALT W VG shortcut removes all gridlines from the active worksheet.



10. CTRL SHIFT L

Last but not least, CTRL SHIFT L. CTRL SHIFT L makes analyzing large data sets a little easier by adding the Sort&Filter toggles to the top row of the data set, so you can quickly sort and filter data.

File Home Insert Draw Page Layout Formulas Data Review View Help

Undo Paste Copy Format Painter Clipboard Font Alignment

Wrap Text Merge & C

Email E-mail as PDF Attachment Check Box Bold Save AutoFormat Undo Redo

B3 X ✓ fx Cristo Ronald

	A	B	C	D	E	F	G	H	I	J
1										
2		Representative	Region	Sales	Goal	% To Goal				
3		Cristo Ronald	West	\$11,887	\$12,000	99%				
4		Kylie Lenner	South	\$10,714	\$15,000	71%				
5		Kiki Kadid	South West	\$8,686	\$10,000	87%				
6		Dwayne Jonston	North East	\$8,493	\$15,000	57%				
7		Bill Bates	South East	\$8,257	\$12,000	69%				
8		Taylor Swooft	Central	\$8,000	\$8,000	100%				
9		Justin Fever	South East	\$7,507	\$8,000	94%				
10		Kim Cardashion	West	\$4,994	\$18,000	28%				
11										
12										
13										
14										
15										

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