

Twitter Thread by [Andrew Lokenauth](#)



Andrew Lokenauth

[@FluentInFinance](#)

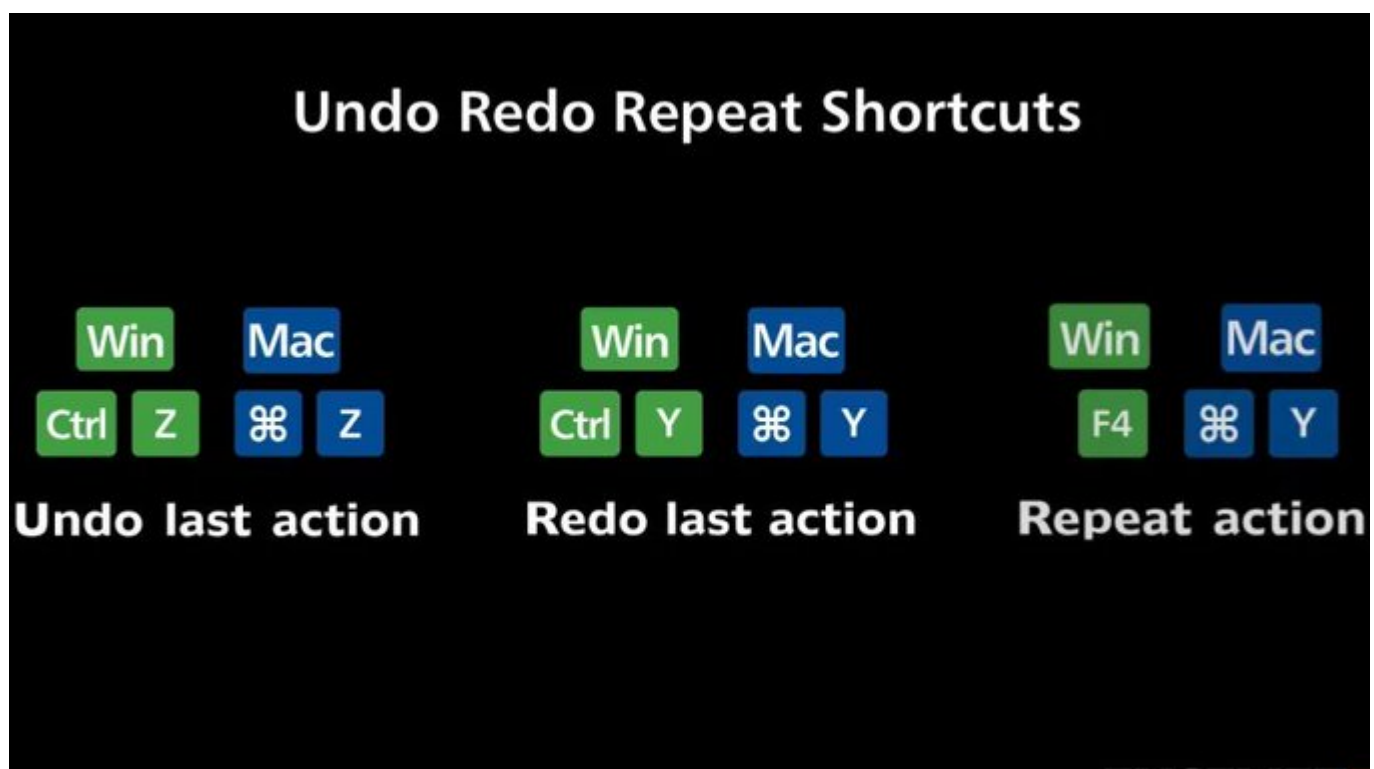


I've used Microsoft Excel for 20 years and these 10 shortcuts will make you an Excel Guru in 5 minutes & maximize your productivity 100x:

■ Don't use Excel without knowing these 10 shortcuts:

(1) Repeat the Last Action: Ctrl + Y

You have just applied a formatting style to a cell, use Ctrl + Y to quickly apply the same formatting to another cell.



(2) Display Formulas in cells: Ctrl + ~

If you have a cell that contains a formula, you can use Ctrl + ~ to switch between the formula view and the value view of the cell. This allows you to see the underlying formula used to calculate the cell value.

| B | C | D | E | F |
|---------|--------|--------|--------|---------------|
| Regions | | | | Total Sales |
| East | West | North | South | |
| 315061 | 239644 | 419174 | 558206 | =SUM(B3:E3) |
| 165471 | 100007 | 337701 | 176092 | =SUM(B4:E4) |
| 262423 | 123986 | 393941 | 452950 | =SUM(B5:E5) |
| 372992 | 264487 | 284776 | 308495 | =SUM(B6:E6) |
| 503623 | 549532 | 361769 | 513049 | =SUM(B7:E7) |
| 493140 | 487611 | 542183 | 239188 | =SUM(B8:E8) |
| 505533 | 294720 | 431705 | 104982 | =SUM(B9:E9) |
| 294859 | 135612 | 351685 | 462400 | =SUM(B10:E10) |

(3) AutoSum: Alt + =

The AutoSum shortcut is useful for quickly calculating the sum of a range of cells without having to manually type in the formula

SUM Shortcut in Excel

The screenshot shows the Excel Home tab ribbon. The formula bar displays `=SUM(A1:A5)`. In the ribbon, the 'AutoSum' button (represented by a sigma symbol) is highlighted with a red box. Below the ribbon, a green box highlights the shortcut key combination **ALT + =**. The worksheet shows a table with columns A through F and rows 1 through 5. The values in column A are 137, 235, 42, 38, and 72. The values in column B are 235, 409, 258, 380, and 72. The values in column C are 238, 213, 310, 260, and 72. The values in column D are 235, 409, 258, 380, and 72. The values in column E are 238, 213, 310, 260, and 72. The values in column F are 235, 409, 258, 380, and 72.

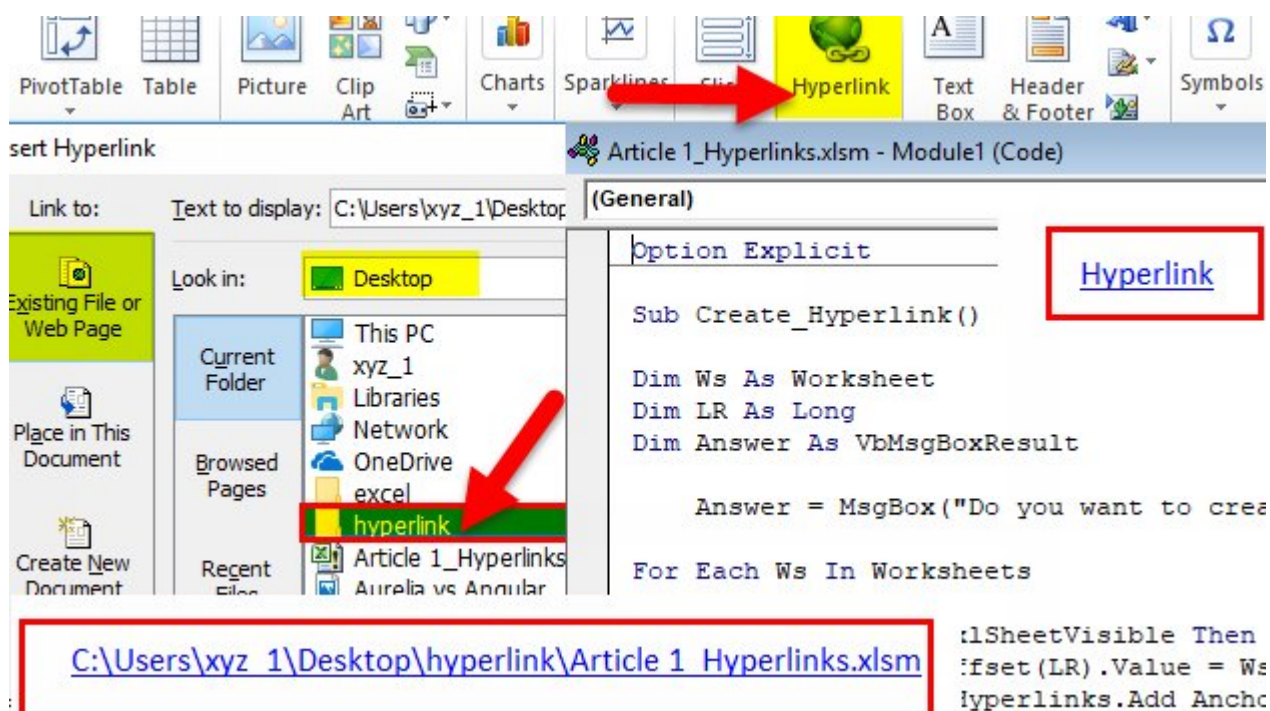
(4) Insert current date: Ctrl + ; (date)

When tracking the progress of a project, add the date each time a task is completed. Use Ctrl + ; to quickly insert the current date.

| Action | Shortcut Key |
|---------------------|------------------|
| Insert Current Date | Ctrl + ; |
| Insert Current Time | Ctrl + Shift + ; |
| Apply Date Format | Ctrl + Shift + # |
| Apply Time Format | Ctrl + Shift + @ |

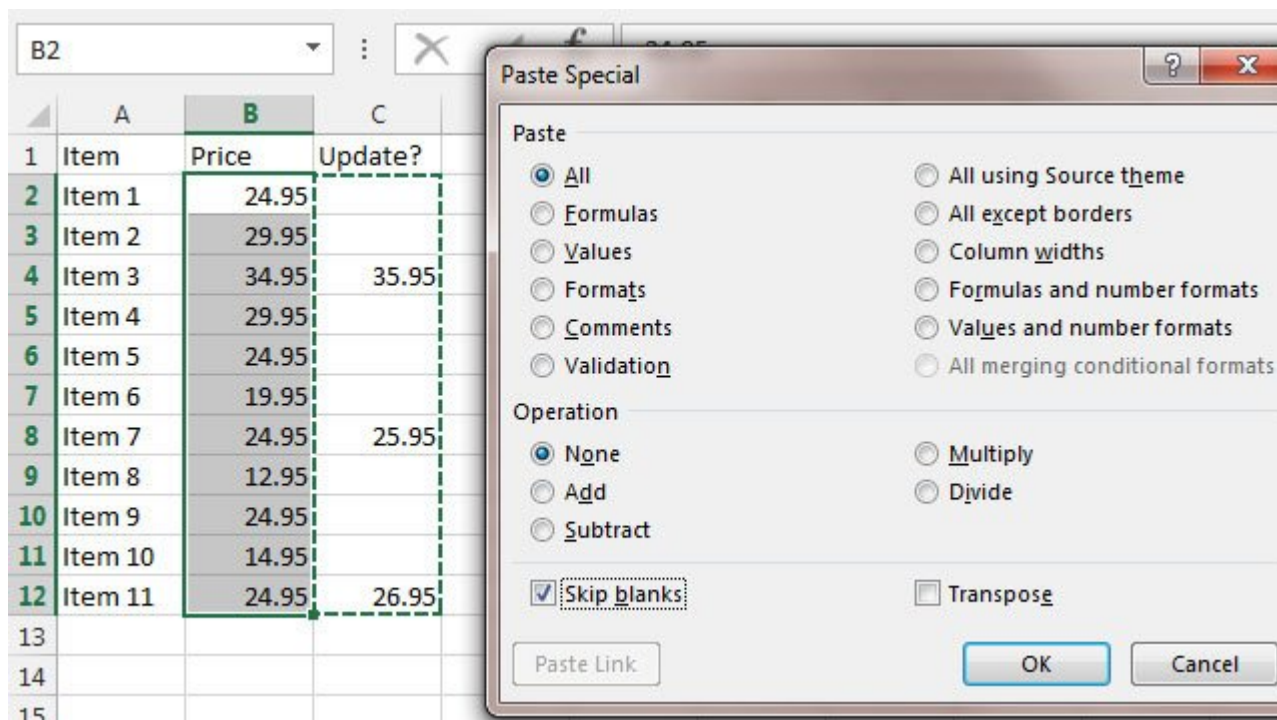
(5) Insert a hyperlink: Ctrl + K

This shortcut is useful for quickly creating a hyperlink to a website, file, or another location in your spreadsheet.



(6) Paste Special: Ctrl + Alt + V

This shortcut opens the Paste Special dialog box, allowing you to select the options for pasting the copied data, such as formatting, formulas, values, or comments.



(7) Fill down: Ctrl + D

This is useful for quickly copying data or formulas from the top cell to the cells below.

CTRL D in Excel

| | A | B | C | D | E | F | G |
|---|-------|---------|-----------|---------|-------|-----------|-------|
| 1 | Name | Physics | Chemistry | Zoology | Maths | Computers | Total |
| 2 | Robin | 100 | 90 | 80 | 70 | 60 | 400 |
| 3 | Alex | 100 | 90 | 80 | 70 | 60 | 400 |
| 4 | Adam | 100 | 90 | 80 | 70 | 60 | 400 |
| 5 | Lee | 100 | 90 | 80 | 70 | 60 | 400 |
| 6 | | | 90 | 80 | 70 | 60 | 400 |

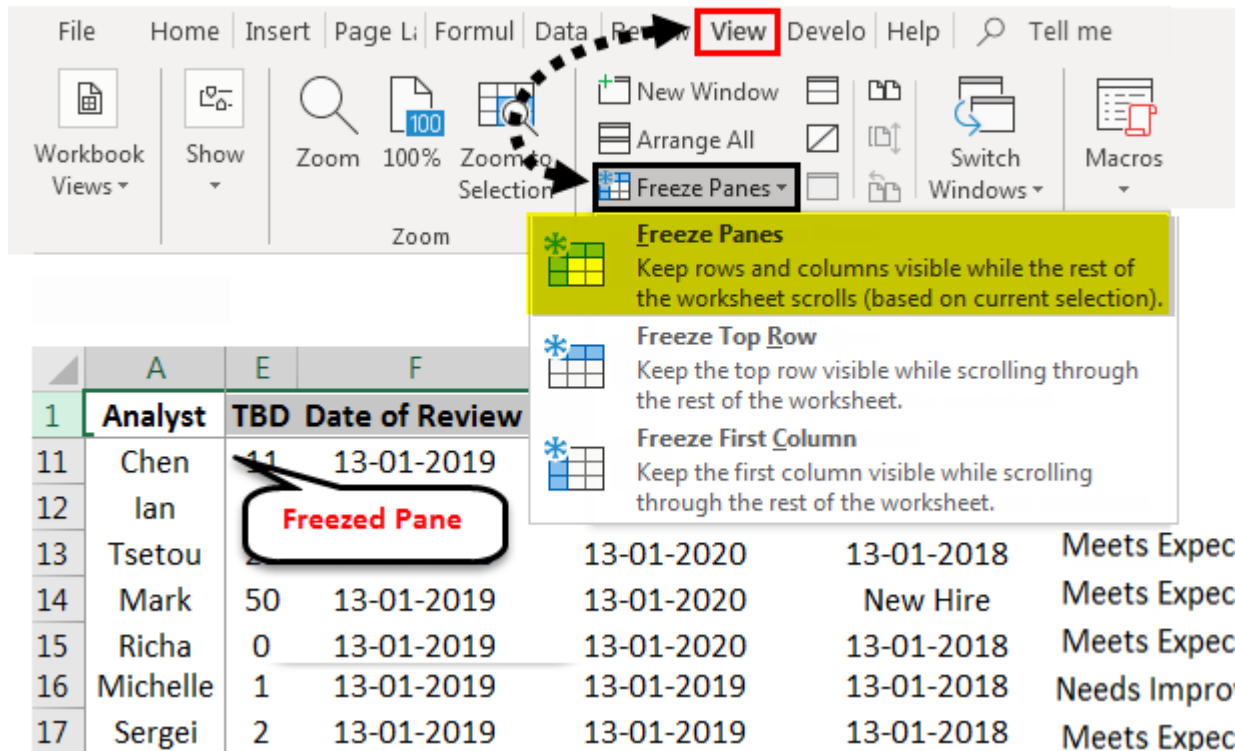
Ctrl+D copies and pastes downward in one quick shortcut

CTRL + D

(8) Freeze Panes: Alt + W + F + F

If you have data with headers in the top row, and you want to keep the headers visible while scrolling, use Alt + W + F + F to freeze the top row, so the headers remain visible while scrolling through the data.

Freeze Panes in Excel



Freeze Panes
Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).

Freeze Top Row
Keep the top row visible while scrolling through the rest of the worksheet.

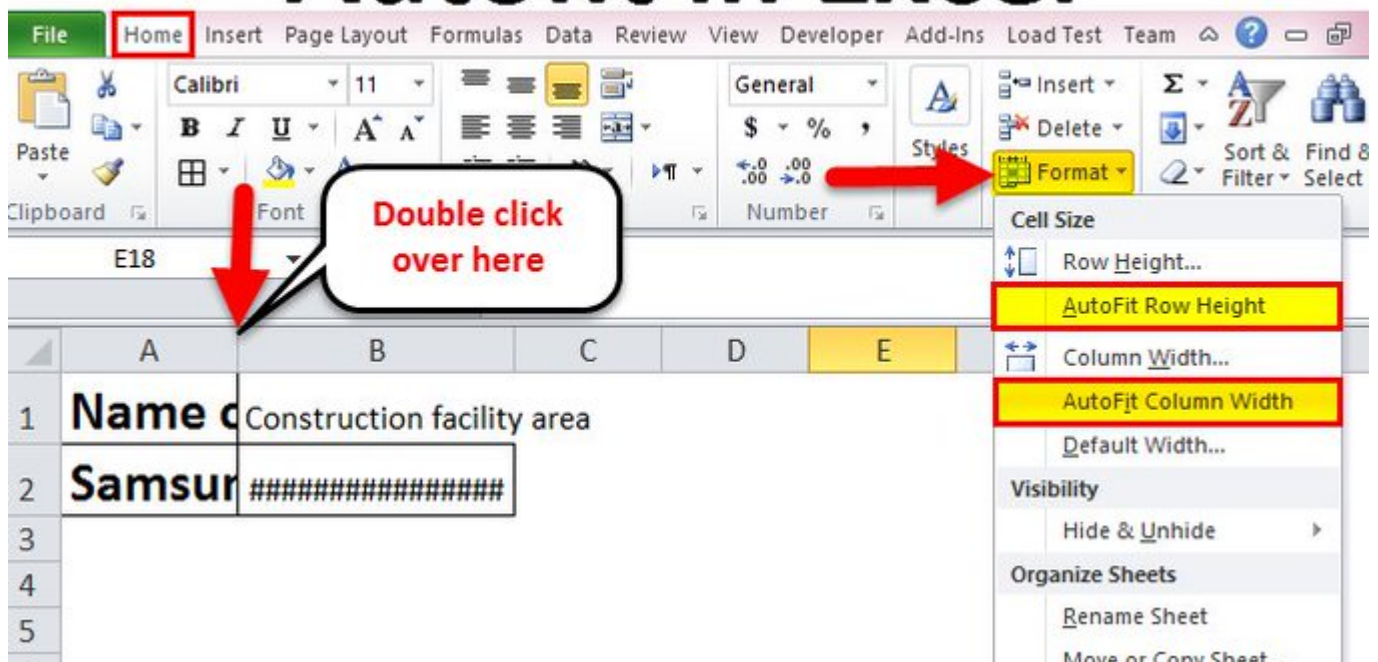
Freeze First Column
Keep the first column visible while scrolling through the rest of the worksheet.

| | A | E | F | | | |
|----|----------|-----|----------------|------------|------------|--------------|
| 1 | Analyst | TBD | Date of Review | | | |
| 11 | Chen | 11 | 13-01-2019 | | | |
| 12 | Ian | | | | | |
| 13 | Tsetou | | | 13-01-2020 | 13-01-2018 | Meets Expect |
| 14 | Mark | 50 | 13-01-2019 | 13-01-2020 | New Hire | Meets Expect |
| 15 | Richa | 0 | 13-01-2019 | 13-01-2020 | 13-01-2018 | Meets Expect |
| 16 | Michelle | 1 | 13-01-2019 | 13-01-2019 | 13-01-2018 | Needs Improv |
| 17 | Sergei | 2 | 13-01-2019 | 13-01-2019 | 13-01-2018 | Meets Expect |

(9) Autosize columns: Alt + H + O + I

If you have multiple columns, and some of the columns contain text or numbers that are too wide to display in full, then use Alt + H + O + I to quickly adjust the width of the columns to display the full content of the cells.

Autofit in Excel



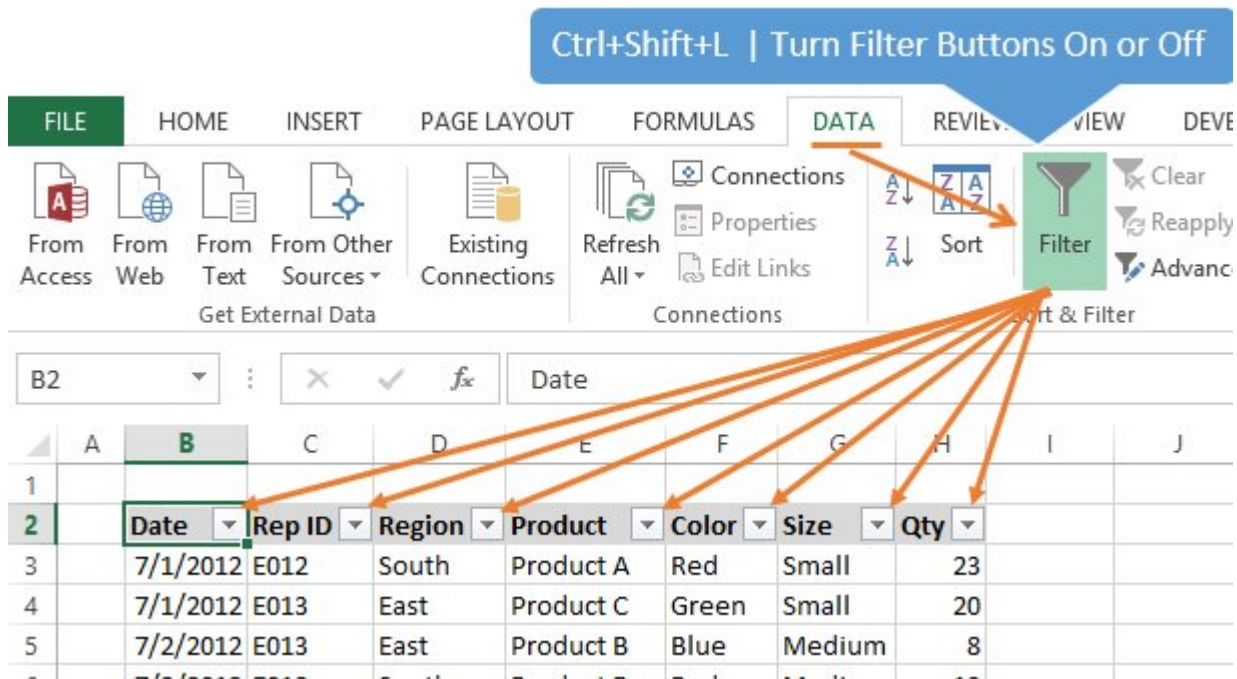
Double click over here

| | A | B | C | D | E |
|---|---------|----------------------------|---|---|---|
| 1 | Name of | Construction facility area | | | |
| 2 | Samsur | ##### | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

(10) Add Filters: Ctrl + Shift + L

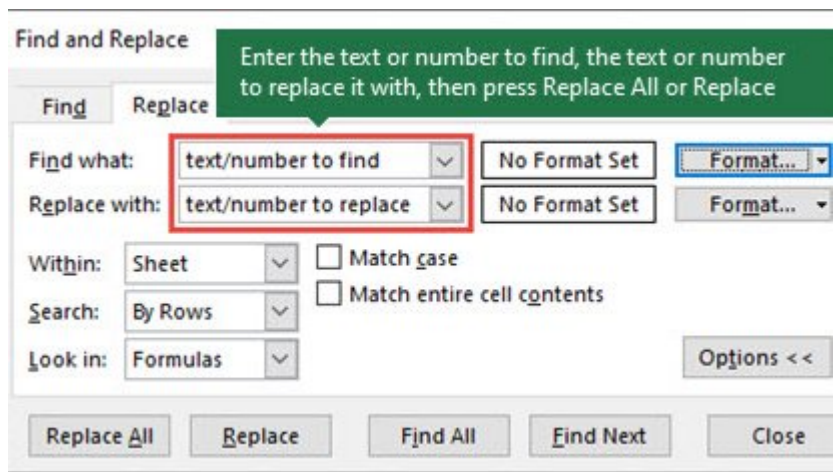
This shortcut adds a filter to the selected cells, allowing you to sort and filter the data based on certain information, such as sales data for a time period or region.

Use filter options to display only the information you need.



(11) Find & replace: Ctrl + H

If you have a word or value you need to replace with something else, use Ctrl + H to enter the text or value you want to find, and then enter the text or value you want to replace it with, to replace all instances of it.



(12) Insert Comment in a Cell: Shift + F2

This shortcut is useful for adding comments to cells to provide additional information or context about the data.

File

Home

Insert

Page Layout

Formulas

Data

Review

View

ABC

Spelling

Research

Thesaurus

Translate

Edit Comment

Delete

Previous

Next

Show/Hide Comment

Show All Comments

Show Ink

Proofing

Language

Comments

G

| 1 | Product Type | Part Number | Date of Order | Product Class | Region | Owner | Quantity | |
|----|--------------|---|---------------|--|---------|---------|----------|----|
| 2 | Mobile | Microsoft Excel: Recheck the Quantity with current sale | | 11/8/2018 | Class 1 | America | John | 12 |
| 3 | Laptop | | | 11/8/2018 | Class 1 | America | John | 21 |
| 4 | Desktop | ABC003 | 11/9/2018 | Class 1 | America | John | 12 | |
| 5 | Tablet | ABC004 | 11/9/2018 | Class 2 | America | John | 23 | |
| 6 | Mobile | ABC005 | 11/9/2018 | Class 2 | America | John | 55 | |
| 7 | Laptop | ABC006 | 11/9/2018 | Microsoft Excel: Follow-up with John to get complete sales history | | John | 67 | |
| 8 | Mobile | ABC068 | 11/19/2018 | | | Sam | 1 | |
| 9 | Laptop | ABC069 | 11/19/2018 | | | Sam | 34 | |
| 10 | Desktop | ABC070 | 11/19/2018 | Class 5 | Japan | Sam | 56 | |

Microsoft Excel is a must-have skill in today's job market. If you found this thread helpful:

- RT the FIRST tweet■
- Follow me [@FluentInFinance](#)
- Sign-up for my FREE newsletter to learn valuable skills: <https://t.co/0pElxsPaXr!>