

Twitter Thread by [Andrew Lokenauth](#)



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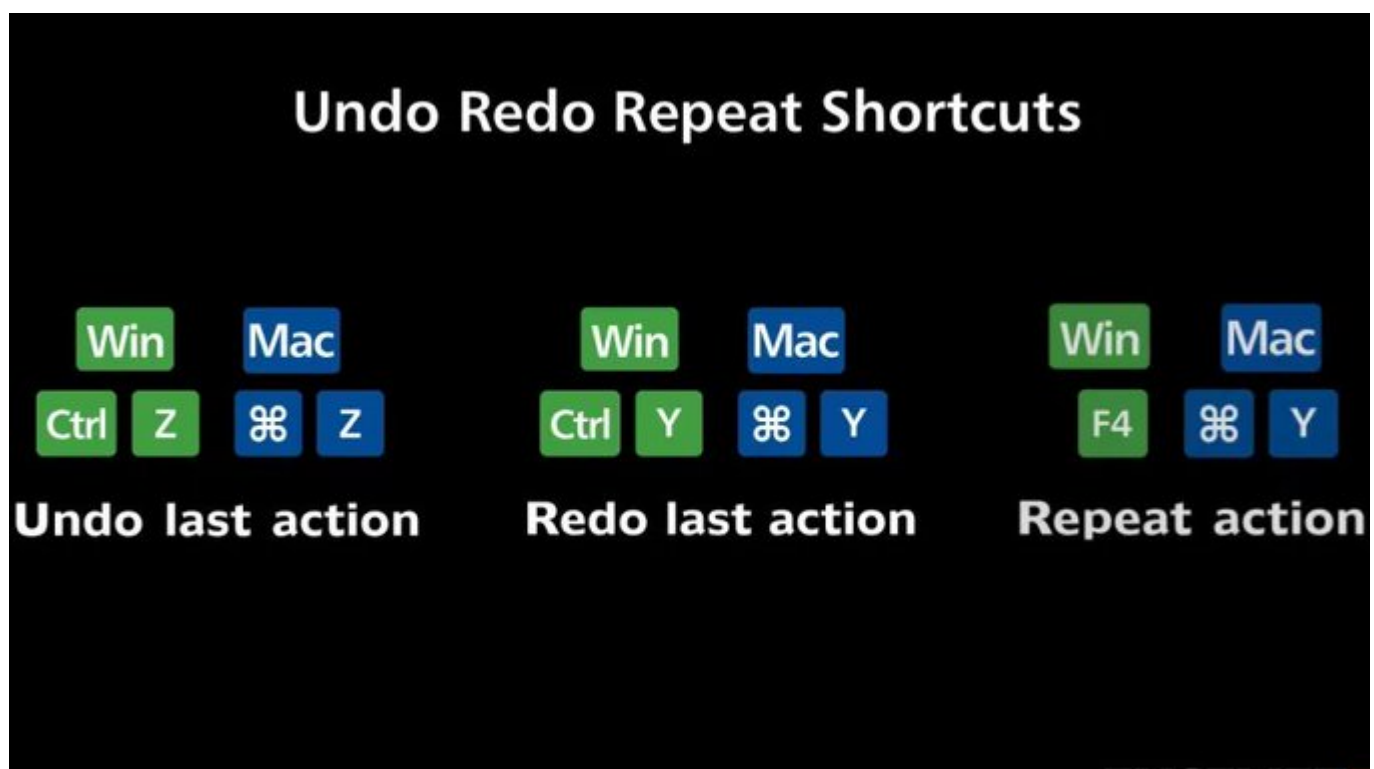


I've used Microsoft Excel for 20 years and these 10 shortcuts will make you an Excel Guru in 5 minutes & maximize your productivity 100x:

■ 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 'ALT + =' shortcut key. 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 260. The values in column C are 238, 213, 310, 260, and 42. The values in column D are 213, 380, 260, 42, and 38. The values in column E are 310, 260, 42, 38, and 72. The values in column F are 42, 38, 72, 42, and 38.

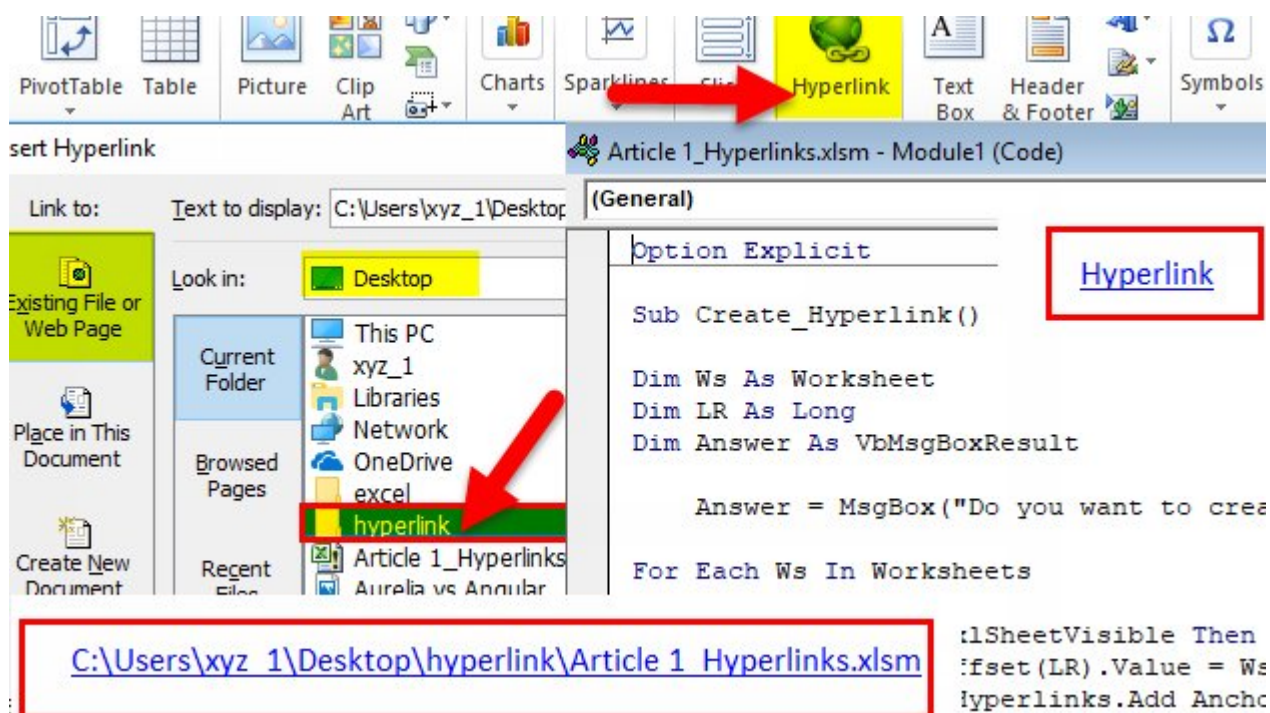
(4) Insert current date: Ctrl + ; (date)

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 + @

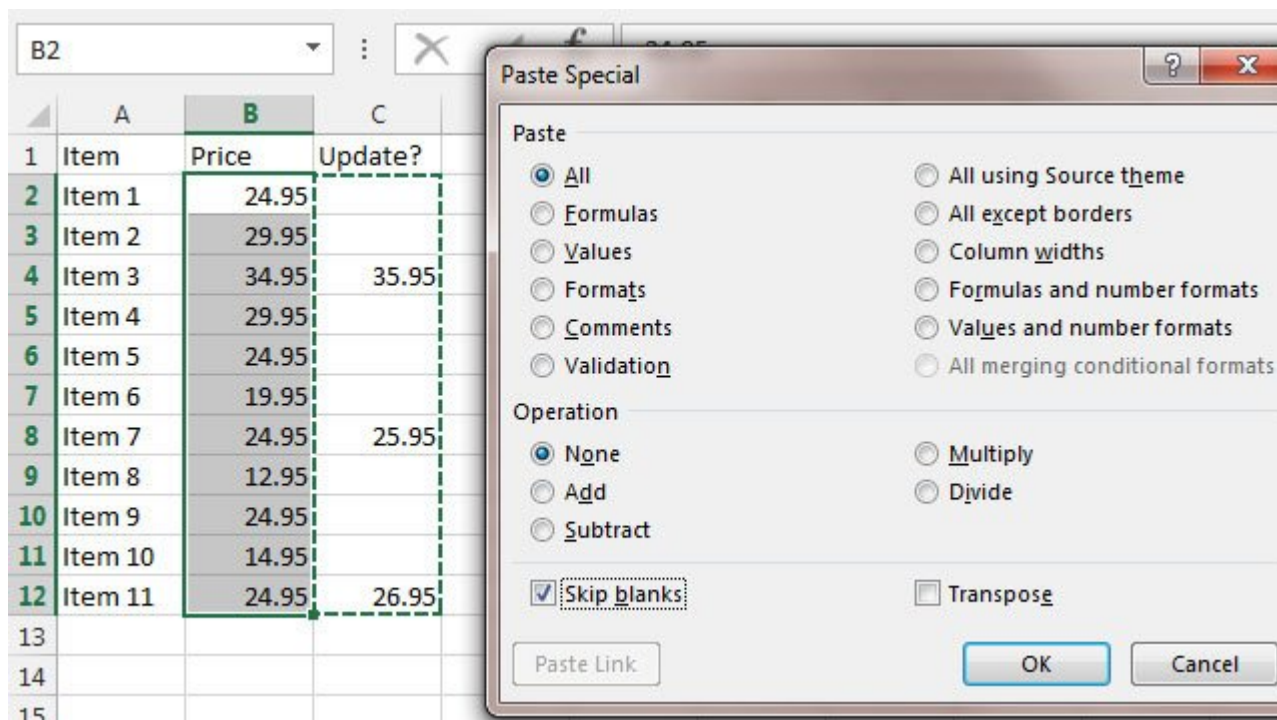
(5) Insert a hyperlink: Ctrl + K

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

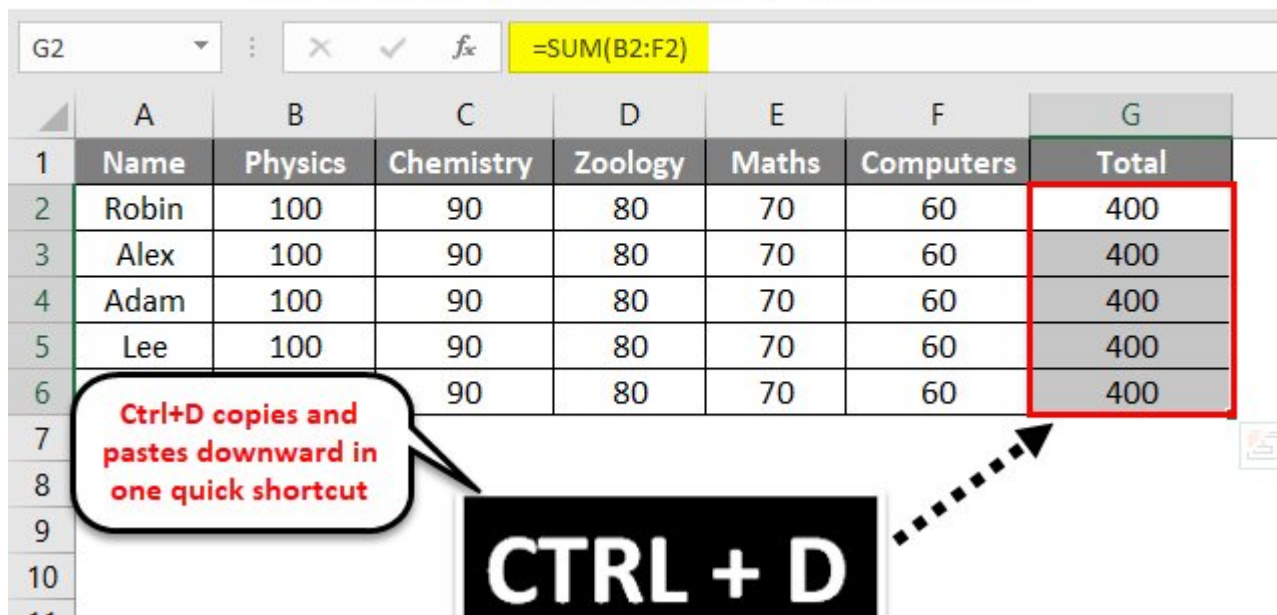
This shortcut opens the Paste Special dialog box, allowing you to select the options for pasting the copied data, such as formatting, formulas, values, or comments.



(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



(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
14	Mark	50	13-01-2019
15	Richa	0	13-01-2019
16	Michelle	1	13-01-2019
17	Sergei	2	13-01-2019

(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

Format

AutoFit Row Height

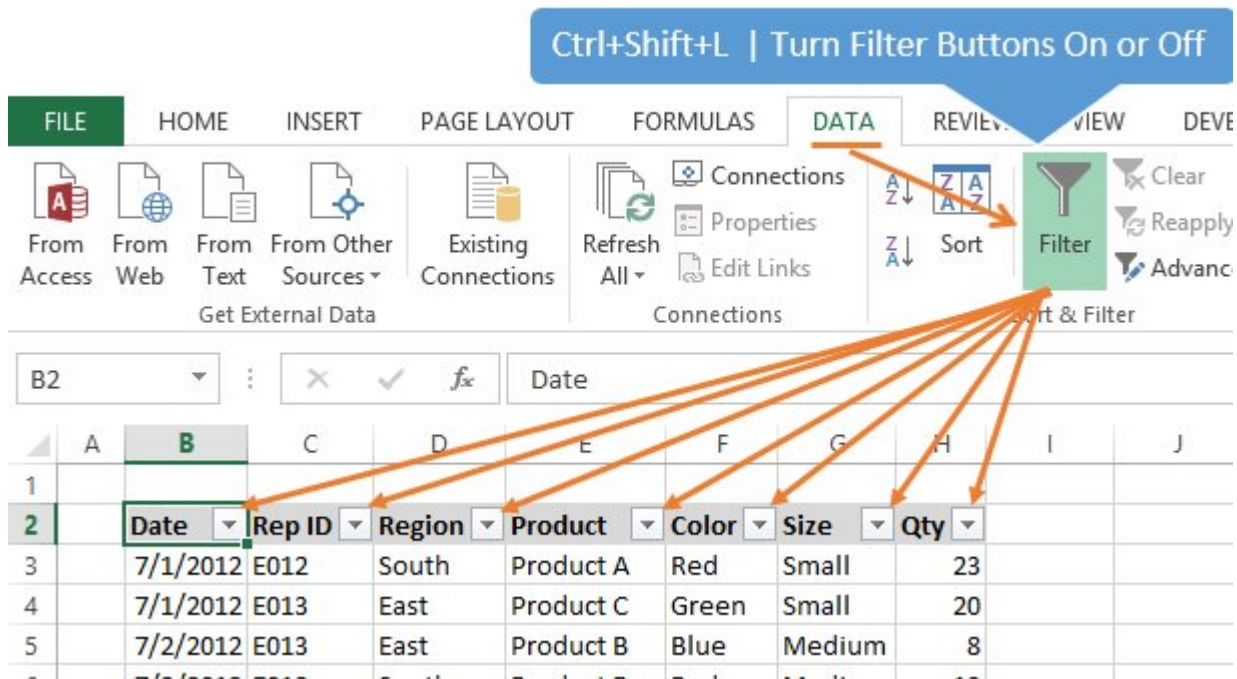
AutoFit Column Width

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

(10) Add Filters: Ctrl + Shift + L

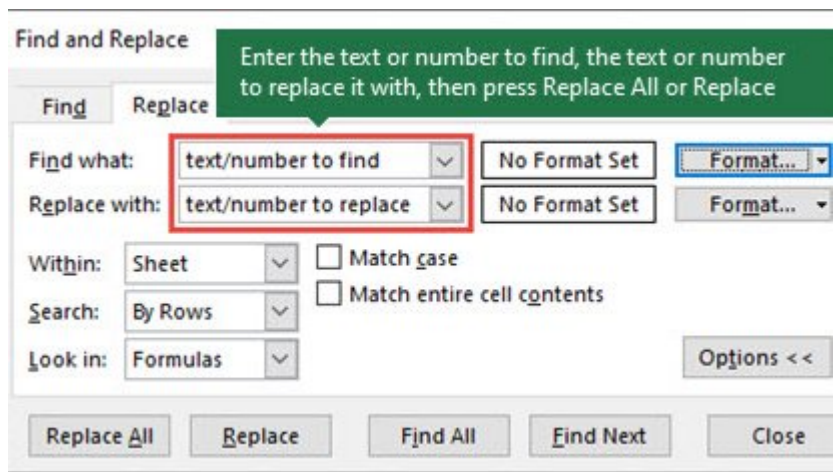
This shortcut adds a filter to the selected cells, allowing you to sort and filter the data based on certain information, such as sales data for a time period or region.

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		18	Class 1	America	John	12
3	Laptop			18	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:

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