Twitter Thread by Andrew Lokenauth

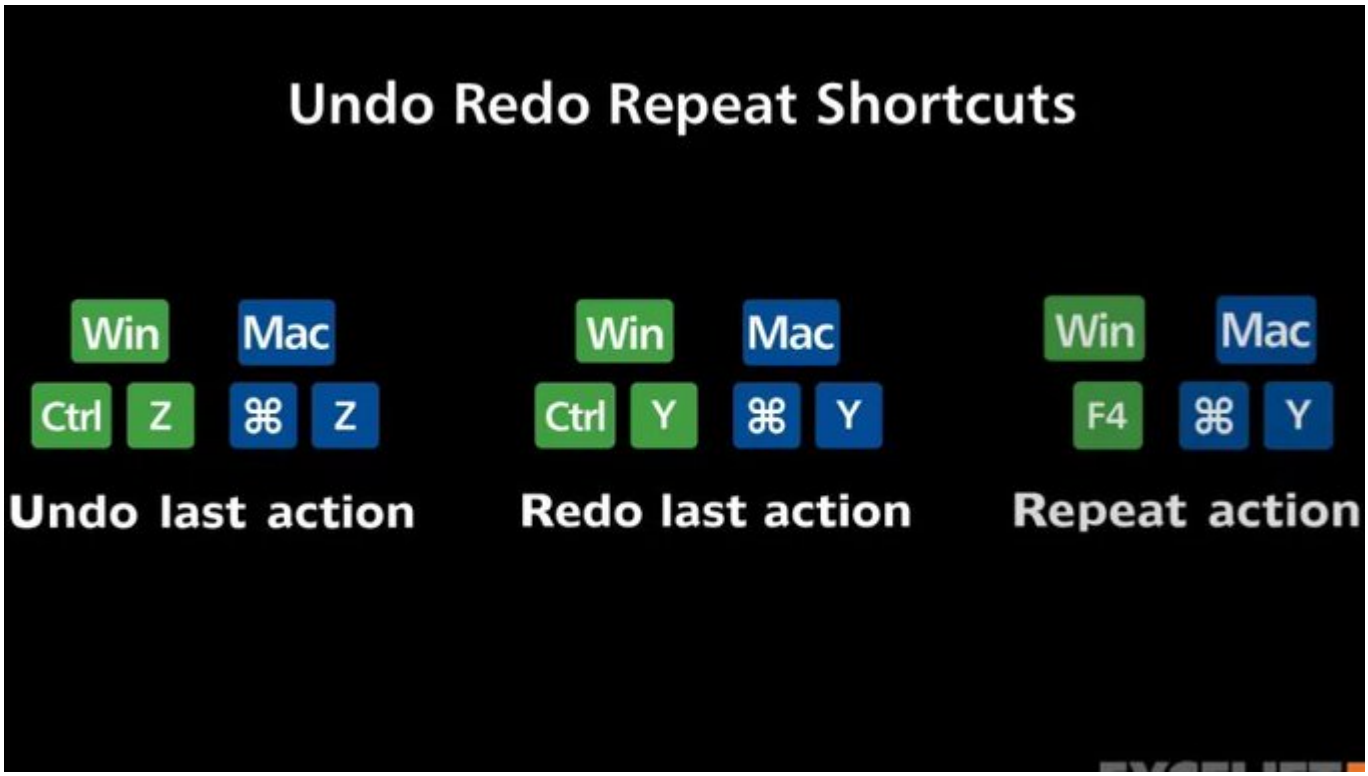
Andrew Lokenauth
@FluentInFinance

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.



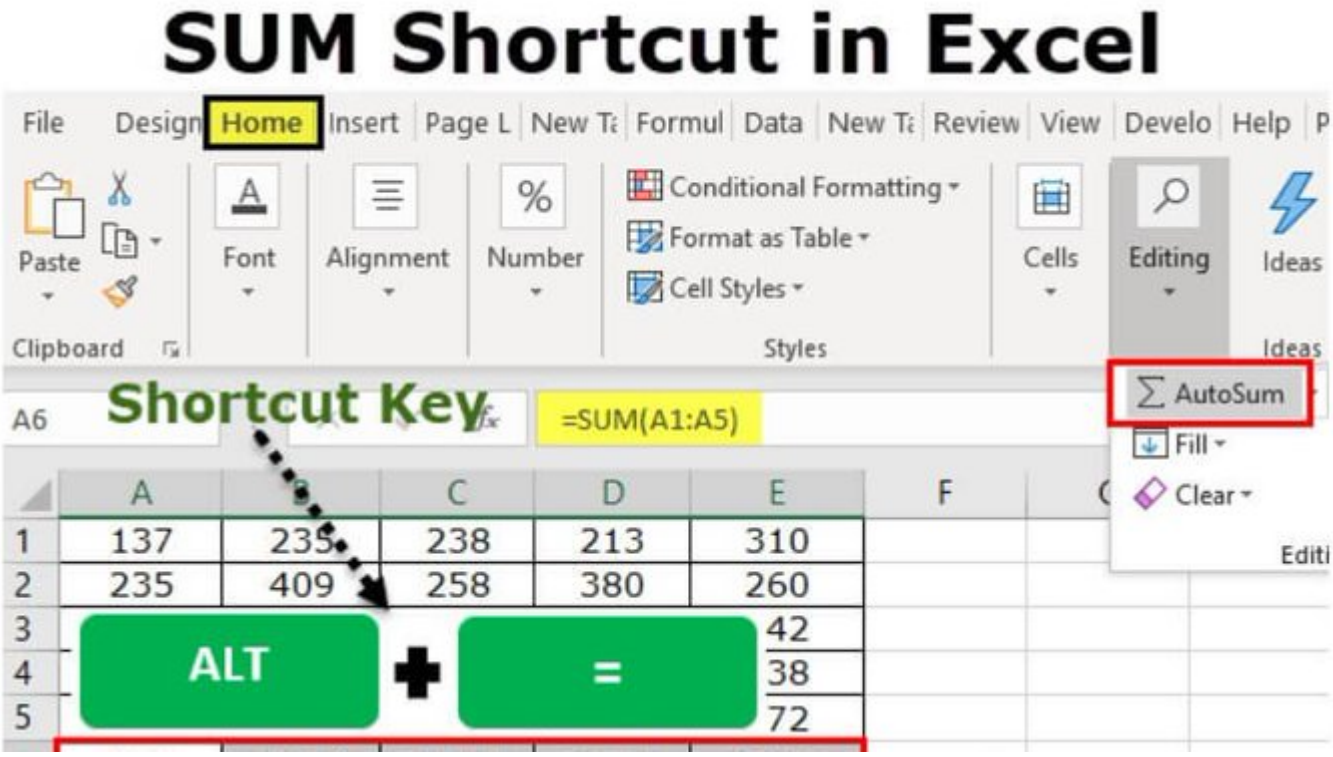
(2) Display Formulas in cells: Ctrl + ~

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



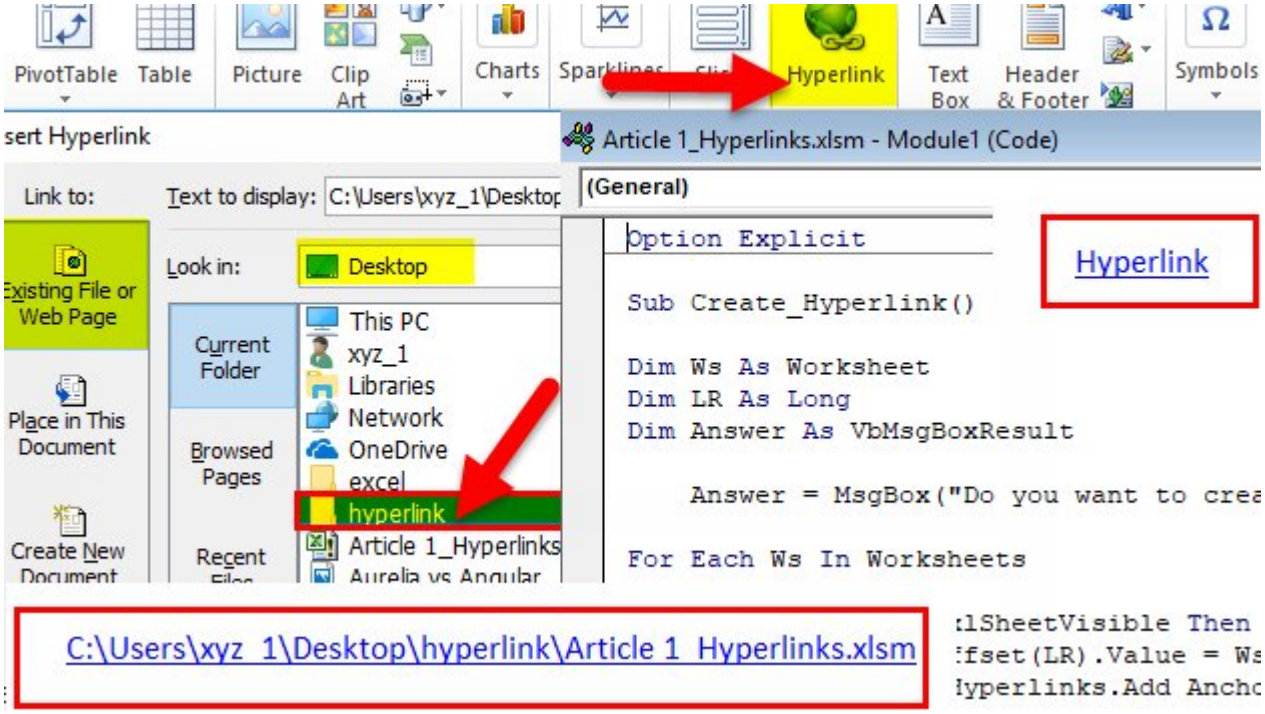
(4) Insert current date: Ctrl + ; (date)

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 + @

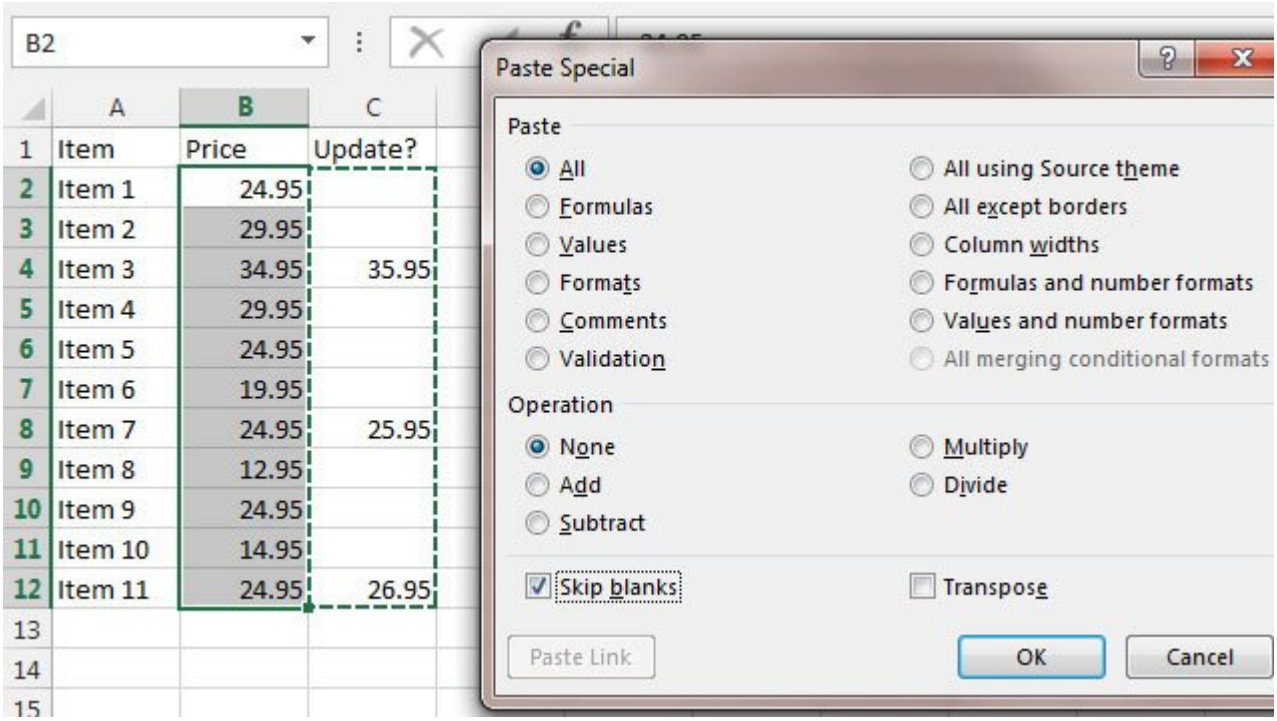
(5) Insert a hyperlink: Ctrl + K

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

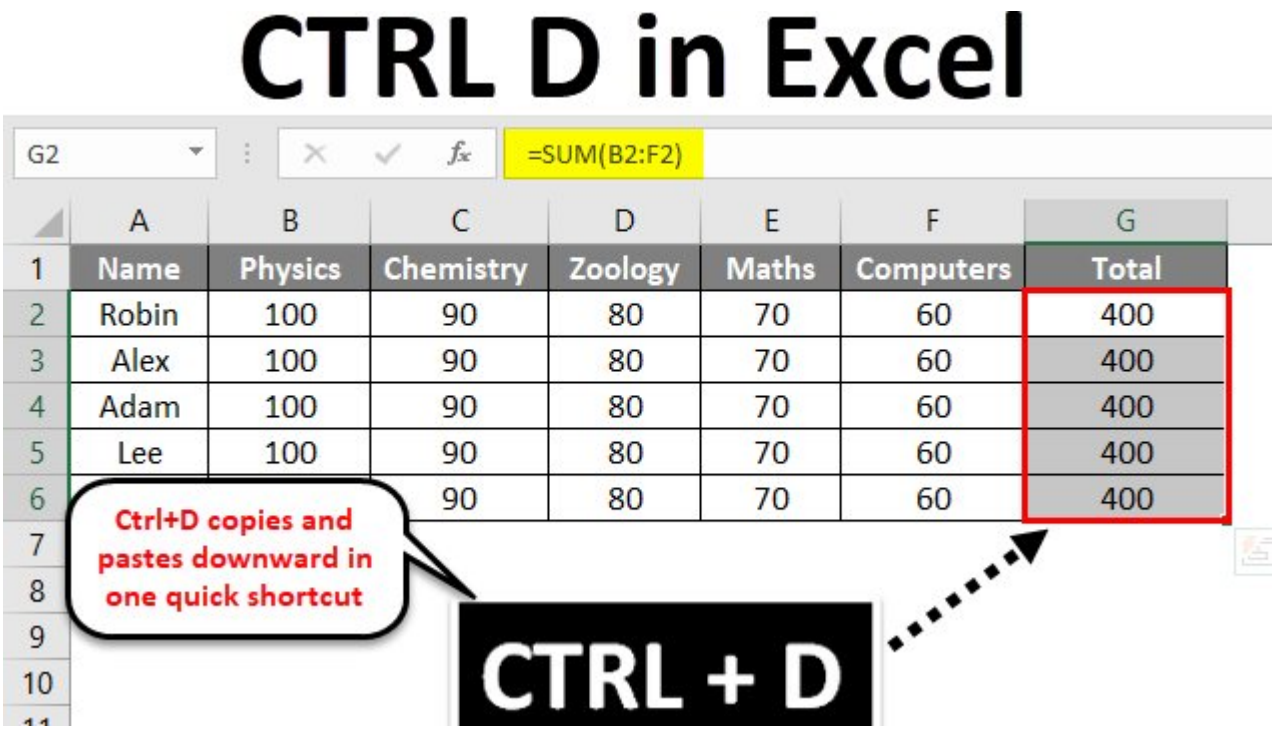
This shortcut opens the Paste Special dialog box, allowing you to select the options for pasting the copied data, such as formatting, formulas, values, or comments.



	A	B	C
1	Item	Price	Update?
2	Item 1	24.95	
3	Item 2	29.95	
4	Item 3	34.95	35.95
5	Item 4	29.95	
6	Item 5	24.95	
7	Item 6	19.95	
8	Item 7	24.95	25.95
9	Item 8	12.95	
10	Item 9	24.95	
11	Item 10	14.95	
12	Item 11	24.95	26.95
13			
14			
15			

(7) Fill down: Ctrl + D

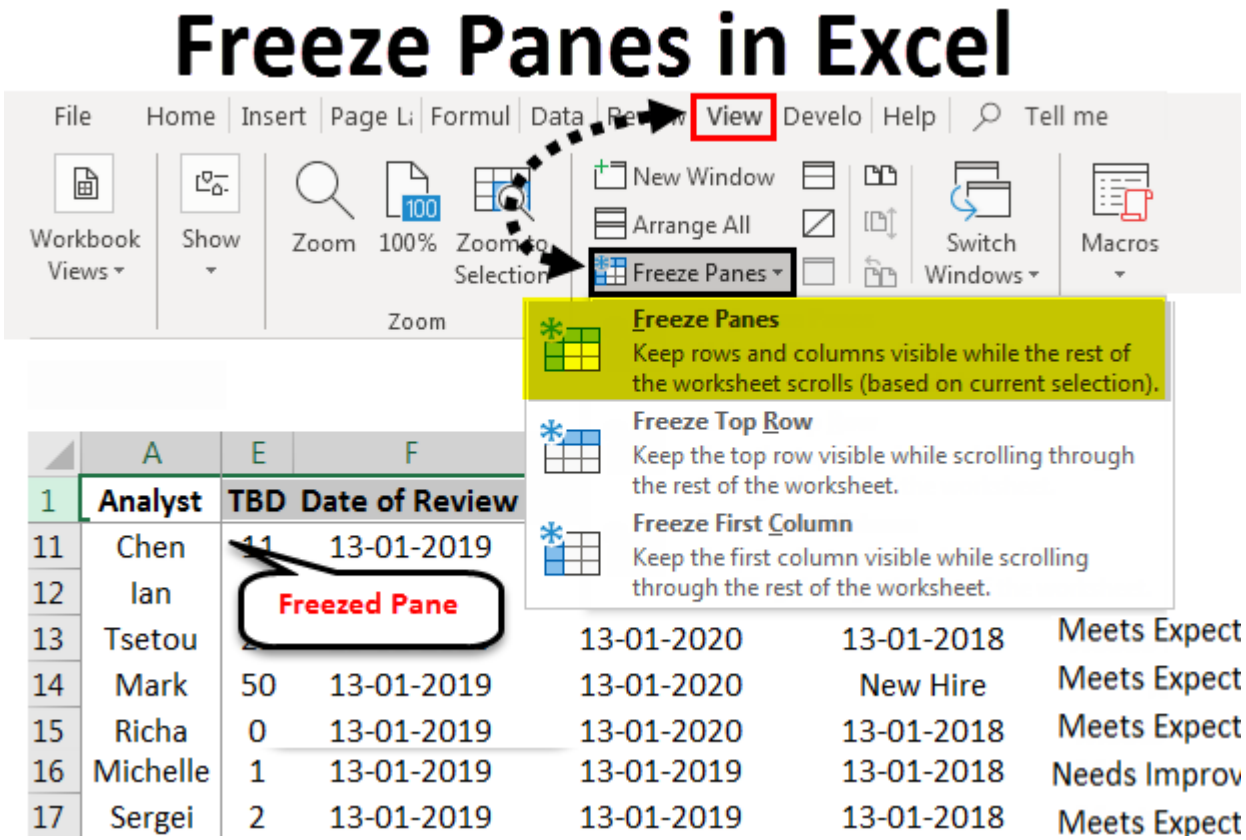
This is useful for quickly copying data or formulas from the top cell to the cells below.



	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
7							
8							
9							
10							

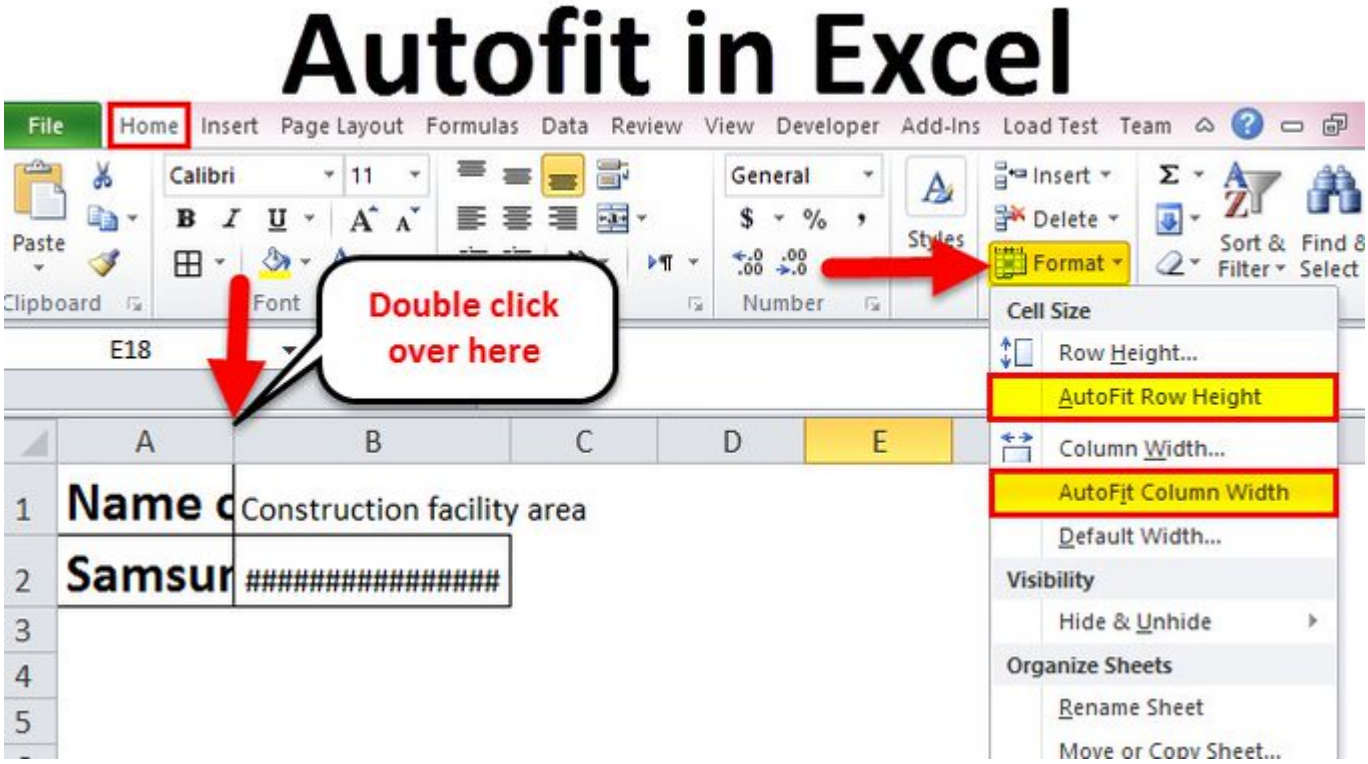
(8) Freeze Panes: Alt + W + F + F

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.



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

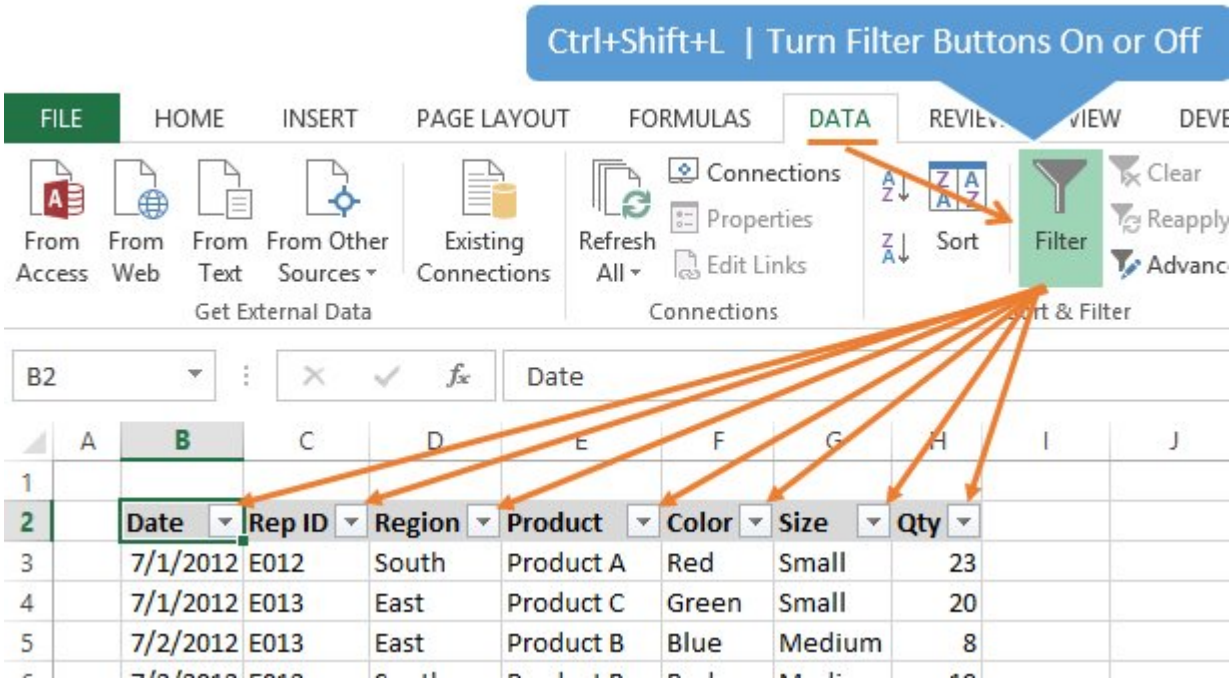
If you have multiple columns, and some of the columns contain text or numbers that are too wide to display in full, then use Alt + H + O + I to quickly adjust the width of the columns to display the full content of the cells.



(10) Add Filters: Ctrl + Shift + L

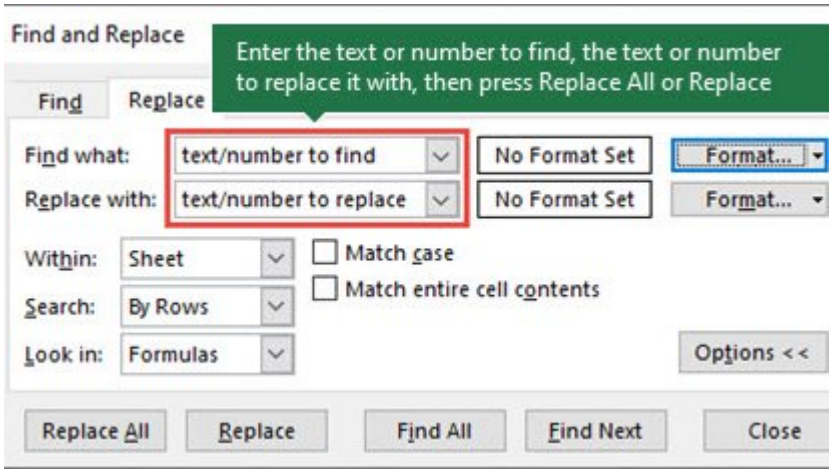
This shortcut adds a filter to the selected cells, allowing you to sort and filter the data based on certain information, such as sales data for a time period or region.

Use filter options to display only the information you need.



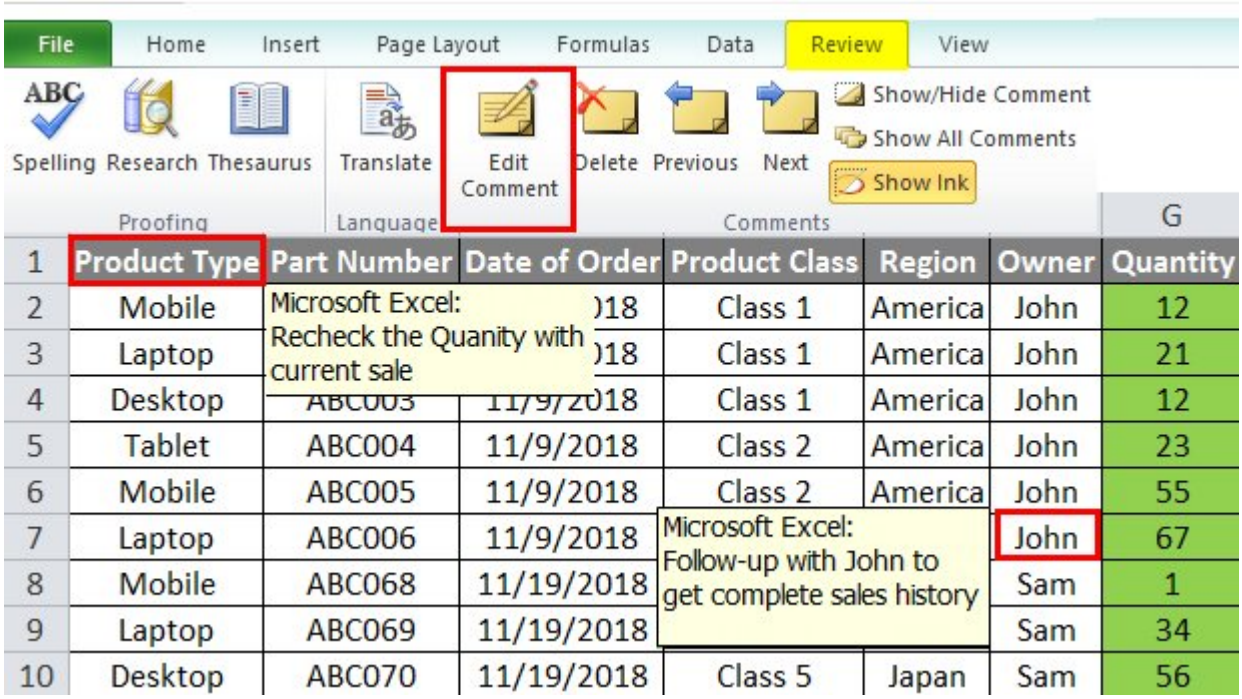
(11) Find & replace: Ctrl + H

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.



	Product Type	Part Number	Date of Order	Product Class	Region	Owner	Quantity
2	Mobile		018	Class 1	America	John	12
3	Laptop		018	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			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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