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Mac Excel 2008 / 2011+

Quick Reference – The Most Important Keyboard Shortcuts for Finance (IB, PE, HF/AM, ER, CF, etc.)

<http://breakingintowallstreet.com>

Dates & Times

=DATE (Year, Month, Day)	Creates new Date
=NETWORKDAYS (Start, End Date)	Business days in between 2 dates
=EOMONTH (Start Date, # Months)	Last day of month after # months
⌘ + ;	Current Time
Ctrl + ;	Current Date

Text Tools & Functions

<i>No shortcut</i>	<i>Text File Import</i>
=LEFT	Chars from left
=RIGHT	Chars from right
=MID	Chars from...
=FIND	Search for text within text
=SEARCH	Same, but not case sensitive
=LEN	Length of text
=SUBSTITUTE	Replace text in text with search
=REPLACE	Same, but use position instead
<i>No shortcut</i>	<i>Text to Columns</i>
=TRIM	Deletes Extra Spaces
=PROPER	Capitalize All First Letters
=UPPER	Make All Caps
=LOWER	Make All Lower

Display & Printing

<i>No shortcut</i>	<i>Freeze Panes</i>
Ctrl + ⌘ + Mouse Scroll Wheel	Zoom
	<i>Page Setup</i>
	<i>Set Print Range to Selected Area</i>
<i>No shortcuts</i>	<i>Print Preview</i>
	<i>Page Break View</i>
	<i>Normal View</i>
	<i>Toggle Gridlines</i>

Formulas and Calculations

=	Enter Formula
F9	Refresh All
⌘ + T	Anchor Cell
Ctrl + L	Name Cell
F5	Jump to Cell
Tab	Use Suggested Name
Shift + F3	Enter Built-In Function
⌘ + Ctrl + V,	Paste Formulas
⌘ + F	
⌘ + Ctrl + V,	Paste Formats & Formulas
⌘ + R	
Ctrl + D	Copy Down
Ctrl + R	Copy Right
Ctrl + '	Copy from Above
F5, ⌘ + S, ⌘ + F	Go to Formulas
F5, ⌘ + S, ⌘ + O	Go to Constants
Ctrl + ~	Show Formulas
=IFERROR(Value, Value If Error)	Calculates only if no error

Lookups & Related Functions

=VLOOKUP (Value, Table, Column #)	Match Value in Left Column and Return from Column #
=HLOOKUP (Value, Table, Row #)	Match Value in Top Row and Return from Row #
=MATCH (Value, Row or Column Range)	Find Item's Position in Row/Column
=INDEX (Table, Row #, Col #)	Return Item at Row # and Column #
=INDIRECT (Ref)	Returns cell at reference given by text
=ADDRESS (Row #, Col #)	Creates cell reference

Common Built-In Functions

=SUM	Sum Numbers
⌘ + Shift + T	Sum Adjacent Cells
=COUNT	Count # Entries
=AVERAGE	Average
=MAX	Maximum
=MIN	Minimum
=SUMIF /	Conditional Sum
=SUMIFS	Sum
=COUNTIF /	Conditional Count
=COUNTIFS	Count
=SUMPRODUCT	Multiply and Sum Range
=ABS	Absolute Value
=IF	Conditional
=OR	One Must Be True
=AND	All Must Be True
=NPV (Discount Rate, Cash Flows)	Net Present Value of Cash Flows
=XNPV (Rate, Values, Dates)	NPV with irregular dates
=IRR (Values)	Internal Rate of Return of Investment
=XIRR (Values, Dates)	IRR with irregular dates

Database and Array Functions

=DSUM (DB, Field, Criteria)	Sums records that match criteria
=DCOUNT (DB, Field, Criteria)	Counts records that match criteria
Ctrl + Shift + Enter	Enter Array Function
=TRANSPOSE (Rows or Columns)	Converts rows to columns and vice versa



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This makes all the Key Tip badges for that tab's buttons appear, as shown in the following image.. Notes: • To keep this reference available when you work, you may want to print this topic.. If you don't know the sequence, press Esc and use Key Tip badges instead Ctrl combination shortcut keys Key Description Ctrl+PgDn Switches between worksheet tabs, from left-to-right.

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3. [excel shortcuts insert row](#)

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excel shortcuts

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For example, Ctrl+C still copies to the clipboard, and Ctrl+V still pastes from the clipboard.. Keyboard access to the ribbon If you're new to the Ribbon, the information in this section can help you understand the Ribbon's keyboard shortcut model.. Useful for IBPS, UPSC, SSC, Railway and other Competitive Exams Computer Keyboard Shortcut Keys – PDF.. Most of the old Alt+ menu shortcuts still work, too However, you need to know the full shortcut from memory — there are no screen reminders of what letters to press. [Download Lagu Mp3 Dangdut Koplo Sagitta Terbaru](#)



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