



# Excel Shortcuts

## Mastering Excel

The Excel Hacks You Need to Know

## **CTRL + :** **INSERT CURRENT TIME**

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Use this shortcut to insert the time in the selected cell.

## **CTRL + ;** **INSERT CURRENT DATE**

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Use this shortcut to insert today's date in the selected cell.

## **CTRL + SHIFT + #** **CHANGE DATE FORMAT**

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Once you have inserted the current date, use this shortcut to change the format.

## **CTRL + SHIFT + \$** **APPLY CURRENCY FORMAT**

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Use this to format the selected cell as a currency.

## **CTRL + SHIFT + \$** **CHANGE CURRENCY FORMAT**

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Another formatting shortcut, use this one to change the format of currency within the selected cell.

## **CTRL + SHIFT + %** **APPLY PERCENTAGE FORMAT**

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Use this to format the selected cell as a percentage.

## **CTRL + D**

### **DUPLICATE CELL**

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Pressing ctrl + D will duplicate the above cell, saves time with formatting, it will also copy any formula listed within the above cell.

## **ALT + ENTER**

### **START A NEW LINE IN THE SAME CELL**

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Writing a lot of text in one cell? Use this short cut to start a new line within the same cell.

## **ALT + =**

### **INSERT TOTAL SUM**

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By highlighting the block and and pressing ALT and = at the same time you will get the SUM. Just make sure you have a spare column on the right and at the bottom for your summarised data.

## **CTRL + SPACEBAR**

### **SELECT THE ENTIRE COLUMN**

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Rather than using your mouse to click the column header, use this Excel shortcut to automatically select the entire column you're working in.

## **SHIFT + SPACEBAR**

### **SELECT THE ENTIRE ROW**

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In the same fashion as the above shortcut, instead of clicking the header for a row, You can use this Excel shortcut to select the entire row.

## **CTRL + SHIFT + & APPLY BORDER TO SELECTED CELL/S**

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Rather than using your mouse to navigate through the menu bar, use this Excel shortcut to apply a border to the current selected cell or cells.

## **CTRL + H FIND AND REPLACE**

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Use this Excel shortcut to replace a word or symbol or sentence that appears in your workbook. This is especially useful if you are replacing something that appears multiple times throughout a spreadsheet, including incorrectly capitalised words!

## **CTRL + ENTER ENTER THE SAME DATA IN MULTIPLE CELLS**

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This shortcut helps you enter the same data in multiple cells very quickly!

## **CTRL + 9 HIDE THE SELECTED ROW/S**

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Need to hide a row from your workbook? This shortcut will do the job for you.

## **CTRL + 0 HIDE THE SELECTED COLUMN/S**

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In the same fashion as hiding rows, use this shortcut to hide the selected column/s.

## **ALT + H + H**

### **SELECT A FILL COLOUR**

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Need to fill the selected cell/s with a colour? Use this shortcut to access the colour fill menu.

## **ALT + 7**

### **ADD BULLET POINTS WITHIN A CELL**

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Did you know you can make a bullet point list within a cell? Use this Excel shortcut to get started.

## **TEXT TO COLUMNS**

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Ok this one isn't a keyboard shortcut however, it will save you a lot of time! If you have a list of data that needs to be split into multiple cells, this tool is your friend! For example, you have a list of first and last names and need to split first name and last name into two columns. Here's how you can automate it:

1. Select the whole column with the data
2. Navigate to the 'Data' tab
3. Select 'Text to Columns'
4. Choose 'delimited' or 'fixed width' (delimited is easiest if you have a space between first and last names)
5. Choose where Excel splits the column, be it by space, comma, or another character
6. Hit next then finish!