

Helpful Shortcuts to use in MS Excel

Larger Icons on toolbar	Tools – customize – large icons
Undo shortcut	Ctrl + z
Keep date as text	Format – cell – number – date
Keep text in cell	Format – cell – alignment – wrap text
Column auto fit	Double click between columns at top
Quick fill	click cell, put cursor at bottom right of cell and drag using fill handle
Scroll to find data	Ctrl + right arrow
Hard enter when writing text in cell	Alt + enter
Current Date	Ctrl + ;
Select cells without using mouse	click first cell, shift + click on last cell
Freeze heading (row or column)	click on cell below or to right of data to freeze window – freeze panes
Freezed rows/columns to appear in print	page set-up – sheet – print titles – row/columns to appear in print
Pasting	right click - paste special – values only, with formulas, etc.
To auto fill a series (1,2,3...)	click on a series, edit - fill
Copy formatting (text colour, fill, etc.)	Paint brush tool in toolbar
To insert more than one row at a time	select rows to insert, insert – rows
Show all formulas	Tab + ~
To view more than one file on screen	Window – arrange – tile

If you have a specific question, type it as a search in google, which will give you a better range of answers than the help menu.

