

## Essential Keyboard Shortcuts

| Shortcut         | What it does                   |
|------------------|--------------------------------|
| Ctrl+C / V / X   | Copy / Paste / Cut             |
| Ctrl+Z / Y       | Undo / Redo                    |
| Ctrl+S           | Save                           |
| Ctrl+Home        | Go to cell A1                  |
| Ctrl+End         | Go to last used cell           |
| Ctrl+Arrow       | Jump to edge of data           |
| Ctrl+Shift+Arrow | Select to edge of data         |
| Ctrl+Space       | Select entire column           |
| Shift+Space      | Select entire row              |
| Ctrl+1           | Format Cells dialog            |
| Ctrl+T           | Create a Table                 |
| Alt+=            | AutoSum                        |
| Ctrl+;           | Insert today's date            |
| Ctrl+D           | Fill Down                      |
| F2               | Edit active cell               |
| F4               | Toggle absolute reference (\$) |
| Ctrl+`           | Show/hide formulas             |
| Alt+Enter        | New line inside a cell         |
| Ctrl+Shift+L     | Toggle AutoFilter              |
| Ctrl+PgUp/PgDn   | Switch sheets                  |

## Navigation & Selection

| Shortcut        | What it does                   |
|-----------------|--------------------------------|
| Ctrl+G or F5    | Go To dialog                   |
| Ctrl+F / H      | Find / Find & Replace          |
| Ctrl+Shift+End  | Select to last used cell       |
| Ctrl+A          | Select all (or current region) |
| Ctrl+Shift+Plus | Insert cells/rows/columns      |
| Ctrl+Minus      | Delete cells/rows/columns      |

## The 20 Formulas That Cover 90% of Work

| Formula         | What it does            | Example                         |
|-----------------|-------------------------|---------------------------------|
| SUM             | Add numbers             | =SUM(B2:B10)                    |
| AVERAGE         | Mean average            | =AVERAGE(B2:B10)                |
| COUNT           | Count numbers           | =COUNT(B2:B10)                  |
| COUNTA          | Count non-blanks        | =COUNTA(A2:A10)                 |
| COUNTIF         | Count with condition    | =COUNTIF(C2:C10, "Yes")         |
| SUMIF           | Sum with condition      | =SUMIF(A2:A10, "North", B2:B10) |
| IF              | Conditional logic       | =IF(B2>100, "Over", "Under")    |
| XLOOKUP         | Find and return a value | =XLOOKUP(E2, A2:A10, B2:B10)    |
| VLOOKUP         | Legacy lookup           | =VLOOKUP(E2, A2:C10, 3, FALSE)  |
| LEFT/RIGHT/MID  | Extract text            | =LEFT(A2, 3)                    |
| LEN             | Character count         | =LEN(A2)                        |
| TRIM            | Remove extra spaces     | =TRIM(A2)                       |
| CONCATENATE / & | Join text               | =A2&" "&B2                      |
| TEXT            | Format as text          | =TEXT(A2, "dd/mm/yyyy")         |
| TODAY / NOW     | Current date/time       | =TODAY()                        |
| MAX / MIN       | Largest / smallest      | =MAX(B2:B10)                    |
| ROUND           | Round a number          | =ROUND(B2, 2)                   |
| IFERROR         | Trap errors             | =IFERROR(A2/B2, "N/A")          |
| UNIQUE          | Distinct values (365)   | =UNIQUE(A2:A100)                |
| SORT            | Sort dynamically (365)  | =SORT(A2:B10, 2, -1)            |

## Quick Tips

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**Freeze panes:** Click the cell below and right of where you want the freeze → View → Freeze Panes.

**Paste Values only:** Ctrl+Alt+V then V then Enter — strips formulas, keeps just the numbers.

**Flash Fill:** Type the pattern you want in 2-3 cells, then Ctrl+E — Excel fills the rest. Magic for splitting names, reformatting codes, etc.

**Quick Analysis:** Select data, press Ctrl+Q — instant charts, totals, formatting and sparklines.