THE WALL STREET PROGRAM

The List of Excel Shortcuts

Always use Excel shortcuts whenever possible. It will help you work faster and will make you a more proficient model builder in the future.

The following is a list of the most useful Excel shortcuts. For shortcuts in which you press two or more keys together, the keys to press are separated by a plus sign. For shortcuts in which you press keys one after the other, the keys to press are separated by a comma.

The list is organized by function and by type of keys.

Document Actions	Shortcut	Test Style	Shortest
Open a Frie	CTRL+O	Bold	CTRL + B
Sew File	CTRL + N	Station .	CTRL+1
Save As	F12	Underline	CTRL + U
Save	CTRL+S	Strikethrough	CTRL + 5
Print	CTRL+P		
ind.	CTRL+F	Formatting	Shortcut
Ceplace	CTRL+H	Edit active cell	12
ke to	F5	Format as currency with 2 docimal places	SHIFT + CTRL + 5
ADDress pour pe		Format as percent with no docimal places	SHIFT + CTRL + %
arnor Movement	Shortest	Cut	CTRL + X
Top of worksheet (cell A1)	CTRL + Home	Copy	CTEL + C
ind of workshop (last cell with data)	CTRL+End	Perio	CTRL + V
and of sow	Home	Copy then pante special formats	CTRL + C, Ah, E, S, T
and of column	CTRL + Left Arrow	Copy then paste special formulas	CTEL+C, Ah, E, S, F
Move to next worksheet	CTRL + PageDown	Undo	CTEL+Z
		Reds	CTRL + V
Formulas	Shortcut	Format cells dialog Sox	CTEL+1
Current date	CTRL+;	Applies the general format	CTEL + SHIFT + ~
Curyot time	97	Dold	CTRL + B
Spelling	TI.	Underline	CTEL + U
Help	ALT + =	Malicire	CTEL+1
Macros	ALT = F8	Stelkethrough	CTRL+5
		Apply the outline border to selected cell	CTRL + SHIFT + A:
Selecting Cells	Shortcut	Remove the outline border from selected cell	CTRL + SHIFT +
All cells left of current cell	SHIFT + Lott arrow		35.05 (5.05 5.5 HTT)
All cells right of current cell	SHIFT + Right arrow		
Entire column	CTEL + Specebar		
Inding now	SHIFT + Speecher		
Entiry worksheet	CTEL + A		

Breaking Into Wall Street Excel 2007 Shortcuts

Sir James Augustus Henry Murray

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The Compact Edition of the Oxford English Dictionary Sir James Augustus Henry Murray, 1971 Micrographic reproduction of the 13 volume Oxford English dictionary published in 1933 Hacker's Guide To Microsoft Excel (How To Use Excel, Shortcuts, Modeling, Macros, and more) Kimberly Hudson, 2012-02-24 ABOUT THE BOOK Microsoft Excel is a user friendly spreadsheet program that lets you organize data create charts program time saving shortcuts and make reports It is part of the Microsoft Office Suite There are multiple versions of Microsoft Excel out there the latest being part of the Microsoft Office 2010 Suite Although you may be baffled by Excel now don't give up Once you read what Excel can do you will quickly use simple functions to answer questions create charts and increase productivity MEET THE AUTHOR Kimberly Hudson is a professional writer who lives and works in Massachusetts Graduated from American University in Washington D C with a B A magna cum laude in International Studies She spent a semester traveling China After college she was a research assistant fundraiser and has won two national awards for online newsletters Facebook http www facebook com profile php id 7403026 Twitter KimberlyNHudson Blog www thewestwaswritten wordpress com EXCERPT FROM THE BOOK Like all software products Excel has gone through multiple versions with varying degrees of usefulness Below are two of the largest issues that can quickly wreck your Excel experience The takeaway is that if you are doing high function math with Excel only use the 2010 version 1 Vanishing Macro Coding From our earlier discussion of macros we learned that it is possible to write out sets of instructions that are repeated often so you only have to push one button Excel has had issues with making this time saving tool work especially in the 2007 version According to NotebookReview com The macro recording errors that plagued Excel 2007 have been repaired In the old version including shapes or charts in your macro recording would leave the final file with huge function gaps or worse leave a blank recording altogether Definitely use Excel 2010 for a macro heavy Excel use Buy a copy to keep reading Excel 2007 Power Shortcuts ,2009 In Excel 2007 Power Shortcuts Adobe product manager and designer Michael Ninness shows many of the tips and tricks he s picked up throughout his career to make Excel work for him Michael starts with his top ten shortcuts then continues with tips for navigation cell selection formatting and data entry He shows how to make a sheet easier to read by shading every other row and demonstrates how to remove hyperlinks from selected cells He explains how to get basic statistics from the Status bar and introduces the ever useful AutoSum keyboard shortcut This course is filled with useful tips for anyone who uses Excel to track projects create spreadsheets or build forms Exercise files accompany the course **Excel 2007 Keyboard Shortcuts** Excel 2007 Power Shortcuts ,2009 Teaches shortcuts to make navigation cell selection formatting and data Ouamut,2007 entry faster for any Excel user Microsoft Office Excel 2007 Data Analysis Denise Etheridge, 2011-06-17 Welcome to the only guidebook series that takes a visual approach to professional level computer topics Open the book and you ll discover step by step screen shots that demonstrate over 110 Excel data analysis techniques including Identifying trends in your data

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