

Don't blow up your computer!



Dear Diane,

I have heard that there are some keyboard hints to use in Excel. Can you give me a few tips?

Thanks- **Likes Keyboard Better Than the Mouse**

Dear Keyboard,

Here are a few of some of my favorites. I like using the keyboard when I can since it seems to make things go faster.

1. I use **AutoSum** a lot when I am adding numbers. To do this click in the first empty cell in the column and then enter ALT + = (equals key) and it will add up every cell above.

	A	B	C	D	E	F	G	H
1	Gregorian da Account n:	Campaign Ad distrib	Clicks		Converstior	CPA		
2	4/30/2013	Bing Ads - Search Ma	Search		51	8	16%	
3	5/1/2013	Bing Ads - Search Ma	Search		58	4	7%	
4	5/2/2013	Bing Ads - Search Ma	Search		52	7	13%	
5	5/3/2013	Bing Ads - Search Ma	Search		55	8	15%	
6	5/4/2013	Bing Ads - Search Ma	Search		47	6	13%	
7	5/5/2013	Bing Ads - Search Ma	Search		63	10	16%	
8	5/6/2013	Bing Ads - Search Ma	Search		77	11	14%	
9	5/7/2013	Bing Ads - Search Ma	Search		65	9	14%	
10								
11								
12								

2. **Display Formulas with CTRL + `**

You can easily display the formula in a cell by hitting CTRL + ` (known as the accent key) – this key is furthest to the left in the row with the number keys. When shifted it is the tilde(~).

3. **Jump to the Start or End of a Column Keyboard Shortcut**

If you want to go the bottom of a long column of numbers use CTRL + ↓, or CTRL + ↑ to go to the top cell.

4. **Tab Between Worksheets**

To change to the next worksheet to the right enter CTRL + PGDN (Page Down). Conversely change to the worksheet to the left by entering CTRL + PGUP (Page Up).

5. **Double Click Format Painter**

Format Painter is a great tool to use to duplicate a format in other cells. You just have to double-click Format Painter to copy the format into multiple cells.

Hopefully these tips will help you save time.