



# Advanced Microsoft Excel Tips & Shortcuts

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# Concatenate vs. &

- Both are used to consolidate multiple cells/data items into one cell (i.e. first and last names stored in separate cells)
  - =concatenate(var1,var2...)
  - =var1&var2...



# Iferror

- Helpful when combined with vlookup to change #N/A error into something that makes sense. Ex: address lookup error could result in 'Out of Town' rather than generic #N/A
- Syntax is =iferror(formula you are testing, desired error message)



# Shortcuts – Ribbon

- Ctrl+F1
  - Expand/collapse Ribbon (allows 4 additional rows to show)
- Alt
  - Activate/Deactivate keyboard access to the Ribbon
- Tab/Shift+Tab
  - Move To Next/Previous Ribbon Control (after activating keyboard access)



# Shortcuts – General

- Ctrl+Alt+V
  - Display Paste Special
- Shift+F4
  - Find Next Match
- Ctrl+Shift+L
  - Toggle Auto-Filter
- Shift+Space
  - Select Table Row
- Ctrl+Space
  - Select Table Column



# Shortcuts – Navigation

- Ctrl+PgDn
  - Move to the next worksheet
- Ctrl+PgUp
  - Move to the last worksheet
- Ctrl+Tab
  - Move to the next workbook/window
- Ctrl+Shift+Tab
  - Move to the previous workbook/window
- Shift+F11
  - Insert new worksheet



# Shortcuts – Navigation

- Ctrl+→
  - Move to the right edge of the data
- Ctrl+←
  - Move to the left edge of the data
- Ctrl+↑
  - Move to the top edge of the data
- Ctrl+↓
  - Move to the bottom edge of the data
- Ctrl+End
  - Move to last cell in worksheet
- Ctrl+Home
  - Move to first cell in worksheet



# Shortcuts – Navigation

- Ctrl+Alt+→
  - Move right to non-adjacent cells
- Ctrl+Alt+←
  - Move left to non-adjacent cells
- Ctrl+Alt+↑
  - Move up to non-adjacent cells
- Ctrl+Alt+↓
  - Move down to non-adjacent cells
- Ctrl+Backspace
  - Show active cell





# Shortcuts – Selection

- Ctrl+Shift+→
  - Select to the right edge of the data
- Ctrl+Shift+←
  - Move to the left edge of the data
- Ctrl+Shift+↑
  - Select to the top edge of the data
- Ctrl+Shift+↓
  - Select to the bottom edge of the data



# Shortcuts – Select Special

- Ctrl+G
  - Display “Go To” dialog box
- Ctrl+[
  - Select direct precedents
- Ctrl+Shift+{
  - Select all precedents
- Ctrl+]
  - Select direct dependents
- Ctrl+Shift+}
  - Select all dependents



# Shortcuts – Data Entry

- Ctrl+Enter (single cell selected)
  - Enter data but remain in current cell
- Ctrl+Enter (multiple cells selected)
  - Enter same data in all selected cells
- Ctrl+Shift+:
  - Enter current time (static)
- Ctrl+;:
  - Enter current date (static)



# Resources

- [ExcelJet.net](http://ExcelJet.net)
  - 200+ excel shortcuts
  - Free tutorial videos on Excel



# Contact Me

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