

Unlock Excel Proficiency: Top 10 Productivity Shortcuts and Tools

Microsoft Office Excel, an indispensable tool for data analysis, spreadsheet management, and financial modeling, can become even more powerful when you harness its productivity shortcuts and tools.

This comprehensive guide will unveil the top 10 techniques and resources that will transform your Excel experience, enabling you to conquer spreadsheets with ease, save precious time, and elevate your workflow to unparalleled heights.



Microsoft Office Excel Top 10 Productivity Shortcuts and Tools by Sayjai Thawornsupacharoen

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Top 10 Productivity Shortcuts

1. F4: Repeat Last Action



Quickly replicate your previous action, whether it was a formula, formatting, or any other task, with just a single keystroke.

2. **Ctrl + ;: Insert Current Time**



The image shows a table titled "Keyboard Shortcut Keys" with an Excel icon. The table is divided into two columns: "Date" and "Time". The "Date" column shows the shortcut "Ctrl + :" resulting in the date "1/15/2019". The "Time" column shows the shortcut "Ctrl+Shif+:" resulting in the time "7:00 AM".

Date	Time
Ctrl + :	Ctrl+Shif+:
1/15/2019	7:00 AM

Effortlessly insert the current time into a cell with this handy shortcut, saving you time and ensuring accuracy.

3. **Ctrl + Shift + : (Colon): Insert Current Date**

8 Shortcuts to Work with Date in Excel

	Shortcut Key	Output
Current Date (Static)	Ctrl + ;	1/10/2022
Current Date & Time (Static)	Ctrl + ; + space + Ctrl + Shift + ;	1/10/22 2:21 PM
Current Date (Dynamic)	=TODAY()	2/24/2022
Current Date & Time (Dynamic)	=NOW()	2/24/22 6:16 PM

Shortcut Key	Date	Output
Ctrl + Shift + #	1/10/2022	10-Jan-22
Ctrl + Shift + -	1/10/2022	44571
serial number - 44571	=YEAR(44571)	2022
serial number - 44571	=MONTH(44571)	1
serial number - 44571	=DAY(44571)	10

Similar to the previous shortcut, this one allows you to quickly insert the current date into a cell.

4. Ctrl + Shift + @: Insert Date and Time



For times when you need both the date and time, this shortcut combines the functionality of the two previous ones.

5. **Ctrl + ` (Grave Accent): Switch Between Absolute and Relative References**

Absolute Cell Referencing

Unit Price	Quantity	Total Price
\$ 2.56	3	\$ 7.68
\$ 3.42	5	\$ 17.10
\$ 2.67	2	\$ 5.34
\$ 1.87	6	\$ 11.22
\$ 3.62	3	\$ 10.86
\$ 4.02	3	\$ 16.08
\$ 3.06	2	\$ 6.12
\$ 2.36	5	\$ 11.80
\$ 1.59	3	\$ 4.77
\$ 2.59	2	\$ 5.18
\$ 2.62	6	\$ 15.72
\$ 2.31	1	\$ 2.31
\$ 2.36	4	\$ 9.44
\$ 1.77	2	\$ 3.54

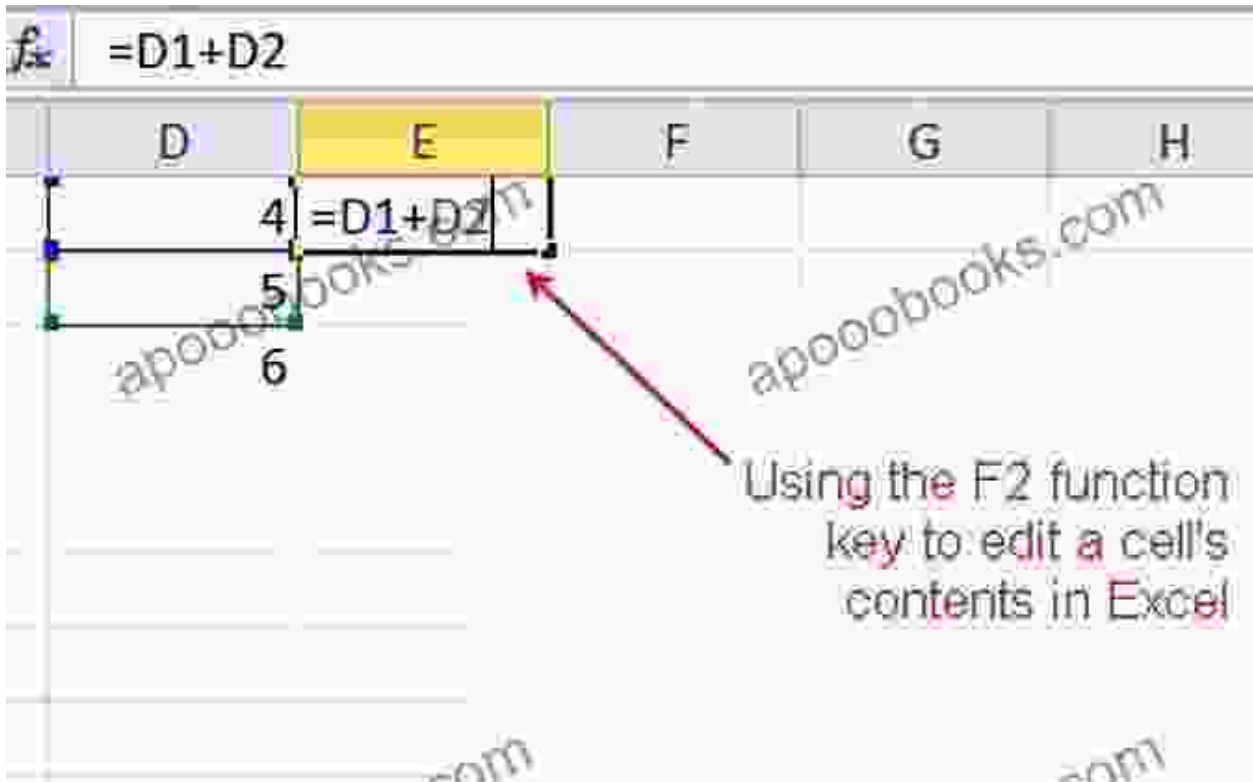
Relative Cell Referencing

Unit Price	Quantity	Total Price
\$ 2.78	3	
	5	
	6	
	3	
	4	
	2	
	5	
	3	
	2	
	6	
	1	
	4	
	2	

Absolute Vs. Relative Cell References

Easily toggle between absolute and relative references to ensure your formulas remain accurate even when cells are moved or copied.

6. **F2: Edit Cell Content**



Quickly enter edit mode for any cell without having to click on it, streamlining your workflow.

7. **Ctrl + Home: Go to Beginning of Worksheet**



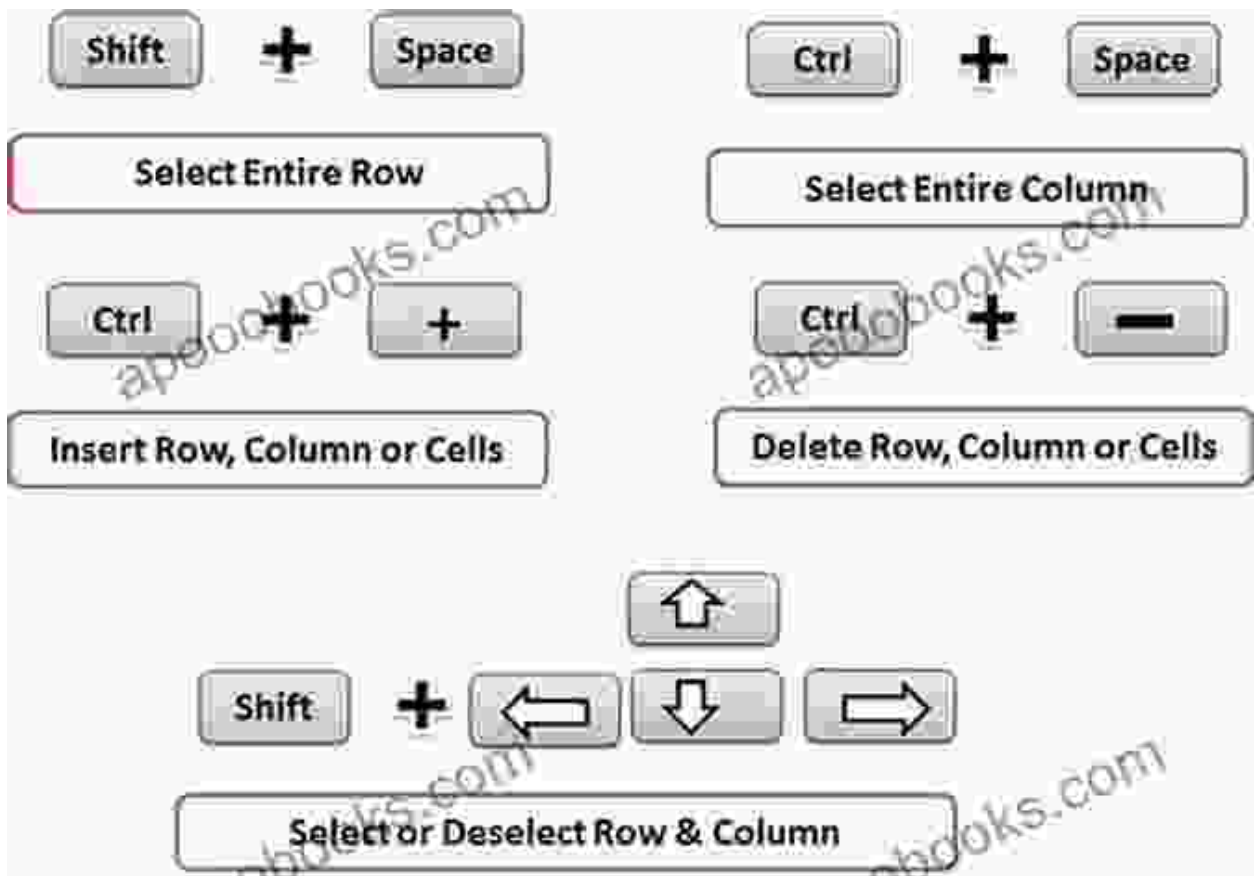
Instantly jump to the top-left corner of your worksheet, no matter how large it is.

8. **Ctrl + End: Go to End of Worksheet**



Similarly, this shortcut takes you to the bottom-right corner of your worksheet.

9. **Ctrl + Space: Select Entire Column**



Effortlessly select an entire column with a single keystroke, making it easy to apply formatting or perform operations.

10. **Shift + Space: Select Entire Row**



Similar to the previous shortcut, this one allows you to select an entire row, streamlining your data manipulation.

Top Tools for Enhanced Productivity

1. Flash Fill

Flash Fill in Excel



FILE HOME FORMULAS DATA REVIEW VIEW

Flash Fill

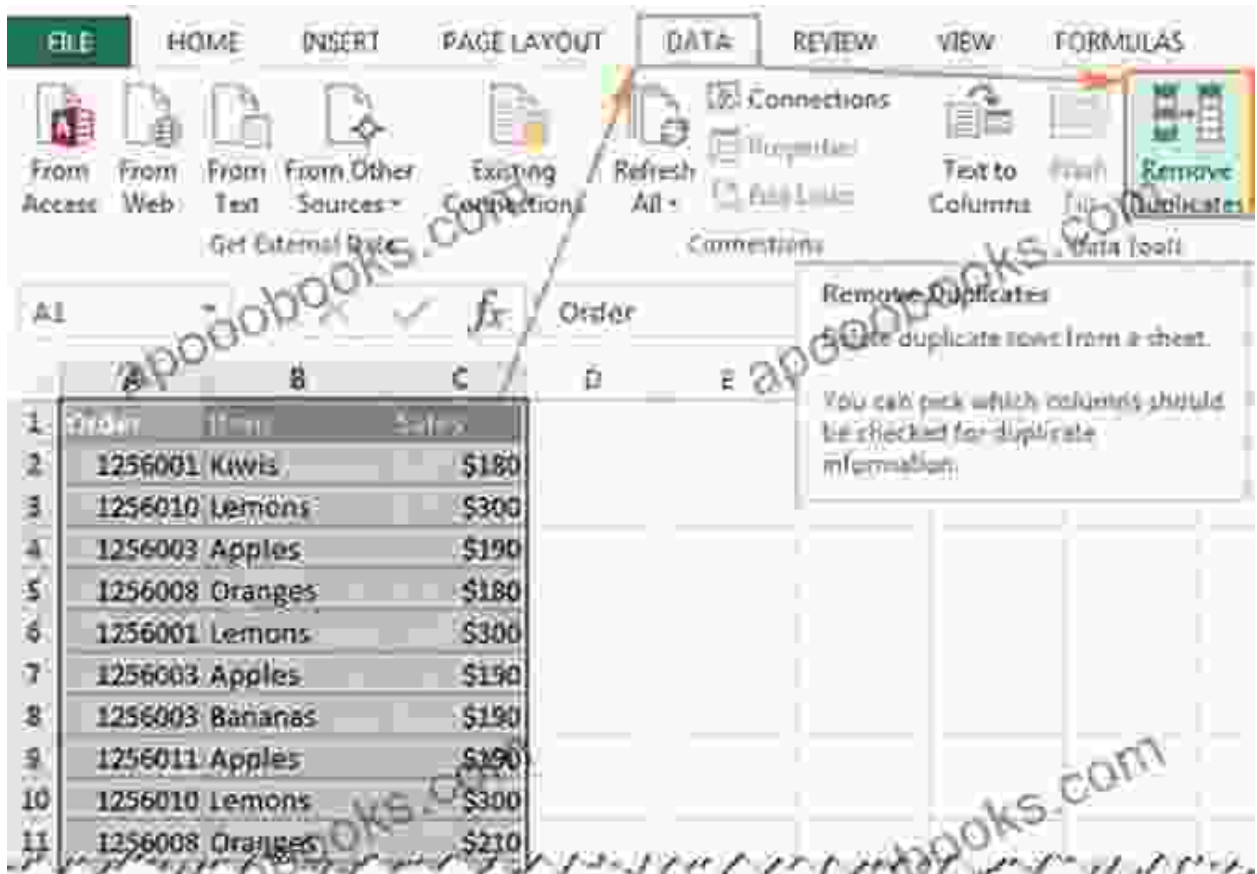
Shortcut Key to Apply Flash Fill

Ctrl + E

	A	B	C
1	First Name	Last Name	Full Name
2	Arjun	Pandit	Arjun-Pandit
3	Andrew	Flintoff	Andrew-Flintoff
4	Surjit	Singh	Surjit-Singh
5	Baldev	Ram	Baldev-Ram
6	Verma	Gopal	Verma-Gopal

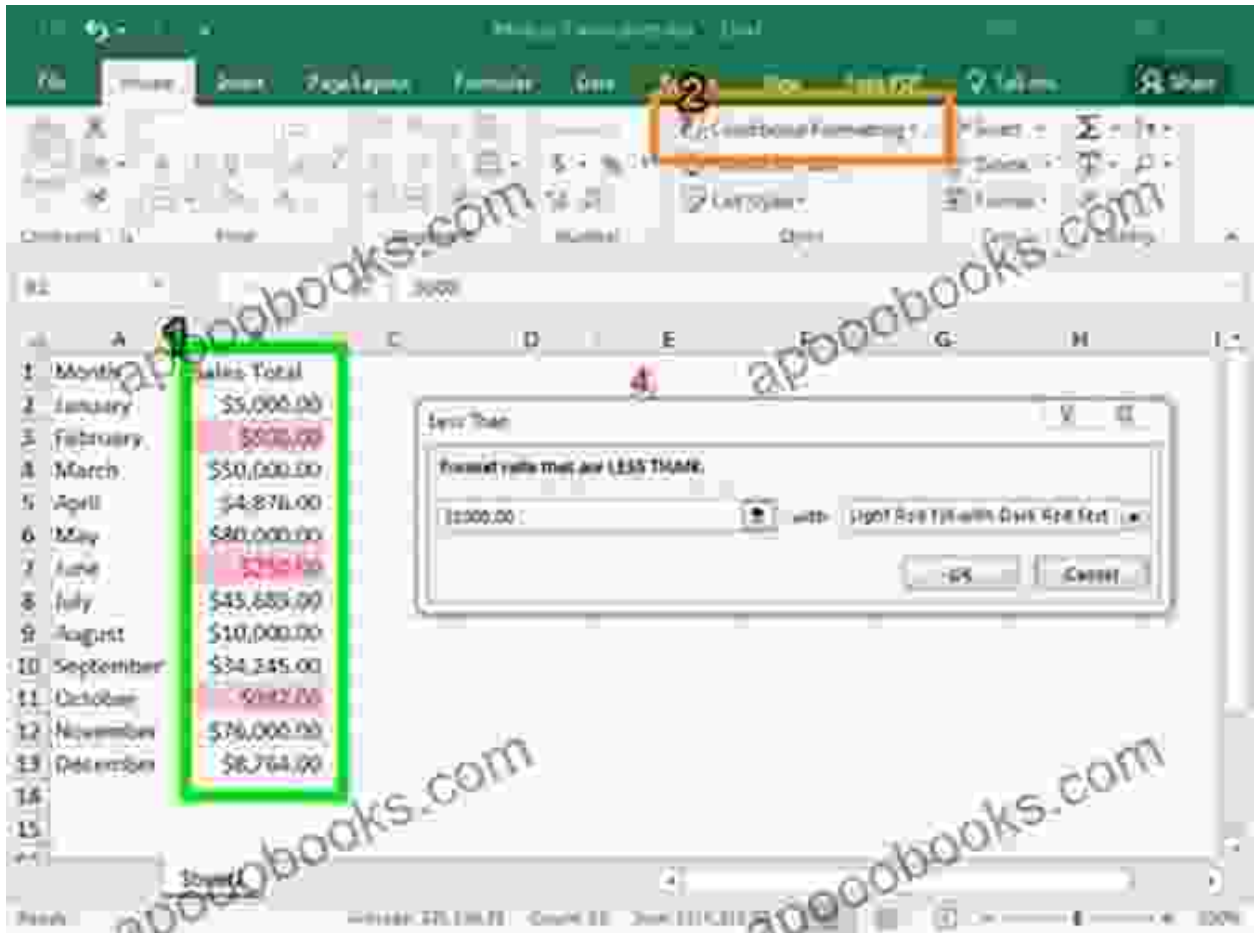
This intelligent tool automatically fills in data based on patterns it detects in your existing data, saving you countless hours of manual entry.

2. Remove Duplicates



Quickly identify and remove duplicate entries from your datasets, ensuring data integrity and accuracy.

3. Conditional Formatting



Apply visual cues to your data based on specific conditions, making it easy to identify trends, outliers, and important information.

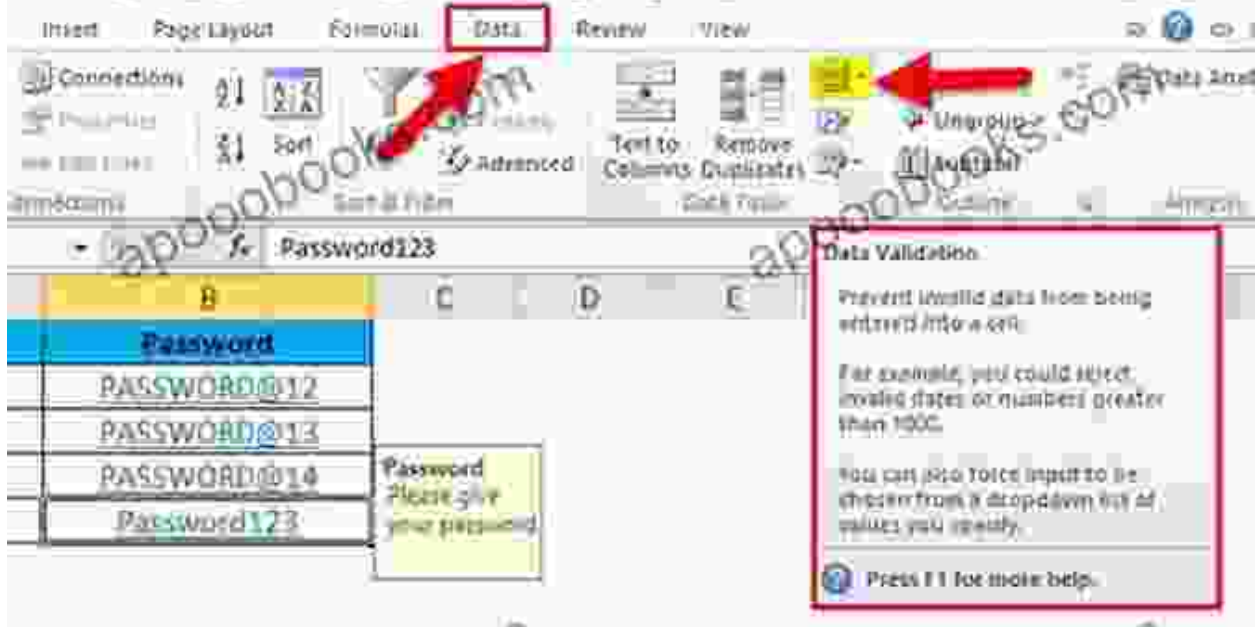
4. PivotTables

PIVOT TABLE IN MICROSOFT EXCEL						
Name	District	Q1	Q2	Q3	Q4	Total
Ahmad	Peshawar	34	53	73	74	234
Said	Islamabad	35	46	74	45	200
Waqar	Lahore	46	83	74	45	228
Ahmad	Karachi	46	54	88	67	255
Umer	Multan	45	46	77	32	200
Sana	Peshawar	34	53	73	74	234
Hanza	Islamabad	35	46	74	45	200
Saqib	Karachi	46	43	77	45	211
Sahid	Multan	46	54	77	67	244
Salman	Peshawar	45	46	77	32	200

Summarize and analyze large datasets effortlessly with PivotTables, creating interactive reports that allow you to explore your data from different perspectives.

5. Data Validation

Data Validation in Excel



Set rules for data entry to ensure the accuracy and consistency of your spreadsheets, preventing errors and maintaining data integrity.

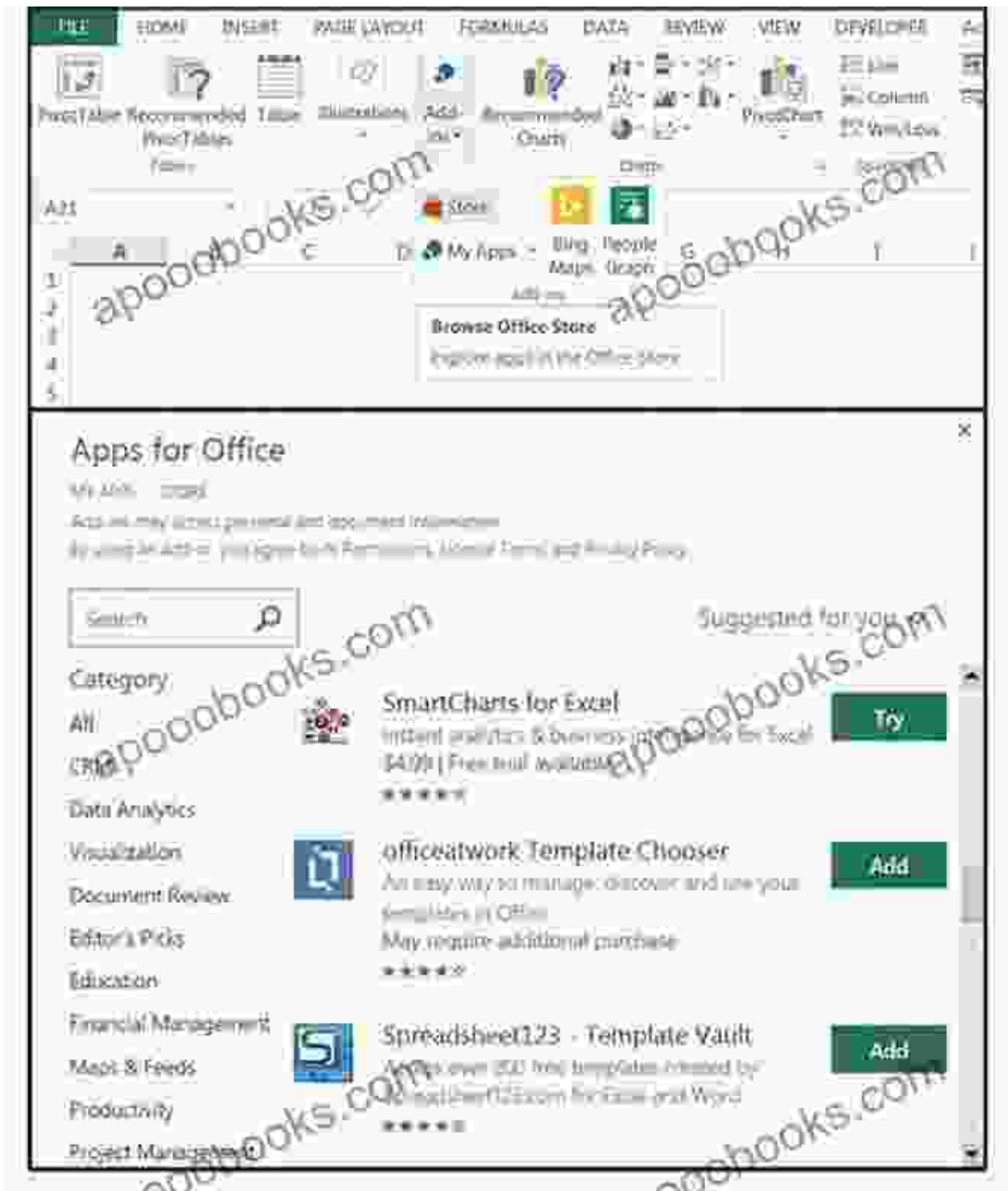
6. **Macros**

Macros Tutorial



Automate repetitive tasks and complex operations with macros, saving you time and reducing the risk of errors.

7. Add-Ins



Extend the functionality of Excel with third-party add-ins, adding specialized tools and features tailored to your specific needs.

8. Templates

Keyboard Shortcuts for Microsoft Office Products

Office

General Office Shortcuts

- Ctrl+N New
- Ctrl+M Mailbox
- Alt+R Mail
- Ctrl+I Inbox
- Ctrl+O Outlook
- Ctrl+W Close Outlook
- Ctrl+J Mail
- Ctrl+F Find
- Ctrl+K Connect
- Ctrl+P Print
- Ctrl+L Connect to Internet
- Ctrl+R Refresh Mail
- Ctrl+H Hide Outlook
- Ctrl+U Undo
- Ctrl+V Paste
- Ctrl+A All
- Ctrl+S Save
- Ctrl+Z Undo
- Ctrl+Y Redo
- Ctrl+X Cut
- Ctrl+C Copy
- Ctrl+V Paste
- Ctrl+P Print
- Ctrl+N New
- Ctrl+M Mailbox
- Alt+R Mail
- Ctrl+I Inbox
- Ctrl+O Outlook
- Ctrl+W Close Outlook
- Ctrl+J Mail
- Ctrl+F Find
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- Ctrl+F Find
- Ctrl+K Connect
- Ctrl+L Connect to Internet
- Ctrl+R Refresh Mail
- Ctrl+H Hide Outlook
- Ctrl+U Undo
- Ctrl+V Paste
- Ctrl+A All
- Ctrl+S Save
- Ctrl+Z Undo
- Ctrl+Y Redo
- Ctrl+X Cut
- Ctrl+C Copy
- Ctrl+V Paste
- Ctrl+P Print

Word

- Ctrl+N New
- Ctrl+M Mailbox
- Alt+R Mail
- Ctrl+I Inbox
- Ctrl+O Outlook
- Ctrl+W Close Outlook
- Ctrl+J Mail
- Ctrl+F Find
- Ctrl+K Connect
- Ctrl+L Connect to Internet
- Ctrl+R Refresh Mail
- Ctrl+H Hide Outlook
- Ctrl+U Undo
- Ctrl+V Paste
- Ctrl+A All
- Ctrl+S Save
- Ctrl+Z Undo
- Ctrl+Y Redo
- Ctrl+X Cut
- Ctrl+C Copy
- Ctrl+V Paste
- Ctrl+P Print
- Ctrl+N New
- Ctrl+M Mailbox
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- Ctrl+L Connect to Internet
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- Ctrl+H Hide Outlook
- Ctrl+U Undo
- Ctrl+V Paste
- Ctrl+A All
- Ctrl+S Save
- Ctrl+Z Undo
- Ctrl+Y Redo
- Ctrl+X Cut
- Ctrl+C Copy
- Ctrl+V Paste
- Ctrl+P Print

PowerPoint

- Ctrl+N New
- Ctrl+M Mailbox
- Alt+R Mail
- Ctrl+I Inbox
- Ctrl+O Outlook
- Ctrl+W Close Outlook
- Ctrl+J Mail
- Ctrl+F Find
- Ctrl+K Connect
- Ctrl+L Connect to Internet
- Ctrl+R Refresh Mail
- Ctrl+H Hide Outlook
- Ctrl+U Undo
- Ctrl+V Paste
- Ctrl+A All
- Ctrl+S Save
- Ctrl+Z Undo
- Ctrl+Y Redo
- Ctrl+X Cut
- Ctrl+C Copy
- Ctrl+V Paste
- Ctrl+P Print
- Ctrl+N New
- Ctrl+M Mailbox
- Alt+R Mail
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- Ctrl+A All
- Ctrl+S Save
- Ctrl+Z Undo
- Ctrl+Y Redo
- Ctrl+X Cut
- Ctrl+C Copy
- Ctrl+V Paste
- Ctrl+P Print

Leverage pre-built templates to quickly create professional-looking spreadsheets, saving you the hassle of formatting and setting up complex formulas.

9. Keyboard Shortcuts

Excel Shortcut - 76 to 90

Sr.No.	Shortcut Key:	What Action They Performs
76	Alt + P	To go to the Page Layout tab in Ribbon.
77	Alt + M	To go to the Formulas tab in Ribbon.
78	Alt + A	To go to the Data tab in Ribbon.
79	Alt + R	To go to the Review tab in Ribbon.
80	Alt + W	To go to the View tab in Ribbon.
81	Alt + Y	To open the Help tab in Ribbon.
82	Alt + Q	To quickly jump to search.
83	Alt + Enter	To start a new line in a current cell.
84	Shift + F3	To open the Insert function dialog box.
85	F9	To calculate workbooks.
86	Shift + F9	To calculate an active workbook.
87	Ctrl + Alt + F9	To force calculate all workbooks.
88	Ctrl + F3	To open the name manager.
89	Ctrl + Shift + F3	To create names from values in rows and columns.
90	Ctrl + Alt + +	To zoom in inside a workbook.

Customize your Excel experience by creating your own keyboard shortcuts, further streamlining your workflow and boosting productivity.

10. Online Help and Training Resources



Access a wealth of online resources, including tutorials, documentation, and training materials, to enhance your Excel skills and knowledge.

By mastering the top 10 productivity shortcuts and tools presented in this guide, you will unlock the full potential of Microsoft Office Excel. You will conquer spreadsheets with newfound ease, save countless hours of manual labor, and elevate your workflow to unprecedented heights.

Remember, continuous practice is key to proficiency. Integrate these techniques and resources into your daily Excel usage, and you will witness a transformative shift in your productivity and efficiency. Embrace the power of Excel and unleash your true potential as a data analysis and spreadsheet master.



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