



Shortcuts in EXCEL

There are many shortcuts in EXCEL. This tip shares a few of the ones I use the most.

Navigation

If you have a long column, long row or big table to select you can use the following key combinations:

Ctrl+Shift+Down_Arrow will select all non-blank cells below the current cell.

Ctrl+Shift+Right_Arrow will select all non-blank cells to the right of the current cell.

To select the entire table use the first key combination followed by the second.

Copying and Pasting

If you want to copy and paste a cell down a long column you can double the lower-right corner of a selected cell to copy it downward for the same length as the non-blank entries in a column to the immediate left or right of the copied cell.

Equation References

The F4 Key will toggle between absolute and relative cell references. Click anywhere in the cell reference and press the F4 key. The first toggle is to full absolute, the next toggle is row absolute, the next toggle is column absolute, and the final toggle full relative.

Changing the Range of a Series in a Graph

If you click on a series in a graph the range of cells corresponding to that series will be highlighted. You can use the mouse to move the plotted data to another range of cells. You can also use the mouse to graph the lower right-hand corner of the highlighted region and resize the range being plotted.

Linking Graph Titles to a Cell

Create a temporary title. Then click on the title to select it. Type =, then click on the desired cell with the information to be displayed in the title and finally press the Enter key. Whenever the cell is changed the title will also change. Note that when you are linking to a graph title you can select a column of contiguous cell (or a row of contiguous cells) and EXCEL will concatenate those cells into the title.

Linking Object Titles to a Cell

If you create a drawing shape that contains text or a text box you can link this to a cell. Click on the object to select it and click as needed to be able to edit the text. Left-click in the formula bar then type =, then click on the desired cell with the information to be displayed in the title and finally press the Enter key. Whenever the cell is changed the title will also change.