

$$V_T(T) = S_T - F_0(T)$$

$$F_0(T) = S_0 (1 + r)^T$$

$$w_i^1 = \frac{1}{N}$$

Excel Keyboard Shortcuts

Cheat Sheets

$$w_i^w = \frac{QP_i}{\sum_{i=1}^N QP_i}$$

SELECTING CELLS

Shift + **Ctrl** + **C** or **Ctrl** + **1** : Select current region around active cell

Shift +  : Extend selection by one cell

Shift + **Ctrl** +  : Extend selection to last nonblank cell

Shift + **Home** : Extend selection to start of row

Shift + **Ctrl** + **Home** : Extend selection to top left

Shift + **Ctrl** + **End** : Extend selection to last cell used

Ctrl + **Space** : Select the entire column

Shift + **Space** : Select the entire row

Ctrl + **A** : Select the entire worksheet

Shift + **Backspace** : Only select active cell

Shift + **Page DN** : Extend the selection down one screen

Shift + **Page Up** : Extend the selection up one screen

End : Turn End mode *on* or *off*

End , **Shift** + **Home** : Extend selection to bottom right

End , **Shift** + **Enter** : Extend selection to the last cell in row

Select , **Shift** + **F8** , **Enter** **Select** : Select non-contiguous cells

FORMULA BAR SHORTCUTS

Alt + **=** : Insert the Sum formula

Alt + **;** : Enter the date

Shift + **Ctrl** + **;** : Enter the time

Shift + **Ctrl** + **"** : Copy value from above cell

Ctrl +  : Display values or formulas

Ctrl + **C** : Copy formula from above cell

Shift + **Ctrl** + **A** (after function name) : Insert function arguments

Ctrl + **A** (after function name) : Open function wizard

ESSENTIAL COMMANDS

Edit Paste Special

Copy. then use Edit, Paste Special to paste part of a cell

Alt + **E** **S** : Lets you copy part of a cell or multiply, divide, add or subtract selected cell by one number

Alt + **E** **S** **T** : Paste a format but not the cell contents

Alt + **E** **S** **F** : Paste a formula but not its format

Alt + **E** **S** **W** : Paste column width

Copy a number. Then select number(s) in your spreadsheet and use

Alt + **E** **S** **M** : Multiplies your selected numbers by the copied number. A good way to change the sign of raw numbers

ENTERING DATA

F4 or **Ctrl** + **Y** : Repeat the last action

Alt + **Enter** : Start a new line in the same cell

Ctrl + **Delete** : Delete text to the end of the line

Shift + **F2** : Enter/Edit cell comment

Ctrl + **D** : Fill down

Ctrl + **R** : Fill to the right

Ctrl + **Enter** : Fill the selected cell range with entry

Shift + **Enter** : Finish entry and move up in selection

Tab : Finish entry and move right in selection

Shift + **Tab** : Finish entry and move left in selection

FUNCTION KEYS

F1 : Help menu

F2 : Edit cell

F3 : Paste name into formula

F4 : Absolute reference, repeat

F5 : Go to

F6 : Next pane (if split)

F7 : Spell check

F8 : Select anchor

F9 : Calculate

F10 : Activate menu bar

F11 : Creates chart sheet

F12 : Save as

Alt + **F8** : MACRO box

Alt + **F11** : Visual basic editor

Shift + **F1** : Context sensitive help

Shift + **F11** : Insert new sheet

Shift + **F5** : Find box

Shift + **F2** : Insert/edit comment

Shift + **F3** : Function wizard

Ctrl + **F3** : Define a name

Shift + **Ctrl** + **F3** : Create names

Ctrl + **F4** : Closes the window

Ctrl + **F5** : Restores the window size

Alt + **F4** : Closes the program

GROUPING SHEETS

DANGEROUS!: Group sheets for printing or multi-sheet setup. What you do on one grouped sheet happens on all, so be careful!

Ctrl + **Shift** + **Page UP/DN** : Group sheets

Shift + **Click sheet tab** : Group sheets

Ctrl + **Click sheet tab(s)** : Group sheets

Move to ungrouped sheet
Click on ungrouped tab : Ungroup sheets

Right-click sheet : Menu choices

SPECIAL KEYS

Ctrl + **[** : Select cells referred to by formula

Shift + **Ctrl** + **(** : Select all cells that are directly or indirectly referred to by formulas in the selection

Ctrl + **]** : Select only cells with formulas that refer directly to the active cell

Shift + **Ctrl** + **)** : Select all cells with formulas that refer directly or indirectly to the active cell

Alt + **Page UP/DN** : One screen right or left

Shift + **Ctrl** + **Enter** : Enter array formula

Shift + **Alt** + **<** **>** : Group/Ungroup

CUT, PASTE, CUT / MOVE

Ctrl + **C** : The reliable universal copy command

Ctrl + **R** : Fill right into selected area

Ctrl + **D** : Fill down into selected area

Enter : Paste after CTRL + D. Pastes and clears out clipboard

Ctrl + **V** : Use for multiple pastes.
Clipboard remains active until you press Enter or Esc

Ctrl + **X** : Cut or move Use Enter to paste

CTRL SHORTCUTS

- Ctrl** + **A** : Select current region/Select all
- Ctrl** + **B** : Bold
- Ctrl** + **C** : Copy
- Ctrl** + **D** : Copy down
- Ctrl** + **E** : Go to current errors
- Ctrl** + **G** : Go to
- Ctrl** + **H** : Replace
- Ctrl** + **I** : Italic
- Ctrl** + **J** : Calc auto/manual
- Ctrl** + **K** : Insert hyperlink
- Ctrl** + **N** : New workbook
- Ctrl** + **O** : Open
- Ctrl** + **P** : Print
- Ctrl** + **R** : Copy right
- Ctrl** + **S** : Save workbook
- Ctrl** + **U** : Underline
- Ctrl** + **V** : Paste
- Ctrl** + **W** : Close window
- Ctrl** + **X** : Cut
- Ctrl** + **Y** : Redo
- Ctrl** + **Z** : Undo
- Ctrl** + **5** : Strike-through
- Ctrl** + **9** : Hide row
- Ctrl** + **0** : Hide column
- Ctrl** + **~** : Show formulas/values
- Ctrl** + **'** : Copy above formula
- Ctrl** + **[** : Precedents
- Ctrl** + **]** : Dependents
- Ctrl** + **Space** : Select column
- Ctrl** + **Enter** : Fill selection with entry

FORMATTING SHORTCUTS USE NUMBERS ON KEYBOARD

- Alt** + **6** : Display the STYLE
- Ctrl** + **1** : Format Cells
- Shift** + **Ctrl** + **~** : General number format
- Shift** + **Ctrl** + **!** : Comma and 2 decimals
- Ctrl** + **#** : l-Jan-00 format
- Shift** + **Ctrl** + **\$** : Currency format
- Shift** + **Ctrl** + **%** : Percentage format
- Shift** + **Ctrl** + **&** : Outline border
- Shift** + **Ctrl** + **-** : Remove outline bonder
- Shift** + **Ctrl** + **@** : 1/1/1900 0:00 AM format
- Shift** + **Ctrl** + **^** : # ##F,02 format
- Shift** + **Ctrl** + **9** : Unnide rows
- Shift** + **Ctrl** + **0** : Hide columns
- Shift** + **Ctrl** + **F** : Font style
- Shift** + **Ctrl** + **P** : Font size

MOVING WITHIN A SELECTION USING THE KEYBOARD

- Enter** : Move down a selection
- Shift** + **Enter** : Move back through a selection
- Tab** : Move left to right within selection
- Shift** + **Tab** : Move right to left within selection
- Ctrl** + **Period** : Move clockwise in selection
- Ctrl** + **Alt** + **>** : Move right to nonadjacent selection
- Ctrl** + **Alt** + **<** : Move left to nonadjacent selection

KEYSTROKES FOR MENUS/TOOLBARS/ WINODWS AND DIALOG BOXES

- Shift** + **F10** : Show a shortcut menu
- Alt** + **Space** : Show the program icon menu
- Ctrl** + **7** : Show/hide the standard toolbar
- F10** or **Alt** : Make the menu bar active
- Ctrl** + **Tab** : Select the next or previous toolbar
- Shift** + **Ctrl** + **Tab** : Make menu bar active first
- Tab** or  : Select the next/previous button
- Alt** + **Tab** : Switch to the next program
- Shift** + **Alt** + **Tab** : Switch to the previous program
- Tab** : Move to the next option
- Shift** + **Tab** : Switch to the previous option
- Ctrl** + **Tab** or **Ctrl** + **F6** : Move to next open file
- Ctrl** + **F9** : Minimize workbook
- Ctrl** + **F10** : Maximize workbook
- Ctrl** + **Tab** or **Ctrl** + **Page UP/DN** : Get to next tab in a dialog box
- Shift** + **Ctrl** + **Tab** : Get to previous tab in a dialog box

LOGICAL OPERATORS

- | | |
|----------------------------|---|
| = : Equal to | <> : Not equal to |
| > : Greater than | >= : Greater than or equal to |
| < : Less than | <= : Less than or equal to |

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$$w_i^N = \frac{QP_i}{\sum_{i=1}^N QP_i}$$

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