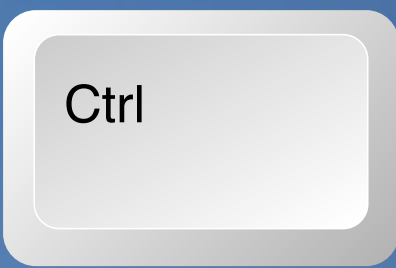


9 Excel Shortcuts to boost your Productivity

In the following carousel, we demonstrate Excel shortcuts every financial modeler should know 🚀



Boost Your Efficiency with these Time-Saving Tips!



+ Arrow Keys 

Navigate through your spreadsheet with lightning speed!

Ctrl+Right Arrow:

Move to the end of a row



Ctrl+Left Arrow:

Move to the beginning of a row

Ctrl+Up Arrow:

Move to the top of a column



Ctrl+Down Arrow:

Move to the bottom of a column



= Edit Cell Magic

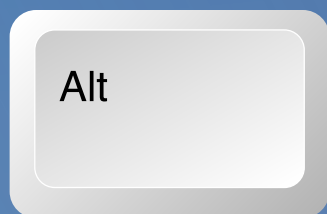
Press F2 to quickly edit a cell without clicking

Useful for making quick changes in formulas and data



Practical Uses:

-  Formula Review: Quickly review and audit formulas in a financial model. Press F2 to enter edit mode and see cell references highlighted, making it easy to identify input cells and dependencies.
-  Efficient Editing: Save time by using F2 to edit cells, especially when working with large datasets. Avoid the need to double-click or click on the formula bar to edit cell content.



+ = →

AutoSum

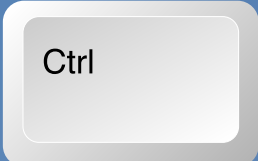
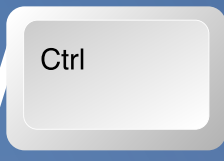



Select a cell below or next to a range of numbers

Press Alt + = to automatically insert the SUM formula

G	H	I	J
	Revenues		
	Jan	54,541	
	Feb	56,183	
	Mar	51,440	
	Revenues 1Q	=SUM(I3:I5)	

- ✓ Quick Total Calculation: Effortlessly sum a range of numbers, such as revenue, expenses, or cash flows, in your financial model. Use AutoSum to avoid typing out the SUM formula manually.
- ✓ Dynamic Subtotals: Create dynamic subtotals within a dataset by inserting the AutoSum formula at the end of a data range. As new data is added, the formula will automatically update to include the new values.



 + D /  + R = Fill Down & Right 

 + D to fill down the same formula
 + R to fill right the same formula

Year	2020	2021	2022
Avg recruitments per month	29	31	34
Number of months	12	12	12
Total recruitment per year	348		

We calculate the product for 2020, and then select the two following cells to the right, and pressing Ctrl + R, we will automatically have the the product for 2021 and 2022 calculated.

Practical Uses:

-  Consistent Formulas & Formatting: Apply the same formula and cell formatting across multiple rows or columns in a financial model ensuring consistency and reducing manual errors.
-  Data Series Completion: Efficiently fill in missing data points in a series. For example, when working with a list of dates or a sequence of numbers, use Ctrl + D or Ctrl + R to complete the series without manual input.

Select an entire Row or Column



+ **Space** to select an entire row



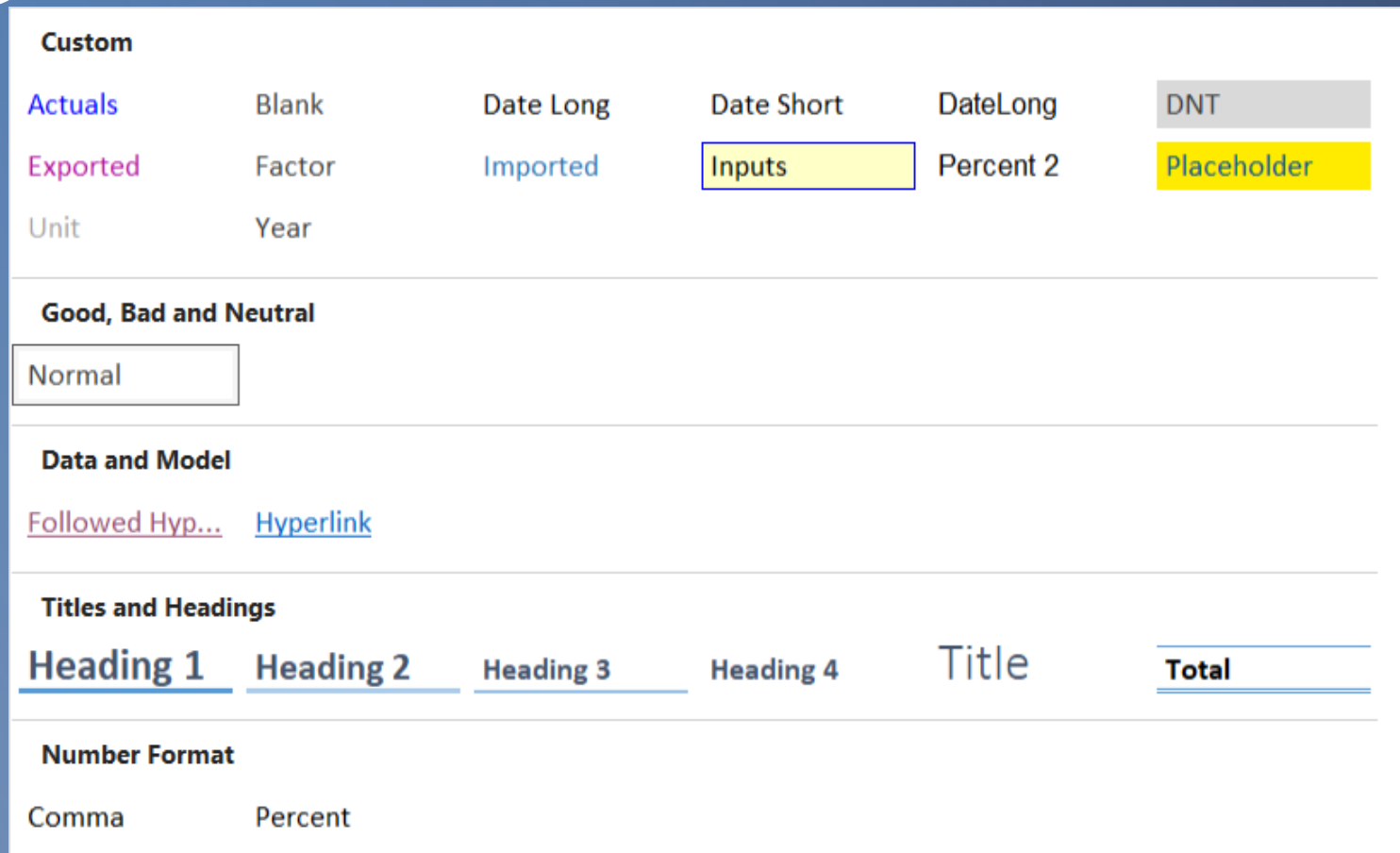
+ **Space** to select an entire column

Practical Uses:

- ✓ **Quick Data Deletion**: Select the row or column you want to delete, then press Ctrl + - (minus key) to remove it.
- ✓ **Copy & Paste**: Copy an entire row or column and paste it elsewhere with ease. Select the desired row or column, press Ctrl + C, navigate to the target location, and press Ctrl + V.
- ✓ **Format Consistency**: Apply formatting, such as font style, size, or color, to an entire row or column. Select the row or column, then use Ctrl + 1 or the toolbar to adjust the format.

Alt

+ H + J = Use Excel Cell Styles



Using Excel styles can save time and improve the consistency of your financial models by applying predefined formatting to cells with a single click.

Practical Uses:

- ✔ Predefined Formatting: Create styles for consistent formatting of specific data points such as assumptions, hardcoded/actuals, and linked items. You can set up predefined fonts, colors, borders, and number formats to apply them quickly and consistently throughout your model.
- ✔ Ease of Use: Once you have set up styles for different data types, it becomes very easy to apply them across your model. Simply select the cells you want to format and apply the appropriate style with a single click.



- Toggle Absolute & Relative References

Press F4 while editing a formula to toggle between absolute and relative cell references

By continuously press F4: A1 -> \$A\$1 -> A\$1 -> \$A1

If we break it down to smaller steps:

By pressing F4: A1 -> \$A\$1

By pressing F4: \$A\$1 -> A\$1

By pressing F4: A\$1 -> \$A1

Absolute cell references are useful for maintaining consistency when copying formulas across a large range of cells.

For example, if you have a formula that references a specific cell, such as a tax rate or discount factor, using an absolute reference will ensure that the same cell is always used, even when the formula is copied across different rows or columns.

Start saving time today!



Incorporate these shortcuts into your daily workflow for a more efficient financial modeling experience.

By using those Excel shortcuts you can streamline your financial modeling tasks, save time and increase your productivity.

Don't forget to share these tips with your colleagues and stay tuned for more productivity hacks.

At Financial Arena, we're passionate about empowering individuals and businesses with the financial modeling skills they need to succeed.

Our team of experts brings together deep industry knowledge, specialized expertise in strategy, forecasting, risk analysis, and data analytics, all to provide you with the tools to take your financial modeling to the next level.

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