Well-kept Excel Secrets

One click to select all

1. **CTR + A** selects all. However, it does not select the formatting.
2. Click the **corner button** to select all. This selects the formatting too.

Shift between spreadsheets

When you have a few Excel files that are opened at the same time, move between them by clicking **CTR + Tab** simultaneously.

Move or copy data in a block of cells

1. Select the cells that you want to move or copy.
2. Move the mouse pointer to the border of your selection to get a **crossed arrow** icon.
   a. To move the cells, drag them to the new location.
   b. To copy the cells press **CTR** and then drag them to a new location.

Join columns or split columns using Flash Fill. (PC only)

Useful Keyboard shortcuts

1. **CTR + Enter** Key Fills selected cells with an entry in one cell. The cells may be adjacent or non-adjacent.
   a. Select all the cells that you want fill with an entry.
   b. Enter the data in the first cell.
   c. Press **CTR + Enter** Key to fill up all the cells.
2. **CTR + D** and **CTR + R** fills data down or to the right through selections.
3. **CTR + ;** puts today’s date in a cell.
4. **CTR + ~** Toggles the display of the formulas.