

10 Excel Tips & Shortcuts

A quick guide to boost your productivity.

1. Quick Navigation

Quickly jump to the last cell. Hover over a selected cell's border until the cursor is a crosshair, then double-click the border to jump to the end of the data in that direction.

2. Clipboard Magic

Copy multiple items at once. Open the Clipboard panel from the Home tab. Each item you copy is stored. Click any item in the panel to paste it where you need it.

3. Convert Dates with Find & Replace

Easily fix dates stored as text. Select the dates, press `Ctrl+H`, and replace the separator (e.g., "-") with the same character. This forces Excel to re-evaluate and convert to a date format.

4. Fix Regional Date Formats

For tricky date formats, use the Text to Columns tool on the Data tab. In step 3, specify the original date format (e.g., DMY) to convert it to your system's default format.

5. Duplicate a Sheet Quickly

To copy a sheet, click and hold on a sheet tab, hold the `Ctrl` key, then drag the sheet tab to a new position. Release the mouse to create an instant duplicate.

6. Elegant Workbook Navigation

Create a visual table of contents. Copy a range from a sheet, then use Paste Special to paste it as a "Linked Picture" on a main index sheet. Hyperlink the picture back to the original sheet.

7. Add or Remove Borders

Use shortcuts to manage borders: `Ctrl+Shift+-` removes all borders from a selection, and `Ctrl+Shift+7` adds an outside border.

8. Select Blank Cells

Quickly find empty cells in a range. Press `F5` or `Ctrl+G` to open the "Go To" dialog, click "Special," and choose "Blanks." You can then color them to highlight missing data.

9. Add Cell Notes or Comments

Press `Shift+F2` to add a classic cell note. In Microsoft 365, use `Ctrl+Shift+F2` to add a modern, threaded comment where you can @mention colleagues.

10. Insert Rows

To insert multiple rows at once, select the number of rows you want to add, then right-click and choose "Insert" or press `Ctrl++` or `Ctrl+Shift+=` on laptops.