

## Excel Quick Guide

# SHORTCUTS

**Highlight Certain Area You Want to Sum or Copy/Paste:** Ctrl + Shift (then use arrows to highlight the certain area you want to sum or copy and paste)

**AutoSum:** Alt + =

**Justify Documentation:** Highlight cells where you want documentation + Alt + E + I + J

**Zoom in or out in Word/Excel:** Ctrl + Scroll Wheel

**Select All:** Ctrl + A

**Jump to the top cell in current column:** Ctrl + Up Arrow

**Jump to the bottom cell in current column:** Ctrl + Down Arrow

**Jump to the first cell in selected row:** Ctrl + Left Arrow

**Jump to the last cell in selected row:** Ctrl + Right Arrow

**Open Access Keys:** Alt

**Paste Special (Values, Keep formatting, etc):** Ctrl + Alt + V

**Find:** Ctrl + F

**Replace Specific Text with Something Else:** Ctrl + H

## How-To

# VIDEOS

**Basic Formulas:** formulas are the building blocks of Excel and something you'll use nearly every day during your internship.

**VLOOKUP:** slightly confusing at first but one of the most useful Excel formulas.

**Pivot Tables:** an invaluable tool to help you process large amounts of data and information.

### Want a deeper dive?

Check out this [free Excel course](#) through Coursera for hands-on learning.

## Additional

# RESOURCES

