

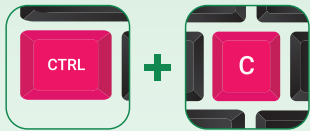


4 EXCEL EFFICIENCY TIPS



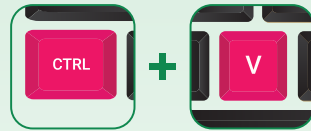
Formulas, Functions and Shortcuts Used

Ctrl + C



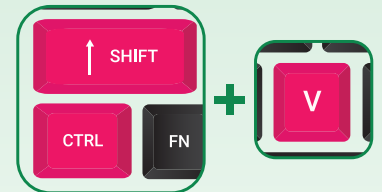
Copies the selected content or cells to the clipboard

Ctrl + V



Pastes the content from the clipboard to the selected cell or range

Ctrl+Shift+V



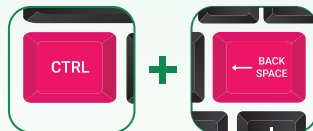
Pastes plain text or pastes values

Ctrl+Shift+↓



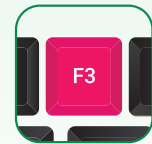
Extends selection to the last cell down

Ctrl+Backspace



Navigates back to the top of a selected column

F3



Opens the Paste Name dialog box, allowing users to select and insert named ranges into formulas

Top Tip

4 Excel Efficiency Tips

1 Copying Values from the Status Bar

The status bar in Excel displays various calculations like **SUM, MIN, MAX, AVERAGE, COUNT, COUNTA, etc.** You can directly copy these values from the status bar by selecting the desired calculation (e.g., **SUM**), clicking in the cell, and pressing **Ctrl+V** to paste to any cell.

2 Paste Values Only from Formulas

When dealing with a range of cells containing formulas, use **Ctrl+Shift+Down Arrow** to select the entire column, **Ctrl+C** to copy, and then paste values only using **Ctrl+Shift+V**. This eliminates the formula but retains the calculated values.

3 Efficient Navigation in Formulas

Instead of scrolling up manually after using **Ctrl+Shift+Down Arrow** to select a range, press **Ctrl+Backspace** to quickly jump back to the top.

4 Named Ranges for Navigation and Formulas

Named ranges allow you to assign meaningful names to selected cell ranges for navigation and formula creation.

To create named ranges for labelled rows, select the data, go to **Formulas**, choose **Create from Selection**, and select the top row as labels.

Use the **F3** key to quickly recall named ranges while entering formulas.

