

## NUMBER FORMATS

Action	Keyboard Shortcut	Mnemonic	Example
Normal Style	<b>Ctrl + Shift + ,</b>	000 separator (Comma)	10
Factor Style	<b>Ctrl + Shift + .</b>	Decimal point key	10.0000
Increase 0s *	<b>Ctrl + .</b>	> for increase	10.0
Decrease 0s *	<b>Ctrl + ,</b>	< for decrease	10.00
Percent Style	<b>Ctrl + Shift + P</b>	P for Percent	10.00%
Toggle Date Style	<b>Ctrl + Shift + L</b>	L for Long date style	10 Jan 10 10/01/10

## FONT COLOURS, BORDERS & TEXT

Action	Keyboard Shortcut	Mnemonic	Example
Black	<b>Ctrl + Shift + B</b>	B for Black	10
Blue	<b>Ctrl + Shift + M</b>	M for iMport	10
Red	<b>Ctrl + Shift + X</b>	X for eXport	10
Border	<b>Ctrl + Shift + D</b>	D for borDer	10
Square Brackets	<b>Ctrl + Shift + T</b>	T for Temporary	[Temp]

## SHADING

Action	Keyboard Shortcut	Mnemonic	Example
No shade	<b>Ctrl + Shift + C</b>	C for Clear	10
Red	<b>Ctrl + Shift + S</b>	S for Stop	10
Yellow	<b>Ctrl + Shift + Y</b>	Y for Yellow	10
Green	<b>Ctrl + Shift + G</b>	G for Green	10
Light Yellow	<b>Ctrl + Shift + I</b>	I for Inputs	10
Light Grey	<b>Ctrl + Shift + O</b>	O for cOunterflOws	10
Lime	<b>Ctrl + Shift + R</b>	R for Review	10
Turquoise	<b>Ctrl + Shift + V</b>	V for stored Values	10

## SHORTCUT HELP

To bring up this list	<b>Ctrl + Alt + H</b>	H for Help
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## NAVIGATION

Action	Keyboard Shortcut	Mnemonic
Jump to Precedent	<b>Ctrl + Shift + J</b>	J for Jump
Return from Jump	<b>Ctrl + Shift + K</b>	Next to J
Expand Group	<b>Ctrl + E</b>	E for Expand
Collapse Group	<b>Ctrl + Shift + E</b>	E for CollapsE

## UTILITIES

Action	Keyboard Shortcut	Mnemonic
Paste Quick Link & Row Anchor	<b>Ctrl + Shift + Q</b>	Q for Quick link
Copy Across	<b>Ctrl + Shift + A</b>	A for Across
Row Sum	<b>Ctrl + Shift + N</b>	N for summation
Relocate Inputs	<b>Ctrl + Alt + R</b>	R for Relocate inputs
Placeholders List	<b>Ctrl + Alt + P</b>	P for Placeholders
Anchoring	<b>Ctrl + Alt + A</b>	A for Anchoring

## NOTES

### 1. These macros have been:

**a)** Designed to reside in a separate file, and not inside a spreadsheet itself (to avoid embedding non-essential macros within a model).

**b)** Saved in a hidden state so that this file will not be in the way when you work. To unhide: Alt, W, U (View, Unhide). And to hide again: Alt, W, H (View, Hide). To use these macros, have this file open (we recommend in a hidden state) when you are working in Excel. To open the file automatically when you start Excel go to "File, Options, Advanced, General: "At start-up open all files in" [directory path], after making sure no unwanted files are in the same directory.

### 2. All our coding is available for inspection in the Visual Basic Editor that you may access using Alt + F11. If you wish to reassign keyboard shortcut keys then you are welcome to do so.

### 3. Finally, please note that Excel's inbuilt Undo memory is cleared each time you trigger a macro (not just these macros, but any macro).