

# LBO QUICK & DIRTY

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## Shortcuts

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# Shortcuts

Feature	Action	Feature	Action
Add row or column	Ctl Shift + with row/column selected	Go to end of data	Ctl (hold) Arrow Key
Adjust columns to fit	Alt H O I	Highlight contiguous cells	Ctl Shift Arrow Key
Auto sum	Alt =	Italics	Ctl I
Border (top, bottom, right, left)	Alt H B P/O/R/L	Lock a reference	F4 (cursor must be in cell)
Cell align - left	Alt H A L	Options	Alt F T
Cell align - right	Alt H A R	Paste special	Alt E A S
Copy	Ctl C	Reduce one decimal place	Alt H 9
Create sensitivity table	Alt A W T	Repeat an action	F4
Cut	Ctl X	Return to cell A1	Ctl Home
Define name	Alt M M D	Select all hardcodes	Alt (hold) F5 S O X
Drag formula down	Ctl D	Select column	Ctl Space bar
Drag formula to the right	Ctl R	Select row	Shift Space bar
Edit cell	F2	Trace dependent	Ctl [
Format cell tool	Ctl 1	Trace precedent	Ctl ]
Format numbers	Alt H K	Underline	Ctl U

**If you select Alt, you should see all the hot keys pop up in your toolbar.  
Remember to practice using shortcuts even if it takes longer at first.**