# 💻 Excel Shortcuts Cheat Sheet

**For Club Treasurers**

*Prepared by the San Gabriel Valley District Financial Team*

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## 🔢 FORMULAS & TOTALS

**AutoSum (Quick Total)**
Alt + =

**Manual SUM Formula**
=SUM(A1:A10)

**Copy Formula Down**
Drag the small square in the bottom-right corner of the cell

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## 🖍️ EDITING & NAVIGATION

**Edit Cell**
F2

**Undo**
Ctrl + Z

**Redo**
Ctrl + Y

**Select Entire Column**
Ctrl + Space

**Select Entire Row**
Shift + Space

**Jump to End of Data**
Ctrl + Arrow Key

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## 📋 COPYING & PASTING

**Copy**
Ctrl + C

**Paste**
Ctrl + V

**Paste Values Only (Prevents Errors)**
Ctrl + Alt + V, then press V

**Cut**
Ctrl + X

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## 💲 FORMATTING NUMBERS

**Currency Format**
Ctrl + Shift + $

**Percentage Format**
Ctrl + Shift + %

**Increase Decimal**
Alt + H + 0

**Decrease Decimal**
Alt + H + 9

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## 📊 ORGANIZING YOUR LEDGER

**Turn Filters On/Off (Sort by Date, Check #, Category)**
Ctrl + Shift + L

**Freeze Header Row**
View → Freeze Panes → Freeze Top Row

**Insert New Row**
Ctrl + Shift + +

**Delete Row**
Ctrl + -

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## 🔐 PROTECT YOUR WORK

**Save**
Ctrl + S

**Save As**
F12

**Protect Sheet (Lock Formula Cells)**
Review → Protect Sheet

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## 📜 Treasurer Best Practices

✓ Label columns clearly (Date, Description, Income, Expense, Balance)
✓ Include fiscal year in file name
✓ Reconcile monthly
✓ Back up files regularly
✓ Protect formula cells before Treasurer transition