

RAPS Job Aid - Data Entry Shortcuts

Copy Commands	Description	Example	Results
>	Copies right	5>	Copies the number 5 to the right.
		>	Copies the cell value to the right
		inc6>	Increases the row by 6% for each value to the right
<	Copies n to the left.	add15<	Adds 15 to each value in the row to the left
^	Copies up	hold^	Holds the cell values up the column
		2<^	Copies 2 to the right and up the column
	Copies down	3	Copies 3 down the column
		Reset	Resets the cells down the column
:	Copy stopper	:	Used in conjunction with a copy command to stop another copy command from advancing beyond the cell
Data Entry Commands	Descriptions	Example	Result
K	Enters the cell value in thousands.	5K	Enters 5000
M	Enters the cell value in millions.	5M	Enters 5000000
Add, +	Adds a number to the cell value. Important: For the Contributor Add-in for <i>Excel</i> , entering + does not do this. This indicates the start of a formula and overwrites any existing data in the cell.	Add5	Adds 5 to the cell value
Subtract, Sub	Subtracts a number from the cell value. Important: A minus sign (-) is not permitted for subtraction in the Contributor cells because this indicates a negative number in Contributor.	Sub8	Subtracts 8 from the cell value
Multiply, Mul, *	Multiplies the cell value by a number	Mul3	Multiplies the cell value by 3
Percent, per, %	Multiplies the cell value by a number entered as a percentage. Important: For the Contributor Add-in for <i>Excel</i> , entering % does not have the same effect. This converts the number to a percentage.	Per5	Gives 5% of the original cell value
Increase, Inc	Increases the cell value by a number entered as a percentage.	Inc5	200 becomes 210
Decrease	Decreases the cell value by a number entered as a percentage. Important: For the Contributor Add-in for <i>Excel</i> , entering Dec does not have the same effect. This is converted to a date format.	Decrease6	Decreases the cell value by 6%
Power, Pow	Takes the cell value to the number entered as a power	Pow10	Raises the value to the power of 10
Grow Compound, Grow Linear, GroCom, GorLin, GC, GL	Grows cells by a percentage. Only valid in time dimensions, where each period increases either linearly, or as a compound value. Important: Insert the numeric value between the Grow and Linear/Compound command, such as Gro10Com, G40L	G10L	Increases the value by 10 percent of the original value in each period
Divide, Div, /	Divides the cell value by the number entered	Div1.1	Divides cell value by 1.1
Reset, Res	Resets the cell values to the last saved version.		
Zero, Zer	Makes the cell value a zero.		
Round, Rou	Rounds cells to the appropriate level, based on input	Round100	Rounds all cells to the nearest 100, where 5475 becomes 5500