

Four shortcuts for a spend log that keeps itself

Google Sheets and Excel. Learn these four and the log stops being a chore.

1

Insert today's date

Two keys. Sheets and Excel disagree on Mac, so both are shown below.*

Win **Ctrl** + **;**
GS **Cmd** + **;**
XL **Ctrl** + **;**

2

Copy the cell above down

Click the cell above, grab the little corner handle, drag it down.

Grab the corner handle, drag down

3

Fill down in one keystroke

Does the same as the drag, without the dragging.

Win **Ctrl** + **D**
Mac **Cmd** + **D**

4

Select the whole column

Grabs everything below in one press.

Win **Ctrl** + **Shift** + **↓**
Mac **Cmd** + **Shift** + **↓**

Screenshot this page.

Only the date shortcut splits (marked *), and it splits by app, not by habit, so both are worth learning. The rest work the same in Google Sheets and Excel, on Windows and on Mac.

That little handle is the fill handle. It sits at the bottom-right corner of the selected cell. Google Sheets draws it as a small blue circle. Excel draws it as a small square, in the same green as the cell border. Same handle, same corner, same job. Grab it and drag to copy a cell down a column, or press the fill-down keys and skip the dragging.

* On Mac, Google Sheets uses Cmd + ; for today's date. Excel uses Ctrl + ; instead. Cmd + ; still works in Excel, but it enters the current time, not the date.

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The formulas that do the work

Add up only the rows you labeled

```
=SUMIF(D6:D19, "5th", C6:C19)
```

SUMIF(where you typed the names , which check , the amounts)

D6:D19 Your label column. Stop at the last row.
"5th" The label to add up, in quote marks.
C6:C19 The amounts, across those same rows.

1. Spell the label the same every time. The sheet matches it letter for letter. **5th** matches, **5 th** does not.
2. Type the second one fresh. A copied formula slides its ranges down a row and quietly drops your first bill.
3. An error is almost always a missing quote or a missing comma.
4. Click a cell instead of typing its address. The sheet writes it in for you.

Add up a block

```
=SUM(C2:C6)
```

SUM means add these up, and the colon means every cell from C2 through to C6. Leave the total box outside the range, because a box cannot add itself up.

If your total comes out without a dollar sign, nothing is wrong.

```
=SUMIF(D6:D19, "5th", C6:C19)
```

662.5

plain, no dollar sign

Turn a yearly bill into a monthly one

```
=C2/12
```

The slash means divide, and twelve because a year has twelve months. A bill of 179 a year is 14.92 a month.

Find a subscription you forgot

Column F, **Times seen**, counts the repeats

```
=COUNTIFS( rows where the description and the amount both match this one )
```

Column G, **Yearly cost**, turns a repeat into a year

```
=IF( $F2 >= 2 , $C2 * ( $F2 / 5 ) * 12 , "" )
```

\$F2>=2 Only if seen twice. One is not a pattern.
\$C2 The amount of the charge.
\$F2 / 5 Over the months your log covers.
*** 12** Times twelve for a full year.
, "" Otherwise blank. A one-off has none.

A charge of 41, seen 5 times across 5 months, is 492 a year. Put your own month count in place of the 5.

More shortcuts worth knowing

	Win	Tab	Mac	Tab
Move one cell right as you type				
Select a block, first cell then last	Win	Shift + Click	Mac	Shift + Click
Enter the current time	Win	Ctrl + Shift + ;	Mac	Cmd + Shift + ; *
Fill the selection to the right	Win	Ctrl + R	Mac	Cmd + R
Jump to the edge of your data	Win	Ctrl + Arrow	Mac	Cmd + Arrow
Select across to the edge of data	Win	Ctrl + Shift + Arrow	Mac	Cmd + Shift + Arrow
Select a column, edge to edge	Win	Ctrl + Space	Mac	Ctrl + Space **
Type one value into every selected cell	Win	Ctrl + Enter	Mac	Cmd + Enter
Format the number as currency	Win	Ctrl + Shift + 4	Mac	Ctrl + Shift + 4 **
Undo, then redo	Win	Ctrl + Z / Ctrl + Y	Mac	Cmd + Z / Cmd + Y
Select the whole table	Win	Ctrl + A	Mac	Cmd + A

* On Mac, Google Sheets uses Cmd + Shift + ; for the current time. Excel uses Cmd + ; alone, with no Shift.

** These two keep Ctrl on Mac in both apps, and that is not a typo. Mac holds Cmd + Shift + 4 for its screenshot tool. (Excel writes currency as Ctrl + Shift + \$.)

Want the sheet that already does this math?

Plan and Prosper Market on Etsy has ready-made budget and spend-log templates that build these columns for you, in Excel and Google Sheets.

planandprospermarket.etsy.com