

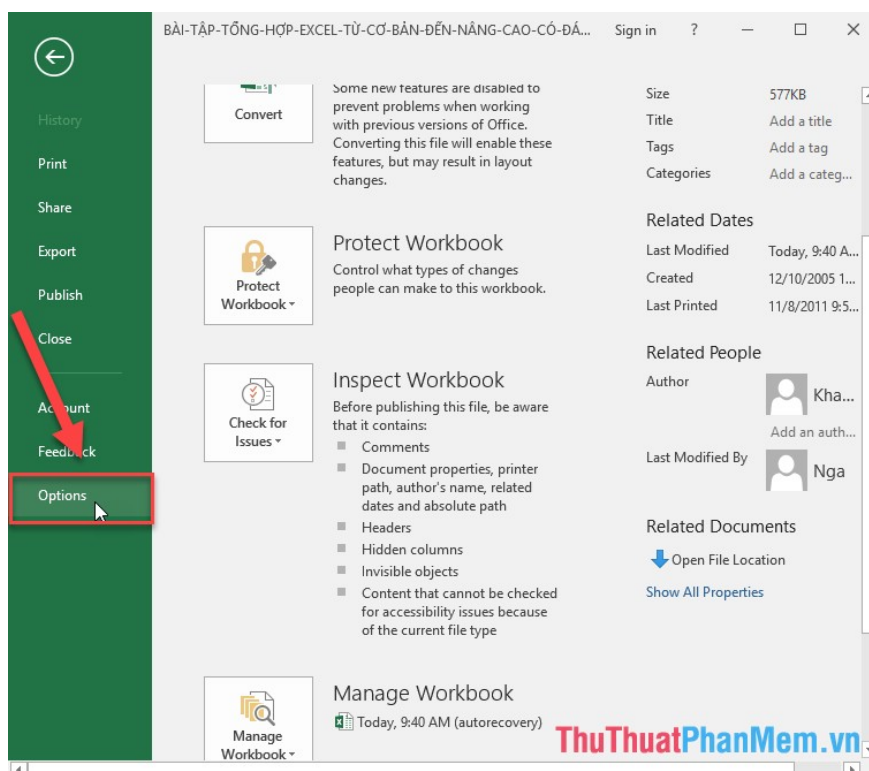
# How to speed up input in Excel

Instructions How to speed up typing in Excel To speed up typing, you can use abbreviations instead of what you need to type. Choose words, phrases that appear frequently or how often you use them to replace them with abbreviations

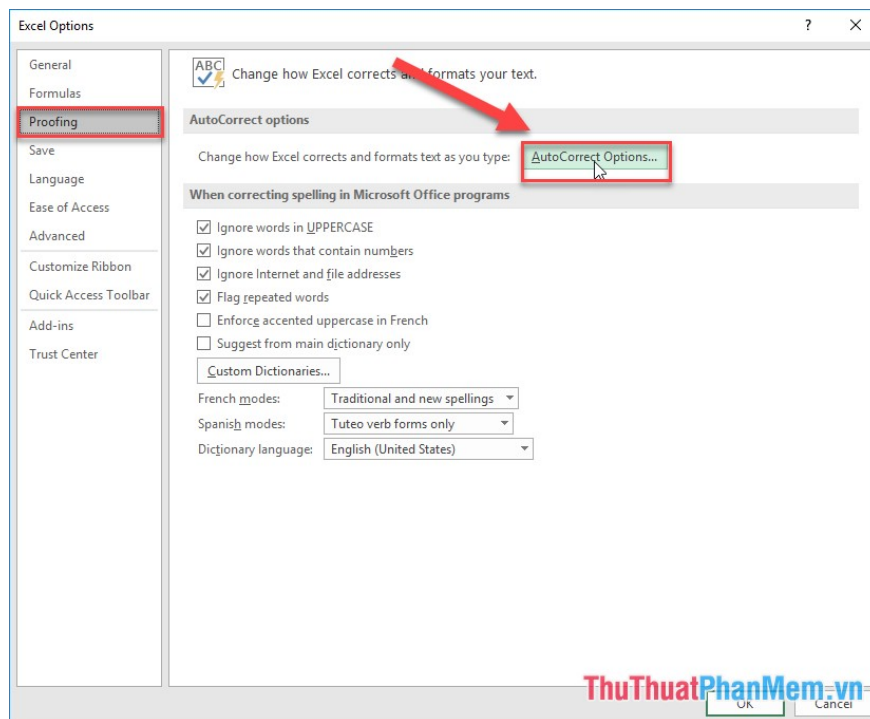
To perform the calculation in Excel, the first thing you need to do is input the worksheet. This job does not require much intelligence but requires high input speed. The following article will guide you in detail how to accelerate input in Excel

To speed up your input, you can use abbreviations instead of what you need to type. Choose words, phrases that appear frequently or how often you use them to replace them with abbreviations, which speeds up your input a lot.

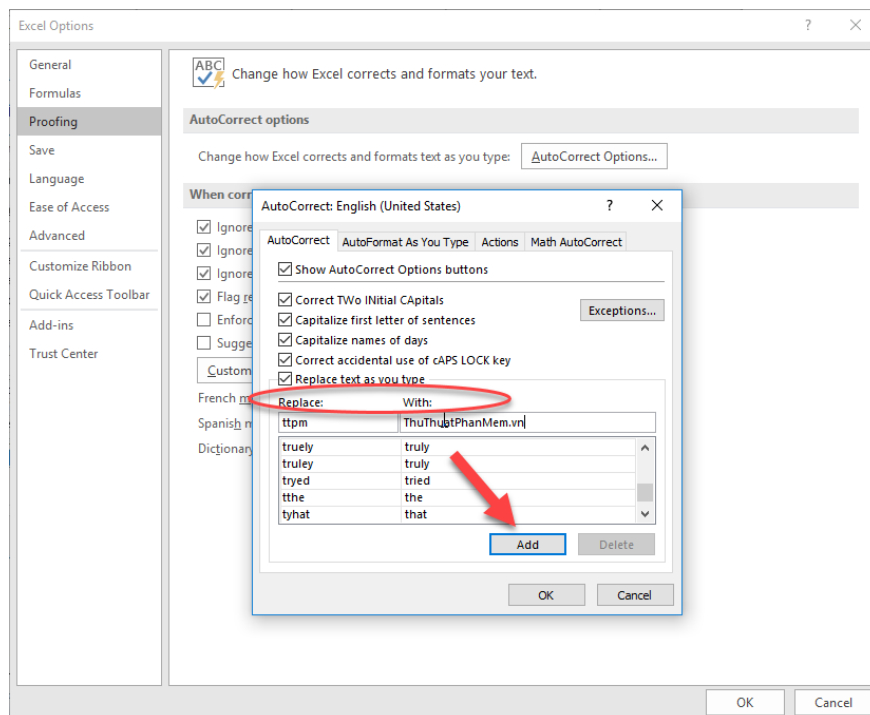
**Step 1:** On the card **File** -> select **Option**:



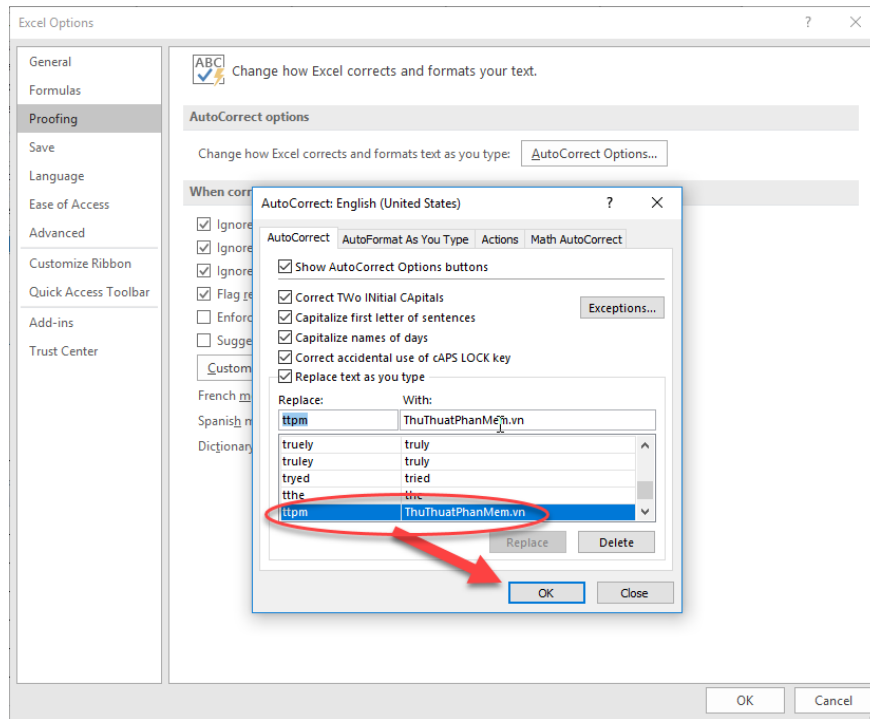
**Step 2:** A dialog box appears showing **Proofing** -> **AutoCorrect Options** .



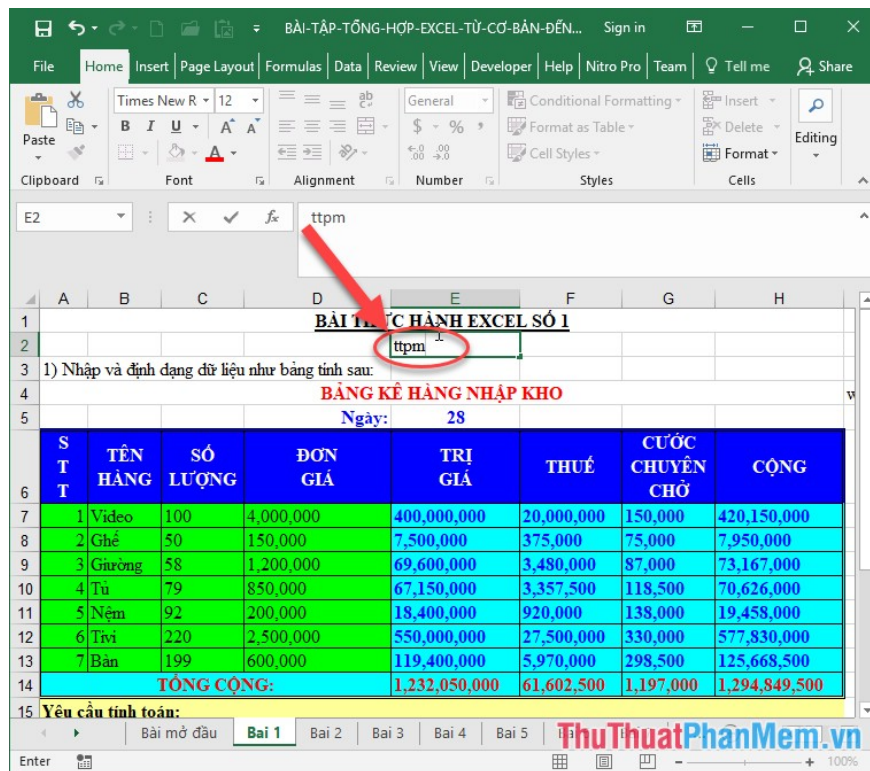
**Step 3:** The **AutoCorrect English** dialog box appears. Enter a replacement phrase for the content that should be presented in the **replace** section, the phrase needs to be displayed in the **Width** section. For example, you want to enter the word **ttpm** instead of the phrase to display **TipsMake.com**. Next, click **Add**:



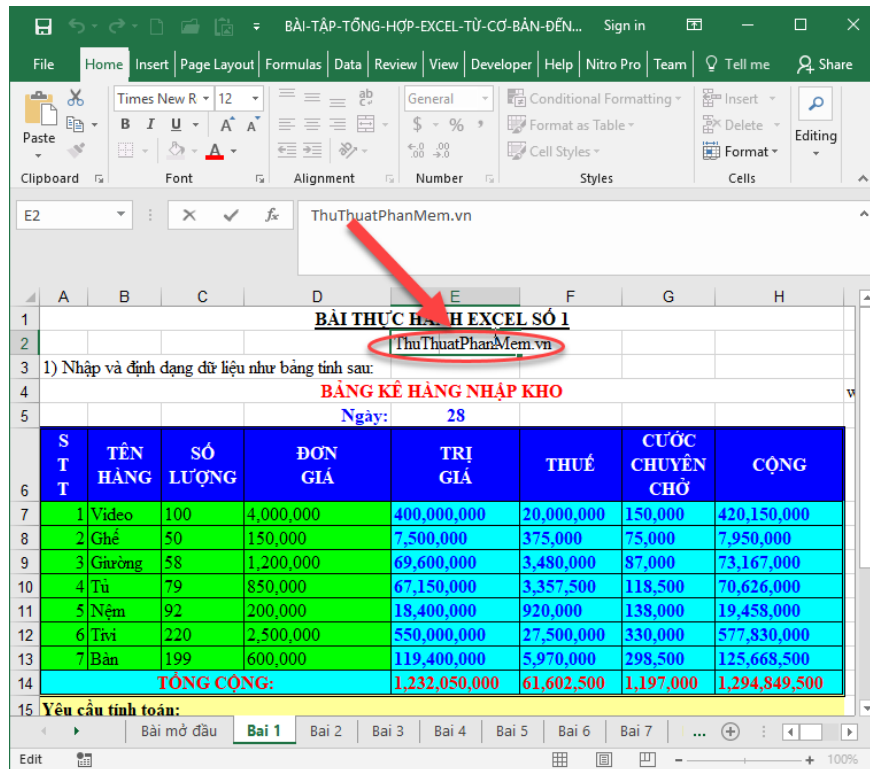
**Step 4:** Cum the acronym is added to the list -> click **OK**:



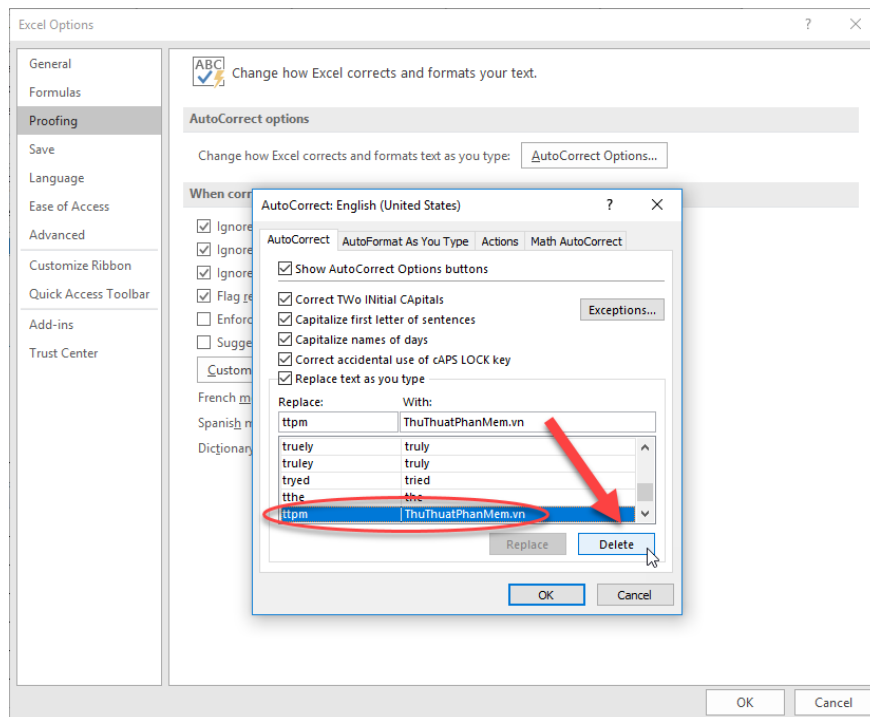
Return to the spreadsheet, enter the abbreviation:



Pressing the **Enter** key results in:



To delete abbreviations, click the phrase to delete -> **Delete:**



Above is a detailed guide on how to speed up input in Excel, hoping to help you. Good luck!

You finished reading the article "**How to speed up input in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

