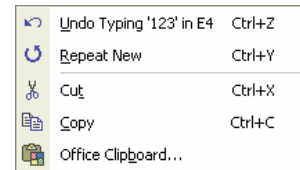


EXCEL

Keyboard Shortcuts

Did you know ...

- The right side of the menubar list shows keyboard shortcuts












- For a complete list of keyboard shortcuts, enter the phrase 'keyboard shortcuts' in Excel's help

Generally

	ESC	Cancel the current task.
Dialog box	TAB	Move forward through options in a dialog box.
	SHIFT + TAB	Move backward through options in a dialog box.
Menubar	LEFT ARROW	Open the next item on the menubar to the left of the current menu.
	RIGHT ARROW	Open the next item on the menubar to the right of the current menu.
	Double click on a word on the menubar	To show the full menu list of commands. To always show the full menu (and then you don't have to double click), click TOOLS > CUSTOMIZE > OPTIONS tab and select "Always show full menus"

WINDOWS LOGO KEY

Press	To
	Display the Start menu. Also, CTRL + ESC
 + D	Show the desktop. (XP)
 + BREAK	Display the System Properties dialog box.
 + M	Minimize all windows.
 + Shift + M	Restores minimized windows.
 + E	Open Windows Explorer.
 + F	Search for a file or folder. Also, F3.
 + F1	Display Windows Help.
 + R	Open the Run dialog box.

ESC	Cancel the current task.
TAB	Move forward through options.
SHIFT + TAB	Move backward through options.
LEFT ARROW	Open the next menu to the left, or close a submenu.
RIGHT ARROW	Open the next menu to the right, or open a submenu.

ACTIVE CELL MOVEMENT

Press	To
Home	Move the active cell to the beginning of the row.
CTRL + Home	Move the active cell to the start of the worksheet – cell A1.
CTRL + End	Move the active cell to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.
CTRL + down arrow key	Move the active cell to the end of the current data region (cells that contain data) in the same column.
CTRL + up arrow key	Move the active cell to the beginning of the current data region (cells that contain data) in the same column.
CTRL + left arrow key	Move the active cell to the beginning of the current data region (cells that contain data) in the same row.
CTRL + right arrow key	Move the active cell to the end of the current data region (cells that contain data) in the same row.
PAGE DOWN	Move down one screen.
PAGE UP	Move up one screen.
ALT + PAGE DOWN	Move one screen to the right.
ALT + PAGE UP	Move one screen to the left.

ACTIVE CELL MOVEMENT WITHIN SELECTED CELLS

Press	To
ENTER	Move from top to bottom within the selected range.
SHIFT + ENTER	Move from bottom to top within the selected range.
TAB	Move from left to right within the selected range. If cells in a single column are selected, move down.
SHIFT + TAB	Move from right to left within the selected range. If cells in a single column are selected, move up.

CTRL + PERIOD	Move clockwise to the next corner of the selected range
CTRL + ALT + RIGHT ARROW	In nonadjacent selections, switch to the next selection to the right.
CTRL + ALT + LEFT ARROW	Switch to the next nonadjacent selection to the left.

MOVE THE INSERTION POINT

You know that if you click a cell and type, the cell contents will be replaced.

If you double click on a cell, you will get an insertion point and you can edit the contents. While editing the contents, you can move the insertion point:

To move...	Use		
By Character	Left Arrow	or	Right Arrow
By Line	Up Arrow	or	Down Arrow
By Word	CTRL + Left Arrow	or	CTRL + Right Arrow
To Start of Line	HOME		
To End of Line	END		

SELECTION

In the WORKSHEET

CTRL + A	Select the entire worksheet.
CTRL + SPACEBAR	Select the entire column.
SHIFT + SPACEBAR	Select the entire row.
SHIFT + BACKSPACE	With multiple cells selected, select only the active cell.
SHIFT + left arrow key SHIFT + right arrow key	Add or take away one column of the same rows to the selected area.
SHIFT + up arrow key SHIFT + down arrow key	Add or take away one row of the same columns to the selected area.

CTRL + SHIFT with any of the arrow keys	Add a data region to the selected area.
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CTRL + SHIFT + *	Select the current region around the active cell (the data area enclosed by blank rows and blank columns).
CTRL + \	In a selected row, select the cells that don't match the value in the active cell.
CTRL + SHIFT +	In a selected column, select the cells that don't match the value in the active cell.
CTRL + [Select all cells directly referenced by formulas in the selection.
CTRL + SHIFT + {	Select all cells directly or indirectly referenced by formulas in the selection.
CTRL +]	Select cells that contain formulas that directly reference the active cell.
CTRL + SHIFT + }	Select cells that contain formulas that directly or indirectly reference the active cell.

In the CELL

To select ...	Use		
Character	SHIFT + Left Arrow	or	SHIFT + Right Arrow
Word	Double Click in the word		
CTRL + SHIFT with any of the arrow keys	Add a word to the selection		

ALT + ENTER	Starts a new line in the cell
CTRL + DELETE	Deletes to the end of a line in a cell

EDITING

Press	To
CTRL + 1	Display the FORMAT CELLS dialog box. Same as FORMAT > CELLS
ALT + '	Display the STYLE dialog box. Same as FORMAT > STYLE

CTRL + B	Apply or remove bold.
CTRL + I	Apply or remove italics.
CTRL + U	Apply or remove underlining
CTRL + 5	Apply or remove strikethrough.

CTRL + SHIFT + ~	Apply the General number format.
CTRL + SHIFT + \$	Apply the Currency format with two decimal places (negative numbers in parentheses).
CTRL + SHIFT + %	Apply the Percentage format with no decimal places.
CTRL + SHIFT + ^	Apply the Exponential number format with two decimal places.
CTRL + SHIFT + #	Apply the Date format with the day, month, and year.
CTRL + SHIFT + @	Apply the Time format with the hour and minute, and AM or PM.
CTRL + SHIFT + !	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.

CTRL + 9	Hide the selected rows.
CTRL + SHIFT + (Unhide any hidden rows within the selection.
CTRL + 0	Hide the selected columns.

CTRL + SHIFT +)	Unhide any hidden columns within the selection.
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CTRL + SHIFT + &	Apply the outline border to the selected cells.
CTRL + SHIFT + _	Remove the outline border from the selected cells.

CTRL + ;	Insert the date in the form mm/dd/yy
CTRL + :	Insert the time in the form hh:mm _m

CTRL + X	Cut the selected text or object
CTRL + C	Copy the selected text or object
CTRL + V	Paste text or an object
CTRL + SHIFT + +	<p>Insert copied cells</p> <p>Same as INSERT > COPIED CELLS</p> <p>If nothing has been cut or copied, this key combination will simply insert new cells</p> <p>Same as INSERT > CELLS</p>
<p>NOTE: There's a difference between paste and insert copied cells: paste will replace existing cells; inserting copied cells will first insert new cells before pasting.</p>	
CTRL + -	<p>Delete a cell</p> <p>Same as EDIT > DELETE</p>

CTRL + R	Fill right
CTRL + D	Fill down
CTRL + SHIFT + "	Copy the <u>value</u> from the cell above the active cell into the cell
CTRL + '	Copies a <u>formula</u> from the cell above the active cell into the cell

CTRL + `	Toggle between displaying values and displaying formulas
SHIFT + F3	In a formula, display the Insert Function dialog box.
CTRL + A	When the insertion point is to the right of a function name in a formula, display the Function Arguments dialog box.
CTRL + SHIFT + A	When the insertion point is to the right of a function name in a formula, insert the argument names and parentheses.
ALT + =	Insert an AutoSum formula with the SUM function
F4	Toggles from relative reference to absolute reference to mixed reference.

CTRL + Z	Undo the last action
CTRL + Y	Redo the last action

WORKBOOK MOVEMENT

CTRL + PAGE DOWN	Move to the next sheet in a workbook
CTRL + PAGE UP	Move to the previous sheet in a workbook
CTRL + TAB	Move between open workbooks

WORKBOOK MANAGEMENT

CTRL + N	Start a new workbook.
CTRL + O	Open a workbook.
CTRL + S	Save a workbook.
CTRL + P	Print a workbook.

Function Keys

F1	Get Help or the Office Assistant
F2	Same as double clicking a cell.
F4	Repeat the last action
F5	Display the Go To dialog box. Also, CTRL + G
F7	Display the Spelling dialog box.
F10	Activate the menu bar Also, ALT + underlined letter on menu bar
F11	Create a chart.
F12	Display the Save As dialog box.

KEY COMBINATIONS

SHIFT + F1	Start context-sensitive Help (What's this?)
SHIFT + F3	Display the Insert Function dialog box.
SHIFT + F4	Repeat the last Find action Same as Find Next
SHIFT + F5	Display the Find and Replace dialog box.
SHIFT + F10	Display a shortcut menu (aka right click)
SHIFT + F11	Open a new worksheet.

CTRL + F4	Close the window
CTRL + F5	Restore the window size.
CTRL + F6	Go to the next window
CTRL + F9	Minimize the window.

CTRL + F10	Maximize the window
ALT + TAB	Switch between open items.
ALT + Underlined letter in a menu name	Display the corresponding menu.
ALT + ESC	Cycle through items in the order they were opened.
ALT + F4	Quit active program.