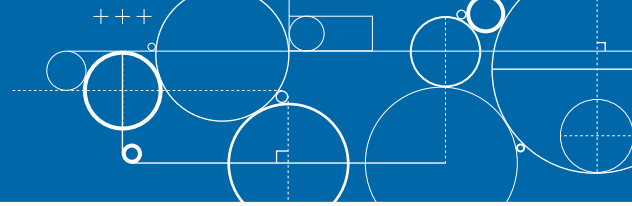


Using Excel Keyboard Shortcuts



You can execute Ribbon commands without taking your hands off the keyboard. This enables you to work quickly. This is particularly true if you are an excellent typist. The process is simple. You press the Alt key. Excel displays KeyTips — letters or numbers you can press to display more KeyTips or to execute a command. If a menu or dialog box appears after you press a KeyTip, use the arrow keys to move to your selection. Press the Enter key or the spacebar to make your selection.

For example, you can activate KeyTips to change the color of your type by clicking the keys shown in the KeyTip and then using the arrow keys to select the color you want. To cancel a KeyTips session, press F10.

In Excel 2003, you can execute menu and toolbar commands by pressing the Alt key. Excel 2007 and Excel 2010 do not use menus and toolbars, but if you have memorized those commands, you can use them. As you execute Excel 2003 commands, Excel displays a message. For example, pressing Alt+E+A+A clears a cell. As you execute the command, Excel displays the message, Office 2003: ALT, E, A, A.

General Program Shortcuts

SHORTCUT	RESULT
Ctrl+N	Creates a new workbook.
Ctrl+O	Opens the Open dialog box.
Ctrl+F12	Opens the Open dialog box (same as Ctrl+O).
Ctrl+S	Saves a workbook. (The Save As dialog box opens if you have not previously saved the workbook.)
Shift+F12	Saves a workbook (same as Ctrl+S).
F12	Opens the Save As dialog box.
Ctrl+W	Closes the active workbook; if it is the only workbook open, it also closes Excel.
Alt+F4	Closes the active workbook (same as Ctrl+W).
F1	Opens Excel Help.
F7	Runs the spell checker.
F10	Turns KeyTips on and off.
Shift+F10	Opens a context menu containing options related to the current worksheet selection. This is the same as clicking the right mouse button.
F9	Calculates all worksheets in all open workbooks.
Ctrl+F9	Minimizes the workbook.
Ctrl+F10	Restores or maximizes the workbook.
Ctrl+P	Opens the Print dialog box.
Ctrl+Shift+F12	Opens the Print dialog box (same as Ctrl+P).
Alt+F8	Opens the Macro dialog box.
Alt+F11	Opens Visual Basic for Applications.

Data Entry Shortcut

SHORTCUT	RESULT
Enter	Completes the cell entry and moves to the next cell.
Alt+Enter	Starts a new line within the same cell.
Shift+Enter	Completes the cell entry and moves up to the cell above.
Tab	Completes the cell entry and moves to the next cell on the right.
Shift+Tab	Completes the cell entry and moves to the next cell on the left.
Esc	Cancels the cell entry and restores original cell contents.
Ctrl+D	Fills the active cell with the contents of the cell above it.
Ctrl+R	Fills the active cell with the contents of the cell to the left of it.
Ctrl+F3	Displays the Name Manager dialog box.
Ctrl+K	Displays the Insert Hyperlink dialog box.
F2	Gives you the ability to edit the active cell by placing the insertion point at the end of the cell contents and in the formula bar.

Editing Shortcuts

SHORTCUT	RESULT
Ctrl+C	Copies the selection to the Office Clipboard.
Ctrl+X	Cuts the selection and places it on the Office Clipboard.
Ctrl+V	Pastes the information on the Office Clipboard.
Backspace	Deletes entire contents of a cell, or deletes the character on the left of the insertion point if you are editing the cell contents.
Delete	Deletes entire contents of a cell, or deletes the character on the right of the insertion point if you are editing the cell contents.
Ctrl+Delete	Deletes text from the insertion point to the end of the cell contents.
Ctrl+Z	Undoes an action.
Ctrl+Y	Repeats an action (Redo).
F4	Repeats an action (same as Ctrl+Y).
Ctrl+-	Opens the Delete dialog box.
Ctrl+Shift++	Opens the Insert dialog box.

Using Excel Keyboard Shortcuts (continued)

Formula Shortcuts

SHORTCUT	RESULT
Alt+Shift+Right Arrow	Displays the Group dialog box.
Alt+Shift+Left Arrow	Displays the Ungroup dialog box.
Ctrl+9	Hides the selected rows.
Ctrl+Shift+(	Unhides the hidden rows within the range selection.
Ctrl+0	Hides the selected columns.
Ctrl+Shift+Enter	Enters a formula as an array.
Ctrl+Shift+A	Inserts the argument names in parentheses for the specified function name.
F3	Opens the Paste Name dialog box when you have range names defined.
Shift+F3	Opens the Function Arguments dialog box.
=	Starts a formula.
Alt+=	Inserts the AutoSum formula.
Ctrl+;	Enters the current date.
Ctrl+Shift+:	Enters the current time.
Ctrl+Shift+”	Copies the value in the cell above the active cell.
Ctrl+`	Alternates between displaying the value of the cell and the cell formula.

Formatting Shortcuts

SHORTCUT	RESULT
Alt+'	Opens the Style dialog box.
Ctrl+1	Opens the Format Cells dialog box.
Ctrl+B	Applies or removes bold formatting.
Ctrl+I	Applies or removes italic formatting.
Ctrl+U	Applies or removes underlining.
Ctrl+5	Applies or removes strikethrough formatting.
Ctrl+Shift+~	Applies the General number format.
Ctrl+Shift+\$	Applies the Currency format with two decimal places and negative numbers in parentheses.
Ctrl+Shift+^	Applies the Exponential format with two decimal places.
Ctrl+Shift+#	Applies the Date format with dates formatted as dd-mm-yy.
Ctrl+Shift+@	Applies the Time format with hour, minute, and AM or PM.
Ctrl+Shift+!	Applies the Number format with two decimal places, a thousands separator, and minus sign for negative numbers.
Ctrl+Shift+%	Applies the Percent format.
Ctrl+Shift+&	Applies outside borders.
Ctrl+Shift+_	Removes outside borders.

Using Excel Keyboard Shortcuts (continued)

Selection Shortcuts

SHORTCUT	RESULT
Shift+Right Arrow	Expands the selection one cell to the right.
Shift+Left Arrow	Expands the selection one cell to the left.
Shift+Up Arrow	Expands the selection up one cell.
Shift+Down Arrow	Expands the selection down one cell.
Ctrl+Shift+·	Selects the current region, or cells containing values, around the active cell.
Ctrl+Shift+Right Arrow	Expands the selection right to the next nonblank cell in the row.
Ctrl+Shift+Left Arrow	Expands the selection left to the next nonblank cell in the row.
Ctrl+Shift+Up Arrow	Expands the selection up to the next nonblank cell in the column.
Ctrl+Shift+Down Arrow	Expands the selection down to the last nonblank cell in the column.
Shift+Home	Expands the selection to the beginning of the row.
Ctrl+Shift+Home	Expands the selection to the beginning of the worksheet.
Ctrl+Shift+End	Expands the selection to the end of the active area of the worksheet.
Ctrl+Spacebar	Selects the entire column.
Shift+Spacebar	Selects the entire row.
Ctrl+A	Selects the entire worksheet.
Shift+Page Down	Expands the selection down one screen.
Shift+Page Up	Expands the selection up one screen.
Ctrl+Shift+Spacebar	If an object is selected, selects all objects.
Ctrl+6	Alternates between hiding objects, displaying objects, and displaying object placeholders.
Shift+F8	Adds another range of cells to the selection.

Worksheet Navigation Shortcuts

SHORTCUT	RESULT
Up Arrow	Moves the active cell up one row.
Down Arrow	Moves the active cell down one row.
Left Arrow	Moves the active cell left one column.
Right Arrow	Moves the active cell right one column.
Home	Moves to the beginning of the current row.
Ctrl+Home	Moves to the beginning of the worksheet (typically cell A1).
Ctrl+End	Moves to the last cell in the worksheet (the cell at the intersection of the last used row and column in the worksheet).
Page Up	Scrolls up one screen.
Page Down	Scrolls down one screen.
Alt+Page Up	Scrolls right one screen.
Alt+Page Down	Scrolls left one screen.
Ctrl+Page Up	Moves to the previous worksheet in the workbook.
Ctrl+Page Down	Moves to the next worksheet in the workbook.
Ctrl+F6	Switches to the next open workbook.
Ctrl+Shift+F6	Switches back to the previously viewed open workbook.
F6	Moves the focus from the status bar to the Ribbon to the worksheet, and if the worksheet is split from pane pane.
F5	Opens the Go To dialog box.
Shift+F5	Opens the Find and Replace dialog box.
Shift+F4	Repeats the last Find command.
Tab	Moves between the unlocked cells of a protected worksheet.
Ctrl+.	Moves clockwise to the next corner of the selected range of cells.