



Excel Tactics

Excel Keyboard Shortcuts Quick Reference Guide

Program Operations

CTRL + N	Creates a new, blank workbook.
SHIFT + F5 or ALT + SHIFT + F5	Reverts to new worksheet.
CTRL + O	Displays the Open dialog box.
CTRL + P	Displays the Print and Print Preview.
CTRL + S	Saves the active file.
F5	Displays the Save As dialog box.
CTRL + F5 or W	Closes the selected workbook window.
ALT + F4	Closes Excel.

Formulas

CTRL + A	Displays the function arguments dialog.
CTRL + ALT + F9	Calculates all cells in open workbooks.
CTRL + ALT + SHIFT + F9	Recalculates dependent formulas and recalculates all cells in open workbooks.
CTRL + END	Moves the cursor to the end of the text in the formula bar.
CTRL + SHIFT + A	Inserts the argument names and parentheses after a function name.
CTRL + SHIFT + END	Extends selection to the end of the formula bar.
CTRL + SHIFT + U	Expands or collapses the formula bar.
F4	Cycles through absolute and relative cell reference types for selected reference.
F9	Calculates all worksheets.
SHIFT + F9	Calculates the active worksheet.

Worksheet Navigation

ALT + PAGE DOWN or PAGE UP	Moves one screen to the right or left in a worksheet.
ARROW KEYS	Moves one cell up, down, left, or right in a worksheet.
CTRL + ARROW KEY	Moves to the edge of the current data region in a worksheet.
CTRL + END	Moves to the bottom-right cell in a worksheet.
SHIFT + F5 or CTRL + F	Displays the Find and Replace dialog box, with the Find tab selected.
CTRL + H	Displays the Find and Replace dialog box, with the Replace tab selected.
SHIFT + F5	Repeats the last Find action.
CTRL + HOME	Moves to the beginning of a worksheet.
CTRL + PAGE DOWN or PAGE UP	Moves to the next or previous sheet in a workbook.
END, ARROW KEYS	Moves to the next or previous nonblank cell in the same column or row.
HOME	Moves to the beginning of a row in a worksheet or upper-left corner when multiple sheets are open.
PAGE DOWN & PAGE UP	Moves one screen down or up in a worksheet.
TAB & SHIFT + TAB	Moves to the next or previous cell in a worksheet.

Selections

CTRL + A or CTRL + SHIFT + SPACEBAR	Selects the current region. Pressing again selects the entire worksheet.
CTRL + SHIFT + *	Selects the current region.
SHIFT + SPACEBAR	Selects an entire row in a worksheet.
CTRL + SPACEBAR	Selects an entire column in a worksheet.
SHIFT + ARROW KEY	Extends the selection of cells by one cell.
SHIFT + F8	Enables you to add nonadjacent cells to a selection with the arrow keys.
CTRL + SHIFT + ARROW KEY	Extends the selection of cells to the next nonblank cell.
CTRL + SHIFT + END	Extends the selection of cells to bottom-right-most used cell in the worksheet.
CTRL + SHIFT + HOME	Extends the selection of cells to the beginning of the worksheet.
CTRL + SHIFT + D	Selects all cells that contain comments.
CTRL + SHIFT + PAGE DOWN or PAGE UP	Selects the current and next (or previous) sheet in a workbook.
CTRL + SHIFT + SPACEBAR	Selects all objects on a worksheet when an object is selected.
F5 or CTRL + G	Displays the Go To dialog box.
F8	Enables you to extend a selection with the arrow keys.

Cell Formatting

CTRL + *	Cycles between displaying cell values and cell formulas in the worksheet.
CTRL + L	Displays the Format Cells dialog box.
CTRL + SHIFT + B or P	Opens the Format Cells dialog box with the Font tab selected.
CTRL + B or B	Applies or removes bold formatting.
CTRL + I or I	Applies or removes italic formatting.
CTRL + U or U	Applies or removes underlining.
CTRL + C	Applies or removes text background.
CTRL + SHIFT + _	Removes the cell outline border.
CTRL + SHIFT + #	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL + SHIFT + B	Applies the Date format with the day, month, and year.
CTRL + SHIFT + C	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL + SHIFT + %	Applies the Percentage format with no decimal places.
CTRL + SHIFT + E	Applies the outline border to the selected cells.
CTRL + SHIFT + @	Applies the Time format with the hour and minute, and am or pm.
CTRL + SHIFT + A	Applies the Scientific number format with two decimal places.
CTRL + SHIFT + ^	Applies the General number format.

Ms Excel 2007 Quick Guide

Mark L. Chambers



Ms Excel 2007 Quick Guide:

Excel 2007 For Dummies Quick Reference John Walkenbach, Colin Banfield, 2007-01-06 Fast answers to frequently asked questions Excel 2007 essentials at your fingertips If you like your answers quick and your information up to date look no further With this concise superbly organized reference you ll quickly find just what you need to know about navigating the new interface using the Ribbon and Quick Access toolbar saving protecting and recovering workbook files entering and editing data creating formulas and functions and much more Excel 2007 Matthew MacDonald, 2007 Publisher description

Excel for Dummies Quick Reference John Walkenbach, 1993 This easy to read reference provides an overview of Excel basics and includes all the menu commands prescribed by Excel including commands for the WYSIWYG add in It is cross referenced to the Excel for Dummies book and provides a bridge from the bare bones facts presented in the Quick Reference to the in depth explanations provided in Excel for Dummies *The Unofficial Guide to Microsoft Office Excel 2007* Julia Kelly, Curt Simmons, 2007-02-05 This title helps readers get the most from Excel 2007 s update with insider guidance and valuable tips It is ideal for Excel users looking for smart tips cool insider secrets and interesting hacks to make the most of Microsoft Excel 2007 It includes handy checklists and charts to get readers started in Excel right away It shows readers the best way to enter format and organize data use PivotTables and PivotCharts to summarize data dynamically work with charts to illustrate data points and learn how to automate common and repetitive tasks by writing macros with VBA **Excel 2010 For Dummies Quick Reference** Colin Banfield, John Walkenbach, 2010-04-13 Find the answers to your most important Excel questions with this reference John Walkenbach s name is synonymous with excellence in computer books that decipher complex technical topics Known as Mr Spreadsheet Walkenbach along with Excel expert Colin Banfield answers your most common and important Excel questions in this easy to understand reference You ll learn how to open save protect and recover workbook files add copy and delete worksheets enter and edit data and text create formulas and functions audit format and print and more Highly organized and free of unnecessary jargon this essential reference allows you to find the answers you re looking for quickly and easily Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions Offers information in a highly organized easy to understand format so you can find exactly what you need Includes information on opening saving protecting and recovering workbook files adding copying and deleting worksheets entering and editing data and text creating formulas and functions auditing formatting printing and more Covers navigating the user interface using the Ribbon and Quick Access toolbar saving protecting and recovering workbook files entering and editing data creating formulas and functions and much more Excel 2010 For Dummies Quick Reference enables you to spend more time working on your projects rather than trying to figure how to make Excel work for you **Microsoft Excel 2007 Introduction Quick Reference Guide** Beezix Software Services, Beezix, Inc Staff, 2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2007 The following topics are covered

Creating Workbooks Entering and Editing Data Clearing Cells Undo and Redo Inserting and Deleting Rows Columns and Cells Column Width and Row Height Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Editing Multiple Worksheets Simultaneously and Copying Data and Formatting to Multiple Worksheets Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Using Microsoft Excel 2007** Connie Hyslop, 2009-01-01 A Quick Reference Guide to Microsoft Excel Includes tips tricks and shortcuts Easy to follow steps written in non technical terms Many computer manuals are TMI Too Much Info The steps in this guide are brief and to the point Using Microsoft Excel 2007 is the desk reference every user needs to become proficient in the new version of Excel

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Microsoft Excel 2007 Charts and

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tersedia dan cara cepat mengakses suatu ikon Materi dikelompokkan berdasarkan kebutuhan penggunaan Microsoft Office Button untuk mengelola file kerja Tab Home untuk menyunting tampilan data pada lembar kerja Tab Insert untuk menyisipkan objek pada lembar kerja Tab Page Layout untuk mengatur layout halaman lembar kerja Tab Formulas untuk menempatkan rumus dan fungsi pada lembar kerja Tab Data untuk mengelola data dalam tabel Tab Review untuk menelusuri perubahan buku kerja Tab View untuk mengatur tampilan jendela buku kerja *Microsoft Excel 2007 Quick Source Guide* The ReSource Network,2007-10 **PCs All-in-One Desk Reference For Dummies** Mark L. Chambers,2011-03-03 Need the scoop on Windows Vista How about Office 2007 Anything you need to know about using your PC can probably be found in PCs All In One Desk Reference for Dummies 4th Edition This handy guide is made up of eight convenient minibooks so you can find what you need in a hurry And in case you think you ve seen it before this fourth edition is fully updated for all the newest coolest stuff Want a guided tour of the Vista operating system and how it differs from XP Check out minibook 2 Have you heard about Microsoft Works but aren t sure what it s about Find out in Book 4 Planning to network all the computers in your home Minibook 8 is just what you need The entire repertoire includes PC Hardware Windows Vista The Internet Microsoft Works Office 2007 Fun With Movies Music and Photos Upgrading and Supercharging Home Networking For all the things you probably do with your PC browsing the Internet e mail word processing presentations spreadsheets organizing and sharing digital photos and video downloading music you ll find you can get right to the point and discover what you want to know quickly and easily You ll want to keep PCs All In One Desk Reference for Dummies 4th Edition handy say on your desk maybe

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