

Excel® Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

| | |
|-----------------------------------|---------------|
| Close Excel | ALT F4 |
| Close workbook | CTRL W |
| Copy screen to clipboard | FRT SC |
| Copy selection | CTRL C |
| Copy window to clipboard | ALT FRT SC |
| Cut selection | CTRL X |
| Delete column | ALT, H, D, C |
| Delete row | ALT, H, D, R |
| Delete worksheet | ALT, H, D, S |
| Help | F1 |
| Insert column | ALT, I, C |
| Insert row | ALT, I, R |
| Insert worksheet | ALT SHIFT F1 |
| Maximize/restore workbook window | CTRL F10 |
| Minimize workbook window | CTRL F9 |
| Open context menu | SHIFT F10 |
| Open workbook | CTRL O |
| Paste selection | CTRL V |
| Print | CTRL P |
| Redo/Repeat action | CTRL Y |
| Save As dialog box | F12 |
| Save workbook | CTRL S |
| Switch between open Excel windows | CTRL F6 |
| Toggle Full Screen mode | CTRL SHIFT F1 |
| Turn Key Tips On/Off | ALT |
| Undo action | CTRL Z |

Data, Functions, and Formula Bar

| | |
|--|-------------|
| Calculate active worksheet | SHIFT F9 |
| Calculate all worksheets in open workbooks | F9 |
| Cancel an entry in cell or formula bar | ESC |
| Clear cell content (data and formulas) | DELETE |
| Clear content of active cell | BACKSPACE |
| Complete cell entry/move one cell down | ENTER |
| Complete cell entry/move one cell left | SHIFT TAB |
| Complete cell entry/move one cell right | TAB |
| Complete cell entry/move one cell up | SHIFT ENTER |
| Copy formula from cell above active cell | CTRL F |

| | |
|--|----------------|
| Copy value of cell above active cell | CTRL SHIFT F |
| Create chart of data in current range in new sheet | F11 |
| Create embedded chart of data in current range | ALT F1 |
| Create, run, edit, or delete macro | ALT F8 |
| Cycle absolute and relative references in formula | F4 |
| Define name to use in references | ALT, M, M, D |
| Delete text to end of line | CTRL DELETE |
| Display Create Table dialog box | CTRL T |
| Display Error Checking menu/message | ALT SHIFT F10 |
| Display Quick Analysis for selected cells | CTRL Q |
| Edit active cell | F2 |
| Enter current date | CTRL ; |
| Enter current time | CTRL SHIFT ; |
| Expand or collapse formula bar | CTRL SHIFT U |
| Fill Down | CTRL D |
| Fill selected cell range with current entry | CTRL ENTER |
| Flash Fill | CTRL E |
| Insert AutoSum formula | ALT = |
| Insert function | SHIFT F3 |
| Move cursor to end of text in formula bar | CTRL END |
| Move one character up/down/left/right | ↑ ↓ ← → |
| Move to beginning of line | HOME |
| Move to first field in next record of data form | ENTER |
| Open Power Query Editor | ALT F12 |
| Open Visual Basic For Applications Editor | ALT F11 |
| Paste name from Paste Name dialog box | F8 |
| Refresh external data in workbook | CTRL ALT F5 |
| Refresh external data in worksheet | ALT F5 |
| Select in formula bar (cursor to end) | CTRL SHIFT END |
| Start new line in same cell | ALT ENTER |
| Stop refreshing external data | ESC |
| Turn formula checking tooltips on/off | CTRL ALT F |

Formatting Cells

| | |
|--------------------------------------|--------------|
| Add borders | ALT, H, B |
| Add outline border to selected cells | CTRL SHIFT & |
| Align Bottom | ALT, H, A, B |
| Align Center | ALT, H, A, C |
| Align Left | ALT, H, A, L |

GUIDE KEY

| | |
|-------------------------|---|
| NEXT TO ONE ANOTHER | SEPARATED BY COMMAS |
| CTRL C | ALT, H, D, R |
| Press together (CTRL+C) | Press and release one at a time, in order |

| | |
|--|---------------|
| Align Middle | ALT, H, A, M |
| Align Right | ALT, H, A, R |
| Align Top | ALT, H, A, T |
| Apply Currency format | CTRL SHIFT \$ |
| Apply Date format | CTRL SHIFT # |
| Apply General number format | CTRL SHIFT ~ |
| Apply Number format | CTRL SHIFT ! |
| Apply Percentage format | CTRL SHIFT % |
| Apply Scientific number format | CTRL SHIFT A |
| Apply Time format | CTRL SHIFT @ |
| Bold text or remove bold formatting | CTRL B |
| Choose fill color | ALT, H, F, H |
| Choose font | ALT, H, F, F |
| Choose font color | ALT, H, F, C |
| Choose font size | ALT, H, F, S |
| Display or hide outline symbols | CTRL S |
| Format fonts in Format Cells dialog | CTRL SHIFT F |
| Hide selected columns | CTRL 0 |
| Hide selected rows | CTRL 9 |
| Insert a note or open and edit cell note | SHIFT F2 |
| Insert or open threaded comment | CTRL SHIFT F2 |
| Italicize text or remove italic formatting | CTRL I |
| Open Delete dialog box | CTRL - |
| Open Format Cells dialog box | CTRL 1 |
| Open Insert hyperlink dialog box | CTRL K |
| Open Insert dialog box | CTRL SHIFT + |
| Open Paste Special dialog box | CTRL ALT V |
| Open Style dialog box | ALT F |
| Open Workbook Statistics dialog box | CTRL SHIFT G |
| Remove outline border | CTRL SHIFT _ |
| Show/hide objects | CTRL 6 |
| Spellcheck | F7 |

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Andrei Besedin



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Microsoft Office 2007 Keyboard Shortcuts for Windows U C Books,2016-10-02 Become fast and productive at office management Without doubt your purpose for using a computer keyboard is to be very productive in the work you do and that is what brought this book to existence From this book you will learn to use shortcut keys to perform any task in Microsoft Office 2007 you will learn many keyboard shortcuts methods and applications that will help you in your work All programs of Microsoft Office 2007 are covered to give your computing style a positive touch You will find the following in this book Gathering the Basic Knowledge of Keyboard Shortcuts Basic Keyboard Shortcuts for Microsoft Office 2007 Keyboard Shortcuts for Microsoft OneNote 2007 Keyboard Shortcuts for Microsoft Access 2007 Keyboard Shortcuts for Microsoft Excel 2007 Keyboard Shortcuts for Microsoft Word 2007 Keyboard Shortcuts for Microsoft PowerPoint 2007 Keyboard Shortcuts for Microsoft Publisher 2007 Keyboard Shortcuts for Microsoft InfoPath 2007 Keyboard Shortcuts for Microsoft Groove 2007 Keyboard Shortcuts for Microsoft Outlook 2007 Office 2007 Keyboard Shortcuts your closest teacher at all times

Computer: Keyboard Shortcuts Jitin Kumar,2019-11-29 Excellent book which contains almost all shortcuts for using computer and all computer programs Including general and daily trouble shooting areas For windows 7 MS Word MS Excel MS PowerPoint MS Access CONTENTS 1 Windows 7 Keyboard Shortcuts General keyboard shortcuts Dialog box keyboard shortcuts Windows logo key keyboard shortcuts Windows Explorer keyboard shortcuts Taskbar keyboard shortcuts Remote Desktop Connection on the desktop keyboard shortcuts Paint keyboard shortcuts WordPad keyboard shortcuts Calculator keyboard shortcuts Windows Journal keyboard shortcuts Windows Help viewer keyboard shortcuts 2 Microsoft Word Keyboard Shortcuts Frequently used shortcuts Ribbon keyboard shortcuts Navigate the document Preview and print documents Select text and graphics Edit text and graphics Work with web content Work with tables Review a document Work with references citations and indexing Work with mail merge and fields Work with text in other languages Work with document views Use function key shortcuts 3 Microsoft Excel Keyboard Shortcuts Frequently used shortcuts Ribbon keyboard shortcuts Keyboard shortcuts for navigating in cells Keyboard shortcuts for formatting cells Keyboard shortcuts for making selections and performing actions Keyboard shortcuts for working with data functions and the formula bar Power Pivot keyboard shortcuts Function keys Other useful shortcut keys 4 Microsoft PowerPoint Keyboard Shortcuts Frequently used shortcuts Ribbon keyboard shortcuts Move between panes Work in the Outline view Select and edit text and objects Format text Work with shapes pictures boxes objects and WordArt Insert and reply to comments Change order of slides or sections in a slide deck Use the Selection pane Access and use task panes Use smart tags in PowerPoint 2007 Other useful shortcut keys 5 Microsoft Access Keyboard Shortcuts Frequently used shortcuts Navigate the ribbon with only the keyboard Work with database files Navigate in the Access workspace Work with menus dialog boxes wizards and property sheets Work with text boxes combo boxes and list boxes Work with objects Work in a Design Layout or Datasheet view Work in a

Datasheet view Work in a Design view Navigate in a form view Navigate in Print Preview and Layout Preview Work with panes Select text or data Edit text or data Navigate in tables and cells Get help with Access Miscellaneous keyboard shortcuts Excel 2007 Keyboard Shortcuts Quamut,2007 **Shortcut Excel 2007-2013** Adi Kusrianto,2014-06-17

Membahas fitur berupa kombinasi tombol pintas yang tersedia pada Excel 2007 hingga 2013 Banyak pemakai Excel yang telah familier dan menikmati kemudahan perintah perintah menggunakan kombinasi tombol pintas Ctrl C untuk perintah meng copy Ctrl V untuk mem paste Ctrl S untuk menyimpan file dan sebagainya Namun banyak pemakai yang tidak menyadari bahwa shortcut seperti itu jumlahnya ratusan Jika ditambah dengan trik trik tertentu maka bukan tidak mungkin jumlahnya bisa semakin banyak Dengan menguasai keyboard shortcut pada Excel versi mutakhir ini akan memperluas wawasan dan tingkat keterampilan dalam mengoperasikan Microsoft Excel Dengan dilengkapi gambar gambar dari contoh yang dibahas akan memperjelas maksud uraiannya Ini bukan sekadar referensi tombol pintas Excel tetapi juga menjelaskan maksud perintah command tertentu yang dikelompokkan menurut fungsinya Buku ini tidak dianjurkan bagi Anda yang belum mengenal Excel sebelumnya Pembahasan dalam buku mencakup Shortcut sesuai layout menu Ribbon Excel 2013 Shortcut untuk bekerja di lingkungan workbook dan worksheet Excel Shortcut dalam Entry dan format Data Shortcut Paste Special Shortcut seputar pengoperasian Formula Shortcut saat bekerja dalam Tabel Data Daftar pemanfaatan Ctrl Shift dan Tombol Fungsi *Excel 2007 Miracles Made Easy* Bill Jelen,2006-12-01 In this addendum to Learn Excel from Mr Excel the amazing new features offered in Excel 2007 are introduced Revealing the features that make this new version the best new release of Excel since 1997 this guide provides the necessary information to teach users to quickly unleash the powerful new features in Excel 2007 create incredible looking charts customize color themes to match their corporate logo utilize data visualization tools and learn Pivot Table improvements **Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)** Beezix, Inc Staff,2010-11-01 Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word Excel and PowerPoint This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Shortcuts for the following topics Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar *Office 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)* Beezix, Inc Staff,2007-10-24 Topics include Shortcuts Word Text Selection Shortcuts Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date

Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar **This Isn't Excel, It's Magic!** Bob Umlas, 2007 Become an Excel wizard Save time and effort with this expanded and enlarged guide Each tip is written in a friendly easy to understand style and is full of screen shots and visuals to help you on your way This edition has been upgraded for Excel 2007 Just a few minutes with this book and you will save time and money 150 Most Powerful Excel Shortcuts Andrei Besedin, 2017-10-27 EXCEL SHORTCUTS No doubt Microsoft excel is a very powerful application that is used by many businesses and people around the world today Have you been a situation where you and your colleagues will be working on the same task on the excel spreadsheet and they will finish up within few minutes while you are still on the same task for hours Do you think they are better than you Do you think they are smarter than you No they are not just that they know what you don't know Wondering what that is It is excel shortcuts b There are lots of excel shortcuts out there that can help you finish up your task on time If you know the powerful excel shortcuts you would not have to sit down the whole day trying to finish up a task while your colleagues are already done For you to save more of your time we have come up with an incredible and powerful short book 150 Most Powerful Excel Shortcuts Secrets of Saving Time with Excel Yes there are lots of excel shortcuts but our outstanding product is ready to give you 150 most powerful ones This is because learning such a large number can be confusing and overwhelming Apart from the 150 most powerful excel shortcuts our product offers some extra benefits await you Some of the unarguable benefits you can derive are You will learn quick ways to carry out tasks on excel The shortcuts are precise and simple to understand so that you won't have a headache mastering them Reading it takes less time so you can read over and over again without wasting your time It serves as a perfect reference guide due to the great navigation index it offers No doubt we can't argue the fact that our short book might not contain the highest level of information We only have one aim to provide you a quick solution to your problems by revealing to you the most powerful Excel Shortcuts The 150 Most Powerful Excel Shortcuts offered by our amazing short book can save you more time than you can imagine You can save about 1000 just by making this purchase Seems incredible we think The more you procrastinate on buying this success proven short book the more you are vulnerable to wasting your precious time when dealing with huge Excel data To have more of your time to yourself obtain your copy of the book with just one click Click the buy button at the upper right side of the page By taking this action you would be doing yourself a great favor Why delay when you have what can push you through huge excel task without wasting time right at your doorstep Purchase your copy now PS You will also get a valuable bonus file please see page at the end of the book *Excel Shortcuts* Sam Key, 2015-08-08 Excel Shortcuts The 100 Top Best Powerful Excel Keyboard Shortcuts in 1 Day Do you know the power of Microsoft's Excel Are you able to use Excel to its fullest potential Do you want to learn Excel fast quick and easy Want to

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shortcut keys to execute various commands in Microsoft Office 2010 It has a tabular nature that saves readers the stress of searching for a long time the keyboard shortcuts they need to execute actions with The following are what you will find in this book Fundamental Knowledge Of Shortcuts The Operating Modes Of The Keyboard Ways To Improve In Your Typing Skill Definition Of Keyboard Shortcuts Why You Should Shortcut Ways To Become A Lover Of Shortcuts How To Learn New Shortcut Keys Your Reward For Knowing Shortcut Keys Excel Shortcuts CTRL Combination Shortcut Keys Function Keys Other Useful Shortcut Keys Change the keyboard focus without using the mouse PowerPoint Shortcuts Keyboard Shortcuts To Use When Creating A Presentation Online Help Microsoft Office Basics Navigating The Ribbon Common Tasks In Microsoft Office PowerPoint Slide Show Shortcuts Media Shortcuts During Presentation Word Shortcuts Microsoft Office Basics Navigating The Ribbon Quick Reference For Microsoft Word Working with documents and Web pages Edit and move text and graphics Character and paragraph formatting Insert and edit objects Mail merge and fields Language bar Function Key Reference OneNote Shortcuts Taking And Formatting Notes Typing and Editing Notes Formatting notes Adding items to a page Selecting notes and objects Tagging notes Using outlines Specifying language settings Organizing And Managing Your Notebook Working with pages and side notes Working with notebooks and sections Searching notes Sharing Notes Protecting Notes Access Shortcuts General Shortcut Keys Keys For Working With Text And Data Keys For Navigating Records Microsoft Office Fluent Ribbon Online Help Microsoft Office Basics SharePoint Shortcuts Common Keyboard Shortcuts 2010 Discussion Tool 2010 Lists Tools Notepad Tool Pictures Tool Sketchpad Tool 2007 Calendar Tool InfoPath Shortcuts Navigating The Ribbon All Pages Common Tasks Edit Rich text For pages or dialog boxes that have Open or Cancel buttons List or library page Slide library page Picture library page Survey page Permissions page All Site Content page Discussion board Calendar view Web Part Page Managing Microsoft InfoPath 2010 forms in a Library Use the keyboard to work with the ribbon Getting Help Rich Text Editing Project Keyboard Online Help Microsoft Office Basics Microsoft Project 2010 Use the keyboard to work with the ribbon Change the keyboard focus without using the mouse Visio Shortcuts Online Help Microsoft Office Basics Text Zoom And Navigation Visio Specific Tasks Visio Specific Toolbars Visio Shapes And Stencils Publisher Shortcuts Online Help Microsoft Office Basics Create Open Close Or Save A Publication Edit Or Format Text Or Objects Work With Pages Print A Publication Work With Web Pages And E Mail Automate Tasks Plus a link to download Our Free EBooks from and lots more It was compiled to help computer users achieve more in their computer activities Office 2010 keyboard shortcuts your closest teacher at al

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