

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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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

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