EXCEL Tactics

Excel Keyboard Shortcuts Quick Reference Guide

Program Operations

Shortcut	Description
CTRL + N	Creates a new, blank workbook.
SHIFT + F11 or ALT + SHIFT + F1	Inserts a new worksheet.
CTRL + O	Displays the Open dialog box.
CTRL + P	Displays the Print and Print Preview.
CTRL + S	Saves the active file.
F12	Displays the Save As dialog box.
CTRL + F4 or W	Closes the selected workbook window.
ALT + F4	Closes Excel.

Formulas

Shortcut	Description
CTRL + A	Displays the Function Arguments dialog.
CTRL + ALT + F9	Calculates all cells in open workbooks.
CTRL + ALT + SHIFT + F9	Rechecks dependent formulas and calculates 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

Shortcut	Description
ALT + PAGE DOWN or PAGE UP	Moves one screen to the right or left in a worksheet.
ARROW KEYS	Move 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 on 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 + F4	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 SCROLL LOCK is on.
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

Shortcut	Description
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 + O	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

Shortcut	Description
CTRL + `	Cycles between displaying cell values and cell formulas in the worksheet.
CTRL + 1	Displays the Format Cells dialog box.
CTRL + SHIFT + F or P	Opens the Format Cells dialog box with the Font tab selected.
CTRL + 2 or B	Applies or removes bold formatting.
CTRL + 3 or I	Applies or removes italic formatting.
CTRL + 4 or U	Applies or removes underlining.
CTRL + 5	Applies or removes strikethrough.
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 + #	Applies the Date format with the day, month, and year.
CTRL + SHIFT + $	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL + SHIFT + %	Applies the Percentage format with no decimal places.
CTRL + SHIFT + &	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 + ^	Applies the Scientific number format with two decimal places.
CTRL + SHIFT + ~	Applies the General number format.

Microsoft Excel 2010 Quick Reference Guide

Abbott Katz,MSL Made Simple
Learning

Microsoft Excel 2010 Quick Reference Guide:

Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc,Beezix, Inc Staff,2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas *Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Interme* Beezix Software Services,Beezix, Inc Staff,2011-04-15 Geared toward the intermediate to advanced user this example rich 4 page laminated quick reference guide provides explanations and context for many powerful functions and formulas Step by step instructions for many function formula related features This guide is suitable as a training handout or simply an easy to use reference guide The following topics include Conditionally Summing Data SUMIF COUNTIF Being Precise Rounding functions Improving Clarity with Range Names Merging Text and Numbers CONCATENATE TEXT LEFT RIGHT MID LEN FIND VALUE TRIM SUBSTITUTE Changing Results IF AND OR Table Lookups VLOOKUP HLOOKUP INDEX MATCH Error Recovery ISNA ISERROR Array Formulas Single Cell Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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