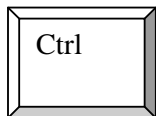


# EXCEL-SPECIFIC KEYBOARD SHORTCUTS



A	Select all
B	Bold
C	Copy
D	Copy Down
E	Go to current errors
F	Find
G	Go to
H	Replace
I	Italic
J	Calc Auto/Manual
K	Insert hyperlink
N	New workbook
O	Open
P	Print
R	Copy right
S	Save workbook
U	Underline
V	Paste
W	Close window
X	Cut
Y	Repeat
Z	Undo last action
5	Strike-through
9	Hide row
0	Hide Column
~	Formulas/values
'	Copy cell above
`	Show value/formula
;	Enter the date

## FUNCTION KEYS

F1	Help menu
F2	Go into cell / go out
F3	Paste name in function
F4	Absolute reference rpt.
F5	Go to
F6	Next pane (if split)
F7	Spell check
F8	Select anchor
F9	Calculate
F10	Activate menu bar
F11	Creates chart sheet
F12	Save as
ALT + F8	MACRO box
ALT + F11	Visual basic editor
SHIFT + F1	Context sensitive help
SHIFT + F11	Insert new sheet
SHIFT + F5	Find Box
SHIFT + F2	Insert / edit comment
SHIFT + F3	Function wizard
CTRL + F3	Define a name

## SELECTING CELLS

Select current region around active cell	CTRL+SHIFT + *
Extend selection by one cell	SHIFT+ ARROW
Extend selection to last nonblank cell	CTRL +SHIFT+ ARROW
Extend selection to start of row	SHIFT+HOME
Extend selection to top left	CTRL+SHIFT+HOME
Extend selection to last cell used	CTRL+SHIFT+END
Select the entire column	CTRL+SPACEBAR
Select the entire row	SHIFT + SPACEBAR
Only select active cell	SHIFT +BACKSPACE
Extend selection down one screen	SHIFT+ PAGE DOWN
Extend selection up one screen	SHIFT+ PAGE UP
Turn End mode on or off	END
Extend selection to the last nonblank cell	END or SHIFT+ARROW KEY

## ENTERING DATA

Start a new line in the same cell	ALT+ENTER
Delete text to the end of the line	CTRL + DELETE
Edit a cell comment	SHIFT + F2
Fill the selected cell range with entry	CTRL+ENTER
Finish entry and move up in a selection	SHIFT +ENTER
Finish entry and move right in selection	TAB
Finish entry and move left in selection	SHIFT +TAB

## FORMULA BAR

Insert the sum formula	ALT + =
Enter the time	CRTL + SHIFT + :
Copy the value from above cell	CRTL + SHIFT + “
Insert function arguments	CTRL + SHIFT + A

## FORMATTING

Display the STYLE	ALT + ‘
FORMAT CELLS	CTRL + 1
General number format	CTRL + SHIFT + ~
Comma and 2 decimals	CTRL + SHIFT + !
1-Jan-00 format	CTRL + SHIFT + #
Dollar format	CTRL + SHIFT + \$
Percentage format	CTRL + SHIFT + %
Outline border	CTRL + SHIFT + &
Remove outline border	CTRL + SHIFT + _
1/1/1900 0:00 AM format	CTRL + SHIFT + @
##.# E + 02 format	CTRL + SHIFT + ^
Enter array formula	CTRL + SHIFT + ENTER
Selects current region	CTRL + SHIFT + *

## MENUS/ WINDOWS/ DIALOG BOXES

Show a shortcut menu	SHIFT + F10
Show the window icon menu	ALT + SPACEBAR
Switch to the next program	ALT + TAB
Switch to the previous program	ALT+SHIFT+TAB
Move to the next open file	CTRL+TAB or CTRL+F6
Minimize workbook	CTRL + F9
Mazimize workbook	CTRL + F10
Get to next tab in a dialog box	CTRL + TAB or CTRL+ PAGE UP/DN
Get to previous tab in dialog box	CTRL + SHIFT + TAB

## SPECIAL KEYS

Select cells referred to by formula	CTRL + [
Select all cells that are directly or indirectly referred to by formulas	CTRL+ SHIFT+ {
Select only cells with formulas that refer directly to the active cell	CTRL + ]
Select only cells with formulas that refer directly or indirectly to the active cell	CTRL + SHIFT+ }
One screen right or left	ATL+PAGE DOWN/UP