

Keyboard Shortcuts in Excel - Part 1

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Topics Covered

- Basic File Operations – Common to Most Office Programs
- Entering, Editing, Selecting and Formatting Worksheet Cells
- Navigating Within and Between Worksheets

Basic File Operations

Common to Most Office Programs

Basic File Operations



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Popular Keyboard Shortcuts for Excel®

Basic File Operations

Keyboard Shortcut	Action
Ctrl + N	Open new workbook
Ctrl + O	Open existing workbook
Ctrl + W	Close active workbook
Ctrl + S	Save active workbook
F12	Save As ... different name, location, file type
Alt + F4	Close Excel
F1	Open help menu

Undo, Restore or Repeat Actions

Keyboard Shortcut	Action
Ctrl + Z	Undo last action
Ctrl + Y	Restore undo action
F4	Repeat last action

Basic File Operations

Print Worksheet

Keyboard Shortcut	Action
Ctrl + P	Open Print dialog box
Ctrl + F2	Open Print Preview mode

Work with Excel Windows and Open Applications

Keyboard Shortcut	Action
Ctrl + F9	Minimize active workbook window to an icon
Ctrl + F10	Restore or maximize selected workbook window
Ctrl + Esc	Display Windows Start Menu
Alt + Tab	Switch to next open application; hold down Alt and "tap" Tab
Shift + Alt + Tab	Switch to previous open application; hold down Shift + Alt and "tap" Tab
Alt + Esc	Switch to next open application; hold down Alt and "tap" Esc
Ctrl + F6	Switch to next open workbook window (if available)
Ctrl + Shift + F6	Switch to previous open workbook window (if available)
Ctrl + W or Ctrl + F4	Close the active window (Excel remains open)

Entering, Editing, Selecting & Formatting Cells

Most Common Keyboard Shortcuts

Insert, Delete and Copy Cells

Insert, Delete, and Copy Cells

Keyboard Shortcut	Action
Ctrl + C	Copy selection to clipboard
Ctrl + X	Cut selection to clipboard
Ctrl + V	Paste last selection that was cut or copied to clipboard
Delete	Clear contents of current selection (leave formatting in place)
Ctrl + - (minus)	Open Delete Cells dialog box
Ctrl + + (plus)	Open Insert Cells dialog box
Ctrl + ' (apostrophe)	Copy contents of cell above into active cell; formulas are an exact copy
Ctrl + R	Copy contents of cell to the left into active cell; formulas are an exact copy
Shift + F10	Open shortcut - contextual menu; use up & down arrow key + enter to make selection

Enter Data in Cell or Range

Enter Data

Keyboard Shortcut	Action
Ctrl + ; (semi-colon)	Enter current date
Ctrl + Shift + : (colon)	Enter current time
Enter	Accept entry and move active cell down one row
Ctrl + Enter	Accept entry and keep active cell in place
Shift + Enter	Accept entry and move active cell up one row
Tab	Accept entry and move active cell one column to right
Shift + Tab	Accept entry and move active cell one column to left
Alt + Enter	Create line break in the same cell; this is a "text wrap"
Esc	Cancel cell entry

Format Cells

Formatting Cells and Text

Keyboard Shortcut	Action
Ctrl + 1	Open Format Cells dialog box; use the 1 key on the keyboard, not on keypad
Alt + ' (apostrophe)	Open Style dialog box
Ctrl + B	Toggle bold formatting
Ctrl + I	Toggle italic formatting
Ctrl + U	Toggle underline formatting
Ctrl + Shift + & (ampersand)	Apply outline border to selected cells
Ctrl + Shift + _ (underscore)	Remove outline border from selected cells
Ctrl + Shift + ~ (tilde)	Apply general number format
Ctrl + Shift + \$	Apply currency format with two decimal places
Ctrl + Shift + %	Apply percentage format with zero decimal places
Ctrl + Shift + # (pound or hash symbol)	Apply day, month, year date format
Ctrl + Shift + @	Apply hour, minute AM/PM time format
Ctrl + Shift + ! (exclamation)	Apply number format with thousands separator & two decimal places
Ctrl + K	Insert a hyperlink to selected text

Edit Data

Edit Data

Keyboard Shortcut	Action
F2	Begin editing active cell; insertion point is at end of cell contents
Home	While in edit mode, move insertion point to beginning of cell contents
End	While in edit mode, move insertion point to end of cell contents
Ctrl + →	While in edit mode, move insertion point one word to the right
Ctrl + ←	While in edit mode, move insertion point one word to the left
Backspace	While in edit mode, delete character to left of insertion point
Delete	While in edit mode, delete character to right of insertion point
Ctrl + Delete	While in edit mode, delete all characters from insertion point to end of cell contents
' (apostrophe)	As 1st character in cell, format entry as "text"
F7	Begin Spell Check

Find, Replace & Go To Work with Cell Comments

Find, Replace, and Go To

Keyboard Shortcut	Action
Ctrl + F	Open Find dialog box
Ctrl + H	Open Replace dialog box
Ctrl + G or F5	Open Go To dialog box

Work with Cell Comments

Keyboard Shortcut	Action
Shift + F2	Add new comment; edit cell comment
Ctrl + Shift + O	Select all cells with comments

Select Cells

Select Contiguous Cells

Keyboard Shortcut	Action
Shift + Directional Arrow	Select the cell(s) in that direction (left, right, up, or down)
Ctrl + Shift + Directional Arrow	Select to the last occupied cell in that direction (left, right, up, or down)
Ctrl + Shift + End	Select from active cell to last occupied cell that is down and to the right
Ctrl + Shift + Home	Select from active cell to first occupied cell that is up and to the left
Shift + Backspace	Collapse cell selection to just active cell
Ctrl + A	Select all of the occupied cells in current range; press again to select all cells in worksheet
Ctrl + Space Bar	Select all cells in current column
Shift + Space Bar	Select all cells in current row
Ctrl + Shift + + (plus sign)	Insert new row - select row first
Ctrl + - (hyphen)	Delete selected row - select row first
F8	Turn on extend-selection mode; use directional arrows; F8 or Esc to exit extend-selection mode

Show / Hide Columns and Rows

Show / Hide Columns and Rows

Keyboard Shortcut	Action
Ctrl + 0 (zero)	Hide current column
Ctrl + 9	Hide current row
Ctrl + Shift + 9	Unhide current row
Ctrl + Shift + (Unhide rows within selection
Ctrl + Shift +)	Unhide columns within selection

Navigating Within and Between Worksheets

Quickly Get to a New Location

Navigate Within Worksheet

Navigate Within a Worksheet

Keyboard Shortcut	Action
Tab or →	Move one cell to right
Shift + Tab or ←	Move one cell to left
↑	Move one cell up
↓	Move once cell down
Ctrl + →	Move to last occupied cell in row of data block
Ctrl + ←	Move to first occupied cell in row of data block
Ctrl + ↓	Move to last occupied cell in column of data block
Ctrl + ↑	Move to first occupied cell in column of data block
Ctrl + End	Move to last (bottom) occupied cell of data block
Ctrl + Home	Move to cell A1
Ctrl + . (Period)	Move clockwise to next corner of selected range

Navigate Between Worksheets

Navigate Between Worksheets

Keyboard Shortcut	Action
Ctrl + Page Down	Move to and activate next worksheet in workbook
Ctrl + Page Up	Move to and activate previous worksheet in workbook
Shift + F11	Insert new worksheet to left of active worksheet

End of Part 1

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 - Stored on www.office.live.com in my SkyDrive
 - http://cid-644f2f857aa6afdc.office.live.com/documents.aspx#s_dvHead
- Send me questions, comments & suggestions
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