

SOME USEFUL STUFF TO IMPROVE YOUR EXCEL SKILLS

Keys for moving and scrolling in a worksheet or workbook

Arrow keys: Move one cell up, down, left, or right

CTRL+arrow: key Move to the edge of the current data region

HOME: Move to the beginning of the row

CTRL+HOME: Move to the beginning of the worksheet

CTRL+END: Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1

PAGE DOWN: Move down one screen

PAGE UP: Move up one screen

ALT+PAGE DOWN: Move one screen to the right

ALT+PAGE UP: Move one screen to the left

CTRL+PAGE DOWN: Move to the next sheet in the workbook

CTRL+PAGE UP: Move to the previous sheet in the workbook

CTRL+F6 or CTRL+TAB: Move to the next workbook or window

CTRL+SHIFT+F6 or CTRL+SHIFT+TAB: Move to the previous workbook or window

F6: Move to the next pane in a workbook that has been split

SHIFT+F6: Move to the previous pane in a workbook that has been split

CTRL+BACKSPACE: Scroll to display the active cell



F5: Display the **Go To** dialog box

SHIFT+F5: Display the **Find** dialog box

SHIFT+F4: Repeat the last **Find** action (same as **Find Next**)

TAB: Move between unlocked cells on a protected worksheet

Keys for moving in a worksheet with End mode on

END: Turn End mode on or off

END, arrow key: Move by one block of data within a row or column

END, HOME: Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1

END, ENTER: Move to the last cell to the right in the current row that is not blank; unavailable if you have selected the **Transition navigation keys** check box on the **Transition** tab (**Tools** menu, **Options** command)

Keys for moving in a worksheet with SCROLL LOCK on

SCROLL LOCK: Turn SCROLL LOCK on or off

HOME: Move to the cell in the upper-left corner of the window

END: Move to the cell in the lower-right corner of the window

UP ARROW or DOWN ARROW: Scroll one row up or down

LEFT ARROW or RIGHT ARROW: Scroll one column left or right

Tip When you use scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to preserve your selection while you scroll through the worksheet, turn on SCROLL LOCK first.

Keys for previewing and printing a document

CTRL+P or CTRL+SHIFT+F12: Display the Print dialog box

Work in print preview

Arrow keys: Move around the page when zoomed in

PAGE UP or PAGE DOWN: Move by one page when zoomed out

CTRL+UP ARROW or **CTRL+LEFT ARROW:** Move to the first page when zoomed out

CTRL+DOWN ARROW or **CTRL+RIGHT ARROW:** Move to the last page when zoomed out

Keys for working with worksheets, charts, and macros

SHIFT+F11 or **ALT+SHIFT+F1:** Insert a new worksheet

F11 or **ALT+F1:** Create a chart that uses the current range

ALT+F8: Display the **Macro** dialog box

ALT+F11: Display the Visual Basic Editor

CTRL+F11: Insert a Microsoft Excel 4.0 macro sheet

CTRL+PAGE DOWN: Move to the next sheet in the workbook

CTRL+PAGE UP: Move to the previous sheet in the workbook

SHIFT+CTRL+PAGE DOWN: Select the current and next sheet in the workbook

SHIFT+CTRL+PAGE UP: Select the current and previous sheet in the workbook

Keys for entering data on a worksheet

ENTER: Complete a cell entry and move down in the selection

ALT+ENTER: Start a new line in the same cell

CTRL+ENTER: Fill the selected cell range with the current entry

SHIFT+ENTER: Complete a cell entry and move up in the selection

TAB: Complete a cell entry and move to the right in the selection

SHIFT+TAB: Complete a cell entry and move to the left in the selection

ESC: Cancel a cell entry

BACKSPACE: Delete the character to the left of the insertion point, or delete the selection

DELETE: Delete the character to the right of the insertion point, or delete the selection

CTRL+DELETE: Delete text to the end of the line

Arrow keys: Move one character up, down, left, or right

HOME: Move to the beginning of the line

F4 or **CTRL+Y:** Repeat the last action

SHIFT+F2: Edit a cell comment

CTRL+SHIFT+F3: Create names from row and column labels

CTRL+D: Fill down

CTRL+R: Fill to the right

CTRL+F3: Define a name

Keys for working in cells or the formula bar

BACKSPACE: Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents

ENTER: Complete a cell entry

CTRL+SHIFT+ENTER: Enter a formula as an array formula

ESC: Cancel an entry in the cell or formula bar

CTRL+A: Display the Formula Palette after you type a function name in a formula

CTRL+SHIFT+A: Insert the argument names and parentheses for a function after you type a function name in a formula

CTRL+K: Insert a hyperlink

ENTER (in a cell with a hyperlink): Activate a hyperlink

F2: Edit the active cell and position the insertion point at the end of the line

F3: Paste a defined name into a formula

SHIFT+F3: Paste a function into a formula

F9: Calculate all sheets in all open workbooks

CTRL+ALT+F9: Calculate all sheets in the active workbook

SHIFT+F9: Calculate the active worksheet

= (Equal sign): Start a formula

ALT+= (equal sign): Insert the AutoSum formula

CTRL+; (semicolon): Enter the date

CTRL+SHIFT+: (colon): Enter the time

CTRL+SHIFT+" (quotation mark): Copy the value from the cell above the active cell into the cell or the formula bar

CTRL+` (single left quotation mark): Alternate between displaying cell values and displaying cell formulas

CTRL+' (apostrophe): Copy a formula from the cell above the active cell into the cell or the formula bar

ALT+DOWN ARROW: Display the AutoComplete list

Keys for formatting data

ALT+' (apostrophe): Display the Style dialog box

CTRL+1: Display the Format Cells dialog box

CTRL+SHIFT+~: Apply the General number format

CTRL+SHIFT+\$: Apply the Currency format with two decimal places (negative numbers appear in parentheses)

CTRL+SHIFT+%: Apply the Percentage format with no decimal places

CTRL+SHIFT+^: Apply the Exponential number format with two decimal places

CTRL+SHIFT+#: Apply the Date format with the day, month, and year

CTRL+SHIFT+@ [<mailto:CTRL+SHIFT+@>](mailto:CTRL+SHIFT+@>): Apply the Time format with the hour and minute, and indicate A.M. or P.M.

CTRL+SHIFT+!: Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values

CTRL+SHIFT+&: Apply the outline border

CTRL+SHIFT+_: Remove outline borders

CTRL+B: Apply or remove bold formatting

CTRL+I: Apply or remove italic formatting

CTRL+U: Apply or remove an underline

CTRL+5: Apply or remove strikethrough formatting

CTRL+9: Hide rows

CTRL+SHIFT+((opening parenthesis): Unhide rows

CTRL+0 (zero): Hide columns

CTRL+SHIFT+) (closing parenthesis): Unhide columns

Keys for editing data

F2: Edit the active cell and put the insertion point at the end of the line

ESC: Cancel an entry in the cell or formula bar

BACKSPACE: Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents

F3: Paste a defined name into a formula

ENTER: Complete a cell entry

CTRL+SHIFT+ENTER: Enter a formula as an array formula

CTRL+A: Display the Formula Palette after you type a function name in a formula

CTRL+SHIFT+A: Insert the argument names and parentheses for a function, after you type a function name in a formula

F7: Display the **Spelling** dialog box

Keys for inserting, deleting, and copying a selection

CTRL+C: Copy the selection

CTRL+X: Cut the selection

CTRL+V: Paste the selection

DELETE: Clear the contents of the selection

CTRL+HYPHEN: Delete the selection

CTRL+Z: Undo the last action

CTRL+SHIFT+PLUS SIGN: Insert blank cells

Keys for moving within a selection

ENTER: Move from top to bottom within the selection (down), or move in the direction that is selected on the Edit tab (Tools menu, Options command)

SHIFT+ENTER: Move from bottom to top within the selection (up), or move opposite to the direction that is selected on the Edit tab (Tools menu, Options command)

TAB: Move from left to right within the selection, or move down one cell if only one column is selected

SHIFT+TAB: Move from right to left within the selection, or move up one cell if only one column is selected

CTRL+PERIOD: Move clockwise to the next corner of the selection

CTRL+ALT+RIGHT ARROW: Move to the right between nonadjacent selections

CTRL+ALT+LEFT ARROW: Move to the left between nonadjacent selections

Keys for selecting cells, columns, or rows

CTRL+SHIFT+* (asterisk): Select the current region around the active cell (the current region is a data area enclosed by blank rows and blank columns)

SHIFT+arrow key: Extend the selection by one cell

CTRL+SHIFT+arrow key: Extend the selection to the last nonblank cell in the same column or row as the active cell

SHIFT+HOME: Extend the selection to the beginning of the row

CTRL+SHIFT+HOME: Extend the selection to the beginning of the worksheet

CTRL+SHIFT+END: Extend the selection to the last used cell on the worksheet (lower-right corner)

CTRL+SPACEBAR: Select the entire column

SHIFT+SPACEBAR: Select the entire row

CTRL+A: Select the entire worksheet

SHIFT+BACKSPACE: Select only the active cell when multiple cells are selected

SHIFT+PAGE DOWN: Extend the selection down one screen

SHIFT+PAGE UP: Extend the selection up one screen

CTRL+SHIFT+SPACEBAR: With an object selected, select all objects on a sheet

CTRL+6: Alternate between hiding objects, displaying objects, and displaying placeholders for objects

CTRL+7: Show or hide the Standard toolbar

F8: Turn on extending a selection by using the arrow keys

SHIFT+F8: Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range

SCROLL LOCK, SHIFT+HOME: Extend the selection to the cell in the upper-left corner of the window

SCROLL LOCK, SHIFT+END: Extend the selection to the cell in the lower-right corner of the window

Tip When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to keep the same selection as you scroll, turn on SCROLL LOCK first.

Keys for extending the selection with End mode on

END: Turn End mode on or off

END, SHIFT+arrow key: Extend the selection to the last nonblank cell in the same column or row as the active cell

END, SHIFT+HOME: Extend the selection to the last cell used on the worksheet (lower-right corner)

END, SHIFT+ENTER: Extend the selection to the last cell in the current row. This keystroke is unavailable if you selected the Transition navigation keys check box on the Transition tab (Tools menu, Options command).

Keys for selecting cells that have special characteristics

CTRL+SHIFT+* (asterisk): Select the current region around the active cell (the current region is a data area enclosed by blank rows and blank columns)

CTRL+/: Select the current array, which is the array that the active cell belongs to

CTRL+SHIFT+O (the letter O): Select all cells with comments

CTRL+\: Select cells in a row that don't match the value in the active cell in that row. You must select the row starting with the active cell.

CTRL+SHIFT+|: Select cells in a column that don't match the value in the active cell in that column. You must select the column starting with the active cell.

CTRL+[(opening bracket): Select only cells that are directly referred to by formulas in the selection

CTRL+SHIFT+{ (opening brace): Select all cells that are directly or indirectly referred to by formulas in the selection

CTRL+] (closing bracket): Select only cells with formulas that refer directly to the active cell

CTRL+SHIFT+} (closing brace): Select all cells with formulas that refer directly or indirectly to the active cell

ALT+; (semicolon): Select only visible cells in the current selection

Keys for selecting a chart sheet

CTRL+PAGE DOWN: Select the next sheet in the workbook, until the chart sheet you want is selected

CTRL+PAGE UP: Select the previous sheet in the workbook, until the chart sheet you want is selected

Keys for selecting an embedded chart

Note The **Drawing** toolbar must already be displayed.

1. Press F10 to make the menu bar active.
2. Press CTRL+TAB or CTRL+SHIFT+TAB to select the **Drawing** toolbar.
3. Press the RIGHT ARROW key to select the **Select Objects** button on the **Drawing** toolbar.
4. Press CTRL+ENTER to select the first object.

5. Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the embedded chart you want to select.
6. Press CTRL+ENTER to make the chart active.

Keys for selecting chart items

DOWN ARROW: Select the previous group of items

UP ARROW: Select the next group of items

RIGHT ARROW: Select the next item within the group

LEFT ARROW: Select the previous item within the group

Keys for working with a data form

ALT+key, where key is the underlined letter in the field or command name:
Select a field or a command button

DOWN ARROW: Move to the same field in the next record

UP ARROW: Move to the same field in the previous record

TAB: Move to the next field you can edit in the record

SHIFT+TAB: Move to the previous field you can edit in the record

ENTER: Move to the first field in the next record

SHIFT+ENTER: Move to the first field in the previous record

PAGE DOWN: Move to the same field 10 records forward

CTRL+PAGE DOWN: Move to a new record

PAGE UP: Move to the same field 10 records back

CTRL+PAGE UP: Move to the first record

HOME or END: Move to the beginning or end of a field

SHIFT+END: Extend a selection to the end of a field

SHIFT+HOME: Extend a selection to the beginning of a field

LEFT ARROW or RIGHT ARROW: Move one character left or right within a field

SHIFT+LEFT ARROW: Select the character to the left

SHIFT+RIGHT ARROW: Select the character to the right

Keys for using AutoFilter

Arrow keys to select the cell that contains the column label, and then press

ALT+DOWN ARROW: Display the AutoFilter list for the current column

DOWN ARROW: Select the next item in the AutoFilter list

UP ARROW: Select the previous item in the AutoFilter list

ALT+UP ARROW: Close the AutoFilter list for the current column

HOME: Select the first item (All) in the AutoFilter list

END: Select the last item in the AutoFilter list

ENTER: Filter the list by using the selected item in the AutoFilter list

Keys for outlining data

ALT+SHIFT+RIGHT ARROW: Group rows or columns

ALT+SHIFT+LEFT ARROW: Ungroup rows or columns

CTRL+8: Display or hide outline symbols

CTRL+9: Hide selected rows

CTRL+SHIFT+((opening parenthesis): Unhide selected rows

CTRL+0 (zero): Hide selected columns

CTRL+SHIFT+) (closing parenthesis): Unhide selected columns

Keys for the PivotTable and PivotChart Wizard

UP ARROW or DOWN ARROW: Select the previous or next field button in the list

LEFT ARROW or RIGHT ARROW: Select the field button to the left or right in a multicolumn field button list

ALT+C: Move the selected field into the Column area

ALT+D: Move the selected field into the Data area

ALT+L: Display the PivotTable Field dialog box

ALT+P: Move the selected field into the Page area

ALT+R: Move the selected field into the Row area

Keys for page fields in a PivotTable or PivotChart report

CTRL+SHIFT+* (asterisk): Select the entire PivotTable report

Arrow keys to select the cell that contains the field, and then ALT+DOWN ARROW: Display the list for the current field in a PivotTable report

Arrow keys to select the page field in a PivotChart report, and then ALT+DOWN ARROW: Display the list for the current page field in a PivotChart report

UP ARROW: Select the previous item in the list

DOWN ARROW: Select the next item in the list

HOME: Select the first visible item in the list

END: Select the last visible item in the list

ENTER: Display the selected item

SPACEBAR: Select or clear a check box in the list

Keys for laying out a PivotTable or PivotChart report

1. Press F10 to make the menu bar active.

2. Press CTRL+TAB or CTRL+SHIFT+TAB to select the **PivotTable** toolbar.
3. Press the LEFT ARROW or RIGHT ARROW key to select the menu to the left or right or, when a submenu is visible, to switch between the main menu and submenu.
4. Press ENTER (on a field button) and the DOWN ARROW and UP ARROW keys to select the area you want to move the selected field to.

Note To scroll to the top or bottom of the field list, press ENTER on the **More Fields** or button.

Keys for grouping and ungrouping PivotTable items

ALT+SHIFT+RIGHT ARROW: Group selected PivotTable items

ALT+SHIFT+LEFT ARROW: Ungroup selected PivotTable items

Keys to use with the OLAP Cube Wizard

Use these keys to complete Step 2 in the OLAP Cube Wizard.

To move a field from the Source fields list to the Dimensions box

1. Press the TAB key to select the **Source fields** list.
2. Press the UP ARROW or DOWN ARROW key to select the field you want to move.

Because you cannot change the order of a field after you move it, select first the field you want to appear at the top of the **Dimensions** box.

3. Press the TAB key to select the > button, and then press ENTER.
4. To move other fields, repeat steps 1 through 3.

To move a field to a lower or higher level in the Dimensions box

1. Press the TAB key to select the **Dimensions** box.
2. Press the UP ARROW or DOWN ARROW key to select the field you want to move.
3. Press CTRL+X.
4. Press the UP ARROW or DOWN ARROW key to select where you want to move the field.
5. Press CTRL+V.

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