



Excel Tactics

Excel Keyboard Shortcuts Quick Reference Guide

Program Operations

CTRL + N	Creates a new, blank workbook.
SHIFT + F12 or ALT + SHIFT + F2	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

CTRL + A	Displays the Function Arguments dialog.
CTRL + ALT + F9	Calculates all cells in open workbooks.
CTRL + ALT + SHIFT + F9	Recalculates dependent formulas and recalculates 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

ALT + PAGE DOWN or PAGE UP	Moves one screen to the right or left in a worksheet.
ARROW KEYS	Moves 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 in 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 + F5	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 multiple sheets are open.
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

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 + D	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

CTRL + *	Cycles between displaying cell values and cell formulas in the worksheet.
CTRL + L	Displays the Format Cells dialog box.
CTRL + SHIFT + B or P	Opens the Format Cells dialog box with the Font tab selected.
CTRL + B or B	Applies or removes bold formatting.
CTRL + I or I	Applies or removes italic formatting.
CTRL + U or U	Applies or removes underlining.
CTRL + D	Applies or removes text background.
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 + E	Applies the Date format with the day, month, and year.
CTRL + SHIFT + C	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL + SHIFT + %	Applies the Percentage format with no decimal places.
CTRL + SHIFT + R	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 + A	Applies the Scientific number format with two decimal places.
CTRL + SHIFT + ~	Applies the General number format.

Microsoft Excel 2007 Shortcuts

John Walkenbach



Microsoft Excel 2007 Shortcuts:

Whispering the Secrets of Language: An Emotional Journey through **Microsoft Excel 2007 Shortcuts**

In a digitally-driven earth wherever displays reign supreme and instant interaction drowns out the subtleties of language, the profound secrets and psychological nuances hidden within words usually go unheard. However, nestled within the pages of **Microsoft Excel 2007 Shortcuts** a charming fictional prize sporting with natural thoughts, lies a fantastic quest waiting to be undertaken. Written by a skilled wordsmith, this charming opus invites readers on an introspective journey, softly unraveling the veiled truths and profound affect resonating within the very material of each word. Within the psychological depths of the emotional review, we will embark upon a heartfelt exploration of the book is key styles, dissect their fascinating publishing design, and succumb to the effective resonance it evokes deep within the recesses of readers hearts.

<http://nevis.hu/results/Resources/Documents/pencil%20drawing%20tutorial.pdf>

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