

Description	Shortcut
*Select entire column	Ctrl + Space-bar
Manual select	Hold Shift + with Left, Right, Up, Down Arrow Key

Inserting Text Automatically

Description	Shortcut Key
Autosum a range of cells	Alt + Equals Sign
Insert the date	Ctrl + ; (semi-colon)
Insert the time	Ctrl + Shift + ; (semi-colon)
Insert columns/rows	Ctrl + Shift + + (plus sign)
Insert a new worksheet	Shift + F11

Misc

Description	Shortcut Key
Find text	Ctrl + F
Replace text dialog	Ctrl + H
Create a chart automatically on new sheet	F11
Edit a cell comment	Shift + F2

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A Quick Guide To Using Keyboard Shortcuts In MS Excell

Cal-Pac Technology
300 Montgomery Ave.
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805-988-9540

nccorThu@calpactech.com

For more Tips CPTech@yahoo.com. To do so go to

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Excel Shortcuts 2003 but will work on most all other version

General Description Shortcut Key

New file	Ctrl + N
Open file	Ctrl + O
Save file	Ctrl + S
Move between open workbooks	Ctrl + F6
Close file	Ctrl + F4
Save as	F12
Display the print menu	Ctrl + P
Select whole spreadsheet	Ctrl + A

***Select column Ctrl + Space**

***Select row Shift + Space**

Undo last action	Ctrl + Z
Redo last action	Ctrl + Y

***Start a formula Equals Sign (eg. SUM(A1+A2))**

Exit Excel 97 Alt + F4

Navigation

Move to next cell in row	Tab
Move to previous cell in row	Shift + Tab

Cut/Copy/Paste Text

* Cut	Ctrl + X
* Copy	Ctrl + C
* Paste	Ctrl + V

Description Shortcut Key

Up one screen	Page Up
Down one screen	Page Down
Move to next worksheet	Ctrl + Page Down
Move to previous worksheet	Ctrl + Page Up
Go to first cell in data region	Ctrl + Home
Go to last cell in data region	Ctrl + End

Formatting Text

Bold toggle for selection	Ctrl + B
Italic toggle for selection	Ctrl + I

Underline toggle for selection Ctrl + U

Strikethrough for selection	Ctrl + 5
Change the font	Ctrl + Shift + F

***Change the font size Ctrl + Shift + P**

Apply outline borders Ctrl + Shift + 7

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BOLDED Entries are most important

Description Shortcut Key

***Remove all borders Ctrl + Shift + Underline**
Alt + Enter

Wrap text in same cell
Format cells Ctrl + 1

Select font Ctrl + Shift + F

Select point size Ctrl + Shift + P

Format as currency Ctrl + Shift + 4

***Format as general (to remove any formatting)**
Ctrl + Shift + # (hash sign)

Format as percentage Ctrl + Shift + 5

***Format as number Ctrl + Shift + 1**

Edit /Delete Text

Description Shortcut Key

Delete one character to right Delete

Delete one character to left Backspace

Edit active cell	F2
Cancel cell entry	Escape Key

Highlighting Cells

Description Shortcut Key

***Select entire worksheet Ctrl + A**

***Select entire row Shift + Spacebar**