

## SUMMARY OF USEFUL SHORTCUT KEYS

**NB: When a key should be held down, underlining has been used.**

These shortcuts are for a QWERTY keyboard, although most are supported by other keyboards.

Some of these shortcuts will need shift as well, depending on the keyboard.

### Formatting Keys

<b><u>Ctrl</u> 1</b>	Format selected object (then Tab and letter, e.g. P for %)
<b><u>Ctrl</u> B</b>	Sets or removes bold
<b><u>Ctrl</u> I</b>	Sets or removes italics
<b><u>Ctrl</u> U</b>	Sets or removes underlining
<b><u>Ctrl</u> ~</b>	General number format
<b><u>Ctrl</u> !</b>	Comma format with 2 decimal places
<b><u>Ctrl</u> \$</b>	Currency format with 2 decimal places
<b><u>Ctrl</u> #</b>	Date format (day, month, year)
<b><u>Ctrl</u> %</b>	Percent format with no decimal places
<b><u>Ctrl</u> &amp;</b>	Applies border
<b><u>Ctrl</u> _</b>	Removes borders
<b><u>Ctrl</u> ;</b>	Enters current date
<b><u>Ctrl</u> :</b>	Enters current time
<b><u>Ctrl</u> 5</b>	Strikes through

### Other CTRL Keys

<b><u>Ctrl</u> ‘</b>	Copies exact formula from the cell above
<b><u>Ctrl</u> A</b>	Selects range if pressed once, sheet if pressed twice
<b><u>Ctrl</u> C</b>	Copy
<b><u>Ctrl</u> D</b>	Copy down
<b><u>Ctrl</u> F</b>	Find
<b><u>Ctrl</u> G</b>	GoTo
<b><u>Ctrl</u> H</b>	Find and Replace
<b><u>Ctrl</u> N</b>	Opens new file
<b><u>Ctrl</u> O</b>	Selects File -> Open
<b><u>Ctrl</u> P</b>	Print
<b><u>Ctrl</u> R</b>	Copy right
<b><u>Ctrl</u> S</b>	Save
<b><u>Ctrl</u> V</b>	Paste
<b><u>Ctrl</u> Alt V</b>	Paste Special
<b><u>Ctrl</u> W</b>	Close
<b><u>Ctrl</u> X</b>	Cut
<b><u>Ctrl</u> Y</b>	Redo
<b><u>Ctrl</u> Z</b>	Undo

<b><u>Ctrl</u> and arrow keys</b>	Jumps to the next blank cell
<b><u>Ctrl</u> Esc</b>	Selects Windows Start Menu
<b><u>Ctrl</u> Enter</b>	Cell does not move after entering a formula
<b><u>Ctrl</u> Tab</b>	Jumps between different Excel windows
<b><u>Ctrl</u> +</b>	Insert
<b><u>Ctrl</u> -</b>	Delete
<b><u>Ctrl</u>-</b>	Displays formula
<b><u>Ctrl</u> + <u>Shift</u> + O</b>	Selects all cells with comments or notes (O is the letter O)
<b><u>Ctrl</u> *</b>	Selects range
<b><u>Ctrl</u> Home</b>	Goes to top left cell
<b><u>Ctrl</u> End</b>	Goes to bottom right cell – useful to see if sheet size is too big

**Additional Ctrl shortcuts** only available on some keyboards (particularly QWERTY)

<b><u>Ctrl</u> [</b>	Goes to the first cell of the formula (and highlights other precedents if on the same sheet). Very useful.
<b><u>Ctrl</u> \</b>	Checks consistency of formulae across a row. Very useful.
<b><u>Ctrl</u> <u>Shift</u> [</b>	Traces all precedents (on same sheet). Of limited use.
<b><u>Ctrl</u> ]</b>	Traces direct dependents (on same sheet). Of limited use.
<b><u>Ctrl</u> <u>Shift</u> ]</b>	Traces all dependents (on same sheet). Of limited use.
<b><u>Ctrl</u> <u>Shift</u> \</b>	Checks column differences (if formulae are copied down).

#### **Alt Keys**

<b><u>Alt</u>=</b>	Autosum of above
<b><u>Alt</u> Tab</b>	Jumps between applications
<b><u>Alt</u> Spacebar</b>	Gives options for minimising windows
<b><u>Alt</u> <u>Shift</u> &gt;</b>	Groups rows or columns
<b><u>Alt</u> <u>Shift</u> &lt;</b>	Un-groups rows or columns
<b><u>Alt</u> and down arrow</b>	Opens drop down boxes
<b><u>Alt</u> and right menu key</b>	Error Checking (if no menu key <u>Alt</u> <u>Shift</u> F10)
<b><u>Alt</u> Enter</b>	Repeats last action. Or wraps text if writing text in a cell.

**Alt** and **letter** from ribbon gives shortcuts. Thereafter the underlined letter or arrow keys. For example:

Column autofit	Alt H O I
Rename Sheet	Alt H O R
Move or copy sheet	Alt H O M
Data Validation	Alt A V V

***Most Excel 1997 – 2003 access keys still supported (e.g. Alt EST)***

### Moving About and Selecting

<b><u>Shift</u></b>	Highlights range
<b><u>Ctrl</u> and arrow keys</b>	Goes to the end
<b><u>Ctrl Shift</u> &gt;</b>	Selects range to end of line
<b><u>Shift</u> Spacebar</b>	Selects Row
<b><u>Ctrl</u> Spacebar</b>	Selects Column
<b><u>PgUp</u>/<u>PgDn</u></b>	Moves up and down sheets
<b><u>Ctrl</u> <u>PgUp</u>/<u>PgDn</u></b>	Moves between sheets
<b><u>Alt</u> <u>PgUp</u>/<u>PgDn</u></b>	Moves across sheets
<b><u>Ctrl</u> [<u></u></b>	Goes to the first cell of the formula
<b>F5 Enter</b>	Goes to last location (F5 also lists recent locations)

### Navigating Through Dialog Boxes and Drop-Down Boxes

In dialog boxes use Ctrl PgUp/PgDn or Ctrl [Shift] Tab (or arrow keys) and then the Tab or Shift Tab to go through different options. Use the arrow keys and then spacebar (or Alt and the underlined letter) to select.

In drop-down boxes use Alt and the down arrow. Then release Alt and use the arrow keys.

**Right Menu Key (Shift F10)** Useful for several shortcuts

### Other Windows Keys:

<b>Windows Icon</b>	Start Menu
<b>Windows and arrow keys</b>	Maximises, minimises, reduces, puts to left or right
<b>Windows Icon+E</b>	Windows Explorer or Excel (depending on version)
<b>Windows Icon+D</b>	Desktop

### Copying Across

To copy across when there are blank cells to the right of the cell to be copied:

**Ctrl C, End, Shift Enter, Ctrl V or Enter**

If this overshoots because the column has been used before, then delete the column (Ctrl Spacebar, Ctrl -), save and then it should work again.

## SUMMARY OF USEFUL FUNCTION KEYS

	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
<b>Key</b>	Help	Edits active cell	Pastes name into formula	Repeats last action	Go To		Spell Check	Extend Selection (similar to Shift)	Calculate all sheets in open books	Make menu bar active	Create chart	Save As
<b>Shift</b>		Adds or edits cell comment/note	Insert function	Goes to next blank cell	Find	Switch between ribbon, sheet and zoom controls	Opens research window	Add to a selection (press F8 twice to continue)	Calculate active sheet	Displays shortcut menu (Right Menu)	Insert new sheet	Save
<b>Ctrl</b>	Hides or shows the ribbon	Print	Define a name	Close the window		Moves to next window	Move the window	Resize the window	Minimise book	Restore book		Open
<b>Alt</b>	Insert chart sheet	Save As		Exit				Macro dialog box			Visual Basic Editor	
<b>Alt and Shift</b>	Insert new sheet									Menu for error check button		