

Excel keyboard shortcuts



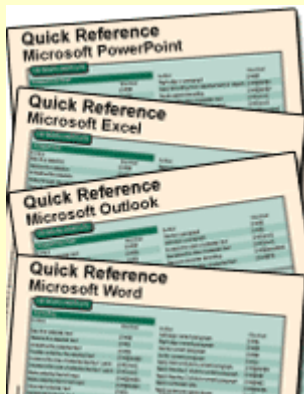
This one-page excerpt from our *Quick Reference: Microsoft Excel* chart contains just a sample of the information you'll find in [TechRepublic's Quick Reference: Microsoft Office Pak](#).

Nearly every company has adopted Microsoft Office software products as the endorsed way to send e-mail, write documents, set up spreadsheets, and create presentations. So it follows that a vast number of your IT support calls are related to the Office software: Word, Excel, Outlook, and PowerPoint.

To help you quickly solve common problems, empower your users, and boost your own Office skills, TechRepublic has created the *Quick Reference: Microsoft Office Pak*.

- *Quick Reference: Microsoft Word*
- *Quick Reference: Microsoft Excel*
- *Quick Reference: Microsoft Outlook*
- *Quick Reference: Microsoft PowerPoint*

Each of these four laminated charts is dedicated to one of the Microsoft Office software programs and is filled with time-saving tips, keyboard shortcuts, guidelines, and more.



Answers for All Your Microsoft Office Software Support Questions

Aggravation and stress are part of every IT pro's day. You face real crises and perceived panic the moment you "clock in." Now you can work more efficiently and help your end users help themselves with the four laminated reference charts in the *Quick Reference: Microsoft Office Pak*. Whether it's an Excel, Outlook, Word, or PowerPoint issue, you'll have the tips, shortcuts, and guidelines to help analyze the situation and come to a quick resolution.

These charts are the easiest and most comprehensive Office references you'll need. If you're looking for a way to learn and share tips on maximizing Outlook's features, tapping into Excel's capabilities, mastering Word, or developing PowerPoint skills quickly, you'll find your answers fast with these reference charts.

[To order TechRepublic's *Quick Reference: Microsoft Office Pak* click here.](#)

Quick Reference

Microsoft Excel

KEYBOARD SHORTCUTS

FORMATTING

Action	Shortcut	Action	Shortcut
Bold the selection	[Ctrl]B	Apply Currency format	[Ctrl][Shift]\$
Italicize the selection	[Ctrl]I	Apply Percentage format	[Ctrl][Shift]%
Underline the selection	[Ctrl]U	Apply Date format	[Ctrl][Shift]#
Strike through the selection	[Ctrl]S	Apply Time format	[Ctrl][Shift>@
Open the Style dialog box	[Alt] and '	Apply Number format	[Ctrl][Shift]!
Open the Format Cells dialog box	[Ctrl]1	Apply Exponential number format	[Ctrl][Shift]^
Apply General format	[Ctrl][Shift]~	Apply an outline border to selection	[Ctrl][Shift]&
		Remove outline border from selection	[Ctrl][Shift] and _

NAVIGATION

Action	Shortcut	Action	Shortcut
Move to the next worksheet in a workbook	[Ctrl][Page Down]	Move to the end of the used portion of a worksheet	[Ctrl][End]
Move to the previous worksheet in a workbook	[Ctrl][Page Up]	Move between panes in a split worksheet	[F6]
Cycle between open workbooks	[Ctrl][F6]	Display the active cell	[Ctrl][Backspace]
Move one cell up, down, left, or right	Arrow keys	Move down a cell in a selected range	[Enter]
Move to the edge of the data region	[Ctrl] and an arrow key	Move up a cell in a selected range	[Shift][Enter]
Move to the beginning of a row	[Home]	Move one cell to the left in a selected range.	[Shift][Tab]
Move to the end of a row	[End]	Move from corner cell to corner cell in a selected range	[Ctrl] and . (period)
Move to the beginning of a worksheet	[Ctrl][Home]		

SELECTION TECHNIQUES

Action	Shortcut	Action	Shortcut
Select a row	[Shift][Spacebar]	Select from current cell(s) to the end of the used portion of a worksheet	[Ctrl][Shift][End]
Select a column	[Ctrl][Spacebar]	Select the array that contains the active cell	[Ctrl]/
Select an entire worksheet	[Ctrl]A	Select the data region surrounding the active cell	[Ctrl] and *
Select from current cell(s) to the beginning of the row	[Shift][Home]	Select all cells that contain a comment	[Ctrl][Shift]O
Select from current cell(s) to last used cell in row	[Shift][End][Enter]	Select cells that a selected formula directly references	[Ctrl] and [
Select from current cell(s) to the beginning of the worksheet	[Ctrl][Shift][Home]	Select formulas that directly reference the active cell	[Ctrl] and]

WORKBOOK BASICS

Action	Shortcut	Action	Shortcut
Open a workbook	[Ctrl]O	Display hidden rows in selection	[Ctrl][Shift]9
Create a new workbook	[Ctrl]N	Hide selected columns	[Ctrl]0
Save a workbook	[Ctrl]S	Display hidden columns in selection	[Ctrl][Shift]0
Open the Save As dialog box	[F12]	Open the Find tab of the Find And Replace dialog box	[Ctrl]F
Print a workbook	[Ctrl]P	Open the Replace tab of the Find And Replace dialog box	[Ctrl]H
Close a workbook	[Ctrl]W	Run a spelling check on a worksheet or selected text	[F7]
Insert a new worksheet	[Shift][F11]		
Hide selected rows	[Ctrl]9		