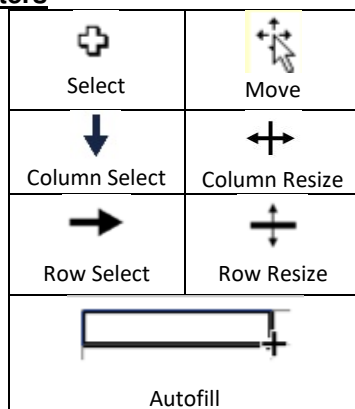


# EXCEL SHORTCUTS AND TIPS

## ESSENTIAL SHORTCUTS AND TIPS Learn these first!

### Mouse Pointers



### Double click between column headings

Autofits column width to the contents of the entire column to the left side



### Formatting Shortcuts

**Ctrl + Z** Undo  
**Ctrl + Y** Redo/Repeat

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

**Ctrl + B** Bold  
**Ctrl + U** Underline  
**Ctrl + I** Italicize

### Navigating/Selecting

**Ctrl + A** (1<sup>st</sup> time) Select all contiguous cells  
**Ctrl + A** (2<sup>nd</sup> time) Select whole worksheet  
**Ctrl + Home** Go to cell A1  
**Ctrl + End** Go to last active cell  
**Shift + click** Select from here to there  
(click on first cell and shift + click on last cell)  
**Ctrl + click** Select cells that are non-contiguous

### Managing Files

**Ctrl + S** Save document  
**Ctrl + P** Print document  
**Ctrl + N** New document  
**Ctrl + O** Open document  
**Ctrl + W** Close document  
**Alt + F4** Quit Microsoft Excel  
**⌨ key + D** Show the desktop

## GOOD SHORTCUTS AND TIPS But non-essential

### Working with Rows and Columns

**Ctrl + spacebar** Select a **column**  
**Ctrl + +** Insert a **column**  
(works after first selecting column)  
**Shift + spacebar** Select a **row**  
**Ctrl + +** Insert a **row**  
(works after first selecting row)  
**Ctrl + 0** Hide a **column**  
**Ctrl + 9** Hide a **row**  
**Ctrl + Shift + Arrow** Select cells in a contiguous range

### Navigating/Selecting

**Ctrl + PageUp** Next worksheet to left  
**Ctrl + PageDown** Next worksheet to right  
**Ctrl + G** Go to  
**Ctrl + F** Find  
**Ctrl + H** Replace  
**Ctrl + Shift + F** Open format cells dialog box

### Formula Investigating

**Ctrl + ~** Show formulas  
**Ctrl + [** Select all cells referenced by formula  
**Ctrl + Shift + A** Inserts default functions arguments

### Function Keys

**F1** Help  
**F2** Edit cell contents  
**F3** Paste names  
**F4** Abs/Rel cell address change  
**F5** Go to  
**F7** Spell check  
**F9** Recalc  
**F11** New chart  
**Shift + F11** New worksheet  
**Alt + F11** Open visual basic (VBA) editor

### Managing Files

**Ctrl + F2** Print Preview  
**F12** Save As

### Miscellaneous

**Alt + =** AutoSum  
**Ctrl + Shift + #** Change to day-month-year date format  
**Ctrl + Enter** Enter the same content in multiple cells  
**Alt + Enter** Force a line break within a cell  
(use when editing cell contents)