

Keyboard Shortcuts to use with a Windows/PC Computer

You can avoid reaching for the mouse if you are familiar with keyboard shortcuts. If you forget one of these, use the mouse and go to the menu bar. In each pull down menu you will see keyboard commands given in the right side of the window.

Commonly used keyboard combinations

To use one of these combinations Hold the **Ctrl** or **Alt** key down and strike the letter key

Ctrl+N

Open a new workbook quickly.

Ctrl+X

Cut- Removes the selection from the active document and places it on the clipboard.

Ctrl+O

Opens a previously saved document.

Ctrl+C

Copies the selection to the clipboard

Ctrl+W

Closes the active window, but does not Exit Excel.

Ctrl+V

Paste - Inserts the contents of the clipboard at the insertion point (cursor) or whatever is selected.

Ctrl+S

Saves the active document with its current file name, location and format.

Ctrl+A

Selects all on the active worksheet.

Ctrl+P

Prints the active file, also gives the opportunity to change print options

Ctrl+F

Find - Searches for specified text in the active document

Alt+F4

Exit - Closes Microsoft Excel.

Ctrl+B

Bold - Formats selected text; make text bold, or remove bold formatting

Ctrl+Z

Undo the last action. This selection can be repeated several times.

Ctrl+I

Italic - Formats selected text; make text italic or remove italic

Ctrl+Y

Redo - After an action has been undone, it can be reinstated in the document.

Ctrl+U

Underline - Formats selected text; make text underlined or remove underline

Less commonly used keyboard combinations

To use any of these combinations hold down the first key(s) and tap the last key one time.
Release the held keys when the action is completed

Ctrl + Page Down Select the next sheet in the workbook

Ctrl + Page Up Select the previous sheet in the workbook

Ctrl + Shift + F6 Move to the previous workbook or window

Tab Complete a cell entry and move to the right in the selection

Shift + Tab Complete a cell entry and move to the left in the selection

Ctrl + Shift + Tab Move to the previous workbook or window

Ctrl + F6 Move to the next workbook or window

Alt + Enter Start a new line in the same cell

Enter Complete a cell entry and move down in the selection

Ctrl + Tab Move to the next workbook or window

= Start a formula

Esc Cancel a cell entry

Ctrl + ← In print preview, move to the first page when zoomed out

Ctrl + → In print preview, move to the last page when zoomed out

Ctrl + ↓ In print preview, move to the last page when zoomed out

Ctrl + ↑ In print preview, move to the first page when zoomed out

Shift + Enter Complete a cell entry and move up in the selection

Tab Move between unlocked cells on a protected worksheet

Shift + F11 Insert a new worksheet

Alt + Shift + F1 Insert a new worksheet

Ctrl+Shift+F12 Prints the active file, also gives the opportunity to change print options

Alt+F1 Create a chart that uses the current range

Shift + Spacebar Select the entire row

Ctrl + Spacebar Select the entire column

F11 Create a chart that uses the current range

Ctrl + : Enter the time

Ctrl + ; Enter the date

Insert a

Fill to the

Ctrl+K hyperlink

In a cell with a hyperlink, this activates the hyperlink

Enter

Ctrl+D Fill down

Ctrl+Shift+& Apply the outline border

Ctrl+R right

Ctrl+Shift+_ Remove outline borders

Ctrl+Shift+% Apply the percentage format

Ctrl+Shift+\$ Apply the currency format

Ctrl+Shift+* Select the current region around the active cell

Ctrl+9 Hide rows

Ctrl+0 (zero) Hide columns

Alt+= Insert the AutoSum formula

Ctrl+Shift+(Unhide rows

Ctrl+Shift+) Unhide columns

Ctrl+I Display the **Format Cells** dialog box

Shift+Enter

Complete a cell entry and move up in the selection

Ctrl+Shift+F3 Create names from row and column labels

Ctrl+7 Show, or hide, the Standard toolbar

Ctrl+~ Displays all formulas in a worksheet, repeat to hide

If text is already selected and you want to extend the selection area

Shift+← Extend selection one character to the left in the formula bar, or one cell to the left in the worksheet

Shift+→ Extend selection one character to the right in the formula bar, or one cell to the right in the worksheet

Ctrl+Shift+→ Extend selection to the last nonblank cell to the right or above a selected cell.

Ctrl+Shift+← Extend selection to the to the last nonblank cell to the left or below a selected cell

If you want to move the cursor

→ One character to the right in the formula bar or one cell to the right in the worksheet

← One character to the left in the formula bar or one cell to the left in the worksheet

Ctrl+→ One word to the right in the formula bar

Ctrl+← One word to the left in the formula bar

Ctrl+End To the end of a document or to the right edge of the formula bar

Ctrl+Home To the beginning of a document or to the left edge of the formula bar

This list is by no means complete. To find other keyboard combinations check the Excel help index.

Assignment

Leave your browser window open. Open Microsoft Excel, if it is not already open.

From this point forward, do not use your mouse

1. Open a new workbook.
2. Insert a new worksheet into the workbook
3. Move to sheet 2
4. Move your cursor to cell D4
5. Type your name and press the Enter key
6. Move back into cell D4 and Copy your name
7. Move from sheet 2 to sheet 4
8. Move your cursor into cell E5
9. Paste your name
10. Hide the column your name is in
11. (**deserved, but not required**) Pat yourself on the back!

Each of the steps in the list above should have been accomplished **without** the use of your mouse. If you reached for the rodent, review the two tables above, go back to step 1 and try again. Good luck.