

# Excel®Keyboard Shortcuts (PC Version)

## Quick Reference Guide

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### Common

Close Excel	<b>ALT</b> <b>F4</b>	Copy value of cell above active cell	<b>CTRL</b> <b>SHIFT</b> <b>W</b>
Close workbook	<b>CTRL</b> <b>W</b>	Create chart of data in current range in new sheet	<b>F11</b>
Copy screen to clipboard	<b>PRINT SC</b>	Create embedded chart of data in current range	<b>ALT</b> <b>F1</b>
Copy selection	<b>CTRL</b> <b>C</b>	Create, run, edit, or delete macro	<b>ALT</b> <b>F8</b>
Copy window to clipboard	<b>ALT</b> <b>PRINT SC</b>	Cycle absolute and relative references in formula	<b>F4</b>
Cut selection	<b>CTRL</b> <b>X</b>	Define name to use in references	<b>ALT</b> <b>M</b> <b>M</b> <b>D</b>
Delete column	<b>ALT</b> <b>H</b> <b>D</b> <b>C</b>	Delete text to end of line	<b>CTRL</b> <b>DELETE</b>
Delete row	<b>ALT</b> <b>H</b> <b>D</b> <b>R</b>	Display Create Table dialog box	<b>CTRL</b> <b>T</b>
Delete worksheet	<b>ALT</b> <b>H</b> <b>D</b> <b>S</b>	Display Error Checking menu/message	<b>ALT</b> <b>SHIFT</b> <b>F10</b>
Help	<b>F1</b>	Display Quick Analysis for selected cells	<b>CTRL</b> <b>Q</b>
Insert column	<b>ALT</b> <b>I</b> <b>C</b>	Edit active cell	<b>F2</b>
Insert row	<b>ALT</b> <b>I</b> <b>R</b>	Enter current date	<b>CTRL</b> <b>;</b>
Insert worksheet	<b>ALT</b> <b>SHIFT</b> <b>F1</b>	Enter current time	<b>CTRL</b> <b>SHIFT</b> <b>:</b>
Maximize/minimize workbook window	<b>CTRL</b> <b>F5</b>	Expand or collapse formula bar	<b>CTRL</b> <b>SHIFT</b> <b>U</b>
Minimize workbook window	<b>CTRL</b> <b>F9</b>	Fill Down	<b>CTRL</b> <b>D</b>
Open context menu	<b>SHIFT</b> <b>F10</b>	Fill selected cell range with current entry	<b>CTRL</b> <b>ENTER</b>
Open workbook	<b>CTRL</b> <b>O</b>	Flash Fill	<b>CTRL</b> <b>E</b>
Paste selection	<b>CTRL</b> <b>V</b>	Insert AutoSum formula	<b>ALT</b> <b>=</b>
Print	<b>CTRL</b> <b>P</b>	Insert Function	<b>SHIFT</b> <b>F3</b>
Redo/Repeat action	<b>CTRL</b> <b>Y</b>	Move cursor to end of text in formula bar	<b>CTRL</b> <b>END</b>
Save As dialog box	<b>F12</b>	Move one character up/down/left/right	<b>↑</b> <b>↓</b> <b>←</b> <b>→</b>
Save workbook	<b>CTRL</b> <b>S</b>	Move to beginning of line	<b>HOME</b>
Switch between open Excel windows	<b>CTRL</b> <b>WS</b>	Move to first field in next record of data form	<b>ENTER</b>
Toggle Full Screen mode	<b>CTRL</b> <b>SHIFT</b> <b>F1</b>	Open Power Query Editor	<b>ALT</b> <b>F12</b>
Turn Key Tips On/Off	<b>ALT</b>	Open Visual Basic For Applications Editor	<b>ALT</b> <b>F11</b>
Undo action	<b>CTRL</b> <b>Z</b>	Paste name from Paste Name dialog box	<b>F3</b>
		Refresh external data in workbook	<b>CTRL</b> <b>ALT</b> <b>F9</b>
		Refresh external data in worksheet	<b>ALT</b> <b>F9</b>
		Select in formula bar (cursor to end)	<b>CTRL</b> <b>SHIFT</b> <b>END</b>
		Start new line in same cell	<b>ALT</b> <b>ENTER</b>
		Stop refreshing external data	<b>ESC</b>
		Turn formula checking tooltips on/off	<b>CTRL</b> <b>ALT</b> <b>F</b>

### Data, Functions, and Formula Bar

Calculate active worksheet	<b>SHIFT</b> <b>F9</b>	Add borders	<b>ALT</b> <b>H</b> <b>B</b>
Calculate all worksheets in open workbooks	<b>F9</b>	Add outline border to selected cells	<b>CTRL</b> <b>SHIFT</b> <b>B</b>
Cancel an entry in cell or formula bar	<b>ESC</b>	Align Bottom	<b>ALT</b> <b>H</b> <b>A</b> <b>B</b>
Clear cell content (data and formulas)	<b>DELETE</b>	Align Center	<b>ALT</b> <b>H</b> <b>A</b> <b>C</b>
Clear content of active cell	<b>BACKSPACE</b>	Align Left	<b>ALT</b> <b>H</b> <b>A</b> <b>L</b>
Complete cell entry/move one cell down	<b>ENTER</b>		
Complete cell entry/move one cell left	<b>SHIFT</b> <b>TAB</b>		
Complete cell entry/move one cell right	<b>TAB</b>		
Complete cell entry/move one cell up	<b>SHIFT</b> <b>ENTER</b>		
Copy formula from cell above active cell	<b>CTRL</b> <b>↑</b>		

### Formatting Cells

Add borders	<b>ALT</b> <b>H</b> <b>B</b>
Add outline border to selected cells	<b>CTRL</b> <b>SHIFT</b> <b>B</b>
Align Bottom	<b>ALT</b> <b>H</b> <b>A</b> <b>B</b>
Align Center	<b>ALT</b> <b>H</b> <b>A</b> <b>C</b>
Align Left	<b>ALT</b> <b>H</b> <b>A</b> <b>L</b>

NEXT TO ONE ANOTHER	
<b>CTRL</b> <b>C</b>	Press together ( <b>Ctrl+C</b> )
	Press and release one at a time, in order

SEPARATED BY COMMAS	
<b>CTRL</b> <b>C</b>	<b>ALT</b> <b>H</b> <b>D</b> <b>E</b>
Press together ( <b>Ctrl+C</b> )	Press and release one at a time, in order
Align Middle	<b>ALT</b> <b>H</b> <b>A</b> <b>M</b>
Align Right	<b>ALT</b> <b>H</b> <b>A</b> <b>R</b>
Align Top	<b>ALT</b> <b>H</b> <b>A</b> <b>T</b>
Apply Currency format	<b>CTRL</b> <b>SHIFT</b> <b>S</b>
Apply Date format	<b>CTRL</b> <b>SHIFT</b> <b>F</b>
Apply General number format	<b>CTRL</b> <b>SHIFT</b> <b>F</b>
Apply Number format	<b>CTRL</b> <b>SHIFT</b> <b>N</b>
Apply Percentage format	<b>CTRL</b> <b>SHIFT</b> <b>%</b>
Apply Scientific number format	<b>CTRL</b> <b>SHIFT</b> <b>A</b>
Apply Time format	<b>CTRL</b> <b>SHIFT</b> <b>G</b>
Bold text or remove bold formatting	<b>CTRL</b> <b>B</b>
Choose Fill color	<b>ALT</b> <b>H</b> <b>H</b>
Choose font	<b>ALT</b> <b>H</b> <b>F</b> <b>F</b>
Choose font color	<b>ALT</b> <b>H</b> <b>F</b> <b>C</b>
Choose font size	<b>ALT</b> <b>H</b> <b>F</b> <b>S</b>
Display or Hide outline symbols	<b>CTRL</b> <b>S</b>
Format fonts in Format Cells dialog	<b>CTRL</b> <b>SHIFT</b> <b>F</b>
Hide selected columns	<b>CTRL</b> <b>D</b>
Hide selected rows	<b>CTRL</b> <b>9</b>
Insert a note or open and edit cell note	<b>SHIFT</b> <b>F2</b>
Insert or open threaded comment	<b>CTRL</b> <b>SHIFT</b> <b>F2</b>
Italicize text or remove italic formatting	<b>CTRL</b> <b>I</b>
Open Delete dialog box	<b>CTRL</b> <b>-</b>
Open Format Cells dialog box	<b>CTRL</b> <b>1</b>
Open Insert hyperlink dialog box	<b>CTRL</b> <b>K</b>
Open Insert dialog box	<b>CTRL</b> <b>SHIFT</b> <b>+</b>
Open Paste Special dialog box	<b>CTRL</b> <b>ALT</b> <b>V</b>
Open Style dialog box	<b>ALT</b> <b>F</b>
Open Workbook Statistics dialog box	<b>CTRL</b> <b>SHIFT</b> <b>G</b>
Remove outline border	<b>CTRL</b> <b>SHIFT</b> <b>-</b>
Show/hide objects	<b>CTRL</b> <b>G</b>
Spelling check	<b>F7</b>

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# Microsoft Excel 2007 Shortcuts

**Kimberly Hudson**

## **Microsoft Excel 2007 Shortcuts:**

*Excel 2007 For Dummies* Greg Harvey, 2011-02-10 One look at Excel 2007 with its new Office Button Quick Access toolbar and Ribbon and you realize you're not in Kansas anymore. Well have no fear Excel 2007 for Dummies is here. If you've never worked with a computer spreadsheet or if you've had some experience with earlier versions of Excel but need help transitioning here you'll find everything you need to create, edit, format and print your own worksheets without sacrificing your sanity. Excel 2007 for Dummies covers all the fundamental techniques concentrating on only the easiest, most user friendly ways to get things done. You'll discover how to Rearrange, delete and insert new information. Keep track of and organize data in a single worksheet. Transfer data between the sheets of different workbooks. Create a chart using the data in a worksheet. Add hyperlinks and graphics to worksheets. And more. Plus in keeping with Excel 2007's more graphical and colorful look, Excel 2007 for Dummies has taken on some color of its own with full color plates in the mid section of the book illustrating exactly what you'll see on your screen. Whether you read it from cover to cover or skip to the sections that answer your specific questions, the simple guidance in this book will have you excelling at home or in the office no time.

**A Guide to Microsoft Excel 2007 for Scientists and Engineers** Bernard Liengme, 2008-11-27 Completely updated guide for scientists, engineers and students who want to use Microsoft Excel 2007 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve fitting, equation solving, integration, macros, statistical functions and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2007. Features of Excel 2007 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results. Updated with new examples, problem sets and applications.

**Excel 2007: The Missing Manual** Matthew MacDonald, 2006-12-27 Microsoft Excel continues to grow in power, sophistication and capability, but one thing that has changed very little since the early 90s is its user interface. The once simple toolbar has been packed with so many features over the years that few users know where to find them all. Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately, Microsoft's documentation is as scant as ever so even if users can find advanced features, they probably won't know what to do with them. Excel 2007: The Missing Manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions. Like its siblings in the Missing Manual series, this book crackles with a fine sense of humor and

refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It s a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information **Microsoft Office Excel 2007**

**QuickSteps** John Cronan,2007-01-09 Color screenshots and clear instructions show you how to use all the new and improved features available in this premier spreadsheet program **Microsoft Office Excel 2007 in Depth** Bill Jelen,2008 Microsoft Office Excel 2007 In Depth will ease the upgrade path to the latest version of Microsoft best selling spreadsheet program The author introduces you to the new interface allowing you to quickly get back up to speed in performing your job and will then introduce the powerful new features available in Excel 2007 Summary This book has been crafted to grow with the user providing the reference material needed for move towards Excel proficiency and use of more advanced features If you buy only one book on Excel Microsoft Office Excel 2007 In Depth is the one to choose Does your life play out in a spreadsheet Do numbers in columns and rows make or break you in the work world Tired of having numbers kicked in your face by other Excel 2007 power users who make your modest spreadsheets look paltry compared to their fancy charts and pivot tables If you answered yes to any of these questions Microsoft Office Excel 2007 In Depth is the book that will make it all better Learn quickly and efficiently from a true Excel master using the In Depth formula for success Here you ll find information that s undocumented elsewhere even in Microsoft s own Help systems You ll learn from finely crafted real life examples built by an author who lives and dies by the integrity of his spreadsheets Excel s backbone is its formulas and functions Master those and you will master your spreadsheets Microsoft Office Excel 2007 In Depth provides more down and dirty help with your formulas and functions than you ll find in any other book See how it s done in real life Don t settle for lame pivot table and chart examples found in other books This book provides beautifully detailed examples that not only show you how it should be done but how to be the local worksheet hero Author Bill Jelen is an accomplished Excel author and the principal behind the leading Excel website MrExcel.com As an Excel consultant he has written Excel VBA solutions for over 300 clients around the English speaking world His website hosts over 10 million page views annually Prior to founding MrExcel.com Jelen spent twelve years in the trenches working as a financial analyst for finance marketing accounting and operations departments of a 500 million public company **Microsoft Office Excel 2007 Data Analysis** Denise Etheridge,2011-06-17 Welcome to the only guidebook series that takes a visual approach to professional level computer topics Open the book and you ll discover step by step screen shots that demonstrate over 110 Excel data analysis techniques including Identifying trends in your data Sorting filtering and identifying lists Creating editing and checking formulas Calculating interest rates and depreciation Performing simple sorts and filters Hiding rows or columns in a PivotTable Adding and removing chart data Querying an Access database Assigning digital signatures Solving a formula with a data table I was stuck on an Excel problem for two days Finally I opened one of your books and there was a macro to accomplish exactly what I needed You made me look good

to the boss Rob L Meerscheidt The Woodlands TX High resolution screen shots demonstrate each task Succinct explanations walk you through step by step Two page lessons break big topics into bite sized modules Apply It and Extra sidebars highlight useful tips *Microsoft Office 2007 Keyboard Shortcuts for Windows* U C Books,2016-10-02 Become fast and productive at office management Without doubt your purpose for using a computer keyboard is to be very productive in the work you do and that is what brought this book to existence From this book you will learn to use shortcut keys to perform any task in Microsoft Office 2007 you will learn many keyboard shortcuts methods and applications that will help you in your work All programs of Microsoft Office 2007 are covered to give your computing style a positive touch You will find the following in this book Gathering the Basic Knowledge of Keyboard Shortcuts Basic Keyboard Shortcuts for Microsoft Office 2007 Keyboard Shortcuts for Microsoft OneNote 2007 Keyboard Shortcuts for Microsoft Access 2007 Keyboard Shortcuts for Microsoft Excel 2007 Keyboard Shortcuts for Microsoft Word 2007 Keyboard Shortcuts for Microsoft PowerPoint 2007 Keyboard Shortcuts for Microsoft Publisher 2007 Keyboard Shortcuts for Microsoft InfoPath 2007 Keyboard Shortcuts for Microsoft Groove 2007 Keyboard Shortcuts for Microsoft Outlook 2007 Office 2007 Keyboard Shortcuts your closest teacher at all times *How Microsoft Windows Vista Works* Eric Lindley,Michael Miller,2006 Windows Vista is the long awaited upgrade to the Microsoft Windows operating system and it's a lot different from the Windows you're used to What's new in Windows Vista and how do all those new features work How Microsoft Windows Vista Works is the first book to take you inside the new Windows Vista operating system and show you how all the pieces and parts work With clear and simple explanations and illustrations that say You too can understand this How Microsoft Windows Vista Works gives you detailed information on the hidden workings of Windows Vista from the new Aero interface inside to the Windows kernel It's a four color highly visual explanation of everything that matters about Windows Vista including How Windows Vista differs from Windows XP How Windows controls your computer How User Account Control protects your system How virtual folders and instant search work How Windows Vista renders graphics How the Aero interface and the Windows Sidebar work How Internet Explorer 7's tabbed browsing works How Windows connects to a wireless network How the new Windows Photo Gallery manages your digital photos Contents Introduction xi Part I What Windows Vista Is and What It Does 2 Chapter 1 Understanding Windows and Other Operating Systems 6 Chapter 2 How Windows Vista Differs from Windows XP 14 Chapter 3 What Windows Vista Does 26 Part II Basic Operations 32 Chapter 4 Powering On and Powering Off 36 Chapter 5 Managing System Resources 48 Chapter 6 Managing System Information 62 Chapter 7 Managing Users 70 Chapter 8 Managing Data 76 Chapter 9 Managing Applications 92 Part III Windows Vista Graphics 100 Chapter 10 Understanding Vista Graphics 104 Chapter 11 The Vista Interface 112 Chapter 12 The Vista Desktop 122 Part IV Digital Media 130 Chapter 13 Windows Media Center 134 Chapter 14 Digital Music 150 Chapter 15 Digital Images 166 Chapter 16 Digital Video and Movies 174 Part V Networking and the Internet 182 Chapter 17 Windows Vista and the Internet 186 Chapter 18 Windows Vista Networks 204

Part VI Security and Maintenance 220 Chapter 19 Windows Vista Security Features 224 Chapter 20 Routine Maintenance 238 Glossary 252 Index 266 *Microsoft Office Access 2007 QuickSteps* John Cronan,2007-02-21 Step by Step Full Color Graphics Get started using Access 2007 right away the QuickSteps way Color screenshots and clear instructions show you how to use all the new and improved features Follow along and learn to work with the new Office interface and ribbon create databases and tables and enter and edit data You ll also find out how to retrieve information create forms and generate reports Plus you can flip straight to the information you need easily using the color coded tabs Get the book that gets you started using Access 2007 in no time In each chapter Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid *Microsoft Office Excel 2007* Wayne L. Winston,2007 Provides an introduction to data analysis and business modeling using Microsoft Excel *2024-25 For All Competitive Examinations Computer Chapter-wise Solved Papers* YCT Expert Team , 2024 25 For All Competitive Examinations Computer Chapter wise Solved Papers 592 1095 E This book contains 1198 sets of solved papers and 8929 objective type questions with detailed analytical explanation and certified answer key **Hacker's Guide To Microsoft Excel (How To Use Excel, Shortcuts, Modeling, Macros, and more)**

Kimberly Hudson,2012-02-24 ABOUT THE BOOK Microsoft Excel is a user friendly spreadsheet program that lets you organize data create charts program time saving shortcuts and make reports It is part of the Microsoft Office Suite There are multiple versions of Microsoft Excel out there the latest being part of the Microsoft Office 2010 Suite Although you may be baffled by Excel now don t give up Once you read what Excel can do you will quickly use simple functions to answer questions create charts and increase productivity MEET THE AUTHOR Kimberly Hudson is a professional writer who lives and works in Massachusetts Graduated from American University in Washington D C with a B A magna cum laude in International Studies She spent a semester traveling China After college she was a research assistant fundraiser and has won two national awards for online newsletters Facebook <http://www.facebook.com/profile.php?id=7403026> Twitter

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spread approach combining action steps on the left with large colorful visuals on the right With the Upgrading text your students will easily grasp the new user interface the common tasks and the new features of each application within Microsoft Office 2007    **The Unofficial Guide to Microsoft Office Excel 2007** Julia Kelly,Curt Simmons,2008-03-11 The inside scoop for when you want more than the official line Microsoft Office Excel 2007 may be just what you need to crunch numbers but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Excel in the real world What are the secrets of pro users Are there shortcuts for repetitive tasks From writing formulas to using charts first get the official way then the best way from two experts Unbiased coverage of how to get the most out of Excel 2007 from creating workbooks and writing formulas to comparing data Savvy real world advice to help you set up enter format and organize your data Time saving techniques and practical guidance on creating custom macros with VBA and using PivotTables and PivotCharts Tips and hacks with practical ways to save time avoid pitfalls and increase your output Sidebars tables and illustrations featuring toolbar buttons and more ways to be productive in Excel Watch for these graphic icons in every chapter to guide you to specific practicalinformation Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid commonpitfalls And finally check out Inside Scoops for practical insights from the author It s like having your own expert at your side    **Learning Ms Excel 2007** Ramesh Bangia,2008 Introduction to Microsoft Excel 2007 Spreadsheet Basics Creating a Spreadsheet in Excel 2007 Advanced Techniques of Excel 2007 Charts in Excel 2007 Web and Excel 2007 Validating Data in Excel 2007 Importing Data in Excel 2007 Functions in Excel 2007 Keyboard Shortcuts in Excel 2007 Questions

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