Quick Reference
Microsoft Excel

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KEYBOARD SHORTCUTS

FORMATTING

Action	Shortcut
Bold the selection	[Ctrl]B
Italicize the selection	[Ctrl]I
Underline the selection	[Ctrl]U
Strike through the selection	[Ctrl]S
Open the Style dialog box	[Alt] and '
Open the Format Cells dialog box	[Ctrl]1
Apply General format	[Ctrl][Shift]~

Action	Shortcut
Apply Currency format	[Ctrl][Shift]$
Apply Percentage format	[Ctrl][Shift]%
Apply Date format	[Ctrl][Shift]#
Apply Time format	[Ctrl][Shift]@
Apply Number format	[Ctrl][Shift]!
Apply Exponential number format	[Ctrl][Shift]^
Apply an outline border to selection	[Ctrl][Shift]&
Remove outline border from selection	[Ctrl][Shift] and _

NAVIGATION

Action	Shortcut
Move to the next worksheet in a workbook	[Ctrl][Page Down]
Move to the previous worksheet in a workbook	[Ctrl][Page Up]
Cycle between open workbooks	[Ctrl][F6]
Move one cell up, down, left, or right	Arrow keys
Move to the edge of the data region	[Ctrl] and an arrow key
Move to the beginning of a row	[Home]
Move to the end of a row	[End]
Move to the beginning of a worksheet	[Ctrl][Home]

Action	Shortcut
Move to the end of the used portion of a worksheet	[Ctrl][End]
Move between panes in a split worksheet	[F6]
Display the active cell	[Ctrl][Backspace]
Move down a cell in a selected range	[Enter]
Move up a cell in a selected range	[Shift][Enter]
Move one cell to the left in a selected range.	[Shift][Tab]
Move from corner cell to corner cell in a selected range	[Ctrl] and . (period)

SELECTION TECHNIQUES

Action	Shortcut
Select a row	[Shift][Spacebar]
Select a column	[Ctrl][Spacebar]
Select an entire worksheet	[Ctrl]A
Select from current cell(s) to the beginning of the row	[Shift][Home]
Select from current cell(s) to last used cell in row	[Shift][End][Enter]
Select from current cell(s) to the beginning of the worksheet	[Ctrl][Shift][Home]

Action	Shortcut
Select from current cell(s) to the end of the used portion of a worksheet	[Ctrl][Shift][End]
Select the array that contains the active cell	[Ctrl]/
Select the data region surrounding the active cell	[Ctrl] and *
Select all cells that contain a comment	[Ctrl][Shift]O
Select cells that a selected formula directly references	[Ctrl] and [
Select formulas that directly reference the active cell	[Ctrl] and]

WORKBOOK BASICS

Action	Shortcut
Open a workbook	[Ctrl]O
Create a new workbook	[Ctrl]N
Save a workbook	[Ctrl]S
Open the Save As dialog box	[F12]
Print a workbook	[Ctrl]P
Close a workbook	[Ctrl]W
Insert a new worksheet	[Shift][F11]
Hide selected rows	[Ctrl]9

Action	Shortcut
Display hidden rows in selection	[Ctrl][Shift]9
Hide selected columns	[Ctrl]0
Display hidden columns in selection	[Ctrl][Shift]0
Open the Find tab of the Find And Replace dialog box	[Ctrl]F
Open the Replace tab of the Find And Replace dialog box	[Ctrl]H
Run a spelling check on a worksheet or selected text	[F7]

KEYBOARD SHORTCUTS *continued*

WORKING WITH DATA

Action	Shortcut
Complete an entry and move to the next cell	[Enter]
Insert a new line within a cell	[Alt][Enter]
Enable editing within a cell	[F2]
Fill selected cells with an entry you type	[Ctrl][Enter]
Cancel an entry	[Esc]
Fill data down through selected cells	[Ctrl]D
Fill data through selected cells to the right	[Ctrl]R
Create a name	[Ctrl][F3]
Insert a hyperlink	[Ctrl]K
Insert the current date	[Ctrl] and ;
Insert the current time	[Ctrl] and :

Action	Shortcut
Cut the selected text or objects to the Clipboard	[Ctrl]X
Copy the selected text or objects to the Clipboard	[Ctrl]C
Paste the contents of the Clipboard	[Ctrl]V
Repeat last action	[Ctrl]Y
Undo last edit	[Ctrl]Z
Delete from the insertion point to the end of the line	[Ctrl][Delete]
Add blank cells	[Ctrl][Shift]+
Delete selected cells	[Ctrl]-
Create a chart from a range of data	[F11]

FORMULA SHORTCUTS

Action	Shortcut
Begin a formula	=
Enter a formula as an array	[Ctrl][Shift][Enter]
Display the Insert Function dialog box (Paste Function in Excel 97)	[Shift][F3]
Paste a defined name into a formula	[F3]
Insert a SUM AutoSum formula	[Alt]=
Insert arguments after a function	[Ctrl][Shift]A
Display the Function Arguments dialog box	Type a function in the Formula bar and press [Ctrl]A

Action	Shortcut
Copy the value from the cell above the current cell into the current cell	[Ctrl][Shift] and "
Copy a formula from the cell above the current cell into the current cell	[Ctrl] and '
Toggle between display of formulas and cell values	[Ctrl] and `
Calculate values for sheets in all open workbooks	[F9]
Calculate values for the current worksheet	[Shift][F9]
Cancel an entry you're making in a cell or in the formula bar	[Esc]

HANDY RIGHT-CLICK SHORTCUTS

FAST ACCESS WORKSHEETS

When working with large workbooks in which all of the worksheet tabs are not visible, it's easy to become frustrated scrolling back and forth trying to find the sheet you need. Here's a faster way: Right-click on any of the tab-scrolling buttons (to the left of the sheet tabs), and a shortcut menu will pop up with all the tabs listed. You can then select the tab you want.

QUICK PRINT AREA SETUP

There's no point sending entire worksheets to the printer if all you need is a printout of a few columns or rows. To quickly set a print area, follow these steps:
1. Go to View | Page Break Preview.
2. Select the cells you want to print.
3. Right-click on the selection and choose Set Print Area from the shortcut menu.

COMMON WORKSHEET OPTIONS

You can handle a number of typical worksheet chores without wading through dialog boxes to find the options you need. Just right-click on a worksheet tab to display a shortcut menu with commands that let you perform tasks such as inserting, removing, and renaming worksheets.

A HOST OF AUTOFILL CHOICES

Excel's fill handle feature gives you a number of ways to copy data from a cell or range into adjacent cells. You can extend this capability even more by right-clicking on the fill handle before dragging to select the target cells. When you release the mouse button, Excel will display a shortcut menu that includes options such as copying just the formatting, copying cell contents without formatting, creating a growth or linear series, or entering a fill series based on the selection.

INSTANT CALCULATIONS

When you need to perform a simple calculation on a range of cells in a worksheet, you don't have to build a formula to handle the job. Just select the cells containing the values and then check out the status bar at the bottom of the window. By default, Excel will display the sum of the selected values. But you can right-click on the information in the status bar to bring up a shortcut menu with options to view the average of the values, the maximum or minimum value, the number of cells in the selection that contain an entry, and the number of cells that contain numbers.

TIPS AND TRICKS

OPEN MULTIPLE WORKSHEETS

One of the challenges of working in Excel is viewing all the information you need, especially since it often lives in different worksheets. Here's a simple way to view multiple sheets:

1. Click on the tab of the worksheet you want to view.
2. Go to Window | New Window.
3. Repeat this process for each of the worksheets you want to display. (Excel opens each sheet in a window that sits on top of the previous one.)
4. To see them all at one time, choose Arrange from the Window menu.
5. Select Tiled, Horizontal, or Vertical.
6. Select the Windows Of Active Workbook check box.
7. Click OK.

SELECT NONCONTIGUOUS TEXT

When you need to select cells or ranges that aren't next to each other, try this: After making your first selection, hold down [Ctrl] as you make the additional selections.

WHAT'S THIS DO?

If you're unsure about the action of a particular button or command, you can find out in a hurry. Simply press [Shift][F1] and then click a button or pull down a menu and choose a command. Excel will display a brief description of the specified item.

CHANGE THE WAY THE [ENTER] KEY WORKS

Many Excel users don't like moving down a cell when they press [Enter]—they'd rather move to the right or stay in the cell after completing an entry. Excel accommodates such preferences. To change the behavior of the [Enter] key, go to Tools | Options and click the Edit tab. Then, select the direction you want from the Direction drop-down list. If you want to prevent the [Enter] key from moving to another cell, deselect the Move Selection After Enter check box. After you set the desired specifications, click OK.

KEEP EMBEDDED CHARTS IN PLACE

If you make major changes to a worksheet that contains an embedded chart, the size and location of that chart could be affected. To avoid this, select the chart area and click Format Chart Area on the Chart toolbar. Then, click the Properties tab, select the Don't Move Or Size With Cells option, and click OK.

SIZE A CHART ON A SHEET

When you create a chart sheet, Excel automatically sizes the chart to occupy the whole page—so how can you resize the chart? First, activate the sheet and go to File | Page Setup. Then, select the Chart tab, choose Custom, and click OK. Now, you can resize the chart by selecting the chart area and dragging a handle.

GRAB JUST ONE DATA MARKER

Clicking on a data marker, like a column or bar, selects all the markers in that data series—which is no help if you want to change only that single marker. To avoid selecting all the markers in the series, click twice (slowly) on the marker you want to select. On the second click, Excel will deselect all but the marker you want.

PRINT CELL COMMENTS

If you've added comments to a worksheet, you can easily print them along with your worksheet data. You have a couple of choices here: You can either print the comments on their own page or print them as they appear on the worksheet. If you opt for the second approach, make sure they're visible. If they aren't, just go to View | Comments.

When the time comes to print the worksheet, go to File | Page Setup and click the Sheet tab. Select the desired option from the Comments drop-down list (At End Of Sheet or As Displayed On Sheet). To print the worksheet and comments, click the Print button and click OK.

GET A HANDLE

The fill handle—that small black box that appears in the bottom-right corner of a selected cell or range—helps you copy information into adjacent cells with minimal effort. If Excel recognizes an entry as part of a series (like a label, such as Part 1, or a date), it will complete the series when you drag the fill handle across or down adjacent cells. Otherwise, it will copy the original entry. If you hold down [Ctrl] as you drag, Excel will increment the entry by 1 across the cells you select.

CREATE THE CHART YOU WANT

When you create a chart, Excel normally uses a standard bar chart format, but you're not stuck with that choice. You can set Excel to use any chart type you want as the default. Start by selecting a chart and going to Chart | Chart Type. Then, choose a chart type from the list that appears in the Standard Types tab and click Set As Default Chart.

CHOOSE CUSTOM GRIDLINE COLORS

Don't like the color Excel uses for cell gridlines? No problem. Select any worksheets you want to change and go to Tools | Options. Click the View tab, choose a color you like from the Gridlines Color drop-down list, and click OK.

QUICKLY ENTER DATA IN A RANGE

Excel offers a fast way to enter the same information in a range of cells. Just drag across the cells you want to include in the range. Then, type your entry and press [Ctrl][Enter]. Excel will insert your entry in all the cells you selected.

COPY JUST THE FORMATTING

To copy characteristics such as fonts, shading, and numeric formats from one cell or range to another without copying the data too, start by clicking on a cell that carries the formatting you want. Then, right-click on the cell's fill handle and drag across the cells where you want the formatting to appear. A shortcut menu will appear when you release the mouse button, and you can choose Select Fill Formats (Fill Formatting Only in Excel XP/2003) to complete the process.

HOP TO A DISTANT CELL

You don't have to scroll for days trying to locate a cell in a huge worksheet. Just press [F5] to open the Go To dialog box, type the address of the destination cell, such as Z179, or select a range name from the list box. Click OK, and Excel will immediately transport you to the specified cell.

COMMON QUESTIONS

Q. How do I print only certain worksheets in a workbook?

A. Begin by selecting the sheet tab of each worksheet you want to print. Just hold down [Shift] and click on each one. (If the tabs aren't adjacent to each other, hold down the [Ctrl] key as you click on them.) Excel turns the tabs white when they're selected. Now go to File | Print, make sure the Active Sheet(s) option is selected in the Print dialog box, and click OK. Excel will print each selected sheet on a new page. If you defined print areas for any of your sheets, Excel will print just those areas.

Q. When I try to enter a fraction in a cell, Excel turns it into a date. So, for instance, 7/8 becomes 8-Jul. Is there a workaround for this?

A. You can keep Excel from converting that value to a date by entering 0, followed by a space and your fraction. Press [Enter], and Excel will apply the Fraction format to the cell. If you click in the cell, the formula bar will show you that Excel is storing the decimal value of your entry.

Q. I need to center a title across a few columns of data in my worksheet, but the Center button doesn't do what I want. How can I create a title that spans multiple cells in my worksheet?

A. Centering titles isn't hard. Let's say you want to center a title over four columns of data. First, select the four cells located in the row above the data. Then, click the Merge And Center button on the Formatting toolbar. Excel will then combine the cells and apply the centered format. When you type your title, it will automatically be centered in the merged cell.

Q. I know I can delete a comment from a cell by selecting the cell and going to Edit | Clear | Comments. But how can I get rid of all the comments in a sheet at the same time?

A. You just need to add a step at the beginning of the process: Select all your commented cells by pressing [Ctrl][Shift]O. Then, go to Edit | Clear | Comments exactly as you do when you're removing individual comments.

Q. Some of my worksheets contain fairly sensitive data, which I don't want other employees to see. Is there a quick way to tuck these sheets out of sight?

A. Go to Format | Sheet and select Hide. When you're ready to redisplay the sheet, choose the Sheet command again, select Unhide, and select the hidden sheet from the Unhide Sheet list.

Q. I can't find an option in the Print dialog box for printing formulas instead of data in my worksheets. Where do I find this option?

A. You don't actually need to choose any special options to print formulas instead of data. Just make sure Excel is displaying formulas before you print the sheet. Go to Tools | Options, click the View tab, select Formulas under Window Options, and click OK. (A quicker alternative is to press [Ctrl]`.) When you turn on formula display, Excel will widen the columns to show your formulas. Now, simply go ahead and print your worksheet.

Q. How do I copy the value contained in a cell instead of the formula that produces that value?

A. Select the contents of the cell and click the Copy button on the Standard toolbar. Next, click in the cell where you want to paste the value. Then, go to Edit | Paste Special, select Values, and click OK. Excel will paste only the value produced by the formula.

Q. I typically need at least five worksheets in the workbooks I create, and Excel starts me out with only three. Is there any way to increase the default number of sheets?

A. Luckily, you don't have to manually add sheets every time you create a new workbook—Excel will let you determine the number of sheets you need. Just go to Tools | Options and click the General tab. In the Sheets In New Workbook text box, enter the number of sheets you want and click OK. Now, each workbook you create will start you off with the specified number of sheets.

Q. Excel drives me crazy by trying to complete entries I type in a cell. I know I can keep typing to override its suggested entry, but it's still annoying. Can I turn off this feature?

A. You can turn off AutoComplete by going to Tools | Options and clicking the Edit tab. Just deselect the Enable AutoComplete For Cell Values check box and click OK, and Excel won't try to anticipate your entries. If you sometimes want to take advantage of AutoComplete even though it's disabled, hold down [Alt] and press the down arrow key in a cell to display a list of entries in the cells above it.

Q. I created an embedded chart on a worksheet, but now I want to put it on its own sheet. What's the procedure for moving a chart—or do I have to start over?

A. There's no need to start over; you can easily move your embedded chart to a new sheet. Start by clicking on the chart and going to Chart | Location. Select the As New Sheet option, type a name for the sheet, and click OK. Excel will move the chart from the sheet it's on and turn it into a new chart sheet.

Q. I need to lock some specific ranges in this sheet I'm working on, while leaving the rest of the cells unlocked. How do I do that?

A. You'll need to follow two steps to lock just certain cells in your worksheet. Step one is to unlock all the cells. To do this, click the Select All button (the cell where row and column headings meet in the upper-left corner of the sheet). Go to Format | Cells, click the Protection tab, deselect the Locked check box, and click OK. Step two is to lock the desired cells and protect the worksheet. First, select the cells you want to lock and go to Format | Cells again. In the Protection tab, select the Locked check box and click OK. Now, go to Tools | Protection and select Protect Sheet. Select the protection options you want, set a password (this is optional), and click OK.