

Excel® Keyboard Shortcuts (PC Version)

Quick Reference Guide

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Common

Close Excel	ALT F4
Close workbook	CTRL W
Copy screen to clipboard	FRT SC
Copy selection	CTRL C
Copy window to clipboard	ALT FRT SC
Cut selection	CTRL X
Delete column	ALT, H, D, C
Delete row	ALT, H, D, R
Delete worksheet	ALT, H, D, S
Help	F1
Insert column	ALT, I, C
Insert row	ALT, I, R
Insert worksheet	ALT SHIFT F1
Maximize/restore workbook window	CTRL F10
Minimize workbook window	CTRL F9
Open context menu	SHIFT F10
Open workbook	CTRL O
Paste selection	CTRL V
Print	CTRL P
Redo/Repeat action	CTRL Y
Save As dialog box	F12
Save workbook	CTRL S
Switch between open Excel windows	CTRL F6
Toggle Full Screen mode	CTRL SHIFT F1
Turn Key Tips On/Off	ALT
Undo action	CTRL Z

Data, Functions, and Formula Bar

Calculate active worksheet	SHIFT F9
Calculate all worksheets in open workbooks	F9
Cancel an entry in cell or formula bar	ESC
Clear cell content (data and formulas)	DELETE
Clear content of active cell	BACKSPACE
Complete cell entry/move one cell down	ENTER
Complete cell entry/move one cell left	SHIFT TAB
Complete cell entry/move one cell right	TAB
Complete cell entry/move one cell up	SHIFT ENTER
Copy formula from cell above active cell	CTRL F

Copy value of cell above active cell	CTRL SHIFT F
Create chart of data in current range in new sheet	F11
Create embedded chart of data in current range	ALT F1
Create, run, edit, or delete macro	ALT F8
Cycle absolute and relative references in formula	F4
Define name to use in references	ALT, M, M, D
Delete text to end of line	CTRL DELETE
Display Create Table dialog box	CTRL T
Display Error Checking menu/message	ALT SHIFT F10
Display Quick Analysis for selected cells	CTRL Q
Edit active cell	F2
Enter current date	CTRL ;
Enter current time	CTRL SHIFT ;
Expand or collapse formula bar	CTRL SHIFT U
Fill Down	CTRL D
Fill selected cell range with current entry	CTRL ENTER
Flash Fill	CTRL E
Insert AutoSum formula	ALT =
Insert function	SHIFT F3
Move cursor to end of text in formula bar	CTRL END
Move one character up/down/left/right	↑ ↓ ← →
Move to beginning of line	HOME
Move to first field in next record of data form	ENTER
Open Power Query Editor	ALT F12
Open Visual Basic For Applications Editor	ALT F11
Paste name from Paste Name dialog box	F8
Refresh external data in workbook	CTRL ALT F5
Refresh external data in worksheet	ALT F5
Select in formula bar (cursor to end)	CTRL SHIFT END
Start new line in same cell	ALT ENTER
Stop refreshing external data	ESC
Turn formula checking tooltips on/off	CTRL ALT P

Formatting Cells

Add borders	ALT, H, B
Add outline border to selected cells	CTRL SHIFT &
Align Bottom	ALT, H, A, B
Align Center	ALT, H, A, C
Align Left	ALT, H, A, L

GUIDE KEY

NEXT TO ONE ANOTHER	SEPARATED BY COMMAS
CTRL C	ALT, H, D, R
Press together (CTRL+C)	Press and release one at a time, in order

Align Middle	ALT, H, A, M
Align Right	ALT, H, A, R
Align Top	ALT, H, A, T
Apply Currency format	CTRL SHIFT \$
Apply Date format	CTRL SHIFT #
Apply General number format	CTRL SHIFT ~
Apply Number format	CTRL SHIFT !
Apply Percentage format	CTRL SHIFT %
Apply Scientific number format	CTRL SHIFT A
Apply Time format	CTRL SHIFT @
Bold text or remove bold formatting	CTRL B
Choose fill color	ALT, H, F, H
Choose font	ALT, H, F, F
Choose font color	ALT, H, F, C
Choose font size	ALT, H, F, S
Display or hide outline symbols	CTRL S
Format fonts in Format Cells dialog	CTRL SHIFT F
Hide selected columns	CTRL 0
Hide selected rows	CTRL 9
Insert a note or open and edit cell note	SHIFT F2
Insert or open threaded comment	CTRL SHIFT F2
Italicize text or remove italic formatting	CTRL I
Open Delete dialog box	CTRL -
Open Format Cells dialog box	CTRL 1
Open Insert hyperlink dialog box	CTRL K
Open Insert dialog box	CTRL SHIFT +
Open Paste Special dialog box	CTRL ALT V
Open Style dialog box	ALT F
Open Workbook Statistics dialog box	CTRL SHIFT G
Remove outline border	CTRL SHIFT _
Show/hide objects	CTRL 6
Spellcheck	F7

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info@teachucomp.com

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Shelley O'Hara



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Easy Quicken Shelley O'Hara,1992 This how to text introduces absolute beginners to the fundamentals of personal financial software The Basic section introduces readers to general personal computing terminology the Task Review part covers specific tasks and reviews each illustrating a before and after approach Covers IBM Version 5 0 Mastering Windows Made Easy TeachUcomp, Incorporated,2007-05 Easy Lotus 1-2-3 Shelley O'Hara,1992 Four color illustrated guide for the first time user of Release 2 4 Step by step instructions for building spreadsheets Familiarizes the novice with the computer system keyboard and Windows tools *Microsoft Excel 2010 In Depth* Bill Jelen,2010-06-25 Excel 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with Excel 2010 and get more done in less time Legendary Excel expert Bill Jelen provides specific tested proven solutions to the problems Excel users run into every day challenges other books ignore or oversimplify Jelen thoroughly covers all facets of working with Excel 2010 and adds new chapters on Excel Web App which allows multiple users to edit a spreadsheet simultaneously New coverage also includes Slicer which offers dynamic filtering of PivotTables Sparklines which add data visualization to any cell Calculation engine which improves the speed and accuracy of math financial and statistical functions and the new version of Solver As with all In Depth books Excel 2010 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out Step by step instructions with icons guide readers through essential tasks such as designing tables entering data importing external data designing and executing queries and designing data entry forms and printed reports Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity By Bill Jelen aka MrExcel an Excel MVP and the principal behind the leading Excel website MrExcel com Covers all aspects of working with Excel 2010 from its updated Ribbon interface to its breakthrough collaboration and improved business intelligence For everyone who wants to get the most out of Excel 2010 from casual users to corporate professionals

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Networking For Dummies Doug Lowe,2004-10-13 Networking For Dummies has long been the leading networking beginner book The 7th Edition provides valuable updates on the latest tools and trends in networking including updates to Windows XP through Service Pack 2 Windows Server 2003 Linux Mac OS X and Novell Netware Server 6 5 plus the latest information on broadband technologies A must have reference for network administrators and novices who want to set up a network in their home or office this covers all the bases and basics including Using a network printer and sharing files and printers Using Microsoft Office on a network Network operating systems Setting up a wireless network Configuring client computers Written by Doug Lowe a seasoned For Dummies author who has demystified everything from Microsoft Office to networking to creating Web pages and written more than 50 computer books including Networking All in One Desk Reference For Dummies this guide includes whole new chapters on Wireless networking IP addressing Common security problems Troubleshooting Indexed to help you find answers fast and written in plain English instead of technotalk this keeps you from getting all shook up while you re getting all hooked up

Network Security For Dummies Chey Cobb,2011-05-09 A hands on do it yourself guide to securing and auditing a network CNN is reporting that a vicious new virus is wreaking havoc on the

world's computer networks Somebody's hacked one of your favorite Web sites and stolen thousands of credit card numbers The FBI just released a new report on computer crime that's got you shaking in your boots The experts will tell you that keeping your network safe from the cyber wolves howling after your assets is complicated expensive and best left to them But the truth is anybody with a working knowledge of networks and computers can do just about everything necessary to defend their network against most security threats Network Security For Dummies arms you with quick easy low cost solutions to all your network security concerns Whether your network consists of one computer with a high speed Internet connection or hundreds of workstations distributed across dozens of locations you'll find what you need to confidently Identify your network's security weaknesses Install an intrusion detection system Use simple economical techniques to secure your data Defend against viruses Keep hackers at bay Plug security holes in individual applications Build a secure network from scratch Leading national expert Chey Cobb fills you in on the basics of data security and he explains more complex options you can use to keep your network safe as you grow your business Among other things you'll explore Developing risk assessments and security plans Choosing controls without breaking the bank Anti virus software firewalls intrusion detection systems and access controls Addressing Unix Windows and Mac security issues Patching holes in email databases Windows Media Player NetMeeting AOL Instant Messenger and other individual applications Securing a wireless network E Commerce security Incident response and disaster recovery Whether you run a storefront tax preparing business or you're the network administrator at a multinational accounting giant your computer assets are your business Let Network Security For Dummies provide you with proven strategies and techniques for keeping your precious assets safe

Law School For Dummies Rebecca Fae Greene, 2011-04-27 The straightforward guide to surviving and thriving in law school Every year more than 40 000 students enter law school and at any given moment there are over 125 000 law school students in the United States Law school's highly pressurized super competitive atmosphere often leaves students stressed out and confused especially in their first year Balancing life and schoolwork passing the bar and landing a job are challenges that students often need help facing In *Law School For Dummies* former law school student Rebecca Fae Greene uses straight talk sound advice and gentle humor to help students sort through the swamp of coursework and focus on what's important all while maintaining a life She also offers rare insight on the law school experience for women minorities non traditional and non Ivy League students

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Sleep Disorders For Dummies Max Hirshkowitz, Ph.D., A.B.S.M., Patricia B. Smith, 2004-05-07 When the last dinner dishes have been put away and the evening news is over most of us think about going to bed But for the millions who suffer from a chronic sleep disorder going to bed doesn t necessarily mean going to sleep And for millions more who experience occasional sleep disturbances nighttime might not be such a picnic either Now there s an easy to follow guide to help you get a good night s rest Sleep Disorders For Dummies is for anyone who has trouble sleeping or has a loved one who suffers from a sleep disorder Written by a sleep specialist and a medical reporter this no nonsense guide helps you Prevent and manage sleep disorders Improve your sleep habits Find relief from your symptoms Ask your doctor the right questions Enhance the quality of sleep This fact packed guide walks you through the different types of sleep disorders includin g sleep apnea insomnia narcolepsy and restless legs syndrome You ll discover the causes and symptoms of each disorder the various medical conditions that can disrupt sleep and the most common treatments Plus you ll see how to use good nutrition and exercise to promote sounder sleep and avoid known sleep

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