PASTEL ACCOUNTING

EXCEL ON STEROIDS

MICROSOFT EXCEL SHORTCUT CHEAT SHEET

Ctrl combination shortcut keys

Ctrl + 0	Hides the selected columns
Ctrl + 1	Displays 'Format Cells' dialog box
Ctrl + 2	Applies or removes bold formatting (also Ctrl + B)
Ctrl + 3	Applies or removes italic formatting (also Ctrl + I)
Ctrl + 4	Applies or removes underlining (also Ctrl + U)
Ctrl + 5	Applies or removes strikethrough
Ctrl + 6	Alternates between hiding and displaying objects
Ctrl + 8	Displays or hides the outline symbols
Ctrl + 9	Hides selected rows
Ctrl + A	Selects entire worksheet
Ctrl + C	Copies selected cells
Ctrl + D	Uses Fill Down command to copy the contents and the format of the topmost cell of a selected range into the cells below
Ctrl + F	Displays Find and Replace dialog box, with Find tab selected
Ctrl + H	Displays Find and Replace dialog box, with Replace tab selected
Ctrl + K	Displays Insert Hyperlink dialog box for new hyperlinks or Edit Hyperlink dialog box for selected existing hyperlinks
Ctrl + L	Displays Create Table dialog box (also Ctrl + L)
Ctrl + N	Creates a new blank workbook
Ctrl + O	Displays Open dialog box to open or find a file
Ctrl + P	Displays Print tab
Ctrl + R	Uses Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right
Ctrl + S	Saves the active file
Ctrl + V	Inserts contents of Clipboard at the insertion point and replaces selection. After cut/copy.
Ctrl + W	Closes selected workbook window
Ctrl + Y	Repeats last command or action if possible
Ctrl + Z	Uses Undo command to reverse the last command or to delete the last entry that you typed
Ctrl + ;	Enters current date
Ctrl + '+'	Opens Insert dialog box
Ctrl + '-'	Opens Delete dialog box
Ctrl + '	Copies a formula from the cell above the active cell into the cell or the Formula Bar
Ctrl + PgUp	Switches between worksheet tabs, from left-to-right
Ctrl + PgDn	Switches between worksheet tabs, from right-to-left
Ctrl + Spacebar	Selects current column

Function key shortcuts

F1	Displays the Excel Help task pane
Ctrl + F1	Displays or hides the ribbon
ALT + F1	Creates an embedded chart of the data in the current range
ALT + SHIFT + F1	Inserts a new worksheet
F2	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off
SHIFT + F2	Adds or edits a cell comment

Ctrl + F2	Displays the print preview area
F3	Displays the Paste Name dialog box
SHIFT + F3	Displays the Insert Function dialog box
F4	Repeats the last command or action. When a cell reference is selected in a formula, F4 cycles through all the various combinations of absolute and relative references
Ctrl + F4	Closes the selected workbook window
ALT + F4	Closes Microsoft Excel
F5	Displays the Go To dialog box (also Ctrl + G)
Ctrl + F5	Restores the window size of the selected workbook window
F6	Switches between the worksheet, ribbon, task pane, and Zoom controls in a worksheet that has been split. F6 includes the split panes when switching between panes and the ribbon area
SHIFT + F6	Switches between the worksheet, Zoom controls, task pane, and ribbon
Ctrl + F6	Switches to the next workbook window when more than one workbook window is open
F7	Displays the Spelling dialog box
Ctrl + F7	Performs the Move command on the workbook window when it is not maximized.
F8	Turns extended mode on or off.
SHIFT + F8	Enables you to add a non-adjacent cell or range to a selection of cells by using the arrow keys
Ctrl + F8	Performs the Size command when a workbook is not maximized
ALT + F8	Displays the Macro dialog box
F9	Calculates worksheets in all open workbooks
SHIFT + F9	Calculates the active sheet
F10	Turns key tips on or off (same as ALT)
SHIFT + F10	Displays the shortcut menu for the selected item
Ctrl + F10	Maximizes or restores the selected workbook window
F11	Creates a chart of the data in the current range in a separate Chart sheet
SHIFT + F11	Inserts a new worksheet
ALT + F11	Opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA)
F12	Displays the Save As dialog box

Brought to you by **Pastel Business Intelligence Centre** and Excel on Steroids

www.excelonsteroids.co.za

Softline PASTEL®

beyond accounting