



# EXCEL: useful keyboard shortcuts

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|   | A    | B         | C      | D      | E     | F      | G      | H      | I      | J         |
|---|------|-----------|--------|--------|-------|--------|--------|--------|--------|-----------|
| 1 | Code | Company   | Last   | \$ +/- | Bid   | Offer  | Open   | High   | Low    | Volume    |
| 2 | RIO  | RIO TINTO | 64.790 | 1.020  | 64.7  | 64.790 | 64.700 | 64.820 | 63.470 | 1,736,564 |
| 3 | WPL  | WOODSIDE  | 44.810 | 0.430  | 44.76 | 44.870 | 45.190 | 45.190 | 43.740 | 1,770,370 |
| 4 | PPT  | PERPETUAL | 32.550 | -0.150 | 32.55 | 32.620 | 32.200 | 32.790 | 32.200 | 41,683    |
| 5 | KAR  | KAROON    | 6.100  | 0.190  | 6.1   | 6.120  | 6.100  | 6.520  | 5.970  | 3,174,753 |
| 6 | KCN  | KINGSGATE | 5.610  | 0.030  | 5.61  | 5.650  | 5.350  | 5.690  | 5.340  | 390,884   |
| 7 | CPU  | CSHARE    | 8.500  | -0.010 | 8.49  | 8.500  | 8.450  | 8.580  | 8.320  | 1,893,802 |
| 8 |      |           |        |        |       |        |        |        |        |           |

## Legend to example in diagram above

|                       |                                 |
|-----------------------|---------------------------------|
| <b>Active Cell</b>    | Cell A3                         |
| <b>Selection</b>      | The selected cells, range A3:J5 |
| <b>Current Region</b> | The range A1:J7                 |

## Windows shortcuts

|        |                                      |
|--------|--------------------------------------|
| CTRL+C | Copy the <b>Selection</b>            |
| CTRL+V | Insert the contents of the Clipboard |
| CTRL+X | Cut the <b>Selection</b>             |
| CTRL+A | Select all                           |
| CTRL+F | Find                                 |

## Excel NAVIGATION shortcuts

|           |                                                |
|-----------|------------------------------------------------|
| CTRL+HOME | Select the top left cell, Cell A1              |
| CTRL+END  | Select the bottom right cell of the Used Range |
| Home      | Select cell at beginning of row                |
| END+↑→↓←  | End mode (switch)                              |
| CTRL+↑→↓← | Move to edge of <b>Current Region</b>          |
| F5        | Opens the GoTo dialog                          |

## Excel SELECT, DATA and CELLS shortcuts

|              |                                                                                    |
|--------------|------------------------------------------------------------------------------------|
| CTRL+A       | Select the <b>Current Region</b>                                                   |
| CTRL+SHIFT+* | Select the <b>Current Region</b> , and move <b>Active Cell</b> to upper left cell. |
| CTRL+/       | Select the array containing the <b>Active Cell</b>                                 |
| ALT+;        | Select the visible cells in the <b>Selection</b>                                   |
| CTRL+S'BAR   | Select entire column                                                               |
| SHIFT+S'BAR  | Select entire row                                                                  |

## Excel SELECTION extend shortcuts

|                 |                                                                     |
|-----------------|---------------------------------------------------------------------|
| F8+↑→↓←         | Extend mode (switch)                                                |
| SHIFT+↑→↓←      | Extend <b>Selection</b> by one cell                                 |
| CTRL+SHIFT+↑→↓← | Extend <b>Selection</b> to last nonblank cell in same row or column |
| CTRL+SHIFT+END  | Extend <b>Selection</b> to last cell in Used Range                  |

## Excel SELECTION, NAVIGATION and VISIBILITY

|              |                                           |
|--------------|-------------------------------------------|
| CTRL+.       | Move to next corner of <b>Selection</b>   |
| CTRL+9       | Hide <b>Selection</b> rows                |
| CTRL+SHIFT+( | Unhide hidden rows in <b>Selection</b>    |
| CTRL+0       | Hide <b>Selection</b> columns             |
| CTRL+SHIFT+) | Unhide hidden columns in <b>Selection</b> |

## Excel RECALCULATE

|                   |                                                                       |
|-------------------|-----------------------------------------------------------------------|
| F9                | Recalculate all changed formulas in all open workbooks                |
| SHIFT+F9          | Recalculate all changed formulas in the active worksheet              |
| CTRL+ALT+F9       | Recalculate all formulas in all open workbooks                        |
| CTRL+SHIFT+ALT+F9 | Recheck formulas, then recalculate all formulas in all open workbooks |

## Excel DATA ENTRY shortcuts

|                          |                                                                                       |
|--------------------------|---------------------------------------------------------------------------------------|
| = or +                   | Start a formula                                                                       |
| ENTER                    | Complete entry and select cell below                                                  |
| SHIFT+ENTER              | Complete entry and select cell above                                                  |
| TAB                      | Complete entry and select cell to the right                                           |
| ESC                      | Cancel entry or edit mode                                                             |
| ALT+ENTER                | Insert line break in cell                                                             |
| CTRL+ENTER               | Fill <b>Selection</b> with current entry                                              |
| F2                       | Edit mode                                                                             |
| CTRL+D                   | Fill Down                                                                             |
| CTRL+R                   | Fill Right                                                                            |
| CTRL+SHIFT+ENTER         | Complete an array formula                                                             |
| F3                       | Paste Name dialog                                                                     |
| F4                       | Ready mode: Repeat the last action<br>Edit mode: cycle through reference combinations |
| Double click fill handle | Copy entry down                                                                       |

## Excel OTHER shortcuts

|              |                                      |
|--------------|--------------------------------------|
| ALT+T U F    | Evaluate formula                     |
| ALT+F8       | Display Macro dialog                 |
| ALT+F11      | Display the Visual Basic Editor      |
| CTRL+BkSpace | Scroll to display <b>Active Cell</b> |
| CTRL+ +      | Insert row                           |
| CTRL+ -      | Delete row                           |
| CTRL+SHIFT+1 | Format number with 2 decimal places  |
| CTRL+SHIFT+4 | Format number as local currency      |
| CTRL+PgDown  | Select next sheet                    |
| CTRL+PgUp    | Select previous sheet                |
| Select F9    | Debug part of a formula              |