









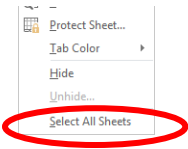





Excel Keyboard Shortcuts

Everyone Learns

Navigation		
Name	Description	Shortcut
Go to End	From the selected cell down to the bottom of the data/blank cell. Continue to use the shortcut to jump to the next cell with data.	CTRL + 
Go to the Far right, Left or Above	Same as above but going a different direction.	CTRL +  or  or 
Navigate with a double click	Double click on the edge of one selected cell using the four headed arrow. A quick way to get to the end of the data.	
Enter data in multiple cells	Select multiple cells and enter data or a formula. CTRL + Enter is better	CTRL + Enter
The Shift Key	The shift key is sometimes used with shortcuts to produce the opposite shortcut. Many computer programs and Excel shortcuts use the shift key.	Shift + Enter Shift + Tab
Next/Previous Workbook	Jump quickly to the next open workbook.	CTRL + Tab Shift + CTRL + Tab
Next/Previous Worksheet	Flip between sheets in the current workbook. Similar to channel surfing with the TV remote.	CTRL + Page Up CTRL + Page Down
Switching Between Programs	This is handy if to jump between programs such a webpage and Excel. The Windows key shortcut works on most Windows 7 computers.	Alt + Tab  + Tab
Go to End	From the selected cell down to the bottom of the data/blank row. Continue to use the shortcut	CTRL + 
Go to the Far right, Up or Down	Same as above travelling a different direction.	CTRL +  or  or 
Zoom	A keyboard/mouse shortcut that works in most programs	CTRL + Scroll Wheel

Selecting Cells		
Name	Description	Shortcut
Select All	Excel might be the only program that uses pressing CTRL A twice to select everything. Selecting over 16 billion cells	CTRL + A x2
Select Current Region	Select one cell within the data set you are working with to select the entire range	CTRL + A
Select All	Excel might be the only program that uses pressing CTRL A twice to select everything. Selecting over 16 billion cells	CTRL + A x2
Select Current Region	Select one cell within the data set you are working with to select the entire range	CTRL + A
Select cells from the currently selected cell.	Select a whole row or column from the currently select cell using CTRL + SHIFT + Arrow key	SHIFT + CTRL + ↓ Or → or ↑ or ←
Work on multiple worksheets	You can add text, formulas or cell formatting to multiple sheets at the same time. Right click on the Sheets tabs at the bottom to get a Select All option.	

General Shortcuts		
Name	Description	Shortcut
Insert a Named Range	Name ranges let you name a cell or ranges of cell. This shortcut brings up a dialog that contains all of you names	F3
Repeat Last Task	The do it again key can save a lot of trips back up to the menu.	F4
Absolute a formula	This works when editing a formula to cycle through locking the cells reference. Eg. \$B\$2	F4
Insert Current Date	Insert the date with a shortcut. This is the equivalent to typing the date in short format.	CTRL + ;
Insert Current Time	A time stamp can be useful. Both dates and times can be formatted to other variations.	CTRL + Shift + ;
ALT	Hold the Alt key down briefly and let it go, letters and numbers that represent shortcuts appear in the menus above.	Alt + 
Advanced Enter	Unlike the other enter keys CTRL ENTER stays on the current cell. Another advantage is being able to enter text or formulas in all of the selected cells.	CTRL + Enter
Quick Access Toolbar	The toolbar found at the top left of the screen can be used to have buttons / shortcuts to	