




































Useful Keystrokes

The tables below contain Keystrokes that, when used, will increase your productivity. As suggested earlier, you can copy these pages and keep them by your computer. You may want to rotate their use depending on what area you use the most.
































Navigation Keystrokes

Navigation Keystroke	Action
 (tab key)	Moves through cells on a worksheet. (skips locked cells)
	Move to and activate the cell below
	Move to and activate the cell above
	Move to and activate the cell to the right
	Move to and activate the cell to the left
 + 	Jumps down to the first empty or full cell or moves to the next data region
 + 	Same as above but moves up
 + 	Same as above but moves right
 + 	Same as above but moves left
 + 	Cell A1 on the current worksheet (the beginning)
 + 	The last cell where data was entered on the current worksheet (Even if the data has been deleted). This is the end, and is cell of the intersection of the outermost column and the lowermost row.
 + Navigation keys	Combine with the navigation keys to select cells.
	Move up one screen
	Move down one screen
	Move to the beginning of a row
	Does Nothing
 + 	Move one screen to the right
 + 	Move one screen to the left
 + 	Move to the next sheet in your workbook
 + 	Move to the previous sheet in your workbook





















Navigation Keystroke	Action
 +  (Tab)	Switch around open Excel Workbook files.
	Move to next pane if you have the splits on.
 + 	Move to the previous pane if you have the splits on.

Handy Keystrokes

These keystrokes will help you in your general use of Excel

Keystroke	Result
 (tab key)	Great for entering horizontal data and tabbing after each entry. When the last entry is typed, pressing enter  will bring you back to the column you started, but one row lower.
 + 	Copies exactly the contents out of the cell above. If it is a formula, there will be no relative adjustment.
 + 	Format current selection or active cell
 + 	Starts and AutoSum formula
 + 	Open a new workbook (file)
 + 	Open a workbook (file)
 + 	Save your work
 + 	Print your work ... if you know what will print.
 + 	Find
 + 	Search and Replace
 + 	Go to ... Cell, Named Range etc.
 + 	Start a new line in the same cell
 + 	Fill down through selection
 + 	Fill to the right through selection
	Edit the active cell
 + 	Delete text to the end of the line

More Handy Keystrokes

Keystroke	Result
 + 	Fill the selected cell range with the current entry
 + 	Apply or remove bold formatting
 + 	Apply or remove italic formatting
 + 	Apply or remove strikethrough formatting
 +  + 	Insert blank cells or a row or column if same is selected
 + 	Delete the selection
 +  +  (asterisk)	Select the current region around the active cell (the current region is an area enclosed by blank rows and blank columns)
 +  (Square bracket key)	Select only cells that are directly referred to by formulas in the selection
 +  (Square bracket key)	Select only cells with formulas that refer directly to the active cell

Function Keys in Microsoft Excel

Key	Function key	SHIFT	CTRL	ALT	CTRL+SHIFT	ALT+SHIFT
F1	Display Help or the Office Assistant	What's This?		Insert a chart sheet		Insert a new worksheet
F2	Edit the active cell	Edit a cell comment		Save As command		Save command
F4	Paste a name into a formula	Paste a function into a formula	Define a name		Create names by using row and column labels	
F5	Repeat the last action	Repeat the last Find (Find Next)	Close the window	Exit		
	Go To	Display the Find dialog box	Restore the window size			
F6	Move to the next pane	Move to the previous pane	Move to the next workbook window		Move to the previous workbook window	
F7	Spelling command		Move the window			
F8	Extend a selection	Add to the selection	Resize the window	Display the Macro dialog box		
F9	Calculate all sheets in all open workbooks	Calculate the active worksheet	Minimize the workbook			
F10	Make the menu bar active	Display a shortcut menu	Maximize or restore the workbook window			
F11	Create a chart	Insert a new worksheet	Insert a Microsoft Excel 4.0 macro sheet	Display Visual Basic Editor		
F12	Save As command	Save command	Open command		Print command	

