

# 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 ↑

Copy value of cell above active cell	CTRL SHIFT ↑
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 1
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, 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 O
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	FT

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# Excel Command Guide

**Yijin Wang**



## **Excel Command Guide:**

**A Guide to Microsoft Excel 2013 for Scientists and Engineers** Bernard Liengme, 2015-03-17 Completely updated guide for students scientists and engineers who want to use Microsoft Excel 2013 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office release of Excel 2013 Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results New to this edition The Backstage is introduced a new Office 2013 feature all the external operations like Save Print etc are now in one place The chapter on charting is totally revised and updated Excel 2013 differs greatly from earlier versions Includes many new end of chapter problems Most chapters have been edited to improve readability **SharePoint 2010 User's Guide** Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you will then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it

easy for you to gain the knowledge you need to make the most of the product [Absolute Beginner's Guide to Microsoft Office 2003](#) Jim Boyce, 2004 Describes the functions of all the Microsoft Office programs including Excel Outlook PowerPoint and Access

**Excel 2020 Explained** Aaron Baddeley, 2020-10-18 EXCEL 2020 MASTERY GUIDE Are you are just starting out as an excel novice Are you an expert but looking for means to upgrade your skills in Excel Are you a business man or individual willing to learn excel from basic to advanced Are you looking for a step by step guide to learn the basic functions and formulas of Excel Do you want to learn the tips tricks and shortcuts that will make you more productive in excel If you belong to any of these categories or otherwise then this book is for you This Excel guide book Excel 2020 Explained is the most comprehensive guide for all your Excel 2020 needs Whether you use Excel at work or at home you will be guided step by step with graphic illustrations through the powerful new features and capabilities to take full advantage of what the updated version of excel offers This book will take you from basic Excel functions such as creating and editing worksheets to sharing and reviewing worksheets editing macros with Visual Basic It provides you with a broad scope of the most common Excel applications and functions including formatting worksheets setting up formulas cell referencing excel shortcuts excel tips and tricks excel graph and charts etc Also you will learn to use the updated functions which include The SUM functions The AVERAGE Function The MAX functions The MIN functions The TEXTJOIN FUNCTION The LEN Function The COUNT functions The TRIM function The XLOOKUP function The SORT functions The UNIQUE function CONCATENATE TODAY NOW CONCAT FORMULA IFS FORMULA MAXIFS FORMULA MINIFS FORMULA SWITCH FORMULA To access all of these and lots more click the Buy Now button

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**LibreOffice 6.2 Calc Guide** LibreOffice Documentation Team, 2019-12-28 *Microsoft Excel Function Reference*, 1992 This book gives information on how to get started on Microsoft Excel worksheet basics databases charts graphics printing and keyboard shortcuts

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transform Excel from a simple spreadsheet into a dynamic and powerful analytics data source for business intelligence The book demonstrates the formulas and functions with examples big datasets and storytelling scenarios It explains how to use 200 Excel functions and formulas to create dynamic Excel dashboards filter relevant data and show informative and analyzed information The book also covers instructions on how to develop formulas by combining existing functions to obtain the necessary analysis After reading the book you will be well prepared to use Excel for personal and professional tasks ranging from analyzing data to making forecasts and organizing information

**WHAT YOU WILL LEARN** Build complex data driven models using the lookup and reference functions Learn how to speed up tedious and time consuming tasks with the user defined functions in Excel Use a wide range of financial functions to perform complex financial calculations Analyze data and perform various statistical calculations using the statistical functions Explore and work with different mathematical functions in Excel

**WHO THIS BOOK IS FOR** This book is for everyone who uses Excel daily It is also for business professionals researchers scientists statisticians and students who want to use Excel for managing and analyzing data

**TABLE OF CONTENTS**

- 1 Getting Started with Excel
- 2 The 10 Most Popular Functions in Excel
- 3 Logical Functions in Excel
- 4 Lookup and Reference Functions in Excel
- 5 Math Functions in Excel
- 6 Statistical Functions in Excel
- 7 Text Functions in Excel
- 8 Information Functions in Excel
- 9 Financial Functions in Excel
- 10 Date and Time Functions in Excel
- 11 Database Functions in Excel
- 12 Cube Functions in Excel
- 13 Web Functions in Excel
- 14 User defined Functions in Excel

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## **Table of Contents Excel Command Guide**

1. Understanding the eBook Excel Command Guide
  - The Rise of Digital Reading Excel Command Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel Command Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel Command Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel Command Guide
  - Personalized Recommendations
  - Excel Command Guide User Reviews and Ratings

- Excel Command Guide and Bestseller Lists
- 5. Accessing Excel Command Guide Free and Paid eBooks
  - Excel Command Guide Public Domain eBooks
  - Excel Command Guide eBook Subscription Services
  - Excel Command Guide Budget-Friendly Options
- 6. Navigating Excel Command Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Excel Command Guide Compatibility with Devices
  - Excel Command Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel Command Guide
  - Highlighting and Note-Taking Excel Command Guide
  - Interactive Elements Excel Command Guide
- 8. Staying Engaged with Excel Command Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel Command Guide
- 9. Balancing eBooks and Physical Books Excel Command Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel Command Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Excel Command Guide
  - Setting Reading Goals Excel Command Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel Command Guide
  - Fact-Checking eBook Content of Excel Command Guide
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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