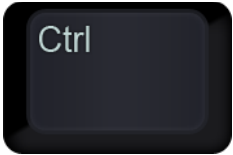


The most useful shortcuts

created by
Jacek Cetnarski
www.eexcel.co.uk

A stylized illustration of a man in profile, facing right. He is wearing a dark suit jacket, a white shirt, a dark bow tie, and a dark fedora hat. He is sitting at a desk, typing on a laptop. To his right is a large computer monitor displaying a simplified interface with several horizontal lines representing text or data. The background is a light gray with a subtle shadow behind the man and the laptop.

**EXCEL
SHORTCUTS**



Basic Ctrl Shortcuts

Ctrl + **N** - Create New file

Ctrl + **O** - Open existing file

Ctrl + **W** - Close Workbook

Ctrl + **S** - Save current file

Ctrl + **C** - Copy selection

Ctrl + **X** - Cut selection

Ctrl + **V** - Paste from clipboard

Ctrl + **F** - Open Find dialog box

Ctrl + **H** - Open Replace dialog box

Ctrl + **P** - Open Print dialog box

Ctrl + **A** - Select All contents

Ctrl + **T** - Insert Table

Ctrl + **B** - Toggle Bold selection

Ctrl + **I** - Toggle Italic selection

Ctrl + **U** - Toggle Underline selection

Ctrl + **Z** - Undo action

Ctrl + **Y** - Redo action



Basic Windows shortcuts:

Win + **D** Desktop

Win + **E** Explorer

Win + **I** Inventory

Win + **L** Lock



Windows Alt Shortcut

Alt + **↔** Switch between active windows



Charts

Alt + **F1** Create Default Chart in current sheet

F11 Create Default Chart in new sheet



Filters

Alt + **A** **T** Turn On/Off Filter

Alt + **A** **C** Clear the Filter

**ZOOM**

Ctrl + Scroll Up mouse wheel - Zoom In

Ctrl + Scroll Down mouse wheel - Zoom Out

02/04/2018 13:58

Insert current Date and Time

Ctrl ; Insert current Date

Space

Ctrl : Insert current Time

Enter

FILL

Ctrl **D** - Fill Down command to copy the contents and format from cell above

Ctrl **R** - Fill Right command the contents and format from cell left



Pivot Tables

ALT + **N** + **V** - Insert New Pivot Table

ALT + **D** + **P** - PivotChart Wizard



VBA

Visual Basic for Application (Macros)

Alt + **F8** - View Macros

Alt + **F11** - Open The Visual Basic Editor



Function Key Shortcuts

- F1** Open Help menu
- F2** Edit selected cell
- F3** Paste Names menu
- F4** Repeat last action or toggle references if you edit the cell

- F5** Open Go to Menu
- F6** Next Pane
- F7** Spell Check
- F8** Extend mode

- F9** Recalculates Workbook
- F10** Active Menu Bar
- F11** Create Default Chart in separate sheet
- F12** Save as ...

An Excel spreadsheet with columns A through E and rows 1 through 8. Column B is highlighted in blue, indicating it is selected.

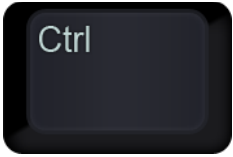
Shortcuts to insert or delete column(s)

Ctrl	+	Space	Select column
Shift	+	← or →	Select more
Ctrl	+	+	Insert selection new columns
Ctrl	+	-	Delete selection
Alt	+	I C	<u>I</u> nserts <u>C</u> olumn before selected cell

An Excel spreadsheet with columns A through E and rows 1 through 10. Row 5 is highlighted in blue, indicating it is selected.

Shortcuts to insert or delete row(s)

Shift	+	Space	Select row
Shift	+	↑ or ↓	Select more rows
Ctrl	+	+	Insert selection new rows
Ctrl	+	-	Delete selection
Alt	+	I R	<u>I</u> nserts <u>R</u> ow above selected cell



Navigation shortcuts

Ctrl + **Home**

Move to the first not frozen cell in worksheet

Ctrl + **End**

Move to the last unused cell in the bottom-most row

Ctrl + **←** or **↑** or **↓** or **→**

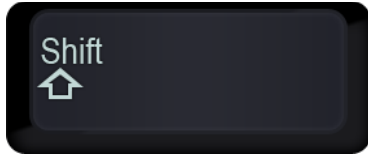
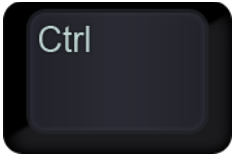
Move to appropriate edge of data region

Ctrl + **PgUp**

Move to the next sheet in the workbook

Ctrl + **PgDn**

Move to the previous sheet in the workbook



Selection shortcuts

Ctrl Shift + Home

Select range to the first not frozen cell in worksheet

Ctrl Shift + End

Select range to the last unused cell in the bottom-most row

Ctrl Shift + ← or ↑ or ↓ or →

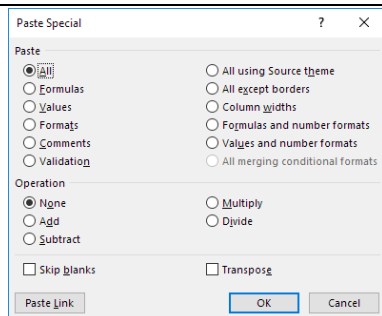
Select range to appropriate edge of data region

Formating Selelcted Cells

Example type 1.5

Ctrl

+ \$	Currency	£1.50
+ %	Percent	150%
+ !	Comma	1.50
+ #	Date	05 Jan 1900
+ @	Time	12:00
+ ~	General	1.5
+ ^	Exponent	1.50E+00



Paste Special Shortcuts

Alt + **E** **S** - Open Paste Special Dialogue Box
 & **V**alue & **Enter**
 & **F**ormulas & **Enter**
 & **T** - **F**ormats & **Enter**
 & **C**omment & **Enter**
 & **E** - **T**ranspose & **Enter**
 & **N** - **V**alidation & **Enter**



Fill

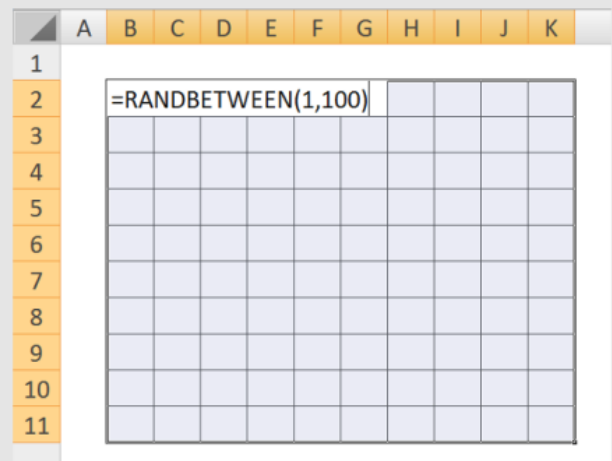
Use Excel's Ctrl+Enter To Fill Multiple Cells Quickly

RANDOM NUMBERS IN MULTIPLE CELLS

- ① *Select a range B2:K11*
- ② *If you want random decimal number between 0 and 1.
Insert: =RAND()*

or

*if you want to specify numbers of Bottom bound and Top bound. (e.g. between 1 to 100)
Insert: =RANDBETWEEN(1,100)*



- ③ *Press:*



WWW.EEXCEL.CO.UK

Contact details:

Jacek Cetnarski

Excel Trainer, VBA developer

+44 (0)7761 716 681

jacek@eexcel.co.uk

Eexcel website:

www.eexcel.co.uk

www.eexcel.co.uk/blog

www.eexcel.co.uk/downloads/

www.eexcel.co.uk/excel-tips-and-tricks/

www.eexcel.co.uk/shop

www.eexcel.co.uk/contact/