



20 Must-Know Shortcut Keys in Microsoft Excel

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Navigating in Excel

1. Go to end of work area



This shortcut will move your active cell to the bottom right corner of your data.

| | A | B | C | D | E | F |
|---|-----------|--------|--------|---------|--------|--------|
| 1 | | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
| 2 | Monday | 20,408 | 30,662 | 36,707 | 47,598 | 44,310 |
| 3 | Tuesday | 21,412 | 25,942 | 24,944 | 53,624 | 35,241 |
| 4 | Wednesday | 20,824 | 31,288 | 37,456 | 48,569 | 45,214 |
| 5 | Thursday | 20,722 | 29,782 | 35,963 | 25,126 | 75,963 |
| 6 | Friday | 49,254 | 64,750 | 125,811 | 75,863 | 15,429 |
| 7 | | | | | | |

2. Go to start of work area



This shortcut will move your active cell to the top left corner of your data. This will usually be cell A1, unless you have turned on Freeze Panes, in which case this shortcut will take you to the top left cell of the unfrozen section of your data.

| | A | B | C | D | E | F |
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| 7 | | | | | | |

3. Go to previous screen above



This shortcut key will move your active cell up one screen at a time, remaining in the same column.

4. Go to next screen below



This shortcut key will move your active cell down one screen at a time, remaining in the same column.

Selecting data

5. Select multiple individual cells (or ranges of cells)



Holding down the Ctrl key whilst selecting cells (or ranges of cells) allows you to select multiple, non-adjacent cells at the same time.

| | A | B | C | D | E | F |
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In the above example, the mouse was dragged down from cell A2 to cell A6 to select the headings on the left. The Ctrl key was then held down whilst the mouse was dragged over the cells from B1 to F1 to also select the headings at the top. The headings could all then be formatted at the same time.

6. Select a large range of cells



To select a large range (rectangular area of adjacent cells) click in the cell in the top left corner of the area to select, hold down the Shift key, then click in the cell in the bottom right corner of the area to select.

| | A | B | C | D | E | F |
|---|-----------|--------|--------|---------|--------|--------|
| 1 | | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
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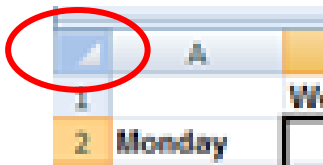
In the above example, the mouse was clicked in cell B2, the Shift key was then held down whilst the mouse was clicked in cell F6.

Note: if you need to select a range of cells that cannot all be viewed on the screen at once then the scroll bars must be used to navigate to the end of the range. This will ensure the active cell in the top left corner remains in position.

7. Select the whole spreadsheet



This shortcut key will select the entire spreadsheet. Alternatively click on the button to the left of column header A



8. Select a range of cells



This shortcut key selects the current range of cells i.e. a rectangular area of cells with no adjacent data.

Note: Use the * key on the number pad of your keyboard. If you do not have a number pad then you will need to use the shortcut Ctrl + Shift + 8.

Formatting

9. Format data in active cell(s) as Bold



10. Format data in active cell(s) as Italic

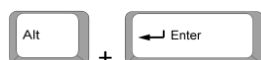


11. Format data in active cell(s) as Underlined

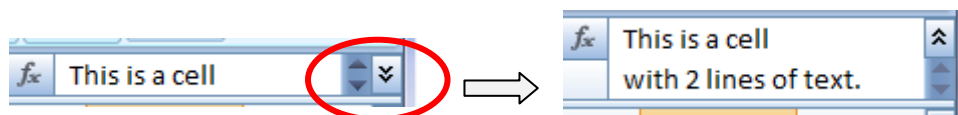


Other shortcuts

12. Create a new line within a cell



Using Alt and Enter will create a new line in a cell, just like creating a new line in a document. If you are using Excel 2007 or later version, you will be able to expand the formula bar to view multiple lines in a cell



13. Open a new workbook



14. Open an existing workbook



15. Save current workbook



16. Print worksheet



17. Undo last action



18. Copy selected cells



This shortcut key selects cells for copying. The second step is to select where to copy this data to (Paste)

19. Move selected cells



This shortcut key selects cells for moving (Cut). The second step is to select where to move this data to (Paste)

20. Paste selected cells

