

Keyboard Assists!

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James Tobin Consulting, LLC

Combo	Key	Action
CTRL +	`	Exposes Formulas.
	a	Select/Highlights "All" cells.
	b	Formats cell contents as "Bold".
	c	"Copies" cell contents to be pasted in another location.
	d	Copies the uppermost cell in a highlighted range d own through that highlighted range.
	f	"Finds/Searches" for text strings in targeted areas or the sheet entirely.
	g	"Go To" Dialogue Box.
	h	"Hunts" or "Finds/Searches" to "Replace/Switch Out" text strings in targeted areas or the entire sheet.
	i	Formats Cell Contents as "Italics".
	k	Creates a Hyperlin k .
	n	Opens a "New" blank workbook (Your default template first, then Excel's default template).
	p	"Prints" active sheet's print range.
	r	Copies the contents of the farthest left cell across a highlighted range extending to the r ight.
	s	"Saves" the active workbook.
	t	Creates a "Table".
	u	Formats cell contents as "Underline".
	v	"Pastes" cut/copied cell contents.
	w	Closes active " W orkbook" while leaving Excel open/active.
	x	"Cuts" cell contents to be pasted in another location.
	y	"Yes, Yes, Yes" - Re-executes the last command.
	z	"Undo" last actions, can be continuous up to 100 actions, since last save.
	Enter	Loads/Fills the highlighted area.
	Fill Handle	The Borax of All Cleansers.
	Page Up	Scrolls thru the Workbook by tabs to the left.
	Page Down	Scrolls thru the Workbook by tabs to the right.
	Home	"Go To" Top Left Cell in the Worksheet, or Top Left Cell in a Fixed Pane Range.
	End	"Go To" Bottom Right Cell in the Worksheet. This is helpful in speeding up your workbooks.

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Combo	Key	Action
End +	Arrow	Moves Cell Indicator to the cell adjacent to the next non-contiguous cell.
Shift + End +	Arrow	Highlights and moves Cell Indicator to the cell adjacent to the next non-contiguous cell.
ALT	ESV	PasteSpecial Values.
ALT	EST	PasteSpecial Formats.
ALT	Enter	Places a Hard Return in a cell.

Function Keys	Action
F1	Help - usually requires internet connections to function properly.
F2	Edit cell contents (Toggle).
F3	Insert "Named Ranges".
F4	Re-executes the last command, unless you're in Edit mode (F2) then it anchors cell references within a formula (Toggle).
F5	Opens the "Go To" dialogue box.
F7	Runs a "Spell Check" on targeted areas or the sheet entirely.
F8	Extends/Highlights a selection of cells (range).
F9	Re-Calculates (When Calculate is Toggled Off).
F11	Creates a Chart of the active cells (Highlighted).
F12	"Save As" command.