

Microsoft Excel Shortcuts

(Not exhaustive- don't have a enough computer memory and human memory... and not an authorized class. This is just some Excel shortcuts that have helped me!)



Accessible: <http://www.microsoft.com/enable/products/keyboard.aspx>

1. Shortcuts for *Excel 2003*:

Select the entire column.	CTRL+SPACEBAR
Select the entire row.	SHIFT+SPACEBAR
Select the entire worksheet. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.	CTRL+A
With multiple cells selected, select only the active cell.	SHIFT+BACKSPACE
Selects the entire worksheet. If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the entire worksheet. When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet	CTRL+SHIFT+SPACEBAR
Alternate between hiding objects, displaying objects, and displaying placeholders for objects.	CTRL+6
Copy the selected cells.	CTRL+C
Display the Microsoft Office Clipboard (multiple copy and paste).	CTRL+C, immediately followed by another CTRL+C
Cut the selected cells.	CTRL+X
Paste copied cells.	CTRL+V
Delete the selected cells.	CTRL+HYPHEN
Insert blank cells.	CTRL+SHIFT+PLUS SIGN
Start a new line in the same cell.	ALT+ENTER
Fill the selected cell range with the current entry.	CTRL+ENTER
Complete a cell entry and select the previous cell above.	SHIFT+ENTER
Complete a cell entry and select the next cell to the right.	TAB
Complete a cell entry and select the previous cell to the left.	SHIFT+TAB
Move to the beginning of the line.	HOME
Repeat the last action.	F4 or CTRL+Y
Fill down.	CTRL+D
Fill to the right.	CTRL+R
Insert a hyperlink	CTRL+K

Enter the date.	CTRL+; (semicolon)
Enter the time.	CTRL+SHIFT+: (colon)
Display a drop-down list of the values in the current column of a range.	ALT+DOWN ARROW
Undo the last action.	CTRL+Z
Start a formula.	= (equal sign)
In a formula, display the Insert Function dialog box.	SHIFT+F3
Insert an AutoSum formula with the SUM function.	ALT+= (equal sign)
Copy the value from the cell above the active cell into the cell or the Formula Bar.	CTRL+SHIFT+" (quotation mark)
Copies a formula from the cell above the active cell into the cell or the Formula Bar.	CTRL+' (apostrophe)

2. Right mouse clicks
a. Paste specials

3. Custom Lists