

Microsoft Excel

Shortcuts

Here's a cheat sheet of the most important shortcuts for Microsoft Excel. Print it out, keep it on your desk, learn the shortcuts and save yourself precious time!

| | | | | | |
|------|-------|----------------------------|-------|-------|------------------------------|
| CTRL | O | Open workbook | CTRL | ↑ | Moves to first row of set |
| CTRL | S | Save workbook | CTRL | → | Move to one word on right |
| CTRL | N | New workbook | CTRL | ← | Move to one word on left |
| CTRL | P | Print | CTRL | I | Opens format window |
| F12 | | Save as | CTRL | S | Strikethrough |
| CTRL | F2 | Print preview | CTRL | B | Bold |
| ALT | F4 | Close Excel | CTRL | I | Italics |
| CTRL | PG UP | Jumps to previous sheet | CTRL | U | Underline |
| CTRL | ↓ | Moves to last row of data | CTRL | C | Copy |
| ALT | H | Align centre | CTRL | V | Paste |
| ALT | H | Align left | CTRL | X | Cut |
| ALT | H | Align right | CTRL | Z | Undo |
| CTRL | SHIFT | Format-currency | CTRL | Y | Redo |
| CTRL | SHIFT | Format-percentage | CTRL | F4 | Close Workbook |
| CTRL | SHIFT | Format-scientific | CTRL | ' | Copy formula from above cell |
| CTRL | SHIFT | Format-date | CTRL | '' | Copy value from above cell |
| CTRL | SHIFT | Format-time | CTRL | D | Fill from above cell |
| CTRL | SHIFT | Format-number | SHIFT | END | Select to end of cell |
| CTRL | R | Fill from cell right | SHIFT | HOME | Select to beginning of cell |
| CTRL | K | Add hyperlink | ESC | | Quit selection |
| ALT | F1 | Create embedded chart | ALT | ENTER | New line in same cell |
| CTRL | / | Select current array | SHIFT | SPACE | New line in same cell |
| CTRL | SHIFT | Select around current cell | CTRL | SPACE | Select table column |
| CTRL | K | Select current range | CTRL | A | Select all |
| CTRL | SHIFT | Select one word right | CTRL | : | Insert current date |
| CTRL | SHIFT | Select one word left | CTRL | ; | Insert current time |

Excel Shortcut Mac Cheat Sheet 2010

George Wempen



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An Introduction to Excel VBA Programming Guojun Gan, 2017-05-08 Excel Visual Basic for Applications VBA can be used to automate operations in Excel and is one of the most frequently used software programs for manipulating data and building models in banks and insurance companies An Introduction to Excel VBA Programming with Applications in Finance and Insurance introduces readers to the basic fundamentals of VBA Programming while demonstrating applications of VBA to solve real world problems in finance and insurance Assuming no prior programming experience and with reproducible examples using code and data this text is suitable for advanced undergraduate students graduate students actuaries and financial analysts who wish to learn VBA Features Presents the theory behind the algorithms in detail Includes more than 100 exercises with selected solutions Provides VBA code in Excel files and data to reproduce the results in the book Offers a solutions manual for qualified instructors

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with making this time saving tool work especially in the 2007 version According to NotebookReview com The macro recording errors that plagued Excel 2007 have been repaired In the old version including shapes or charts in your macro recording would leave the final file with huge function gaps or worse leave a blank recording altogether Definitely use Excel 2010 for a macro heavy Excel use Buy a copy to keep reading **Excel Four for the Mac Quick Reference** R. H. Lewis,Rita F. Lewis,1992 Excel commands are listed alphabetically For each command the text explains the purpose of the command and the steps to follow to use the command Some command entries contain notes **Learn Excel 2011 for Mac** Guy Hart-Davis,2011-08-04 Microsoft Excel 2011 for Mac OS X is a powerful application but many of its most impressive features can be difficult to find Learn Excel 2011 for Mac by Guy Hart Davis is a practical hands on approach to learning all of the details of Excel 2011 in order to get work done efficiently on Mac OS X From using formulas and functions to creating databases from analyzing data to automating tasks you ll learn everything you need to know to put this powerful application to use for a variety of tasks **Excel Formulas And Functions Cheat Sheet** Steven Radar,2025-06-10 Excel Formulas and Functions Cheat Sheet A Step by Step Visual Guide to Mastering Real World Excel Skills From Clueless to Confident in Just 30 Days Master Excel without the overwhelm one formula at a time Whether you re a total beginner or constantly Googling formulas like VLOOKUP and IF statements this visual cheat sheet is your shortcut to true Excel confidence Packed with easy to follow examples time saving shortcuts and practical use cases this guide turns complex Excel formulas and functions into simple repeatable steps Perfect for office workers students small business owners and freelancers this book was designed to help you learn Excel fast without the fluff or technical jargon **Microsoft Excel 2010** Philip Wiest,2011 Taking your Excel experience to the next level is as easy as counting to 10 From breaking the boredom of data entry to the magic of simple macros you ll see how easy it is to get double the results in half the time With the 10 easy to understand lessons taught in this amazing DVD video you ll realize you don t have to speak computerese or be an Excel power user to create and use shortcuts that take the repetitive work out of all your routine tasks You ll save time have fewer errors and start putting the full power of Excel to work for you Container

Excel Shortcut Mac Cheat Sheet 2010: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels enthraling the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have captivated audiences this year. Excel Shortcut Mac Cheat Sheet 2010 : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Excel Shortcut Mac Cheat Sheet 2010 : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

<https://staging.conocer.cide.edu/public/Resources/fetch.php/Humor%20In%20Young%20Adult%20Literature%20A%20Time%20To%20Laugh.pdf>

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