

Sometimes it's quicker to use the keyboard rather than the mouse. Below is a listing of the most common shortcut keys used in Microsoft Excel (for most Windows versions).

SHORTCUT	DESCRIPTION
Ctrl + N	Create a new blank workbook
Ctrl + O	Open an existing Excel file
Ctrl + W	Close the selected workbook
Ctrl + S	Save the active workbook
F12	Open the Save As dialog box
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + A	Select the entire worksheet
Ctrl + C	Copy the selected cells
Ctrl + X	Cut the selected cells
Ctrl + V	Paste the contents of the clipboard
Ctrl + P	Print the current workbook
Ctrl + B	Apply or remove bold
Ctrl + U	Apply or remove underline
Ctrl + I	Apply or remove italic
F5 or Ctrl + G	Display Go To dialog box
Ctrl + F or H	Open Find or Find/Replace
Shift + F11	Insert a new worksheet
F1	Display Help window
F2	Edit the active cell
Shift + F3	Display Insert Function dialog box
Arrow Keys	Move one cell at a time

SHORTCUT	DESCRIPTION
F7	Open Spellcheck
F11	Create chart from selected data
Tab	Move one cell to the right
Shift + Tab	Move one cell to the left
Delete	Remove selected cell contents
Enter	Complete a cell entry and select the cell below
Esc	Cancel entry in a cell or formula
Home	Move to beginning of a row
Page Down	Move one screen down
Page Up	Move one screen up
Ctrl + 1	Display Format Cells dialog box
Ctrl + `	Display cell values or formulas
Ctrl + +	Display Insert dialog box
Ctrl + Home	Move to beginning of a worksheet
Ctrl + End	Move to the last cell with contents
Shift + Spcbr	Select entire row
Ctrl + Spcbr	Select entire column
Ctrl + Shift + \$	Apply Currency format
Ctrl + Shift + %	Apply Percentage format
Alt + =	Insert the Auto Sum formula
Ctrl + F1	Hide or show the ribbon

Excel 2013 Keyboard Shortcuts Cheatsheet

Andrei Besedin

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

Excel 2013 Keyboard Shortcuts Cheatsheet:

Excel 2013 On Demand Steve Johnson, Perspection Inc., 2013-03-27 Excel 2013 On Demand is built from the ground up for today's beginning to intermediate level Excel user. Like every book in the On Demand Series it teaches visually using an easy friendly full color format designed to show you how instead of telling you how. But that's not all. This book combines step by step training with quick reference material users can rely on long after they've mastered the core skills they need. Provides easy to follow task based coverage of the techniques you'll use most often presenting most tasks in just one or two pages. Offers in depth coverage of all new MOS Microsoft Office Specialist exam objectives so you can use it as a study guide to enhance your job prospects or current career. Provides additional end of chapter workshops plus even more hands on projects online. Includes a complete practical troubleshooting guide. Helps you upgrade by presenting New Feature icons plus a detailed list of new features indexed to the pages where they're covered. Simply put no other book offers beginning to

intermediate level Excel users this much simplicity usable content flexibility and value. **Digital Literacy For Dummies** Faithe Wempen, 2014-10-07 Develop and implement essential computer technology with confidence. Do you want to develop an understanding of technology to enhance your education career or personal life but feel inhibited by your digital literacy? Fear not. Written in plain English and absent of undecipherable high tech jargon Digital Literacy For Dummies makes it easy to get a grip on computer basics the Internet the Cloud browsing the web productivity programs and applications for school and the workplace computer security and privacy the latest in digital lifestyle topics and so much more. Walks you through the basics of developing essential computer technology skills. Shows you how to gain the digital literacy skills required to succeed in education at home and in the workforce. Explains how the use of smartphones and digital cameras contribute to digital literacy. With the introduction of 3G and 4G services in emerging countries like India worldwide Internet usage is increasing exponentially. With this technological growth comes an opportunity for people of all ages and from all walks of life to learn new skills to keep them ahead of the curve. Packed with easy to follow explanations and seasoned with a bit of humor and fun Digital Literacy For Dummies makes it easy and accessible for anyone to harness the power of technology to remain relevant in school or at work. **Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)**

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