

## File

Create new workbook

Ctrl+N Alt+N

Open workbook

Ctrl+O Alt+O

Save workbook

Ctrl+S Alt+S

Save as

F12 Alt+S

Print file

Ctrl+P Alt+P

Clear current workbook

Ctrl+F4 Alt+W

Close Excel

Alt+F4 Alt+Q

## Ribbon

Expand or collapse ribbon

Ctrl+R Alt+R

Activate ribbon tabs

Tab Tab

Move to next ribbon control

Space Space

Activate or open selected control

Enter Return

Confirm control change

Enter Return

Get help on selected control

F1

## General

Open help

F1 Alt+?

Undo last action

Ctrl+Z Alt+Z

Redo last action

Ctrl+Y Alt+Y

Copy selected cells

Ctrl+C Alt+C

Cut selected cells

Ctrl+X Alt+X

Paste content from clipboard

Ctrl+V Alt+V

Display/Paste Special

Ctrl+Alt+V Alt+V

Display find and replace

Ctrl+F Alt+F

Find with/without selected

Ctrl+H

Find next match

Shift+F5 Alt+G

Create embedded chart

Alt+F1 Alt+F1

Create chart in new worksheet

F11 F11

Toggle Autolink

Ctrl+Shift+L Alt+F

Insert table

Ctrl+T Alt+T

Selectable row

Shift+Space Alt+Space

Selectable column

Ctrl+Space Alt+Space

Selectable

Ctrl+A Alt+A

## Navigation

Move one cell right

→ →

Move one cell left

← ←

Move one cell up

↑ ↑

Move one cell down

↓ ↓

Move one screen right

Alt+PgDn Alt+→

Move one screen left

Alt+PgLn Alt+←

Move one screen up

PgUp Alt+↑

Move one screen down

PgDn Alt+↓

Move to right edge of data region

Ctrl+→ Alt+→

Move to left edge of data region

Ctrl+← Alt+←

Move to top edge of data region

Ctrl+↑ Alt+↑

Move to bottom edge of data region

Ctrl+↓ Alt+↓

Move to beginning of row

Home Alt+←

Move to last cell in worksheet

Ctrl+End Alt+→

Move to first cell in worksheet

Ctrl+Home Alt+←

Turn End mode on

End Alt+→

## Selection

Select entire row

Shift+Space Alt+Space

Select entire column

Ctrl+Space Alt+Space

Select entire worksheet

Ctrl+A Alt+A

Add non-adjacent cells to selection

Ctrl+Alt+→ Alt+→

Move right non-adjacent

Ctrl+Alt+→ Alt+→

Move left non-adjacent

Ctrl+Alt+← Alt+←

Toggle add to selection mode

Shift+F8 Alt+F8

Cancel selection

Esc Esc

## Active Cell

Select active cell only

Shift+Backspace Alt+Delete

Show active cell

Ctrl+Backspace Alt+Delete

Move active cell clockwise in selection

Ctrl+→ Alt+→

Move active cell down in selection

Enter Return

Move active cell up in selection

Shift+Enter Alt+Return

Move active cell right in selection

Tab Tab

Move active cell left in selection

Shift+Tab Alt+Tab

## Extend Selection

Extend selection by one cell right

Shift+→ Alt+→

Extend selection by one cell left

Shift+← Alt+←

Extend selection by one cell up

Shift+↑ Alt+↑

Extend selection by one cell down

Shift+↓ Alt+↓

Extend last cell right

Ctrl+Shift+→ Alt+→

Extend last cell left

Ctrl+Shift+← Alt+←

Extend last cell up

Ctrl+Shift+↑ Alt+↑

Extend last cell down

Ctrl+Shift+↓ Alt+↓

Extend selection up one screen

Shift+PgUp Alt+↑

Extend selection down one screen

Shift+PgDn Alt+↓

Extend selection to start of row

Shift+Home Alt+←

Extend first cell

Ctrl+Shift+Home Alt+←

Extend last worksheet cell

Ctrl+Shift+End Alt+→

Toggle extend selection mode

F8 Alt+F8

## Select Special

Display 'Go To' dialog box

Ctrl+G Alt+G

Select cells with comments

Ctrl+Shift+G Alt+→

Select current region

Ctrl+Shift+T Alt+Space

Select current region

Ctrl+Alt+J Alt+J

Select current array

Ctrl+J Alt+J

Select row differences

Ctrl+L Alt+L

Select column differences

Ctrl+Shift+I Alt+I

Select direct precedents

Ctrl+I Alt+I

Select all precedents

Ctrl+Shift+I Alt+I

Select direct dependents

Ctrl+I Alt+I

Select all dependents

Ctrl+Shift+J Alt+J

Select visible cells only

Alt+V Alt+V

## Cell edit mode

Edit the active cell

F2 Alt+U

Insert or edit comment

Shift+F2 Alt+F2

Cancel entry

Esc Esc

Select one character right

Shift+→ Alt+→

Select one character left

Shift+← Alt+←

Move one word right

Ctrl+→ Alt+→

Move one word left

Ctrl+← Alt+←

Select one word right

Ctrl+Shift+→ Alt+→

Select one word left

Ctrl+Shift+← Alt+←

Select to beginning of cell

Shift+Home Alt+←

Select to end of cell

Shift+End Alt+→

Delete to end of line

Ctrl+Delete Alt+Delete

Delete character to the left of cursor

Backspace Backspace

Delete character right

Delete Alt+Delete

Newline in cell

Alt+Enter Alt+↵

## Entering data

Enter and move down

Enter Return

Enter and move up

Shift+Enter Alt+Return

Enter and move right

Tab Tab

Enter and move left

Shift+Tab Alt+Tab

# Excel Keyboard Shortcut Manual Calculation

**Greg Harvey**



## **Excel Keyboard Shortcut Manual Calculation:**

*Excel 2007 For Dummies* Greg Harvey, 2011-02-10 One look at Excel 2007 with its new Office Button Quick Access toolbar and Ribbon and you realize you're not in Kansas anymore. Well, have no fear: Excel 2007 for Dummies is here. If you've never worked with a computer spreadsheet or if you've had some experience with earlier versions of Excel but need help transitioning, here you'll find everything you need to create, edit, format, and print your own worksheets without sacrificing your sanity. Excel 2007 for Dummies covers all the fundamental techniques, concentrating on only the easiest, most user-friendly ways to get things done. You'll discover how to Rearrange, delete, and insert new information. Keep track of and organize data in a single worksheet. Transfer data between the sheets of different workbooks. Create a chart using the data in a worksheet. Add hyperlinks and graphics to worksheets. And more. Plus, in keeping with Excel 2007's more graphical and colorful look, Excel 2007 for Dummies has taken on some color of its own, with full-color plates in the mid-section of the book illustrating exactly what you'll see on your screen. Whether you read it from cover to cover or skip to the sections that answer your specific questions, the simple guidance in this book will have you excelling at home or in the office in no time. *Excel Shortcuts and Formulas Simplified: A QuickStudy Laminated Guide for Busy Professionals* Chung Rodgers, 2025-04-02 Excel Shortcuts and Formulas Simplified provides a comprehensive and easy-to-navigate reference for anyone looking to enhance their Excel proficiency. This laminated guide is meticulously designed to simplify complex concepts, ensuring that even beginners can master essential Excel functions. Packed with an array of time-saving shortcuts, powerful formulas, and practical examples, this guide empowers users to streamline their workflow, boost productivity, and make data analysis a breeze. From basic to advanced techniques, each topic is presented in a clear and concise manner, making it accessible to users of all skill levels. Whether you're a student, professional, or anyone looking to optimize their Excel skills, this guide is an invaluable resource. By equipping readers with the knowledge and tools they need, it empowers them to tackle data-intensive tasks with confidence and efficiency. In addition to its comprehensive content, the laminated format of this guide ensures durability and portability, making it a perfect companion for quick reference at the desk or on the go. It's a must-have tool for anyone seeking to unlock the full potential of Excel and harness its power for data analysis and productivity. **Excel 2010 For Dummies** Greg Harvey, 2012-01-25 Crunch numbers, create spreadsheets, and get up to speed on Excel 2010. This friendly book gets you started with the basics of Excel 2010, such as creating a spreadsheet from scratch, selecting commands from the Ribbon, customizing the Quick Access toolbar, creating simple formulas, moving and copying data with drag and drop, using the AutoCorrect and AutoFill features, and more. Navigate effectively: see how the Ribbon interface and the Backstage View give you access to all the tools you need for every task. Be a mover and a shaker: move and copy data with cut, copy, and paste or drag and drop. Summing up total columns and rows of numbers with the AutoSum button. Making it pretty: format data tables, adjust column widths and row heights, hide columns and rows, and format with Styles or the Format Painter. Safety

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**Ctrl+Shift+Enter Mastering Excel Array Formulas** Mike Girvin, 2013-08-01 Designed with Excel gurus in mind this handbook outlines how to create formulas that can be used to solve everyday problems with a series of data values that standard Excel formulas cannot or would be too arduous to attempt Beginning with an introduction to array formulas this manual examines topics such as how they differ from ordinary formulas the benefits and drawbacks of their use functions that can and cannot handle array calculations and array constants and functions Among the practical applications surveyed

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Beginning Microsoft Excel 2010 Abbott Katz, 2010-12-28 Beginning Microsoft Excel 2010 is a practical step by step guide to getting started with the world's most widely used spreadsheet application. The book offers a hands-on approach to learning how to create and edit spreadsheets, use various calculation formulas, employ charts, graphs, and get work done efficiently. Microsoft rolled out several new features with Excel 2010; perhaps the most notable was the ability to use Excel 2010 online and collaborate on a project in real time. Beginning Microsoft Office 2010 keeps you up to date with all of these features and more.

*Excel Formulas & Functions For Dummies* Ken Bluttman, 2021-12-21 Unlock the power of Excel with a step by step roadmap to its formulas and functions. There's a Swiss Army knife in your digital toolbox that can multiply your productivity and make you the smartest guy or gal in almost any room. It's called Microsoft Excel. If you're like most people, you've barely scratched the surface of what this powerful tool's hundreds of built-in functions can do. But with a little help from *Excel Formulas Functions For Dummies*, you'll soon be organizing, analyzing, and interpreting data like a pro. For those who don't know the difference between a spreadsheet and a bedsheet, the book gets you up to speed with formula and function basics first. But you can also skip ahead to the fancy stuff and learn about working with probabilities, significance tests, and lookup functions. This easy-to-use Excel formulas and functions survival guide shows you how to work with financial functions like PMT, PPMT, NPV, RATE, and PV. Calculate mean, median, mode, standard deviation, and many more statistical functions. Troubleshoot formulas for common errors and validate your data to avoid mistakes. Work with dates, times, logic operators, conditions, and basic and advanced mathematical functions. You don't need a degree in data science or advanced mathematics to take advantage of the full functionality and flexibility of Microsoft Excel. Let *Excel Formulas Functions For Dummies* show you how to transform this unassuming program into the most useful tool in your toolbox.

**Excel 2013 in Depth** Bill Jelen, 2013 Provides comprehensive coverage on the spreadsheet software, including detailed solutions to everyday problems, real-world examples, troubleshooting help, and in-depth explanations of new features.

**Excel All-in-One For Dummies** Paul McFedries, Greg Harvey, 2021-12-14 Excelerate your productivity with the only guide you'll need to the latest versions of Microsoft Excel. Microsoft Excel offers unsurpassed functionality and accessibility for data exploration and analysis to millions of users around the world. And learning to unlock its full potential is easier than you can imagine with help from *Excel All in One For Dummies*. Follow along with Excel expert and veteran author Paul McFedries as he walks you through every feature and technique you need to know to get the most out of this powerful software. You'll learn how to design worksheets, use formulas and functions, collaborate with colleagues and review their work, create charts and graphics, manage and analyze data, and create macros. Plus, you'll discover all the capabilities Microsoft has included in the newest versions of Excel, including dark mode and accessibility features. This indispensable reference allows you to get a firm grasp of Excel basics with the book's step-by-step guides before moving on to more advanced topics like data analysis. Access up-to-date information on all the new versions of Excel, including the ones bundled with Microsoft 365 Office 2021 and the LTSC.

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## Reviewing **Excel Keyboard Shortcut Manual Calculation**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Excel Keyboard Shortcut Manual Calculation**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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