

Excel Keyboard and Other Shortcuts
ENGR 1213 Engineering Physics Computing
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The following are from the web-site: <http://www.exceltip.com/>

Table One Basic Excel Shortcuts.

Ctrl+Z	Undo
Ctrl+C Enter, Ctrl+V Ctrl+X	Copy, Paste, Multiple Paste, Cut
Ctrl+F, Ctrl+H	Find, Find&Replace
Ctrl+P, Ctrl+S, Ctrl+F4, Alt+F4	Print, Save, Close, Close Excel
Ctrl+Arrow	Move to edge of region
Ctrl+*	Select current region
Ctrl+A	Select all cells
Ctrl+Home Ctrl+End	Select A1, Select last cell in used range
Ctrl+Shift+End	Select from active cell to last cell in used range.
Ctrl+Shift+Home	Select from active cell to A1
Ctrl+Page Down Ctrl+Page Up	Move to the next sheet, Move to the previous sheet
Ctrl+Tab	Move to next open workbook
Ctrl+N	Open new workbook
Shift+F11	Insert new worksheet
Shift+F3	Paste function window
=+FunctionName+Ctrl+A	Insert new function
Alt+F11	Open VBE
Ctrl+Shift+Enter	Array formula
Ctrl+F3, F3	Define name, Paste name
Ctrl+Spacebar Shift+Spacebar	Select columns, Select rows
Ctrl+1, Ctrl+B, Ctrl+U	Format cells, Bold, Underline
Ctrl+; , Ctrl+shift+:	Current date, Current time

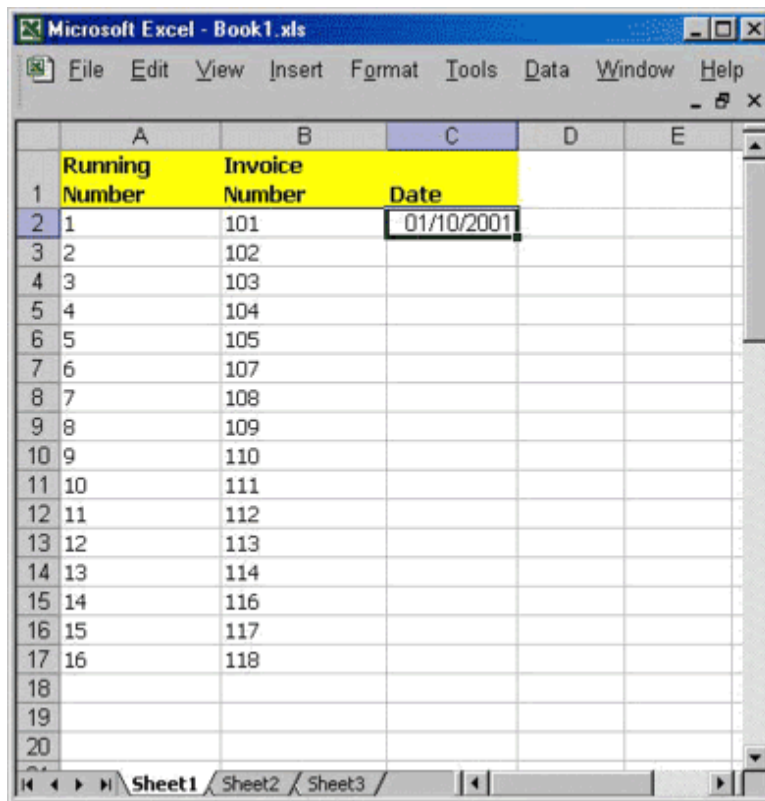
Copy & paste data / formulas along adjacent cells in Microsoft Excel

Select cell C2

Point to the handle on the bottom right-hand corner of the cell pointer.

Double-click when the mouse pointer changes its shape to a plus symbol.

Excel copies the text or formula in the cell down the length of column B. The cell is pasted to the bottom of the data in the adjacent column.



Copy & paste data / formulas to thousands of cells in Microsoft Excel

Example: Copy text from cell A1 to cells A2 through A5000 (see screen shot).

In cell A1, type Excel Book.

Copy cell A1.

Select cell A2.

Click the arrow beside the Name Box.

Type A5000.

Press Shift+Enter (select an adjacent range of cells).

Press Enter (paste).

Moving the cell pointer around a selected range in Microsoft Excel

When you select a range of cells, the borders of the selected range are clearly defined.

To move vertically downward within the selected range, press Enter. To move vertically upward, press Shift+Enter.

To move horizontally to the right, press Tab. To move horizontally to the left, press Shift+Tab.

Would you like to move among cells at the corners of the selected range? Press Ctrl+. (Ctrl+period).

Change the Absolute reference to relative reference in Microsoft Excel

Relative reference

When a formula is copied, the relative reference is used. Relative reference is the distance, in rows and columns, between the reference and the cell containing the formula. For example, in Cell A1, type the number 100. In Cell B1, type the formula =A1. Cell B1 is one column to the right of Cell A1. When the formula is copied from Cell B1 to Cell B10, the distance between the reference and the cell containing the formula remains one column. The formula in Cell B10 is =A10.

Absolute reference

Use the previous example, and select Cell B1. In the formula bar, select the reference A1, and press F4. The result is =\$A\$1.

Copy the contents of Cell B1 to Cell B10. Notice that the formula does not change; the formula reference remains constant as =\$A\$1.

The F4 key

This is an important shortcut. The F4 shortcut, which deals with relative and absolute references, has four states. Select Cell B1, and then select the formula bar after the = sign. Press F4 several times. Notice how the formula changes each time you press F4.

State 1 - absolute reference to the column and row, =\$A\$1.

State 2 - relative reference (column) and absolute reference (row), =A\$1.

State 3 - absolute reference (column) and relative reference (row), =\$A1.

State 4 - relative reference to the column and row, =A1.

Maintaining a relative reference when pasting a formula

In many cases, you copy a formula from cell to cell when you want to avoid changing the reference of the cell containing the formula. In this case, use F4 to change the formula to absolute, copy it and paste it; then use F4 to change the original formula back to relative.

Using F4 twice is annoying, but there is a way to avoid this repetitive task. Copy and paste the formula from the formula bar back to the formula bar, instead of from cell to cell.

For example: Cell A1 contains the formula =A\$1. Select the text from the formula bar (that is, select the formula) and press Ctrl+C (copy). Leave the formula bar by hitting Esc or by clicking Enter or Cancel (click the v or the X to the left of fx on the formula bar).

Select another cell in the sheet and press Ctrl+V.

Moving between open workbooks in Microsoft Excel

From the Window menu, select a workbook from the list of open workbooks.

The keyboard shortcut for moving between open workbooks is Ctrl+Tab or Ctrl+F6.

To move back between open workbooks press Ctrl+Shift+Tab.

Automatically defining Names according to the text in the top row and the left column in Microsoft Excel

Open a workbook with a data range (see screenshot). There is text in the top row and in the left column.

Select the current region and press Ctrl+*.

Press Ctrl+Shift+F3, or from the Insert menu, select Name, Create.

Select the options Top row and Left column. Click OK.

Copy and paste formula without changing the relative reference in Microsoft Excel

Select a range of cells containing formulas. Press Ctrl+H to replace the = sign with the # sign. After pasting the cells in a different location, replace the # sign with the = sign by using again Ctrl+H.

Setting the Default Chart Type in Microsoft Excel

You can change the default chart type by pressing F11 or by selecting a different chart type from the Chart toolbar. Select a chart sheet or select an embedded chart, and right-click.

From the Chart menu, select the chart type you want from the list, and click Set as default chart. Click OK.

Insert or delete a Row/Column in Microsoft Excel

To Insert Row/ Rows select cell/cells and Press Ctrl+

To Delete Row/Rows select cell/cells and press Ctrl-

Quick Move to end of range of cells in Microsoft Excel

Quickly move from a cell to the end of a range of cells by using Ctrl+Arrow, just simply double-click on the edge of the cell nearest to the direction which you want to go.

Joining text using a Keyboard shortcut in Microsoft Excel

In cell A1, enter the text "This is the".

In cell A2, enter the text "best excel book ever published".

In cell A3, enter the formula =A1&" "&A2.

Explanation

The ampersand symbol (&, Shift+7) joins text the same way the + symbol joins numbers. The quotation marks are used to add empty spaces between them.

In the example above, a space is added between the words combined. In cell A3, you can see the combined sentence.

Guidelines for Sorting Data in Microsoft Excel

Excel sorts data according to a defined order.

Values

Numerical values, including date and time, are sorted from the lowest (negative) to the highest (positive). Excel does not consider the format of the cell, only its contents. Date and time receive numeric values when data is sorted.

Text

Text is sorted first by symbols such as *, (,), \$; then by ASCII characters; and finally, by letters of the alphabet. From the Data menu, select Sort, Options, and select the Case Sensitive box. Text with upper-case letters is sorted before text with lower-case letters.

Logical values

False is sorted before True.

Errors

Errors in cells that were created during calculation of formulas do not undergo internal sorting. They will appear next to last.

Empty cells

Empty cells are always sorted last. Sort Descending changes the sort order from the last to the first, except for empty cells, which are always last.