

MicroSkill



MICROSOFT EXCEL *FAST KEYS*

EXCEL NAVIGATION			
Keystroke	Moves the cursor...	Keystroke	Moves the cursor...
Ctrl + ↑	To the top of the cursor range of information	Ctrl + PageDown	To the previous worksheet
Ctrl + ↓	To the bottom of the cursor range of information	Ctrl + Home	To the beginning of the file, or the beginning of the cell contents
Ctrl + ←	To the left edge of the cursor range of information	Ctrl + End	To the lower right corner of information in the current sheet
Ctrl + →	To the right edge of the cursor range of information	Tab or Shift + Tab	One cell to the right or left
Ctrl + PageUp	To the next worksheet	Alt + PageUp or PageDown	One screen to the left or right

EXCEL DATA ENTRY			
Keystroke	Action...	Keystroke	Action...
Esc	Cancel a cell entry	Ctrl + ;	Insert date
F2	Get into Edit mode in a cell	Ctrl + Shift + :	Insert time
Alt + Enter	Insert line break within a cell	Alt + = , Enter	AutoSum
End	To the end of the line	F4	Repeat the last action

Font Styling	
Keystroke	Action...
Ctrl + B	Bold
Ctrl + U	Underline
Ctrl + I	Italic

Number Formatting	
Keystroke	Action...
Ctrl + Shift + \$	Currency style
Ctrl + Shift + %	Percent style
Ctrl + Shift + ,	Comma style

Adding Sheets	
Keystroke	Action...
Shift + F11	Insert new worksheet
F11	Create a Chart on a chart sheet from the selected range
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MENU COMMANDS	
Keystroke	Action...
Ctrl + S	Save
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + F	Find