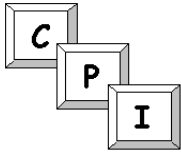


Training Solutions, Inc.

Keyboard Shortcuts for Microsoft Excel

Key	Function	Description
F1	Help	Opens Help Task Pane
Ctrl + F1	Ribbon	Minimizes / Maximizes the Ribbon
F2	Edit	Opens cell contents for editing in the cell
Shift + F2	Edit Cell Comment	Create a cell comment or open an existing cell comment for editing
F3	Paste range name	Open Paste Name dialog box when creating or editing formulas
Shift + F3	Function Arguments	Open Function Arguments box when creating or editing formulas
F4	Absolute	When creating or editing formulas, use F4 to toggle between absolute and relative cell address
F4	Repeat Key	Repeat last command
Ctrl + F4	Close worksheet	Close the active worksheet; if all worksheets are closed, close the Excel application window
F5	Goto	Open the Goto dialog box
Shift + F5	Find	Open the Find dialog box
F6	Switch between panes	Switch between panes when Window Split is active
Ctrl + F6	Switch Between Workbooks	Switch to next open workbook when multiple workbooks are open
F7	Spell check	Start spell check
Shift + F8	Add to selection	Anchor selected cells, then use arrow keys to add to selection
Alt + F8	Macro	Open Macro dialog box
F9	Recalculate	Use F9 to recalculate formulas when automatic calculation is disabled
F10	Keycaps	Activate keycaps on the Ribbon
F11	Chart	Chart selected data in the worksheet
Shift + F11	Insert Worksheet	Insert a new worksheet before the active sheet
Alt + F11	VB Editor	Open the Visual Basic Editor window
F12	Save As	Open the Save As dialog box



Other Keyboard Shortcuts		
Ctrl ~	Display Formulas	Display all formulas on the worksheet
Ctrl + Esc	Launch Start menu	Opens the Start menu on the Taskbar
Ctrl + 1	Format Cell	Open the Format Cells dialog box
Ctrl + spacebar	Select Column	Select an entire column on a worksheet
Shift + spacebar	Select Row	Select an entire row on a worksheet
Ctrl + PgDn	Next worksheet	Activate the next worksheet in a workbook
Ctrl + PgUp	Previous worksheet	Activate the previous worksheet in a workbook
Ctrl + A	Select All	Select all cells on an active worksheet
Ctrl + B	Bold	Apply bold format to selected cell contents
Ctrl + C	Cut	Edit Cut command
Ctrl + F	Find	Open the Find dialog box
Ctrl + G	Goto	Open the Goto dialog box
Ctrl + H	Replace	Open the Replace dialog box
Ctrl + I	Italics	Apply italics to selected cell contents
Ctrl + L	Create List	Create a list from selected cells
Ctrl + N	New workbook	Insert new workbook command
Ctrl + O	Open workbook	File Open command
Ctrl + P	Print	File Print command
Ctrl + S	Save	Save command
Ctrl + U	Underline	Underline contents of selected cell
Ctrl + V	Paste	Edit paste command
Ctrl + X	Cut	Edit cut command
Ctrl + Y	Redo	Redo last undo
Ctrl + Z	Undo	Undo command