

Shortcut Keys

File Management

Ctrl-O	Open
Ctrl-P	Print
Ctrl-S	Save
F12	Save As
Ctrl-N	Open new blank workbook in Excel or new blank database in Access

Editing Shortcuts

Ctrl-C	Copy
Ctrl-V	Paste
Ctrl-X	Cut
Ctrl-Z	Undo
Ctrl-Y	Redo
Ctrl-F2	Go to Expression Builder in Access
Shift-F2	Zoom in Access to work on a field
Shift-F4	Find Next
Shift-F11	Insert New worksheet

Formatting Shortcuts

Ctrl-B	Bold selection
Ctrl-I	Italicize selection
Ctrl-U	Underline selection
Ctrl-Shift-1	Format as Number, comma, 2 decimals
Ctrl-Shift-2	Format as Time: 12:00 AM
Ctrl-Shift-3	Format as Date: 6-Jul-08
Ctrl-Shift-4	Format as Currency (shift-4=\$): \$1,000.00
Ctrl-Shift-5	Format as Percent (shift-5 is %): 100%
Ctrl-Shift-6	Format as Exponential Number (shift-6 is ^): 1.60E+01
Ctrl-Shift-7	Add Border to selection
Ctrl-Shift- -	Remove Border
Ctrl-Shift-"	Copies value from cell above
Ctrl-"	Copies formula from above cell
Ctrl-Shift-"	Copies value from cell above

Navigation/Selection Shortcuts

Alt-tab	Go back to previous application (Access back to Excel, etc.)
F1	Help
Home	Go to beginning of row
Ctrl-Home	Go to Cell A1
Ctrl-End	Go to last entry of worksheet
Ctrl-Arrow	Move to last cell before a blank cell or to first cell in column or row
Shift-F4	Find next blank cell (L, R, then down)
Page Down	Move down one screen
Page Up	Move up one screen
Alt-Page Down	Move one screen to the right
Alt-Page Up	Move one screen to the left
Ctrl-Page Down	Move to next worksheet
Ctrl-Page Up	Move to previous worksheet
Ctrl-F6 or Ctrl-Tab	Move to next workbook or window
Ctrl-Shift-F6 or Tab	Move to previous wkbk or window
Ctrl-F	Show Find dialog box
Ctrl-H	Show Replace dialog box
Ctrl-P	Show Print dialog box
Ctrl-C or Esc	Close a dialog box
Tab	Move to next box in a dialog box
Shift-Tab	Move to previous box in a dialog box

Ctrl-A	Selects work area; hit twice or outside data to select entire worksheet
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Ctrl-Shift-Home	Extend selection to beginning of worksheet
Ctrl-Shift-End	Select cells from cursor to the end of worksheet
Ctrl-Shift-End	Extend selection to end of last cell used in worksheet

Ctrl-Spacebar	Select entire column
Shift-Spacebar	Select entire row
Shift-Arrow	Extend selection by one cell for each row/column selected
Shift-Home	Extend selection to beginning of row
Ctrl-shift-Arrow	Select all cells to a blank cell in the direction of the arrow or to the first cell of a column or row.

F5	Open GoTo dialog box
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Shortcuts for Entering Data

Enter	Enter data and go below cell you started enter data
Alt-Enter	Start a new line in the same cell
Ctrl-Enter	Fill selected cells with current entry and don't more cursor
Tab	Enter data and go one cell to the right
Alt-Tab	Enter data and go one cell to the left
Esc	Cancel a cell entry
Ctrl-Del	Delete to the end of a line from within a formula or string of text

F4	Turn selection to absolute reference
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F4 or Ctrl-Y	Repeat last action
F2	Edit active cell and put cursor at the end
Ctrl-;	Enter Date as of now in mm/dd/yyyy format
Ctrl-shift-:	Enter Time as of now in 12:00 AM format

Miscellaneous Shortcuts

Alt	Show Menu Codes at top of screen
F11	Create a chart using selection
PrtScr	Copy screen image to clipboard
Alt-PrtSct	Copy active window to clipboard

Using Formulas

Click on formula in formula bar	See selected cells
Form + at bottom right of cell	Double click to fill down to blank field in column to left
Alt=	Inserts AutoSum
Click fx	See Function selection list
Enter Function & click fx	See Function dialog box
x	Cancel changes
✓	Enters data/formula into cell and advances
Ctrl-[Select cells directly referred to by selected formulas
Ctrl-Shift-{	Select cells directly & indirectly referred to by selected formulas
Ctrl-]	Select only cells with formulas referring directly to current cell
Ctrl-Shift-}	Select cells with formulas referring directly or indirectly to current cell