



Quick Reference Card

General

Ctrl + n	Create a new workbook
Ctrl + o	Open
Ctrl + s	Save
Ctrl + p	Print
Ctrl + w	Close
F1	Help
F7	Spell check

Editing

Ctrl + c	Copy
Ctrl + x	Cut
Ctrl + v	Paste
Ctrl + d	Copy from above
Ctrl + z	Undo
Ctrl + y	Repeat
Ctrl + f	find
Ctrl + h	Replace

Selecting data

Ctrl + a	Select all
Ctrl + *	Select the current region
Shift + arrow key	Select active cell & cell in given direction
Ctrl + spacebar	Select the current column
Shift + spacebar	Select the current row
Shift + End + arrow key	Select active cell & all adjacent cells in given direction
Shift + Home	Select active cell and all cells to the first column

Navigation

Home	Move to the first column in the current row
Ctrl + Home	Move to cell A1
End + arrow key	Move to next non empty cell in given direction
Ctrl + Tab	Move to next open workbook
Ctrl + Page up	Move to previous worksheet
Ctrl + Page down	Move to next worksheet
Alt + Tab	Move to next application

Function keys

F1 To display Excel Help	F7 To launch the spell checker
F2 To edit the selected cell	F8 To toggle whether to extend a selection
F3 To display the insert name dialog box	F9 To calculate all worksheets
F4 To repeat the last action	F10 To toggle the activation of the menu
F5 To display the GoTo dialog box	F11 To create a chart based on selection
F6 To move to next pane (if split)	F12 To display the save as dialogue box

Bespoke **E**xcel **T**raining *from* Clarity Consultancy Services
Training that delivers

For a course tailored to meet your needs call **01225 350 730**

Web: www.bespokeexceltraining.co.uk Twitter: @HowToExcel