



## Quick Reference Card

### General

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

### Editing

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

### Selecting data

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

### Navigation

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

### Function keys

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

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