













## Microsoft Excel Shortcuts

Shortcut	Icon	Description
Ctrl O		Open a spreadsheet.
Ctrl S		Save a spreadsheet.
Ctrl N		Create a new blank spreadsheet.
Ctrl X		Cut the selection to the Office Clipboard.
Ctrl C		Copy the selection to the Office Clipboard.
Ctrl V		Paste the selection from the Office Clipboard.
Ctrl P		Print the current spreadsheet. Note that the icon won't give you any printing options. The shortcut will.
F2		Enter edit mode for a cell.
F4		Change formula references between absolute, relative and mixed references. E.g. Absolute - \$A\$1, Relative A1, Mixed \$A1 or A\$1.
		Merge cells and centre text. Useful for table headings.
		Change the cell border. Click the arrow for more border options.
		Change cell background colour. Click the arrow for more colours.
		Change cell text colour. Click the arrow for more colours.
Ctrl Enter		Fill several cells with what you type.
Ctrl ;		Insert the current date.
Ctrl Shift ;		Insert the current time.

### Editing a cell's contents

Select the cell you want to edit and then click in the Excel formula bar. 

Double click the cell you want to edit.

Select the cell you want to edit and press F2.

### Format Painter



The format painter can be used to copy formatting from one part of your spreadsheet to another.

To copy formatting once – click in the cell that has the formatting you want to copy. Click the format painter icon. Drag over the cells you want to format.

To copy formatting more than once - click in the cell that has the formatting you want to copy. Double-click the format painter icon. Drag over the first cells you want to format. Drag over all the other cells you want to format. Click the format painter icon to turn it off.

### Rules for formulas

Start with a “ = ” sign.

Order of operations:

Brackets. ( )

Exponentials. ^ (E.g. 2^4 the same as 2<sup>4</sup>)

Multiplication & Division. \* /

Addition & Subtraction. + -

# Microsoft Excel Shortcuts

## Shortcuts For Selecting

Click on the first cell, and hold Shift while clicking at another cell to select all the cells between.

Position your mouse in the middle of a cell so your mouse pointer appears as a white cross. Drag over the cells you want to select.



Click a column heading to select the column. Drag to select more than one column.



Click a row heading to select a row. Drag to select more than one row.



To select the entire spreadsheet, press Ctrl A or click the top left corner of the sheet.



To add more cells to the selected range, hold down Ctrl while you make further selections.

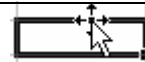
## Shortcuts For Moving

Hold down Control and press an arrow key to move to the last used cell in that direction.

Hold down Control and press Home to move to cell A1 in the current sheet.

Hold down Control and press the Page up or Page down arrow key to move between sheets.

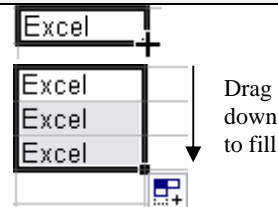
To move cells with the mouse, select the cells first, and then position your mouse on the edge of the selection so your pointer appears as an arrow. Drag the cells with your mouse. If you want to copy cells instead of moving them, hold down Ctrl as you drop the cells in the new location.



## Auto fill

Excel's fill handle may be used to copy the contents of a cell to several other cells. To use it, move your mouse to the bottom right corner of the cell until your mouse pointer changes to a black cross. Then you can drag over the cells you want to fill.

E.g.



Drag down to fill

Auto fill can also be used to fill a series, such as a series of days or months.

E.g.	Mon	Monday	January	Nov 02	Quarter 3
	Tue	Tuesday	February	Dec 02	Quarter 4
	Wed	Wednesday	March	Jan 03	Quarter 1
	Thu	Thursday	April	Feb 03	Quarter 3

If you have a column of cells and you want to auto fill the next column using the top cell, you can do it by double-clicking the fill handle. The cells will fill downwards until there are no longer any used cells to the left. For large amounts of cells this is easier than dragging. E.g.

The third column has a formula that needs to be copied to the cells below.

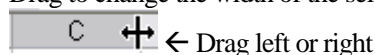
\$345.00	\$725.00	\$1,070.00
\$454.00	\$732.00	
\$235.00	\$647.00	
\$723.00	\$375.00	
\$682.00	\$268.00	

Double clicking the fill handle fills until the bottom of the column to the left is reached.

\$345.00	\$725.00	\$1,070.00
\$454.00	\$732.00	\$1,186.00
\$235.00	\$647.00	\$ 882.00
\$723.00	\$375.00	\$1,098.00
\$682.00	\$268.00	\$ 950.00

## Re-sizing columns

Position your mouse between column headings. Drag to change the width of the selected columns.



← Drag left or right

Double-click between column headings to make the columns fit the widest text in the column.



Double-click