



No More Mousing!

Keyboard Shortcuts for Faster Excel Work

The Basic Idea

The mouse is very intuitive and great for learning new programs. However, using the mouse often demands fairly time consuming hand movements, precise alignments and multiple clicks. In addition, you have to repeatedly move a hand from the keyboard to the mouse and vice versa. By focusing on using only the keyboard for frequently used operations, you keep your hands in one place, utilize smaller movements, use less precise alignment and often avoid multiple steps. At first using the keyboard will feel slower, but with practice you will get faster and faster. I find the shortcuts marked by an asterisk* most helpful.

Cell Navigation

Ctrl + Arrow Key*	End of contiguous range
Ctrl + Shift + Arrow Key*	End of contiguous range + highlight
Shift + Spacebar*	Highlight a row (<i>shift is wide</i>)
Ctrl + Spacebar*	Highlight a column (<i>Ctrl is skinny</i>)
Shift + Arrow Key*	Highlight while moving cursor
Ctrl + Home	Goto upper left hand corner of sheet
Ctrl + End	Goto lower right hand corner of sheet
Alt + ;	Select visible cells in current selection
Ctrl + 9	Hide row (<i>adding shift will unhide</i>)
Ctrl + 0	Hide column (<i>adding shift will unhide</i>)

Sheet/Tab Navigation

Ctrl + PageUp*	Next tab
Ctrl + PageDown*	Previous Tab
Ctrl + F6	Next workbook
Ctrl + Shift + F6	Previous workbook

Useful Function Keys

F1	Help
F2	Toggle enter/edit mode for cell/audit (Also useful when highlighting ranges in a dialog)
F4 [in edit mode]	Toggle through relative & absolutes
F4 [normal mode]	Repeat action
F5	Goto
F8	Extend a selection (Can get accidentally turned on)
F9	Recalculate

General Windows

Alt + Tab*	Switch between Apps
Windows + M*	Minimize all Apps
Windows + E*	Open Windows Explorer
Windows + F	File Find
Ctrl + Z*	Undo
Ctrl + X*	Cut (<i>scissors</i>)
Ctrl + C*	Copy
Ctrl + V*	Paste (<i>squeeze tube</i>)
Ctrl + B	Bold
Ctrl + N	File New
Ctrl + O	File Open Dialog
Ctrl + F	Find Dialog
Ctrl + S	File Save
Ctrl + P	File Print

Other Cool Stuff

Ctrl + Mousewheel*	Zoom in/out
Ctrl + 1	Format Cells
Ctrl + ;	Enter todays date (<i>value</i>)
Ctrl + '	Copy contents cell above
Alt + F8	Run macro
Alt + Letter*	Activate menubar
Ctrl + Enter [a value]	Enter formula/value in all highlighted cells

Dialog Box Navigation

Enter	OK
Esc	Cancel
Tab	Go through fields
Spacebar	Checks check boxes
Ctrl + PageUp	Next tab
Ctrl + PageDown	Previous Tab