

Basic Excel Shortcuts



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1.0 hour

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Class Evaluation: https://ufl.qualtrics.com/jfe/form/SV_1Ojkl6IRsKV3XT



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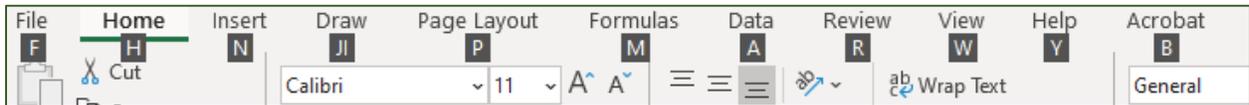
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Ribbon/Alt Key Shortcuts

A shortcut is a "faster" route to where you are going. There are common ones like copy (**Ctrl-C**) and paste (**Ctrl-V**), and then there are ones that are only important to you. Sometimes when I want to paste only the values and transpose the text I would push **Alt-E S V E, Enter**. That might not be one you want to learn.

Let's break that one down. When you press the Alt button on the keyboard in a program like Microsoft Excel, letters pop up in the ribbon at the top of the window. Depending on your version, you may have different tab names, but you'll see something like this:



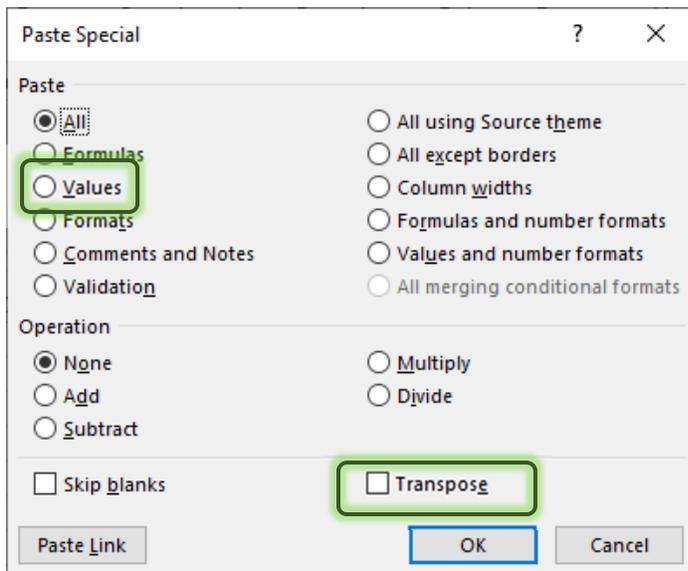
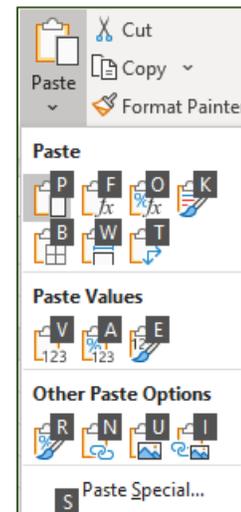
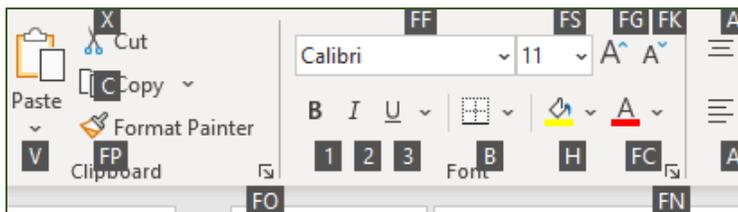
Unlike the control keys, you don't need to keep the Alt key down, once you press it the letters appear.

Notice there's no E, so where does my shortcut come from? Well, from a much older version. In fact, if you push Alt and then E, you'll get a message like this one.

Office access key: ALT, E,
Continue typing the menu key sequence from an earlier version of Office or press ESC to cancel.

Alt-E used to open the edit menu, S opened the Paste Special, V was for values, E was for transpose, and Enter pushed the OK button.

So, if I wanted to update my keyboard shortcut to the current versions, I'd need to find the new "path". Paste Special is on the Home Tab, so if I press Alt-H, it will activate the Home tab's shortcuts. V will open the Paste menu.



From the paste menu, S will open the paste special menu.

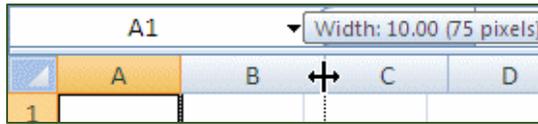
In this window you can see little underlines, Hot Keys, marking the action letter of each option. So again, if I want Values, Transpose, and Okay - I would still type V E Enter.

So, my updated shortcut would be
Alt-H V S V E ENTER.

Or you can click - Home Tab, Paste menu, Paste Special, Values, Transpose, OK.

For you, the mouse may be faster, or even using the right-click menu to get the Paste Special options. Would it surprise you to know I had to actually do the shortcut a few times before I was able to put it in this handout? I "know" it, but my fingers know it better. I don't think about it anymore, so while it seems like a complicated shortcut, it's one I have used so often it's become a habit.

Are there actions you do all the time that you think the keyboard may make faster? Well, check to see if there's a file path. For example, to AutoFit a column, we double-click between the column headings.



But I can also find this option under the Format menu on the right side of the Home tab. Follow the path and you'll see the keyboard shortcut would be **Alt-H O I**.

Is **Ctrl-A, Alt-H O I** faster than clicking on the **select all** button in the top left corner of the window and double clicking between any two headings? Depends on your preference. Are you good with remembering sequences? The keyboard might slow you down at first, but once you get the hang of it, you probably won't even give it another thought.

Quick Access Toolbar

The toolbar above the ribbon has the Save, Undo, and Redo options. If you right-click on any button in the ribbon you can add it to the Quick Access toolbar. When you press the Alt-key you will see numbers pop to make these quick shortcut keys if you want them.



Ctrl and Function Key Shortcuts

Hold the Ctrl key down, press the letter for the shortcut you desire.

Editing

F2	- Toggle between Edit and Enter mode	Shift-F7	- Thesaurus
F4	- Repeat last action	Ctrl-A	- Select All (Once current range, twice entire worksheet)
Ctrl-Y	- Redo/Repeat the last action	Ctrl-F	- Find
Ctrl-Z	- Undo	Ctrl-H	- Replace
F7	- Spell Check	Ctrl-G	- Goto (name or cell)

Clipboard

Ctrl-X	- Cut	Ctrl-D	- Fill down
Ctrl-V	- Paste	Ctrl-R	- Fill to the right
Ctrl-C	- Copy Selected Cells	Ctrl-'	- Copies the cell above you (single quote) EXACTLY into the current cell
Ctrl-Shift-C	- Format Painter		

Formatting

Ctrl-1	- Open Format Cells Window	Ctrl-Shift- 1	- Format Comma Style
Ctrl-B / Ctrl-2	- Toggle Bold	Ctrl-Shift- 2	- Format Date dd-mmm-yyyy
Ctrl-I / Ctrl-3	- Toggle Italics	Ctrl-Shift- 3	- Format Time h:mm AM/PM
Ctrl-U / Ctrl-4	- Toggle Underline	Ctrl-Shift- 4	- Currency
Ctrl-5	- Toggle Strike through	Ctrl-Shift- 5	- Percent
Ctrl-9	- Hides column	Ctrl-Shift- 6	- Scientific
Ctrl-0	- Hides Row	Ctrl-Shift- 7	- Outline Border
		Ctrl-Shift- 8	- Select Dataset

File Options

Ctrl-N	- New Workbook	Ctrl-S	- Save
Ctrl-O	- Open Workbook	F12	- Save As
Ctrl-P	- Print Preview	Ctrl-W / Ctrl-F4	- Close Workbook

Data Entry

F2	- Toggle to Edit mode	Ctrl-;	- Enters current Date
Ctrl-D	- Fill down	Ctrl-Shift-;	- Enters Current Time
Ctrl-R	- Fill to the right	Alt-Down Arrow	- Opens a list of values from the column above

Worksheet

Ctrl- +	- Insert	Shift-F11	- Insert a worksheet before the current one
Ctrl- -	- Delete		
Ctrl- Space	- Select Column	F11	- Insert a chart on a new sheet
Shift-Space	- Select Row		

Miscellaneous

F1	- Help!	Ctrl-K	- Hyperlink
Ctrl-F1	- Show/Hide Ribbon	Ctrl-L	- Create a Table
Ctrl-E	- Flash Fill	Ctrl-Q	- Quick Analysis options

Navigating using the keyboard

Arrow Keys

	Ready / Enter Mode	Edit Mode	Point Mode
Up↑ Down↓ Left← Right→	Move one cell	Move between characters in the cell	Select a cell for a formula
Shift-Arrow	Select from current position down one cell	Select the characters in the cell	Select several cells for a formula
Ctrl-Arrow	Moves to the range border (next blank)		
Ctrl-Shift-Arrow	Selects to the range border (next blank)		
Alt – Down ↓	Opens a drop-down menu of the entries listed above		

Enter Key

	Ready / Enter Mode	Edit / Point Mode
Enter	Move Down	Accept and move down
Shift-Enter	Move Up	Accept and move up
Ctrl-Enter		Accepts and fills current value or formula into all selected cells
Alt-Enter		Puts a hard return, "enter" inside the cell

Tab Key

	Ready / Enter Mode	Edit Mode / Point Mode
Tab	Move Right	Accept and move right
Shift-Tab	Move Left	Accept and move left
Ctrl-Tab	Cycles through open workbooks	
Alt-Tab	Cycles through open programs	

PageUp Key

	Ready / Enter Mode	Edit Mode	Point Mode
PageUp / PageDown	Move up/down several rows	Choose a cell several rows above/below	Choose a cell several rows above/below
Shift-PageUp / Shift- PageDown	Select from current position up/down several cells	Select from current position up/down several cells	Choose multiple cells above/below
Ctrl-PageUp / Ctrl-PageDown	Moves to the previous/next worksheet		Choose cell in previous/next worksheet
Ctrl-Shift-PageUp / Ctrl-Shift-PageDown	Selects the previous/next worksheet		
Alt-PageUp / Alt-PageDown	Moves several columns to the left/right	Select from current position left/right several cells	Choose multiple cells to the left/right

Home Key

	Ready / Enter Mode	Edit Mode	Point Mode
Home	Move to the beginning of the row	Move to the beginning of the line	Choose a cell at the beginning of the row
Shift-Home	Select to the beginning of the row	Select to the beginning of the line	Choose multiple cells to the beginning of the row
Ctrl-Home	Moves to the beginning of the worksheet	Moves to the beginning of the cell	Chooses the first cell
Ctrl-Shift-Home	Selects from the current cell to the beginning of the worksheet	Selects from the current cursor point to the beginning of the cell	Chooses from the current cell to the beginning of the worksheet
Alt-Home	Moves several columns to the right	Select from current position right several cells	Choose multiple cells to the right

Mouse Tricks

Click on a cell

	Ready / Enter Mode	Edit Mode	Point Mode
Single-Click	Move to a cell	Move to a place in the cell	Choose a cell
Double-Click	Edit Mode	Select a word	
Shift-Click	Select from current cell to clicked cell	Select from current cell to clicked cell	Choose from current cell to clicked cell
Ctrl-Click	Add to selection		Add to formula separating by commas
Alt-Click	Research		

Around the cell

Drag the edge to move a cell or selection

Ctrl-Drag the edge to copy a cell or selection

Double-click on the edge of a cell to moves to the range border (next blank)

Double-click on the fill handle to fill the pattern/equation down to the end of the range border

Ctrl-Drag the Fill handle to Copy the cell instead of Fill Pattern

Drag the cell border or fill handle with the right-click and it will open a list of options.

Moving and Duplicating Cells

If you put your mouse over the border of the selected cell(s), you will get the Select Arrow.



Hover over the border and *drag* (don't let go of the mouse) and a shadow will follow your mouse. Let go and the select text will be *Moved* to the new location.

Drag means to click the left button on the mouse down, but not let go, and then move the mouse where you want to go, then you can let go of the mouse.



Use the **Ctrl** button while dragging the mouse and you will see a small plus sign added to the shadow. When you let go, Word will *Duplicate* the selection instead of moving it.

Fill Handle Options

When you use the **Fill Handle**, you will notice a symbol appear in the right hand bottom corner of your newly filled cells. This icon () represents your AutoFill Options. If you put your mouse over the icon you will see a drop down arrow that will give you a list of your fill options.

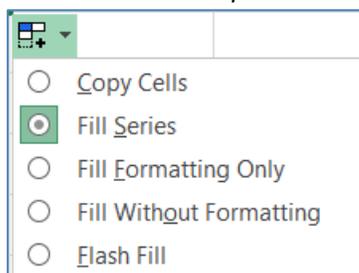
The four basic Fill Options are:

- Copy Cells – Repeat the cells along the selection
- Fill Series – Follow pattern along the selection
- Fill Format Only – Repeat the format of the cells along the selection
- Fill without Formatting – Follow the pattern along the selection, but not the format
- Flash Fill – Fills based on a pattern you establish in the same column

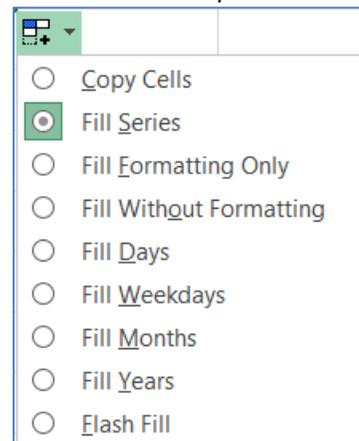
If you use the **Fill Handle** on cells with dates you will notice even more options:

- Fill Days
- Fill Weekdays
- Fill Months
- Fill Years

Number Fill Options



Date Fill Options



Uh-Oh

Ctrl-Z - Undo

Esc - Cancel

Toss it all – Close without saving, it's the ultimate undo

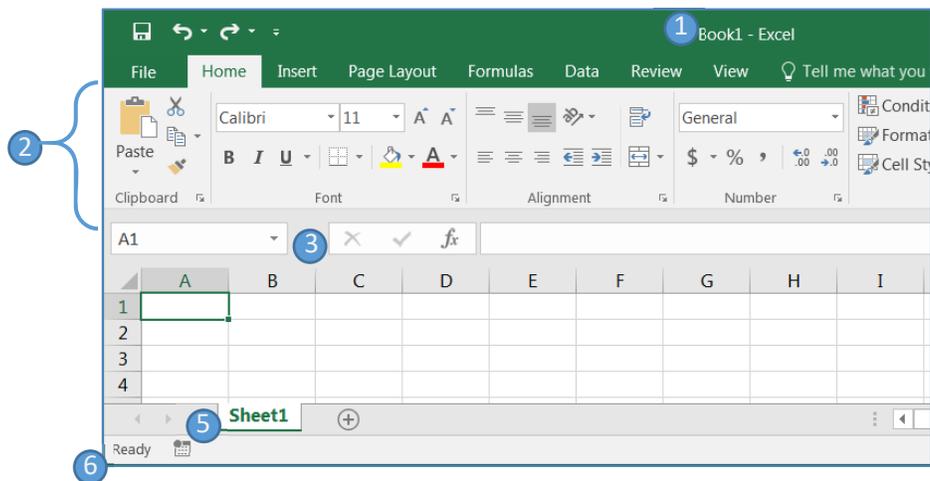
F12 - Save as a different file

Ctrl-F4 - Close this window

Alt-F4 - Exit Excel

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Exercise



- Vocabulary

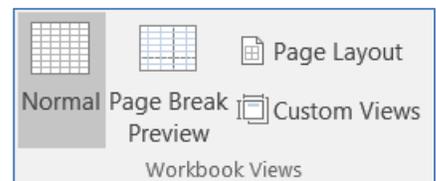
1. An Excel file is called a Workbook.
 - Each workbook starts with one worksheet, but can have over 200
2. Ribbon broken into tabs (Home, Insert, Page Layout...)
 - Tabs broken into groups (Clipboard, Font, Alignment)
3. Name box on the left and formula bar on the right
4. Columns Lettered, Rows Numbered, individual Cells
 - Columns of a building, rows of chairs
5. Worksheet navigation buttons on the left, Worksheet tabs on the right
6. Status bar
 - Excel behaves differently depending on what "mode" you are in

- Move around Excel

1. Ctrl- →
 - Column XFD (16,384 - 2^{14}) columns – SET AMOUNT)
2. Ctrl- ↓
 - 1,048,576 rows (2^{20} – SET AMOUNT)
3. Ctrl-Home
 - Always returns to the top

- Working area

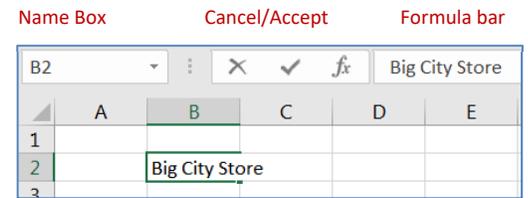
1. Type the letter "A" in cell G12 and press enter to accept
2. From the **View** Tab choose **Page Break Preview**
 - Notice most of the area is grayed out, but you can still click in the cells
3. Click way down in the bottom right and type the letter "A", and press enter to accept
 - The print area should snap to that cell. Every page in between A1 and that last cell will be printed.



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4. Move up one cell and press Delete (If you use backspace you will also need to press enter.)
 - The print area should snap back into place
 5. From the Workbook Views in the View Tab choose **Normal** view
 6. Ctrl Home
 7. Delete data in G12
- Change Zoom
 1. From the View tab, click on **Zoom** button to change to 200%,
 2. Change Zoom Manually to 150%
 3. Play with + & - buttons on the zoom slider in the bottom right of the window
 4. Press the Ctrl key and use the scroll wheel on your mouse
 5. Ctrl-Home
 - Moving around
 1. Use keyboard arrows to move up, down, left and right
 2. Use enter and tab to move down and over
 3. Use Shift-Enter and Shift-Tab to move up and back
 - Selecting Multiple Cells with the mouse
 1. Drag mouse from middle of a cell diagonally across to another cell
 - Difference between Tab/Enter and Arrows
 1. Make a selection of cells (about three by three)
 2. Use the enter key to move between the cells
 3. Use the tab key
 4. Use an arrow key
 - Tab and Enter will stay within the selected range. Arrow keys like the mouse, are pointers. They point to a location. Enter and tab are meant for data entry, they accept and move on.
 - Selecting Multiple Cells with the keyboard
 1. Click in a cell, hold down the **Shift** key and click into another cell.
 2. Let go of the **Shift** key and click anywhere to drop your selection.
 3. Click in a cell, hold down the **Shift** key and at the same time use the arrow keys
 - Entering Text (Enter Mode)
 1. In all lower-case letters, type in cell B2: big city store
 - Notice the status bar will change as soon as you begin to type from READY to ENTER. Press Enter to accept.
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- Editing Text (Edit Mode)

1. Double-click to "get inside" cell B2
 - notice your status is now **Edit**
2. Change first letter of each word to uppercase
 - Big City Store
3. Press Ctrl-Enter to accept.



- Editing Text (Edit Mode)

1. Click inside the Formula bar, and notice your status is now **Edit**.
 - The **Cancel** and **Accept** buttons between the name box and the formula bar are available when you are in Edit, Enter, and Point modes.

- Entering Text in Consecutive Cells

1. Type in cell C2
 - Sale
2. Big City Store will be cut off by the Sale. If you're in cell B2, you can look at the Formula bar to see the true contents still read "Big City Store"

- Adjust Column Widths

1. We cannot change the size of one cell, so we need to adjust the column
 - Place your mouse between the column headings B and C and you will see the 
 - Drag away from column heading B to make the column wider
 - Drag toward column heading B to make the column skinnier
 - Make it so you can only see Big City
 - Move back to the resize double arrow and double-click on the line to AutoFit
 - Now, AutoFit Column C

- Copy and Paste

1. Copy Cell B2, notice the dashed lines, the marquee, around the cell
2. Paste into another cell, paste into another cell (paste a few...)
3. Read the status bar, press enter to do a 'final paste'

- Cut and Paste

1. Cut Cell C2, notice the cell does not delete, but we have a marquee
2. Paste into an empty cell
 - Notice the original NOW disappears
3. Cut and Paste "Sale" back into C2

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- Fill Handle
 1. Take Fill handle from bottom left of cell C2 and drag it down two cells
 - Creates two more 'Sale' cells
 - Fill handle will be discussed at length in the next class
 2. Click anywhere to drop your selection
 - Moving Cells
 1. Mouse over the edge of cell C2 until you get the arrows
 - Click and drag to a blank cell to move the cell contents
 - Duplicating Cells
 1. Pick up a cell as if to move it and hold down the CTRL key at the same time, move to an empty cell. Let go of the mouse BEFORE the keyboard
 - Use Copy/Cut & Paste or Move/Duplicate Cells to organize your screen
 1. Move all the Big City Stores to Column B, Rows 2-8
 2. Move all the Sales to Column C, Rows 2-8
 3. Delete all extras
 - Move the dataset
 1. Select all the data, move the mouse to the edge of the selection to get the arrows
 2. Drag the whole block into columns D and E
 3. Undo the move
 - Insert Columns
 1. Right-click on Column Heading B, choose Insert
 2. Do it again so now data lives in D & E
 - Delete Rows
 1. Select Row 3 through Row 8
 2. Right-click and press the Delete button
 3. Select D2 Through D8 and press Ctrl D
 4. Click on Sale, double-click the fill handle
 5. Undo
 6. Change Sale to Sale 1
 7. Double-click the fill handle
 - Should be Sale 1 ... Sale 7
 8. Change fill handle option to copy
 9. Change back to Fill Series

	D	E
2	Big City Store	Sale
3	Big City Store	Sale
4	Big City Store	Sale
5	Big City Store	Sale
6	Big City Store	Sale
7	Big City Store	Sale
8	Big City Store	Sale

-
- Formatting Fonts with **Home** tab using the keyboard
 1. Format Font (Cell D2) to Comic Sans
 - Alt-H-FF-Comic-Enter
 2. Format Size (Cell D3) to 15
 - Alt-H-FS-15-enter
 3. Format Bold (D4) – Ctrl B
 4. Italics (D5) – Ctrl I
 5. Double Underline (D6)
 - Alt-H-3-D
 6. Format Color (D7)
 - Alt-H-FC-M-Enter
 - Pick a color and press enter, or click OK
 7. Edit Cell D8
 - Press F2 to Edit
 - Use the **Home** button on the keyboard to move to the beginning of the cell
 - Use Shift-Ctrl-Right to select “Big” and Bold (Ctrl-B)
 - Press the right arrow key to drop the selection
 - Use Shift-Ctrl-Right to select “City” and Italicize (Ctrl-I)
 - Press the right arrow key to drop the selection
 - Use Shift-Ctrl-Right to select “Store” and Underline (Ctrl-U)

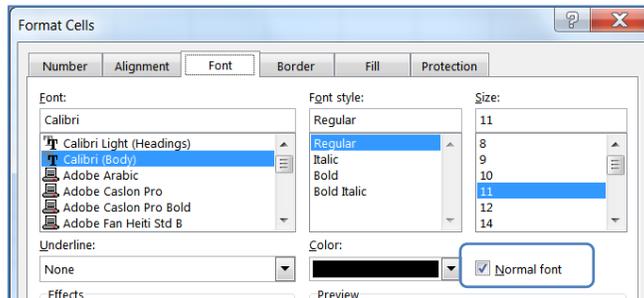
 - Format Fonts with Format Cells window
 1. Select Cell E2
 2. Open the Format window with Ctrl-1
 3. Use the left and right arrows to move through the tabs
 4. Press Alt-S to jump to the Size – 14
 5. Press Alt-O to jump to the Font Style, Use the up and down arrows to get Bold
 6. Press Alt-C to jump to the colors, use the arrow keys and Enter, or the mouse to choose a color
 7. Press the tab key until you see an outline on the OK button and press enter or click on the OK button

 - Use Format Painter
 1. In cell E2, click on the format painter
 2. Dashed Marquee means we are copying
 3. Click on cell D2, all changes happen at once
 4. Try painter again, it turns off
 5. Double-click to Keep on, press Esc (escape) to stop
-

6. Change all cells to this font
7. Cell D8 won't format, because we were fussy

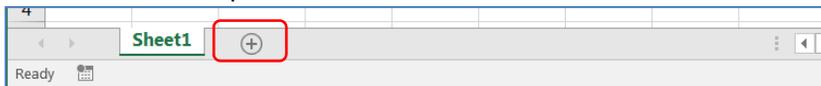
- Format All

1. Ctrl-Home
2. Click on blank gray square between Column A and Row 1 to select the whole spreadsheet, or press Ctrl-A
 - Open the "more" fonts (Format Cells Window) Ctrl-1
 - Choose Normal Font (Click the box as many times as needed to show a check mark)
 - Click OK to see the changes



- Create a new sheet

1. Click on the Plus sign next to Sheet 1 to create Sheet 2
 - Or press Shift-F11



- Zoom to 200%

- Type in Data

1. Starting in B2 type:
 - B2 - 123
 - B3 - 456
 - B4 - 789

	B
2	123
3	456
4	789

- Change the background color of ONLY Cell B3

- Format ONLY the Cell B2

1. Bold – Ctrl B
2. Italics – Ctrl I
3. Dollars – Ctrl-Shift-4 (think Ctrl-§)

- Use the Fill handle

1. Drag the fill handle from B2 to B4
2. Open the Fill handle options
3. Choose Fill without formatting
4. Choose Fill Formatting only