

## EXCEL 2010 SHORTCUTS

### Navigation Commands

<b>Arrows</b>	Move one cell up, down, right, left
<b>Ctrl + Arrows</b>	Move to the edge of the current data region
<b>Page Up / Down</b>	Move one screen up / down
<b>Ctrl + Page Up / Down</b>	Move one worksheet left / right in a workbook
<b>Alt + Page Up / Down</b>	Move one screen left / right in a worksheet
<b>Home</b>	Move to beginning of current row
<b>Ctrl + Home</b>	Move to cell A1 *
<b>Ctrl + End</b>	Move to bottom right cell in used workspace
<b>Shift + Enter</b>	Move in opposite direction as Enter

### Selection Commands

<b>Shift + Arrows</b>	Extend selection of cells
<b>Shift + Ctrl + Arrows</b>	Extend selection of cells to last nonblank cell
<b>Shift + Home</b>	Extend selection of cells to beginning of row
<b>Shift + Spacebar</b>	Select row
<b>Ctrl + Spacebar</b>	Select column
<b>Ctrl + A</b>	Select entire worksheet **

### Copy & Paste Commands

<b>Ctrl + C</b>	Copy
<b>Enter</b>	Paste once (clears out clipboard)
<b>Ctrl + V</b>	Paste multiple times
<b>Ctrl + X</b>	Cut
<b>Ctrl + R</b>	Copy right
<b>Ctrl + D</b>	Copy down
<b>Alt + H V S</b>	Paste special

### Key Function Commands

<b>F1</b>	Help menu
<b>F2</b>	Edit cell
<b>F4</b>	Absolute reference toggle
<b>F5</b>	Go to
<b>F9</b>	Calculate (if setting on manual calculation)
<b>F12</b>	Save as
<b>Ctrl + F2</b>	Print preview
<b>Shift + F2</b>	Insert / edit comment
<b>Alt + F4</b>	Closes current application

\* Upper left cell in non-frozen section if panes are frozen.

\*\* If you are in an isolated cell, press Ctrl + A once to select the entire worksheet. Otherwise, press Ctrl + A twice.

### Other Must Know Commands

<b>Ctrl + 1</b>	Open Format Cells dialog box
<b>Ctrl + B</b>	Bold
<b>Ctrl + F</b>	Find (Shift + F5 also works)
<b>Ctrl + I</b>	Italics
<b>Ctrl + N</b>	New workbook
<b>Ctrl + O</b>	Open dialog box to open or find a file
<b>Ctrl + P</b>	Print
<b>Ctrl + S</b>	Save
<b>Ctrl + U</b>	Underline
<b>Ctrl + W</b>	Closes current workbook (Ctrl + F4 also works)
<b>Ctrl + Y</b>	Repeats last command
<b>Ctrl + Z</b>	Undoes last command
<b>Ctrl + Tab</b>	Switch between open files
<b>Alt + Tab</b>	Switch between open applications
<b>Alt + H I R</b>	Insert row
<b>Alt + H I C</b>	Insert column
<b>Alt + Enter</b>	Start a new line in the same cell
<b>Alt + =</b>	Sum function
<b>Ctrl + ~</b>	Display formulas / values
<b>Ctrl + Shift + U</b>	Expand / collapse formula bar
<b>Ctrl + Shift + &amp;</b>	Outline border
<b>Ctrl + Shift + _</b>	Remove border
<b>Alt + W Q</b>	Zoom
<b>Alt + H O I</b>	Autofit column width
<b>Alt + W F F</b>	Freeze panes

### Precedents and Dependents

<b>Alt + M P</b>	Trace precedent cells
<b>Alt + M D</b>	Trace dependent cells
<b>Alt + M A A</b>	Remove precedent / dependent arrows
When precedent / dependent cells are on same sheet as formula	
<b>Ctrl + [</b>	Highlights precedent cells
<b>Ctrl + ]</b>	Highlights dependent cells
<b>Enter or Tab</b>	Move between dependent / precedent cells
<b>F5 + Enter</b>	Return to original cell
When precedent / dependent cells are on different sheet than formula	
<b>Ctrl + [</b>	Highlights first precedent cell
<b>F5 + Enter</b>	Return to original cell