



# The Training Lady

*Tips and Tricks for using  
Microsoft Office and Windows..*

## Keyboard shortcut for Microsoft Excel

Shortcut Keys	Description
Ctrl + N	<b>New</b> workbook
Ctrl + O	<b>Open</b> existing workbook
Ctrl + S	<b>Save</b> current workbook
Ctrl + P	<b>Print</b> current workbook
Ctrl + W	<b>Close</b> current workbook
Ctrl + A	<b>Select</b> entire worksheet
Ctrl + Z	<b>Undo. Undo. Undo.</b> Need I say more?
Ctrl + Y	<b>Redo</b> last action
Ctrl + X	<b>Cut</b>
Ctrl + C	<b>Copy</b>
Ctrl + V	<b>Paste</b>
Ctrl + B	Apply <b>Bold</b> formatting
Ctrl + I	Apply <b>Italics</b> formatting
Ctrl + U	Apply <b>Underline</b> formatting
Ctrl + F	<b>Find</b> text or formatting within current workbook
Ctrl + H	<b>Find and replace</b> text or formatting within current workbook
Ctrl + G	Use the <b>Go To</b> feature
Ctrl + K	Insert a <b>hyperlink</b>
Ctrl + E	<b>Flash Fill</b>
Ctrl + 1	Display the <b>Format cells</b> dialog box
Alt	Turn <b>KeyTips</b> on and off
TAB	Move one cell to the right



# The Training Lady

*Tips and Tricks for using  
Microsoft Office and Windows..*

Ctrl + mouse wheel	Scroll mouse wheel up to zoom in and down to zoom out
Alt + Tab	Switch between open program windows
F1	Launch Help
F2	Edit the current cell
F4	Repeat the last action
F7	Spell Check
F11	Create a chart from current data
F12	Save As
Ctrl + Home	Move cursor to cell A1
Ctrl + End	Move cursor to last cell containing data
Ctrl + Shift + ~	Apply General Number format
Ctrl + Shift + \$	Apply Currency Number format
Ctrl + Shift + %	Apply Percentage Number format
Ctrl + Space Bar	Select current column
Shift+ Space Bar	Select current row
Shift + Home	Highlight from current cell back to column A of the row
Ctrl + Shift + Home	Highlight from current cell back to cell A1
Ctrl + Shift + End	Highlight from current cell to the last cell containing data