



Hot Key Cheat Sheet



HiEconsultingTM
HELPING INVESTMENTS EXCELTM

MOVEMENT HOTKEYS

Enter	Move to cell below	Tab	Move to cell to right
Shift + Enter	Move to cell above	Shift + Tab	Move to cell to left
Page Down	Down one screen	Page Up	Up one screen

Ctrl + Any Arrow Key	Move to end of section
Ctrl + Home	Go to first cell in data region
Ctrl + End	Go to last cell in data region
Ctrl + Shift + Any Arrow Key	Select section
Ctrl + Page Down	Move to next worksheet
Ctrl + Page Up	Move to previous worksheet
Ctrl + Shift + Page Down	Select current and next worksheet
Ctrl + Shift + Page Up	Select current and previous worksheet
Ctrl + Tab	Move between open workbooks
Alt + Tab	Move between open applications

FORMAT HOTKEYS

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + 5	Strikethrough
Ctrl + Shift + 7	Apply single outline border
Ctrl + Shift + Underline	Remove all borders
Ctrl + Shift + 1	Format as number
Ctrl + Shift + 2	Format as time
Ctrl + Shift + 3	Format as date
Ctrl + Shift + 4	Format as currency
Ctrl + Shift + 5	Format as percentage
Ctrl + 1	Format Window
Tab	Move in Format Window
F2	Edit active cell
Ctrl + A	Select whole spreadsheet

ACTION HOTKEYS

F12	Save as	Ctrl + Spacebar	Select column
Ctrl + O	Open file	Shift + Spacebar	Select row
Ctrl + N	New file	Ctrl + + (plus sign)	Insert columns/rows
Ctrl + S	Save file	Ctrl + - (minus sign)	Delete columns/rows
Alt, F, C	Close	Ctrl + F	Find
Alt + F4	Exit	Ctrl + H	Replace
Ctrl + P	Print	Ctrl + D	Fill Down
Ctrl + C	Copy	Ctrl + R	Fill Right
Ctrl + X	Cut	Alt + Equals Sign	AutoSUM a range of cells
Ctrl + V	Paste		
Ctrl + Y	Redo last action		
Ctrl + Z	Undo last action		

CREATE YOUR OWN

Alt + . . .

Select item from the Menu Bar using your own combination of keystrokes.

Press the ALT key

Press the corresponding letters

Excel 2007: When you press Alt, the letter will appear next to the Menu Bar option

Excel 2003: The appropriate letter of the Menu Bar option is underlined

Call Paul Rudolph at 602.384.3285 for all your Microsoft Excel® needs

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