

## EDITING KEYS

KEY	CTRL	ALT	SHIFT+CTRL
<b>A</b>	Select Area/All		Formula Arguments
<b>B</b>	Bold		
<b>C</b>	Copy		
<b>D</b>	Fill Down	Data Menu	
<b>E</b>		Edit Menu	
<b>F</b>	Find	File Menu	Font Name ('03) Format Menu ('07)
<b>G</b>	Goto		
<b>H</b>	Replace	Help Menu	
<b>I</b>	Italics	Insert Menu	
<b>K</b>	Insert Hyperlink		
<b>N</b>	New Workbook		
<b>O</b>	Open Workbook	Format Menu	
<b>P</b>	Print		
<b>R</b>	Fill Right		
<b>S</b>	Save		
<b>T</b>		Tools Menu	
<b>U</b>	Underline		
<b>V</b>	Paste		
<b>W</b>	Close Workbook	Window Menu	
<b>X</b>	Cut		
<b>Y</b>	Redo		
<b>Z</b>	Undo		

KEY	CTRL	ALT	SHIFT+CTRL
<b>~ (-)</b>	Toggle Formula View		General Format
<b>1 (!)</b>	Cell Format		Number Format
<b>2 (@)</b>	Toggle Bold		Time Format
<b>3 (#)</b>	Toggle Italics		Date Format
<b>4 (\$)</b>	Toggle Underline		Currency Format
<b>5 (%)</b>	Toggle Strikethrough		Percent Format
<b>6 (^)</b>			Scientific Format
<b>7 (&amp;)</b>	Standard Toolbar ('03)		Apply Border
<b>8 (*)</b>	Hide/Show Outline		Select Region
<b>9 (())</b>	Hide Rows		Unhide Rows
<b>0 ())</b>	Hide Columns		Unhide Columns
<b>-</b>	Delete Cell	Control Menu	No border
<b>= (+)</b>		Auto Sum	Insert cells/rows/column
<b>[</b>	Direct Dependents		Select All Dependents
<b>]</b>	Direct Precedents		Select All Precedents
<b>;</b>	Insert Date	Select Visible Cells	Insert Time
<b>' (apostrophe)</b>	Copy Formula from Above	Style ('03)	Copy Cell Value Above



# EXCEL SHORTCUTS

Corality is a full service analytical consulting firm. We challenge traditional accounting firms through our specialised and client-focused approach to analytical consulting. We also offer specialised training specifically tailored to our clients' requirements. [www.corality.com](http://www.corality.com)

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## FUNCTION KEYS

KEY	ALONE	SHIFT	CTRL	ALT	SHIFT+CTRL
<b>F1</b>	Help			New Chart Sheet ('03) Insert Chart Object ('07)	
<b>F2</b>	Edit Mode	Insert/Edit Comment		Save As	
<b>F3</b>	Paste Name Formula	Insert Function	Define Name		Create Names (Labels)
<b>F4</b>	Repeat / Anchor	Find Again	Close Window	Quit Excel	
<b>F5</b>	Goto	Find	Restore Window Size		
<b>F6</b>			Next Workbook		Previous Workbook
<b>F7</b>	Spell Check		Move Window		
<b>F8</b>	Extend Selection	Add to Selection		Macro	
<b>F9</b>	Calculate All	Calculate Worksheet	Minimize Workbook		
<b>F10</b>	Activate Menu	Context Menu	Restore Workbook		
<b>F11</b>	New Chart Sheet	Insert Worksheet		VBA Editor	
<b>F12</b>	Save As	Save	Open		Print

## NAVIGATION KEYS

KEY	ALONE	SHIFT	CTRL	ALT	SHIFT+CTRL
<b>/</b>			Select Array		
<b>\</b>			Select Row Differences		Select Column Differences
<b>Insert</b>	Insert Mode		Copy		
<b>Delete</b>	Clear		Delete to End of Line		
<b>Home</b>	Begin Row		Start of Worksheet		
<b>End</b>	End Mode		End of Worksheet		
<b>Page Up</b>	Page Up		Previous Worksheet	Left 1 Screen	
<b>Page Down</b>	Page Down		Next Worksheet	Right 1 Screen	
<b>Left Arrow</b>	Move Left	Select Left	Move Left Area		Select & Move Left Area
<b>Right Arrow</b>	Move Right	Select Right	Move Right Area		Select & Move Right Area
<b>Up Arrow</b>	Move Up	Select Up	Move Up Area		Select & Move Up Area
<b>Down Arrow</b>	Move Down	Select Down	Move Down Area	Drop down list	Select & Move Down Area
<b>Space Bar</b>	Space	Select Row	Select Column	Control Box	Select Area/All
<b>Tab</b>	Move Right	Move Left	Next Workbook	Next Application	Previous Workbook
<b>Enter</b>	Move Down	Move Up	Fill Selected range	Formula Line Break	Array Formula