



Program Operations

| | |
|--|--|
| CTRL + N | Creates a new, blank workbook. |
| SHIFT + F12 or ALT + SHIFT + F1 | Inserts a new worksheet. |
| CTRL + O | Displays the Open dialog box. |
| CTRL + F | Displays the Find and Replace feature. |
| CTRL + S | Saves the active file. |
| F12 | Displays the Save As dialog box. |
| CTRL + W or W | Closes the selected workbook window. |
| ALT + F8 | Closes Excel. |

Formulas

| | |
|--------------------------------|---|
| CTRL + A | Displays the Function Arguments dialog. |
| CTRL + ALT + F9 | Calculates all cells in open workbooks. |
| CTRL + ALT + SHIFT + F9 | Refreshes dependent formulas and recalculates all cells in open workbooks. |
| CTRL + END | Moves the cursor to the end of the text in the formula bar. |
| CTRL + SHIFT + A | Inserts the argument names and parentheses after a function name. |
| CTRL + SHIFT + END | Extends selection to the end of the formula bar. |
| CTRL + SHIFT + @ | Expands or collapses the formula bar. |
| F4 | Cycles through absolute and relative cell reference types for selected cells/range. |
| F9 | Calculates all worksheets. |
| SHIFT + F9 | Calculates the active worksheet. |

Worksheet Navigation

| | |
|------------------------------------|---|
| ALT + PAGE DOWN or PAGE UP | Moves one screen to the right or left in a worksheet. |
| ARROW KEYS | Moves one cell up, down, left, or right in a worksheet. |
| CTRL + ARROW KEY | Moves to the edge of the current data region in a worksheet. |
| CTRL + END | Moves to the bottom-right cell in a worksheet. |
| SHIFT + F5 or CTRL + F | Displays the Find and Replace dialog box, with the Find tab selected. |
| CTRL + H | Displays the Find and Replace dialog box, with the Replace tab selected. |
| SHIFT + F4 | Repeats the last Find action. |
| CTRL + HOME | Moves to the beginning of a worksheet. |
| CTRL + PAGE DOWN or PAGE UP | Moves to the next or previous sheet in a workbook. |
| END, ARROW KEYS | Moves to the next or previous nonblank cell in the same column or row. |
| HOME | Moves to the beginning of a row in a worksheet or upper-left corner when SCROLL LOCK is on. |
| PAGE DOWN & PAGE UP | Moves one screen down or up in a worksheet. |
| TAB & SHIFT + TAB | Moves to the next or previous cell in a worksheet. |

Selections

| | |
|--|---|
| CTRL + Z or CTRL + SHIFT + SPACEBAR | Selects the current region. Pressing again selects the entire worksheet. |
| CTRL + SHIFT + * | Selects the current region. |
| SHIFT + SPACEBAR | Selects an entire row in a worksheet. |
| CTRL + SPACEBAR | Selects an entire column in a worksheet. |
| SHIFT + ARROW KEY | Extends the selection of cells by one cell. |
| SHIFT + F8 | Enables you to add nonadjacent cells to a selection with the arrow keys. |
| CTRL + SHIFT + ARROW KEY | Extends the selection of cells to the next nonblank cell. |
| CTRL + SHIFT + END | Extends the selection of cells to bottom-right most used cell in the worksheet. |
| CTRL + SHIFT + HOME | Extends the selection of cells to the beginning of the worksheet. |
| CTRL + SHIFT + @ | Selects all cells that contain comments. |
| CTRL + SHIFT + PAGE DOWN or PAGE UP | Selects the current and next (or previous) sheet in a workbook. |
| CTRL + SHIFT + SPACEBAR | Selects all objects on a worksheet when an object is selected. |
| F5 or CTRL + G | Displays the Go To dialog box. |
| F8 | Enables you to extend a selection with the arrow keys. |

Cell Formatting

| | |
|------------------------------|---|
| CTRL + * | Cycles between displaying cell values and cell formulas in the worksheet. |
| CTRL + J | Displays the Format Cells dialog box. |
| CTRL + SHIFT + F or F | Opens the Format Cells dialog box with the Font tab selected. |
| CTRL + B or B | Applies or removes bold formatting. |
| CTRL + I or I | Applies or removes italic formatting. |
| CTRL + U or U | Applies or removes underlining. |
| CTRL + B | Applies or removes outline/border. |
| CTRL + SHIFT + . | Removes the cell outline border. |
| CTRL + SHIFT + J | Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values. |
| CTRL + SHIFT + M | Applies the Date format with the day, month, and year. |
| CTRL + SHIFT + D | Applies the Currency format with two decimal places (negative numbers in parentheses). |
| CTRL + SHIFT + % | Applies the Percentage format with no decimal places. |
| CTRL + SHIFT + # | Applies the outline border to the selected cells. |
| CTRL + SHIFT + @ | Applies the Time format with the hour and minute, and AM or PM. |
| CTRL + SHIFT + # | Applies the Scientific number format with two decimal places. |
| CTRL + SHIFT + * | Applies the General number format. |

Excel Four For Windows Quick Reference

Dan Gookin



Excel Four For Windows Quick Reference:

Excel 4 for Windows QuickStart Sharel McVey,1992 A step by step tutorial that helps beginning users of Excel learn the basics of the software quickly so that they can start to create and modify Excel worksheets **Excel Version 5.0 for Windows Quick Reference** Shelley O'Hara,Chris Van Buren,QUE Corporation,1993 Written for readers at all levels that want a reference guide that reminds them how to use the features and options of the program Features an easy to use format organized by task rather than command The book includes a menu command index that links commands and tasks **Using Excel 4 for the Mac** Christopher Van Buren,Chris Van Buren,1992 Covers all the aspects of creating a worksheet entering data editing formatting using functions using multiple worksheets and printing Also covers chart creation and customization draw databases and macros **PCs For Dummies Quick Reference** Dan Gookin,2005-04-08 If you aren't a proficient PC pro and you want to get answers and get going this is your practical reference In a concise no frills style it gives you the vital information on Setting up and connecting your PC and peripherals including your keyboard digital camera joystick modem monitor printer scanner wireless gizmos and more Installing hardware and software Creating managing naming opening saving and finding files Organizing your stuff with info on folders Windows Explorer Compressed ZIP folders and more Networking including accessing another computer or a shared folder connecting to the network and workgroups Creating your own CDs including building and burning a playlist importing music and more The printer keyboard and the mouse With step by step instructions and lots of screen shots this book helps you walk the walk In case you want to talk the talk there's a glossary with clear definitions of common PC terms A detailed index helps you find the how to you need fast If you want to know the history of the PC and all of its intricacies get a big book If you want to know how to get your PC to do what you need it to do get this handy little reference and get to work fast [Windows 3.1 Quick Reference](#) Timothy S. Stanley,1992 The quick and easy reference to all Windows commands Alphabetical listings are task oriented Includes tips and cautions and provides step by step procedures for major Windows features *Microsoft Office 4 for Windows for Dummies* Roger C. Parker,1994 Guide to making effective use of five Microsoft office management programs to improve business productivity and allow workgroups to share text numbers and graphics Microsoft Word Microsoft Excel Microsoft Access Microsoft Office Manager and Microsoft Powerpoint **Windows Vista For Dummies Quick Reference** Greg Harvey,2007-01-29 Readers will save themselves time and energy by using this handy A to Z reference to quickly find answers regarding the exciting new release of Windows Vista Includes helpful information on the new features of Vista such as the task based interface sidebar gadgets new Aero interface 3D look option heightened security new search capabilities and much more Covers navigating the desktop launching programs adding programs removing programs creating files copying files and folders and deleting files and folders Accessible organization of topics also shows readers how to create shortcuts connect to the Internet search the Web add favorites use the new file management system and more **Subject Guide to Books in Print** ,2001 *Quicken*

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