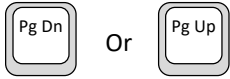


## I am a Keyboard Person!

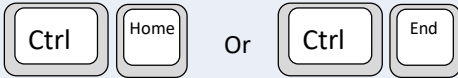
### Navigate Around Excel



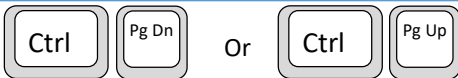
Move to the start/end of data region (cells that contain data)



Move one screen down or up in a worksheet



Move to cell A1 or to the last used cell in a worksheet



Move one worksheet tab right or left

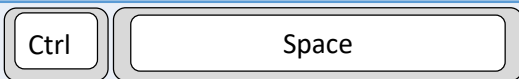
### Select Data



Extend the selection by one cell



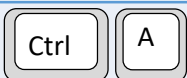
Extend the selection to the start/end of data region (cells that contain data)



Select entire column



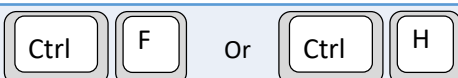
Select entire row



Press once: Select entire data-containing region  
Press again: Select entire worksheet



Go To

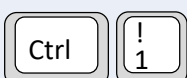


Find or Replace

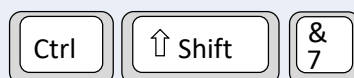


AutoSum the cells above or to the left

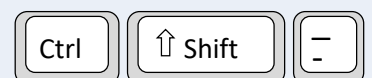
### Format Cells



Format Cells



Outline border



Remove all borders



And



Or



Or



Or



Or



Or



General

Number

Time

Date

Currency

Percentage

e.g.

1000

1 000.00

12:00 AM

26-Sep-02

R 1 000.00

100000%

## I am a Keyboard Person!

### Alphabetical Ctrl Shortcuts

Ctrl	A	Select <b>A</b> ll	Ctrl	R	Fill <b>R</b> ight
Ctrl	B	<b>B</b> old	Ctrl	S	<b>S</b> ave
Ctrl	C	<b>C</b> opy	Ctrl	T	<b>T</b> able
Ctrl	D	Fill <b>D</b> own	Ctrl	U	<u><b>U</b></u> nderline
Ctrl	F	<b>F</b> ind	Ctrl	W	Close <b>W</b> indow
Ctrl	G	<b>G</b> o To	Ctrl	X	Cut
Ctrl	H	Replace	Ctrl	Y	Redo
Ctrl	I	<i><b>I</b></i> talics	Ctrl	Z	Undo
Ctrl	N	<b>N</b> ew workbook	Ctrl	~	Show Formulas
Ctrl	O	<b>O</b> pen	Ctrl	;	Insert today's date
Ctrl	P	<b>P</b> rint	Ctrl	-	Delete cells or rows or columns
Ctrl	Q	<b>Q</b> uick Analysis	Ctrl	↑ Shift	+ = Insert cells or rows or columns

### F Key Shortcuts

	Help		Spell Check
	Edit a cell		Extend Mode (or run a macro in Step Mode)
	Paste Name in formula		Recalculate all workbooks
	Toggle reference: e.g. A1 → \$A\$1 → A\$1 → \$A1		Insert Chart
	Go To (or run a macro from VBA)		Save As