

**TAB:** Auto-complete functions, names and structural references. When you start typing a formula, Excel offers suggestions. Highlight the term you want to use and hit TAB key. Excel will type it for you.

**F2:** Edit formula cell. Select cell and press F2, Excel will place cursor at the end of the formula and you can edit.

**F4:** Switch between cell reference styles-Absolute, Mixed, Relative, Absolute. Type the cell or range of cells, tap F4 key to cycle through the different reference styles.

**ALT + H, V, V:** Paste only value. Copy desired cell and use ALT + H, V, V to paste only the value returned by the formula, and NOT paste the formula.

**ALT + H, V, F:** Paste only formula. Copy desired cell and use ALT + H, V, F to paste only the formula, and NOT paste the value created by the formula.

**Double left click Auto-fill handle** to copy formula down every cell in the column (Excel will fill data to the last row where you have data in your worksheet).

**CTRL + SHIFT + Arrow Keys:** holding down CTRL + Shift then tap down arrow to highlight all data down the column. Use Up arrow, Right arrow and Left arrow with CTRL + Shift to highlight all data in chosen direction.

**Highlight Range, CTRL + D:** Fill a formula down. Use Ctrl + Shift + arrow key to highlight a range, then CTRL + D will fill the formula all the way down the column.

**CTRL + Period:** Highlight a range of cells, example D2 through D500. Hit CTRL and Period key to toggle from top of the range to the bottom of the range. This will help you see column headers and still have all the cells highlighted.

**CTRL + SHIFT + END:** Highlights from cursor to end of data in the whole sheet. Example, if you have data in A1 through K2000. Click in cell A1,

**MOUSE:**

- ⇒ Left click always selects or opens
- ⇒ RIGHT click always brings up a menu



# Microsoft Excel<sup>®</sup> 2013/2016 QUICK REFERENCE



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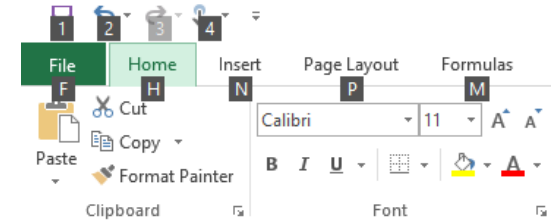
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## SHORTCUTS USING ALT KEY

In Excel 2013, 2010 and 2007 you can use the ALT key to display all available shortcuts in Excel. Press ALT while viewing your Worksheet, 'Keytips' will be displayed in a square next to the applicable Tab or Command. Shortcuts are also assigned to all commands on the Quick Access Toolbar.

This image shows the 'Keytips' displayed next to the Tabs in Excel



File (Home)	<b>ALT + F</b>
Home	<b>ALT + H</b>
Insert	<b>ALT + N</b>
Page Layout	<b>ALT + P</b>
Formulas	<b>ALT + M</b>
Data	<b>ALT + A</b>
Review	<b>ALT + R</b>
View	<b>ALT + W</b>

Once you select the appropriate Tab, the 'Keytips' will be

Insert	<b>ALT + H + I</b>
Delete	<b>ALT + H + D</b>
Format	<b>ALT + H + O</b>
Auto Sum	<b>ALT + H + U</b>
Fill	<b>ALT + H + FI</b>
Clear	<b>ALT + H + E</b>
Sort & Filter	<b>ALT + H + S</b>

## GENERAL SHORTCUTS

New File	<b>CTRL + N</b>
Open File	<b>CTRL + O</b>
Close File	<b>CTRL + F4</b>
Save File	<b>CTRL + S</b>
Save As	<b>F12</b>
Exit Excel	<b>ALT + F4</b>
Minimize/Maximize Ribbon	<b>CTRL + F1</b>
Print Preview/Print	<b>CTRL + P</b>
Cancel entry	<b>ESC</b>
Insert Hyperlink	<b>CTRL + K</b>

## EXCEL NAVIGATION SHORTCUTS

Insert worksheet	<b>SHIFT + F11</b>
Move between open workbooks	<b>CTRL + TAB</b>
Select All (entire worksheet)	<b>CTRL + A</b>
Select Column	<b>CTRL + SPACE</b>
Select Row	<b>SHIFT + SPACE</b>
Move to next cell in row	<b>TAB</b>
Move to previous cell in row	<b>SHIFT + TAB</b>
Move to next worksheet	<b>CTRL + PAGE DOWN</b>
Move to previous worksheet	<b>CTRL + PAGE UP</b>
Go to first cell in worksheet	<b>CTRL + HOME</b>
Go to last cell in worksheet	<b>CTRL + END</b>
Go to first cell in row	<b>CTRL + ←</b>
Go to last cell in row	<b>CTRL + →</b>
Go to first cell in a column	<b>CTRL + ↑</b>
Go to last cell in a column	<b>CTRL + ↓</b>
Find	<b>CTRL + F</b>
Find & Replace	<b>CTRL + H</b>
Open 'Go To'	<b>CTRL + G</b>
Move to beginning of data in a cell	<b>HOME</b>
Move to end of data in a cell	<b>END</b>

## MOST USED SHORTCUTS

Cancel selection	<b>ESC</b>
Undo last action	<b>CTRL + Z</b>
Redo last action	<b>CTRL + Y</b>
Cut	<b>CTRL + X</b>
Copy	<b>CTRL + C</b>
Paste	<b>CTRL + V</b>
Paste Special	<b>CTRL + ALT + V</b>

## SELECTING CELLS

Select entire row	<b>SHIFT + SPACE</b>
Select entire column	<b>CTRL + SPACE</b>
Select entire worksheet	<b>CTRL + A</b>
Extend selection one cell right	<b>SHIFT + →</b>
Extend selection one cell left	<b>SHIFT + ←</b>
Extend selection one cell up	<b>SHIFT + ↑</b>
Extend selection one cell down	<b>SHIFT + ↓</b>
Extend selection to last cell right	<b>CTRL + SHIFT + →</b>
Extend selection to last cell LEFT	<b>CTRL + SHIFT + ←</b>
Extend selection to last cell UP	<b>CTRL + SHIFT + ↑</b>
Extend selection to last cell down	<b>CTRL + SHIFT + ↓</b>
Extend selection to first cell in worksheet	

Highlight all data in sheet:  
**1. Click in first cell**

### MOUSE:

- ⇒ Left click always selects or opens
- ⇒ RIGHT click always brings up a menu

## MISC SHORTCUTS

Show Formulas	<b>CTRL + `</b>
Spellcheck	<b>F7</b>
Thesaurus	<b>SHIFT + F7</b>
Insert/Edit a Comment	<b>SHIFT + F2</b>
Select all cells w/Comments	<b>CTRL+ SHIFT+O</b>
Create a chart in new sheet	<b>F11</b>
Insert current date	<b>CTRL + ;</b>
Insert current time	<b>CTRL + SHIFT + ;</b>
Insert Column/Row	<b>CTRL + SHIFT + PLUS</b>
Delete Column/Row	<b>CTRL + MINUS</b>
Insert new worksheet	<b>SHIFT + F11</b>
Edit active cell	<b>F2</b>
Copy value from cell above	<b>CTRL + D</b>
Copy value from cell to left	<b>CTRL + R</b>
Minimize workbook	<b>CTRL + F9</b>
Maximize workbook	<b>CTRL+ F10</b>
Minimize/Maximize Ribbon	<b>CTRL + F1</b>

## FORMATTING CELLS

Format Cells	<b>CTRL + 1</b>
Format as Currency	<b>CTRL + SHIFT + \$</b>
Format as Percentage	<b>CTRL + SHIFT + %</b>
Format as Number	<b>CTRL + SHIFT + 1</b>
Format as Scientific Number	<b>CTRL + SHIFT + ^</b>
Format as General (remove any formatting)	<b>CTRL + SHIFT + ~</b>
Outline cell border	<b>CTRL + SHIFT + &amp;</b>
Remove cell border	<b>CTRL + SHIFT + _</b>

## WORKING WITH TEXT

Bold	<b>CTRL + B</b>
Italics	<b>CTRL + I</b>
Underline	<b>CTRL + U</b>